



College of Osteopathic Medicine
STUDENT HANDBOOK
2026-2027



The official UNC COM catalog and student handbook with the most recent updates are located here:

[UNC College of Osteopathic Medicine Catalog \(2026-2027\)](#)

The contents of the student handbook will be updated as changes occur.

Students will be responsible for accessing and using the most current version.

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Glossary of Acronyms

AACOM – American Association of Colleges of Osteopathic Medicine

AC – UNC COM Admissions Committee

ACGME – Accreditation Council for Graduate Medical Education

AdLOA – Administrative Leave of Absence

ALOA – Academic Leave of Absence

AOA – American Osteopathic Association

AR – Academic Reassignment

ASAP – Assault Survivors Advocacy Program

CBL – Case-Based Learning

CiM – Careers in Medicine

CITI Training – Collaborative Institutional Training Initiative Training

COCA – Commission on Osteopathic College Accreditation

CS – Clinical Skills

DC – Dean's Council

DO – Doctor of Osteopathic Medicine

DRC – Disability Resource Center

FERPA – Family Educational Rights and Privacy Act

GME – Graduate Medical Education

HIPAA – Health Insurance Portability and Accountability Act of 1996

LOA – Leave of Absence

MiLOA – Military Leave of Absence

MICL – Medical Information Center/Library

MLOA – Medical Leave of Absence

MSPE – Medical Student Performance Evaluation

OFA – Office of Financial Aid

OMM – Osteopathic Manipulative Medicine

OMT – Osteopathic Manipulative Treatment

OPP – Osteopathic Principles and Practice

OSCEs – Objective Structured Clinical Examinations

PaLOA – Parental Leave of Absence

PC – UNC COM Professionalism Committee

PLOA – Personal Leave of Absence

SGA – Student Government Association

SSC – UNC COM Student Success Committee

SPC – UNC COM Student Progress Committee

TBL – Team-Based Learning

UNC COM – University of Northern Colorado College of Osteopathic Medicine

Preamble

The University of Northern Colorado (UNC) College of Osteopathic Medicine (COM) Student Handbook is maintained by the UNC COM Office of Admissions and Student Affairs in collaboration with COM faculty, administrators, staff, and relevant UNC offices. The Student Handbook serves as a comprehensive resource to guide students throughout their academic, clinical, and co-curricular experiences as members of both the UNC and UNC COM communities.

This Student Handbook and the policies and procedures contained herein are effective for the 2026–2027 academic year unless otherwise superseded. UNC COM reserves the right to revise, amend, or discontinue any policy or procedure at any time, with or without prior notice, as necessary to comply with institutional requirements, accreditation standards, or applicable laws and regulations. Students will be notified of significant changes through their official UNC email account. Students are responsible for reviewing the Student Handbook in its entirety, remaining familiar with its contents, and complying with all policies and procedures set forth here.

Message from the Dean

Welcome to the University of Northern Colorado College of Osteopathic Medicine (UNC COM). We have formed a team of creative and compassionate faculty and staff with more than 200 years of combined experience in medical education to build our college and guide our students on their journey to becoming physicians who deliver patient-centered care, promote health equity and positively impact the patients and communities they serve.

One of the core values of our college is community, a concept that encompasses multiple layers. Within the COM community, we are committed to creating a culture where everyone feels welcomed and supported. Working together, we can foster opportunities for COM students, faculty and staff to contribute, learn, and grow.

UNC COM is a public college of osteopathic medicine and this connection, as well as our location on the main campus, presents a unique opportunity for collaboration across colleges. From interprofessional activities with our school of nursing through support of research initiatives, our university community is engaged and supportive of our efforts. As part of the UNC community, our students have access to resources such as the Michener Library, the University Health Clinic and the Campus Recreation Center to support their academic, physical and mental well-being.

As the third medical school in our state, we are committed to addressing the current and worsening physician shortage in our community, county and state by creating a college that will prepare our students to take on the challenges of clinical practice in an environment that provides an engaging educational experience as well as the support and mentorship that will allow our students to become the next generation of outstanding osteopathic physicians.

