Nasuti College of Osteopathic Medicine
Medical Student Handbook

600 Forbes Avenue
Pittsburgh, PA 15282

Dean's Welcome

Dear Students,

It is my great pleasure to welcome you to the Duquesne University's Nasuti College of Osteopathic Medicine ("Nasuti Med" or the "College"). We are training the next generation of physician scientists for Western Pennsylvania, the nation, and the world, and are committed to excellence in medical education. Our students have a heart for service and our mission is to serve God by serving our students so they can serve their patients, especially in underserved urban and rural communities, with an emphasis on understanding and addressing the social determinants of health.

As a Spiritan University, Duquesne is committed to fostering an authentic learning community within our school where we endeavor to treat each other with dignity and respect. Our academic community is a place where curiosity, compassion, and commitment to excellence come together to shape the future of healthcare, research, and education. Here, you will deepen your medical knowledge, sharpen your critical thinking, and engage with faculty and staff who are passionate about mentoring the next generation of physician leaders. As part of a medical school rooted in community service and the osteopathic tradition, you will also experience a holistic approach to learning—one that values not only academic rigor but also personal growth, ethical leadership, and service to others. Our mission extends beyond the classroom: we are committed to addressing health disparities and improving lives in rural and urban underserved communities locally and globally. You are now part of a dynamic and supportive environment where your aspirations are nurtured and your potential is limitless. We are excited to see how you will grow, contribute, and lead. Welcome to the next chapter of your academic and professional journey. It is our privilege to walk alongside you during this journey of discovery.

Warm regards,
John M. Kauffman, Jr., DO, FACOI, FACP

This Handbook is your guide to the Duquesne University Nasuti College of Osteopathic Medicine ("Nasuti Med"). It contains program-related information as well as information related to the policies, procedures, and resources applicable to Nasuti Med applicants and students. This Handbook works in conjunction with other Duquesne University (DU) policies, regulations, agreements, and guidelines, and is not a contract. It is not all-inclusive of the policies and procedures of the College. Nasuti Med reserves the right to interpret, amend and update this document, in whole or in part, without notice and in the College's sole discretion. Applicants and students are required to follow all policies and procedures that are outlined in this Handbook. Violations of any of the aforementioned regulations are subject to disciplinary action up to and including dismissal.

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1 NASUTI COLLEGE OF OSTEOPATHIC MEDICINE OVERVIEW

1.1 Duquesne University Mission

Duquesne University of the Holy Spirit is a Catholic university founded by members of the Congregation of the Holy Spirit, the Spiritans, and sustained through a partnership of laity and religious.

Duquesne serves God by serving students through:

- *Commitment to excellence in liberal and professional education*
- *Profound concern for moral and spiritual values*
- *Maintaining an ecumenical atmosphere open to diversity*
- *Service to the Church, the community, the nation, and the world*

1.2 Mission of the Duquesne University Nasuti College of Osteopathic Medicine

The Mission of the Duquesne University Nasuti College of Osteopathic Medicine ("Nasuti Med") is to provide excellence in medical education. Nasuti Med will train physicians who will serve God, in the Spiritan tradition, by caring for all people in all communities, including in underserved urban and rural communities of Western Pennsylvania, the nation, and the world, addressing health care disparities among these communities. Nasuti Med will graduate physician leaders in all medical specialties with a focus on primary care.

1.3 Osteopathic Oath

The Osteopathic Oath is administered to osteopathic physicians who practice medicine in the United States. This Oath is similar to the Hippocratic Oath and represents a statement of professional values and ethics that embody the practice of osteopathic medicine. First written in 1938 by the Associated Colleges of Osteopathy, the current amended version of the Oath is as follows:

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

I will be ever vigilant in aiding in the general welfare of the community, sustaining its laws and institutions, not engaging in those practices which will in any way bring shame or discredit upon myself or my profession. I will give no drugs for deadly purposes to any person, though it be asked of me.

I will endeavor to work in accord with my colleagues in a spirit of progressive cooperation and never by word or by act cast imputations upon them or their rightful practices.

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

1.4 Vision, Values, and Goals

The Vision of the Duquesne University Nasuti College of Osteopathic Medicine is to create a culture of servant leaders who are dedicated to treating the whole person, mind, body, and spirit.

Values and Goals

- **L** Love and Mercy: treating others as you would want to be treated, with empathy and compassion. Creating a culture of tolerance and non-judgementalism.
- **E** Ethics and Morality: creating a culture committed to practicing medicine with the highest moral and ethical standards.
- **A** Advancement and Personal Development: empowering faculty, staff, and students to develop lives of self-fulfillment through service.
- **D** Dignity and Social Justice: creating a culture that promotes the treatment of everyone with dignity and seeks to address inequities in access to healthcare.
- **E** Excellence: creating a culture where students, faculty, and staff can excel and reach their full potential both academically and professionally.
- **R** Responsibility to Profession and Community: equipping and training the next generation of health care leaders in all medical specialties with particular focus on the need for primary care physicians.
- **S** Servant Leadership: creating a culture of service to God consistent with the historic Mission of Duquesne University.

1.5 Nasuti College of Osteopathic Medicine Facilities

The main Nasuti Med building is located at the corner of Forbes Avenue and Magee Street in uptown Pittsburgh on the main DU campus and is highlighted in red on the map below. Students enjoy ample green space on the exterior of the building for study, relaxation, and fellowship, and in addition to the pedestrian plaza, there is bike parking

and a rapid transit bus line planned to support energy- and environmentally-conscious commuters. The main College building has six floors:

- The lower level contains a radiology classroom and a large osteopathic manipulative medicine (OMM) and clinical skills training room, along with locker rooms and other facilities.
- Level one (street level) provides entry to the building on Forbes Avenue and contains the main team-based learning classroom, the augmented reality anatomy laboratory, ultrasound laboratory, and space for study and fellowship.
- Level two overlooks the team-based learning classroom and accommodates the Information Technology Department, a student lounge and kitchen area, the Academic Excellence Center, lactation room, inter-denominational prayer and meditation room, and a collaboration area for faculty and staff.
- Level three houses our simulation hospital which contains a simulated intensive care unit, ultrasound lab, operating room, emergency room, labor and delivery room, and inpatient hospital room. Additionally, the third floor contains 12 standardized patient exam rooms, three debriefing rooms, and one classroom for simulated patient care experiences.
- Levels four and five contain office spaces, huddle rooms, conference rooms, and a board room for chairs, faculty, staff, and administration.

Nasuti Med is committed to promoting interdisciplinary education and experiences, and in support of this endeavor, portions of the curriculum and activities are conducted on the DU campus. In addition to the main medical school building, educational and research spaces on the DU campus have been remodeled for the College's use.

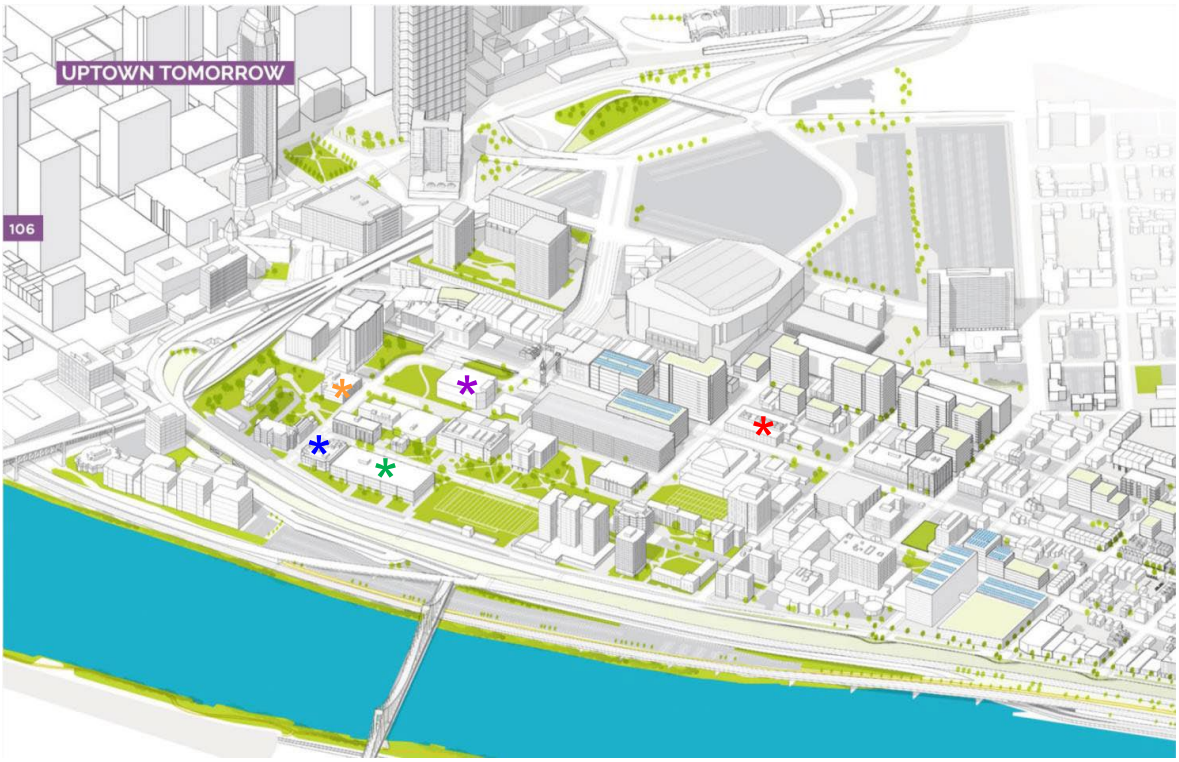
- ***Gumberg Library***: The third floor of Gumberg Library (designated with a purple star below) contains 20 small group rooms for team-based learning and study. In addition, 80 study carrels are available for individual study. The Library offers an extensive electronic medical library collection which is easily accessible to students from any location, as well as a print collection of required textbooks.

- ***Rangos Gross Anatomy Lab:*** The gross anatomy laboratory is housed on the fourth floor of Rangos Hall (designated with an orange star below). Lockers and locker rooms are available for medical student use on floors two and three.

- ***Mellon Hall Research Labs***: The main location for biomedical research is contained within Mellon Hall (designated with a green star below). The College has dedicated, renovated research lab space on the lower level as well as floors two and three of Mellon Hall.

- ***School of Pharmacy (SOP)***: Two classrooms on the first floor of the SOP are utilized by Nasuti Med faculty, staff, and students for didactic activities,

including Wolfe Lecture Hall and Breakout Classroom 101. The School of Pharmacy is designated with a dark blue star below.



All visitors entering the College must sign in and out at the front desk, including times of arrival and departure, and must be accompanied by an employee or student at all times.

1.6 Nasuti College of Osteopathic Medicine Leadership

1.6.1 Office of the Dean

The Dean of the Nasuti College of Osteopathic Medicine is responsible for overseeing the academic mission and objectives associated with the College's education, research, clinical training, and community engagement.

1.6.2 Department of Academic Affairs

The Department of Academic Affairs supports students through the admissions process and throughout their educational journey at Nasuti Med. The Academic Affairs Office includes the Offices of Admissions, Student Affairs, Community Engagement and Opportunity, Medical Education, Academic Excellence, Assessment, Financial Aid, the Medical Library and the Medical Registrar.

1.6.3 Department of Biomedical Affairs

The Department of Biomedical Affairs leads the biomedical faculty in their academic and scholarly activities and directs biomedical instruction during the four-year curriculum. It is comprised of the chairs and faculty of the biomedical science disciplines including anatomy, physiology, cellular and molecular biology, pharmacology, genetics, microbiology, and immunology.

1.6.4 Department of Clinical Affairs

The Department of Clinical Affairs leads the clinical faculty in their academic and scholarly activities, and directs clinical instruction during the four-year curriculum, including simulation education, core rotation site placement, and the residency match. This department is comprised of chairs for primary care and specialty medicine, as well as division chiefs and teaching/clinical faculty for family medicine, internal medicine, pediatrics, geriatrics, emergency medicine, simulation, pathology, psychiatry, surgery, obstetrics and gynecology, integrative health and wellness, community and global health, and osteopathic manipulative medicine, as well as several specialists and subspecialists.

1.6.5 Department of Research

The Nasuti College of Osteopathic Medicine's faculty, staff, and students are actively engaged in interdisciplinary biomedical, clinical, and translational science research and scholarly activities in collaboration with other colleges and departments and colleges on campus and beyond. The Department of Research provides support and resources for researchers, including training, grant identification, experimental design, creation and management of budgets, conference presentations, and scholarly activity.

1.6.6 Department of Postgraduate Affairs

The Office of Postgraduate Affairs is dedicated to graduate medical education (GME) and supporting physicians in the stages that follow medical school training. This Office engages in the development of new GME programs and supports the College's partner GME programs with a variety of needs including but not limited to osteopathic curriculum and recognition, faculty development, curriculum delivery, accreditation support, and connecting our partner residency programs with other resources from the College. Additionally, the Office of Postgraduate Affairs supports the continuum of osteopathic training to include continuing medical education (CME) programming needs. The Office prioritizes the training of excellent physicians from various backgrounds in a model of patient-centered care. This partnership builds a foundation of high-value care, positive patient outcomes, and clinical knowledge that improves individual and community health, and provides a setting that helps residents, fellows, and attending physicians grow as role models for the next generation of physicians and leaders. The Departments of Postgraduate Affairs and Clinical Affairs provide career counseling and support for

medical students throughout their journey to residency to include selection of a discipline of medicine as well as guidance on navigating the match process.

1.7 Degree Programs

Nasuti Med is approved by DU and is currently in pre-accreditation status by the Commission on Osteopathic College Accreditation and is institutionally accredited by the Middle States Commission on Higher Education to award a graduate professional degree in osteopathic medicine. This degree program is a four-year osteopathic medical education program based on the biopsychosocial-spiritual model of health, emphasizing preventive medicine, social justice, health equity, evidence-based medicine, and comprehensive patient care. Nasuti Med students are educated in how the body's structure and function are interrelated, and how a physician may use nutritional, interventional, and manual medicine techniques to restore health and promote wellness in the patients they serve. Students in the Doctor of Osteopathic Medicine program who complete the curriculum and requirements are recommended by the faculty of the College for conferral of the Doctor of Osteopathic Medicine (DO) degree by the DU Board of Trustees. Following graduation, osteopathic physicians typically enter a GME program such as a residency, and then pursue a career path in clinical medicine. Additionally, DU is accredited by the Middle States Commission on Higher Education to award a Master of Biomedical Sciences degree, which is a 10-month education program based on the first semester of the medical school curriculum.

1.8 Professionalism, the Student Handbook, and the University Policies

As future physician leaders, Nasuti College of Medicine students are expected to closely follow an appropriate level of conduct and professionalism throughout their education as outlined in this Handbook, the University's Student Handbook as applicable, University Administrative Policies (TAPs), and the Nasuti Med 's Policy on Student Professionalism and Ethical Conduct. Students are expected to be knowledgeable about, and comply with, all rules, regulations, and policies of the College and the University, including this Student Handbook and the University TAPs.

In the event and to the extent of any conflict or inconsistency between the Nasuti Med Medical Student Handbook and another University handbook, procedure, or policy (except for TAPs), the Nasuti Med Medical Student Handbook shall take precedence. In the event of any conflict between the Nasuti Med Medical Student Handbook and legal requirements at the time, the law shall be followed. Public statements made by Nasuti Med students must clearly identify that the statements are made by the speaker alone and are not intended to be representative of the College or the University.

Nasuti Med students should be aware that they may be subject to sanctions for off-campus conduct as further described in these policies and handbook, and students should review the applicable policy/handbook procedures for addressing reported

violations. All Nasuti Med OM students are further expected to uphold the American Osteopathic Association's (AOA) Code of Ethics and comply with federal, state, and local laws. No policy or handbook referenced is intended to be a contract and is subject to change with or without notice and at the University's sole discretion.

2 IMPROVING ACCESS TO QUALITY HEALTHCARE THROUGH CREATION OF A WELCOMING EDUCATIONAL CULTURE

2.1 Fostering a Welcoming Environment for all Students, Faculty, and Staff

DU is committed to maintaining an atmosphere where all students can serve, lead, and learn. Nasuti Med, as a member of the DU community, is dedicated to providing a welcoming and inclusive environment, in support of the mission of the College and the University. Nasuti Med provides support and guidance for students to facilitate a campus atmosphere of excellence for all and provides community and campus-wide events and programs to celebrate community and raise awareness about critical issues related to the social determinants of health. The Director of Student Affairs is available to meet with students to support our culture of inclusivity, acceptance, and belonging.

2.2 Education in Cultural Humility and the Social Determinants of Health

Students are selected based in part on their passion for training and caring for all people regardless of their race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age, disability, or religion, as well as their demonstrated willingness to address health disparities by focusing on the social determinants of health. Nasuti Med utilizes curricular programming methods and strategies to ensure students are trained to serve and support patients across the state, nation, and world. Student development exercises facilitate continued progress toward the College's strategic goals of inclusivity and mutual respect for all. Students receive training on implicit bias, the social determinants of health, and health outcomes that support caring for all people in all communities including urban and rural communities, in support of the College's mission, values, and goals.

2.3 Creating a Physician Workforce to Best Serve our Communities

Nasuti Med strives to contribute to the training of a highly qualified physician workforce, which begins with recruiting a pool of candidates who are closely aligned with our mission to provide care to all those in need, with a priority to practice medicine in medically underserved regions of western Pennsylvania and distantly. Partnerships and early assurance programs with colleges and universities that express commonality with DU's mission are integral components of the College's student recruitment strategy, and successful recruitment of high-achieving students from these programs helps us meet our goals to effectively provide quality healthcare access for all those in need of care.

2.4 Impacting Urban and Rural Communities

Nasuti Med strives to contribute to a highly qualified physician workforce, that is passionate, educated, and informed regarding the social determinants of health, including health outcome disparities, which disproportionately affect communities and individuals in lower socioeconomic populations.

3 STUDENT RIGHTS AND RESPONSIBILITIES

3.1 Student Expectations and Professionalism

As future physician leaders, Nasuti College of Medicine students are expected to closely follow an appropriate level of conduct and professionalism throughout their education as outlined in this Handbook, the University's Student Handbook as applicable, University TAPs, and Nasuti Med's Policy on Student Professionalism and Ethical Conduct. As constituents of the academic community, Nasuti Med students are free, individually and collectively, to express their views on issues of institutional policy and matters of general interest to the student body. Where appropriate, student concerns should be referred to their class leaders, who then present these concerns to the College administration for consideration. Nasuti Med students should be aware that they may be subject to sanctions for off-campus conduct as further described in these policies and handbook, and students should review the applicable policy/handbook's procedures for addressing reported violations. All Nasuti Med students are further expected to uphold the AOA Code of Ethics and comply with federal, state, and local laws.

3.2 The Medical Student Handbook and University Policies

Students are expected to be knowledgeable about, and comply with, all rules, regulations, and policies of the College and the University, including this Student Handbook and the University TAPs. No policy or handbook referenced is intended to be a contract and is subject to change with or without notice and at the University's sole discretion. In the event and to the extent of any conflict or inconsistency between the Nasuti Med Medical Student Handbook and another University handbook, procedure, or policy (except for TAPs), the Nasuti Med Medical Student Handbook shall take precedence. In the event of any conflict between the Nasuti Med Medical Student Handbook and legal requirements at the time, the law shall be followed.

3.3 Student Complaints

3.3.1 Academic Complaints

If a student should have a concern or grievance for any reason, they are encouraged to bring that concern directly to the appropriate student, faculty, or staff member to be addressed. If the issue is not resolved from this communication or the student wishes to

bypass it, then the student may choose to elevate the concern to the student leadership (class president), the appropriate faculty or staff leader (e.g., Student Affairs, Division Chief, Chair, or Assistant/Associate Dean), and/or to the reporting resources identified in the relevant College policy. Retaliation against students who make such reports in good faith and/or who participate in the applicable process for addressing such reports is prohibited. Reports are addressed following the pertinent Nasuti Med procedures or the pertinent University TAPs (such as TAP #61, Title IX Sexual Harassment). Any individual found to be responsible for the conduct alleged in such a report is subject to disciplinary action, up to and including dismissal/separation from the College. Nasuti Med has College-specific formal reporting mechanisms for the grievances and appeals outlined below.

3.3.2 Accreditation Complaints

For complaints related to accreditation standards, students should refer to the Nasuti Med Policy entitled, "Complaints Related to Accreditation Standards."

3.3.3 Non-Academic Complaints

There are many avenues for reporting of non-academic concerns, including the resources identified in this Handbook, such as the Title IX Coordinator who is responsible for addressing sexual harassment and sexual misconduct. There are also anonymous reporting options available on the University's website including EthicsPoint and an anonymous Title IX reporting form. In addition, non-academic student concerns may be brought to the attention of the Nasuti Med Student Government Association officers who bring the concerns to the College's administration. Depending on the nature of the report, the College's administration is required to share the report with others at the University (e.g., Title IX Coordinator if involving sexual misconduct). If a student feels that their concerns have not been adequately addressed through these avenues, the student may consult with the Nasuti Med Office of Student Affairs which will seek to resolve the concern or involve the appropriate Office, Associate Dean or the Dean as needed.

4 STUDENT RECORDS

4.1 Student Enrollment and Student Records

Regarding student records, Nasuti Med generally follows the records retention policies of the American Association of Collegiate Registrars and Admissions Officers (AACRAO). For example, application materials for matriculated students are kept for 5 years after the student graduates; most academic records are also kept for 5 years after the student graduates with several exceptions including enrollment verifications and exam grades (1 year), leaves of absence (2 years), academic advisement records (2 years after graduation), and grievances (3 years after closure); other records are maintained permanently, including notification of academic dismissal, theses/dissertations,

graduation lists, enrollment and degree statistics, catalogs, commencement programs, and transcripts.

The Medical Registrar's Office performs the following duties in support of the College:

- Student enrollment and registration
- Grade collection/recording, academic history recordkeeping
- Verifications, certifications, student compliance
- Academic retention, promotion, graduation policies
- Transcript requests (official and unofficial)
- Release of information (including third-party requested information)
- The required training and documentation for clinical sites

4.2 FERPA-Protected Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits the University from disclosing information from a student's education records to third parties, including parents, without the written consent of the student, except in limited circumstances. All employees who use student data in any form are required to take FERPA training as directed by the College. For additional information about FERPA, please see TAP #28.

For complaints related to FERPA, Nasuti Med students have the option to file a complaint with the U.S. Department of Education. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

4.3 Health Records

Nasuti Med follows all applicable laws governing the privacy, confidentiality, and security of oral, written, and electronic patient health information as well as all confidential academic records, including the Health Insurance and Portability and Accountability Act (HIPAA) and FERPA. The College requires certain health records of all enrolled students. These records are maintained in accordance with HIPAA and the policies of the DU Health Services Department to the extent they are applicable.

5 SEXUAL MISCONDUCT AND HARASSMENT

DU, including the Nasuti College of Medicine, prohibits sex and/or gender-based discrimination consistent with Title IX, Title VII, and other applicable laws. For more

information concerning this prohibition, resources, and reporting options, please see the University's Sexual Harassment and Sexual Misconduct website.

6 NON-DISCRIMINATION POLICY

Nasuti Med shall be open to all students who are qualified according to its admission process and is committed to compliance with Title VII and other anti-discrimination laws. DU's non-discrimination policy can be found in TAP #30. This TAP applies to all programs and activities of the University, including admission and employment practices, and provides that, among other things, the College does not discriminate in the selection of administrative personnel, faculty, staff, or students based on race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age, disability, or religion.

DU is an educational institution operated in affiliation with the Roman Catholic Church in the United States. Nothing in TAP #30 should be construed as a waiver either of the constitutional or statutory rights that DU enjoys as a religiously-affiliated organization. Students with questions or concerns about any type of discrimination are encouraged to report their concerns to the Office of Student Affairs and/or as described in TAP #30.

7 ACCOMMODATIONS

7.1 Policy Regarding Reasonable Accommodations

DU is committed to the inclusion of qualified individuals with disabilities into all facets of the educational and employment environment as further described in TAP #56. Students seeking reasonable accommodations must work with the University's Office of Disability Services and engage in the interactive process regarding any accommodation. The Office of Disability Services is located on the first floor of the DU Student Union building, and further information is posted here. The interactive process is set forth in TAP #56. The Office of Disability Services works together with Nasuti Med's Associate Dean for Academic Affairs to determine reasonable accommodations. Please note that accommodations extended to a student through the University's Office of Disability Services does not guarantee that the student will be deemed eligible for equivalent accommodations for COMLEX-USA national board examinations. As such, students seeking accommodations for their NBOME examinations are encouraged to apply for accommodations as outlined by the organization, well in advance of the examination date.

Moreover, DU is committed to providing a supportive and inclusive environment for pregnant and/or parenting students as further described here. Pregnant or parenting students seeking reasonable adjustments must work with the University's Title IX Office and engage in an interactive process regarding any adjustment. The Title IX Office is located in the Union, Room 339, and may be contacted at: simpsona8@duq.edu or 412-396-2560. The Title IX Office works together with Nasuti Med's Associate Dean for

Academic Affairs to determine reasonable adjustments. Nasuti Med will additionally consider requests for reasonable accommodations for religious needs, including for clinical skill-related courses. Students must request such an accommodation through the Office of Academic Affairs, or, in the case of clinical skill-related courses or clinical rotations, the Office of Clinical Affairs.

7.1.1 Five Competency Areas of the College's Technical Standards

Students with or without reasonable accommodations must meet the academic and technical standards of their program. Please refer to the Nasuti College of Osteopathic Medicine's Health and Technical Standards that can be found below, which are required of any student entering into the medical education program at the College. Nasuti Med is committed to working with students to meet their program requirements. Please note that students are required to secure and maintain their own transportation and housing throughout the entirety of the medical education program.

7.1.1.1 Observation and Sensory

Students must be able to participate in demonstrations and experiments in the Doctor of Osteopathic Medicine curriculum including, but not limited to microbiologic cultures, microscopic examination of microorganisms and tissues, cadaver dissection, interpretation of ECGs, and radiographic images. Students must be able to observe a patient by gathering sensory information (visual, auditory, olfactory, and tactile) to detect disease and dysfunction. Students must be able to use touch to detect changes in temperature and pressure to complete required physical examinations and perform osteopathic structural assessments.

7.1.1.2 Communication

Students must be able to assess and communicate with patients to elicit information, describe changes in affect, activity, and posture, and perceive nonverbal communications. Students must be able to communicate effectively and sensitively with patients and their family members. Students must be able to communicate effectively and efficiently with all members of the health care team.

7.1.1.3 Motor

The Doctor of Osteopathic Medicine curriculum is physically and mentally rigorous. The student must reliably and fully participate in the curriculum, including small group learning activities, simulation exercises, computer-based learning activities, computer-based examinations, and clinical rotations. Students must be able to independently perform physical examination maneuvers such as auscultation, palpation, and percussion to detect disease and dysfunction. Students must be able to independently perform a variety of procedures required for general and emergency patient care including, but not limited

to venipuncture, bladder catheterization, arthrocentesis, cardiopulmonary resuscitation, application of pressure to stop severe bleeding, management of obstructed airways, suturing of simple wounds and performance of routine obstetrical and gynecologic procedures.

