



STUDENT HANDBOOK

2019 - 2020

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DISCLAIMER: This Student Handbook is intended as a guideline for students and should not be construed as an offer or as a contract between ICOM, and any student or a warranty of any entitlements, programs, regulations, or benefits set forth herein. ICOM, its agents, officers, and employees may rescind or modify any benefit, program, regulation, or entitlement set forth herein at any time, for any reason, with or without notice. This Student Handbook supersedes all previous editions of the Student Handbook and will be revised and published as necessary and students will be notified of any changes.

It is the sole responsibility of the student to check their ICOM email daily to be informed of all changes. Failure to read the Student Handbook and to be familiar with all content does not excuse a student from being required to comply with the stated provisions. Each new edition of the ICOM Student Handbook replaces all previous version of the handbook. The Student Handbook does not include every detail of every policy but rather seeks to cover the essential terms of policies and provisions of ICOM. This Student Handbook is available online. Failure to adhere to any ICOM policies will be considered as unprofessionalism and will be addressed by the PARC as defined in the Handbook.

The Application of this Student Handbook to ICOM Students

The Idaho College of Osteopathic Medicine reserves the right to rescind the admission of anyone if between the times of his or her letter of acceptance and the start of classes:

1. There is a change in the condition or status of any information provided by the applicant and would have been basis for denial of admission if known at the time of application.
2. Any information provided by an applicant proves to be untrue at the time of its submission on the application.

Statements of Compliance

Idaho College of Osteopathic Medicine maintains a continuing policy of nondiscrimination in employment as approved by the Trustees. It is our policy to provide equal opportunity in all phases of the employment process in compliance with applicable federal, state, and local laws and regulations. Accordingly, ICOM is committed to administering all educational and employment activities without discrimination as to race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law, except where appropriate and authorized by law. This policy of nondiscrimination shall include, but not be limited to, the following employment decisions and practices: hiring; upgrading; promotions; demotions or transfers; layoffs; recalls; terminations; rates of pay or other forms of compensation; selection for training, including apprenticeship; and recruitment or recruitment advertising.

Inquiries regarding ICOM's equal opportunity policies may be directed to the Human Resources (HR) Department, 1401 E Central Drive, Meridian ID, 83642.

Applicants to, and students of, ICOM will not be subjected to any form of harassment or discrimination for exercising rights protected by, or because of their participation in, an investigation or compliance review related to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, or any other federal or state nondiscrimination law, rule, or regulation. If you believe that you have been discriminated against in any manner as described above, you should notify the Director of Student Affairs. Retaliation against anyone who complains of, or witnesses, behavior contrary to this policy is also prohibited.

Family Education Rights and Privacy Act of 1974

Under the provisions of this law, students in post-secondary education have the right to inspect and review their school records, as defined by law. Other than for "Directory Information," Idaho College of Osteopathic Medicine will release information only with the student's prior written consent and/or in compliance with federal law and/or state law and regulation and will use "Directory Information" in the best interests of the student. "Directory Information" at Idaho College of Osteopathic Medicine is defined as: name, place of birth, dates of attendance, student's photograph, academic majors and minors, academic classification (First Year, Second Year, etc.), and e-mail addresses.

Rehabilitation Act of 1973

In accordance with Sections 503 and 504 of the Rehabilitation Act of 1973, Idaho College of Osteopathic Medicine does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities.

Americans with Disabilities Act of 1990 (ADA) as amended (ADAAA)

Idaho College of Osteopathic Medicine complies with the provisions of this law.

Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681, et seq)

Title IX, formally known as Title IX of the Education Amendments of 1972, mandates that no person shall be excluded from participation in or discriminated against on the basis of sex in programs or activities at educational institutions that receive federal financial assistance. Acts of sexual violence, harassment and/or misconduct are forms of sex discrimination and are in violation of Title IX. Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Mr Dale Cassidy, Title IX Coordinator, 1401 E Central Drive, Meridian Idaho, 83642, dcassidy@idahocom.org. Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, District of Columbia Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, DC 20202- 1475. Telephone: (202) 453-6020; Fax: (202) 453-6021; Email: OCR.DC@ed.gov.

Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined in the Academic Handbook for a Title IX violation. If you believe you have been the subject of sexual assault, harassment, discrimination, or violence, this should be reported to the Title IX Coordinator. The process involves an immediate initial investigation to determine if there is reasonable cause to believe the Title IX Policy has been violated. If so, ICOM will initiate a prompt, thorough and impartial investigation. This investigation is designed to provide a fair and reliable determination about whether ICOM's Title IX policy has been violated. If so, ICOM will implement a prompt and effective remedy designed to end the discrimination, prevent its recurrence and address its effects.

Students, faculty and staff who become aware of incidents which may be potential Title IX violations are required to report the incident to the Title IX Coordinator. Behavioral Health practitioners and Student Success are not included in this requirement.

Changes to the Handbook

ICOM reserves the right to make changes to this handbook at any time, without notice, obligation or liability. The college reserves the right to make such changes as it determines, in its sole discretion, to be necessary or advisable in its regulations, course offerings, staff, and financial policies without notice. Changes to rules and policies may occur at any time and could be applied to currently matriculated students. Students are responsible for understanding all Academic Bulletin and Student Handbook requirements as they may be modified and appended from time to time.

In general, students must follow the Academic Bulletin and Student Handbook in effect at the time they start (matriculate) at ICOM as they may be modified and appended from time to time. Students will be required to complete the degree, college, elective, and graduation requirements, which are appended here by reference, for the year in which they entered ICOM in order to be eligible to graduate. Any student whose continuous enrollment at ICOM is interrupted by a semester or more shall be subject to graduation requirements in the Academic Bulletin and Student Handbook in effect at the time of readmission. The Dean in consultation with the ICOM register must approve any exception to this policy. Academic Bulletin years may be moved forward but not backward to a previous Academic Bulletin.

Academic Facilities

Academic facilities at Idaho College of Osteopathic Medicine are designated primarily for use in the education of Idaho College of Osteopathic Medicine students; other uses, although quite worthy in themselves, and of benefit to the community, are not to interfere with that primary function.

Photography Statement

In the course of college life and participation in campus classes and activities, the College often has photographers and videographers taking photos and video of events, activities and daily life.

Videos are also used for quality improvement for faculty development. These photos may be used for College promotion in advertising, printed collateral, student I.D.'s, website and other outlets. Students will not be compensated if their image is used for the promotion of the College. The Office of Communications and Marketing assumes permission for photography from all students unless instructed otherwise by an individual.

Revisions

6/4/19

- Update Campus Safety Section p.g. 61
- Update Emergency Services Section p.g. 61
- Update Smoking Policy p.g. 62
- Update Animals on Campus Policy p.g. 61-62
- Update Counseling Services p.g. 39
- Update Medical Equipment p.g. 29

7/10/19

- Update Academic Handbook to Student Handbook
- Updated Student Expenses and Tuition p.g. 32
- Updated Financial Aid p.g. 33, 34, 35, 36
- Update Technical Standards p.g. 20
- Update to Criminal Background p.g. 26

7/15/19

- Update Food and Dining p.g. 47
- Update Accommodations Policy p.g. 51-57
- Update Dress Code Policy p.g. 59
- Update Substance Abuse Screening Protocol p.g. 42-43
- Update Transcripts p.g. 29

7/18/19

- Update Health Insurance Policy p.g. 38
- Update Readmissions Policy p.g. 30

7/22/19

- Update Weapons Policy p.g. 61

1/7/20

- Update Changes to Handbook Policy p.g. 8
- Update to Grade Requirements p.g. 49

1/8/20

- Update to Required Courses p.g. 16

1/16/20

- Update to Tuition p.g. 32
- Update to Tuition fees p.g. 33
- Update to Tuition policies p.g. 33-34
- Update to Non-Payment of Tuition p.g. 34-35
- Update to Administration of Financial Aid p.g. 35
- Update to Applying for Financial Aid p.g. 35-36
- Update to Financial Aid Counseling and Resources p.g. 36-37
- Update to Financial Aid Disbursement p.g. 37
- Update to Satisfactory Academic Progress Standard p.g. 37

1/23/20

- Update to Dress Code Policy p.g. 59

1. GENERAL INFORMATION

1.1 Idaho College of Osteopathic Medicine Administration

Tracy Farnsworth, EdD, MHSA, MBA, FACHE, President & Chief Executive Officer

Thomas Mohr, MS, DO, FACOI, FAOGME, Dean & Chief Academic Officer

Dale Cassidy, MBA, CPA, Chief Financial Officer

Rita Getz, PhD, FNAOME, Senior Associate Dean for Learner Outcomes and Assessment

Perry Baker, PhD, Associate Dean for Academic Affairs

Kevin Wilson, DO, FACOI, FACP, Associate Dean for Clinical Affairs

Mattie Bendall, Assistant Dean of Student Services

Tony Bendall, Executive Director of Undergraduate Medical Education

1.2 ICOM Mission Statement

The mission of the Idaho College of Osteopathic Medicine is to train osteopathic physicians prepared for caring for persons in Idaho, Montana, North Dakota, South Dakota, Wyoming and beyond.

Approved by ICOM BOT April 2016

VISION OF THE IDAHO COLLEGE OF OSTEOPATHIC MEDICINE

The vision of the Idaho College of Osteopathic Medicine is to be the nation's leader in training caring and expert osteopathic physicians in support of our mission.

GOALS AND OBJECTIVES OF THE IDAHO COLLEGE OF OSTEOPATHIC MEDICINE

The goal of the Idaho College of Osteopathic Medicine is to train osteopathic physicians through the following objectives:

1. Educate osteopathic medical students in the art and science of osteopathic medicine using the most current research in clinical and biomedical sciences.
2. Recruit and graduate osteopathic medical students who are committed to serving in areas throughout Idaho, the region and beyond.
3. Provide osteopathic clinical service.
4. Develop postgraduate training programs in collaboration with other institutions.

5. Contribute to the fund of osteopathic medical knowledge through educational, scientific and clinical research and other scholarly activity.
6. Prepare osteopathic medical students for achievement in successful graduation, COMLEX-USA licensure exams, and graduate medical education placement.

1.3 Accreditation Status

On December 4th 2017, the Idaho College of Osteopathic Medicine School of Osteopathic Medicine was granted pre-accreditation status with the American Osteopathic Association's Commission on Osteopathic College Accreditation.

Commission on Osteopathic College Accreditation
142 East Ontario Street
Chicago, IL 60611

Toll-free phone: (800) 621-1773
Department of Accreditation: (312) 202-8124
Department of Accreditation Fax: (312) 202-8424

Pre-Accreditation is the highest accreditation a college of osteopathic medicine can achieve prior to graduating its first class.

1.4 Osteopathic History

The history of ICOM begins with the advent of osteopathy by Andrew Taylor Still, a native of Virginia. In 1854, Dr. Still, then a practicing allopathic physician in Kansas, became increasingly dissatisfied with the medical practices of his day. He developed a new theory of medicine, which he called osteopathy. He based his new approach to health care on the concepts of body unity, the body's inherent ability to heal itself given all the optimum conditions, and on the proper alignment and function of the musculoskeletal system.

ICOM takes pride in bringing the philosophies of Dr. Still to Idaho. Over the years, the practice of medicine has evolved and so has the practice of osteopathic medicine. Today, doctors of osteopathic medicine (D.O.s) serve the public with full medical practice privileges. Osteopathic physicians are trained in all the modern practices science has to offer in medical and surgical care while incorporating the concept of treating the whole person throughout the training. Osteopathic physicians believe hands-on examination (palpation) is an essential part of making a physical diagnosis. In addition to pharmacologic treatment and surgery, manipulative medicine remains an important therapeutic tool utilized by osteopathic physicians in alleviating pain and treating illness. The training of osteopathic physicians has always stressed a primary care orientation.

Four Tenets of Osteopathic Medicine

1. The body is a unit; the person is a unit of mind, body and spirit
2. The body is capable of self-regulation, self-healing and health maintenance
3. Structure and function are reciprocally interrelated
4. Rational treatment is based on the above three principles

1.5 Osteopathic Oath

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

I will be ever vigilant in aiding 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 my profession or myself. 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.

2. ADMISSION TO IDAHO COLLEGE OF OSTEOPATHIC MEDICINE

2.1 Recruitment

The Office of Admissions is responsible for developing and coordinating all recruitment efforts. The office serves as the primary contact for students applying to ICOM. All recruitment efforts will be driven by the mission and the vision of ICOM.

Goals of Recruitment

- To recruit students from Idaho, Montana, North Dakota, South Dakota, Wyoming and beyond who are committed to caring for persons from these states.
- To establish local recruitment efforts at a high school level through onsite visits, service projects developed by ICOM students and invitations to visit ICOM's campus.
- To develop and maintain close relationships with premedical advisors at local campuses, as well as regional and national undergraduate institutions.
- Organize events at the campus for advisors and faculty who work with premedical students.
- Develop affiliation agreements with colleges from the five states and work closely with these institutions to promote the osteopathic profession.
- Develop programs aimed at recruiting and creating a diverse student body by targeting outreach efforts on underrepresented minorities.
- ICOM representatives will focus in attending conferences and career fairs that have emphasis on minority students.
- Increase ICOM's visibility and promote osteopathic medicine in the five-state region of the United States.

The recruitment of students to the program is not limited to the Office of Admissions, it is the responsibility of all faculty and staff of ICOM, in accordance with applicable law and regulation, to support the recruitment initiatives of the school. Recruitment Activities will include but are not limited to:

- Open House events
- Visiting undergraduate colleges and universities, classroom sessions or pre-med clubs e.g
- Alpha Epsilon Delta, Pre-SOMA, AMSA, MAPS (Minority Association of Premed Students)
- Graduate Fairs
- Establish relationships with health profession advisors

- Network with osteopathic physicians throughout the region and United States
- Attend osteopathic organizational meetings such as the Idaho Osteopathic Physicians Association, American College of Osteopathic Family Physicians, American Osteopathic Association national meeting and American Osteopathic Directors and Medical Educators. (national and regional health professional advisors meetings)
- Focused Recruitment Activities

2.2 ICOM Admissions Process

The Office of Admissions ensures qualified students will be selected for matriculation to the Doctor of Osteopathic Medicine Program at Idaho College of Osteopathic Medicine.

ICOM is committed to selecting applicants who meet our mission and align with our values and who are an asset to the profession of osteopathic medicine. When reviewing applications, the goal of the Office of Admissions is to evaluate:

- Each applicant as a whole person
- Each applicant who has interest in serving the regions included in ICOM's mission
- Each applicant's potential for success in the Doctor of Osteopathic Medicine (D.O.) Degree Program
- Each applicant's commitment and aptitude as a future practicing osteopathic physician
- Each applicant for their compassion, knowledge and commitment to health care and the ICOM Mission

The ICOM Admissions Committee, under the direction of the Assistant Dean for Student Services, considers applicant's academic background, achievements, personal statement, Medical College Admissions Test (MCAT) scores, letters of recommendation, health-related work or research and volunteer experiences.

In addition to academic performance, the Admissions Committee places emphasis in the demonstration of personal merit, compassion, community involvement, communication skills, teamwork, leadership, professionalism, integrity, dedication to professional goals and the promotion of diversity.

Through the evaluations provided after the candidates have been interviewed, the Admissions Committee will decide on whether to accept, deny acceptance or waitlist interviewed candidates.

The ICOM Office of Student Services will maintain pre-admissions academic and demographic data for each matriculating class. Upon graduation the Office of the Registrar will work in

conjunction with the planned ICOM Alumni Association and the office of Learner Outcomes and Assessment to track licensing examination performance, specialty certification, post graduate employment and career activities for each graduating class.

Through this process ICOM is able to evaluate and adjust recruitment practices and policies to ensure the mission and goals of the institution are being met.

2.3 Non-Discrimination Admission Policy

“It is the firm policy of the Board of Managers and ICOM not to discriminate on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion.”

The office of admissions will make every effort to recruit students from a diverse background to foster the cultural richness to meet its mission, goals and objectives.

2.4 Minimum Requirements for Admission

To be considered for an interview ICOM applicants for admission will be required to complete a minimum of 75 percent of the required credits for a bachelor’s degree in a college accredited by an agency recognized by the United States Department of Education. .

To be considered for admissions all applicants must earn a baccalaureate degree prior to matriculation. Applicants should have achieved at least a 3.2 cumulative grade point average (GPA) on a 4.0 scale to be considered.

The admissions process is competitive, and a higher-grade point average (above 3.2) results in improved chances for acceptance. The most competitive applicants would have a science and cumulative GPA of 3.2 or higher. ICOM also places emphasis on the applicant’s interview.