Beth Longenecker, DO, MS, FACOEP, FACEP
Founding Dean, College of Osteopathic Medicine

Our Mission, Vision, and Values

Mission:

COCA standard: 1.1

To provide a transformative education in a culture that cultivates proficiency, inclusion, collaboration, mentorship, and professionalism. We inspire our students to become caring physicians who embrace their identity, deliver patient-centered care, promote health equity, and positively impact the patients and communities they serve.

Vision:

UNC COM is a national leader in promoting fairness, representation, and access in medical education.

UNC COM positively impacts the physician workforce in Colorado, the High Plains, and the Intermountain Regions.

UNC COM graduates are highly regarded by fellow physicians, health care teams, and patients.

UNC COM is an innovator in interprofessional medical education.

UNC COM graduates seek opportunities for practice in rural and underserved communities.

UNC COM graduates understand the critical role of the primary care physician in patient wellbeing,

Values:

Osteopathic Philosophy:

We recognize that people are comprised of mind, body, and spirit and seek ways to foster wellness across this spectrum, not just for our patients but for our students, faculty, and staff.

We integrate the tenets of osteopathic medicine within the full spectrum of the curriculum.

Richness of perspectives and experience

We value and respect all perspectives and experiences as we acknowledge that these are shaped by the identities which we, as individuals, hold.

We foster a culture of inclusion.

We actively seek diversity and promote equity and social justice.

Community:

We actively partner with our colleagues across the university to create opportunities for cross-disciplinary teaching, learning, and innovation.

We work with our health care partners in ways that provide value to both our students and to those engaged in clinical teaching.

We recognize the impact of the community on individual wellbeing and educate our students on the principles of community-focused care.

Our students, faculty, and staff advocate for social change that will improve the health and wellbeing of the communities we serve.

Life-long Learning

We prepare our students for a career that requires them to continually learn and apply evolving concepts and new discoveries.

Our faculty and staff participate in learning experiences that allow them to further develop their skills and explore their career trajectory.

We support graduate medical education programs within our community and assist in the development of new GME programs.

Service

Our students, faculty, and staff serve others through participation on university and community committees, mentorship, and engagement with service projects.

Our students, faculty, and staff serve their profession through active membership and leadership roles in professional societies.

Accreditation

COCA Standard: 1.3

Accreditation Status: Pre-accredited

The college has received pre-accreditation status from the Commission on Osteopathic College Accreditation, which is the recognized accrediting agency for the approval of colleges and programs leading to the Doctor of Osteopathic Medicine (DO) degree.

The address and phone number of the accrediting agency are Commission on Osteopathic College Accreditation, American Osteopathic Association, 142 East Ontario Street, Chicago, IL 60611. Telephone: (312) 202-8124; Fax: (312) 202-8424; Email: predoc@osteopathic.org

Accreditation Complaints

COCA Standard: 2.4

As a student, you have the right to contact COCA if you believe UNC COM is not in compliance with a COCA accreditation standard. The process for doing so is outlined below.

Policy: Complaints Regarding Non-Compliance with COCA Accreditation Standards

Responsible Party: Dean of the College of Osteopathic Medicine

COCA Standard: 2.4

The University of Northern Colorado College of Osteopathic Medicine (UNC COM) is committed to meeting or exceeding the standards for accreditation of colleges of osteopathic medicine as established by the American Osteopathic Association (AOA) Commissions on Osteopathic College Accreditation (COCA). A copy of these standards is available through the Office of Admissions & Student Affairs and can also be found online at: <https://osteopathic.org/accreditation/standards/>

Any individual who believes UNC COM is not in compliance with a COCA accreditation standard has the right to have their concern addressed through this complaint process. This may be done informally by contacting the Associate Dean of Admissions and Student Affairs, the Associate Dean of Preclinical Sciences, or the Associate Dean of Clinical Education and GME.