Additionally, students must be able to perform these procedures within prescribed time limitations relative to the context of the practicing physician. Students must be able to independently perform therapeutic touch including OMM techniques. Students must be agreeable to having these techniques performed upon them as part of the curricular requirements for the DO degree. Students must be willing to expose the head, neck, extremities (arms and legs), chest (with a sports bra for women), back, and abdomen for examination. Religious head coverings must be modified when necessary to allow palpation when they obscure the immediate area to be examined or treated (e.g., head, neck, upper back). Modifications can include adjustment of the covering permitting unobstructed palpation beneath the covering or substitution of a thinner material that allows for adequate evaluation and treatment. Students must be able to assist in surgical procedures that require standing for prolonged periods, participating in simulation exercises, and participating in medical/surgical rounds on hospital wards.

7.1.1.4 Intellectual – Conceptual

Students must be able to demonstrate the ability to observe, measure, calculate, and utilize information to engage in critical thinking and problem-solving in both individual and group contexts that are essential to the function of a physician. Students must also be able to comprehend multi-dimensional spatial relationships.

7.1.1.5 Behavioral and Social Attributes

Students must exercise good judgment and act professionally, complete all responsibilities promptly and effectively, and attend to the diagnosis and care of patients while maintaining mature, sensitive, and effective relationships with patients, patients' family members and students' peers.

Students must be able to function effectively under stressful conditions, adapt to changing environments, and function in the face of the uncertainties inherent in the clinical care of patients. Compassion, integrity, empathy, interpersonal skills, interest, and motivation are all personal qualities that are assessed during the educational process.

7.2 Health and Safety Measures

7.2.1 Health and Safety Requirements

In addition to the Nasuti College of Medicine's Health and Technical Standards, students are required to meet requirements for health and safety before matriculation and while

enrolled in the program. These requirements include but are not limited to immunizations, background checks, drug screenings, and certifications in Basic Life Support (BLS), HIPAA, OSHA, and the Pennsylvania child abuse recognition and mandated reporter training. Students must follow Nasuti Med policies and procedures for obtaining and submitting this documentation according to all deadlines to matriculate and progress in the program.

7.2.2 Health and Safety Exemptions

Nasuti Med students may request exemptions from required vaccinations for medical or religious reasons by contacting DU Health Services. However, there is no guarantee that a clinical site, community or global partner will accept such exemptions. Clinical sites and partners retain the right to refuse a student's participation based on their policies and procedures related to vaccination status. Students with vaccination exemptions should be aware that they may have reduced opportunities for clinical experience, may be required to follow additional protocols at clinical and partner sites, such as wearing a mask during patient care activities, and/or may have difficulty obtaining clinical experiences, which may limit or prohibit the student's ability to complete the program.

8 ADMISSIONS, ENROLLMENT, AND FINANCES

8.1 Minimum Requirements for Admission

Applicants must possess the academic background and capacity to adapt to a rigorous academic environment and to successfully complete the curriculum. Additionally, the College uses a mission-driven admissions process; therefore, the applicants should demonstrate a history of compassion, empathy, dedication, and an interest in care for rural or urban underserved populations as evidenced by community service, outreach-oriented clinical activities, or research to promote the advancement of medical science. Applicants for admission must meet the following requirements to be considered for an interview:

a. Complete a baccalaureate degree before matriculation.
    - Courses must be taken at an accredited institution that is recognized by the U.S. Department of Education. Applicants are encouraged to contact the Nasuti Med Office of Admissions if there are any questions.
    - Applicants who have taken coursework and/or earned a degree from a foreign institution must submit an evaluation of their transcripts by a transcript evaluation company that is approved by AACOMAS. Please see the AACOMAS website for a list of approved companies.
    - Courses with equivalent content may be considered. The College follows the AACOMAS definition of science courses to determine science GPA and science hours. See the AACOMAS website for more information.

b. Complete the required courses listed below:
    - Biological Sciences: 8 credit hours
    - Physics: 8 credit hours
    - General and/or Inorganic Chemistry: 8 credit hours
    - Organic Chemistry: 8 credit hours (Biochemistry may substitute for 4 credit hours of Organic Chemistry)
    - English and/or Composition: 6 credit hours
    - Recommended: a minimum of 6 additional biomedical science credit hours at the 200 level or above are strongly recommended, which will prepare the applicant for medical school. These include but are not limited to anatomy, physiology, biochemistry, immunology, microbiology, virology, and genetics.
c. Achieve a minimum of a 3.2 science GPA and a 3.2 overall GPA on a 4.0 scale. Higher GPAs are generally required to be competitive. The College follows the AACOMAS definition of science courses to determine science GPA (see the AACOMAS website for more information). The DU Master's in Biomedical Sciences (MBS) students who meet the minimum Nasuti Med GPA and MCAT admission criteria, and achieve a 3.2 or better GPA in the MBS program, are guaranteed an interview for the current admissions cycle after having completed a required mock interview with Nasuti Med's MBS faculty and staff. If selected for admission and no seats are available, this student may be offered a seat in the next or subsequent admissions cycle. In rare instances, the minimum MCAT requirement may be waived for Nasuti Med's MBS graduates who have done well academically in the MBS program, provided that minimum undergraduate admission requirements are also met.
d. Submit official MCAT transcripts through AACOMAS with a date of completion, which is within three years or less of the intended matriculation date (must achieve a minimum MCAT score of 500, higher MCAT scores with 124 or greater subscores are generally considered to be more competitive).
e. Be a U.S. citizen or permanent U.S. resident, or Canadian citizen as outlined in Section 8.7.2 below.
f. Be proficient in data entry to complete time-specific assignments.
g. Read Nasuti Med's Health and Technical Standards and affirm that they meet the standards with or without reasonable accommodations and/or temporary pregnancy related modifications. (Any falsification or misinformation may result in dismissal for matriculated students or withdrawal of an offer of admission).
h. Please note that student applicants who have previously matriculated into another medical school are generally not considered eligible for acceptance into the College; however, each application is reviewed on a case-by-case basis.

8.2 AACOMAS Application (Primary Application)

Nasuti Med participates with other osteopathic colleges in a centralized application processing service called the American Association of Colleges of Osteopathic Medicine

Application Service (AACOMAS). To initiate the application process, prospective students must apply directly to AACOMAS. The deadline for Nasuti Med's Primary Application generally falls on April 1, but is subject to change annually; therefore, applicants should consult the College's website for the most current information.

8.3 Official Transcripts

As part of the application process, AACOMAS requires official copies of transcripts from all colleges/universities attended. Applicants who have taken coursework and/or have earned a degree from a foreign institution must also submit an official evaluation of their transcripts to one of the approved AACOMAS transcript evaluation services as described above. Applicants must also submit their official MCAT scores from AAMC to AACOMAS. If there is a question about the authenticity of a transcript, an official transcript sent directly to the Nasuti Med's campus from the institution in question will be required.

Nasuti Med requires an official transcript from any school the applicant is currently attending or will attend after June of the application year to be sent directly to the College. In this case, the transcript sent to AACOMAS will not be accepted.

Nasuti Med requires official transcripts reflecting any coursework completed after acceptance and before matriculation to be sent directly to the Nasuti Med Medical Registrar's Office by the registrar's office of the institution where the coursework was completed. Failure to submit official transcripts before the stated deadline may result in the offer of admission being rescinded and forfeiture of any deposits.

8.4 Secondary Application

Applicants who meet all admissions requirements may be invited to submit the Secondary Application and supporting documents. The invitation to submit a Secondary Application is sent via email with instructions for electronic completion. The last day for applicants to submit the Secondary Application and supporting materials is April 30, but is subject to change from year to year.

The Secondary Application process consists of Nasuti Med's Secondary Application, a non-refundable processing fee, a waiver/non-waiver statement regarding letters of recommendation, and three required letters of recommendation (see below).

8.5 Letters of Recommendation

Nasuti Med requires a minimum of two to three letters of recommendation, as specified below. One letter must be from the pre-medical or health-professions advisory committee; if such a committee does not exist or does not contain a natural science faculty member at the undergraduate institution, please submit two letters from natural science faculty who have taught the student in college. The final recommendation letter should be from

a physician (DO or MD) who has worked with the student in a clinical setting. No required letters of recommendation may be from a blood relative or a relative through marriage. Nasuti Med welcomes additional letters of support or recommendation from those who are acquainted with the student's academic or professional abilities.

All letters of recommendation must be on professional or college/university letterhead and signed by the evaluator, whether submitted electronically (preferred) or mailed directly to the Nasuti Med Office of Admissions. Letters of recommendation submitted through a pre-health committee, an official evaluation collection service recognized by the College (Interfolio or Virtual Evals), or an official college/university service are acceptable.

Once Nasuti Med receives the Secondary Application, the processing fee, the waiver/non-waiver statement, and the required letters of recommendation, the application is considered complete.

8.6 Requirement to Report Convictions or Pending Charges

On the Secondary Application, applicants must report and explain any convictions or pending charges, including, but not limited to, misdemeanors and felonies. Students should be aware that convictions or pending charges are generally found on the background check that is required before matriculation. Applicants who do not disclose a conviction or pending charge will be deemed to be acting unprofessionally and/or unethically, and omission of such information may be grounds for rescinding the admissions offer, or if such information is discovered after matriculation, may result in dismissal or revocation of a degree.

Applicants who have prior convictions that may impact their ability to obtain a residency and/or become licensed, such as convictions for assault, sexual crimes, impaired driving, and/or drug possession, will generally not be considered for admission. The applicant should be aware that medical licensing boards and residency programs also require background checks and base their acceptance or non-acceptance of an applicant on the nature of the prior criminal record.

8.7 The Admissions Process

8.7.1 The Admissions Process for US Citizens

An applicant must meet all admissions requirements, the Health and Technical Standards with or without reasonable accommodations and/or temporary pregnancy related modifications, and submit all required documents to be considered for admission to the College. After the Nasuti Med Office of Admissions receives these materials, the applicant's file is reviewed, based on the established criteria for admission. If the applicant is offered and accepts an invitation to interview, they are invited for an interview day which includes virtual or in-person interviews by members of the faculty and staff, as well as

information sessions about the medical education program. After the interview day, the interviewers forward their recommendations to the College's Admissions Committee.

The Nasuti Med Admissions Committee makes the following recommendations to the College Dean: accept, deny, or further consideration/waitlist. The Dean reviews the recommendations and ultimately decides whether to accept, reject, or modify a recommendation. The admissions decision, based on academic performance, professional experience, mission alignment, and the interview, is then provided to the applicant. A $1500 nonrefundable deposit made by the accepted student reserves that student a spot in the upcoming medical student class

Once the class is filled, accepted applicants on the further consideration list may be offered a seat in the upcoming or a future class when one opens. Those students who are accepted from the further consideration list after June 1 of the year of matriculation are generally not able to defer to the next year's class unless the student has experienced extenuating circumstances.

The applicant receives the decision letter at the email and physical address provided with the application. Students who plan to seek financial aid awards or scholarships must fill out the relevant Free Application for Federal Student Aid (FAFSA) and College Scholarship Service Profile (CSS Profile), and designate Nasuti Med in their applications.

The Admissions Office staff will periodically reach out to accepted/deposited students via phone, email, and text if appropriate, to share new information about the College, and to offer support and answer student questions regarding housing, relocation, and other student concerns. It is expected that accepted/deposited students remain responsive to these communications from the Admissions Office staff, and alert the Admissions office of any address changes or updates as soon as possible. The Office of Admissions reserves the right to rescind a student's admission to Nasuti Med following prolonged lack of communication by the student.

8.7.2 The Admissions Process for Canadian Citizens

8.7.2.1 General Admission Requirements for Canadian Citizens

- Applicants must have completed a bachelor's degree prior to matriculation and meet all requirements as outlined in the Nasuti Med Medical Student Handbook.
- All undergraduate coursework, including all prerequisite courses, must be completed at an accredited U.S. or Canadian institution.
- Any coursework completed at non-U.S./Canadian institutions must be validated, evaluated and deemed -equivalent to a required U.S. degree by World Education Services (WES), the National Association of Credential Evaluation Services (NACS), or other Nasuti Med-approved international credential evaluation providers.

- Any applicants who are not U.S. citizens, permanent residents, or eligible for U.S. financial aid must provide written proof of sufficient funds in a bank account to minimally cover the full cost of attendance for the first year of the program, with preference for full cost of attendance for the duration of the program.
- Applicants must meet all requirements for F-1 visa status as per the Student and Exchange Visitor Information System (SEVIS) and U.S. Immigration and Customs Enforcement (ICE) regulations. Students must work with Duquesne University's Designated School Official (DSO) located in the DU Center for Global Engagement, to obtain an I-20 Certificate of Eligibility issued by a SEVP-certified school. Once the I-20 is processed, Canadian students are required to apply for and obtain an F-1 student visa upon entrance to the United States.
- All applicants must demonstrate proficiency in spoken and written English; Nasuti Med reserves the right to require a TOEFL or equivalent exam to demonstrate English language proficiency.
- Nasuti Med does not accept transfer students from foreign medical schools. All applicants must apply as first-year students.
- Admission to Nasuti Med does not guarantee placement in a U.S. or Canadian residency program, or licensure to practice medicine in the U.S. or Canada. International students are strongly encouraged to independently research the requirements and limitations of practicing medicine in the U.S. and abroad before applying.

8.7.2.2 Admission Procedure for Canadian Citizens

- Students expressing interest in attending Nasuti Med must complete the AACOMAS application according to established guidelines and deadlines. Qualified candidates who are provided secondary applications should complete and return the secondary application promptly to the Nasuti Med Office of Admissions. Following completion of the secondary application, select students may be invited for a medical school interview. Additional information about the Nasuti Med application process may be found above.
- Student applicant interviews are conducted either in-person or virtually, based on the preference of the candidate and availability of interview slots.
- Applications and interviewer feedback are reviewed by the Admissions Committee to ensure compliance with all academic and procedural requirements; successful candidates are accepted on a rolling basis throughout the application cycle. The Nasuti Med Office of Admissions will verify all evaluations, financial documentation, and English proficiency as they determine the applicant's suitability for admission into the medical school program.
- A non-refundable deposit of US $1500 reserves the student's seat in the next medical school class.
- Once the student is accepted, the DSO will initiate the I-20 process upon acceptance and confirmation of financial documentation.

- Admission decisions are made holistically and communicated in writing. Scholarship decisions, if applicable, are communicated separately.

8.7.3 Professional Pathways for Canadian Applicants to Nasuti Med

8.7.3.1 Pathway for Canadian Students Intending to Practice in the US

- Canadian citizen is accepted into Nasuti Med
- DU issues an I-20 to the student
- Student secures an F1 visa with the I-20
- Student completes a Provincial Student Aid form (equivalent of the US FAFSA and CSS profile in the US).
- Student demonstrates an account that minimally covers the entire MS1 cost of attendance
- Student completes all requirements including passing all osteopathic licensing examinations (COMLEX).
- Work with the Assistant Dean for GME to guide residency placement in a program that is friendly to international students as well as completing all steps below.
- Secure Educational Commission for Foreign Medical Graduates (ECFMG) which assesses international medical graduates for a U.S. residency. ECFMG verifies the DO degree and medical transcripts.
- Pass all USMLE licensing exams (of note, currently the ECFMG does NOT accept COMLEX)
- Gain U.S. Clinical Experience – observer-ships and electives for hands-on experience (third- and fourth-year clinical rotations), and obtain strong U.S. LORs and Medical School Performance Evaluation (MSPE).
- Apply through the Electronic Residency Application Service (ERAS).
- Highlight unique qualifications, experience, and scores on CV/resume.
- Write a compelling narrative statement explaining goals and abilities.
- Register with National Resident Matching Program (NRMP) and rank preferred programs in your list via the NRMP.
- Attend interviews with residency programs.
- Participate in the final ranking and matching process.
- Once matched, ECFMG sponsors J-1 visa for ECFMG-certified international medical graduates (IMGs).
- Remain aware of the state-specific requirements for medical licensure.
- Consider exploring a path to citizenship during medical school if desired and appropriate.

8.7.3.2 Pathway for Canadian Students Intending to Practice in Canada

- Nasuti Med becomes an approved medical school on the World Directory of Medical Schools – deemed acceptable training for practice in Canada; NOTE: fully accredited medical schools are recognized as eligible to train students for inclusion in the Canadian Medical Register
- Student applies and is accepted into Nasuti Med
- DU issues an I-20 to the student
- Student secures an F1 visa with the I-20
- Student demonstrates fund/escrow account that minimally covers whatever cost of attendance balance is not covered by the Canadian sponsorship
- Student creates a physiciansapply.ca account to provide them with access to the Medical Council of Canada (MCC) services such as having their international medical credentials verified.
- The first step for all pathways in Canada is usually source verification of credentials through physiciansapply.ca.
- Student completes all requirements including passing part 1 Medical Council of Canada Qualifying Examination (MCCQE) before applying for residency; there is a part 2 MCCQE.
- Student also completes the National Assessment Collaboration (NAC) Examination which is a clinical assessment that evaluates readiness to enter supervised training.
- It is more common for a Canadian citizen who earned their doctoral degree in the U.S. to complete their residency program in Canada if they intend to practice in Canada – this can be a competitive process and requires the student to be a permanent resident or a Canadian citizen for eligibility. Some provinces offer a Practice Ready Assessment (PRA) for IMGs who have already completed their residency training and have experience practicing independently abroad.
- The student may be required to demonstrate English or French language proficiency based on where they intend to practice.
- The student must also be prepared to support themselves during the process, as it can take several years to become fully licensed and establish a practice.
- Students acquire a Licentiate of the Medical Council of Canada (LMCC), which is a license to practice medicine in Canada.
- Each provincial or territorial medical regulatory authority as its own licensure requirements, and each ultimately grants the license to practice medicine in their jurisdiction. Under the Canadian Free Trade Agreement, a full license in one jurisdiction would be transferrable to other provinces and territories. A full list of medical regulatory authorities can be found here.
- Expedited Licensure Pathway: Since the student-doctor is a U.S.-trained physician, certified by the American Board of Medical Specialties (ABMS) or the American Board of Family Medicine (ABFM), physicians can obtain full

independent licensure in British Columbia, Alberta, Saskatchewan, Manitoba, Nova Scotia, New Brunswick, and Prince Edward Island.

- Restricted or Provisional Licensure Pathway: Physicians who are U.S.-trained and have ABMS or ABFM certification intending to practice in Ontario and Newfoundland and Labrador will have no additional examinations or certifications required to have restricted or provisional licensure.
    - Ontario allows student to obtain a restricted independent practice license limited to their specialty with an expiry period of 5 years. After 5 years of continuous practice in Ontario, the physician may apply for a full independent practice license.
    - Newfoundland and Labrador allows the physician to obtain a provisional license that requires oversight from a sponsor for the duration of the license. After 3 years of practice in the province, physicians may apply for a full independent practice license.
- Canadian Certification: U.S. credentials generally qualify for approved jurisdiction routes at both the Royal College and the College of Family Physicians of Canada (CFPC).
    - Royal College of Physicians and Surgeons of Canada: Students who have completed part of all of their post-graduate medical training in the U.S. in a specialty training program accredited by the ACGME may qualify for eligibility to take the Royal College specialty examination. These are the steps to take for this route:
        - Apply to the Royal College for an assessment of training to confirm eligibility to take a Royal College examination.
        - Register for the exam and pass it – the exam is given twice yearly in the spring (must apply by April 30 of the year before the exam), and fall (must apply by August 31 of the year before the exam).
    - The College of Family Physicians of Canada: students who are U.S.-trained family physicians who hold ABFM certification are generally eligible for Certification in the College of Family Physicians (CCFP) status without examination as long as the student does not have a gap in clinical practice for more than two years, has an active license in the U.S., and is in good standing. The steps for certification are:
        - Become a member of the CFPC.
        - Share the required credentials (typically medical diploma and medical school transcripts) with CFPC via physiciansapply.ca.
        - Provide evidence from a Canadian medical regulatory authority that the physician is eligible for licensure or registration in a province or territory in Canada (except for CCFP) and have been granted a provisional or restricted license.
        - Pay the required fee.
- Students who have studied in the U.S. and are considering a residency in Canada must consult the Canadian Resident Matching Service (CaRMS) for the requirements which have changed in 2026.

- Immigrating to Canada: it is essential to hold a valid immigration status such as a work permit, permanent resident status, or Canadian citizenship to work in Canada. Most physicians apply through the ExpressEntry route of the Provincial Nominee Program.

8.8 Nasuti College of Osteopathic Medicine Matriculation & Enrollment Policies

8.8.1 Health, Vaccination, Background Check and Training Requirements

Accepting an offer of admission to Nasuti Med requires the incoming student to adhere to any mandates imposed by the University at a later date; acceptance of the offer of admission is indirect affirmation the incoming student both understands this point and accepts this as a condition of acceptance.

Verification that all Pre-Clinical Health Requirements (PCHR) and the creation of a DISA Healthcare (formerly CastleBranch) account must be completed according to the College-assigned deadlines. The deadline to complete all PCHRs (except for asterisk items) is no later than the date indicated in the students' onboarding letter, or July 1 of the year of matriculation (whichever is sooner). Accepted students who have not verified that requirements are fully met or in progress by the deadline may have their offer of admission rescinded. Students who have their offer of admission rescinded will forfeit their seat in the class and their deposit will not be refunded. All requirements that are in progress at the time of matriculation must be completed according to the recommended schedule.

Please Note: It is your responsibility as a student to notify the College of any difficulties or delays in obtaining the below requirements so that we may assist you. Please read each document carefully and follow the directions within on how to submit your documentation. Understand that meeting these requirements may incur new, additional costs which you are responsible for.

Please also note, it may take up to 6 weeks to receive the results of fingerprinting and background checks. If you have not done so, you will need to set up your MultiPass account to submit some of the requirements below.

Immunizations * Instructions & forms found in box link below	**Submit to:**
MMR	Student Health Services Portal
Meningitis	Student Health Services Portal
Tdap	Student Health Services Portal
Hepatitis B	Student Health Services Portal
Verivax (chickenpox)	Student Health Services Portal
Covid-19	Student Health Services Portal
Seasonal Influenza * **Required annually by Oct. 15**	Student Health Services Portal

Blood Tests *Instructions & forms found in box link below	**Submit to:**
MMR Titers IgG	Student Health Services Portal
Hepatitis B Surface Antibody	Student Health Services Portal
Varicella Titer IgG	Student Health Services Portal
Tuberculosis **(2 step skin test OR Quantiferon Gold blood test) * - Must be performed within 1 month of New Student Orientation**	Student Health Services Portal
Other Healthcare Requirements *Instructions & forms found in box link below	**Submit To:**
Physical Exam	Student Health Services Portal
DISA Healthcare *Instructions & forms found in box link below	**Submit to:**
National Registry Criminal Background Check	DISA Healthcare Account
FBI/Fingerprinting	DISA Healthcare Account
Pennsylvania (PA) Child Abuse Clearance	DISA Healthcare Account
Urine Drug Screen	DISA Healthcare Account
ACT 126 Mandated Reporter Training	DISA Healthcare Account
Student Health Insurance Plan (SHIP) *Instructions & forms found in box link below	**Submit To:**
Proof of Health Insurance or Enrollment in SHIP ***Information from Gallagher is sent to your Duquesne email in June prior to matriculation**	Gallagher
Online Trainings	**Completed In:**
Blood Borne Pathogens	Canvas *Access granted in the coming weeks
Lab Safety	Canvas *Access granted in the coming weeks

Additional information regarding year-specific health requirements can be found in the letter communicated to students or by contacting the Office of Clinical Affairs.

8.8.2 Pre-Matriculation Drug Screening

In response to requirements in the professional practice environment and to minimize the risk to patients, a controlled substance screening must be completed by all accepted applicants prior to matriculation. This screening must meet Nasuti Med's standards and be conducted by an agency approved by the College.

Applicants found to have screening tests positive for alcohol, prescription medications without a valid prescription, or substances which are illegal at the federal level or in the state of Pennsylvania may result in revocation of an offer of acceptance, or dismissal from the program in the case that positive tests are discovered after matriculation.

Controlled substance screening results are viewed in light of applicable Pennsylvania and federal laws governing illegal or controlled substances. If the controlled substance

screening test result is positive (i.e., evidence of a controlled substance) or shows other abnormalities including, but not limited to, excessively dilute urine, an ad hoc committee is assigned to review the case. Depending on the recommendation of the ad hoc committee, the student's acceptance may be rescinded.
By signing the attestation confirming that students have read and acknowledge compliance with the precepts contained in this Handbook, each applicant to Nasuti Med attests they are not currently using, and they will not use while a Nasuti Med student, any products or substances in any manner which are illegal in the state of Pennsylvania or federally.

A random controlled substance screening is required prior to starting clinical rotations, and all results are shared with the clinical sites. Additional screenings may be required, at any time, at the discretion of the College or partnering institutions. By matriculating to Nasuti Med, the student agrees to allow the College to share controlled substance screening results as deemed necessary.

If either of the following events occur, the matter is referred to the Professional and Ethical Conduct Committee (PECC) for review.

1. Any substance-related incident that occurs before or after matriculation, including, but not limited to, charges/arrests for driving under the influence or possession of a controlled substance, which must be reported by the student to the Nasuti Med Office of Academic or Student Affairs within 72 hours of the occurrence.

2. If the controlled substance screening test result is positive (i.e., evidence of a controlled substance) or shows other abnormalities including, but not limited to, excessively diluted urine.

8.9 Rescinding the Admissions Offer

An offer of acceptance may be rescinded should an accepted applicant not meet Nasuti Med's Health and Technical Standards, with or without reasonable accommodations and/or temporary pregnancy related modifications, and vaccination requirements for admission to the College. For matriculated students, inability to maintain compliance with educational training and Nasuti Med's Health and Technical Standards, with or without reasonable accommodations and/or temporary pregnancy related modifications, including vaccinations may result in dismissal from the program. Reasons for Nasuti Med to rescind an offer of admission include but are not limited to the following:

- Intentional misrepresentation or omission of information on any form relevant to admissions or records
- Failure to report prior convictions, pending charges, or arrests made after the admissions offer

- Unprofessional or unethical behavior that does not comply with College and/or University policies and procedures, including lack of response to College communications
- Failure to comply with the procedures required for matriculation
- Failure to maintain a good record of scholastic performance and/or good record of personal conduct between the time of acceptance and matriculation at the College
- Failure to pay deposits, tuition, or fees by required dates
- Failure to attend all orientation activities
- Failure to provide all required documentation by their deadlines to the College
- Inability to meet the Health and Technical Standards as outlined in the current Nasuti Med Medical Student Handbook
- Failure to adhere to the AACOM traffic guidelines regarding holding multiple medical school acceptances/deposits after May 1 of the year of matriculation.
- Presence on the pre-matriculation drug screen of illegal substances such as DEA Schedule I drugs, or presence of opioids, marijuana, or other controlled substances not prescribed by a physician or consistent with a valid prescription.