The required undergraduate courses for entry are:

- Biological Sciences: One year with laboratory (8 semester hours/12 quarter hours)
- Physics: One year (6 to 8 semester hours/9 to 12 quarter hours)
- Inorganic/General Chemistry: One year with laboratory (8 semester hours/12 quarter hours)*
- Organic Chemistry: One year with laboratory (8 semester hours/12 quarter hours)*
- English: One year (6 semester hours/8 quarter hours)
- Six (6) additional science hours are highly recommended. ICOM recommends courses in the 300/400 level or beyond in subjects that will enhance performance in medical school such as Anatomy, Physiology, Biochemistry, Genetics, Microbiology and Immunology.

NOTE: Courses with equivalent content will be reviewed. *Depending on the sequence of chemistry courses taught at your University we will consider a combination of 16 hours for chemistry, organic chemistry, and biochemistry.

NOTE: Students must obtain a grade of “C” or better in each of the required courses above to fulfill the pre-requisite course requirement.

Applicants must submit scores from the Medical College Admission Test (MCAT). For the current admissions cycle, ICOM will accept the MCAT administration from up to three years prior to the date of matriculation; however, the Dean may grant exceptions to this timeline. ICOM is looking for a score within the 50% percentile, with no score in each sub-section lower than the 35th percentile.

At ICOM the MCAT is considered in connection with grades, personal qualities and the student interview.

Applicants are required to meet the Technical Standards for admission and continued enrollment and affirm that he or she meets the standards. Any falsification or misinformation regarding the ability to meet technical standards is a reason for rescinding the offer of admission or after matriculation, dismissal from the program.

Applicants must submit all required paperwork per deadlines. If paperwork is not submitted as required, an offer of admission may be retracted.

2.5 Application Deadlines

The official AACOMAS application is available online at [www.https://aacomas.liaisoncas.com/](https://aacomas.liaisoncas.com/). The deadline for ICOM applicants will fall on March 1 but is subject to change annually. Applicants should consult the website. The last day for applicants to submit their Secondary Application and supporting materials will be April 15 but should be done much earlier in order to be competitive.

2.6 Application Process

Step 1: AACOMAS Application

ICOM will participate with other osteopathic colleges in a centralized application processing service called the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS). An application may be submitted online at [www.aacomas.liaisoncas.com](https://aacomas.liaisoncas.com) or may be obtained by contacting

AACOMAS
P.O. Box 9137
Watertown, MA 02474
Telephone (617) 612- 2889

To initiate the application process, applicants must apply directly to AACOMAS. AACOMAS is available to the students for the entering class from May through to March of the year applying. Detailed instructions can be accessed through www.aacomas.liaisoncas.com. Applicants must request all official transcripts from all colleges and universities attended be mailed directly from the institution(s) to the AACOMAS office. Students should also ensure all MCAT scores are forwarded directly to AACOMAS from the AAMC.

Applicants who have taken coursework and/or have earned a degree from a foreign institution must also submit to AACOMAS an evaluation of their transcripts in a course-by-course fashion from one of the AACOMAS approved evaluation services.

Step 2: ICOM Secondary Application Process

After receipt of the primary application, ICOM performs an initial screening of the application. Applicants who pass the initial screening may be invited to submit an electronic secondary application and supporting documents. Please note ICOM screens all primary applications and not all applicants will receive the invitation to submit a secondary application.

Applicants who are invited to submit a secondary application receive so through an email notification. This email will contain information and instructions regarding how to complete the secondary application. A non-refundable fee of \$65.00 will be payable upon submission of the secondary application for admission. Instructions of how to submit the fee is included in an invite for secondary email. ICOM will waive the secondary application fee if the applicant has an approved AACOMAS fee waiver document.

The secondary application process consists of the ICOM Secondary Application, a nonrefundable processing fee, and two required letters of recommendation. Letters of recommendation may not be written by a relative, including relatives through marriage.

The first letter must be from either an osteopathic physician (D.O.) or an allopathic physician (M.D.). Although a letter from an osteopathic physician is not required, it is strongly recommended. While shadowing of a D.O. is not required, applicants who have shadowing experience with a D.O. demonstrate commitment to the profession and understanding of the practice of osteopathic medicine.

The second letter must be from a premedical advisory committee or science faculty member (PhD) familiar with the academic work of the applicant.

Letters of recommendation which are included as part of the pre-health committee packet and are part of their official packet will be accepted without signature or letterhead as long as the letters are sent directly from the authors to the pre-med advisors. ICOM will accept letters through AACOMAS, and by mail. ICOM welcomes additional letters of support or recommendation from those who are acquainted with the student's academic or professional ability. All letters of

recommendation must be originals on professional letterhead, signed by the evaluator and sent directly to AACOMAS. Additionally, letters of recommendation can be submitted via Interfolio, or directly via mail to the Office of Admissions.

Applicants who are of Permanent Residency Status must provide a copy of their Green Card for consideration for admissions.

Candidates born outside of the United States who have become United States Citizens should provide a copy of their Citizenship Certificate.

2.7 ICOM Selection Process

To be considered for an interview, an applicant must meet all the preceding admissions requirements and technical standards for admissions and have a complete file, including the AACOMAS application, a secondary application, a form/letter of recommendation from either an osteopathic physician or allopathic physician, a recommendation form/letter from a premedical or pre-health committee or science faculty, and the processing fee. After the Office of Admissions receives these materials, the applicant's file is reviewed to determine eligibility for an interview, based on the established criteria of the Admissions Committee.

Each applicant who accepts the invitation to interview is invited to campus where he/she will interview with members of the the ICOM faculty, staff and administration. During the interview the applicants's academic history and knowledge may be reviewed well as the attributes that demonstrate the potential to become a caring and competent physician and fit for ICOM's missions.

At the conclusion of the interviews, the interviewers submit their electronic evaluations/recommendations to the Director of Admissions, and these evaluations/recommendations are presented and discussed during an Admissions Committee meeting. The Admissions Committee will review each applicant who interviews with ICOM. An admissions decision, based on academic performance, professional experience, and interview, will be provided to the applicant in a timely manner, usually within 2-3 weeks of the interview date.

Intentional misrepresentation or omission of information on any form relevant to admissions or records subjects the student to a retraction of an offer for admissions, or for dismissal in the case the misrepresentation / omission is discovered after admissions. ICOM reserves the right to deny admission to any applicant for any reason it deems sufficient. Matriculation may be denied to applicants who have failed to maintain a good record of scholastic performance or good record of personal conduct between the time of their acceptance and their matriculation at ICOM.

Inability to *maintain* compliance with educational training technical standards may also result in the revocation of acceptance or matriculation.

Additionally, applicants found to have screening tests positive for alcohol, prescription medications without a valid prescription, or substances which are illegal in the state of Idaho may result in revocation of an offer of acceptance or matriculation. Controlled substance screening results are viewed in light of Idaho and federal laws governing illegal substances.

For example, although the use of marijuana is legal in some states, the US Federal Drug Enforcement Agency lists it as an illegal drug. Its use or abuse impairs the ability of a healthcare professional to provide optimal care to his or her patients. As such, the use of marijuana in any form is a violation of ICOM policy.

2.8 Transfer Applicants

ICOM is not considering transfer students at this time.

2.9 International Student Applicants

ICOM does not accept applications from students requiring F-1 student visa status until such time that approval is granted by the Department of Homeland Security (DHS) and US Immigration and Custom Enforcement (ICE). ICOM is currently not seeking approval to accept International Students. At this time ICOM is not accepting DACA status students.

ICOM requires applicants who have completed coursework at foreign institutions be evaluated for U.S. equivalence by one of the evaluation services listed on the AACOM web site at <https://www.aacom.org/become-a-doctor/applying/aacom-as-application-instructions>

The evaluation service must verify course work completed at an institution outside of the US is comparable to a regionally accredited US college.

ICOM requires verification of applicant's' credentials from a college or university outside of the United States which have met the equivalency for the minimum requirements for admission.

2.10 Previous Matriculation

Previous matriculants and graduates from M.D., D.O., or equivalent (U.S. or foreign) are not eligible for consideration for admissions to the D.O. program at Idaho College of Osteopathic Medicine.

2.11 Technical Standards

The requirements to succeed at ICOM will be those necessary to successfully complete the curriculum and to practice osteopathic medicine with full practice rights. Students must be able to function in a variety of learning and clinical settings, and to quickly, accurately, and consistently learn and process data. Osteopathic physicians utilize palpation (clinically

appropriate touching) as part of the osteopathic approach to treatment. As part of the educational process, ICOM students must be able to tolerate being touched, examined and receive osteopathic manipulation by members of all genders, and to touch others (of all genders) in order to acquire the skills necessary for palpation and examination. This palpation is performed in a professional and appropriate manner.

Acquiring the skills to palpate and examine patients requires a student to examine disrobed patients of both genders and is mandatory for successful completion of the curriculum at ICOM. Students are required to participate fully as both the examiner and examinee in various clinical laboratory experiences. In clinical skills and osteopathic manipulative medicine laboratory experiences, as well as other clinical laboratories where skills are acquired, students are required to participate in the examination of fellow students of all genders who may be partially disrobed.

In order to be able to gain appropriate clinical exposure to the regions being examined and osteopathic manipulative techniques to be provided, students need to wear attire such as shorts and partially disrobe for certain laboratory experiences. Please refer to Dress Code Policy for additional information.

Additionally, ICOM utilizes cadavers as part of anatomy laboratories. As such, ICOM students must be able to tolerate working with and touching cadavers. No photographic devices, including cell phones, are permitted in the gross anatomy lab.

ICOM students also participate in ultrasound labs and, as such, may be required to perform ultrasound examinations of fellow students of all genders who may be partially disrobed.

These are requirements for all students, regardless of cultural beliefs, in order for the student to acquire the skills necessary to practice osteopathic medicine. Students who have any concern should discuss them with the Director of Admissions prior to applying.

ICOM will make reasonable accommodations as required by law for students whose disabilities will not prevent them from successfully completing the entire ICOM curriculum and graduating as an osteopathic physician. Students, however, are required to function with independence and perform at all skill levels described below which ICOM holds as mandatory for the safe and effective practice of osteopathic medicine.

ICOM is committed to patient safety and assuring a safe and effective environment that does not place patients, students, or others at risk. Each technical standard has been chosen from standards osteopathic physicians deem necessary for the safe and effective practice of osteopathic medicine. *Applicants who do not meet the above technical standards should not apply to ICOM.*

Applicants must possess the abilities and skills in the following five areas:

1. Observation

The student must be able to visually observe laboratory demonstrations, microscopic tissue with the aid of the microscope, and computer based pictures used in laboratory demonstrations. The student must be able to visually and accurately observe physical signs and symptoms of a patient used in diagnosis and management.

The use of a trained intermediary in such cases would compromise performance, as it would be mediated by another individual's power of selection, observation, and experience. Observation requires the functional use of vision and somatic sensations and is enhanced by the sense of smell.

2. Communication

The student must be able to communicate effectively in English as the curriculum and clinical experiences are offered in English. Students are encouraged to learn other languages for medical communication; however, all curriculum and assessment are given in English. ICOM requires the functional ability to speak, hear, and observe patients in order to elicit accurate medical information. The student must be able both to describe changes in mood, activity, posture, and other physical characteristics and to perceive nonverbal communication.

The student must be able to communicate effectively and efficiently in verbal and written form. The student must be able to communicate effectively and efficiently with the patient and with all members of the health care team in order to successfully complete the curriculum.

3. Motor

Students must have sufficient motor function to gather information from patients by palpation, percussion, and other diagnostic measures. The student must have sufficient motor function to carry out maneuvers of general and emergency care and of osteopathic manipulation. Examples of emergent motor functions include, but are not limited to, cardiopulmonary resuscitation, administration of intravenous fluids and intravenous medications, management of an obstructed airway, hemorrhage control, closure by suturing of wounds, and obstetrical deliveries. In addition, the delivery of osteopathic manipulation requires the use of extremities in palpation, positioning, and carrying out maneuvers of manipulation. These actions require fine and gross motor and sensory functions, as well as the senses of touch and adequate vision for inspection. Additionally, students must be able to generate sufficient force, and be able to receive these same forces, to successfully learn and provide effective osteopathic manipulative treatments for all techniques taught in the curriculum. These techniques include, but are not limited to, muscle energy, counter strain, Still technique, and high-velocity, low amplitude (HVLA) techniques.

4. Intellectual

Students must have the ability to reason, calculate, analyze, measure, and synthesize information delivered in a variety of formats, including, but not limited to electronic/digital sources, EKGs, medical images and similar modalities. The student must be able to comprehend, memorize, synthesize, and recall a large amount of information without assistance, to successfully complete

the curriculum. The student must be able to comprehend three-dimensional relationships and understand spatial relationships to successfully complete the curriculum and apply fundamental concepts to the provision of patient care. The student must be able to acquire and synthesize knowledge through all types of learning materials and formats utilized in the ICOM curriculum. In addition, students must be able to perform pattern recognition, memorization, recall information, identify and discriminate important information, problem solve, calculate and make decisions in timed situations and in the presence of noise and distraction.

The above intellectual abilities are essential, as students and graduates are expected and required to perform pattern recognition, immediate recall of learned material, discrimination to elicit important information, problem solving, and decision-making in the emergent diagnosis and treatment of patients. Students must be able to recall and apply important information to generate a differential diagnosis and to develop a therapeutic management for emergent conditions. This type of demonstrated intellectual ability must be performed in a rapid and time-efficient manner in order to provide appropriate care to patients with emergent conditions so as not to place patients in emergent conditions at risk.

It is common for emergent situations to occur in the presence of visually distracting and noisy environments. Such emergent situations include, but are not limited to, cardiopulmonary compromise, cardiopulmonary resuscitation, obstetrical and neonatal emergencies, trauma presentations, poisonings and toxic exposures, shock, and hemorrhage.

5. Behavioral and Social Attributes

The student must have the emotional health needed for full use of his/her intellectual capabilities at all times. The emotional health required for effective communication and for professional, mature, sensitive, and compassionate patient/physician or patient/student relationships must be present.

Students must be able to function effectively under stress and with physically taxing workloads, such as during lectures, labs, written and practical examinations and on clinical rotations. Students must have the emotional health to be able to function without the aid of medications that are known to affect intellectual abilities and judgment. The student must have the emotional stability and motivation to deliver patient care and to make emergent decisions at all times.

The ability to adapt to changing environments and stressful situations and to display compassion and integrity, while maintaining the necessary intellectual capacity to care for patients is one evaluated during the interview process and throughout the students's progress in the medical school curriculum. An ability to demonstrate the emotional health necessary for the delivery of quality and safe medical care is mandatory throughout medical school. ICOM considers drug and alcohol addiction or abuse as a risk factor for unsafe care and poor patient outcomes. As such ICOM has developed clear policies regarding alcohol and substance abuse which are described further in the handbook. Applicants must identify to the Office of Admissions all areas where there is question in meeting these technical standards. If an applicant has a question about his/her

ability to meet the minimal technical standards, the applicant is required to notify the Office of Admissions in advance of applying so reasonable testing and evaluation may occur.

ICOM will determine the type of testing required based on the area(s) identified by the applicant. All testing must be performed by a licensed healthcare professional practicing at the highest level of their respective licensure. The applicant must provide ICOM a written statement by the treating provider that the testing supports that the student is capable of meeting the technical standards and physical requirements of the curriculum. Please refer to accommodation section further in the document.

An offer of acceptance may be rescinded should an accepted applicant be found to not be able to meet the technical standards.

For matriculated students, inability to maintain compliance with educational training technical standards may result in dismissal from the program.

2.12 American with Disabilities Act

ICOM is operating in compliance with the timeline established by the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008 (ADAAA), both as amended, to assure that its facilities, programs and student policies are accessible to individuals with disabilities. Students and applicants with specific needs should contact the ICOM Office of Student Services.

ICOM will determine the type of testing required based on the area(s) identified by the applicant. All testing must be performed by a licensed healthcare professional practicing at the highest level of their respective licensure. The applicant must provide ICOM a written statement by the treating provider that the testing supports that the student is capable of meeting the technical standards and physical requirements of the curriculum.

An offer of acceptance may be rescinded should an accepted applicant be found to not be able to meet the technical standards.

For matriculated students, inability to maintain compliance with educational training technical standards may result in dismissal from the program

If an applicant signs that he/she meets the minimum health requirements and technical standards for admission, but it is discovered after matriculation that the student signed knowing he/she did not meet these minimum standards, then the student may receive sanctions up to and including dismissal from the program.