Any individual may also file a confidential formal complaint to report alleged noncompliance with COCA standards without fear of retaliation. The process for filing such a complaint is as follows:

- A written statement which identifies the COCA standard in question and details why the complainant believes that the UNC COM is not in compliance with the standard should be submitted to the Special Assistant to Senior Leadership (Jessica.Thompson@unco.edu).
- The statement must be signed and dated. Anonymous complaints will not be accepted
- The Special Assistant to COM leadership will email the complainant within 5 business days to acknowledge receipt of the complaint
- The written complaint will be de-identified and reviewed by the Deans Council.
- One or more administrators will be assigned to conduct further investigation of the complaint and to report back to the Deans Council within 30 days of their assignment. Their

report will include:

- Findings that refute or support the claim.
 - A corrective action plan, if applicable.
- Within 10 days of receiving this report, a written response will be sent to the complainant. This response will detail the findings of the review and any steps taken to correct the complaint, if applicable.
- A report of the complaint and adjudication will be provided to the Faculty Assembly, the SGA, and any relevant standing committees within the COM. The complainant will not be identified in this reporting process.
- A copy of the complaint and all related reports will be retained as outlined in the COM records retention policies.
 - Complainants who are not satisfied with the adjudication of and response to the complaint may appeal to the Dean of the College within 5 business days of being notified of the resolution of the complaint. The appeal must be in writing, addressed to the Dean of UNC COM, signed by the individual and must thoroughly explain the basis for the appeal. Any documents that provide evidence for the appeal should be provided with the appeal letter.
 - The dean, or their designee, will acknowledge receipt of the appeal within 3 business days and will adjudicate the appeal within 15 business days after confirming receipt.
 - The dean may request additional information, and such information must be provided within 3 business days of the request.
 - The decision of the dean is final.
- If the complainant is not satisfied with the results of this process, individuals may choose to file a complaint directly and confidentially with the AOA Commission on Osteopathic College Accreditation. A complaint form, which outlines the requirements and process for complaint submission, can be found on the AOA website at <https://osteopathic.org/accreditation/accreditation-guidelines/>

Required Disclosures and Disclaimers

The information contained in this Student Handbook is provided for the guidance of students and is accurate at the time of publication. However, its contents are subject to change as deemed appropriate by the University President, the Board of Trustees, or other authorized University officials to fulfill the mission of the University or to address circumstances beyond the University's control. Such changes may be implemented without prior notice or obligation, and, unless otherwise specified, become effective immediately upon adoption. The official UNC COM Catalog, available at <https://unco.smartcatalogiq.com/en/current/college-of-osteopathic-medicine> may contain updates or information that was not available at the time this Student Handbook was published.

The academic calendar available at <https://www.unco.edu/osteopathic-medicine/academics/calendar/> represents the University's best projection of the academic year and is subject to change as necessary to fulfill educational objectives or in response to operational, regulatory, accreditation, or other circumstances beyond the University's control.

The University of Northern Colorado College of Osteopathic Medicine reserves the right to modify curricula, academic policies, program requirements, course content, instructional methods, clinical experiences, schedules, and the sequence or availability of courses and other educational offerings at any time for educational, accreditation, operational, financial, or other legitimate institutional reasons.

Strategic Plan

COCA Standard 1.2

You can review the UNC COM policies and accreditation documents here:
<https://www.unco.edu/osteopathic-medicine/about-us/strategic-plan/>

UNC COM General Information

In this section, you will find an overview of what is expected of you as a UNC COM student and an aspiring Doctor of Osteopathic Medicine.

AOA Code of Ethics

COCA Standard :1.4-3e

The AOA's Code of Ethics provides guidance on medical ethics and professional responsibilities

Areas of focus include interacting with patients, engaging in professional relationships, and conducting research.

The American Osteopathic Association (AOA) Code of Ethics is a document that applies to all physicians who practice osteopathically throughout the continuum of their careers, from enrollment in osteopathic medical college/school through post graduate training and the practice of osteopathic medicine. It embodies principles that serve as a guide to the prudent physician. It seeks to transcend economic, political, and religious biases when dealing with patients, fellow physicians, and society. It is flexible in nature to permit the AOA to consider all circumstances, both anticipated and unanticipated. The physician/patient relationship and the professionalism of the physician are the basis for this document.

The AOA has formulated this Code to guide its member physicians in their professional lives. The standards presented are designed to address the osteopathic and allopathic physician's ethical and professional responsibilities to patients, to society, to the AOA, to others involved in health care and to self.

Further, the AOA has adopted the position that physicians should play a major role in the development and instruction of medical ethics.