Please note: on May 1, AACOMAS alerts all Colleges of Osteopathic Medicine as to the names of applicants who hold acceptances to multiple colleges of osteopathic medicine. Students who have accepted a seat at multiple medical schools are required to make a final selection of their medical school of choice at this time, and rescind all other offers.

8.10 Early Decision Admissions Track

The Early Decision Admissions Track is an admissions option for those candidates who identify Nasuti Med as their first choice for pursuing a medical education. To be considered for the Early Decision Admissions Track, the candidate must meet all the following requirements and agree to apply only to the College until an early decision notification has been made. Early decision applicants must meet the following requirements, in addition to the general admission requirements listed above:

- Hold a science and overall GPA of 3.5 or higher.
- Achieve a competitive MCAT score in the 55th percentile on a single test.
- Submit an application, provide transcripts from all institutions attended, and submit MCAT scores to AACOMAS by July 1 of the year prior to matriculation.
- Submit a letter of intent to the Nasuti Med Office of Admissions indicating that Nasuti Med is the applicant's first choice for medical school by July 1 and request a review for the Early Decision Admissions Track.
- Submit all Secondary Application materials including the Secondary Application fee and required letters of recommendation by July 15th for priority consideration.
- Withhold all applications to other medical schools until notified of an early decision by the College.

Applicants who are on the provisional acceptance list from the prior academic year may receive an offer of early acceptance to Nasuti Med for the next academic year without resubmission of all materials.

8.11 Tuition, Fees, and Financial Aid

8.11.1 Admission Application Fee

A nonrefundable fee of $65 is due to Nasuti Med upon submission of a Secondary Application. Students are also responsible for the cost related to background checks.

8.11.2 Acceptance Fee

Students are required to deposit $1,500 by the deadline outlined in their acceptance letter to reserve their seats in the matriculating class. These are nonrefundable deposits that are applied to the students' MS1 tuition.

8.11.3 Tuition and Fees

8.11.3.1 Cost of Attendance

The student's cost of attendance is based on tuition, required books and educational supplies, room and board, and other miscellaneous expenses including earbuds, calculator, headsets, etc. A comprehensive eBill that confirms the tuition, fees, housing charges, deposits, financial aid awards, and balance due is posted online for all registered students a month before classes begin. Students receive an email announcing that the eBill is available for viewing and the payment amount that is still outstanding to the student's official University email address.

8.11.3.2 Accessing Your Bill, Deadlines, and Payment Plans

To access your tuition bill, log into the DU Portal and click the Student Account & Billing Tile. Select Tuition Payment Portal to view your account information, enroll in a semester-based payment plan or make a payment. Questions regarding the bill may be directed to Student Accounts at (412) 396-6585 or studentaccounts@duq.edu. For questions regarding financial aid, contact (412) 396-6607 or faoffice@duq.edu.

DU provides *semester-based* tuition payment plans that allow students to pay the semester balance in 5 monthly installments through the online Tuition Payment Portal. Enrollment is required each semester and a $35 fee is assessed at enrollment. Missed payments will be assessed a $10 late fee. Enrollment in a semester-based payment plan is also available through the Tuition Payment Portal. Details on the payment plan can be found at duq.edu/studentaccounts. Tuition is due paid in full by the first week of classes unless enrolled in the payment plan. Unpaid balances will be assessed a 1.5% late fee each month thereafter, unless enrolled in the payment plan.

8.11.4 Billing and Payment Process

A comprehensive invoice that confirms the class schedule of courses for which the student is registered and lists tuition, fees, housing charges, deposits, financial aid awards, and balance due is available online for all registered students a month before classes begin. Every month that a balance is due, an email is sent to the students' official University email address, announcing that the eBill is available for viewing and payment. The tuition bill is posted online in the DU Portal. It lists tuition, fees, housing charges, deposits and financial aid awards and payments. Each semester the bills are posted online, for all registered students, a month before classes begin.

To access your tuition bill, log into the DU Portal and click the Student Account & Billing Tile. Select Tuition Payment Portal to view your account information, enroll in a semester-based payment plan or make a payment. Questions regarding the bill may be directed to Student Accounts at (412) 396-6585 or studentaccounts@duq.edu; for questions regarding financial aid, contact (412)-396-6607 or faoffice@duq.edu. If you have difficulties logging in, contact the DU Computing and Technology Services (CTS) help desk at (412) 396-4357 or help@duq.edu.

8.11.5 Request for Verification of Enrollment and Academic Status

Requests for verification of enrollment or academic status for insurance, scholarship, general funding, or other consideration may also be made by the student through the DU Portal or through the Office of the Medical Registrar at duqcomregistrar@duq.edu.

8.11.6 Form 1098-T

Students or persons claiming a student as a dependent may be eligible to claim tuition and fees as tax credits on their federal tax returns. IRS Form 1098-T is an informational tax document that enables you to determine if you qualify for a tax deduction. The student's enrollment and financial aid information is also provided to the IRS. More information about Form 1098-T can be found on the DU Student Accounts website.

8.11.7 Student Loan Information

DU is dedicated to helping students understand and comply with all student loan regulations pertaining to federal loans. Information about student loans, financial aid, scholarships, the National Student Loan Data System, and deferments and default may be found on the DU Student Loans website.

8.11.8 Financial Aid Counseling

Nasuti Med provides its applicants and students with periodic information sessions concerning financial aid application and debt management. The sessions, listed below by year, are designated as group or individual sessions, and required or optional attendance.

PRE-MATRICULATION		
Financial Aid Application Presentation at Interview (in-person or remote)	Group	Required
Financial Aid Counseling During Campus Visit	Individual	Optional
Financial Aid Counseling (in-person, phone, or video call)	Individual	Optional
Financial Aid Presentation During Accepted Students Day	Group	Optional
FAFSA Information, Deadlines on the College Website	Individual	Optional
AACOM Financial Aid Resources	Individual	Optional

FIRST YEAR OF MEDICAL SCHOOL		
Financial Aid Presentation During Orientation	Group	Required
Presentation of Scholarship Opportunities	Group	Required
Debt Counseling and Personal Finance: Money Management Strategies	Group	Required
AACOM Financial Aid Resources	Individual	Optional
Five Ways to Improve your Credit Score	Individual	Optional
One-on-One Meeting with Financial Aid Staff	Individual	Optional
Financial Aid Counseling (in-person, phone, or video call)	Individual	Optional

SECOND YEAR OF MEDICAL SCHOOL		
Presentation of Scholarship Opportunities	Group	Required
AACOM Financial Aid Resources	Individual	Optional
Five Ways to Improve your Credit Score	Individual	Optional
Financial Aid Counseling (in-person, phone, or video call)	Individual	Optional

THIRD YEAR OF MEDICAL SCHOOL		
Presentation of Scholarship Opportunities	Group	Required
AACOM Financial Aid Resources	Individual	Optional
Five Ways to Improve your Credit Score	Individual	Optional
Financial Aid Counseling (in-person, phone, or video call)	Individual	Optional
Preparing for the MS4 Year	Group	Required
The Cost for Applying and Interviewing for Residency	Group	Required

FOURTH YEAR OF MEDICAL SCHOOL		
One-on-One Meeting with Financial Aid Staff to Review Portfolio and Discuss Repayment Options	Individual	Required
AACOM Financial Aid Resources	Individual	Optional
Five Ways to Improve your Credit Score	Individual	Optional
Financial Aid Counseling (in-person, phone, or video call)	Individual	Optional
How to Manage Your Student Loans During Residency: Repayment Strategies	Group	Required
Public Service Loan Forgiveness Program Presentation	Group	Required

8.11.9 Scholarship Information

Nasuti Med offers student scholarship opportunities on a rolling basis as students are admitted and until scholarship funds are depleted; certain scholarships require students

to complete an application. More information on scholarship opportunities can be found on the Nasuti Med Scholarship website. Scholarship awardees are selected from eligible applicants by the Nasuti Med Scholarship Committee. Of note, certain scholarships are renewable if the student maintains good academic standing and an overall cumulative grade point average (GPA) of 3.0.

If a student does not meet the minimum academic standards including cumulative GPA at the end of each semester, the student will have one semester to improve their academic record and achieve the minimum GPA in order to retain their scholarship. If the student does not repair their academic record within this one semester period, they will lose the scholarship without the ability to restore eligibility for this scholarship in future terms, even if the academic issues are repaired. However, students are encouraged to apply for other scholarship opportunities throughout their educational program.

Students may also wish to explore a variety of loan repayment programs, especially those who intend to pursue a career in primary care.

8.11.10 Penalty for Insufficient Funds

Any payments for tuition or fees rejected or returned to Nasuti Med due to insufficient funds are assessed a fee of $35, which is subject to change; future payments must be paid with a cashier's check or money order.

8.11.11 Loan Refunds – Direct Deposit Enrollment

Student refunds are processed after the drop-add period. The safest and quickest way to receive your refund is to enroll in direct deposit. Refunds are automatically deposited in the designated account once processed by Student Accounts.
Log into the DU Portal and select:

- Student Account and Billing
- Tuition Payment Portal
- My Account
- In Direct Deposit box, click "Sign-up"
- Enter bank account and routing numbers

Students who fail rotations, board examinations, and/or are assigned additional curricular requirements in a Modified Course of Study incur the cost of the Modified Course of Study that is chosen by the College. Graduating students must satisfy all tuition and other financial obligations to the College and the University before their degree will be conferred. Students who withdraw or transfer must also satisfy all tuition and financial obligations to the College and University before the finalization of the changed status.

8.11.12 Tuition Refunds

If a student withdraws from Nasuti Med before completing the coursework for a given semester, a prorated refund is assessed and returned to the student's account as outlined below; of note, the U.S. Department of Education requires the College to return the unearned portion of federal student loans and this can impact the possible refund amount.

Withdrawal Date	Possible Refund
During the first week of the semester	100%
During the second week of the semester	80%
During the third week of the semester	40%
During the fourth week of the semester	20%
After the end of the fourth week of the semester	0%

9 TRANSFER STUDENTS

9.1 Transfer Student Eligibility

Nasuti Med offers very limited opportunities for students from other medical schools to transfer into the College with advanced standing. The College generally limits these requests to students with compelling circumstances and qualifications who seek to transfer following successful completion of all requirements of the first two years of the curriculum. Additionally, acceptance of a transfer student depends on the availability of openings in the appropriate class.

Students who seek to transfer into Nasuti Med with advanced standing must submit their request in writing to the Nasuti Med Medical Registrar's Office no later than January 15 of the MS2 year, along with an application and the supporting documents outlined below. The application and supporting documents are then reviewed by an ad hoc committee consisting of the Associate Dean for Clinical Affairs, the Associate Dean for Biomedical Affairs, the Associate Dean for Academic Affairs, the Medical Registrar, and the Nasuti Med Assistant Dean of Admissions. The Division Chief of Osteopathic Manipulative Medicine is included in the committee for students requesting a transfer from an LCME-accredited medical school.

Upon review of the application and supporting documents, the committee makes a recommendation to the Dean for final approval regarding admission or non-admission, as well as the transferring student's proper placement into the curriculum if they are approved for the transfer.

9.2 Criteria for Transfer or Admission with Advanced Standing

The criteria for transfer or admission with advanced standing are outlined below. Along with their application, students seeking to transfer with advanced standing must submit supporting documentation evidencing they meet such criteria. The student must:

- complete the first two years of the curriculum at a COCA- or LCME-accredited medical institution with a 3.5 GPA or higher before the date of transfer, and this curriculum must be equivalent to the preclinical curriculum at Nasuti Med.
- meet the minimum undergraduate GPA and MCAT requirements for admission, as verified by their AMCAS or AACOMAS application.
- pass COMLEX-USA Level 1 on first attempt before the date of transfer.
- not be suspended or dismissed from any other medical school or college. If the student is presently withdrawn, the student must provide an official letter from the Dean of Academic Affairs at their prior COCA- or LCME-accredited medical college or institution, verifying that the student is eligible for re-admittance to their program in good academic standing.
- have no prior or present professionalism or conduct infractions on their academic record.
- pass a background check and have no prior or pending criminal charges or convictions.
- meet all of Nasuti Med's stated health requirements including but not limited to required immunizations and a negative urine drug screen.
- meet the College's stated technical standards, with or without reasonable accommodations and/or temporary pregnancy related modifications.
- provide a letter explaining the reason for a transfer request.
- provide an official letter from the Dean of Academic Affairs at their current institution, indicating that the student is in good academic standing.
- submit AMCAS or AACOMAS application materials with their letter of transfer request.
- submit the current official transcript from their COCA- or LCME-accredited medical school.
- submit two letters of recommendation from the medical school or college, written by preclinical faculty, who can attest to the qualities of the transferring student.
- currently attend a medical institution that is COCA- or LCME-accredited to be eligible for transfer to Nasuti Med.
- complete an in-person interview with the Assistant Dean of Admissions or designee before approval of the transfer.

9.3 Specific Additional Criteria for a Transferring Student

Once a student is approved for transfer, additional criteria or coursework may be required and communicated to the transferring student.

- Any course required by Nasuti Med that the transferring student has not previously taken must be successfully completed by the transferring student before the start of third-year clinical rotations.
- Students transferring from an LCME-accredited institution must complete OMM coursework and training as assigned to ensure OMM/OPP education and skills development before beginning third-year clinical rotations and OMM/OPP competency before graduation.

9.4 Graduation Eligibility of a Transferring Student

The transferring student is required to successfully complete a minimum of two full years of the curriculum at the College granting the degree, to be eligible for graduation.

10 ACADEMICS AND ASSESSMENTS

Nasuti Med is committed to ensuring competency- and ethics/professionalism-based medical education throughout the four-year program. Both competency and ethics/professionalism are essential components of the academic curriculum. Under the supervision of the Office of Academic Affairs, the College has designed a curriculum to include activities and assessments that reflect appropriate educational objectives and incorporate the seven AOA Core Competencies within the 14 AACOM Core Competencies. Students are taught and assessed according to knowledge and skills related to these key competencies.

10.1 The AACOM Core Competencies

A more detailed list of the 14 AACOM Core Competencies can be found here.

1. OSTEOPATHIC PRINCIPLES AND PRACTICE
2. MEDICAL KNOWLEDGE
3. PATIENT CARE
4. INTERPERSONAL AND COMMUNICATION SKILLS
5. PROFESSIONALISM
6. PRACTICE-BASED LEARNING AND IMPROVEMENT
7. SYSTEMS-BASED PRACTICE
8. COUNSELING FOR HEALTH PROMOTION/DISEASE PREVENTION
9. CULTURAL COMPETENCIES
10. EVALUATION OF HEALTH SCIENCES LITERATURE
11. ENVIRONMENTAL AND OCCUPATIONAL MEDICINE
12. PUBLIC HEALTH SYSTEMS
13. GLOBAL HEALTH
14. INTERPROFESSIONAL COLLABORATION

10.2 Entrustable Professional Activities

Entrustable professional activities (EPAs) are units of work, tasks, or responsibilities that graduating students are entrusted to perform unsupervised once they have attained sufficient specific competence. EPAs are independently executable, observable, and measurable in their process and outcome. They are derived from the American Association of Colleges of Osteopathic Medicine Osteopathic Considerations for Core Entrustable Professional Activities for Entering Residency. The EPAs include:

1. Gather a history and perform a physical examination
2. Prioritize a differential diagnosis following a clinical encounter
3. Recommend and interpret common diagnostic and screening tests
4. Enter and discuss orders/prescriptions
5. Document a clinical encounter in the patient record
6. Provide an oral presentation of a clinical encounter
7. Form clinical questions and retrieve evidence to advance patient care
8. Give or receive a patient handover to transition care responsibility
9. Collaborate as a member of an interdisciplinary team
10. Recognize a patient requiring urgent or emergent care and initiate evaluation and management
11. Obtain informed consent for tests and/or procedures
12. Perform general procedures of a physician
13. Identify system failures and contribute to a culture of safety and improvement

10.3 Curriculum Delivery and Self-Directed Learning

Nasuti Med is committed to providing each student with a variety of learning modalities for optimal educational experiences. Such learning modalities include large classroom lectures, team-based and small-group learning, clinical case applications, hands-on laboratories for OMM, clinical skills, simulations, standardized patient experiences, and anatomy (cadaver and mixed-reality technology), and self-directed learning with time for independent study.

Taken together, the delivered content is designed for success on board examinations, development of intellectual curiosity and lifelong learning skills, and preparation for the safe and effective practice of medicine. During all years of the curriculum, students are provided with specific curricular content designed to be completed independently. The self-directed learning curriculum includes specific computer-based modules, assigned readings, practice questions, and open-resource quizzes with dedicated time in the academic calendar to complete this content.

10.4 Academic Standards and Curriculum Overview

10.4.1 Academic Standing

Academic Standing is defined as a student's academic performance within their respective block or clinical rotation. For students to remain in good academic standing, they must not have any un-remediated course failures or rotations.

10.4.2 Grading Scale and Computation of Quality/Grade Point Average (GPA)

Nasuti Med utilizes the following grading scale, with 15 contacting hours equaling one credit:

- The maximum grade earned in any course cannot exceed 100%.
- Percentage grades are rounded to the nearest percentage from 0.5% upwards. (e.g., 89.50% - 90.49% = 90%, whereas 88.50% - 89.49% = 89%).
- H designates honors; HP designates high pass; P designates a passing grade in a pass/fail course; F designates a failing grade.
- * designates a course or rotation passed after successful remediation of an initial failure.

Nasuti College of Osteopathic Medicine Grading Scale and GPAs (Quality Points)									
MS1-MS2 Courses		Quality Points per credit	MS3-MS4 Rotations					Other Grades	
			Preceptor Eval Grade	Exam Grade	**Overall Final Grade**	Grade Awarded	**Quality Points**		
A	90-100%	4	Honors	Honors	Honors	**H**	4	I	Incomplete
B	80-89%	3	Honors	High Pass	Honors	**H**	4	W	Withdrawal
C	70-79%	2	High Pass	Honors	Honors	**H**	4		
C*	70%	2	High Pass	High Pass	High Pass	**HP**	3		
			Honors	Pass	High Pass	**HP**	3		
P	70-100%	0	High Pass	Pass	High Pass	**HP**	3		
P*	70%	0	Pass	Honors	High Pass	**HP**	3		
F	<70%	0	Pass	High Pass	High Pass	**HP**	3		
			Pass	Pass	Pass	**PC**	2		
			H, HP, PC, or PC*	Remediated Pass	Remediated Pass Clinical	**PC***	2		
			Fail			**F**	0		

10.4.3 Incomplete Grades

An incomplete is the grade given when there are extenuating circumstances that prevent the student from completing all course requirements. An incomplete grade can only be assigned with permission from the appropriate Associate Dean. Incomplete grades must be resolved before the first day of the next semester or the incomplete grade automatically becomes a failing grade.

10.4.4 GPA and Class Rank

The student's grade point average (GPA) is measured on a scale from 0 to 4.0; it is the cumulative average of the graded courses and clinical rotations in all subjects and is calculated by dividing the total amount of quality points earned by the total amount of quality point-bearing credit hours attempted. Additionally, class rank in pre-clinical coursework is recorded in the Office of the Medical Registrar. Students in the top quartile of the class will be assigned class rank, and this will be determined once the second academic year has been concluded and the pre-clinical coursework grades have been

recorded. Percentage points in pre-clinical courses are recorded, and in the event that multiple students have earned the same GPA, percentage points are utilized to determine class rank. Students who graduate in a subsequent medical school class from the one in which they matriculated, and students who have incomplete or in-progress grades at the conclusion of the second academic year will not be included in class rank calculation. Students can request their class rank information from the Office of the Medical Registrar following the conclusion of the second academic year.

Students who believe there has been an error in grading, may appeal their final course grade by submitting their appeal in writing to the Associate Dean for Academic Affairs; all grade appeal decisions by the Associate Dean for Academic Affairs are final. All final grade appeals must be submitted within 5 days of the final grade being posted to Canvas. Grade appeals are based on problems of process and not on differences in judgment or opinion concerning academic performance. Acceptable grounds for a grade appeal are:

- An error was made in grade computation
- The grade assignment was capricious or arbitrary. That is, the grade assigned was based on criteria other than the student's performance in the course; was based on standards different than those applied to other students registered in the same course at the same time; or constitutes a substantial departure from the published or announced grading standards for the course.

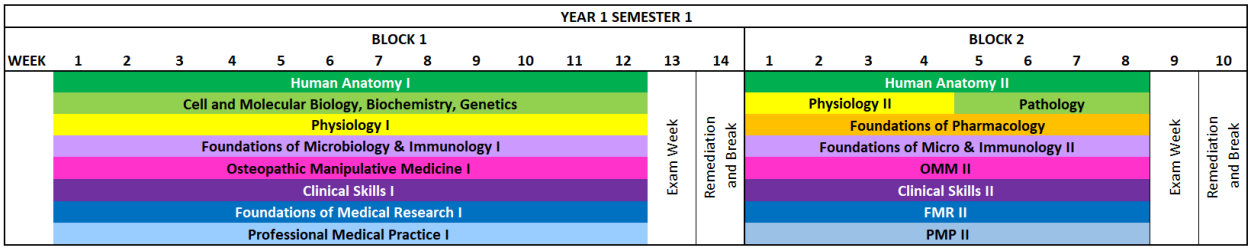
10.5 MS1 Year

The first two years contain two semesters per year, each divided into two blocks. Four longitudinal courses provide instruction in OMM, Clinical Skills, the Foundations of Medical Research (including experimental design, research methodology, biostatics, evidence-based medicine, and epidemiology), and Professional Medical Practice (including medical ethics, professionalism, medical jurisprudence, humanities, health systems science, global health, and the social determinants of health). Early clinical learning and service experiences are an integral portion of the student learning experience and are included in the Clinical Skills Course.

Biomedical foundations content is introduced in the first semester (e.g., Blocks 1 and 2), and are presented in discipline-specific courses including Human Anatomy, Cell and Molecular Biology, Biochemistry, Genetics, Physiology, Foundations of Immunology and Microbiology, Foundations of Pharmacology, and Foundations of Pathology, as depicted below. Biomedical science courses are delivered in a clinically integrated manner including case-based lectures, clinical cases, independent study modules, laboratories including cadaveric dissection, and small-group learning exercises in addition to traditional lectures and laboratories.

Students engage in hands-on learning in laboratory and simulation settings and serve in the community through early clinical learning and service experiences. Exam weeks are

followed by a one-week block break, which serves as an opportunity for students to remediate missed/failed work, take a wellness break, engage in scholarly projects, and/or participate in medical mission trips. The first and second semesters of this year are divided by a winter break.



The second semester of the first year, (e.g., Blocks 3 and 4), begins an intensive study of the organ systems of the body. Each block details how the form and function of each organ system operates in health, utilizing case-based lectures, clinical cases, independent study modules, laboratories, and small-group learning exercises in addition to traditional lectures and laboratories. HoloAnatomy, ultrasound, radiology, simulated patient learning, standardized patient encounters, and other technologies play prominently in student instruction. This understanding of the organ system is then applied to the study of the diagnosis, pathologic basis of the disease, management, and prevention of disease in that system including pharmacologic, surgical, and nutritional therapies, osteopathic manipulation, etc.

The College expects each student to utilize the augmented reality headsets and the ultrasound equipment safely, ethically, and professionally at all times, during laboratory sessions, simulation activities, clinical skills training, and community-based or international medical mission experiences. Ultrasound equipment provided by the College is intended for educational purposes: as such, students may not use the equipment for personal medical evaluation, to diagnose disease or provide medical advice, or to represent themselves as qualified ultrasound providers while a student at the COM: educational ultrasound activities are not a substitute for formal medical evaluation or diagnostic imaging for patient care.

Prior to any ultrasound scanning activity involving another individual, students must obtain informed (typically verbal) consent; consent discussions should include: the educational purpose of the scan, the body area being examined, the voluntary nature of participation, the possibility of incidental findings, and the understanding that the examination is not diagnostic medical care.

If an unexpected or incidental finding is revealed during an educational ultrasound, a supervising faculty member must be immediately notified; students must refrain from causing unnecessary alarm or anxiety, and must avoid interpreting or communicating any medical diagnosis. Students performing ultrasound scanning on another individual must follow the ALARA (as low as reasonably achievable) principle to minimize unnecessary

ultrasound exposure. To accomplish this, students are advised to use the lowest ultrasound output settings necessary, limit scan duration during educational needs, avoid prolonged or unnecessary scanning, and follow all faculty instructions regarding safe scanning practices.

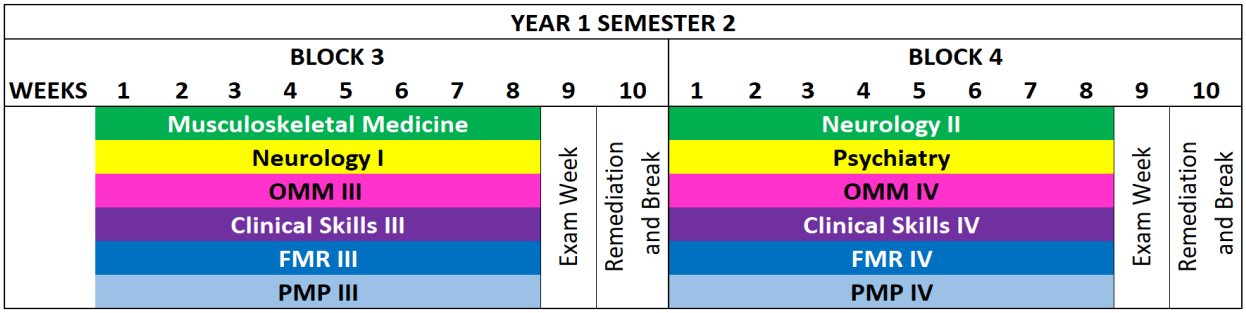
Students are expected to conduct themselves respectfully toward peers, faculty, staff, standardized patients, and volunteers, and follow all laboratory rules and faculty instructions explicitly, in order to maintain a safe and inclusive environment. Students performing ultrasound scanning on another individual must maintain professionalism and respect for privacy, including using appropriate draping techniques, maintaining professional boundaries, using anatomically appropriate and respectful language, limiting exposure to only the area necessary for the educational activity, and maintaining a safe and respectful learning environment for all participants.

Students performing ultrasound scanning on another individual must also maintain confidentiality regarding any information learned during ultrasound activities; for example, no images, videos, or identifying information may be shared outside approved educational platforms, posted on social media, or used for personal purposes; all recording and photography performed during the educational experience require explicit permission and must comply with institutional policies.

Students utilizing ultrasound and other educational equipment at the COM must complete required orientation and safety training on the equipment prior to its use, under the supervision of a qualified faculty or approved instructor; this training must be within the student's level of training and curricular objectives, and remain in accordance with course-specific policies and procedure.