2.13 ICOM Matriculation and Enrollment Policies

Once accepted, students matriculating into ICOM are required to meet the following:

Health, Vaccine, and Immunizations Requirements

All deposited ICOM students are required to provide the following:

1. Completed medical history form
2. Proof of immunization
3. Completed drug screen (as described below)
4. Completed physical examination conducted by a licensed physician using an ICOM form.

Students must obtain all ICOM required immunizations and corresponding titers, prior to matriculation and remain compliant with all immunization requirements through graduation. Students must maintain all immunizations as required by ICOM in order to complete all required supervised clinical practice experiences in the osteopathic medical program curriculum. A complete description of all immunization requirements is available in the Office of Student Affairs and the Office of Admission. Details of what is required is also provided in the offer of admissions letter.

All students must provide proof of adequate immunization/immunity for the following:

- TB test (prior to matriculation and prior to clinical rotations)
- Tetanus toxoid immunization (Tdap)
- Hepatitis B virus
- Measles (Rubeola), Mumps and Rubella
- Varicella
- Influenza

In some situations, clinical sites may have additional immunization requirements above those required by ICOM.

ICOM does not waive immunizations or student health requirements for religious or personal preferences.

ICOM may revise the immunization requirements at any time as deemed necessary, and all student will be required to comply with subsequent changes.

Health Insurance

All students are required to have personal health insurance for the duration of their enrollment at ICOM. Students are able to have insurance through a variety of options including insurance through parents, spouses or health exchanges.

To ensure students have access to a comprehensive plan, ICOM has implemented a student health insurance plan through National Guardian Life Insurance Company. Prior to matriculation, students have to provide Proof of Health Insurance through the Health Insurance Waiver portal or enroll in ICOM's Health Insurance.

Through a dedicated ICOM website, <http://4studenthealth.relationinsurance.com/icom>, students are able to learn more about the benefits of the plan as well as the waiver process.

Criminal Background Checks

ICOM applicants will be required to self-disclose any charges, arrests or convictions including misdemeanors, felonies, deferred adjudications, traffic violations, court martial, military nonjudicial punishments and general or less than honorable discharge from the military, (all hereinafter: "offenses") with the understanding that non-disclosure/falsification may result in the revocation of the offer of admission from ICOM.

If prior offenses are not reported but are discovered after matriculation, a student may receive sanctions up to and including dismissal from the program. If a student has any offenses pending final adjudication, it is the student's responsibility to immediately inform ICOM.

Additionally, in response to requirements in the professional practice environment, and to minimize the risk to patients, a criminal background check will be completed on all accepted applicants prior to matriculation, and on any student whose actions could potentially be considered a risk to others at any time.

Should any offenses, including deferred adjudications, occur after matriculation, the student must report the incident to ICOM within 30 days of the incident. Following review, disciplinary action may be instituted, up to and including dismissal from the program.

A background check will be done prior to clinical rotations, and all results are shared with the clinical site. By accepting admission to ICOM and matriculating, the student agrees that ICOM will share background check information in full with the student's respective clinical site(s). Additional background checks may be performed at the discretion of ICOM or its patterning institution before accepting a student into a clinical rotation.

Discovery of any previously non-reported incident may lead to referral to the Professionalism and Academic Review Committee (PARC) and possible sanctions, to include, but not limited to dismissal.

ICOM has no control over the content of third-party background checks, which may include charges of driving under the influence. Even expunged records may appear on these checks. Background checks revealing prior offenses, even charges which may have been dismissed by the courts, could still result in consequences affecting clinical rotations, acceptance into

residency programs, future licensing, specialty board certification, and/or employment opportunities.

Background checks revealing prior criminal activity may result in consequences affecting clinical rotations, acceptance into residency programs, future licensing, specialty board certification, and/or employment opportunities. ICOM cannot be held accountable for the clinical facility declining the student.

If a student cannot be placed successfully in a clinical setting and not able to complete rotations due to the inability to pass background check requirements you will not be able to meet the requirements for graduation.

Also, students are advised to contact the licensure boards to seek advice regarding eligibility for licensure and requirements needed to progress in a health profession in the state where you intend to practice to ensure the aforementioned offense will not prevent you from becoming licensed in that state in the future.

All current or former students returning from an approved extended period away from ICOM, such as a leave of absence or an offer to repeat an academic year, must notify ICOM in writing of any offenses, including deferred adjudications, at least sixty (60) days prior to the anticipated return date. An offense occurring less than sixty (60) days prior to the anticipated return date must be reported to the Director of Student Affairs within 24 hours of the offense. Non-disclosure or falsification of any related information may result in the revocation of the offer to return to ICOM, or if already returned to ICOM, referral to the PARC Committee for possible sanctions up to, and including, dismissal from the program

ICOM retains the right to relinquish the seat of any current or former student returning from an extended absence if they have been criminally charged or convicted of a misdemeanor, felony, or traffic violation. Students who have already resumed classes following an extended absence, may be referred to the PARC Committee for sanctions up to, and including, dismissal from the program. As future physicians, students are held to a high standard of professionalism, ethics and honor, and ICOM has a duty to protect the public from potential harm by its students.

All current or former students returning from an approved period away from ICOM, such as a leave of absence or an offer to repeat an academic year, minimally must submit a completed Secondary Application, national background check, and controlled substance screen within a timeframe designated by ICOM, but no later than sixty (60) days prior to the anticipated return date. Additional requirements, such as a psychiatric evaluation, may be placed on returning students as deemed appropriate.

Students who do not return on the approved date, or otherwise do not fulfill all of the requirements for return, will need to re-apply through AACOMAS and will not be guaranteed re-admission.

Basic Life Support Skills

ICOM students will be required to have Basic Life Support training prior to matriculation. Each student must provide a copy of his or her CPR card documenting successful completion of a Basic Life Support for Healthcare Providers course. ICOM will only accept courses authorized through the American Heart Association.

Substance Abuse Screening

Pre-Matriculation

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 ICOM's standards, and be conducted by an agency approved by ICOM.

Any substance-related incident which occurs before matriculation, including, but not limited to, charges/arrests for driving under the influence, must be reported by the student to the ICOM Office of Student Affairs within thirty (30) days of the occurrence. Following review, the student's acceptance may be rescinded.

If the test result is positive (i.e. evidence of a controlled substance) or shows other abnormalities including, but not limited, to excessively dilute urine, the Dean will appoint an ad hoc committee consisting of members of the ICOM Admissions Committee to review the test results and the application for admission.

Controlled substance screening results is viewed in light of Idaho and federal laws governing illegal or controlled substances. Depending on the recommendation of the ad hoc committee, the student's acceptance may be rescinded.

For example, although the use of marijuana is legal in some states, the US Federal Drug Enforcement Agency lists it as an illegal drug. Its use or abuse impairs the ability of a healthcare professional to provide optimal care to his or her patients. As such, the use of marijuana in any form is a violation of ICOM policy.

By signing the attestation confirming that students have read and acknowledge compliance with the precepts contained in the ICOM Academic Handbook, each applicant to ICOM promises he she is not currently using, and that he/she will not use while a ICOM student, any products or substances in any manner which are illegal in the state of Idaho.

Post-Matriculation

Any substance-related incident which occurs after matriculation, including, but not limited to, charges/arrests for driving under the influence, must be reported by the student to the ICOM

Office of Student Affairs within thirty (30) days of the occurrence. Following review, disciplinary action may be instituted, up to and including dismissal from the program.

A 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 ICOM or partnering-institutions. By accepting admission to ICOM and matriculating, the student agrees that ICOM may share controlled substance screening results as deemed necessary.

ICOM has no control over the content of third-party background checks, which may include charges of driving under the influence. Even expunged records may appear on these checks. Background checks revealing prior Offenses, even Offenses which may have been dismissed by the courts, could still result in consequences affecting clinical rotations, acceptance into residency programs, future licensing, specialty board certification, and/or employment opportunities.

If the test result is positive (i.e. evidence of a controlled substance) or shows other abnormalities including, but not limited, to excessively dilute urine, the Dean will appoint an ad hoc committee consisting of members of the ICOM PARC to review the test results and the application for admission. Controlled substance screening results are viewed in light of Idaho and federal laws governing illegal or controlled substances. A more detailed description of ICOM's Substance Abuse Screening Protocol is found elsewhere in this Handbook.

Transcripts

All ICOM students are required to provide official transcripts from all colleges and universities attended if they have course work that was not included with the transcripts submitted through AACOMAS. All transcripts are included in the student's application so ICOM only needs official transcripts from coursework completed after the application was submitted.

All students must submit the required paperwork by the published deadlines. Failure to submit the information could result in the offer of admission being retracted or rescinded. Falsification of any document or omission of any pertinent information may result in dismissal if discovered after matriculation.

Students who repeat a failed anatomy course with a course taken at another institution are required to arrange to have the official documentation of the final grade sent to the ICOM Registrar within ten (10) business days of the completion of the course. Failure to submit all required official documentation within the time specified will result in the original grade being filed on a permanent basis.

Medical Equipment

Required medical instruments can be purchased individually or through one of the medical equipment companies who have partnered with ICOM. The necessary medical equipment is as

follows:

- Stethoscope
- Reflex Hammer
- Otoscope and Ophthalmoscope
- Sphygmomanometer
- Tuning fork and monofilament
- Hip length white coat

Students interested in purchasing medical equipment through the identified vendors at the negotiated rate must place orders by the designated deadline. The vendors offer multiple packages at different price levels that include all the required equipment except the white coat. Any package will meet the medical equipment requirements. The quality of the equipment increases with the more expensive packages.

2.14 ICOM Readmission Policy

General Readmission to ICOM

Students who has previously withdrawn or who has been administratively dropped from ICOM, regardless of the reason, may petition to be reinstated. A student who has been dismissed from ICOM is not eligible for reinstatement.

Applicants are required to complete the ICOM Petition for Reinstatement form and follow necessary procedures. Please contact the Assistant Dean for Student Services for the application form. In addition, applicants must submit a letter to the Assistant Dean of Student Services which includes the following information.

1. Reason for withdrawal or administratively dropped
2. Status/activities/academic and professional pursuits since withdrawal
3. Reasons to be considered for readmissions

All documents must be submitted at least 90 days in advance of the academic year during which the applicant wishes to re-enroll, unless otherwise notified. The Assistant Dean of Student Services will review the application for admissions and reserve the right to request additional information of supporting documentation. The Assistant Dean of Student services will meet with the Admissions Committee, and either the Senior Associate Dean for Learner Outcomes and Assessment for Years I and II or Associate Deal for Clinical Affairs for Years III or IV to determine eligibility to return. All applicants will receive written notification of the decision from the meeting.

Readmission of Service Members to ICOM

Under the Higher Education Opportunity Act of 2008 (HEOA), institutions are required to readmit an individual who left school or did not accept an offer of admission in order to perform

military service with the U.S. Armed Forces. The following sections explain the eligibility and re-admission requirements of this policy.

Students are eligible for readmission under this provision if, during the leave, the student performed or will perform voluntary or involuntary active duty service in the U.S. Armed Forces, including active duty for training and National Guard or Reserve service under federal (not state) authority, and received a discharge other than dishonorable or bad conduct. In general, the cumulative length of absence and all previous absences for military service (service time only) must not exceed 5 years.

Notice requirement

Students planning to take leave for military service, must provide written notice to the Assistant Dean of Students Services as far in advance as is reasonable under the circumstances. Alternatively, at the time of readmission, the student must submit an attestation of military service that necessitates absence from the ICOM. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.

Students must also provide to the Assistant Dean of Students written notice of the intent to return to the ICOM. The notice must be submitted no later than 3 years after the completion of the period of service. If the student is recovering from a service-related injury or illness, they must notify the school no later than 2 years after students recovery.

A student who fails to apply for readmission within the designated time limits may not be eligible for readmission.

In accordance with Federal Regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission.

Tuition and Fees

For the first academic year after return from military service, the student will be readmitted at the same tuition and fees charges the student was or would have been assessed for the academic year when the student left, unless there are sufficient veterans' educational benefits or institutional aid to pay the increased amount of tuition and fees. For subsequent academic years, the student will be charged the same tuition and fees as other students in the program.

Readmission Requirements

ICOM will allow the student to re-enroll in the next class or classes in the same program, with the same enrollment status, number of credits, and academic standing as when the student was last in attendance. Students may be subject to the degree requirements in effect at the time of readmission. The student may also request a later date of admission or, if unusual circumstances require it, the institution may admit the student at a later date. If the school determines that the

student is not prepared to resume the program where he or she left off, the school must make reasonable efforts at no extra cost to the student to enable the student to resume and complete the program. Such reasonable efforts include, but are not limited to, providing a refresher course and allowing the student to retake a pretest, as long as they do not place an undue hardship on the school. If reasonable efforts are unsuccessful or the school determines that there are no reasonable efforts that the school can take, the school is not required to readmit the student.

3. STUDENT EXPENSES AND TUITION

3.1 Application Fee

A nonrefundable fee of \$65.00 is payable upon submission of the secondary application for admission. Details of how to submit the fee are included in the email invitation to submit a secondary application.

3.2 Acceptance Fee (Seat Deposit)

ICOM will have a two-deposit system for applicants who interview early in the cycle (prior to October 15). The deposit system will be explained fully in the acceptance letter and during the interview day.

- *Those accepted by October 15 will have until November 15 to pay their first non-refundable deposit of \$100. The second/final deposit of \$1500 will be due 30 days later (December 15).*
- *Those accepted between October 16 and January 14 will have 30 days to pay the non-refundable deposit of \$1600.*
- *Those accepted between January 15 and May 15 will have 14 days to pay the non-refundable deposit of \$1600*

3.3 Tuition

Tuition is subject to change annually. Tuition for the 2019-2020 academic year is \$51,240 with additional fees to cover health/recreational, technology, and other needs. Tuition for an academic year is split over two semester and is due on the first day of each semester. Idaho College of Osteopathic Medicine's Dean reserves the right to change the schedule of tuition and fees without advance notice, and to make such changes applicable to present, as well as future, students of ICOM. The Dean may also establish additional fees or charges for special services whenever, in the Dean's opinion, such actions are deemed advisable.

Students receiving aid or scholarships that have not arrived by the beginning of the academic year must have written assurance that the funds are approved and receivable to ICOM. Students must pay any outstanding tuition and fees when those funds are distributed before any remaining aid is refunded.

For a student to continue to progress from year to year there should be no billing holds on the student account. Any outstanding balances must be cleared prior to registration.

All inquiries about financial aid should be directed to the ICOM Office of Financial Aid. All requests for refund information including the timeframe should be directed to the Assistant Bursar.

Fees

All students are assessed an annual fee of \$2,500. The fee is split over two semesters and due on the first day of each semester. This fee covers the cost of laboratory equipment, cadavers, computer (software and maintenance), professional organization membership, student activities, technology, and health services. The Idaho College of Osteopathic Medicine's Dean reserves the right to change this fee schedule without notice

3.4 Tuition Policies

Tuition Refund Policy

Any ICOM student who has matriculated and subsequently cancels, withdraws (voluntarily or involuntarily), is suspended or is dismissed receives a refund of tuition and annual fees charged for the term only through the first three weeks of classes based on the schedule set forth below (the "Withdrawal Tuition Refund"). This refund policy relates specifically to the tuition and fee semester charges and under no circumstances is applicable to the non-refundable acceptance fee paid by the student to secure a seat in the class.

To withdraw officially from the Idaho College of Osteopathic Medicine during a semester, a student is required to complete an official Withdrawal Form available from the Office of Student Services or Registrar. The Withdrawal Form must be completed with proper signatures obtained and returned to the Office of Student Services. For completeness a copy is given to the Registrar's Office for placement in the student's permanent file. If a student does not follow the withdrawal procedure, their charges will not be prorated based on the schedule below.

Upon completion of the Withdrawal Form, ICOM Registrar's Office updates class registration as a withdrawal from the Idaho College of Osteopathic Medicine denoting the "Withdrawal Effective Date" provided on the form.

ICOM's Department of Finance and Administration (Business Office) along with the Office Financial Aid receives verification that all classes have been updated accordingly and then reassesses student tuition and fee charges and aid earned. Note that the date of withdrawal may require a return of federal and/or other funds and create a balance owed by the student to ICOM and/or the federal government or other aid source..

Withdrawal Tuition Refund of tuition charged for the term is based on the following schedule:

Period	Percentage Refunded
Start of Classes through First Week	100%
End of First Week Through End of Second Week	50%
End of Second Week Trough End of Third Week	25%
After End of Third Week	0%

ICOM’s Department of Finance and Administration will determine the amount (if any) of refunded tuition and fees. ICOM’s Office of Financial Aid will then determine the amount of aid the student has earned for the semester from all sources and make adjustments as required.