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

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

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

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

Section 5. A physician should make a reasonable effort to partner with patients to promote their health and shall practice in accordance with the body of systematized and scientific knowledge

related to the healing arts. A physician shall maintain competence in such systematized and scientific knowledge through study and clinical applications.

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

Section 7. Under the law a physician may advertise, but no physician shall advertise or solicit patients directly or indirectly through the use of matters or activities which are false or misleading. [View further interpretation.](#)

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

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

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

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

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

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

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

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

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

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

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

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

Osteopathic Oath

Do No Harm

Oath affirms dedication to osteopathic principles and practice

The following version of the Osteopathic Oath was adopted by the osteopathic medical profession in 1954.

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

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

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

I will look with respect and esteem upon all those who have taught me my art. To my college, I will be loyal and strive always for its best interests and for the interests of the students who will come after me. I will be ever alerted 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.

Osteopathic Pledge of Commitment

Advancing the profession

Affirm your commitment to provide compassionate, quality care

As members of the osteopathic medical profession, in an effort to instill loyalty and strengthen the profession, we recall the tenets on which this profession is founded: the dynamic interaction of body, mind and spirit; the body's ability to heal itself; the primary role of the musculoskeletal system; and preventive medicine as the key to maintain health. We recognize the work our predecessors have accomplished in building the profession, and we commit ourselves to continuing that work.

I pledge to:

Provide compassionate, quality care to my patients;

Partner with them to promote health;

Display integrity and professionalism throughout my career;

Advance the philosophy, practice and science of osteopathic medicine;

Continue life-long learning;

Support my profession with loyalty in action, word and deed; and

Live each day as an example of what an osteopathic physician should be.

Tenets of Osteopathic Medicine

Body, mind & spirit

Explore the philosophy behind the practice of osteopathic medicine

DOs are trained to promote the body's natural tendency toward self-healing and health.

The Tenets of Osteopathic Medicine express the underlying philosophy of osteopathic medicine and were approved by the AOA House of Delegates as policy.

1. The body is a unit; the person is a unit of body, mind 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 upon an understanding of the basic principles of body unity, self-regulation and the interrelationship of structure and function.

Non-Discrimination

Responsible Party: Dean of the College of Osteopathic Medicine

COCA Standard: 1.5a

UNC COM adheres to the UNC Policy 1-1-508(2) Non-Discrimination Policy.

The University will not engage in unlawful discrimination against any person with respect to employment or the provision of educational services because of race, ethnicity, color, religion, sex, age, national origin, disability, sexual orientation (heterosexuality, homosexuality, bisexuality, transgender status, or another individual's perception thereof), gender identity, gender expression, or veteran status, as prohibited under the applicable provisions of the Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Executive Order 11246, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the Family Medical Leave Act of 1993, the Uniformed Services Employment and Reemployment Rights Act, the Vietnam Veterans' Readjustment Assistance Act of 1974 and the Colorado Antidiscrimination Act. It is the University's policy to prohibit discrimination in employment or the provision of educational services on the basis of political affiliation. The University will take affirmative action to ensure that applicants for employment, its employees, applicants for student admission, and its students are treated by the University without regard to race, ethnicity, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, gender expression, veteran status, or political affiliation. Affirmative action will include training programs, outreach efforts, recruiting activity and other positive steps in accordance with the laws of the United States and the State of Colorado. The University will post in conspicuous places notices setting forth the provisions of this University's Equal Opportunity Policy.

UNC Student Conduct Code

UNC COM students must adhere to the UNC Student Code of Conduct. Please see the [Student Code of Conduct](#) (also located on the UNC Dean of Students website: www.unco.edu/dean-of-students/).

Administrative Offices

Preclinical Education

Preclinical Education oversees the design, delivery and evaluation of the foundational curriculum during the first two years of the Doctor of Osteopathic Medicine (DO) program. The office ensures that students develop the scientific knowledge, clinical reasoning skills and professional competencies required for progression to clinical education. Coursework includes topics in biochemistry, genetics, physiology, pharmacology, microbiology, immunology and neuroscience, as well as clinical skills such as history-taking, physical examination and osteopathic manipulation. Please click [HERE](#) to learn about Preclinical Education.