When using equipment provided by the College, students are required to properly handle and care for the educational equipment, including thorough cleaning and disinfecting of ultrasound probes before and after each use according to institutional protocols; using probe covers and approved disinfectants when indicated; handling equipment carefully to avoid damage; and reporting any damaged or malfunctioning equipment immediately to the supervising faculty. Failure to strictly adhere to these policies may result in removal of ultrasound privileges, referral to the PECC, or additional disciplinary action in accordance with College policies and procedures.

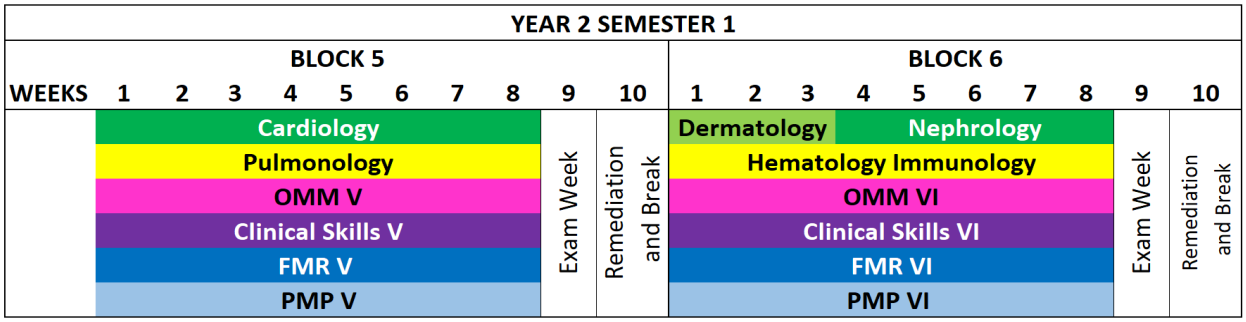
The course content within each systems-based block is organized so that the student first gains a strong understanding of the normal form and function of each component of the organ system, followed by an intensive study of the mechanisms, diagnosis, and management of disorders of that organ system. Basic anatomic, histologic, and physiologic concepts are reinforced with clinical cases of specific disorders, which are reinforced with the pathophysiologic study of that disease, and pharmacologic management of the disorder.

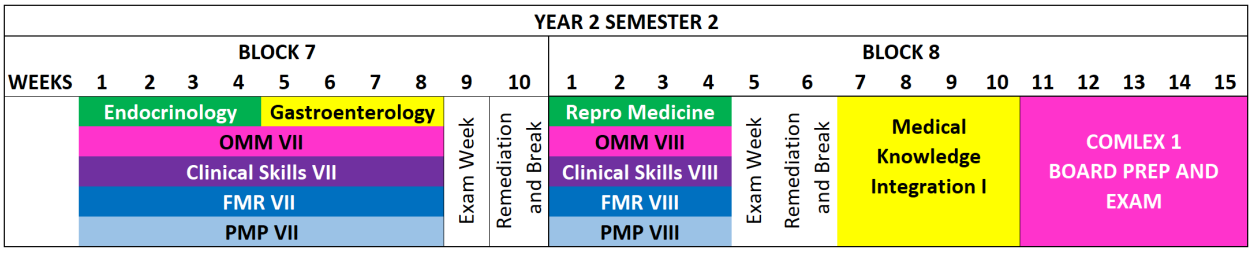


Following successful completion of the first year, students have approximately five weeks of summer vacation, at which time they may choose to work, travel, rest, participate in a variety of summer activities on campus, engage in a research project, perform community service, review prior educational content, study for board exams, or participate in regional or international mission experiences as available.

10.6 MS2 Year

The second year of medical school continues the study of each organ system as in the prior semester, including continued longitudinal integration of OMM, clinical skills, research, and professional medical practice. The second year is concluded with a four-week medical knowledge integration program which serves as an intensive board preparation program, thus preparing the students for the first set of national board exams and orientation into third-year clinical rotations.





Throughout the curriculum, and especially during periods of remediation and preparation for national board exams, the Assistant Dean for Academic Excellence and Accreditation,

learning specialists, academic advisors, teaching faculty, and the Office of Student Affairs support the academic success, wellness, and advisement of students.

In a typical week, classroom-based learning sessions are scheduled Monday through Thursday mornings, with OMM, clinical skills, and integrated anatomy, radiology, and ultrasound laboratories generally occurring in the afternoons. Friday mornings are reserved for a weekly, low-stakes formative or summative evaluation followed by clinical case integration in small groups to reinforce content learned within that week, and content from the Foundations of Medical Research and Professional Medical Practice, along with opportunities for community service projects, occurring on Friday afternoons.

10.7 MS1 and MS2 Student Academic Progress

MS1 and MS2 students must pass or successfully remediate all curricular components for each course, as well as all other requirements in all blocks to advance to the next block. If a course has multiple graded components (such as a lecture portion and a laboratory portion), the student may be required to pass each portion of the course as outlined in the course syllabus to achieve a passing grade for the course. Please note, students may not advance to the next academic block with an outstanding course failure.

Nasuti Med utilizes ExamSoft to administer multiple choice summative exams, which are completed on Nasuti Med-issued student computers. Students are advised to use the comment boxes that accompany each exam item to indicate a question irregularity, such as a mis-keyed question or multiple correct answers to the question. This is the only time students are permitted to challenge an exam item, and no challenges are accepted after the student submits their exam.

Following written (non-practical) exam scoring, each student typically receives a Strengths and Opportunities Report from ExamSoft that contains detailed information of individual student performance in each category (e.g., learning objective); students are encouraged to utilize this report to strengthen any gaps in knowledge, as the curriculum builds on prior knowledge.

A final course grade of less than 70% will normally require remediation of all portions of the course during the one week provided between blocks. Remediation of a course requires the student to study on campus during the remediation week, as well as scheduling regular meetings with the course director before completing the remediation examination. Remediation examinations are comprehensive over the entire course material and must be successfully completed before the first day of the next block. It is incumbent on the student to seek faculty help as needed. The remediating student will be notified by the Medical Education Department whether they achieved a passing or a failing score on the remediation examination – please note, the student's numerical score of the remediation exam will not be shared with the student; a passing score on the remediation examination will be recorded on the student's transcript as a 70% or a C*.

Additionally, MS2 students must pass or successfully remediate COMLEX-USA qualification exams, end-of-year assessments, and all other requirements, including sitting for COMLEX-USA Level 1 to advance to the MS3 year. As further described in the COMLEX-USA and Student Academic Progress and Promotion Committee (SAPP) policies, an exception may be granted by the Associate Dean for Clinical Affairs to permit the student to take the MS3 Simulation Block before sitting for COMLEX Level 1, as long as the student is engaging in an assigned Modified Course of Study, but the student is not eligible for full promotion to the MS3 year and/or to begin clinical rotations until they sit for the COMLEX-USA Level 1 examination.

10.8 The Comprehensive Osteopathic Medical Licensing Exam – COMLEX-USA

In addition to passing all required coursework in the curriculum, all students must complete all prerequisites required to sit for the COMLEX-USA exams, achieve a passing score on the National Board of Osteopathic Medical Examiners (NBOME) COMLEX-USA Level 1 and COMLEX-USA Level 2-Cognitive Exam (Level 2-CE) licensing examinations within the number of allowable attempts, and adhere to the time frames established by Nasuti Med and NBOME to be considered eligible for graduation.

10.8.1 COMLEX-USA Level 1

Eligible students are required to sit for the COMLEX-USA Level 1 examination at the end of the MS2 year before progressing to MS3 clinical rotations. Students are permitted to register for the COMLEX-USA Level 1 exam before the start of the second semester of the MS2 year. Students are encouraged to register for the exam early to obtain an optimal testing date and location. Students must sit for the COMLEX-USA Level 1 exam before the first day of the MS3 Simulation Block.

To be considered eligible to be released by Nasuti Med to sit for the COMLEX-USA Level 1 exam, students are required to meet specific qualifying metrics developed by Nasuti Med on a qualifying exam, such as a College-proctored College of Osteopathic Medicine Self-Assessment Exam (COMSAE). The College purchases the first qualifying examination for students, and students may be required to purchase subsequent qualifying exams. The College identifies the qualifying metrics for each qualifying examination.

Students who do not meet or exceed the qualifying metrics after the initial attempt at a COMLEX-USA Level 1 qualifying exam are required to engage in a Nasuti Med -approved board exam preparation program, which is part of the Medical Knowledge Integration I course (MKI I). After completing this board exam preparation program, students must take a subsequent qualifying examination after successful completion of the board exam preparation program, and must achieve a qualifying score on this qualifying exam to be released to sit for the COMLEX-USA Level 1 exam. Students will be permitted a second

attempt at the qualifying exam within the MKI course if they complete an additional study plan as directed by the course directors. Students who achieve the threshold score after the repeated attempt of the qualifying exam will pass the course and be released to take the COMLEX-USA Level 1 examination.

Students who fail to achieve a qualifying score are not released to sit for the COMLEX-USA Level 1 exam, fail the Medical Knowledge Integration Course, and are required to go before the SAPP Committee to be considered for remediation through a Modified Course of Study, the terms of which will be established by the Associate Dean for Academic Affairs, and the students must comply with the terms of the plan. A student on a Modified Course of Study (if they are not currently under a learning contract) may be permitted to take the MS3 Simulation Block by the Associate Dean for Clinical Affairs, but will not be eligible to be fully promoted to the MS3 year and begin clinical rotations until they take the COMLEX-USA Level 1 examination.

As long as the student adheres to the Modified Course of Study, they remain in full-time status as a student and, as such, are eligible for financial aid. Students who are non-compliant with the Modified Course of Study are referred back to the Nasuti Med SAPP Committee for sanctions as further described in the SAPP Committee Policy. Students on a Modified Course of Study may be required to complete an additional Nasuti Med - selected board preparation program. Upon completion of the board preparation program, the student must achieve a qualifying score on a subsequent qualifying exam before being released to sit for the COMLEX-USA Level 1 exam. All such board preparation programs and related qualifying exams are completed at the student's expense. Students who decline the Modified Course of Study are choosing to withdraw from Nasuti Med.

10.9 The MS1 and MS2 Promotion Process

The SAPP Committee oversees promotion from the MS1 to MS2 year and the MS2 to MS3 year. The Associate Dean for Biomedical Affairs reviews all student grades at the end of each block, from Blocks 1 through 8, to determine eligibility for progression to the next block and/or promotion to the next academic year. The Associate Dean for Biomedical Affairs presents students who have successfully completed/passed all requirements for the academic year to the SAPP Committee for approval and promotion to the next academic year and refers any student who was not able to successfully pass a course(s) or other requirement within Blocks 1 through 8 to the SAPP Committee, which generally occurs at the end of the block in which the failure(s) occurred.

Note that MS2 students must sit for COMLEX-USA Level 1 to be promoted to the MS3 year. As more fully articulated in the COMLEX-USA Policy, in some cases a student who has not taken COMLEX-USA Level 1 may be granted permission to take the MS3 Simulation Block, but the student is not eligible for full promotion to the MS3 year and/or to begin clinical rotations until they sit for the COMLEX-USA Level 1 examination.

10.10 MS3 Year

Nasuti Med is committed to ensuring excellence in clinical education to prepare students to meet the Mission of the College. Students are trained to be leaders in all medical specialties with a focus on primary care. Nasuti Med has designed the clinical curriculum and partnered with clinical training sites to foster student learning towards achieving its Mission, Vision, and Goals. The clinical curriculum is composed of a series of required, selective, and elective rotations, where students learn the art and the science of osteopathic medicine. All students are required to complete the rotations as noted in the MS3 and MS4 curricula. The definitions below are designed to foster understanding of how different rotations are designated and completed.

10.10.1 Core Rotations

Core rotations in the third year of the curriculum are taught by clinical faculty who hold (or have held) board certification, or are board-eligible, in the listed specialty. The core rotations include: Family Medicine, Internal Medicine I, Internal Medicine II, Pediatrics, Psychiatry, OB/GYN, and Surgery. These rotations are completed at assigned core clinical sites or approved Nasuti Med clinical partners and include an end-of-rotation preceptor evaluation and shelf examination (NOTE: The shelf exam for Internal Medicine is at the end of Internal Medicine II). The curriculum includes the required completion of educational modules and board-style questions.

10.10.2 Required Rotations

The MS3 and MS4 years of the curriculum also include the following required rotations: Underserved/International Medicine, Emergency Medicine, and Geriatrics. These rotations are completed at assigned core clinical sites or approved Nasuti Med clinical partners and include educational modules, assignments, and an end-of-rotation preceptor evaluations. Additionally, the Emergency Medicine rotation includes an end-of-rotation shelf exam. Underserved/International Medicine may be completed at partner Federally Qualified Health Centers or Underserved practices, or students may apply for national, global, or international rotation opportunities in fulfilment of this rotation. Information about the application process for underserved/International medicine rotations will be communicated to students from the Office of Community and Global Health.

10.10.3 Selective Rotations

Selective rotations are experiences where students have some choices related to the rotation experience. However, selective rotations must be completed within the list of clinical specialty options specific to the selective experience. For example, the MS3 Medicine Selective rotation must be completed in Pulmonology, Cardiology, Neurology, or Nephrology specialties. Selective rotations are offered and completed at assigned core clinical sites or with approved Nasuti Med clinical partners and include an end-of-rotation

preceptor evaluation. The Office of Clinical Affairs may grant exceptions to allow students to complete selectives at other sites based on student request and College approval. The list of specialties permitted for each selective will be communicated to students alongside the process for choosing selectives each year by the Office of Clinical Affairs.

10.10.4 Elective Rotations

Elective rotations are experiences where students may choose from a wide variety of medical and surgical specialties. Students are required to complete at least 1 elective rotation as a sub-internship in the specialty they wish to pursue, ideally as a teaching service rotation with a residency program where they plan to apply (audition rotation). Students are further encouraged to utilize the remaining elective rotations for audition rotations with other residency programs where they are applying. Students may complete elective rotations at core clinical sites, with Nasuti Med clinical partners, or at other institutions with approval. The assessment for these rotations includes an end-of-rotation preceptor evaluation. The process for choosing electives each year will be communicated by the Office of Clinical Affairs.

10.10.5 Honors Rotations

Honors rotations are rotations in specific specialties where Nasuti Med has secured a unique opportunity and clinical experience for students. These rotations are designed to support students seeking residency training in specific specialties (ex: pediatrics, orthopedics, etc.). Students interested in these rotations will be required to apply for the honors rotation. The honors rotation may be completed as a core or required rotation, or selective/elective, based on the specialty and the design of the rotation. Information about the application process for honors rotations offered for a given year will be communicated to students from the Office of Clinical Affairs.

10.10.6 Core Clinical Sites

These are the primary Nasuti Med affiliates, hospitals, practices, facilities, and FQHCs at the College. These institutions are organized geographically to provide students with the ability to complete clinical rotations within a specific network and radius of their primary hospital assignment. Students are assigned core clinical sites through a formal selection process where they have the opportunity to rank their preferences. Students are generally encouraged to live in the community near their core clinical site for MS3 and MS4 years, although they may complete some rotations outside of that geography. At core clinical sites, students will be mentored and supervised by Nasuti Med -appointed and supported regional assistant deans, coordinators, clerkship directors, and clinical faculty preceptors.

10.10.7 Nasuti College of Osteopathic Medicine Clinical Partners

These are Nasuti Med -affiliated hospitals, practices, facilities, and FQHCs that may not be tied to a specific core clinical site region or geography but are part of the larger College network of clinical partnerships and offer specific clinical rotations.

10.10.8 Other Clinical Institutions

Students can submit requests to complete elective and selective rotations outside of the Nasuti Med core sites and network of clinical partners. The process for requesting a College affiliation with a new clinical institution and elective and selective rotations will be communicated to students from the Office of Clinical Affairs.

10.10.9 Clinical Site Assignments

Nasuti Med partners with health systems and community hospitals to provide well-rounded clinical training experiences. Core hospital clinical site assignments are determined through a selection process in the MS2 year. Students complete the majority of their MS3 rotations and core MS4 rotations within the geographic region of this core clinical site. Students are responsible for providing their own means to travel to clinical rotations within the region and back to the College campus for shelf exams and key educational days. Students are also responsible for securing housing, and clinical sites provide students with information regarding regional housing opportunities. Information about MS3 rotations and core MS4 rotations is provided during year two. The curriculum is designed for students to attain appropriate levels of achievement for each AOA core competency to best prepare them to enter GME.

10.10.10 Clinical Site Expectations

Students are eligible to enter the clinical rotations when they successfully complete the MS1 and MS2 curricula, receive approval for promotion to the MS3 year by the SAPP Committee, meet all paperwork requirements to enter clinical training (e.g., immunizations, certifications, background checks, etc.), and sit for the COMLEX-USA Level 1 examination.

Clinical site orientation, including becoming familiar with hospital policies and procedures, is required before commencing clinical rotations. Additional paperwork, including signing their part in the affiliation agreement, successfully completing background checks, training (e.g., HIPAA, OSHA, and ACLS/BLS), and all health requirements (e.g., immunizations, drug screenings), is required. Students are also required to maintain health insurance.

Throughout clinical training, students are expected to represent themselves and the University with excellence in ethical and professional conduct. During clinical education,

students engage in clinical activities under the supervision of College-appointed faculty in hospitals, clinics, and other affiliated healthcare settings.

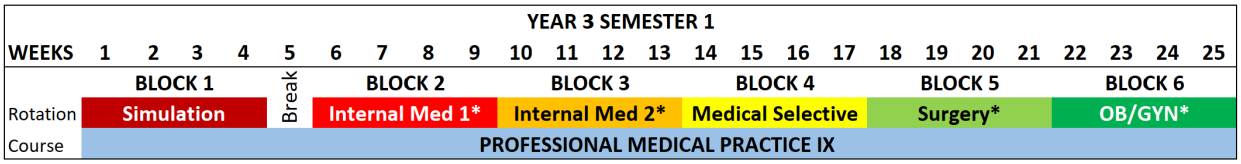
After the four-week orientation/simulation course, MS3 students transition to their clinical sites and engage in site-specific orientation activities over a one-week time period. Students then follow their assigned clinical rotation schedule, engaging in 10 four-week clinical rotation blocks. Each student's schedule varies in order of rotations and all students complete the required rotations. Nasuti Med students spend at least one clinical rotation learning and caring for patients alongside residents enrolled in GME programs within College-affiliated clinical training sites. Students engage in clinical activities alongside their physician supervisor, complete educational activities and assignments as part of their coursework, and participate in formative and summative assessment activities including end-of-rotation examinations and clinical competency evaluations such as Objective Structured Clinical Encounters (OSCEs) or preceptor evaluations.

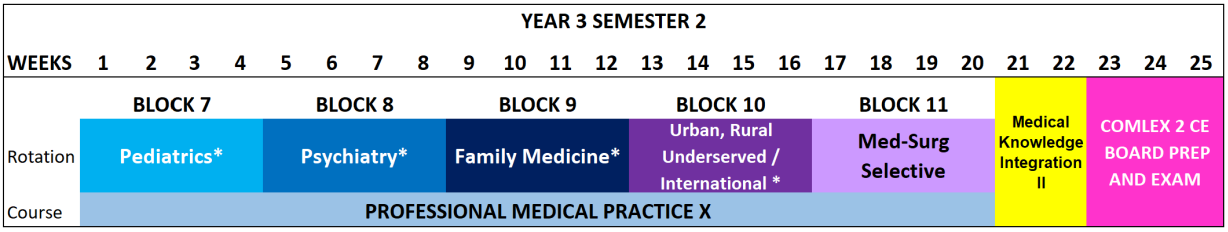
The last Friday of each rotation block consists of an end-of-rotation examination for designated rotations as outlined above. Students return to the College campus for their morning examinations and to engage in callback Friday educational activities in the afternoons. These activities include education, hands-on experiences, OMM workshops, simulation exercises, and other key educational experiences to prepare students for their ongoing clinical rotations. MS3 and MS4 students engage in a longitudinal curriculum designed to further teach students to integrate OPP and OMM into clinical practice. Students receive teaching through periodic didactic and hands-on skills sessions during the MS3 and MS4 years. Students will also be able to apply their skills alongside osteopathic physicians during clinical rotation experiences.

Students participate in patient care activities under the supervision and alongside other health care professionals as part of the health care team. Students are expected to experience a wide variety of clinical presentations and pathology during their clinical rotations. Students are expected to be active participants in the care of patients while following the clinical site and the supervising physician's guidelines and directives. Supervising physicians retain the ultimate responsibility for patient care. Under supervision, students assist with taking patient histories, performing physical examinations, interpreting diagnostic test results, documenting patient encounters, performing patient presentations to various members of the health care team, performing patient procedures including OMM, and discussing care with patients and families.

Students are assigned clinical time in inpatient, outpatient, surgical, labor and delivery, and emergency room settings throughout their clinical training. Students are expected to review the syllabus for each rotation which includes types of patients and clinical conditions for that specialty. The MS3 rotations are listed below (each rotation is four weeks in duration; * denotes core/required rotation):

- Simulation Lab
- Internal Medicine 1-2*
- Medical Selective
- Surgery*
- Obstetrics/Gynecology*
- Pediatrics*
- Psychiatry*
- Family Medicine*
- Urban and Rural Underserved/ International Care*
- Medical-Surgical Selective
- Professional Medical Practice IX and X





10.11 COMLEX-USA Level 2-Cognitive Examination

Students are required to take the COMLEX-USA Level 2-CE at the end of the MS3 year before progressing to MS4 clinical rotations. Students are permitted to register for the COMLEX-USA Level 2-CE exam before the start of the second semester of the MS3 year. Students are encouraged to register for the exam early to obtain an optimal testing date and location.

To be considered eligible to be released by Nasuti Med to sit for the COMLEX-USA Level 2-CE exam, students are required to meet specific qualifying metrics on a qualifying examination developed and/or proctored by the College, such as a College-proctored COMSAE. Nasuti Med purchases the first qualifying examination for students, but students may be required to purchase subsequent qualifying exams. Nasuti Med identifies the qualifying metrics for each qualifying examination.

Students who do not meet or exceed the qualifying metrics after the initial attempt on a COMLEX-USA Level 2-CE qualifying exam are required to engage in a Nasuti Med-approved board exam preparation program. Students whose initial qualifying examination

score was below a threshold predetermined by the College then takes a subsequent qualifying examination after successful completion of the board exam preparation program and must achieve a qualifying score on this qualifying exam to be released to sit for the COMLEX-USA Level 2-CE exam. The board exam preparation program, subsequent qualifying exam, and sitting for the COMLEX-USA Level 2-CE exam must occur before the first day of the MS4 clinical rotations.

Students who fail to achieve a qualifying score after their second attempt are not released to take the COMLEX-USA Level 2-CE exam and are placed on a Modified Course of Study, the terms of which are established by the Associate Dean for Clinical Affairs, and the student must comply with the terms of the plan. A student on a Modified Course of Study (if they are not currently under a learning contract) is permitted to engage in an MS4 clinical rotation as an exception by the Associate Dean for Clinical Affairs, but the student is not eligible for full promotion until they sit for the COMLEX-USA Level 2-CE examination. As long as the student is adhering to the Modified Course of Study, they remain in full-time status as a student and as such will be eligible for financial aid. Students who are non-compliant with the Modified Course of Study are referred to the SAPP Committee for sanctions as described in the SAPP Committee Policy.

Students on a Modified Course of Study complete a Nasuti Med-selected board preparation program. Upon completion of the board preparation program, the student must achieve a qualifying score on a subsequent qualifying exam before being released to take the COMLEX-USA Level 2-CE exam. All such board preparation programs and related qualifying exams are completed at the student's expense. The student must be eligible to sit for the COMLEX-USA Level 2-CE exam and take it by the end of the third clinical block of the MS4 academic calendar, and then be entered into the next available block of rotations on an alternate schedule as determined by the Office of Clinical Affairs. If unable to sit for the exam within this time frame, the student is referred to the SAPP Committee for sanctions as described in the SAPP Committee Policy.

Students who decline a Modified Course of Study are choosing to withdraw from Nasuti Med. Students who do not achieve a passing score within six months of withdrawing from the College will be dismissed. Students are encouraged to work with the Associate Dean for Clinical Affairs to create an independent study program before withdrawal. These students must achieve a passing score on COMLEX-USA Level 2-CE within six months of the date of withdrawal to be eligible for reinstatement and would be eligible to begin the MS4 year on a modified schedule as determined by the Office of Clinical Affairs.

10.12 COMLEX-USA Level 2-Performance Examination

As of the date of this Handbook, the NBOME, and the COCA have temporarily waived the passing of the COMLEX-USA Level 2-Performance Examination (Level 2-PE) as a graduation requirement. As such, to be eligible to graduate, each student must pass a summative OSCE, developed and proctored by the College.

10.13 The MS3 Promotion Process

The SAPP Committee oversees promotion from the MS3 year to the MS4 year. The Associate Dean for Clinical Affairs reviews all components of the MS3 year and ensure that all such components have been successfully completed/passed. This includes a review of the clinical rotations for the MS3 year, end-of-rotation exams, comprehensive exams, and a review of whether all COMLEX-USA exam requirements have been met (see the COMLEX-USA Policy for additional details regarding COMLEX-USA exam requirements).

Note that MS3 students must sit for the COMLEX-USA Level 2-CE examination to be promoted to the MS4 year. As more fully articulated in the COMLEX-USA Policy, in some cases a student who has not taken COMLEX-USA Level 2-CE may be granted permission to begin MS4 rotations, but the student is not eligible for full promotion to the MS4 year until they sit for the COMLEX-USA Level 2-CE examination.

The Associate Dean for Clinical Affairs presents students who have successfully completed/passed all requirements for the MS3 academic year to the SAPP Committee for approval and promotion to the MS4 year and refers any student who is unable to successfully pass a rotation or other requirement within the MS3 year to the SAPP Committee, which generally occurs at the end of the rotation in which the failure occurred.

10.14 The Medical Student Performance Evaluation (MSPE)

The MSPE, also referred to as the Dean's letter, is a summary letter of evaluation intended to provide residency program directors with an honest and objective summary of a student's experiences, attributes, and academic performance as compared to their graduating cohort. Each student must meet Nasuti Med's established deadlines for information to be included in their MSPE and must have completed core clerkships for the College to be able to submit a complete MSPE into their ERAS application. The MSPE includes information about the following:

- MS1 and MS2 GPA, as compared to the cohort
- COMLEX-USA and USMLE (optional) performances
- Clerkship sites and locations
- Clinical academic performance in clerkships compared to the cohort
- Professionalism performance compared to the cohort from clerkship evaluations
- Overall evaluation level compared to the cohort
- Leadership, service, and professional activities performed by the student

In addition to an overall ranking of the students as compared to their cohort, a summary of each student is provided in the areas of academics; medical knowledge and clinical skills; communication and interpersonal skills; and leadership, service, and research.

10.15 MS4 Year

Nasuti Med students in year four engage in clinical experiences according to the required curriculum. Students follow their assigned clinical rotation schedule, engaging in 10 four-week clinical rotation blocks. Each student's schedule varies in order of rotations and all students complete the required rotations.