Once ICOM has title IV Federal Funds we will adhere to federal regulations regarding the Return of Title IV Funding. Under these regulations when a student does not attend for the entire period or does not successfully complete all of their coursework, the U.S. Department of Education requires ICOM to determine the amount of earned and unearned Title IV aid. ICOM determines these amounts by performing a calculation using the date the student ceased attendance as well as the days in the enrollment period. This calculation provides the amount of aid earned up through the date of withdrawal and the amount of unearned aid that is required to be returned. Amounts required to be returned to the U.S. Department of Education by ICOM become debts immediately due to ICOM. The debt resulting from the return calculation will be billed directly to the student and must be paid to ICOM. The student MUST make prompt payment or payment arrangements to satisfy the debt owed to ICOM. ICOM reserves the right to refer the debt to a collection agency. Amounts returned by ICOM to the U.S. Department of Education on the student’s behalf are not negotiable, they are based on a federal regulated calculation of earned aid.

All other sources of aid will follow the guidelines as outlined by the fund provider, please refer to the individual guidelines for these awards.

Non-Payment of Tuition

Idaho College of Osteopathic Medicine (ICOM) encourages a culture of professionalism and as such, students are expected to conduct themselves in a professional manner. This extends to the planning and preparation for funding for medical school. In fairness and respect to other applicants, a student should pursue funding opportunities at least two months prior to the academic year start date (or semester start date if applying on a semester basis).

ICOM has extended a seat with the implied agreement that the student will have funding in place on or before the payment due date each semester. If and when a student becomes aware that they cannot secure funding to cover the costs of the upcoming semester or year, the student should

notify ICOM immediately. ICOM will provide additional information and assist the student to the extent possible in understanding all of the potential options.

ICOM reserves the right to require proof of funding at any time prior to the payment due date each semester. If a student cannot provide proof and/or does not have funding in place, ICOM reserves the right to rescind the offer of the seat.

In the event that classes have already begun, ICOM de-registers the student for non-payment of tuition from all semester courses. The student has to complete the separation document with the Assistant Dean of Student Services and follow the process outlined in the Student Handbook. For any withdrawal, voluntary or involuntary, the student must return the following to Student Services at the time of departure.

- Identification Card
- Parking Decal
- White Coat (if applicable) iPad
- Any other ICOM supplied items.

When a student is dropped for non-payment, all tuition and fees for the semester are removed from the student account.

4. FINANCIAL AID

4.1 Administration of Financial Aid

The Office of Financial Aid administers all sources of funding, in accordance with all applicable laws and regulatory provisions prescribed under such statutory authority, and all applicable special arrangements, agreements, and limitations entered into under the authority of statutes applicable to the loan agreement (34CFR668.16). Idaho College of Osteopathic Medicine's Director of Financial Aid establishes policies and procedures for the administration and management of various financial aid programs. Financial aid policies are available on the ICOM website and in the Office of Financial Aid.

4.2 Applying for Financial Aid

ICOM helps connect students to financial aid from a number of different sources including institutional, private, and other outside funding. The Financial Aid Office provides information and resources to students regarding aid opportunities and other financial aid related topics. Helpful information can be found on the Financial Aid pages within the ICOM website. The

Office of Financial Aid does not provide guidance on topics that should be left to a professional such as a tax preparation professional or a certified financial advisor. The student is responsible for all of their financial decisions.

At this time, ICOM is not eligible to apply to participate in federally sponsored student loan programs for the first two years of instruction. Once our program of study has been operating for two full years, we are allowed to submit an application to participate in federal aid programs. There is no guaranteed timeline to the review of our application by the US Department of Education. We cautiously anticipate being able to offer federal aid starting in the fall of 2021.

The primary source of financial aid funding for ICOM students comes from loan assistance from private lenders with medical school specific loans. The next most common type of scholarship comes from the military's Health Professions Scholarship Program (HPSP).

Student Scholarships - ICOM has contracted with the ISU Foundation for management of scholarships. ICOM has a scholarship committee that meets at least annually to review scholarship criteria, available amounts, and determines how many awards are available that year for Idaho students. Per the agreement with the ISU Foundation, a joint ISU/ICOM committee reviews the applications and determines the award recipients.

4.3 Financial Aid Counseling and Resources

ICOM's Office of Financial Aid provides financial aid counseling to students every step of the way from prospective applicants to ICOM graduation and beyond. Financial aid counseling is provided to all prospective students as part of the applicant interview process. During each applicant interview session, the Director of Financial Aid or designee gives a financial aid presentation.

Financial aid counseling is also presented to incoming students during Accepted Students Day and Orientation. Attendance at the financial aid presentation at orientation is mandatory for all students. During the presentation, types of aid available, loan information, review of the financial aid application process, loan disbursements, deferments, forbearance, loan repayment, record keeping and debt management are discussed. Students are able to meet individually with the Financial Aid Director if they have specific questions regarding their financial aid package or if the counselor requests a special meeting.

The ICOM Office of Financial Aid provides personal counseling with students receiving financial aid throughout each academic year. ICOM students are offered periodic updates regarding changes in financial aid regulations and application procedures via email or mail. Students are encouraged to call, email, or stop by on an individual basis to the Office of Financial Aid for further assistance.

The ICOM Office of Financial Aid provides Debt Management Counseling sessions for medical students. These sessions include budgeting tips, responsible borrowing strategies, loan terms and conditions, default prevention, student loan debt in relation to monthly payment amounts and average physician salaries, deferment, forbearance, repayment and consolidation options, record keeping, and helpful websites.

The ICOM Office of Financial Aid will conduct Exit Counseling sessions for any student who withdraws or graduates from ICOM. During the meeting/s, exit counseling requirements are discussed including borrower rights and responsibilities, instructions on how to access and interpret National Student Loan Data System (NSLDS), loan terms and conditions, default prevention, repayment options and strategies, consolidation, deferment, forbearance, record keeping and helpful websites. Students may meet individually with the Director of Financial Aid if they have specific questions regarding their financial aid or if the Office of Financial Aid requests a special meeting.

4.4 Financial Aid Disbursement

Students are encouraged to complete the loan application process two months prior to the fall semester start date. Students receiving other sources of aid need to provide documentation of that aid to the Office of Financial Aid. The documentation should include the source of aid, amount, and any other pertinent information to help expedite the receipt of funds for the student.

Students are charged by semester and aid is set to apply to each semester. The amount of aid for a semester may be different, if the length of the semesters are not the same. Aid is disbursed on the first day of each semester and pays for the charges on the student account (tuition, fees, and other allowable charges). If your financial aid exceeds your charges for the semester, a refund will be issued soon after (typically by the end of the first week). More information about disbursements, refunds, and disbursement dates can be found on the ICOM website.

Students who applied for aid after the recommended date may not receive their disbursement until after the first day of the semester.

4.5 Satisfactory Academic Progress Standard

ICOM's Satisfactory Academic Progress requirements for the D.O. degree include completion of the curriculum designated by the institution and approved by the American Osteopathic Association Commission on Osteopathic College Accreditation. ICOM is required to publish our Satisfactory Academic Progress standards and measure them at least annually once we have Title IV federal funding.

Satisfactory Academic Performance (SAP) is considered when reviewing a student's eligibility for financial aid. The SAP GPA standard at ICOM is set at a minimum GPA of 2.0 and progress at a 67% completion rate.

5. STUDENT POLICIES AND SERVICES

5.1 Health Insurance

All students are required to have personal health insurance for the duration of their enrollment at ICOM. Students are able to have insurance through a variety of options including insurance through parents, spouses or health exchanges.

To ensure students have access to a comprehensive plan, ICOM has implemented a student health insurance plan through National Guardian Life Insurance Company. Prior to matriculation, students have to provide Proof of Health Insurance through the Health Insurance Waiver portal or enroll in ICOM's Health Insurance.

Through a dedicated ICOM website, <http://4studenthealth.relationinsurance.com/icom>, students are able to learn more about the benefits of the plan as well as the waiver process.

5.2 Immunizations

As stated previously all deposited ICOM students are required to provide the following:

- Completed medical history form
- Proof of immunization
- Completed drug screen (as described below)
- Completed physical examination conducted by a licensed physician using a ICOM form.

Students must obtain all ICOM required immunizations and corresponding titers, prior to matriculation and remain compliant with all immunization requirements through graduation. Students must maintain all immunizations as required by ICOM in order to complete all required supervised clinical practice experiences in the osteopathic medical program curriculum. A complete description of all immunization requirements is available in the Office of Student Affairs.

All students must provide proof of adequate immunization/immunity for the following:

- TB test (prior to matriculation and prior to clinical rotations)
- Tetanus toxoid immunization (Tdap)
- Hepatitis B virus
- Measles (Rubeola), Mumps and Rubella
- Varicella
- Influenza

5.3 Student Health

ICOM students are able to utilize Unity Health in Meridian for medical and confidential personal

health concerns. Unity Health Center is open from 9:00 AM to 6:00 PM, Monday through Saturday and they accept same-day appointments and walk-ins during their business hours. Students can call the clinic at 208-895-6729 to schedule an appointment. This information is also available on the ICOM website. Students are responsible for all fees incurred through the utilization of these services. Unity Health Center has multiple payment options available.

Additionally, Unity Health Center's information is available on the ICOM website. Unity Health Center is conveniently located a short drive away from campus and due to its location offers student confidentiality and privacy.

Students are also able to utilize St Luke's Medical Center in Meridian for medical and confidential personal health concerns. St Luke's has a variety of healthcare professionals within its network at multiple clinical throughout the Treasure Valley to meet the healthcare needs of ICOM students. The network includes primary care and specialists in multiple disciplines of medicine. ICOM students are able to find a clinic or provider using the following link <https://www.stlukesonline.org/> or by calling 208-381-2Day (2329)

For medical emergencies and after-hours health care, students are encouraged to access appropriate care as warranted by their situation including local urgent care facilities, Emergency Departments and Emergency Medical Services. For true emergencies, students are asked to access EMS and the 911-dispatch system.

For students on Clinical Rotations away from ICOM needing health services, students are asked to refer to the site-specific or rotation specific guidelines for incident reporting and accessing health care found in the Clinical Rotation Manual.

5.4 Counseling Services

Counseling services are available 24 hours a day, seven days a week in a confidential manner through a combination of services which include the Idaho State University Counseling Services, StudentLinc and Unity Health Care.

Counseling is encouraged for students experiencing anxiety, academic stress, relationship problems, loneliness, depression, alcohol and/or substance abuse, sexuality conflicts, test anxiety and concerns related to medical school adjustment. Students may either self-refer or may be identified by and referred to the counseling support services by others, all in a confidential manner.

ISU Counseling Services

The Idaho State University's Counseling Clinic is a LOW-COST service for ICOM students. Many college students experience stressors associated with all aspects of their lives, i.e. academics, familial, relational, etc. The counseling clinic is available to help provide the needed support as student's navigate their lives alongside their educational journey.

The ISU-Meridian Counseling Clinic provides individual, couple, and family counseling. The counseling services are provided by our graduate level Master of Counseling students, Doctoral students, and some faculty from the Department of Counseling under supervision of licensed counselors/faculty members.

Students needing to set up an appointment to see a counselor, should:

- Call the ISU-Meridian's Counseling Clinic phone number (208) 373-1719 or confidentially email meridianclinic@isu.edu
- Leave a voicemail or email providing your name, call back number, reason for calling or emailing (i.e. wanting to set up counseling services) and a good time during the day to reach you.
- Upon receiving the voicemail, a clinic staff member will be in contact with you within one business day of open clinic hours (Monday – Thursday).
- During the phone call, the clinic staff member will provide you with the information of attending the counseling clinic and expectations of your appointment as well as get basic information about what brought you into counseling services.
- Your first appointment is then scheduled with your counselor!

The ISU Counseling Clinic is there to support students in all that life encompasses. Students can access additional information by visiting the ISU-Meridian Counseling Clinic webpage:

<https://isu.edu/clinics/counseling-meridian/>

Student can also access information using the ISU-Meridian Counseling Clinic Facebook Page: <https://www.facebook.com/ISUMeridianCounselingClinic/>

24 x 7 Counseling Services

StudentLinc is a Student Assistance Program which provides confidential and professional guidance. Students can call StudentLinc for counseling and referrals. Phone calls are answered by licensed counselors who have extensive clinical experience and are available 24 hours a day, seven days a week.

- StudentLinc provides a toll-free number of which students can call at any time, day or night, and be connected directly to a trained counselor who triages the situation. The number provided for ICOM is specific to ICOM students. StudentLinc also provides a StudentLinc eConnect mobile app with additional resources.
- StudentLinc provides unlimited telephonic counseling and three face-to-face counseling sessions for each concern a student face. StudentLinc where applicable, will make referrals to local counselors where the student resides who are part of the student's health insurance network.

- Standard protocols govern the interaction and enables counselors to assess the student and determine if emergency intervention is needed.

If it is determined that immediate attention is needed (i.e., a student may be a danger to themselves or others) ICOM has developed a relationship with Dr. Ashaye Health System, who provides emergency assistance to our students.

If emergency intervention is not needed, then the student is counseled over the phone and subsequently referred to a list of providers in the local area for follow up.

Unity Health Care is also able to refer a student should they believe the student is experiencing any of the concerns outlined above.

For students who are in crisis or need additional counseling or behavioral health services beyond ISU Counseling Clinic or Unity Health Services, a referral is made to Dr. Ashaye. Students in crisis, who do not need emergency services, will be seen the same day or next business day of the referral. Students who are not in crisis, but need additional services, are seen within five to seven business days.

For emergency situations, call 911.

Additional Behavioral Health Resources

Additional services for behavioral services can be found through the following:

[Idaho Suicide Prevention Hotline](#) 1-208-398-4357

[National Suicide Prevention Lifeline](#) 1-800-273-8255

[Veterans Crisis Line](#) 1-800-273-8255, Press 1

ICOM Behavioral Interventions Team

In order to ensure the safety and continued success of our medical student body, ICOM has established a Behavioral Intervention Team (IBIT), a sub-committee of PARC, which serves osteopathic medical students by working with them and faculty to address and/or remediate any concerning event or pattern of personal behavior and/or professional interaction that implies a student who may be at risk of harming themselves or others.

The committee consists of:

- Senior Associate Dean for Learner Outcomes and Assessment
- Appropriate Associate Dean for Clinical Affairs and Associate Dean for Academic Affairs
- Assistant Dean for Student Services
- Regional Deans (if appropriate)
- ICOM legal counsel
- ICOM Director of Security

All other members will be ad hoc and contingent upon the faculty/staff that are pertinent to the case.

To initiate a referral, concerned faculty/staff contacts the Assistant Dean of Student Services. The faculty or staff will be asked to complete a behavioral intervention form.

Once a report is received, the referring faculty is contacted with 24 hours for follow-up regarding the situation, and a team meeting will be scheduled. During the meeting, team members who have had interaction with the student, as well as other pertinent campus and community individuals will be asked to present information.

Upon conclusion, the IBIT may choose one of the following:

1. Make a recommendation on the student's continued enrollment or dismissal;
2. Continue to gather information and meet again;
3. Monitor the situation for new developments.

A formal letter detailing the team's decision is sent to the student and appropriate academic Dean. The IBIT uses the policies outlined in the ICOM Academic Bulletin as a framework for its recommendations; however, the team reserves the right to utilize creativity to find the most appropriate solution as long as it falls in line with the policies of ICOM. All discussions and deliberations of IBIT are in compliance with the Family Educational Rights and Privacy Act.

A decision reached by IBIT and/or sanctions imposed by IBIT may be appealed by the student within three (3) school days of the decision. All appeals must be made in writing and delivered to the Office of the Dean. If the request is timely filed, the matter may be returned to IBIT to allow reconsideration of the original decision and/or sanction. IBIT would then reconvene within ten (10) school days to hear the appeal.

If the IBIT decision is upheld or accepted by the student, the Chair of the committee or designee will meet with the student to discuss the outcome and give the student the formal letter.

The IBIT will use policies outlined in the Academic Bulletin as a framework for its recommendations; however, the team reserves the right to utilize creativity to find the most appropriate solution as long as it falls in line with the policies of ICOM. All discussions and deliberations of the IBIT shall be in compliance with the Family Educational Rights and Privacy Act.