Clinical Education

The Office of Clinical Education oversees all aspects of clinical training beginning in the first year of the curriculum and continuing through graduation. Clinical learning begins early in the curriculum through structured clinical experiences integrated into the OMS I and OMS II years in collaboration with primary care and biomedical science faculty. Prior to entering clinical rotations, students participate in a required Clinical Rotation Preparatory Course, which reinforces core clinical skills, professional expectations, and readiness for supervised patient care. Please click [HERE](#) to learn more about Clinical Education.

Admissions and Student Affairs

The Office of Admissions and Student Affairs at UNC COM is responsible for recruiting, selecting and supporting medical student success. The department works alongside faculty to oversee the full student lifecycle, including admissions, financial aid, student engagement, wellness, academic success and career success, including preparation for residency. Please click [HERE](#) to learn more about Admissions and Student Affairs.

UNC COM Admissions and Enrollment Policies

The UNC COM admissions and enrollment policies are designed to create a transparent, equitable, and streamlined pathway for students to successfully transition into the UNC College of Osteopathic Medicine (UNC COM).

The following policies outline the admission requirements, technical standards, and enrollment procedures established to ensure that every incoming student is positioned for academic and professional success.

Clinical Skills (CS) and Osteopathic Principles and Practices (OPP) Laboratory Requirements

The Clinical Skills laboratory develops competency in history-taking and physical examinations. Osteopathic Principles and Practice (OPP) encompasses the application of osteopathic philosophy in patient care, including osteopathic manipulative medicine (OMM). OMM integrates structural diagnosis with osteopathic manipulative treatment (OMT), defined as the therapeutic application of manually guided forces to improve physiologic function and support homeostasis.

As part of the curriculum and in order to graduate, students are required to participate in clinical skills and OMM laboratory experiences involving physical examination, palpation, and both the application and receipt of OMT. This requirement is an essential skill of the medical program. Because it is fundamental to the curriculum and professional competencies, it cannot be modified without altering the nature of the program itself, and therefore it is not eligible for accommodation. If you have any issues with the aforementioned criteria for Clinical Skills and OMT lab, or criteria for Clinical Skills and OMT lab, please contact the Associate Dean of Admissions and Student Affairs. Please see the Requesting Accommodation page for more information.

Student Expectations

- Students must actively participate in all required laboratory activities, including both performing and receiving physical examinations, palpation, and OMT techniques.
- Students will practice with peers in a professional and respectful manner, regardless of individual characteristics or identities, consistent with preparation for caring for diverse patient populations.
- Students must adhere to professional standards of grooming and hygiene:
- Fingernails must be short and free of artificial enhancements to prevent injury.
- Hair and overall appearance must allow for safe and effective participation.

Dress and Physical Contact Requirements for Lab

- Participation requires exposure of anatomical regions necessary for instruction, including the head, neck, back, spine, upper extremities, and lower extremities (mid-thigh to foot).
- Students must wear appropriate attire to facilitate instruction while maintaining professionalism:
- Individuals removing upper garments must ensure appropriate coverage (e.g., sports bra or equivalent).
- Palpation of sensitive or intimate areas –including genitals, anus, and nipples – is prohibited in laboratory settings.

Professional Conduct and Student Safety

- Students are expected to maintain a respectful, professional learning environment at all times.
- Any student experiencing physical or emotional discomfort during a laboratory activity should immediately request that the activity stop.
- Concerns or issues should be reported promptly to the Course Director or appropriate faculty member for guidance and resolution.
- UNC maintains reporting and grievance processes to address complaints of misconduct

and provide support and resources to parties impacted. If a student believes they have witnessed or been subjected to misconduct, they may report concerns to the Associate Dean of Admissions and Student Affairs, who will refer reports to the Office of Institutional Equity and Compliance.