MS4 students can complete elective and selective rotations at their core hospital site or outside affiliated sites with approval. A formal process for requesting outside rotations and developing MS4 schedules are shared with students during year three. The MS4 curriculum rotation blocks are included below (each rotation is four weeks in duration):

- Medical Selective 1-2
- Surgical Selective
- Primary Care Selective
- Geriatrics*
- Emergency Medicine*
- Electives 1-4 (1 elective should be a sub-internship in student's specialty of choice)
- Transition to Residency I and II

YEAR 4 SEMESTER 1																							
WEEKS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
	BLOCK 1				BLOCK 2				BLOCK 3				BLOCK 4				BLOCK 5				BLOCK 6			
Rotation	Medical Selective 1				Medical Selective 2				Elective 1				Primary Care Selective				Elective 2				Surgical Selective			
Course	TRANSITION TO RESIDENCY I																							

YEAR 4 SEMESTER 2																				
WEEKS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	BLOCK 7				BLOCK 8				BLOCK 9				BLOCK 10								
Rotation	Geriatrics *				Elective 3				Emergency Med *				Elective 4				GRADUATION				
Course	TRANSITION TO RESIDENCY II																				

10.16 MS3 and MS4 Student Academic Progress and Promotion

MS3 students must pass or successfully remediate all clinical rotations, end-of-rotation exams, end-of-year assessments, the COMLEX-USA Level 2-CE qualifying exam, and all other requirements including sitting for the COMLEX-USA Level 2-CE to advance to the MS4 academic year. As further described in the COMLEX-USA Policy, an exception may be granted by the Associate Dean for Clinical Affairs for a student to begin MS4 rotations, as long as the student is engaging in an assigned Modified Course of Study,

but the student is not eligible for full promotion until they sit for the COMLEX-USA Level 2-CE examination.

MS3 and MS4 students must pass all portions of each overall rotation as outlined in the syllabus and the end-of-rotation examination for designated rotations to pass that rotation. The rotation assessments include a competency evaluation of metrics including medical knowledge, communication, physical examination skills, problem-solving and clinical decision-making, professionalism and ethics, and osteopathic-specific competencies. Students are rated by their clinical preceptors on each of these metrics, and these ratings will be compiled to determine the student's final grade (e.g., H, HP, P, F).

For rotations that include an end-of-rotation exam, students who do not pass the written examination with a 70% or greater are required to pass a remediation examination administered by Nasuti Med within one month of receiving notice of the failed examination grade. Students who do not pass the clinical rotation competency evaluation or the remediation exam are referred to the SAPP Committee to determine eligibility to repeat the failed rotation. Multiple failed clinical rotations may result in dismissal. MS4 students must pass or successfully remediate all clinical rotations, end-of-rotation exams, and all other requirements to be eligible for graduation.

10.17 The MS4 Promotion Process and Recommendation for Graduation

The SAPP Committee recommends MS4 students for graduation. The Associate Dean for Clinical Affairs reviews all components of the MS4 year and ensures that all such components have been successfully completed/passed. This includes a review of the required MS4 clinical rotations and comprehensive exams and a review of whether all COMLEX-USA exam requirements and other graduation requirements have been met. The Associate Dean for Clinical Affairs refers any student who is unable to successfully pass a rotation or other requirement within the MS4 year to the SAPP Committee for review, which generally occurs at the end of the rotation in which the failure occurred.

The Associate Dean for Clinical Affairs presents a list of MS4 students who are eligible for graduation to the SAPP Committee who then approves and recommends the potential graduates to Nasuti Med's Faculty Council. Nasuti Med's Faculty Council reviews and recommends those students who have met all academic and graduation requirements to the Dean and the governing body for graduation.

To be eligible for graduation, a student must meet all of the following criteria:

- Successfully pass each required course in the College curriculum
- Achieve a passing score on the NBOME COMLEX-USA Level 1 and COMLEX-USA Level 2-CE licensing examinations within allowable attempts and timelines
- As of the date of this policy, the NBOME and the COCA have temporarily waived the passing of the COMLEX-USA Level 2-PE as a graduation requirement. As

such, to be eligible to graduate, each student must pass a summative OSCE developed and proctored as directed by Nasuti Med
- Meet all academic requirements and professional and ethical conduct expectations as outlined in the Nasuti Med Medical Student Handbook
- Complete all program requirements within six calendar years from the date of matriculation inclusive of any program extensions for any reason
- Complete all exit paperwork that is required by the College and the University
- Satisfy all financial obligations to the College and the University

10.18 Student Evaluation of Curriculum, Clinical Sites, Faculty, and the Program

After each course and rotation, an electronic evaluation form is sent to each student in the course/rotation. These forms are completed anonymously, and submitted electronically, and the data are retrieved by the Office of Medical Education (MS1 and MS2 courses) and the Office of Clinical Education (MS3 and MS4 rotations). The feedback from these evaluations is provided to the course directors, course faculty, and Nasuti Med's Curriculum Committee to be used in conjunction with other metrics and outcomes for the continuous quality improvement of the curriculum. The effect of changes made to the curriculum based on the feedback from student evaluations are evaluated to determine the outcome of the change.

10.19 Attendance

Nasuti Med provides a curriculum that employs a variety of learning modalities in the training of future physicians. These modalities include but are not limited to lectures, laboratories, team-based learnings, clinical application sessions, skills development exercises, group learning, and simulations. Because consistent attendance is a significant component of professionalism and is a critical component of the practice of medicine, Nasuti Med students are expected to attend all aspects of the provided educational content.

The schedule for MS1 and MS2 lectures, labs, assignments, and exams is available to current students on Canvas, Outlook, and is provided via email. While the faculty and staff make every effort to plan these activities well in advance, schedules are subject to change. Students are expected to be available for curricular activities between 8 a.m. and 5 p.m. on Monday through Friday. Minimum attendance requirements per year are as follows:

- MS1 and MS2 students must maintain a minimum required attendance of 80% of all lectures in each block and 100% attendance for all laboratory sessions, group- and team-based learning activities, clinical skills, OMM, clinical application sessions, simulations, and testing. Students arriving late to lecture or lab may be counted absent, which may result in adverse grade consequences; chronic late arrivals to lectures or labs, or late arrivals to examinations may result in point

deductions, examination failures, or a review by the PECC Committee. Exceptions may be made on a case-by-case basis.

- MS3 and MS4 students are required to attend all clinical rotation activities, exams, and College's educational sessions such as callback Fridays as outlined above.

10.19.1 Excused Absences

At Nasuti Med, we prioritize student health. Students requiring diagnostic and preventative health services are advised to seek those appointments outside of the normal curriculum if possible. It is recognized that therapeutic health services are often unpredictable and interruptions in the curriculum are unavoidable in these circumstances. Whether the student is seeking a diagnostic, preventative, or therapeutic health service, if a pre-planned medical appointment or procedure must be scheduled during a class period or an exam, the student must complete an Excused Absence Request Form, submit it to the Office of Medical Education before the day of absence, and work with the Medical Education personnel and appropriate course directors to make up missed content promptly. Documentation of the appointment or procedure is required as a component of the excused absence approval process. Please note that generally, excused absences for pre-planned appointments or procedures are accounted for in the 20% absence allowance for the block. Nasuti Med is committed to working with students, and the Office of Disability Services as appropriate, on meeting their program requirements. When feasible, requests for planned absences must be requested with the Excused Absence Request Form at least 10 business days before the requested absence.

Similarly, if a student has an upcoming planned absence (e.g., funeral, conference, etc.), the student must obtain permission in advance for this absence through the Medical Education Office (MS1 and MS2 students) or Office of Clinical Affairs and preceptor (MS3 and MS4 students). Please note that excused absences for funerals, conferences, etc., are also accounted for in the 20% absence allowance for the block. It is the standard practice of Nasuti Med to only consider granting an excused absence for a wedding if the student is the bride or groom or an immediate family member of the bride or groom.

If the student experiences a medical or another emergency that is unplanned, the student must notify the Office of Medical Education (MS1 and MS2 students) or the Office of Clinical Affairs and preceptor (MS 3 and MS4 students) via phone call or email before 8:00 a.m., if possible, on the day of the absence, complete the form to request an excused absence and provide appropriate documentation as above. When experiencing a medical emergency, students are advised to call 911 immediately, call the DU Health Services at 412.396.1650, or email the Clinic at duhealth@duq.edu.

The Medical Education Department will reschedule an individual exam only one time for a student who has a valid excused absence; in general, if a student requests an exam to be rescheduled more than once, or if the student requests more than half of all exams in

any given block to be rescheduled, the student will be required to meet with the Associate Dean for Academic Affairs to create a plan to determine the best course of action for the student.

Any unexcused absences may result in a reduction in the overall course grade and/or a referral to the PECC. Additionally, as timely arrival to all educational activities is another important sign of professionalism and is considered a sign of respect to faculty and fellow classmates, repeated tardiness may also result in a reduction of the student's overall grade, and/or student referral to the PECC. Missing an exam without an excused absence granted by Nasuti Med will result in zero points earned for that exam.

10.19.2 Medical Withdrawal, MS1 or MS2

If an MS1 or MS2 student develops a medical/mental health condition that requires absence from the curriculum for greater than seven consecutive business days, or if a change in the student's health no longer allows the student to continue in all aspects of the Nasuti Med curriculum, the student is encouraged to request a medical withdrawal from the College. Such a request must be made in writing via DU email or hard copy delivery (hand-delivered or through the U.S. Postal Service) to the Associate Dean for Academic Affairs before the date of the integrated final examination for the block. Letters to the Associate Dean for Academic Affairs requesting a medical withdrawal must be accompanied by supporting documentation in the form of a letter from the student's treating physician. The Associate Dean for Academic Affairs will present the request to the SAPP Committee, who will consider the request for medical withdrawal after having received all required documentation. The Associate Dean for Academic Affairs will notify the student in writing via DU email of the SAPP Committee's decision, and will mail a hard copy of the decision letter to the student's permanent address within 10 business days of receiving the formal request, or will specify a later date for the determination should further investigation be required. Students who are approved for medical withdrawal will receive "W's" on their transcripts for courses not completed, and earned grades for those they did complete. Any tuition refunds owed to the withdrawing student will be processed as outlined in Section 8.11 above.

A student who is in good academic and professional standing at the time of medical withdrawal may request the opportunity to be allowed to join the next academic class, pending availability of a seat in the next class and appropriate documentation from the student's treating physician to support the student's attestation that they can participate fully in the educational program and can meet Nasuti Med's Health and Technical Standards, with or without accommodation and/or modification such as a pregnancy-related modification, and can safely progress with the curriculum.

The Associate Dean for Academic Affairs may include further requirements or restrictions for the student, such as if the student was experiencing significant academic difficulty at or before the time of the medical withdrawal. Further requirements for students

experiencing significant academic difficulty may include a learning contract/consent agreement, which is a written agreement between the student and the College, detailing the expectations that the student must achieve a minimum of 70% or greater in all courses and clinical rotations throughout the remainder of the medical education program. Additional requirements including mandatory participation in peer- or near-peer tutoring, regularly scheduled meetings with their biomedical or clinical advisor, and regular meetings with the Office of Academic Excellence may be included in the student's learning contract. If the student fails any course or clinical rotation during the remainder of their medical education program, or is noncompliant with additional requirements outlined in the learning contract, they may agree to voluntarily withdraw from the College, or may be referred to the SAPP Committee with a likely outcome of academic dismissal.

Students who have any delays in their training or are following an alternative academic schedule should be aware that educational delays may affect the timing in which they are eligible to enter the residency match and/or start residency training. This may also affect physician licensure requirements. Please also note that a medical withdrawal will not be granted if requested after the student completes the final examination for the block, or after the SAPP Committee has recommended academic dismissal of the student.

If the request to the Associate Dean for Academic Affairs for a medical withdrawal is denied by the SAPP Committee, the student has the right to appeal the SAPP Committee's decision to the Dean of the College. Such an appeal must be made in writing via DU email or hard copy delivery (hand-delivered or through the U.S. Postal Service) to the Dean's office within five business days of being notified of the SAPP Committee's decision. Requests for appeal are only permitted based upon 1) a significant procedural error that affected the outcome and 2) new and significant information that was not reasonably available to the SAPP Committee that could affect the outcome. The Dean will consider the request for appeal and will notify the student in writing via DU email, and with a hard copy mailed to the student's permanent address of their decision within 10 business days of receiving the formal appeal, or will specify a later date for the determination should further investigation be required. The Dean may deny or grant the appeal. The decision of the Dean regarding the appeal is final.

10.19.3 Personal Withdrawal, MS1 or MS2

If an MS1 or MS2 student develops a personal situation that constitutes extenuating circumstances beyond the student's control, which significantly disrupts their ability to study, and requires absence from the curriculum for greater than seven consecutive business days, this student is encouraged to request a personal withdrawal from the College. Such personal situations may include, but are not limited to, the following examples: family crisis involving an immediate family member (parent, sibling, spouse, or child); a major life change (such as military service or loss of housing); overwhelming financial burden; or external events (such as natural disasters or legal issues). Such a request must be made in writing via DU email or hard copy delivery (hand-delivered or

through the U.S. Postal Service) to the Associate Dean for Academic Affairs before the date of the integrated final examination for the block. Letters to the Associate Dean for Academic Affairs requesting a personal withdrawal must be accompanied by appropriate supporting documentation. The Associate Dean for Academic Affairs will present the request to the SAPP Committee, who will consider the request for personal withdrawal after having received all required documentation. The Associate Dean for Academic Affairs will notify the student in writing via DU email of the SAPP Committee's decision, and will mail a hard copy of the decision letter to the student's permanent address within 10 business days of receiving the formal request, or will specify a later date for the determination should further investigation be required. Students who are approved for a personal withdrawal will receive "W's" on their transcripts for courses not completed, and earned grades for those they did complete. Any tuition refunds owed to the withdrawing student will be processed as outlined in Section 8.11 above.

A student who is in good academic and professional standing at the time of the personal withdrawal may request the opportunity to be allowed to join the next academic class. Such requests will require appropriate documentation, will be based on available seats in the next class, and will be considered on a case-by-case basis without any guarantee of return.

The Associate Dean for Academic Affairs may include further requirements or restrictions for the student, such as if the student was experiencing significant academic difficulty at or before the time of the personal withdrawal. Further requirements for students experiencing significant academic difficulty may include a learning contract/consent agreement, which is a written agreement between the student and the College, detailing the expectations that the student must achieve a minimum of 70% or greater in all courses and clinical rotations throughout the remainder of the medical education program. Additional requirements including mandatory participation in peer- or near-peer tutoring, regularly scheduled meetings with their biomedical or clinical advisor, and regular meetings with the Office of Academic Excellence may be included in the student's learning contract. If the student fails any course or clinical rotation during the remainder of their medical education program, or is noncompliant with additional requirements outlined in the learning contract, they may agree to voluntarily withdraw from the College, or may be referred to the SAPP Committee with a likely outcome of academic dismissal.

Students who have any delays in their training or are following an alternative academic schedule should be aware that educational delays may affect the timing in which they are eligible to enter the residency match and/or start residency training. This may also affect physician licensure requirements. Please also note that a personal withdrawal will not be granted if requested after the student completes the final examination for the block, or after the SAPP Committee has recommended academic dismissal of the student.

If the request to the Associate Dean for Academic Affairs for a personal withdrawal is denied by the SAPP Committee, the student has the right to appeal the SAPP

Committee's decision to the Dean of the College. Such an appeal must be made in writing via DU email or hard copy delivery (hand-delivered or through the U.S. Postal Service) to the Dean's office within five business days of being notified of the Associate Dean's decision. Requests for appeal are only permitted based upon 1) a significant procedural error that affected the outcome and 2) new and significant information that was not reasonably available to the SAPP Committee that could affect the outcome. The Dean will consider the request for appeal and will notify the student in writing via DU email, and with a hard copy mailed to the student's permanent address of their decision within 10 business days of receiving the formal appeal, or will specify a later date for the determination should further investigation be required. The Dean may deny or grant the appeal. The decision of the Dean regarding the appeal is final.

10.19.4 Medical Withdrawal, MS3 or MS4

If an MS3 or MS4 student develops a medical/mental health condition that requires absence from the curriculum for greater than seven consecutive business days, or if a change in the student's health no longer allows the student to continue in all aspects of the Nasuti Med curriculum, the student is encouraged to request a medical withdrawal from the College. Such a request must be made in writing via DU email to the Associate Dean for Clinical Affairs and the Office of Clinical Affairs before the date of the final examination for the block, or the last day of the clinical rotation. Letters to the Associate Dean for Clinical Affairs requesting a medical withdrawal must be accompanied by supporting documentation in the form of a letter from the student's treating physician. The Associate Dean for Clinical Affairs will present the request to the SAPP Committee, who consider the request for medical withdrawal after having received all required documentation. The Associate Dean for Clinical Affairs will notify the student in writing via DU email of SAPP Committee's decision, with a hard copy mailed to the student's permanent address of their decision within 10 business days of receiving the formal request, or will specify a later date for the determination should further investigation be required. Students who are approved for medical withdrawal will receive "W's" on their transcripts for courses not completed, and earned grades for those they did complete. Any tuition refunds owed to the withdrawing student will be processed as outlined in Section 8.11 above.

A student who is in good academic and professional standing at the time of medical withdrawal may request the opportunity to be allowed to join the next academic class (or rotation with permission from the Associate Dean for Clinical Affairs), pending appropriate documentation from the student's treating physician to support the student's attestation that they can participate fully in the educational program and can meet Nasuti Med's Health and Technical Standards, with or without accommodation and/or modification such as a pregnancy-related modification, and can safely progress with the curriculum. Any clinical rotations that have been partially completed will need to be restarted from the beginning.

The Associate Dean for Clinical Affairs may include further requirements or restrictions for the student, such as if the student was experiencing significant academic difficulty at or before the time of the medical withdrawal. Further requirements for students experiencing significant academic difficulty may include a learning contract/consent agreement, which is a written agreement between the student and the College, detailing the expectations that the student must achieve a minimum of 70% or greater in all courses and clinical rotations throughout the remainder of the medical education program. Additional requirements including mandatory participation in peer- or near-peer tutoring, regularly scheduled meetings with their biomedical or clinical advisor, and regular meetings with the Office of Academic Excellence may be included in the student's learning contract. If the student fails any course or clinical rotation during the remainder of their medical education program, or is noncompliant with additional requirements outlined in the learning contract, they may agree to voluntarily withdraw from the College, or may be referred to the SAPP Committee with a likely outcome of academic dismissal.

Students who have any delays in their training or are following an alternative academic schedule should be aware that educational delays may affect the timing of when they are eligible to enter the residency match and/or start residency training. This may also affect physician licensure requirements. Students are also not guaranteed to maintain previous clinical rotation site placements and may be required to complete rotations at alternative locations as determined by the College. Students may also be required to update onboarding requirements before returning to clinical rotations (such as drug screens, background checks, BLS and ACLS certifications, immunizations, clinical site modules, etc.). Please also note that a medical withdrawal will not be granted if requested after the student completes the final examination for the block, or after the SAPP Committee has recommended academic dismissal of the student.

If the request to the Associate Dean for Clinical Affairs for a medical withdrawal is denied by the SAPP Committee, the student has the right to appeal the SAPP Committee's decision to the Dean of the College. Such an appeal must be made in writing via DU email or hard copy delivery (hand-delivered or through the U.S. Postal Service) to the Dean's office within five business days of being notified of the SAPP Committee's decision. Requests for appeal are only permitted based upon 1) a significant procedural error that affected the outcome and 2) new and significant information that was not reasonably available to the Associate Dean for Clinical Affairs that could affect the outcome. The Dean will consider the request for appeal and will notify the student in writing via DU email, and with a hard copy mailed to the student's permanent address, of their decision within 10 business days of receiving the formal appeal, or will specify a later date for the determination should further investigation be required. The Dean may deny or grant the appeal. The decision of the Dean regarding the appeal is final.

10.19.5 Personal Withdrawal, MS3 or MS4

If an MS3 or MS4 student develops a personal situation that constitutes extenuating circumstances beyond the student's control, which significantly disrupts their ability to

study, and requires absence from the curriculum for greater than seven consecutive business days, the student is encouraged to request a personal withdrawal from the College. Such personal situations may include, but are not limited to, the following examples: family crisis involving an immediate family member (parent, sibling, spouse, or child); major life change (such as military service or loss of housing); overwhelming financial burden; or external events (such as natural disasters or legal issues). Such a request must be made in writing via DU email to the Associate Dean for Clinical Affairs and the Office of Clinical Affairs before the date of the final examination for the block, or the last day of the clinical rotation. Letters to the Associate Dean for Clinical Affairs requesting a personal withdrawal must be accompanied by appropriate supporting documentation. The Associate Dean for Clinical Affairs will present the request to the SAPP Committee, who will consider the request for personal withdrawal after having received all required documentation. The Associate Dean for Clinical Affairs will notify the student in writing via DU email of SAPP Committee's decision, with a hard copy mailed to the student's permanent address of their decision within 10 business days of receiving the formal request, or will specify a later date for the determination should further investigation be required. Students who are approved for a personal withdrawal will receive "W's" on their transcripts for courses not completed, and earned grades for those they did complete. Any tuition refunds owed to the withdrawing student will be processed as outlined in Section 8.11 above.

A student who is in good academic and professional standing at the time of the personal withdrawal may request the opportunity to be allowed to join the next academic class (or rotation with permission from the Associate Dean for Clinical Affairs). Such requests will require appropriate documentation, will be based on available seats in the next class, and will be considered on a case-by-case basis without any guarantee of return. Any clinical rotations that have been partially completed will need to be restarted from the beginning.

The Associate Dean for Clinical Affairs may include further requirements for the student, such as if the student was experiencing significant academic difficulty at or before the time of the personal withdrawal. Further requirements for students experiencing significant academic difficulty may include learning contract/consent agreement, which is a written agreement between the student and the College, detailing the expectations that the student must achieve a minimum of 70% or greater in all courses and clinical rotations throughout the remainder of the medical education program. Additional requirements including mandatory participation in peer- or near-peer tutoring, regularly scheduled meetings with their biomedical or clinical advisor, and regular meetings with the Office of Academic Excellence may be included in the student's learning contract. If the student fails any course or clinical rotation during the remainder of their medical education program, or is noncompliant with additional requirements outlined in the learning contract, they may agree to voluntarily withdraw from the College, or may be referred to the SAPP Committee with a likely outcome of academic dismissal.

Students who have any delays in their training or are following an alternative academic schedule should be aware that educational delays may affect the timing of when they are eligible to enter the residency match and/or start residency training. This may also affect physician licensure requirements. Students are also not guaranteed to maintain previous clinical rotation site placements and may be required to complete rotations at alternative locations as determined by the College. Students may also be required to update onboarding requirements before returning to clinical rotations (such as drug screens, background checks, BLS and ACLS certifications, immunizations, clinical site modules, etc.). Please also note that a personal withdrawal will not be granted if requested after the student completes the final examination for the block, or after the SAPP Committee has recommended academic dismissal of the student.

If the request to the Associate Dean for Clinical Affairs for a personal withdrawal is denied by the SAPP Committee, the student has the right to appeal the SAPP Committee's decision to the Dean of the College. Such an appeal must be made in writing via DU email or hard copy delivery (hand-delivered or through the U.S. Postal Service) to the Dean's office within five business days of being notified of the SAPP Committee's decision. Requests for appeal are only permitted based upon 1) a significant procedural error that affected the outcome and 2) new and significant information that was not reasonably available to the Associate Dean for Clinical Affairs that could affect the outcome. The Dean will consider the request for appeal and will notify the student in writing via DU email, and with a hard copy mailed to the student's permanent address, of their decision within 10 business days of receiving the formal appeal, or will specify a later date for the determination should further investigation be required. The Dean may deny or grant the appeal. The decision of the Dean regarding the appeal is final.

10.20 Student Academic Progress and Promotion

Students are evaluated for promotion and graduation based on established osteopathic core competencies required at the medical student level. The competencies include communication, problem-solving, critical thinking, clinical skills in patient care, osteopathic philosophy and manipulation, medical knowledge, and professionalism and ethics. These competencies are tested on written examinations and skills-based testing throughout the four-year curriculum. Grades are recorded on the students' transcripts at the end of each block and the end of each year. Students may access an unofficial transcript of their progress at any time, free of charge.

Federal law requires that all students receiving federal financial assistance are required to maintain satisfactory academic progress. Satisfactory academic progress within Nasuti Med is defined as passing all required courses at the end of each term and completing all requirements of the program within 150% of the assigned time for the four-year curriculum (e.g., completing all required coursework and assignments within six years from the date of matriculation into the College).

Student progress is monitored regularly by the Office of Medical Education and formally evaluated by the SAPP Committee after each academic year. Students who have successfully completed all academic requirements of the previous year are recommended for promotion, and recommendations for graduation are made by Nasuti Med's Faculty Council. A more complete explanation of the duties of the SAPP Committee is detailed below, and a more thorough explanation of the duties of Nasuti Med's Faculty Council is contained in the Nasuti Med Faculty Handbook.

10.20.1 The Student Academic Progress and Promotion (SAPP) Committee

The SAPP Committee oversees student academic progress, as more fully discussed below, including the process for student academic promotion and graduation. The Committee also meets regularly to review individual student progress and address concerns related to student academic performance.

The Associate Dean for Academic Affairs serves as the Chair of the SAPP Committee, the Assistant Dean for Clinical Affairs serves as the Vice Chair, and the Associate Deans for Clinical Affairs and Biomedical Affairs serve on the Committee with duties as outlined below. Other Committee members include Assistant Deans and representative clinical and biomedical faculty as determined by the Dean; the Director of Medical Education and the Director of Clinical Affairs serve as ex-officio members of the committee.

The proceedings and deliberations of the SAPP Committee are confidential, and members are not permitted to discuss the proceedings outside the SAPP Committee other than with the Dean, Associate Deans, and other appropriate University administrators with a need to know.

10.20.2 Assessment of Academic Progress

In addition to the SAPP Committee's responsibilities concerning academic year promotion and graduation, the SAPP Committee is also responsible for assessing and making decisions, communicated to the Dean, regarding the academic progress of individual students toward the Doctor of Osteopathic Medicine degree. The SAPP Committee meets as needed throughout the academic year to address any student concerns as presented by the Associate Deans and to address COMLEX-USA exam issues.