5.5 Substance Abuse Screening Protocol

Controlled substance screening is becoming mandatory at many healthcare facilities prior to participating in patient care, either as a learner or as a staff member. In light of this development, a controlled substance screening test showing no evidence of alcohol, illicit substances, prescription medications without a valid prescription, or substances, which are illegal in the state of Idaho, is required before matriculation into ICOM, and again before advancement to year three. Additional screening and/or confirmatory tests may be required as determined by ICOM or the clinical training sites.

ICOM reserves the right to require controlled substance testing and/or a psychiatric evaluation on any student when there is an incident of erratic or unusual behavior, or there is a reasonable concern due to a student's behavior, appearance or performance.

Refusal or failure to submit to testing may result in disciplinary action up to, and including, dismissal. Students found to have screening tests positive for alcohol, illicit substances, and controlled substances (defined as a drug or substance that is listed in Schedules I through V of the Federal Controlled Substances Act (21 U.S.C. §812)) or prescription medications without a valid prescription may be subject to disciplinary action up to, and including, dismissal. Please note this also includes substances which are illegal in the state of Idaho, but which may be legal in other states.

For example, although the use of marijuana is legal in some states, the US Federal Drug Enforcement Agency lists it as an illegal drug. Its use or abuse impairs the ability of a healthcare professional to provide optimal care to his or her patients. As such, the use of marijuana in any form is a violation of ICOM policy.

ICOM will provide clinical rotation sites with a copy of the results of any controlled substance screening performed on students prior to, and for the duration of, their placement at the site. By matriculating at ICOM, students grant ICOM the right to share this information as deemed appropriate. Clinical education sites may set their own standards in regard to who they will admit based on the results of the substance abuse screening or require further screening.

ICOM has no control over the content of third-party background checks, which may include charges of driving under the influence. Even expunged records may appear on these checks. Background checks revealing prior criminal activity, even charges which may have been dismissed by the courts, could still result in consequences affecting clinical rotations, acceptance into residency programs, future licensing, specialty board certification, and/or employment opportunities.

Procedure for incoming students:

- A substance abuse screening (Urine-10 drug/tox screen) test is to be completed on all applicants to ICOM prior to matriculation.
- The letter sent by ICOM to each accepted applicant, as well as to selected wait-listed applicants, includes information about these requirements with the contingency that the final decision regarding matriculation is made after institutional review of the accepted applicant's substance abuse screening test report.
- Appropriate authorization, with pertinent identifying information necessary to initiate the test, is received from each accepted applicant prior to initiating a substance abuse screening test.
- Prospective students must have the sample collected at a facility approved by ICOM.

- If the test result is positive, the Dean appoints a subset of the ICOM Admissions Committee to review the information and the application. Substance abuse screening results is viewed in light of Idaho and federal laws governing illegal substances. Depending on the recommendation of the subset of the Admissions Committee, the student's acceptance may be rescinded.
- All substance abuse screening tests are maintained in a secure location to ensure confidentiality. Routine access to the information is limited to the Director of Admissions, the Assistant Dean for Student Services, the ICOM Dean, and the Idaho College of Osteopathic Medicine legal representative.
- The cost of the test is the responsibility of the student.
- The Dean makes the final determination regarding the applicant's status.

Prior to starting year 3:

- Students must have the substance abuse screening sample collected a site approved by ICOM.
- If the test result is positive, the Dean appoints a subset of the PARC to review the information and make a recommendation to the Dean regarding the appropriate action. Depending on the decision, the student's advancement to the clinical year may be delayed based on the results.
- All substance abuse screening tests are maintained in a secure location to ensure confidentiality. Routine access to the information is limited to the Associate Dean for Clinical Affairs, Clinical Coordinators, the Assistant Dean for Student Services, the Dean, and the Idaho College of Osteopathic Medicine legal representative.
- The cost of the test is the responsibility of the student.

5.6 Infection Control

Students exposed to infectious diseases should seek immediate medical attention. Students presenting with signs or symptoms of infectious or communicable disease should consult with their healthcare provider or the infection control office at the clinical site about the advisability of working with patients and when it is safe to return to patient care.

Standard Precautions

The Centers for Disease Control (CDC) has developed precautions to prevent accidental spread of infectious diseases to both students and patients. These include:

Hand washing (or using an antiseptic hand rub)

- After touching blood, body fluids, secretions, excretions and contaminated items
- Immediately after removing gloves
- Between patient contact
-

Gloves

- For contact with blood, body fluids, secretions and contaminated items

- For contact with mucous membranes and non-intact skin

Masks, goggles, face masks

- Protect mucous membranes of eyes, nose and mouth when contact with blood and body fluids is likely

Gowns

- Protect skin from blood or body fluid contact
- Prevent soiling of clothing during procedures that may involve contact with blood or body fluids

Linen

- Handle soiled linen to prevent touching skin or mucous membranes
- Do not pre-rinse soiled linens in patient care areas

Patient care equipment

- Handle soiled equipment in a manner to prevent contact with skin or mucous membranes and to prevent contamination of clothing or the environment
- Clean reusable equipment prior to reuse

Environmental cleaning

- Routinely care, clean and disinfect equipment and furnishings in patient care areas

Sharps

- Avoid recapping used needles
- Avoid removing used needles from disposable syringes
- Avoid bending, breaking or manipulating used needles by hand
- Place used sharps in puncture-resistant containers

Patient resuscitation

- Use mouthpieces, resuscitation bags or other ventilation devices to avoid mouth-to mouth resuscitation

Patient placement

- Place patients who contaminate the environment or cannot maintain appropriate hygiene in private rooms

Needle sticks

Incidents involving needle sticks and potential exposure to blood borne pathogens require immediate action to protect a student's health and safety. If a student sustains a needle stick or is exposed to infectious materials she/he should:

- Wash exposure site thoroughly with soap and water (or water only for mucous membranes).

- Immediately notify the clinical supervisor at the rotation site for assistance.
- Call/go to the emergency department, the occupational health clinic or area of the clinical facility designated for treating needle stick exposures. Consult concerning appropriate tests, risk-assessment counseling and chemoprophylaxis.
- Send treatment and testing bills to the student's insurance company.
- In the event of an exposure, the National Clinician's Post Exposure Prophylaxis Hotline is available by phone, 1-888-448-4911, 24 hours per day, seven days per week, to provide guidance in managing exposures.

Incident Reporting

If a student suffers an accident or injury during a ICOM activity while on campus, the student must immediately report the injury to the Director of Student Affairs even if the injury is minor. The student must complete an incident report, and call/go to their healthcare provider. Incident reports forms are available in the Office of Student Affairs. All accidents or injuries are investigated immediately to prevent others from suffering similar injuries.

If the accident occurs at a clinical training facility, that facility's incident report form should be completed, and the clinical supervisor, Regional Dean or Regional Clinical Coordinator should be contacted for assistance. A copy of the facility's incident report must be sent to the ICOM Office of Clinical Affairs.

5.7 OSHA and HIPAA Training

ICOM requires all students receive training on the Health Insurance Portability and Accountability Act (HIPAA). Prior to matriculation access will be provided to student through the Collaboration system to complete the specific training modules for OSHA and HIPAA. ICOM are required to complete this modules during all four years at ICOM.

ICOM ensures the privacy and security of patient health information. In the normal course of business and operations, individuals receive requests to disclose patient health information for various purposes.

To support our commitment to patient confidentiality, ICOM ensures that the appropriate steps are taken to verify the identity and authority of individuals and entities requesting protected health information, as required under 45 C.F.R. §164.514(h) and other applicable federal, state, and/or local laws and regulations.

Additionally, Idaho College of Osteopathic Medicine's ensures the confidentiality, integrity, and availability of its information systems containing electronic protected health information by implementing policies to prevent, detect, mitigate, and correct security violations.

ICOM ensures it is in compliance with the US Department of Health and Human Services' Privacy Rule as it applies to the creation, collection, use or disclosure of all individual health information (whether identifiable or not) ("Information") in connection with ICOM.

In addition, ICOM requires all students who have contact with patients receive OSHA Blood Borne Pathogens (BBP) training and be trained to prevent transmission of communicable pathogens. Students annually review OSHA rules and requirements and complete a yearly review of appropriate plans and practices.

ICOM has in place the following:

- Biological Waste Disposal Plan
- Biological Materials Spill Mitigation Plan

The intent of these plans is to prevent blood borne infections by eliminating or minimizing employees and student's exposure to blood, blood products, and other potentially infectious materials.

5.8 Professional Liability Insurance

In the event of incidents involving patients during clinical training, students are covered by professional liability insurance.

5.9 Exercise and Fitness

ICOM has established an agreement with AXIOM fitness, Treasure Valley YMCA, and Boise State University Recreation Center to offer ICOM students reduced membership rates. For details on the cost of membership and how to enroll please visit with the Office of Student Services.

5.10 Food and Dining

The ICOM cafe is located on the third floor of the ICOM building. The ICOM cafe offers sandwiches, wraps, salads, as well as bakery products and coffee selections.

5.11 Student Clubs and Organizations

Student clubs and organizations are a very important part of the Idaho College of Osteopathic Medicine School of Osteopathic Medicine (ICOM). ICOM promotes an environment where students are able to balance curricular, extracurricular and personal experiences. The service performed by members of student organizations benefits not only the community and the region, but also the members, as they gain valuable knowledge, skills, and experience.

Many ICOM students are actively involved in at least one organization, and some students may be members of several. ICOM's students also may serve as officers or committee members at the state, regional or national level. The goals of student clubs and organizations relate to the mission of ICOM and the osteopathic profession.

As such, the following are some of the endorsed student clubs and organizations at ICOM:

- Emergency Medicine Club (American College of Osteopathic Emergency Physicians, ACOEP)
- Family Medicine Club (American College of Osteopathic Family Physicians, ACOFP)
- Internal Medicine Club (Student Osteopathic Internal Medicine Association, SOIMA)
- Obstetrics and Gynecology Club (American College of Osteopathic Obstetrics and Gynecology, ACOOG)
- Student Advocate Association (SAA)
- Student Association of Military Osteopathic Physicians and Surgeons (SAMOPS)
- Student Government Association (SGA)
- Student National Medical Association (SNMA)
- Student Osteopathic Medical Association (SOMA)
- Student Osteopathic Surgical Association (SOSA)
- Student American Association of Osteopathy (SAAO)
- American Medical Women's Association (AMWA)
- Student American Osteopathic Academy of Orthopedics (SAOAO)
- Pediatrics Club (American College of Osteopathic Pediatricians, ACOP)

Students must remain in good academic and behavioral standing to participate in all appointed, elected, and extracurricular positions. Students may be asked or required to remove themselves from these roles by the Assistant Dean of Student Services if they are seen to interfere with the student's academic success, if the student has exhibited poor professionalism, or for other related reasons at the discretion of the Assistant Dean of Student Services.

Grade Requirements

Student need to be in good academic and behavioral standing to hold officer positions with a student organization. Good academic standing students must have at least an overall 3.0 grade point average and no course failures, to:

- Serve as an officer in SGA
- Serve as an officer of a ICOM club or organization
- Serve on an ICOM committee
- Attend any off-campus conference/meeting

ICOM Student Government Association

The Student Government serves as a voice for all students. The organization is open to all students and welcome proposals and participation from the entire student body. The responsibilities of Student Government includes:

- collecting and expressing student opinion acting as a liaison for the student body,
- promoting osteopathic medicine,
- supporting club and class activities and
- working to improve the quality of life for all students at ICOM.

The Office of Student Services serves as the liaison between the administration and Student Government.

Recognition of Student Organizations

The first step in obtaining recognition for a new student organization is the submission of a Application to the Office of Student Services. The application must include the goals of the organization, the proposed charter, the name of the faculty advisor, a list of club officers and a list of charter members. Once the petition has been approved by the Director of Student Affairs, the approvals forwarded to the Assistant Dean of Student Services for final approval. The approved status of an organization is valid for one year, renewable on an annual basis.

Use of College Logo

Student clubs or organizations requesting the use of the ICOM logo for correspondence or other purposes must have approval from the Director of Student Affairs and Director of Marketing and Communications. The request form to use the School logo for any merchandise must be submitted to the Director of Student Affairs with final approval of the design from the Communications department. Student

Sponsored Event

Any event conducted by a student club or organization recognized by ICOM is considered a student-sponsored event. Events of this nature require the approval of the Office of Student Services and requests must be submitted in writing to the Director of Student Affairs. Requests should include a statement of purpose and the facilities required for the event. Event scheduling forms requiring the use of institutional facilities are available through the Office of Student Services. Alcoholic beverages are prohibited at any ICOM sponsored student club or organization off-campus event or activity

Scheduling Extracurricular Activities

Students or student organizations wishing to host events involving extracurricular academic activities, i.e., speakers, mini-courses, pharmaceutical exhibits, or non-credit courses, must have the approval of the Office of Student Services. Written requests and/or activities request forms for approval must be submitted to the Office of Student Services. All off-campus events sponsored by an ICOM club or organization must receive approval from the Office of Student

Services prior to the event or activity and prior to contacting any off-campus facility or organization to schedule or host the event.

Attending Conferences

Students are allowed to attend conferences up to three consecutive days at the permission of the Dean. Only students in good academic standing can be considered as eligible, and time away from campus is counted per the ICOM Attendance policy. Copies of the Student Organizations Handbook can be obtained from the Office of Student Services. Students may also check with the Academic Bulletin for policies on excused absences.

5.12 Student Parking

Students are required to park in areas designated for students. Parking on the sidewalks or other areas not conducive to the aesthetics of Idaho College of Osteopathic Medicine for the purpose of loading and unloading is prohibited unless it is deemed necessary and approved by the Director of Student Affairs. Any violations of the parking policy may result in a fine or disciplinary action.

5.13 Student Lockers

Lockers are available for all first- and second-year students. ICOM issues locks to all students at orientation. At the end of the academic year, all locks are removed, and the lockers will be emptied for the summer.

5.14 Student Conduct

All ICOM students are expected to conduct themselves in a professional and ethical manner at all times. Establishing and maintaining the highest conduct of honor and personal integrity during medical school training is critical to the training of physicians. It is the responsibility of the student to support the standards and it is reasonable to expect this of all students attending ICOM.

All ICOM students have the rights and obligations of other citizens and measure the urgency of these obligations in the light of responsibilities to colleagues, to their profession, and to the institution. When ICOM students speak or act as private persons, they avoid creating the impression of speaking or acting for their School or the Idaho College of Osteopathic Medicine. As citizens engaged in a profession that depends upon freedom for its health and integrity, students have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Respect for Patients

Take the utmost care to ensure patient respect, confidentiality and dignity. As osteopathic medical students, students must demonstrate respect for patients through appropriate language

and behavior, including that which is non-threatening and non-judgmental. Patient privacy and modesty should be respected as much as possible during history taking, physical examinations, and any other contact maintaining professional relationships with the patients and their families. It is important for students to be truthful and not intentionally mislead or give false information. Students should avoid disclosing information to a patient that only the patient's physician should reveal. Students should always consult more experienced members of the medical team regarding patient care, or at the request of the patient.

Respect for Faculty, Staff, Colleagues, Hospital Personnel, and Community

Students respect faculty, staff, colleagues, and others, including hospital personnel, guests, and members of the general public. This respect should be demonstrated by punctuality in relationships with patients and peers, prompt execution of reasonable instructions, and deference to those with superior knowledge, experience or capabilities. Students should express views in a calm and respectful manner when in disagreement with another individual, understanding that a mutual agreement is not always be reached.

Respect for Self

All students should uphold a high level of personal ethics, beliefs, and morals in their daily conduct.

Respect for Laws, Policies and Regulations

Students need to respect the laws, policies, and regulations at all levels of the Idaho College of Osteopathic Medicine and the local community.

If a matter arises which may be considered to be a potential violation of law, the Dean will be notified as soon as possible for referral to appropriate law enforcement authorities. All ICOM students, faculty, and staff witnessing a crime in progress are expected to notify law enforcement immediately, while taking personal safety precautions.

5.15 Accommodations Policy

ICOM is committed to providing equal educational opportunity for persons with disabilities in accordance with its nondiscrimination policy and in compliance with Section 504 of the Rehabilitation Act of 1973, with Title II of the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008.

The law states that a persons with a "disability" is

"Someone with a physical or mental impairments which substantially limits one or more of the major life activities of such individual; or a person with a record of such impairment; or a person who is regarded as having such an impairment"

(Section 504 of the Rehabilitation Act of 1973)

Equal educational opportunity means that a person with a disability who is qualified for admission must have access to the same programs, services, and activities as all other students. If necessary to provide equal opportunity, ICOM where possible will make reasonable modifications to its policies, practices and procedures, unless doing so would fundamentally alter the nature of the service, program, or activity or pose an undue administrative or financial burden.