Doctor of Osteopathic Medicine Program Admissions

Policy: Admission Requirements

Responsible Party: Associate Dean of Admissions and Student Affairs

COCA Standard: 9.1

The requirements for candidates seeking admission to UNC COM are:

- A baccalaureate degree from an accredited U.S. institution conferred on or before July 1 of the intended matriculation year
- Applicant must be a U.S. citizen, permanent resident of the U.S. (green card holders), or a DACA recipient. Applicants who do not satisfy one of these three eligibility requirements will not be considered
- A letter grade of C (2.0 on a 4.0 scale) or better in the following coursework at the collegiate level completed at least one month prior to matriculation:
 - Biological Sciences: 8 Credit or 12 Quarter Hours with Laboratory; this must include a course in general biology or zoology
 - Physics: 8 Credit or 12 Quarter Hours with Laboratory
 - General Chemistry: 8 Credit or 12 Quarter Hours with Laboratory
 - Organic Chemistry: 8 Credit or 12 Quarter Hours with Laboratory
 - English Composition: 6 Credit or 9 Quarter Hours; English Literature may be substituted if the coursework is writing intensive.
 - Behavioral or Social Sciences: 3 Credit or 4 Quarter Hours
- Earned cumulative overall GPA of 3.0 (on a 4-point scale) on all collegiate coursework. A cumulative overall Biology, Chemistry, Physics, Math (BCPM) GPA of 3.4 is highly recommended
- MCAT results from an examination taken within the previous 3 years with a cumulative score of at least 498 and no individual component score below 123. A total MCAT score of at least 502 is recommended
- Letters of recommendation:
 - Composite letter from a Pre-Health Committee(preferred) or
 - 3 letters to include:
 - 1 letter from a supervisor or preceptor summarizing work, service, research, or clinical experience.
- Demonstrated commitment to service/community as evidenced by involvement in outreach, advocacy, and service
- Successful completion of a background check, which is defined as the absence of findings that would preclude participation in required educational activities, clinical experiences, or licensure eligibility as determined by the College of Osteopathic Medicine

Recommended courses to enhance student success include, but are not limited to: anatomy, statistics, biochemistry, microbiology, genetics, physiology, immunology, and cellular biology.

A letter of recommendation from a non-family member DO/MD is also highly recommended.

Admissions Committee (AC)

The Admissions Committee (AC) oversees the selection of applicants for the UNC College of Osteopathic Medicine Doctor of Osteopathic Medicine (DO) program. Acting on behalf of the faculty, the committee is responsible for ensuring that admissions decisions are fair, holistic, mission-driven, and consistent with the College's admissions policies, accreditation standards, and applicable laws and regulations.

The committee is composed of faculty members, practicing physicians, and institutional representatives with expertise in medical education, clinical practice, and student success. Admissions staff and other institutional representatives support the committee's work in non-voting roles.

The Admissions Committee is responsible for:

- Reviewing applications using a holistic admissions process that considers academic achievement, personal attributes, life experiences, and alignment with the College's mission
- Making final admissions decisions for applicants to the DO program
- Developing and reviewing admissions policies and procedures to ensure fairness, consistency, and compliance with accreditation and regulatory requirements
- Reviewing requests for prerequisite course substitutions when appropriate
- Maintaining the confidentiality of applicant information and managing potential conflicts of interest throughout the admissions process

The Admissions Committee meets regularly throughout the admissions cycle to review applicant files and make admissions decisions. Committee members receive ongoing training in holistic review, legal and ethical considerations, implicit bias, and admissions best practices to promote a fair and equitable admissions process.

Admissions decisions are made by majority vote of the committee's voting members and are based on a comprehensive review of each applicant's qualifications and potential to succeed in the UNC College of Osteopathic Medicine.

Enrollment Status

Course Credits

Definition of a Credit Hour

In accordance with U.S. Department of Education regulations (34 C.F.R. § 600.2), a credit hour represents an amount of academic work reflected in intended learning outcomes and verified by evidence of student achievement. A credit hour is an institutionally established equivalency that reasonably approximates not less than one of the following:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks in one semester or an equivalent amount of work over a different period of time, or
2. An equivalent amount of work for other academic activities as established by the institution, including laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Base Contact Hour

The faculty Base Contact Hour is a standard measure used to reflect the use of faculty instructional resources by students. It represents the number of scheduled minutes of instructional activity involving direct contact between faculty and students during a given term using a specific method of instruction.

Under the semester system, one Base Contact Hour equals a minimum of 750 minutes of instruction, which is equivalent to at least fifteen 50-minute instructional hours per semester. Base contact time varies depending on the type of course. Required contact hours are reflected in the schedule of classes. Some UNC courses may be repeated for credit and are identified as such in the course description section of this Catalog, along with the maximum amount of credit allowed.