10.20.3 SAPP Committee Review

Students who have any of the following concerns are referred to the SAPP Committee:

1. Course failure or failure to successfully remediate a course failure
2. COMLEX-USA failure: students who have any of the following COMLEX-USA concerns are referred to the SAPP Committee
    - Failure of any level of COMLEX-USA examination

- Failure to follow a Modified Course of Study for COMLEX-USA
- Failure to successfully pass any level or attempt of COMLEX-USA within the required time frame
- Failure to sit for COMLEX-USA Level 1 by the first day of the MS3 year without prior approval by the Associate Dean for Academic Affairs
- Failure to sit for COMLEX-USA Level 2-CE by the first day of the MS4 year without prior approval by the Associate Dean for Clinical Affairs
- Failure to successfully pass COMLEX-USA Level 2-CE by the time of graduation

3. Failure of one or more end-of-rotation remediation exams
4. Failure to successfully remediate a Standardized Patient Exam
5. Demonstrated inability to perform a minimum level of competency. An area of competency that is repeatedly marked low on competency-based assessments or across clinical rotations may also be a sign of an inability to make academic progress. When the student scores low or repeatedly low in the competency of professionalism or has concerns related to ethical behaviors, this may be a reason for calling a PECC meeting rather than a SAPP Committee meeting at the discretion of the respective Associate Dean.
6. Placement in the curriculum of a student who has been suspended, on leave for an extended period, or readmitted after withdrawal to determine appropriate placement in the curriculum
7. Other referrals by the Dean or Associate Deans

10.20.4 SAPP Committee Procedures

Failing a single course in a block (if at least half of the summative exams have been passed) results in an automatic opportunity to remediate that one course. The SAPP Committee reserves the right to meet with the students who have failed a single course in a block, but it may not always be necessary. Failing more than a single course in a block requires the student to meet with the SAPP Committee. The following procedures apply when a student is required to meet with the SAPP Committee:

- Students are given written notice via their DU email address the day prior to the SAPP Committee meeting, which includes the reason for the referral, before meeting with the SAPP Committee.
- Such notice is sent by the Chair of the SAPP Committee and includes information about the SAPP Committee procedures and the student's responsibilities. This includes making the student aware that:
    - Before the SAPP Committee meeting, each student may submit a letter presenting any issues, considerations, or extenuating circumstances that may have contributed to the reason they are being brought before the SAPP Committee.
    - The student's physical attendance at the SAPP Committee meeting is generally required. MS3 or MS4 students at distant clinical sites (more than

a four-hour drive) may attend via video conference.
    - The student is allowed a 10-minute presentation of any issues, considerations, or extenuating circumstances they may wish to make known to the SAPP Committee. Following the student's presentation, the members of the SAPP Committee may address the student and ask questions.
    - Students are not permitted legal representation or other representation at SAPP Committee meetings, and except to the extent a reasonable accommodation for this has been granted consistent with TAP #56, they must attend without the accompaniment of guests.
    - Similarly, except to the extent a reasonable accommodation regarding recording has been granted consistent with TAP #56, the student is not permitted to record the meeting, and the student must leave all backpacks, coats, phones, electronics, and other recording devices outside of the room.
- The Office of Academic Affairs, including Nasuti Med's Medical Registrar, reports on the student's academic record including GPA, any prior failures or repeated courses, and any other information relevant to the student's academic progress during the SAPP Committee meeting.
- Following the meeting with the student, the SAPP Committee deliberates based on the information presented to them. Following a discussion of the options available, the SAPP Committee presents a decision to the Dean based on a majority vote; this decision is communicated to the student as detailed below.

10.20.5 SAPP Committee Decisions: Course/Rotation/Rotation Exam Failures

When a student meets with the SAPP Committee regarding a course, rotation, or repeated end-of-rotation examination failure, the SAPP Committee makes one of the following decisions:

- Require the student to remediate the failed course. Students who fail a remediated course are required to meet again with the SAPP Committee with the likelihood of being dismissed. Note that students who fail the majority of the exams in a course may not be permitted to remediate, as this is generally considered a lack of academic progress.
- Dismiss the student from their current curricular year and recommend the student be permitted to repeat the academic year with a learning contract. If a student fails a course during a repeat year, dismissal should be expected.
- Dismiss the student from the program. The SAPP Committee typically dismisses a student whose overall performance shows a failure to make academic progress, as evidenced by factors including but not limited to multiple failures including courses and board exams since matriculation, poor clinical competency evaluations, or concerns related to progress in a previously assigned Modified Course of Study. It should be noted that students who fail more than two courses in one academic year or more than three courses across all academic years are generally dismissed.

10.20.6 Additional Recommendations

The SAPP Committee may make one or more of the following determinations for students referred to the SAPP Committee for academic reasons other than course failures:

- Specify a timeline or manner in which any remediation or testing must occur.
- Require assessment of any student, including but not limited to medical evaluations, drug or alcohol screening/testing, or other evaluations required by the SAPP Committee that allow them to make appropriate recommendations. The SAPP Committee requires a written evaluation from the party of the referral to determine if the student presents a risk to themselves, the institution, students, or patient care. Where there is a concern that the student presents a risk of harm to themselves or others, the student is referred to the Duquesne University Campus Community Risk Team (CCRT).
- Require evaluation by a drug and alcohol addiction specialist chosen by Nasuti Med following but not limited to a positive drug and alcohol screen or DUI, and may require participation in a drug and alcohol treatment program if recommended by the addiction specialist, at the student's expense.
- Suspend a student with requirements for reinstatement.
- Suspend a student from the academic activity and delay the decision pending further evaluation and treatment.
- Require participation in an academic assistance program or a formal performance improvement plan/learning contract.
- Limit extracurricular activities.
- Identify other sanctions for the student as deemed appropriate by the SAPP.

10.20.7 SAPP Committee Decision Notification and Appeals Process

The chair of the SAPP Committee will offer to meet with the student to discuss the Committee's decision, provide the information in writing via DU email, and mail the decision to the student. Appropriate Nasuti Med and University administrators including the Dean are also notified.

If a student seeks to appeal the SAPP Committee's decision, the appeal must be made in writing via DU email or hard copy delivery (hand-delivered or through the U.S. Postal Service) to the Dean's Office within five business days of being notified. Requests for appeal are only permitted based upon 1) significant procedural error that affected the outcome and 2) new and significant information that was not reasonably available to the SAPP Committee at the time of the SAPP Committee meeting that could affect the outcome.

The Dean will consider the request for appeal and will notify the student in writing via DU email, and with a hard copy mailed to the student's permanent address of their decision within 10 business days of receiving the formal appeal, or will specify a later date for the

determination should further investigation be required. The Dean may deny or grant the appeal. If the Dean grants the appeal, the Dean may require further sanctions or requirements for the student, including but not limited to a learning contract/consent agreement. Please note that if a student is academically dismissed due to three course failures, and is then permitted to return to the program upon successful appeal to the Dean, the returning student will be required to repeat the entire academic year, by auditing all previously passed courses and retaking all failed courses before advancing to the next academic block. The decision of the Dean on the appeal is final.

10.20.8 Academic Probation

The status of Academic Probation indicates that the student has not met the minimum threshold to be in good academic standing and is failing to make academic progress. Thus, the status of Academic Probation may be assigned to a student to signify that the student needs to improve academically and must work to meet or exceed the minimum academic standards. The status of academic probation alerts the student, faculty, and administration to the fact that the student has experienced academic difficulty and that the student requires additional academic assistance such as counseling, tutoring, or other activities to help the student resolve academic deficiencies.

Any student who is demonstrating failure to make academic progress, such as those who are reviewed by the SAPP Committee, may be placed on academic probation by the SAPP Committee and will be so informed in writing by the Chair of the SAPP Committee. Via recommendation from the SAPP Committee to the Dean, the SAPP Committee will set the length of academic probation, which is generally for a term of not less than 1 semester or 6-months, or until released by the Dean. Academic Probation is not reported on the transcript; however, academic probation is required to be reported as a component of the MSPE. The Associate Dean for Clinical Affairs will meet to review the record of each student on academic probation each block/rotation to evaluate the student's academic progress.

At the end of any block/rotation where a student on academic probation does not make academic progress (by earning additional grades below 70% or failing to pass the clinical rotation evaluation, or other reasons as determined by the Dean), the SAPP Committee will meet again regarding the student's future with the College. When the term of academic probation is nearing completion, the Dean and the appropriate Associate Dean will meet to review the record of the student to evaluate the student's academic progress. As the end date for academic probation is not the determining factor for the removal of the status of academic probation, the Dean and Associate Dean will review the student's academic history to determine whether the student has made significant improvement in their academic standing to be removed from academic probation.

If the student has demonstrated improvement in their academic standing, including passing all courses/components of courses/rotations, and meeting any other requirements outlined as part of their academic probation, the SAPP Committee may

remove the student from academic probation and place them in good academic standing. If the student has not demonstrated significant improvement in their academic standing, including passing all courses/components of courses/rotations, and meeting any other requirements outlined as part of their academic probation, the SAPP Committee may extend the term of academic probation at their discretion and may add additional requirements designed to assist the student in improving their academic status. The appropriate Associate Dean will notify the student in writing of their decision.

10.20.10 Modified Course of Study

Students who do not begin the MS3 or MS4 year on time or who fall behind in the MS3 or MS4 year due to academic difficulty such as failing COMSAE, failing COMLEX-USA, failing a rotation, or due to other events that causes a student to pause their academic year such as a leave of absence, are placed on a Modified Course of Study. The Modified Course of Study is designed by the Associate Dean for Clinical Affairs to provide the student with the best opportunity for successful academic progress and documents that the student is not aligned with the regular academic year schedule established for the class. The Modified Course of Study may include additional preparation for COMLEX exams or other additional requirements established by the SAPP Committee or Dean.

The dates for completion of COMSAE Phase 2, and COMLEX-USA Level 2-CE for those students on a Modified Course of Study will be set by the Associate Dean for Clinical Affairs and the SAPP Committee. Students placed on a Modified Course of Study must sign and agree to comply with the plan that has been approved by the Dean. Students on a Modified Course of Study should be aware that they must be on track to complete all requirements to graduate prior to July 1st in order to be allowed to enter ERAS and the Match, according to the rules of the residency match.

Students who do not comply with the Modified Course of Study or who are not making academic progress while on a Modified Course of Study will be brought before SAPP Committee and are at high risk for dismissal. Students who do not comply with the Modified Course of Study may be suspended at any time by the Dean for failure to follow the plan. If a student has difficulty in following the Modified Course of Study, they are required to meet with the Assistant Dean for Academic Excellence and Accreditation and the Associate Dean for Clinical Affairs or the Dean to report this prior to failing to follow the plan.

10.20.11 COMLEX-USA Exam Failure

In addition to passing all required coursework in the curriculum, all students must achieve a passing score on the NBOME COMLEX-USA Level 1 and COMLEX-USA Level 2-CE licensing examinations within allowable attempts and timelines to be considered eligible for graduation. Students must follow the COMLEX-USA Policy. Students who fail a COMLEX-USA examination are required to meet with the SAPP Committee as further

described in the SAPP Committee policy and are subject to the sanctions described in this policy. Students who fail a COMLEX examination are at risk for a delay in completing graduation requirements and entering the residency match. In addition, students should be aware that board examination failures often reduce candidates' competitiveness for residency programs.

If a student does not qualify to sit for the COMLEX-USA examination and is assigned a Modified Course of Study as outlined in the COMLEX-USA Policy, they must follow the plan according to all requirements and deadlines. If a student fails to follow a Modified Course of Study for a COMLEX-USA exam by the assigned deadline, the SAPP Committee may make one of the following decisions:

- Allow the student additional time to sit for the exam while continuing to follow a Modified Course of Study with or without additional elements incorporated into the plan
- Dismiss the student due to failure to progress in the curriculum

In the event of a COMLEX-USA exam failure, the SAPP Committee makes one of the following decisions:

- Recommend that students who fail to achieve a passing score on a COMLEX-USA exam on their first attempt be permitted to complete their current rotation before being removed from clinical rotations. All students who fail to achieve a passing score on a COMLEX-USA exam are placed on a Modified Course of Study and be required to participate in a COMLEX-USA preparation program, selected by Nasuti Med, which is at the student's expense. Students may return to clinical rotations while awaiting the score.
- Recommend that students who fail to achieve a passing score on a COMLEX-USA exam on the second attempt be permitted to complete their current rotation before being removed from clinical rotations. All students who fail to achieve a passing score on a COMLEX-USA exam are placed on a Modified Course of Study and be required to participate in a COMLEX-USA preparation program, selected by Nasuti Med, which is at the student's expense. Students must successfully pass COMLEX-USA on the third attempt to be eligible to resume rotations and begin the MS3 year on a modified schedule as determined by the Office of Clinical Affairs.
- Students with three COMLEX-USA examination failures or two COMLEX-USA failures and one or more course failures since matriculation are generally dismissed.

11 INTERPROFESSIONAL EDUCATION, TEAM-BASED COLLABORATIVE CARE

DU has been a leader in health professional education with well-established programs in nursing, pharmacy, physician assistant, speech-language pathology, and physical and occupational therapy. The University has annual interprofessional educational programs where students from the various health science programs come together for education

and training in the academic environment. The College actively collaborates with these programs and is establishing opportunities to integrate medical students into these educational programs. In addition, Nasuti Med is working collaboratively with the health sciences programs to develop new curricular opportunities such as standardized patient and simulation interprofessional clinical cases. The College is also working with clinical sites to establish opportunities for students to work collaboratively on teaching teams with residents and other members of the health care team during select clinical rotations.

12 PERFORMING PATIENT CARE ACTIVITIES

Student involvement in patient care is permitted when authorized by Nasuti Med and the assigned clinical faculty member. Supervision by a physician or authorized medical professional (e.g., physician assistant or advanced practice nurse) who is under the supervision of the faculty physician is required. In certain cases, another healthcare professional may be an appropriate supervisor (e.g., medication counseling with a pharmacist). The student's supervising faculty/preceptor is the faculty member who is responsible for the patient's care.

Nasuti Med's Appointment and Promotion Committee ensures all core clinical faculty have the appropriate credentialing for student supervision. Students may not perform any medical treatment or procedures without appropriate supervision. Student involvement should be appropriate for their level of training. The faculty member/preceptor should be present for any treatment, procedure, or invasive examination. Students are not to take the place of qualified staff. Students may not write patient care orders independently and all such orders must be reviewed and approved by the faculty member/preceptor. Students may not accept payment or remuneration for services.

12.1 Supervision of Students

A student on clinical rotations must be supervised in patient care situations. Supervision involves a responsible licensed physician to:

- Be physically located in the facility where patient treatment is rendered
- Grant authorization of services provided by the student doctor
- Examine all patients seen by the student doctor
- Supervise procedures when performed by the student doctor
- Be physically present during any invasive procedure or examination
- Assure another clinical staff is present during any invasive or sexual organ exam
- Assure that the documentation in the patient's medical record is appropriate

12.2 Assurance of Students' Health Before Involvement in Patient Care

Upon admission, students are required to obtain and provide the required documentation indicating that they do not have conditions that would endanger the health and well-being

of patients. The documentation includes immunizations and titers for immunity, verification from a physician who has performed a medical history and physical examination of the health of the student, and background checks for legal history. Students are expected to be free from contagious diseases before caring for a patient. When this is in question, the student and the College must follow CDC guidelines. The presence of communicable diseases may limit a student's participation in clinical care. A student must be able to demonstrate that their health and abilities enable them to meet the health and technical standards of the program with or without reasonable accommodations and/or temporary pregnancy related modifications. A copy of all immunizations and laboratory tests is obtained and shared with the clinical site.

12.3 White Coats and Nasuti College of Osteopathic Medicine ID Badges

Nasuti Med's short white coat and ID badge identify the individual as a Nasuti Med student. Students must wear their coat and ID badge provided by the College in all College-designated clinical settings and designated and approved Nasuti Med events. Medical students may not wear their Nasuti Med white coat or DU ID badge or verbally represent themselves as representing the College for non-College sponsored events. These include but are not limited to, shadowing experiences that are not part of the required Nasuti Med's curriculum, volunteer activities that are not College-sponsored, or non-College events such as those that are of a political or social nature. Students are not permitted to give their white coat or ID badge to another student or to an individual who is not a Nasuti Med student. If the Nasuti Med white coat or ID badge is missing or stolen, the student must report this to the Director of Clinical Rotations as soon as possible. Not wearing the white coat and ID badge as required, wearing the Nasuti Med white coat or ID badge to non-sponsored events, or giving or loaning these items to others is considered unprofessional behavior and subject to disciplinary action.

12.4 Patient Confidentiality

During the course of study, students will come in contact with a patient's confidential information. Laws such as the Health Insurance Portability and Accountability Act (HIPAA), govern the release of confidential patient information to others. Students are expected to undergo regular HIPAA training as required by the College and affiliated clinical training sites.

In general, students are permitted to discuss patient information with medical personnel who are directly involved in providing the patient's care. When making a medical presentation in a classroom setting, a patient's condition may be discussed but must be presented without any personally identifiable information. Students must obtain permission to use patient information in scholarly publications and must not divulge a patient's name or other identifying information that is considered confidential in academic reports. Any discussion of a patient, peer, physician, or health care facility should be a professional discussion and not cause misunderstanding or distrust of the medical care

offered at the site. Failure to adhere to this professional behavior constitutes a professionalism violation. Students are expected to undergo yearly HIPAA training as required by Nasuti Med and affiliated clinical training sites.

12.5 Medical Records/Charting

The responsibility given to students for medical records varies among the hospitals and clinics. Clinical training sites are encouraged to allow students to write full progress notes and orders directly into the patient's chart. These notes must be immediately co-signed by the supervising physician and that physician must follow this with their physician's note. Some other hospitals/clinics have separate pages in charts set aside for student progress notes. These should also be reviewed and co-signed by the attending physician.

Notes are usually written or entered in the SOAP format. If dictation or computerized entry is allowed by students at a particular hospital or clinic, the resulting notes must also be reviewed and approved by the attending physician. The student is responsible for obtaining charting instructions from the preceptor or rotation coordinator. Medical records that are falsified or left uncompleted when it is the responsibility of the student to complete, are considered a professional or ethical violation, and the student will be subject to the policies and procedures in the Nasuti Med Medical Student Handbook that apply to the violation. The student is responsible for knowing the proper procedure and must sign and date all entries on the medical record by name and educational status (e.g., John Doe, MS3).

13 PROFESSIONALISM

13.1 American Osteopathic Association's Code of Ethics

Osteopathic physicians follow the AOA's Code of Ethics, designed to guide physicians in their professional lives and address physicians' ethical and professional responsibilities to patients, society, and the osteopathic profession and other health care professions. Nasuti Med students are required to comply with the current version of the AOA's Code of Ethics. To follow is the most recent Code of Ethics, which is subject to change.

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

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

Section 3. A physician-patient relationship must be founded on mutual trust, cooperation and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he

will serve. However, the physician should not refuse to accept patients for reasons of discrimination, including, but not limited to, the patient's race, creed, color, sex, national origin, sexual orientation, gender identity or disability. In emergencies, a physician should make her/his services available.

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

Section 5. A physician should make a reasonable effort to partner with patients to promote their health and shall practice in accordance with the body of systematized and scientific knowledge related to the healing arts. A physician shall maintain competence in such systematized and scientific knowledge through study and clinical applications.

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

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

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

Section 9. A physician should not hesitate to seek consultation whenever she/he believes it is in the best interest of the patient.

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

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

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

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

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

Section 15. It is considered sexual misconduct for a physician to have sexual contact with any patient with whom a physician-patient relationship currently exists.

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

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

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

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

13.2 Student Ethical Code of Conduct

At Nasuti Med, professionalism and ethical conduct are essential components of the student's core academic curriculum. Students are challenged to think about the physician they will become, in keeping with the missions of the College and the University. The goal is to help students model the characteristics that will best serve themselves, their patients, and the community throughout their professional careers. This starts with being a successful and responsible member of the College community. Students develop as

professionals throughout their academic program, and accordingly are expected to uphold University standards of academic and personal integrity and promote responsible behaviors by adhering to Nasuti Med's Student Professionalism and Ethical Conduct Expectations as described in the Student Professionalism and Ethical Conduct Agreement.

During orientation, Nasuti Med students agree, by signing the Student Professional and Ethical Conduct Agreement, that they have read and will accept the terms outlined in this Nasuti Med Medical Student Handbook, and will abide by the Nasuti Med Student Professional and Ethical Conduct expectations. Students are also expected to uphold the AOA's Code of Ethics as outlined in the Ethical Conduct and Behavior Policy, and the University TAPs. While students may encounter professionalism or ethical situations that are not specifically referenced in the agreement, the listed items are representative of the expectations for professional and ethical conduct. Alleged professional and ethical misconduct may violate various University policies, including Nasuti Med's Ethical Conduct and Behavior Policy. The College, after consulting with appropriate University administrators as needed, will determine at its discretion which policy/policies apply and how the alleged misconduct will be addressed.

13.3 Student Professional and Ethical Conduct Agreement

I accept the responsibility for my conduct and expect the highest standards of myself as a part of my academic curriculum at the College. I will also support others in upholding these standards. I commit to the expectations of the Nasuti Med LEADERS Values and Goals statements, as outlined in Section 1 of this Handbook.

13.4 Dress Code: Business Professional Dress

Because Nasuti Med is a professional school, and its members represent the College, the University, and the profession, it is expected that all students maintain professionalism in their appearance, hygiene, and behavior. Attire in the classroom is business professional (e.g., dress shirts, dress pants, skirts, dresses, and close-toed shoes).

Attire in the anatomy cadaver lab includes scrubs and closed-toed shoes. Since students must perform physical examinations and therapeutic touch techniques including osteopathic manipulative treatment on each other as well as on standardized patient actors, attire in the OMM lab must allow physical examination access to head, neck, and extremities as well as back and abdomen. Hats or head coverings (other than for religious purposes) are not considered appropriate attire and are not permitted in the academic setting. Clothing must not be dirty, torn/unkempt/cutoff, provocative, contain obscene/profane/sexually suggestive/political words, pictures, or symbols, display advertisements for alcohol, drugs, or tobacco products, or be disruptive to the learning environment.

We recommend that strong scents are avoided, tattoos are covered, jewelry be minimal, and clothing allows for an appropriate range of movement. Individuals who do not strictly adhere to this policy are sent home, with an unexcused absence. Repeat offenders are referred to the PECC for review. In the clinical setting, students must follow the dress code of the assigned site with modest, professional dress (except in the obstetrics or surgical suite).

13.5 Social Media

Nasuti Med students are cautioned to use social media platforms thoughtfully and responsibly. Disclosure of other individuals' private or protected information or images, or use of these platforms in a harmful, offensive, or damaging manner will be reviewed by the PECC consistent with the procedures set forth in the Professionalism and Ethical Conduct Policy. Misrepresentation of the College or the University, violations of FERPA or HIPAA regulations, or other unprofessional behaviors on social media platforms, will likewise be reviewed by the PECC.

13.6 Drugs and Alcohol

DU and Nasuti Med, in keeping with the Mission Statements, are committed to the maintenance of a drug- and alcohol-free working and learning environment in accordance with the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, and as specified in the DU TAP #32. TAP #32, incorporated herein by reference, sets forth the University's policy regarding a drug- and alcohol-free working and learning environment.

The College may require a student to submit to drug and/or alcohol testing "for cause," based upon a reasonable suspicion of the unauthorized use or abuse of alcohol or drugs. Reasonable suspicion may be based upon, but is not limited to, the following:

- Direct observation of unauthorized use or possession of drugs
- A pattern of abnormal or erratic behavior consistent with illicit use or abuse of alcohol or drugs
- Observation of physical signs indicative of illicit use or abuse of drugs or alcohol (visibly impaired and/or intoxicated)
- Arrest or conviction for a drug or alcohol-related offense
- Referral from the SAPP Committee

Any student who refuses to consent to a "for cause" alcohol and/or drug test or fails to provide an adequate specimen may be subject to disciplinary action up to and including dismissal from the College. All costs associated with drug and alcohol testing are the responsibility of the student unless specifically stated otherwise by the party requesting the drug and alcohol testing. Any student who has a positive result on an alcohol or drug

test that cannot be explained by legally prescribed medications will be subject to disciplinary sanction.

13.7 Pennsylvania Physicians Health Program

Students found to exhibit signs and symptoms of a substance use disorder may be required to submit a blood or urine sample for drug and alcohol testing. Students with a positive drug or alcohol test, along with students exhibiting signs and symptoms of mental illness, or behavioral health concerns which may impair their ability to safely continue in the academic program or practice medicine, will be referred to the Pennsylvania Physicians Health Program (PA-PHP). Students undergoing referral and assessment with the PA-PHP culminating in a recommendation for treatment would work with the PA-PHP to find an appropriate avenue for treatment. Documentation of this process will include completion of the Nasuti Med Consent Agreement, including participation, evaluation, and compliance with treatment if necessary. Verification of fitness for duty must be obtained in order to return to the clinical or classroom setting, in compliance with Nasuti Med 's Health and Technical Standards, and must be submitted to the Dean's office by the evaluating clinician. Students who refuse to sign the Consent Agreement will likely be suspended or dismissed.

13.8 Student Image Use Policy

Nasuti Med often uses still and moving images of academic activities and campus life to promote the University and the College; to increase engagement, raise general awareness, or elicit participation in any form, whether through attendance, enrollment, or any form of volunteerism or philanthropy; and to advance educational objectives. This Image Use Policy governs the use of still or moving images of Nasuti Med students, with or without voice recording, when such images are captured by DU employees and third parties on behalf of the College.

- All Nasuti Med students are asked to sign the DU Consent and Release Form at the time of matriculation.

- Before an image can be used, additional written consent of the individual is required if the individual featured in the image is identifiable and in an instance where there is a reasonable expectation of privacy. The unit within the College that secures the image for its use is responsible for maintaining on file the record of permission and consent for the reasonable life of the image and/or in compliance with the University's Record Retention Policy, whichever is longer. No additional written consent will otherwise be obtained.

- When a non-University affiliate is engaged to capture images on behalf of Nasuti Med, the non-affiliate will be required to enter into a professional services agreement with the University. To the extent the non-affiliate desires to use any

image(s) captured on its own behalf, the non-affiliate photographer will be required to obtain separate written consent from the individual(s) in the image(s). The non-affiliate photographer who obtains the image will be required to agree to honor any request of the individual(s) whose image(s) is/are being used for the benefit of the non-affiliate photographer to cease the use of the image(s).

- Nasuti Med events that are open to the public will typically note in signage and/or in registration/published materials that photos may be taken and that, by attending/participating in the event, the individuals at the event consent to the use of such photos for the University or College purposes.

13.9 Academic Work and Use of Artificial Intelligence

It is the responsibility of each student to produce her/his own original academic work in all assignments and activities. Collaboration or assistance on academic work to be graded is not permitted unless explicitly authorized by the course instructor(s). Unless specifically prohibited by the course instructor(s), students may utilize the assistance provided by the Office of Academic Excellence, faculty, advisors, peers, and/or artificial intelligence tools as appropriate for brainstorming, proofreading, or editing. The final submission of all work must be a true reflection of the student's own work. Any other sources of collaboration or assistance must be specifically authorized by the course instructor(s).

In all academic work to be graded, citation of all sources is required, and must include the source of origin. When collaboration or assistance is permitted by the course instructors, acknowledgement of any collaboration or assistance is likewise required. This citation and acknowledgement must be incorporated into the work submitted and not separately or at a later point in time. Failure to do so is dishonest and is subject to disciplinary action by review of the PECC.

Instructors have a duty to communicate their expectations including those specific to collaboration, assistance, citation and acknowledgement within each course. Students likewise have a duty to ensure that they understand and abide by the standards that apply in any course or academic activity. In the absence of such understanding, it is the student's responsibility to seek additional information and clarification.