Under the provisions of Section 504, Universities may not discriminate in the recruitment, admission, educational process, or treatment of students. Students who have self-identified, provided documentation of disability and requested reasonable accommodations are entitled to receive approved modifications of programs, appropriate academic adjustments, or auxiliary aids that enable them to participate in and benefit from all educational programs and activities. Section 504 specifies that universities may not limit the number of students with disabilities admitted, make pre admissions inquiries as to whether or not an applicant has a disability, use admission tests or criteria that inadequately measure the academic qualifications of students with disabilities because special provisions were not made, exclude a qualified student with disability from any course of study, or establish rules and policies that may adversely affect students with disabilities.

Matriculating or current ICOM Students with Disabilities

Students with documented disabilities who desire modifications or accommodations must contact Director of Student Affairs as soon as possible.

No accommodations are made without approval through ICOM's defined process. A medical, psychological and/or other diagnosis may rise to the level of a disability if it substantially limits one or more major life functions, one of which is learning. A disability may be temporary or ongoing.

The general process of requesting accommodations is as follows:

Step 1: The student must contact the Director of Student Affairs to request services prior to matriculation. Student will be required to complete the Student Request for Accommodation form. The form will need to be completed in its entirety for the accommodation to be considered. ICOM is not responsible for identifying students with disabilities and is not required to provide services unless proper procedures have been followed in making a request.

Step 2: The student must schedule a meeting with the Director of Student Affairs to provide documentation of the disability, complete the appropriate paperwork and discuss the possible accommodations. The student will be asked to complete and sign a Release of Information Form to allow the Director to share relevant information as needed to review requested accommodations. The office of Student Services requires at least 30 days to process any request for accommodation and that 30 days begins when all necessary documentation has been submitted.

Step 3: The student's request and supporting documentation is reviewed by the Director of Student Affairs and appropriate members of ICOM administration. The process of review depends in part on the nature of the student's disability. Decisions regarding accommodations are made on a case by case basis. There is not standard accommodation for any particular disability. ICOM will make reasonable modifications to its policies, practices and procedures, unless doing so would fundamentally alter the nature of the service, program, or activity or pose an undue administrative or financial burden

ICOM's technical standards is also referenced. If the student is found to be eligible for accommodations, the student is notified of the approved accommodations.

Step 4: If the request for accommodations is approved, the Director of Student Affairs generates a letter of accommodation documenting the student's individual, approved accommodations. The Director of Student Affairs coordinates the dissemination of the letter. Any student whose requested accommodations are not approved is encouraged to meet with the Director of Student Affairs to discuss the reasons for the denial. The Director may discuss the grievance procedure with the student at this time

If a problem arises concerning reasonable accommodation, the student should contact the Director of Student Affairs immediately. Any student whose requested accommodations are not approved is encouraged to meet with the Assistant Dean of Student Services to discuss the reasons for the denial. The Assistant Dean of Student Services may discuss the grievance procedure with the student at this time.

Additional Information Regarding Documentation and Accommodations

For any student deemed eligible, ICOM provides accommodations and/or modifications to policies and practices in order to ensure that all students have equal access to all ICOM programs, services, and activities. The purpose of accommodations is not to ensure success, but rather to provide access and equal educational opportunity.

Accommodations are not be provided retroactively. Any student who is approved for accommodations is entitled to services and accommodations only from the date the approval is given. Even if the student can establish the he or she had a disability at the time of the course in question, ICOM will not expunge or reexamine coursework completed before the student was reviewed and approved for accommodations.

It is the students responsibility to provide the documentation which confirms to the ICOM's guidelines. If the student's documentation is insufficient for any reason the student is responsible for pursuing whatever additional documentation is required and pay the cost thereof. ICOM reserves the right to not provide services or accommodations until all of the documentation specified in the guidelines is provided.

Documentation of a student's disability is only be shared with relevant ICOM faculty, staff or administration on a need to know basis with a release of information signed by the student.

Responsibilities of a Student Approved for Testing Accommodations

Testing accommodations require frequent communication between the student and the Director of Educational Evaluation and Implementation (Years 1 and 2) or Department of Clinical Affairs (Years 3 and 4). It is very important that testing information be shared with these offices in a timely manner.

At the beginning of the semester, and at least one week prior to the first scheduled test, the student should discuss with the Director of Educational Evaluation and Implementation or the Department of Clinical Affairs all approved testing accommodations. This discussion should address the questions of how, when and where of the approved testing accommodations.

If at any time the student feel the accommodation is not being adequately met the student should inform the Director of Student Affairs immediately.

Student must remember ICOM is only required to provide accommodations specifically listed in the Letter of Accommodation.

Documentation of a Disability

General Documentation Guidelines

To ensure that reasonable and appropriate services and accommodations are provided to students with disabilities, students requesting such accommodations and services must provide current documentation of their disability. Such documentation generally must include the following:

- a clear diagnostic statement of the disability prepared by a licensed professional
- a description of the manner in which the disability limits the student in a specified major life activity and the severity of the limitation

It is the responsibility of the student requesting the accommodations and services to document the disability. As such, the cost of evaluations required pursuant to these guidelines is to be borne by the student. If there is a change in the student's condition, he/she may request modifications to previously approved accommodations. The student will have to provide current supporting documentation for review at that time. An Individualized Education Plan (IEP) or a 504 plan may help to supplement documentation, but are generally insufficient documentation when presented alone.

ICOM reserves the right to request additional documentation if the disability is not clearly apparent.

Guidelines for Documenting to support Accommodation Requests

Every report should be on letterhead, typed, dated, signed and otherwise legible, and be comprised of the following elements:

- **Evaluator Information:** The name, title, and credentials of the qualified professional who conducted the assessment should begin the report. Please note that members of the student's family are not considered appropriate evaluators.
- **Recent Assessment:** The report must provide adequate information about the student's current level of functioning. If such information is missing, the student may be asked to provide a more recent or complete assessment.
- **Testing:** There should be a discussion of all tests that were administered, observations of the student's behavior during testing, and a listing of all of his/her test scores (i.e. domain, cluster, subtest, index, etc.) represented in standard scores and/or percentile ranks.

Informal assessment, an Individualized Education Plan (IEP), and/or a 504 plan may help to supplement a more comprehensive test battery but are generally insufficient documentation when presented alone.

More detailed guidelines for supporting documentation for accommodation requests are available on request from the Director of Student Affairs.

In addition, a clinical summary and a clearly stated diagnosis are helpful. The summary should integrate the elements of the battery with background information, observations of the client during the testing situation, and the student's current academic situation. This summary should present evidence of a substantial limitation to learning and explain how the patterns of strength and weakness are sufficiently significant to substantiate a disability diagnosis. It should also demonstrate that the evaluator has ruled out alternative explanations for the learning problem. If social or emotional factors are found to be possible obstacles to learning, they should be discussed. This summary may include recommended accommodations, but these are in no way binding to ICOM.

ICOM reserves the right to evaluate all documentation and determine appropriate accommodations in each case.

Accommodation Appeal Policy

If a student is dissatisfied with the outcome of the accommodation request process or with any aspect of the implementation of an accommodation plan, they should use the following process to resolve a complaint.

1. All requests for accommodations or special services should first be brought to the Director of Student Affairs. Problems with approved accommodations or services should first be reported to the Director in writing.

2. If the student is unable to resolve the matter with the Director, the student and the Director should forward the complaint to the Assistant Dean Student Services for an informal resolution. The Assistant Dean arranges a meeting with the student and Director within 10 business days of receiving the complaint.
3. In the event that the student is dissatisfied with the informal resolution, he/she may file complaint with the Dean if the issue involves denial of an academic accommodation.

Students should be aware that the granting of an accommodation during medical school does not guarantee the granting of an accommodation on external or licensure exams.

Students are also encouraged to exercise their rights of complaint through the Department of Education, Office of Civil Rights and other legal channels if needed.

Confidentiality of Information

Information received from a student is governed under the provisions of the Family Education Rights and Privacy Act of 1974. Under the provisions of this law, students in post-secondary education have the right to inspect and review their school records as defined by law. Other than for “Directory Information”, ICOM will release information only with the student’s written consent and will use “Directory Information” in the best interests of the student.

ICOM is committed to ensuring all information compiled concerning a student remains confidential as required by applicable law. Any information monitored or collected is used for the benefit of the student.

Only those faculty and staff members of ICOM have access to information collected for use in accomplishing necessary tasks for the student. Any information gathered is not released to third parties except in accordance with state and federal law.

A student must give written authorization to release information when he/she wishes to share it with others. The student must specify the information to be released, the purpose of the release, and to whom the information is to be forwarded. This release may be handwritten, or a form from ICOM Office of Student Affairs may be used.

By matriculating at ICOM, a student agrees that ICOM may share their Match data. A student has the right to review his/her own file and as a courtesy to the individual, copies of documents and information obtained will be provided at no cost with limitations.

Service Animal Information

According to the Americans with Disabilities Act (ADA), a service animal is defined as “any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items”.

Providing comfort or support does not qualify an animal as a service animal. If there are any questions as to whether an animal qualifies as a service animal, a determination is made by Director of Student Affairs.

In compliance with the ADA, service animals are welcome in all buildings on campus and may attend any class, meeting, or other event. Reasonable behavior is expected from service animals while on campus. The owners of disruptive and aggressive service animals may be asked to remove them from university facilities. If the improper behavior happens repeatedly, the owner may be told not to bring the service animal into any facility until they take significant steps to mitigate the behavior.

Emotional Support Animals are animals that provide comfort and relieve symptoms of mental health disorders. ICOM's Director of Student Affairs can provide further information. Emotional Support Animals are not generally allowed in other campus buildings, including classrooms and dining facilities unless it is deemed as a reasonable accommodation and is included in the student's Letter of Accommodation from ICOM. Cleanliness of any animal living or working on campus is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of animals. The owner is expected to clean and dispose of all animal waste.

5.16 Student Rights and Responsibilities

The principle Guiding regulation of student conduct is that of responsible student freedoms. Students are given the greatest possible degree of self-determination commensurate with their conduct and the consequences of their actions, in accordance with the stated mission of the Idaho College of Osteopathic Medicine.

Students are required at all times to maintain high standards of private and public conduct on campus and at ICOM- sponsored events. To lie, cheat, steal, or break one's honor under any circumstances is recognized as intolerable conduct. Violation of other accepted rules of behavior, whether or not covered by specific regulations, subjects a student to disciplinary actions. Claims of ignorance of commonly accepted rules or specific regulations is not accepted as an excuse for violations.

Routine administrative regulations are enforceable by responsible ICOM administrative departments, e.g., security, student services. ICOM employees reserve the right to bring a charge against any student through the Assistant Dean of Students with due process observed. Any student who presents a clear and present danger to other members of the College or who impedes the academic process is subject to appropriate administrative action up to and including suspension on an interim basis pending a hearing by the appropriate judicial system, which may result in a permanent suspension.

Students have certain guaranteed rights as well as responsibilities as an enrolled student at ICOM. Interestingly, the guarantee of these to all students is dependent upon all students understanding and participation and promotion of these rights. The following list of rights and responsibilities of the typical full-time student constitutes, the Code of Student Rights and Conduct. (The rights of a student may vary according to the student's circumstances, individual status, residential, nonresidential, etc.). Each student has the following rights and responsibilities:

- To enjoy and promote the freedom of an open and unprejudiced, full campus life experience without regard to age, race, color, sex, gender, gender identity, sexual orientation, religion or creed, nation or ethnic origin, or disability.
- To attend classes and receive proper instruction in courses while completing assignments to the best of one's abilities and resources; to use facilities, buildings and grounds as designated for student use while being cognizant of and abiding by the policies of ICOM and the laws of the City of Meridian, ADA County, the State of Idaho, and the United States of America.
- To have access to one's financial, academic and/or disciplinary files while being cognizant of ones' financial, academic and disciplinary statues with the College.
- To meet one's financial obligations to the College by paying tuition fees in a timely manner.
- To participate in the structured evaluation of instructors each year by honestly completing evaluations during designated times.
- To interact with faculty and administrators by seeking their advice when needed and responding to them when called upon to do so.
- To expect the campus and its facilities to be maintained to promote cleanliness and safety while using the campus in such a way to promote cleanliness and safety.
- To receive an Academic Handbook each Academic year to better one's understanding of the rules and regulations of ICOM.
- To drive and park on the campus by registering one's vehicle and understanding the traffic policies.
- To receive proper notice and due process in judicial situations as designated in the judicial procedures by checking in one's mail and answering all summonses.
- To expect an environment free from any form of harassment by following the appropriate channels to report any such harassment.
- To be represented in Student Government Association by voicing opinions and ideas to SGA members and voting in elections.
- To join and participate in any or all student organizations for which one qualifies for membership by joining and participating in those student organizations which correspond with one's interests and abilities.
- To participate in student activities and cultural events according to the policies regarding each event by watching and listening for information concerning programmed activities and attending those that correspond with one's interests and abilities; to benefit from all services provided by ICOM to students at no charge or at a reasonable user fee by becoming aware of and making use of services available to students as desired or needed.

- To maintain and expect from all others a mature and professional bearing of citizenship in all social and academic environments on or off campus.
- To maintain and expect from all peers a constant high aiming standard of personal academic and social integrity.

5.17 Dress Code Policy

Students must maintain a professional appearance. Professional attire must be maintained whenever the student is on the campus and on all clinical experiences or rotations. Students must be professionally dressed for all lectures and examinations and appropriate dress for laboratory, classes, or workshops.

Changing areas and lockers are provided for students to change into appropriate dress for OMM labs, Clinical Skills labs, and Gross Anatomy labs. Students do not need to maintain a professional attire after 5 o'clock pm Monday-Friday, or on weekends, except when notified by the school administration to be professionally attired. All students must have at least one short white consultation jacket maintained in a clean and presentable condition.

A clean and well-cared appearance should be maintained. The apparel and appearance of faculty, staff, and students project, in part, the image the community has of the ICOM. Faculty, staff and students are expected to be neat, well-groomed and appropriately dressed for the work and study they do.

Men should wear dress trousers, appropriate shoes and socks, and dress shirt. Women are required to wear appropriate dresses or skirts of reasonable length or slacks with appropriate blouses. Hairstyles should be clean and neat, avoiding extreme styles or color. Beards and mustaches need to be neat and trimmed at all times. Excessive body piercings are not acceptable. Shorts, jeans, T-shirts are not permitted except in the OMM lab and clinical skills when appropriate. Hats (unless for religious reasons), caps, hoodies, or sunglasses may not be worn during classes or examinations. Any student wearing a hat (unless for religious reasons), cap, hoodie or sunglasses will be asked to remove it. Students who have tattoos should ensure they are covered at all times on campus, unless required during OMM or Clinical Skills labs.

Students inappropriately dressed or groomed may be requested to leave the campus and not return until appropriately attired. Any class missed during that time is considered an unexcused absence. Questionable or disputed cases of dress or grooming shall be presented to the Office of Student Services, whose decision are final. Repeated episodes may result in problem being viewed as an issue to be addressed with the Professionalism and Academic Review Committee (PARC).

Additional Dress Code Requirements

Certain educational experiences at ICOM require specific dress code. These include the laboratory classes of OMM, Anatomy, and Clinical Skills.

OMM Laboratory Dress Code (Adapted from Nationally Accepted Standards)

The dress requirement in the clinical skills training sessions is designed to promote learning by providing optimal access to diagnostic observation and placatory experience. Wearing inappropriate clothing interferes with a partner's experience of diagnosis and treatment.

Appropriate attire must be clean and includes:

- Shorts which are several inches above the knee (mid-thigh)
 - No jean shorts, cut-offs, thick-seamed shorts, spandex, short shorts or knee length shorts.
- T-shirts
 - Both sexes are asked to remove t-shirts while acting as patients.
 - T-shirts and tops should be plain. No offensive words, emblems or decorations of any kind.
- Sports bras or bathing suit tops for women.
 - These should expose the spine and ribs (not wide T-back styles).
- Student Doctors may wear scrubs (or other apparel approved by the Course Director) over laboratory attire when not in the role of the patient.
- Remove shoes when you are the patient (no shoes are permitted on the tables).
- Hats or head coverings (other than for religious purposes) are not permitted in the OMM lab.
- Religious head coverings need to be removed when they would obscure the immediate area to be examined or treated (e.g., head, neck, and upper back). They may be immediately replaced after this portion of clinical skills training.

Anatomy Laboratory Dress Code

Long white lab coats are to be worn in the anatomy lab over scrub tops and bottoms at all times. Students must wear closed toe shoes with rubber soles, no flip-flops or open toed shoes (like sandals or clogs with open holes) are allowed in the anatomy laboratory.