13.10 Cheating

Cheating occurs when a student avails her/himself of an unfair or disallowed advantage which includes but is not limited to:

- Theft of or unauthorized access to an exam, answer key or other graded work from previous course offerings.
- Use of an alternate, stand-in or proxy during an examination.
- Copying from the examination or work of another person or source, including artificial intelligence.

- Submission or use of falsified data.
- Using false statements to obtain additional time or other accommodation.
- Falsification of academic credentials.

13.11 Plagiarism

Plagiarism is defined as the use of work or concepts contributed by other individuals without proper attribution or citation. Unique ideas or materials taken from another source for either written or oral use must be fully acknowledged in academic work to be graded. Examples of sources expected to be referenced include but are not limited to:

- Text, either written or spoken, quoted directly or paraphrased.
- Graphic elements.
- Scientific data.
- Concepts or material derived from the work, published or unpublished, of another person.

13.12 Unauthorized Assistance

Unauthorized assistance refers to the use of sources of support that have not been specifically authorized in this policy statement or by the course instructor(s) in the completion of academic work to be graded. Such sources of support may include but are not limited to advice or help provided by another individual, published or unpublished written sources, and electronic sources. Examples of unauthorized assistance include but are not limited to:

- Collaboration on any assignment beyond the standards authorized by this policy statement and the course instructor(s).
- Submission of work completed or edited in whole or in part by another person.
- Supplying or communicating unauthorized information or materials, including graded work and answer keys from previous course offerings, in any way to another student.
- Use of unauthorized information or materials, including graded work and answer keys from previous course offerings.
- Use of unauthorized devices.
- Submission for credit of previously completed graded work in a second course without first obtaining permission from the instructor(s) of the second course. In the case of concurrent courses, permission to submit the same work for credit in two courses must be obtained from the instructors of both courses.

Procedures for dealing with allegations of these policy violations are detailed in the Professionalism section of this Handbook.

13.13 Consensual Relationships

Consistent with TAP #31, consensual relationships between students and faculty are not permitted; consensual relationships between students and their patients are not permitted; consensual relationships between students and staff members are only permitted in instances where the staff member has no direct role in the student's training or assessment, nor access to their records. Infractions of this policy will be referred to the Title IX Office.

13.14 Professional or Ethical Conduct Violations

Students are expected to maintain a high level of professionalism at all times while a student at Nasuti Med, as specified in the Student Expectation section of this handbook, the AOA Code of Ethics, and the Nasuti Med Student Professionalism and Ethical Conduct Agreement which is signed by the student upon matriculation. Nasuti Med is committed to promoting a safe, healthy, and productive learning environment which has the expectation of professionalism and ethical conduct for all faculty, staff, and students. To maintain this high standard of professionalism, the College may conduct periodic background checks and drug screens to assure the student has the appropriate insight and judgment to participate in clinical care and to become an ethical physician. Students must also be aware that certain violations may impede future licensure or residency placement.

13.15 Consequences for Professional or Ethical Behavior Violations

1. When a concern arises related to a student's professional or ethical conduct, the concern will typically be sent to the Chair of the Professionalism and Ethical Conduct Committee (PECC). The PECC Chair will investigate the concern and determine the next best step based on the following options: Determine the concern to be unfounded – If there is no clear professional or ethical conduct violation, no course of action will be taken. There is no need for further documentation of the concern.
2. If the PECC Chair determines that there is a professionalism concern, they may determine the concern to be minor, if this is a first-time offense or a minor infraction. In this instance, the Chair may meet with the student, and provide mentorship and steps to resolve the concern. A minor concern will not be a part of the student's permanent record unless further professionalism concerns arise.
3. If the PECC Chair determines that there is a more significant, repeated, or serious professionalism concern, they will refer the case to the full PECC. The PECC is appointed by the Dean and will typically consist of the Associate Dean for Biomedical Affairs as Chair, the Associate Dean for Academic Affairs as Vice Chair, and members including the Assistant Dean for Clinical Affairs, the Assistant Dean for Academic Affairs and Assessment, the Medical Registrar, and various biomedical and clinical faculty; the Director of Student Affairs and the Assistant

Dean for Academic Excellence and Accreditation serve as ex-officio members of the committee. The PECC's charge is to meet with students for professional and ethical conduct concerns to discuss the concern, provide mentorship, and take steps to resolve the concern.

13.16 Professionalism and Ethical Conduct Committee (PECC)

If a student has a professionalism concern that is brought before the PECC, the Committee may enact one of the following consequences:

- **Verbal warning** - This does not become a part of the permanent record unless further professionalism concerns arise that warrant permanent record documentation.
- **Written warning** - This does not become a part of the permanent record unless further professionalism concerns arise that warrant permanent record documentation.

- **Behavioral probation and formal structured accountability action plan** - This does become part of the permanent record documentation. Students who have displayed repeated or more serious unprofessional or unethical behaviors may be placed on behavioral probation for a period of time determined by the PECC. While on behavioral probation, the offending student may lose certain co-curricular and extracurricular privileges, including but not limited to their ability to hold an officer position in a Nasuti Med club or organization and ability to participate in community or international medical mission trips. The student will be assigned a structured accountability action plan, which is designed by the PECC to provide productive opportunities for structured accountability and personal reflection of the student, to 1) stop unprofessional behavior, 2) prevent its reoccurrence, and 3) mitigate future and ongoing impacts to the College or the community. At the conclusion of the behavioral probation time period, if the student has satisfied all requirements of the accountability action plan, and no other behavioral incidents occur during the course of the student's education, the student will be returned to good academic standing, and the behavioral probation will be entered into the student's disciplinary record as a component of the MSPE.

- **Suspension with criteria for removal from suspension** - The Committee has the option to suspend a student who has been charged with a misdemeanor or felony, pending disposition of the charge. Students convicted of a felony and certain misdemeanors will most likely be dismissed. In addition, this recommendation may be utilized for a student who has displayed behavior warranting medical or mental health assessment/intervention while pending evaluation. (This does become part of the permanent record documentation.)

- **Dismissal** - The Committee has the option to dismiss a student who has had multiple concerns despite warnings and intervention, another concern arises after a student has already been placed on probation or suspension during their time at Nasuti Med, the student is convicted of a misdemeanor or felony, or if the infraction is to a level where the Committee cannot confidently recommend the student as competent in the professionalism competency moving forward. (This does become part of the permanent record documentation.)

13.17 Additional Sanctions due to Professionalism Violation

In addition to the consequences above, the Committee may:

- Specify a timeline or manner for resolution steps to occur.
- Require further assessment, including but not limited to psychological or psychiatric evaluations, drug or alcohol screening/testing, or other evaluations that allow appropriate recommendations to be made. Such testing, if recommended, will be at the student's expense. The PECC will require a written evaluation from the party of the referral to determine if the student is at risk or presents a risk to the institution, students, or patient care.
- Limit extracurricular activities.
- Require service activities.
- Make other sanctions as deemed appropriate by the PECC.
- Require the student to sign a consent agreement requiring further evaluation/testing.

The student may appeal the PECC's decision when consequences are probation, suspension, or dismissal providing there is new evidence that was not available at the time of the hearing. The appeal must be submitted by the student to the Dean in writing within five business days of the PECC's notification to the student of the decision. The Dean reviews the concerns and recommendations including all previous professionalism or conduct violations and renders a decision. The Dean's decision is final.

13.18 Potential Professionalism Consequences at Clinical Training Sites

A student may be removed from their clinical site by hospital administration and unable to complete their clinical education at the site following a professional and/or ethical infraction. Examples of such concerns include but are not limited to:

- Poor interpersonal skills or deficient clinical skills for a medical student
- Below-average academic and/or clinical performance
- Unprofessional behavior in medical reporting or documentation
- Tardiness and/or unexcused absenteeism
- Medical or psychological illness that renders the student unable to perform the essential functions, with or without reasonable accommodation

- Suspected substance abuse (alcohol and other drugs) by behavior or positive drug screen
- Suspected illegal behavior
- Suspected physical, sexual, or emotional abuse
- Disruptive behavior as a member of the medical team
- Witnessed, reported, or positively-tested use of alcohol, illegal drugs, or prescription drugs that alter cognition while on duty

The hospitals and clinical sites dictate whether the student can continue clinical training in their facility and this is outlined in the mutually agreed upon affiliation agreements with all sites. The student is always considered an invited guest or learner in the facility in which they are training and must therefore become familiar with and follow all clinical site policies and procedures.

All reports of unprofessional or unethical behaviors at a clinical location will be thoroughly addressed following the procedures described in the Ethical Conduct and Behavior Policy.

13.19 Incident Reporting

If a student enrolled in Nasuti Med is arrested, charged with a crime, or other infraction (whether guilty or not guilty), the student is required to report the incident to the Associate Dean for Academic Affairs and the Office of Student Affairs within 72 hours from the time of the incident. Any alleged violations of professionalism at Nasuti Med will be referred to the PECC. Failure to report the incident is considered unprofessional and students failing to report the incident within this timeframe may be suspended pending resolution of the charges. Please see Section 13.16 for additional information about the PECC.

14 STUDENT AFFAIRS AND STUDENT LIFE

14.1 Student Support and Retention

Nasuti Med deeply values each student for their commitment to the profession and their future contribution to the betterment of health care in our region and beyond. As such, the College places a strong emphasis on student success and well-being. Because some of the main reasons that students may leave a higher education program include cost, isolation, social difficulties, and unclear expectations, Nasuti Med has put in place several retention strategies to best support our students:

- Nasuti Med and DU maintain an environment to promote and support wellness. Key resources available to students are included in this Handbook and outlined in the College's Wellness, Mental Health, and Fatigue Mitigation Policy.
- Nasuti Med employs personnel who assist students in improving their skills in the areas of studying, test-taking, goal setting, time management, and stress

management. Such personnel also work individually with students who have specific academic concerns or difficulties, to help students obtain and maintain successful strategies and ensure success in the curriculum.

- Students are assigned an academic advisor for additional academic support and guidance, and Nasuti Med maintains an open-door policy for students to seek guidance from trusted faculty members and administrators.
- Nasuti Med's Office of Student Affairs remains available to support students, particularly for non-academic concerns and difficulties.

14.2 Physical Health Resource Services

14.2.1 Student Health Insurance

Nasuti Med students who already have health insurance coverage through their workplace, parent, spouse or other family member should review their policy. If the student's current policy does not include the following requirements, then the student is required to enroll in the Student Health Insurance Plan. The student's current health insurance policy must include:

- Insurance company must pay claims directly to health care providers
- Insurance company must pay claims in U.S. Dollars
- Insurance policy documents must be available in English
- Insurance policy must be Affordable Care Act (ACA) compliant
- Coverage must be effective no later than the waiver deadline and remain active through July 31 (no short-term policies)
- If plan has a deductible (not the same as a copay), it must be no more than $5,000 per individual, per policy year
- Plan must include coverage for pre-existing conditions with no waiting periods or limitations
- Plan must include coverage in the Pittsburgh area for all services the University requires to be covered (emergency or urgent care coverage does not meet this requirement)
- Plan must include coverage for all the following services:
    - Hospital inpatient and outpatient, emergency room, and urgent care services
    - Physician services (routine and specialist)
    - Diagnostic services, e.g., laboratory, pathology, x-ray, MRI, CT scan, etc.
    - Physical therapy
    - Emergency transport (ambulance)
    - Prescription medicines
    - Mental health
    - Illness or injury occurring under the influence of drugs and alcohol
    - Testing and treatment of illness from pandemics, such as COVID-19

14.2.2 Environmental and Occupational Exposure and Precautions

DU and Nasuti Med place the highest emphasis on protecting the environment and the health and safety of all persons who work in or visit our facilities. Therefore, both the University and the College require all students to strictly adhere to its policies on public safety, occupational safety, and good laboratory practices and procedures, as outlined in the DU Environmental Health and Safety Policy, TAP #29, and as further set forth by the University's Environmental Health and Safety Department.

14.2.3 Safety and Education

Nasuti Med students are required to complete training on bloodborne pathogens and other environmental and infectious hazards annually as directed. Students may be required to complete Occupational Safety and Health Administration modules assigned by their clinical sites and research labs. Students are expected to complete all training modules and educational sessions according to assigned deadlines. Failure to complete assignments according to deadlines are addressed according to the College's Policy on Student Professionalism and Ethical Conduct.

14.2.4 Exposure Prevention and Management

Nasuti Med students are expected to follow all DU and College expectations and guidelines regarding the mitigation of exposures to bloodborne pathogens and other environmental and infectious hazards within all settings of the College including but not limited to classrooms, research labs, teaching/skills labs, standardized patient rooms, and simulation areas. Nasuti Med students who are engaged in assigned clinical activities are also expected to utilize appropriate clinical precautions, wear appropriate personal protective equipment, and abide by applicable policies and procedures of the College, University, and clinical training sites.

14.2.5 Safety Training and Prevention

Nasuti Med requires the following training and prevention measures:

- Students are required to complete training on bloodborne pathogens and other environmental and infectious hazards as assigned.
- Students are required to participate in orientation programs offered by their clinical sites or labs and must complete any required training and/or employee health and/or infection prevention protocols required by the sites.
- Students are required to utilize universal precautions in all clinical encounters. Students must use appropriate personal protective equipment and must abide by specific isolation or other precautions in place for specific locations, patients, and/or units in educational, research, and clinical settings.

14.2.6 Exposures

In the event of an accidental exposure, students are expected to follow the signs and labels based on the infectious or biological hazard and the guidelines of their laboratory, classroom, or clinical site to immediately address the exposure. If the exposure occurs in a clinical setting, students should follow the guidelines of the site to receive additional care in an emergency room setting. Additional guidelines related to bloodborne pathogen exposures are included below.

14.2.6.1 Bloodborne Pathogen Exposures

Nasuti Med students who have been exposed to blood and/or other bodily fluids (occupational exposure) must comply with the University's rules and processes for reporting the incident, which have been incorporated herein. In the case of exposure, the exposed individual must undergo a prompt evaluation to ensure the true risk of exposure is ascertained.

The CDC defines occupational exposure as a percutaneous injury (e.g., needlestick or cut with a sharp object), contact of the mucus membrane, or skin with compromised integrity (e.g., scratched, chapped, abraded, or irritated with dermatitis) with blood, tissue, or other fluids that are potentially infectious. Injuries may occur when performing invasive procedures, providing therapy, administering medications, changing dressings, working with laboratory specimens, providing acute care following an injury or trauma, or handling linens or dressings that are moist with potentially infectious fluids. According to the CDC, wounds and skin sites that have been in contact with blood or bodily fluids should be immediately washed with soap and water, and mucous membranes generously flushed with water. Following this cleansing procedure, the student should immediately notify their supervisor (Medical Education Office for MS1 and MS2 students, or physician supervisor/Clinical Affairs Office for MS3 and MS4 students).

The exposed person will be temporarily excused from patient care, classroom, or laboratory duties, except clinical faculty are expected to comply with the protocol of their clinical site. The exposed person should report immediately to the nearest emergency department or DU Health Services unless the exposure occurs in a hospital. For exposures occurring in a hospital, the person should report immediately to the designated location (e.g., ER or Employee Health) and follow protocols outlined by the clinical site.

The exposed person will be asked to follow the protocol for the type of exposure which may include providing blood for baseline HIV and hepatitis testing and providing detailed information regarding how the exposure occurred. Specifically, they may be asked what bodily fluid was encountered, the type of equipment that was used, exactly how the injury occurred, as well as any medical information available regarding the source patient. Any exposed person should comply with requests for recommended follow-up treatment and testing which may continue for 6 to 12 months, depending on the degree of the exposure.

14.2.6.2 Notifying DU of Bloodborne Pathogen Exposure

In addition to the procedures described above for immediate care, an exposed student must notify their clinical coordinator within 24 hours following the exposure. Students must also complete the University's incident report form on the Risk Management Forms page. The student will be asked to provide information regarding the injury, source patient, treatment, and testing. Except in extraordinary circumstances, an exposed student will be responsible for all costs incurred for testing, treatment, and follow-up.

14.2.7 On-Campus Health Services for Nasuti Med Students

Health services are available to all full-time University students, and Nasuti Med students have access to diagnostic, preventive, and therapeutic health services 24 hours a day, 365 days a year at all locations where students receive education. The DU Health Services Clinic is committed to providing comprehensive, competent, and confidential health care to all undergraduate and graduate students for the education of the mind, body, and spirit. The Clinic creates a compassionate environment that encourages students to take responsibility for their personal health, fitness, and education by promoting and guiding healthy lifestyles and disease prevention.

The Clinic provides students with acute and chronic disease and illness state management, injury care, preventive medical care and wellness exams, sexual health-related screening, treatment, and counseling, minor procedures, elevated level of care including EKGs, IV hydration, prolonged monitoring of health status, complete physicals, tuberculosis screening, allergy injections, ADHD continuation services, laboratory/phlebotomy services, and nutrition counseling, in addition to other services. Instructions for using health services, which are detailed on the DU Health Services website, are initiated through electronic submission of the Student Health History electronic form found on the DU home page. Please also upload the DU Immunization Verification Form through the Health Services Portal (412.396.1650) and be sure to upload a copy of your insurance card in preparation for any visits to the Clinic. Health Services also provides telehealth as an option for student visits and care when on campus or off campus.

Health Services is located on the third floor of the Gumberg Library, and students can make an appointment by calling 412.396.1650 or emailing duhealth@duq.edu. Office hours, listed on the DU Health Services website, are Monday through Thursday, 8:00 a.m. to 6:00 p.m.; and Friday 8:30 a.m. to 4:00 p.m. DU Health Services also offers telemedicine video conferencing appointments and phone call consultations for medical care needs for students who are off campus or studying online and is also available to on-campus medical students. Students may also refer to the Wellness, Mental Health, and Fatigue Mitigation Policy for a discussion of on-campus resources related to these areas.

14.2.8 Health Services when Nasuti Med Students are Off Campus

As listed below, Health Services offers telemedicine video conferencing appointments and phone call consultations. Note also that each clinical site or region provides students with access to care through the nearby hospital, emergency department, physician practices, and FQHCs where applicable. Before clinical rotations begin, students are provided a list of nearby physical and mental health resources by Nasuti Med's Office of Clinical Affairs.

14.2.9 Emergency Care/After-Hours Care

For emergency care or after-hours care, students are instructed to call the Public Safety (Campus Police) at 412.396.2677 (COPS) if on campus or 911 if off campus. Students may also proceed to the nearest emergency department. UPMC Mercy Hospital is located across the street from the College in the event of an emergency.

When emergency medical events of faculty, staff, students, and visitors occur while in Nasuti Med on-campus spaces, the following procedures will be followed. Faculty, staff, and/or student respondents should follow these steps:

- Assess the situation and facilitate the safety of the individual in distress.
- Contact or yell for someone to contact emergency medical services by calling DU Public Safety at 412-396-COPS (2677) if on campus or 911 if off campus.
- Administer first aid or CPR if trained and if safe to do so.
- Provide assistance to emergency medical services upon arrival by answering questions about the witnessed medical emergency.
- Notify the designated emergency contact person within the organization. At Nasuti Med, the following should be notified as members of the University Emergency Management Team:
    - Dr. Jacob Turnbull, turnbullj@duq.edu (412) 396-1595
    - Mr. Bob Gerlach, gerlachr@duq.edu, (412) 396-4702
- Complete the DU incident reporting form describing the event and submit it to the contacts above and the DU Risk Management Office.

If the emergency medical event involves a Nasuti Med student, documentation from the student's treating physician must be provided releasing the student to return to class and/or clinical rotations with or without any requested reasonable accommodations. If reasonable accommodations are needed for a student following a medical event, students should notify the Office of Medical Education (MS1 and 2) or the Office of Clinical Affairs (MS3 and 4), and the DU Office of Disability Services of the requested accommodations for review consistent with TAP #56.

14.3 Mental and Spiritual Health Resource Services

There are several resources on campus related to the mental health and well-being of all members of the University community, including the resources identified below. The following is not intended to be an exhaustive list but rather is intended to provide a reference for Nasuti Med students relating to certain health and well-being resources.

14.3.1 DU's Center for Student Wellbeing

The DU Center for Student Wellbeing website contains helpful information regarding health, counseling, and recreation services to promote health and well-being for the mind, body, and spirit. Using a biopsychosocial-spiritual model that addresses student needs, the Center is a wonderful resource for student wellness and health of all forms.

For MS3 and 4 clinical rotations, during regular business hours, students may receive medical treatment from the DU Student Health Center which provides in-person and telehealth remote visits as well as from healthcare providers in their assigned facility.

All training sites are affiliated with a hospital capable of providing 24/7/365 emergency medical care. In addition, each region that contains one or more Nasuti Med clinical rotation sites provides students with access to care through the nearby hospital (24/7/365), emergency department (24/7/365), physician practices, and FQHCs (where applicable).

Before beginning clinical rotations, students are provided a list of nearby physical and mental health resources for each College clinical site region by the Office of Clinical Affairs. Nasuti Med students who choose to complete elective and selective rotations outside of the College's clinical site regions also have access to the DU Health Services' telemedicine, counseling services' telehealth counseling, crisis support resources, and emergency resources.

14.3.2 Counseling Services

The DU Counseling Services Department offers free confidential personal counseling services and is an available resource for University students. Counseling Services provides telehealth as an option for care when on campus or off campus including all clinical rotation sites. In addition, crisis support is available to all students 24 hours per day, seven days per week by calling ReSolve Crisis Service at 1.888.796.8226.

Note also that each clinical site region provides students with access to care at the nearby hospital, emergency department, physician practices, and FQHCs (where applicable), and before beginning clinical rotations, students are provided a list of nearby physical and mental health resources by the Office of Clinical Affairs.

14.3.3 Power Center Recreation and Fitness Facility

All students have access to the 80,000-square-foot Health and Recreation Facility featuring an array of fitness classes, cardio machines, multiple weightlifting options, an indoor track, and more.

14.3.4 Spiritan Campus Ministry

The Spiritan Campus Ministry seeks to welcome all DU community members, regardless of denomination or faith tradition. The Spiritan Campus Ministry offers liturgical and worship ministries, faith-sharing programs, and social outreach opportunities.

14.3.5 DU CARES (Alcohol and Drug Awareness)

DU CARES is a student resource encompassing information on drugs and alcohol that is staffed by an Associate Director for Alcohol and Drug Education, in the Office of Residence Life. DU CARES uses educational awareness and harm prevention programs as an integral part of the SBIRT (a nationally recognized approach) model of intervention, which includes S=Screen, BI=Brief Intervention, and RT=Referral to Treatment.

14.3.6 Fatigue Mitigation

Because the rigors of medical school are great, and chronic stress and sleep deprivation are detrimental to the physical, mental, and spiritual wellness of an individual, the College provides fatigue mitigation training for students, to assist students in learning techniques to help them reduce fatigue and manage it in situations such as exam weeks, busy clinical rotations, etc. Any student may initiate a discussion regarding fatigue mitigation by raising the concern with the Student Affairs office or an appropriate course director, advisor, or member of the senior leadership team. Once a fatigue concern has been reported, the faculty or staff member will discuss the concerns with the student and together will establish a plan for fatigue mitigation.

14.3.7 External Consulting

Providing authorization for the release/receipt of information is mandatory in situations involving a violation of Nasuti Med ‘s zero-tolerance policies such as drug and alcohol use. When students are referred by the College for independent examination or evaluation for alcohol and drug screens or other behavioral concerns, students are required to sign an Authorization for Release/Receipt of Information, allowing for communication and sharing of appropriate information between such specialists and the College.

Documentation of consultation services with the DU Director of Counseling Services and Assistant Vice President for Student Wellbeing is kept confidential and stored in secure

files and separate from a student's permanent academic record. Certain matters which may have been discussed while in a counseling session, such as grades, are kept confidential. However, general communication with faculty members, even on topics of a personal nature, may be shared with other faculty members or members of the administration only if the student poses a threat to other students or staff.

14.4 Faculty Recusal from Student Academic Activities

Students are encouraged to seek medical care from trusted health professionals who are not actively engaged in their educational program as current or anticipated supervisors or evaluators and to communicate with health care providers who are involved in their academic assessment or promotion to identify possible academic conflicts. If a Nasuti Med faculty member is providing health services, through a physician-patient relationship, to any Nasuti Med student, such faculty member must recuse themselves from the following activities:

- Decisions related to the academic or clinical assessment of the student
- Decisions related to the advancement or graduation of the student
- Nasuti Med committee reviews of the student's academic or professional performance
- All other decisions related to the academic assessment or promotion of the student receiving health services by the faculty member

Faculty members are expected to notify the appropriate Associate Dean of the need to recuse as soon as the potential conflict is identified, so that a reassignment can be made to facilitate the student's academic assessment and promotion needs.

14.5 Student Leadership and Engagement

Nasuti Med wishes to promote a culture in which students support the Mission through leadership, community service, and professional engagement. The COM supports several student organizations including student chapters of national or state organizations by medical specialty, and student organizations or clubs that support specific faith, academic, military, or other special interests. Each student organization is open to all students who have an interest in the topic. Each student organization has a student leadership team as well as faculty advisor, who is approved by the Dean's Council; all student organizations and organization events must be approved by the Dean and the Associate Dean for Academic Affairs. Events must be scheduled in advance and cannot conflict with previously scheduled academic or campus events.

14.5.1 Student Professional Organizations

The primary function of student organizations is to provide opportunities for students to engage in medical and health-related co-curricular and extra-curricular learning and

service experiences that are not already available through DU clubs and organizations. Club and organizational activities should be educational and include medical professional development, and should include service opportunities, and must not conflict with DU or College policies. These organizations provide a great avenue for students with similar interests to learn together, participate in community outreach, offer educational seminars, schedule approved guest speakers, and participate in scholarly activities. Student groups who may be interested in starting a new student organization should contact Nasuti Med's Office of Student Affairs for the New Club/Organization Application Form. Included on the application form is the name of a proposed faculty advisor, who must be approved by the Dean's Council. Proposals for new student organizations should be submitted to the Dean's office and will be reviewed and approved by the Dean's Council. Approved clubs/organizations should work with the Nasuti Med Student Affairs Office regarding registration of the club/organization with the DU Center for Student Involvement. Student groups that have been approved may receive a small budget for each academic year and may consider conducting College-approved fundraising activities as needed; any fundraising activities must be approved by the Student Affairs Department. Please note that the use of Nasuti Med and DU facilities, as well as the use of the DU or Nasuti Med logo or white coats, must be approved before any event is hosted by the student organization. Registered student organizations may refer to the DU Center for Student Involvement website for additional information. All club- or organization-sponsored events, whether on campus or off, must include a faculty advisor present during the event.

14.5.2 Student Leadership Opportunities

Students have a variety of opportunities to serve in leadership positions during their medical school program. These opportunities support the efforts of the students, Nasuti Med, the University, and the profession. To be considered for a leadership position in Student Government (SGA) or a class leadership office (e.g., President Vice President, Secretary, or Treasurer), the student must have and maintain a GPA greater than 3.2 in the medical school curriculum, must remain in good academic and behavioral standing, and must not be failing any courses. Students who have failed a course/remediation are expected to relinquish their leadership position at the College if the deficiency has not been remedied before the conclusion of the following semester.

Student leaders (class president, vice president, secretary, treasurer, and marketing chair) will be selected each fall semester of the MS1 year, and the winners will be determined by a majority vote of all voting MS1 students in the respective class cohort. Students selected for these positions will agree to serve in this capacity for one year, pending maintenance of a cumulative 3.2 GPA and remaining in good academic and behavioral standing with the College. These individuals will become the SGA leadership during the MS2 year, and will represent Nasuti Med nationally at several meetings (American Association of Colleges of Osteopathic Medicine or AACOM Educating Leaders Conference, the Osteopathic Medical Education or OMED conference, and the American Osteopathic Association House of Delegates meeting) as members of the

Council of Osteopathic Student Government Presidents (COSGP). Additional SGA positions are elected during the fall semester of the MS2 year, including Parliamentarian, Director of Events and Outreach Chair, Director of Social Media and Marketing, SGA/COSGP Touch Ambassador, SGA/COSGP Student Doctor of the Year/Global Scholar of the Year Liaison, SGA/COSGP Legislative Affairs Liaison, SGA/COSGP Wellness/Mental Empowerment Liaison, SGA/COSGP Research Liaison, and SGA/COSGP Diversity Liaison. Students elected to all SGA offices will serve a one-year term in their MS2 year. New elections for class president, vice president, secretary and treasurer will take place during the spring semester of the MS1 year; these class officers will serve as the class leadership throughout the remainder of the academic program.

Students wishing to serve as a student leader in a capacity other than a class leader or SGA leader, as listed below, must meet and maintain a cumulative GPA of 3.0 or better in the medical school curriculum. Students may or may not be selected to serve in such a position based on experience, the needs of their class at any given time, and other relative factors. Students are not guaranteed a leadership role while a student at the College. Examples of leadership positions include the following, but are not limited to:

- Student ambassadors
- Student organization and club officers
- Student appointment to college committees
- Student representatives at each clinical site

Student club and organization elections are also held in the spring semester of the first year, and those elected for these leadership positions will serve through the MS2 academic year.

Student ambassadors and students serving on college committees will be appointed by the Dean's Council during the spring semester of the MS1 year. Additionally, the Dean's Council will appoint one student liaison/representative from each clinical site during the spring semester of the MS2 year, who will periodically attend the Dean's Council meetings to provide the Council with updates, issues, and concerns at their assigned clinical site.

14.6 Student Engagement in Research

Nasuti Med is committed to training students in research and scholarly activity through the educational curriculum that is applied by students culminating in the completion of a scholarly project. The College curriculum includes a longitudinal Foundations of Medical Research Course, educating students on key topics related to research and scholarly activity. There are also limited opportunities for students to participate in research and scholarly activities while at Nasuti Med; these opportunities must be arranged through the Associate Dean for Research, and the Associate Dean for Clinical Affairs if the research will be done at a College clinical site. Additionally, all student proposals for research

grants or scholarly work must be reviewed and approved by the Associate Dean for Research or their designee, as well as the College Dean.

To be considered for a research opportunity, the student must have and maintain a GPA greater than 3.0. Students may or may not be selected to do research based on experience, the needs of the faculty at any given time, and other relative factors. Students are not guaranteed a research experience.

14.7 Clinical Shadowing

Clinical shadowing refers to an observational experience in which an MS1 or MS2 student spends time following a physician to learn more about patient care, a specific specialty, residency program, or clinical facility, or to increase their experience and exposure to the practice of medicine. Many students choose to engage in clinical shadowing experiences during breaks in their formal medical school curriculum such as during block breaks, summer breaks, or weekends.

Shadowing experiences can be extremely valuable, and students may choose to include these experiences in their resume, personal statement, or Dean's letter or MSPE. It is essential, however, that students engaging in shadowing experiences understand that there is an important difference between shadowing and the clinical rotations/experiences students participate in as part of their medical school curriculum.

Clinical experiences that occur in conjunction with the clinical curriculum such as Early Clinical Learning and Service Experiences (volunteer service and shadowing at a COM-approved site), Nasuti Med medical mission trips, and MS3/MS4 scheduled rotations, are completed at College-approved clinical sites and follow very specific guidelines regarding students' roles, responsibilities, supervision requirements, and feedback and evaluation processes. In addition, students participating in the clinical curriculum, as described above, are provided malpractice insurance that covers them while functioning in these defined supervised clinical rotations/experiences.

Shadowing experiences for MS1 and MS2 students that do not occur as part of the approved sites within the students' required medical school curriculum may occur with non-appointed faculty and may lack the defined structure, supervision, feedback mechanisms, and medical-legal protection (insurance) required of formal clinical rotations/experiences.

Students engaging in shadowing experiences should be aware of the guidelines below:

- Shadowing experiences for MS1 and MS2 students are meant to be observational and if any hands-on activity occurs with patients, it should be patient examination only and MUST be repeated by the physician.
- To protect patients and students, invasive exams such as pelvic, rectal, and genitourinary exams must not be performed during shadowing experiences.

- MS1 and MS2 students are not protected by malpractice insurance while engaged in clinical shadowing experiences outside of the clinical curriculum at College-approved sites. In this case, medical students are required to let the physicians they are shadowing know that they are not covered by Nasuti Med's insurance.
- Students engaging in clinical shadowing that has not been approved by the College must not wear their Nasuti Med white coats during these experiences.
- Students must ensure they follow all hospital system, facility, and/or ambulatory policies when engaging in any shadowing type of experience. Individual physicians a student chooses to shadow may not be familiar with the facility's policies, so it is the responsibility of the student to ensure to review, understand, and comply with all facility or system-specific policies. Students are bound to HIPAA regulations while shadowing.
- Supervising practitioners that students may be shadowing may not know the student's level of training and it is therefore the student's ethical and professional duty to fully explain their level of training and to not participate at a level beyond their training.
- If an MS3 or MS4 student chooses to participate in a volunteer clinical experience that is not a part of the required curriculum, and the experience is approved by the Office of Clinical Affairs, the experience is considered volunteer time. Nasuti Med recognizes that MS3 and MS4 students may volunteer for additional hours outside of their required rotations to experience clinical specialties before residency selection. If such clinical experiences are scheduled at a College-approved site and approved by the Office of Clinical Affairs in advance, the experience is considered an approved clinical curriculum, and Nasuti Med's malpractice insurance covers such activity. The College must hold an agreement with any hospital where the student is completing a clinical rotation or experience. Volunteer hours are considered non-credit hours and are not reported on the transcript.

14.8 Identification Cards

DU issues identification cards (ID) to all students. Students are required to have a valid DU ID at all times while on campus. The ID card is non-transferrable. If a DU official requests to see a student's ID, the student must comply with that request. The card provides access to:

- Buildings and residence halls
- Power Center Recreational Facility
- Dining and meal plans
- Gumberg Library
- Computer labs
- Return and resale of textbooks

Students can learn more about the DU Card on this website.

14.9 University Safety

The safety of the University community, including members of Nasuti Med, is important to DU. The following is not intended to be an exhaustive list, but rather is intended to provide a reference for medical students related to certain University safety resources.

- The DU Public Safety Department is available to students. Nasuti Med students can contact Public Safety using the numbers listed below.
  - Emergencies -- call Campus Police at 412.396.2677
  - Non-emergencies -- call Campus Police at 412.396.6002
- The College encourages the reporting of all crimes to Public Safety. Reporters and victims of such crimes have access to University and Nasuti Med psychological and pastoral support and counseling as needed.
- DU TAP #36 entitled, "College and University Security Information Act," provides information about on-campus law enforcement, guidance on reporting criminal actions or other emergencies, a statement on sexual assault and abuse, programs to promote campus safety, reporting and dissemination of information, and a statement on individual responsibility.
- DU TAP #48 entitled, "Weapons and Violence – Campus and Workplace," identifies prohibited behaviors and outlines reporting expectations of workplace violence, concerning the prohibition of weapons on campus.
- The DU's Emergency Management Team meets regularly to identify and prepare for a variety of possible emergency incidents. More information is available on the DU Emergency Management Team website and the University's Emergency Operations Plan can be found on the DU Portal.
- The Campus Community Risk Team (CCRT), is a multidisciplinary team comprised of members representing various departments from DU including Academic Affairs, Residence Life, Public Safety, Student Conduct, Campus Ministry, Center for Student Well-Being, Human Resources, and Legal Affairs. The CCRT is responsible for evaluating safety risks and the well-being of the campus community and recommending countermeasures as appropriate. The CCRT provides guidance, ensures readiness, develops awareness, helps to avert violence, and assures the safety of the living, working, and learning environment of DU.
- The University's Clery Report/Annual Security and Fire Safety Report provides information related to crime statistics, crime reporting, annual fire safety reporting, fire statistics, reporting criminal incidents, confidential crime reporting, campus security authorities, timely warning notices, public safety advisories, daily crime logs, public record of sex offenders, academic buildings and campus facilities, and policy information regarding weapons, drugs and alcohol, sexual violence and relationship violence, and missing student emergency contact policy and protocol.
- The DU Fire Safety website provides information regarding fire hazards and safety.
- Eight Code Blue Telephones are on campus, located at various locations outside of buildings to gain direct access to Public Safety.

- Duress Alarms are for any situation where an individual feels uncomfortable or threatened, or for any medical emergency. The University has installed over 300 Duress Alarms around campus. When activated, all of these Alarms connect directly to Public Safety and result in a response from the Campus Police within minutes. These Alarms can be found in study rooms in Gumberg Library, locker rooms at the Power Center, and in various other strategic areas around campus.
- Escort Service – The DU Public Safety Department provides a personal safety escort to all members of the DU community. The service is campus-wide, to or from your car, residence hall, academic building, or office. A safety escort may be requested by calling the DU Campus Police at 412.396.6002.
- DU Alert - Current students can sign up for DU Alert, an automated message notification system for emergencies or major disruptions to campus services. Text and voice messages are sent directly to students to notify them of any emergency.
- Campus Phone Line - To the extent such messages are recorded, messages regarding cancellations, delays, or campus matters are available by calling 412.396.1700.

14.10 Safety and Security at Off-Campus Training Locations

Nasuti Med students are required to complete orientation regarding the safety and security policies of each off-campus training location and comply with these policies throughout their clinical rotations.

14.11 Parking and Transportation Services

14.11.1 Parking

DU offers garage and surface parking options, subject to availability. Parking permits may be purchased, if available, through the Parking tile on the DU Portal. More information about parking passes and shuttle information can be found on the DU Parking website.

14.11.2 Shuttle Service

The University offers a **FREE** shuttle service between campus and South Side for DU students. Students are only required to show their official DU ID to gain access to the Shuttle. Only DU students may ride the South Side Shuttle. Shuttle operations follow the DU Academic calendar. There is NO service on weekends, during breaks, the summer semester, or holidays. The Shuttle operates from 7 a.m. to 10 p.m., Monday through Friday during the University's academic calendar and ending each semester on the last day of finals. The South Side Shuttle Service is a convenient, safe, and inexpensive way to get to campus for students living on the South Side. Updates shuttle schedules and tracker information is available through the Student Shuttle tile on the DU Portal.

14.12 Inclement Weather Policy

Nasuti Med abides by the DU Inclement Weather Policy: weather-related delays or cancellations are shared through DU Alerts, the University's social media channels, local media, and via an official University email. In addition, students can call the weather/emergency hotline at 412.396.1700 for up-to-date delays or cancellations. Protocols for emergency closures or partial shutdowns of the University can be found in TAP #22. Students at clinical sites should follow the guidance of the assigned clinical site and contact the Office of Clinical Affairs with any questions or concerns that arise.

14.13 Animals on Campus

The University has developed TAP #59 to define categories of animals that are anticipated to be present on the University's campus and to set forth guidelines regarding their presence on campus as well as handler/owner responsibilities. Students are not permitted to bring emotional support animals or pets to clinical site

15 GRADUATE MEDICAL EDUCATION

Nasuti Med is committed to supporting and developing GME programs. In addition, the College partners with GME programs to support the clinical education of Nasuti Med students during medical school and is creating pathways for students to enter GME upon graduation from the College.

15.1 Supporting Graduate Medical Education

Nasuti Med partners with clinical education sites including FQHCs, several hospitals with existing GME programs in Western Pennsylvania, and the surrounding communities. The College supports these programs by providing educational resources to support resident and faculty development. Resources may include library access, educational programming, simulation experiences, assistance with accreditation, assistance with osteopathic recognition application and maintenance, etc. based on identified needs.

15.2 Developing Graduate Medical Education

Where Nasuti Med enters into clinical education agreements with clinical sites, the College also engages in discussion regarding GME development and/or expansion. The College conducts feasibility studies at clinical sites where needed to determine the ability to secure GME development and/or expansion. In addition, Nasuti Med is committed to providing resources to ensure GME development. This is evidenced by College leadership positions dedicated to GME development (e.g., Associate and Assistant Deans of GME), site letters of intent indicating expressed interest, and plans to facilitate sponsoring institution applications and related services as needed.

15.3 Partnering with Graduate Medical Education Programs

Nasuti Med has developed and/or partnered with GME programs affiliated with each core clinical site to provide third- and fourth-year student rotations alongside tiered teaching teams with residents engaged in GME programs. The College assists with the development of residents and faculty as educators supporting medical student and resident education.

16 LEARNING RESOURCES AVAILABLE TO STUDENTS

16.1 The Medical Library

Nasuti Med's Medical Library is a state-of-the-art electronic medical resource center housed on the third floor of the DU Gumberg Library. This facility serves faculty, preceptors, staff, and students, and also contains a modest collection of textbooks and print literature. University librarians are available to offer additional student support regarding centers and collections, information and help, programs and events, and research tools and tips. The Medical Library contains 20 small group rooms for team-based learning and study; additional seating for approximately 80 students is also available for individual study. Hours of operation for the Gumberg Library may fluctuate over time but are typically Monday through Friday 7:00 a.m. to 11:00 p.m., and Saturday and Sunday 10:00 a.m. to 11:00 p.m. The Medical Library may offer extended or overnight hours as needed during exam weeks or busy times of the year. The electronic library is available 24 hours a day.

Additional study space is available on the first and second floors of the main College building. The Nasuti Med building is open from 6:00 a.m.-10:00 p.m. M-F. On Saturday the hours are 8:00 a.m.-10:00 p.m. and on Sunday from 9:00 a.m.-10:00 p.m.

16.2 Department of Academic Excellence

Nasuti Med is committed to the success of our students. We provide several levels of academic support to all students throughout the continuum of the medical education program. Academic advising for students is primarily provided by the College's Department of Academic Excellence, in which an Assistant Dean for Academic Excellence and Accreditation, an Academic Excellence Coordinator, and a Learning Specialist work cooperatively with students. Students can be self-referred, referred by faculty, or identified through the Academic Affairs Office as needing academic assistance. These students who need support to improve their academic success may work one-on-one or in groups with the College's Department of Academic Excellence to improve several skills necessary for academic success, including but not limited to:

- Time management, work-life balance, and adjustment to professional school
- Performance anxiety on written and oral assessments, and clinical rotations

- Identification of the student's optimal learning style
- Critical thinking skills, problem-solving
- Adult learning styles including self-directed learning
- Identification and utilization of learning resources
- Improve GPA or national board exam performance/construction of a study plan
- Seeking referrals to other physical/mental health or academic resources for additional support

16.3 Peer and Near-Peer Tutoring

In addition to Nasuti Med's Department of Academic Excellence, the College may provide peer and near-peer tutoring during the first and second years. Peer tutors are selected from a pool of willing volunteers by the College's Department of Academic Affairs; these peer tutors meet with course directors and teaching faculty regularly to seek advisement on topics to emphasize during peer tutoring sessions, including high-yield information, and concepts that have been determined to be challenging to students. Peer tutors may provide practice questions or clarify required curricular content to peer students, but may not teach new content that was not covered in class.

16.4 Faculty Advisors

Nasuti Med has adopted an open-door policy, where students are encouraged to seek assistance and guidance from any member of the faculty, staff, or administration in support of their academic success and overall wellness. Specifically, students are encouraged to work with teaching faculty and course directors to receive clarification on curricular content presented in the educational program. Additionally, each student is assigned a biomedical science faculty advisor in their first year, who meets regularly with each of their student advisees to provide insight and additional academic support. During the spring of the second year, students are then assigned a clinical advisor, preferably one who specializes in an area of greatest interest of the student. This clinical advisor guides the student regarding success in clinical rotations, interviews and audition rotations, and residency selections, and assists in the preparation for the residency match process.

16.5 DU Writing Center

The Writing Center at DU provides writing instruction and support for writers at every level in the University community and beyond. The mission of the Writing Center is to serve as a space for productive dialogue about writing not only to help improve writing projects but also to make better writers. The Writing Center's trained staff of graduate and undergraduate student writing consultants meet one-on-one with writers via Zoom and in person to answer questions, share feedback, and offer suggestions. Writers are welcome to bring in any text they would like to discuss, including academic and extracurricular projects. The writing center's staff work with any kind of writing from academic papers,

professional applications, and resumes to websites, presentations, and other projects. Consultants help at any point in the process from outlines and notes to drafts and revisions. Writers do not need a complete draft to visit. All they need is a writing task and a willingness to engage actively in conversation about their work. To schedule an appointment, please first utilize this form to register for a new account with the Center.

16.6 Career Counseling

Nasuti Med's Clinical Affairs and Post-Graduate Affairs departments, with the assistance of clinical faculty, collaborate to instruct and support students regarding the steps to becoming physicians during each year of their education. The career counseling process consists of education, mentorship, and resources to support students as they explore career options and GME training programs.

Career counseling is provided to Nasuti Med students during each year of the curriculum. During the first year, students learn about the various career options available for residency, fellowship, and practice. During the first two years, students learn about the residency application process as well as how to choose a specialty.

During the third year, students learn about the residency match process and receive specific education about choosing a residency program, writing a personal statement, updating their curriculum vitae, and applying for fourth-year audition rotations. Students learn to incorporate data such as GPA, board scores, and clinical rotation feedback to determine competitiveness for various residency programs.

Towards the end of the third year and during the beginning of the fourth year, students receive mentorship regarding residency interview preparation, audition rotation performance, residency match process participation, and match strategy development. Students receive mentorship regarding career paths through an individualized mentoring process with a Nasuti Med clinical faculty advisor. Students are assigned a clinical faculty advisor based on their clinical specialty interests. Clinical faculty advisors meet with their assigned students to discuss their career paths, guide success in clinical rotations, interviews, audition rotations, and residency selections, as well as assist in the preparation for and throughout the participation in the residency match process.

Nasuti Med clinical faculty advisors review the students' residency program applications, curriculum vitae, and personal statements and provide individualized feedback. The clinical faculty advisors oversee the career counseling for their assigned students and provide regular updates to the Associate and Assistant Deans for Clinical and Postgraduate Affairs for the rising MS4 students starting in the spring of their MS3 academic year. The Associate and Assistant Deans collaborate to offer additional support to students when needed.

Clinical faculty advisors receive training and resources from the College regarding career counseling for students. Advisors and students receive memberships and access to the American Association of Colleges of Osteopathic Medicine's (AACOM) "Resources for Residency Readiness," which includes the AAMC "Careers in Medicine Program." These electronic resources provide a wealth of up-to-date information to support faculty advisors and medical students. Students and faculty follow a Nasuti Med-designed career counseling program and timeline that includes reviewing and utilizing these resources.

17 INFORMATION TECHNOLOGY

The DU TAP #26 highlights the acceptable use of the University's computing resources, to safeguard against risks including virus attacks, data losses, compromises of network systems and services, and other risks. This TAP guides the intended use of DU property, personal responsibility, and security, interfering with the University's operations, and how to report a violation. Additional information about the appropriate use of electronic mail, electronic devices, etc. is detailed below.

17.1 Email

Nasuti Med students are provided with professional email accounts through DU. A student's DU email account is the official method of communication for DU administrative matters and activities. It is expected that all professional communications are performed using the DU-provided email address, as Nasuti Med faculty and administration cannot verify the recipient of personal emails (Gmail, AOL, Yahoo, etc.). Students are expected to check their DU email at least every 24 hours, as this is one of the primary modes of communication with students. Failure to check their email account does not excuse students or exempt them from any actions required of them by the College or the University.

17.2 Electronic Devices Including Cell Phones, Tablets, Computers

Students are also provided with a Nasuti Med computer that is to be used for all classroom, laboratory, and testing experiences. The student is expected to maintain this device in good working order, bring it and its charger to every learning opportunity, and utilize this device only for academic purposes; likewise, it is expected that all students will have their own cell phones for communication, although cell phones are not permitted in any testing environment.

17.3 Unauthorized Technology Use

Unless instructed otherwise by Nasuti Med faculty or administration, cell phones must be turned off during all educational activities on and off campus. Texting and any other electronic communications unrelated to the academic or clinical activities are not tolerated during any academic or educational activity. Use of laptop computers in the classroom to

take notes or conduct class-related functions is permitted; however, the use of laptop computers for activities unrelated to the class function is strictly prohibited and may result in the permanent loss of the privilege to use laptops or other electronic media in class.

17.4 Class Recording

Use of any recording device is prohibited in any didactic or clinical course/experience without prior written permission of the course instructor/supervisor and subjects being recorded. When permitted to record, the student must understand that (1) a single recording is to be made, (2) it is not to be duplicated, excerpted, transferred, placed on the internet, or shared with others, (3) all HIPAA laws are followed, and (4) the recording is to be erased by the end of the semester, as requested by any of the interested parties mentioned above. Failure to abide by this Policy is a violation of the Nasuti Med Policy on Professionalism. This section is interpreted consistent with TAP #56.

17.5 GI Bill Feedback System

Nasuti Med follows the U.S. Department of Veterans Affairs' (VA) Principles of Excellence Program, which requires that schools receiving federal funding through programs such as the GI Bill follow certain guidelines, found on the Principles of Excellence website. The GI Bill Feedback System is also available as a collaboration between the Departments of Veterans Affairs, Defense, Education, and Justice, the Consumer Financial Protection Bureau, and the Federal Trade Commission. This system allows students using VA education benefits to submit any complaints directly to the VA. Students may submit complaints either anonymously or by name, and either for themselves or on behalf of another individual.

APPENDIX: LIST OF WEBSITES REFERENCED IN THE STUDENT HANDBOOK

DUQUESNE UNIVERSITY WEBSITES

AACOM Core Competencies
https://www.aacom.org/docs/default-source/med-ed-documents/corecompetencyreport2012.pdf?sfvrsn=53bed24b_1

Dean's Welcome
https://www.duq.edu/academics/colleges-and-schools/college-of-osteopathic-medicine/about-us/deans-welcome.php

DU Alert
https://www.duq.edu/life-at-duquesne/our-campus/campus-safety/du-alert.php

DU Card (ID)
https://services.duq.edu/TDClient/30/Portal/Requests/ServiceDet?ID=451

DU CARES
https://www.duq.edu/life-at-duquesne/student-services/du-cares.php

DU Center for Student Involvement
https://www.duq.edu/life-at-duquesne/student-organizations-and-activities/index.php

DU Center for Student Wellbeing
https://www.duq.edu/life-at-duquesne/health-recreation-wellness/index.php

DU Clery Report/Annual Security and Fire Safety Report
https://www.duq.edu/life-at-duquesne/our-campus/campus-safety/clery-report.php

DU Consent and Release Form
https://www.duq.edu/documents/academics/colleges-and-schools/law/photography-consent-and-release.pdf

DU Counseling Services
https://www.duq.edu/life-at-duquesne/health-recreation-wellness/counseling-services/index.php

DU Emergency Management Team
https://www.duq.edu/life-at-duquesne/our-campus/campus-safety/emergency-management-team.php

DU Fire Safety Report
https://www.duq.edu/life-at-duquesne/our-campus/campus-safety/clery-report.php#fire

DU Gumberg Library
https://www.duq.edu/academics/gumberg-library.php

DU Health Insurance Plan
https://www.duq.edu/life-at-duquesne/health-recreation-wellness/health-services/student-health-insurance.php

DU Health Services
https://www.duq.edu/life-at-duquesne/health-recreation-wellness/health-services/index.php

DU Immunization Verification Form
https://www.duq.edu/documents/life-at-duquesne/health-recreation-wellness/health-services/duivf-2024.pdf

DU Parking
https://www.duq.edu/about/our-campus/parking/index.php

DU Portal
https://campusm.duq.edu/campusm/home#select-profile

DU Power Center
https://www.duq.edu/life-at-duquesne/health-recreation-wellness/recreation-services.php

DU Risk Management Forms
https://www.duq.edu/about/departments-and-offices/risk-management/forms.php

DU Nasuti Med Scholarships
https://www.duq.edu/admission-and-aid/financial-aid-and-scholarships/scholarships/com-endowed-scholarships.php

DU Sexual Harassment and Sexual Misconduct Resources
https://www.duq.edu/about/departments-and-offices/risk-management/sexual-harassment-and-sexual-misconduct/index.php

DU Spiritan Campus Ministry
https://www.duq.edu/social-impact/mission-and-spiritan-values/spiritan-campus-ministry/index.php

DU Student Accounts
https://duq.edu/admission-and-aid/billing-and-payments/index.php

DU Student Health Insurance
https://go.gallagherstudent.com/Universities/Duquesne%20University/Home

DU Student Loans
https://www.duq.edu/admission-and-aid/billing-and-payments/loans.php

DU Title IX Reporting Form
https://cm.maxient.com/reportingform.php?DuquesneUniv&layout_id=2

DU Writing Center
https://www.duq.edu/academics/academics-advising-and-support/writing-center/index.php

KEY DUQUESNE UNIVERSITY ADMINISTRATIVE POLICIES (TAPs)

TAP #22 Emergency Closing or Partial Shutdown of University
http://www.duq.edu/tap-22

TAP #26 Acceptable Use of Computing Resources
http://www.duq.edu/tap-26

TAP #28 Family Educational Rights and Privacy Act (FERPA)
http://www.duq.edu/tap-28

TAP #29 Environmental Health and Safety
http://www.duq.edu/tap-29

TAP #30 Affirmative Action, Equal Educational and Employment Opportunity, and Human Relations in the Workplace and Classroom
http://www.duq.edu/tap-30

TAP #31 Sexual Misconduct and Gender Discrimination
http://www.duq.edu/tap-31

TAP #32 Drug-Free and Alcohol-Free Working and Learning Environment
http://www.duq.edu/tap-32

TAP #36 College and University Security Information Act
http://www.duq.edu/tap-36

TAP #48 Weapons and Violence – Campus and Workplace
http://www.duq.edu/tap-48

TAP #56 Americans with Disabilities (ADA) and Requests for Reasonable Accommodation
http://www.duq.edu/tap-56

TAP #58 Medical Marijuana
http://www.duq.edu/tap-58

TAP #59 Animals on Campus
http://www.duq.edu/tap-59

TAP #61 Interim Policy on Title IX Sexual Harassment
http://www.duq.edu/tap-61