Dress Code in Clinical and Other Settings

Students on clinical services or rotations are required to wear clean student white coats with appropriate dress. Men are required to wear shirts with tie and slacks, or equivalent dress. Women are required to wear a dress, a blouse with skirt or slacks, or equivalent. Clerkship rotation sites may have their own appropriate dress standards. It is the responsibility of the student to be aware of and comply with these standards.

For specific courses and rotation students should check the course syllabi for specific dress code requirements.

When representing ICOM at any type of public event, such as conferences or certain on or off campus events, the dress is business casual. However, at some public event a higher standard may be expected. The student must display correct judgement and match appropriate clothing for the event.

6. FACILITIES AND CAMPUS POLICIES

All facilities and campus policies are available in their entirety on the ICOM website - <https://www.idahocom.org/policies-and-procedure>

6.1 Campus Safety and Emergency Services

ICOM is committed to the safety and well-being of the campus community. The Campus has full time security personnel from 7:00am-12:00am daily and are seated in the reception area in the ICOM atrium.

For ALL serious or life-threatening emergencies, dial 9-1-1. For assistance from ICOM Campus Security, call 208-795-4311. This call will forward to the on-duty security officer.

ICOM is equipped with security cameras both internally and externally and is operated and monitored 24 hours a day/days a week.

ICOM students are issued identification badges during orientation. Students are required to use the badges for access to the building. The badges do not allow entry beyond access hours.

6.2 Weapons

Possession of firearms or other dangerous weapons on the ICOM campus is prohibited. For purposes of this policy, “dangerous weapons” means explosives, other weapons, or dangerous chemicals not specifically authorized by the school. This includes any item commonly used as, or primarily intended for use as, a weapon; (concealed or otherwise) firearm, knife with a blade over 3 inches, metal knuckles, billy, blackjack and club. This also includes misuse of legal objects in a dangerous manner.

The definition of dangerous weapons does not include certain tools for use in the performance of assigned job duties such as knives, saws, or drain cleaners utilized by facilities personnel or maintenance workers when used for their intended purpose.

This policy does not apply to ICOM Campus Security Officers, Idaho State University Public Safety Officers, or law enforcement personnel.

Students or employees who violate this policy are subject to disciplinary action up to and including suspension, dismissal, or termination.

6.3 Animals on Campus Policy

Animals are not permitted on campus except assistant dogs as defined by the American with Disabilities Act (ADA) and Idaho’s human rights law. These are as follows:

- A guide dog that has been specially trained to assist someone who is blind or visually impaired
- A hearing dog that has been specially trained to assist someone who is hearing impaired, or
- A service dog that has been specially trained to assist someone with another type of *physical* disability

6.4 Smoking Policy

ICOM is a smoke-free campus, Smoking, including use of e-cigarettes, or use of tobacco products is not permitted in any ICOM owned building and/or vehicle. Smoking is prohibited on all property owned, leased or operated by ICOM including all buildings, grounds, exterior open spaces, parking lots, on campus sidewalks, driveways, athletic facilities and recreational spaces, and in all ICOM-owned or leased vehicles. All ICOM students, faculty, staff, contractors and visitors must comply with this policy. Individuals observed smoking on the campus will be informed and asked to stop.

6.5 Alcohol and Drugs

Alcoholic beverages may not be served or consumed on the campus and the illegal use or abuse of drugs or alcohol is not tolerated whether on or off campus.

Consistent with its mission, ICOM is utilizing educational strategies as the primary approach to substance abuse. However, any violation of local, state, or federal laws will be subject to prosecution to the fullest extent of the law and school policy. Students who violate this policy are subject to disciplinary action up to and including suspension or dismissal.

6.6 Library Services

The 3,500 square foot Medical Library is conveniently located on the first floor close to the lecture halls and study group rooms. The medical library provides ICOM students and faculty individualized research training and assistance and is staffed by medical librarians. The print collection consists of authoritative textbooks and reference works as well as a limited number of journals in major biomedical and medical disciplines. The medical library also provides copier/printers, group study rooms, and a quiet study space for the use of ICOM students and faculty.

The online library includes access to licensed internet resources, including full-text e-journals, electronic textbooks, point-of-care databases, streaming videos, clinical simulations, diagnostic decision support programs and evidence-based clinical information systems, as well as access to

selected web resources by subject. The online library is available to all students during all four years of training to allow for consistency and availability of the teaching resources on clinical campuses.

6.7 Information Technology and Educational Resources

The Acceptable Use Policy for Information Technology (IT) and Network Resources (including access to Cloud computing) at ICOM provides, promotes, and establishes the secure, ethical and legal use of data, devices, and electronic communications for all constituents of the institution. This includes staff, faculty, students, alumni, and guests. It is governed by institutional policies, as well as local, state, and federal laws relating to security, copyrights, and other statutes regarding electronic media.

References to ICOM's Network and Network services includes all instances of Cloud based solutions.

6.8 Information technology resources and computer information

E-mail and Internet

ICOM will provide email and internet access to faculty, staff, and students for educational and research purposes. ICOM's Technology Usage Policy outlines the expectations for and restrictions of using these and other forms of electronic communication while on the ICOM Network or Cloud services.

Prohibited uses of the system include: commercial (for-profit) activities; the unauthorized acquisition, reproduction, or use of computer software; to disrupt or interfere with network operations; or to gain unauthorized access to network segments through "hacking." Attempting to engage in software piracy, copyright infringement, email abuse, or for-profit ventures may be investigated by law enforcement officials.

ICOM monitors traffic on its email and Internet system and, at random, searches the Internet for references to Idaho College of Osteopathic Medicine. ICOM has programs which block the reception of sexually explicit and inflammatory material over the campus access network.

Vulgarity, obscenity and lewdness, profanity and threatening or abusive language are all matters of concern. Such behavior is unprofessional and may constitute a violation of the Honor Code.

Students should avoid representing themselves in any way as agents of ICOM or using the ICOM's name in a manner that would imply an endorsement of their personal views or activities.

Intranet

The Intranet is a portal for information and engagement for the ICOM community. When you access the intranet you have access to useful tools and information, including but (not limited to):

calendars, policies, forms, links to resources, and many other tools to assist you in optimizing your daily activities.

Information Technology

The Internet connection is provided as a privilege, not a right. It is the student's responsibility to adhere to all ICOM's policies. The network facilities are for the use of ICOM students, faculty and staff and are limited to educational, academic, research and business purposes of the college only. ICOM reserves the right to alter access, and availability of access, at any time and for any reason.

Students may not use any software or hardware designed to disrupt the security of the campus network or any devices attached to the network. Likewise, students may not engage in any activities designed to interrupt or intercept the network traffic of other users.

Students may not:

- Use ICOM resources to support personal business interest(s).
- Sell or provide access to ICOM networks to outside sources.
- Use ICOM's connections to engage in software piracy, copyright infringement, email abuse, other illegal activities and/or for-profit ventures. Any violation of these regulations may be investigated by law enforcement officials.
- Activate any type of shared file service or access to their personal computer by anyone other than themselves.

In General:

- Students must respect the priority of academic use of ICOM's network.
- Students are personally responsible for any activities originating from their network connection.
- Students are responsible for their personal computer's hardware and software.
- Students must maintain updated virus protection.
- All computers, regardless of OS must be set to receive Automatic Updates from the OS manufacturer.

ICOM assumes no liability for data loss or equipment damage pursuant to a student's use of the wireless connection. Precautions for natural disasters are the student's responsibility.

The use of the ICOM's information resources on campus is governed by the policies and regulations as outlined in this document and those regarding student conduct found in the Academic Handbook. Violations of these regulations will be reported to the appropriate dean and/or department with appropriate disciplinary action to be taken.

If a student has reason to believe another user or group of users is interfering with access to the ICOM's network, he/she must report the problem to the Office of Student Affairs. ICOM will investigate and, if necessary, take corrective action.

ICOM reserves the right to monitor traffic through any data connection for the purpose of checking compliance with this agreement.

Wireless broadcasting devices of any kind may not be used in any ICOM building. Such devices including but not limited to wired or wireless routers and access points will be confiscated, and the student may lose his/her network privileges if found in violation of this policy.

6.9 Information Access and User Policy

Private Machines Connected to ICOM's Network

Electronic mail and other information passing over ICOM network, including information stored in user accounts and computers, are considered to be private and confidential.

Although this type of information must be accessed by system personnel for the purpose of backups, network management, etc., the content of user files and network transmissions will not be viewed, monitored, or altered without the express permission of the user except in the following circumstances:

- ICOM has reason to believe that an account or system has been breached and is being used by someone other than the authorized user.
- ICOM has received a complaint that an account or system is being used to gain unauthorized access or to attempt to gain unauthorized access to another network site.
- ICOM has reason to believe than an account or system is being used in violation of University policy or the federal or state law.

Under these circumstances the Dean may authorize system support personnel to monitor the activities of a specified account or computer system and to search electronic information stored in that account. The authority for this search must be requested on an account-by-account basis, and monitoring will be restricted to the specified account. If this search provides evidence of violation, the account will be disabled, and action taken with appropriate authorities.

It will become increasingly possible for computer systems owned by students, staff, or faculty to be attached directly to ICOM's network via on-campus attachment or off-campus VPN services. The owner of a personal machine may use that machine at his or her discretion; however, the use of the University network is subject to all of the policies stated in this document.

The owner of a machine connected to ICOM's network is responsible for the behavior of all users of that machine and for all network traffic to and from the machine. ICOM maintains no responsibility or liability for loss of data or hardware corruption on personal computer systems.

- A private machine connected to ICOM's network may not be used to provide network access to individuals who would not otherwise have access through official ICOM channels. The private machine may not be used to redirect data to other networks, nor may it serve in any way as an electronic gateway to non-University affiliated systems.
- Private machines may not use the University network for commercial gain or profit.
- Neither ICOM owned nor private computers may be used to serve files through any protocol (http, ftp, email, file sharing, IM, etc.) without application to Computing Services for an exception for scholarly use unless the computers are designated servers by Computing Services. Unless otherwise approved in writing, provisions for interactive login services for non-University affiliated users are prohibited.
- Should ICOM have reason to believe that a privately-owned system is using the network inappropriately, network traffic to and from that system will be monitored and, if justified, the system will be disconnected, and appropriate punitive action will be taken.

Technology Usage

Computer systems and networks allow for a free exchange of scholarly ideas and information. This exchange serves to enhance learning, teaching, critical thinking, and research, as well as to promote the sharing of moral standards.

ICOM's computer and network services are available as a privilege to all full-time and adjunct faculty, staff. To ensure access and service for all, eligible users must refrain from any action that interferes with normal system operation, such as:

- Using computer or network services for commercial purposes or personal profit
- Sending excessive email locally or over the network such as chain letters, advertisements, or solicitations
- Knowingly installing or running a program that will damage or place an undue burden on the system
- Knowingly acting in a manner that will disrupt normal operations of computers or the network
- Using computer or network services in a way that violates copyrights, patent protections or license agreement
- Gaining unauthorized access to information that is private or protected, or attempting to do so
- Attempting to gain system and/or network privileges to which you are not entitled
- Using ICOM's computer system to disseminate materials that are not in keeping with the purposes of the institution

ICOM reserves the right to monitor the use of institutionally owned resources. Alleged inappropriate use of technology resources will be investigated. In instances of misuse, appropriate disciplinary actions, to include legal action, will be taken

Eligible Users

Only the following properly authorized persons may access ICOM's computing facilities:

- ICOM faculty (full and adjunct), staff, and administration
- Official guests of ICOM
- Individuals formally associated with ICOM, upon verification of the appropriate dean and/or administrator

Original Work by students who use ICOM resources

Original works created by students using ICOM's technological resources are the property of the creator. With the notable exceptions of the processes normally associated with grading, critique, assessment, and lecture or classroom illustrations, no other student, faculty, and/or staff member may make any use of another's work without the expressed consent of the creator. However, ICOM retain the right to display, copy, replicate, and/or distribute any work created through the use of the Department's production facilities for the purposes of promotion, representation, artistic display, publication, illustration, and recruiting, on the condition that the creator is given full, appropriately disclosed credit. No one, including the creator, may use the Department's production facilities for any commercial purpose.

Pornographic or Obscene Material

Users are encouraged to use institutional resources in a responsible and respectful manner. Pornographic, obscene, and/or offensive material is prohibited on ICOM computers and network system.

ICOM's department of information technology is to be notified of the transmission of questionable or offensive materials via the institutional computer and network system. Treated as inappropriate use, these allegations will be investigated, and if warranted, appropriate disciplinary actions taken.

Electronic Communication

ICOM provides Internet access to all eligible users through its campus computing facilities. Electronic mail (email) is also provided to all eligible users. These services are provided only for ICOM related purposes.

Class Recordings

Class recordings are distributed for the exclusive use of students in that ICOM course. Student access to and use of class recordings are conditioned on agreement with the terms and conditions set out below. Any student who does not agree to them is prohibited from accessing or making any use of such recordings.

Any student accessing class recordings:

- Acknowledges the faculty members' intellectual property rights in recorded lectures and class materials and understands that distribution of the recordings violates the ICOM

- Copyright Policy
- Recognizes the privacy rights of fellow students who speak in class
- Accepts that distributing, posting, or uploading class recordings to students not authorized to receive them or to those outside ICOM's an Honor Code violation
- Agrees that recordings are to be accessed and used only as directed by the faculty member(s) teaching the course

7. HONOR CODE, GRIEVANCE PROCEDURE AND AOA CODE OF ETHICS

7.1 Honor Code

The Idaho College of Osteopathic Medicine Honor Code of Conduct (ICOM Honor Code) embodies a spirit of mutual trust, intellectual honesty, and professionalism between the School and the student body. It is the highest expression of the values shared by the ICOM and Idaho College of Osteopathic Medicine communities. The ICOM Honor Code is based on the fundamental belief that every student is worthy of trust and that trusting a student is an integral component in making them worthy of trust. It is maintained to protect the right to participate in an academic environment free from injustice caused by dishonesty.

Students at ICOM are expected to conduct themselves in a professional and ethical manner befitting the honorable profession that they are entering. Students have an obligation to maintain the highest standards of integrity. It is not possible to enumerate all examples of expected academic and professional behavior, nor is it possible to enumerate all behaviors considered inappropriate, unprofessional, unethical, or not in keeping with the standards of a ICOM student. The following serves as a guideline to students.

In general, the founding principles of the ICOM Honor Code are the established rules and regulations of the ICOM community. The ICOM community includes ICOM, affiliated hospitals, and any institution where ICOM students pursue activities for academic credit. Violation of these rules and regulations may constitute a violation of the ICOM Honor Code. In addition, specific examples of behavior that may constitute a violation of the ICOM Honor Code include, but are not limited to the following:

1. *Cheating*: Providing or receiving any unauthorized assistance or unfair advantage on any form of academic work or attempt thereof. Sharing information from testing/exams is also considered a form of cheating.
2. *Plagiarism*: Copying the language, structure, ideas, algorithms, or computer code of another and representing it as one's own work on any form of academic work or attempt thereof.
3. *Falsification*: Fabrication of information on any form of academic work or attempt thereof; including but not limited to the following:
4. Clinical requirements
5. Internships
6. Assignments such as: histories, physicals, laboratory tests, rotation records, etc.
7. *Disruptive Behavior*: Any inappropriate etiquette or inappropriate disturbance repeated often enough to establish a disrespectful trend. Inappropriate disturbances include but are not limited to the following:
 - a. Arriving late for class, or leaving class while in progress
 - b. Disrupting class with pagers or cellular phones
 - c. Disrupting class with computers or computer games

- d. Disrupting class with loud talking, or other activities that create a distraction
 - e. Leaving trash in classrooms or academic areas
 - f. Bringing food into unauthorized areas or hosting food functions without
 - g. permission
 - h. Posting unapproved materials or approved posting in inappropriate areas
 - i. Parking in inappropriate or reserved spaces
8. Unacceptable use of technology: Any violation of the acceptable use guidelines as published by the ICOM IT department. In addition, unacceptable uses of technology include but are not limited to the following:
- a. Using computers for purposes that are considered unprofessional or immoral
 - b. Accessing pornographic material at any time while on any campus of the ICOM community or using any equipment of the ICOM community to access such material
 - c. Sharing of videos and lecture outside of ICOM. Lectures and videos contain confidential and proprietary information and material protected by intellectual property laws. You do not have permission to share them.
9. Unprofessional or unethical behavior: Behavior on or off the ICOM campus that would or could cause a loss of respect or confidence in the offending student or in the ICOM community by the public, faculty, staff, colleagues, or the-community-at-large. Suspected violations in this category are referred, at the Dean's discretion, to the PARC. If agreeable to the Dean, a student may request to waive a hearing by the PARC for suspected violations in this category and have their case heard by the Dean only. In such cases, the Dean must agree to hear the case, and must accept the student's waiving of a hearing; the Dean's decision is final and cannot be appealed. Unprofessional or unethical behavior may include but is not limited to the following:
- a. Entering or using the facilities of the ICOM community without appropriate authorization or during inappropriate times.
 - b. Knowingly and purposely disrupting teaching, research, administrative, or student functions of the ICOM community.
 - c. Abusive or disrespectful conduct toward members of the faculty, administrative or professional staff, employees, students, patients, or visitors of the ICOM community.
 - d. Disclosure of privileged information from campus activities or patient care.
 - e. Improper relationships or activities involving persons entrusted to a student as part of educational requirements, which extend beyond those educational requirements. Entrusted persons may include but are not limited to the following: patients or other students under supervision.
 - f. Breach of Integrity: Any behavior at any time that is considered a severe lapse in judgment and damages the professional, ethical or moral integrity of the ICOM community. Suspected violations in this category are referred, at the Dean's discretion, to the PARC. If agreeable to the Dean, a student may request to waive a hearing by the PARC for suspected violations in this category and have their case heard by the Dean only. In such cases, the Dean must agree to hear the case,

and must accept the student's waiving of a hearing; the Dean's decision is final and cannot be appealed.

A Breach of Integrity may include, but is not limited to:

- Harassment, harm, abuse, or damage to any person or property in the ICOM community. This includes knowingly or purposely causing damage to or vandalizing ICOM community property.
- Conviction of a criminal offense (other than a minor traffic offense).
- Participating in academic or clinical endeavors in the ICOM community while under the influence of alcohol, or controlled substances.
- Use, possession, or distribution of illegal drugs on or off the ICOM community campus at any time. This also includes the verbal or written discussion of the personal use of illegal drugs by a ICOM student, the verbal or written promotion, or encouragement of illegal drug use by a ICOM student, or similar types of activities.
- Communicating or posting of information or images in a public arena (including written or electronic/Internet communications) which would result in a loss of respect by patients or other members of the public toward the offending student or toward ICOM.
 - A violation of any policy of ICOM, including but not limited to the American Osteopathic Association Code of Ethics.

Release of Information

All documents and other information concerning student discipline, including written reprimands, will be securely maintained in a confidential file. Such actions become a part of the student's permanent education record but are only released at the written discretion of the Dean. However, as required on the Medical Student Performance Evaluation (Dean's letter), all disciplinary actions will be reported.

7.2 Grievance Process

Resolution and Grievance Procedure

ICOM recognizes the need for students to voice grievances and to seek resolution to problems, disagreements with faculty/administrators, or interpretations of institutional policy. ICOM also recognizes the responsibility of the student to express their concerns in a professional and ethical manner. Concerns may involve course grades, promotion, behavioral issues, financial concerns or issues related to external (e.g., COCA) accreditation standards and procedures.

All grievances must be filed in writing to the ICOM Office of the Dean. All grievance material will be securely maintained on file in the Dean's office and the specific student/employee/faculty file as appropriate to the grievance.

Each step of the Resolution and Grievance Procedures generally take two weeks to complete, unless otherwise noted. Extensions or waivers to this timeframe may be granted on a case-by

case basis. Notice of a request for an extension from a student will be submitted within ten calendar days prior to the deadline.

Decisions about granting or denying the request for extension will be communicated to the student via letter within two business days of receipt of the request for extension. Likewise, if ICOM needs to extend a deadline, the Office of the Dean will provide said notice ten days before the due date.

Academic Resolutions and Appeals

An individual concern that is academic in nature should be first discussed with the immediate instructor or preceptor and must be done in a professional manner. This concern generally includes those that arise from personal conflicts or actions taken against a student individually. For individual concerns, if resolution cannot be reached, the student may, within two weeks of the failed resolution, appeal, in writing to the appropriate Associate Dean for the academic year involved.

If resolution cannot be reached from the prior appeals, the student may, within two weeks of the failed resolution, appeal in writing to the Dean whose decision will constitute the final resolution. The administrative officer may refuse the meeting if the appeal has not been presented in writing, in advance of the meeting.

A concern over general course procedures or grading policies should be addressed through the Class President or the Class Representative through the appropriate Curriculum and/or PARC. If through the normal processes for an acceptable and reasonable request, a resolution cannot be reached, the Class President may, within two weeks of the failed resolution, appeal in writing to the appropriate Associate Dean for the academic year involved.

If resolution cannot be reached from the prior appeals, the Class President may, within two weeks of the failed resolution, appeal in writing to the Dean whose decision will constitute the final resolution. The administrative officer may refuse the meeting if the appeal has not been presented in writing, in advance of the meeting.

A concern over ICOM policies and procedures should be addressed through the SGA President and the Assistant Dean for Student Services. If through the normal processes for an acceptable and reasonable request, a resolution cannot be reached, the SGA President may, within two weeks of the failed resolution, appeal in writing to the Dean whose decision will constitute the final resolution. The administrative officer may refuse the meeting if the appeal has not been presented in writing, in advance of the meeting.

If the concern is financial or with other areas of ICOM, the student should follow the appropriate chain of command as defined by the ICOM organizational chart.

Reminder: Course Assessment policies and test question challenges are not covered under student grievances. See syllabi for each course.

Grievance Procedure for Harassment or Discrimination

Students who feel they are being discriminated against on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, religion, national origin, age or disabilities have the right to exercise the Grievance Procedure.

Retaliation against any individual who files a grievance or participates in the grievance process is prohibited. In the event a student or anyone who participated in the grievance process believes they have been subjected to retaliation, that individual may use the Harassment Grievance procedures listed below.

Step One: The Resolution Process

Students who meet the technical standards and feel they are being discriminated against on the basis of race, ethnicity, color, sex, gender, religion, national origin, age or disabilities will first meet with the Assistant Dean for Student Services to explain their grievance.

The student must schedule a meeting with the Assistant Dean for Student Services within two weeks from the date of the action being grieved or the date the student should have known about the action to initiate this discussion. The grievance complaint must be made in writing and signed by the person filing it. The Assistant Dean for Student Services will investigate the grievance within a one-week period. In the case where the discrimination is in any way threatening, the Assistant Dean for Student Services will investigate the complaint and bring it to the attention of the Dean immediately for intervention.

After the investigation period of one week, the student filing the grievance, and the person against whom the grievance is filed will meet with the Assistant Dean for Student Services to discuss a peaceful and prompt resolution. This meeting will be scheduled within 14 calendar days of the initial filing of the grievance. A letter confirming the mutual decisions of the resolution will be distributed, within ten calendar days of the meeting, to all persons and kept within the permanent student and or employee files for possible future issues that may arise with the resolution.

The Assistant Dean for Student Services will keep a record of the investigation, including a report of their findings. All material will be filed as previously stated in this procedure.

Students who feel their disability needs are not being met may also file a grievance. In this case, the Assistant Dean for Student Services will meet with the person filing the grievance.

The Assistant Dean will complete the investigation of the complaint within two weeks. The student will provide the Assistant Dean with the verification of disability by a health professional and provide all suggestions for accommodations.

The Director will meet with the ICOM officer in charge of the area where the accommodations need to be made to see if a peaceful and prompt resolution can be made. Where the peaceful and prompt resolution can be made, the Director will verify that the accommodation has been made and follow with written verification to all parties within that two-week timeframe.

If the Assistant Dean for Student Services determines there is insufficient evidence to support the allegations, he/she may close the grievance and will notify the student, within that two-week timeframe, of his findings and the student's right to request a grievance hearing.

The Assistant Dean for Student Services will keep a record of the investigation, including a report of their findings. All material will be filed as previously stated in this procedure.

Step Two: The Grievance Hearing Process

If the student feels they are being discriminated against or that their disability is not being adequately accommodated, and for whom a peaceful resolution has not been successful, they may request the Assistant Dean for Student Services and the Dean to call a Grievance Hearing. The student has 30 calendar days after receiving written notice of denial of the grievance to request such a hearing.

The request must be in writing, signed by the student, and include the following information:

- A clear and precise statement of the grievance
- State how the action is discriminatory or the decision unreasonable if it is a denial of a requested accommodation
- Name the respondent parties (the person(s) against whom the grievance is filed)
- State how each respondent is responsible for the action or decision
- State the requested remedy
- State whether a non-participating observer will be brought to the hearing

This information must be sent by certified mail or delivered with signature of receipt to both offices. Upon receipt of the request for a Grievance Hearing, the following processes will be followed.

- The Dean will designate the Associate Dean for Learner Outcomes and Assessment to review the case within seven calendar days to see if a peaceful and prompt resolution can be made between the parties. In cases where this cannot be accomplished, the Dean will appoint a Grievance Hearing Board at the end of the seven days.
- The Grievance Hearing Board will be appointed by the Dean who will notify the Grievance Hearing Board, in writing, of their appointment and inform them of the date of the hearing. The date of the hearing will be within 14 calendar days of the notice. The Dean will ensure that those participating on the Grievance Hearing Board are not a part of the alleged discrimination or the denial of accommodations. The Grievance Hearing Board will consist

of two Associate Deans, two faculty members, one staff member, and one student. The Dean will chair the Grievance Hearing Board and will vote only in case of a tie.

- The Grievance Hearing Board will hear the denial of accommodations grievance and/or the allegations of discrimination by the student. The person filing the grievance as well as the person against whom the grievance is alleged will at this time bring all witnesses and/or evidence to the hearing for the Grievance Hearing Board to consider. The Grievance Hearing Board will also review documentation, including the final report from the Assistant Dean for Student Services relating to the grievance, and, as necessary, will interview the Director as a witness in the grievance.

Prior to convening the grievance hearing meeting, the Grievance Hearing Board will be trained on the specific grievance hearing procedures relating to the individual grievance and will be provided with additional educational material as appropriate.

- Following this initial hearing and presentation, if additional information is needed to render a decision, the Grievance Hearing Board may recess for a period of not greater than two weeks. The Grievance Hearing Board, or the Assistant Dean for Student Services at the request of the Grievance Hearing Board, will conduct further investigation of the alleged grievances. The Grievance Hearing Board may during this time meet with the ICOM's legal counsel who has further expertise in the law regarding disability and discrimination.
- The second meeting of the Grievance Hearing Board, which will occur within a two week period, will be to further discuss the grievance, the investigation, the educational materials provided, and the legal counsel advice. The Grievance Hearing Board may require second interviews with the person filing the grievance or with those whom the grievance is filed against. The Grievance Hearing Board will make a final ruling at this meeting. Minutes will be taken of all Grievance Hearing Board meetings. A letter will be sent to the student within 14 calendar days of the final determination by the Grievance Hearing Board.

Step Three: Final Appeal Procedure

The student has the right to appeal the decision of the Grievance Hearing Board to ICOM's Dean. The student has 30 days after receiving the Grievance Hearing Board decision letter to file for an appeal. All such requests must be in writing, signed by the student, and be sent via certified mail. The Dean will have a period of not greater than two weeks to respond to the appeal. The Dean will have the final determination as to the outcome.

Improper Relationships

Relationships between a student and a faculty/staff member entrusted to oversee the student, which extend beyond the educational requirements or beyond ICOM activities, are not allowed. Relationships with patients (by a student or faculty member) which extend beyond their care requirements are also not allowed.

Consensual Relationships

Consensual relationships between student and faculty or students and staff members are not allowed. Sexual activity is not permitted in any ICOM setting. See Code of Conduct in this Handbook for further information.

Sexual Harassment

Sexual harassment at the institution is unacceptable behavior and is not tolerated. Sexual harassment includes sexual advances, requests for sexual favors, and other intimidating verbal or written communications or physical conduct of a sexual nature.

7.3 American Osteopathic Association Code of Ethics

Complaints regarding non-compliance with American Osteopathic Association (AOA) accreditation standards

ICOM is committed to meeting and exceeding the standards for Accreditation of Colleges of Osteopathic Medicine: COM Accreditation Standards and Procedures as described by the Commission on Osteopathic College Accreditation (COCA). A copy of the standards is available upon the request from the Office of the Dean or at the AOA COCA's website at: www.aococa.org. Students in the osteopathic medicine program who believe that ICOM may not be in compliance with a standard of accreditation have the right to file a complaint through the following procedure:

- A written, dated and signed complaint must be filed with the the Senior Associate Dean for Learner Outcomes and Assessment.
- The Senior Associate Dean for Learner Outcomes and Assessment will review the grievance and will refer the grievance to the appropriate administrators for investigation, review and appropriate action.
- The results of the investigation will include findings of fact, a determination of standard compliance or non-compliance, and recommended corrective actions. The results will be communicated in writing to the Senior Associate Dean for Learner Outcomes and Assessment, Office of Student Services and the student complainant.
- If corrective action is indicated, the Senior Associate Dean for Learner Outcomes and Assessment will develop a description/plan for such action within 30 days of receipt of the ad hoc committee results and deliver such plan to the Dean with a copy to the ad hoc committee. If corrective action is not indicated, the ad hoc committee will inform the complainant of their results.
- Records of all proceedings regarding complaints will be maintained by the Dean's Office. The Senior Associate Dean for Learner Outcomes and the Office of Student Services.
- In the event that the student complainant is not satisfied with the ad hoc committee determination and/or correction action, the student may appeal the decision to the Dean.
- In the event that the student complainant is not satisfied with the ad hoc committee determination and/or corrective action, the student may communicate the complaint to:

COCA Assistant Secretary

Commission on Osteopathic College Accreditation
American Osteopathic Association
142 East Ontario Street
Chicago, IL 60611-2864
Phone: 312-202-8097
Fax: 312-202-8397
Email: predoc@osteopathic.org

ICOM recognizes the right of students to express complaints regarding COCA Accreditation Standards and procedures directly to the immediate accrediting body, COCA.

American Osteopathic Association Code of Ethics

As an osteopathic facility, ICOM requires that all students read and follow the following code of ethics.

All students and physician faculty are required to follow the code of ethics as adopted by the American Osteopathic Association (AOA), and as listed below:

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

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

Section 3. A physician-patient relationship must be founded on mutual trust, cooperation, and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he shall serve. However, the physician should not refuse to accept patients because of the patient's race, creed, color, sex, national origin or handicap. In emergencies, a physician should make her/his services available.

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

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

Section 6. The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized local, state and national associations

representing the osteopathic medical profession. A physician should maintain membership in and actively support such associations and abide by their rules and regulations.

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

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

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

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

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

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

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

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

Section 15. It is considered sexual misconduct for a physician to have sexual contact with any current patient whom the physician has interviewed and/or upon whom a medical or surgical procedure has been performed.

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

Formal Federal Agency Grievance Procedures

Students with grievances or complaints against ICOM based upon violations of Section 504 or the ADA also have the right to file a complaint with the Office for Civil Rights by:

1. Mailing the grievance or complaint to the Director, District of Columbia Office, Office for Civil Rights (OCR), U.S. Department of Education, P.O. Box 14620, Washington, DC 20044- 4620; or
2. Faxing it to the Director at (202) 208-7797; or
3. Filing it electronically at: <http://www.ed.gov/about/offices/list/ocr/complaintprocess.html>.

For more information students can contact the Office for Civil Rights via phone: (202) 786-0500 (voice) and (202) 208-7741 (TDD) or via e-mail at: orc@ed.gov.

Notes and Definitions

- The word “student” in this manual refers to any person who is enrolled in any course offered by ICOM.
- The words “professor” or “instructor” in this manual refer to any person who is authorized by the Idaho College of Osteopathic Medicine to hold and teach a class sponsored by the Idaho College of Osteopathic Medicine or precept a student during an off-campus practice experience.
- The words “Idaho College of Osteopathic Medicine” and “School” refer to Idaho College of Osteopathic Medicine and the Idaho College of Osteopathic Medicine School of Osteopathic Medicine, respectively.
- The phrase PARC refers to that committee that is assigned by the ICOM Dean to review situations in which ICOM students are involved in academic or professional misconduct.
- The word “handbook” in this manual refers to the current edition of Idaho College of Osteopathic Medicine Academic Handbook.
- The word “day(s)” refers to official school days — not holidays, weekends or summer session.

ICOM reserves the right to change, delete, or modify any item in this document at any time. Proper notification concerning changes, deletions or modifications of said document will be sent to all students within four weeks.