For repeated courses, grades of F, U, NC, NG, IP, UW, W and I that are not completed within the allotted time are not included in earned credit hours.

Course Designation

All courses offered by the College of Osteopathic Medicine (COM) carry the prefix **OMED**, which identifies them as part of the Doctor of Osteopathic Medicine (DO) curriculum.

Course Numbering

Courses numbered 1000–4199 are designated exclusively for the Doctor of Osteopathic Medicine program and represent the professional-level curriculum. Enrollment in these courses requires authorization from the College of Osteopathic Medicine.

Only students formally enrolled in the UNC College of Osteopathic Medicine may register for OMED courses. Students outside the College of Osteopathic Medicine are not permitted to enroll in courses numbered 1000–4199.

University courses are sequentially numbered. Within the College of Osteopathic Medicine, numbering reflects progression through the curriculum:

- **OMED 1000–1999** – First-year (OMS I) coursework
- **OMED 2000–2999** – Second-year (OMS II) coursework
- **OMED 3000–3999** – Third-year (OMS III) clinical coursework
- **OMED 4000–4199** – Fourth-year (OMS IV) clinical coursework

Courses numbered 1000–4199 may be applied only toward the Doctor of Osteopathic Medicine degree and may not be counted toward undergraduate, master's or doctoral programs in other colleges of the University.

Variable and Experimental Courses

Courses with variable titles may include section-specific prerequisites as published in the Schedule of Classes.

Experimental College of Osteopathic Medicine courses may occasionally appear in the Schedule of Classes. These courses typically end in “98” (for example, OMED 3098) and are temporary offerings undergoing curricular review.

Curriculum Sweep and Purge

In accordance with institutional policy, courses that have not been taught within the previous six years are subject to the annual curriculum sweep and purge process. The College of Osteopathic Medicine must provide written justification to retain any course identified during this review. Courses without justification will be removed to maintain accuracy and transparency in the academic catalog.

Course Load

The College of Osteopathic Medicine (COM) follows a prescribed curriculum. Barring special circumstances, all students take the same courses in sequence during the first two years (preclinical phase). During years three and four (clinical phase), students take the same core clinical rotations, but the sequence varies. Students have some flexibility with selective and elective clinical courses.

Enrollment Status

Students in the College of Osteopathic Medicine are expected to enroll full time in each semester of the program. Full-time status may vary by semester but requires a minimum of 12 credit hours.

- **Full Time:** minimum 12 credit hours. Students are expected to enroll Full-time each semester that they are part of the College of Medicine. Full time varies by the semester, but is a minimum of 12 credit hours.
- **Half Time:** 6 credit hours

Dropping below full-time or taking credit hours above full-time requires special permission from the Student Progress Committee. Reducing credit hours may require a leave of absence to remain in good academic standing. Students should seek guidance from the Office of Student Affairs on their options and the process of seeking modification of their course load.

Leave of Absence (LOA)

Responsible Party: Associate Dean of Admissions and Student Affairs

COCA Element: 9.2

1. Purpose

The Leave of Absence (LOA) policy provides a structured process for students who take a temporary separation from UNC COM lasting more than seven (7) consecutive days and not exceeding one (1) year (365 calendar days).

2. Policy

All LOAs require pre-approval and are granted by the Dean. Acceptable reasons for an LOA include academic, personal, parental, academic reassignment, medical, military service, or administrative. Students on a Leave of Absence (LOA) are considered withdrawn from courses for grading and tuition purposes but are not withdrawn from UNC COM. While on LOA, students are not actively enrolled and may not access the curriculum or student services. An extension of an LOA may result in referral to the Student Progress Committee (SPC). Time spent on approved Medical, Parental, or Military Leave of Absence will not be counted toward the six-year maximum completion period, subject to documentation and approval by the Student Progress Committee in accordance with COCA Standard 6.3 and applicable federal law.

3. Process

1. Complete and submit the UNC COM Leave of Absence form, including date, reason, anticipated return, and student signature.
2. Meet with the Associate Dean of Admissions and Student Affairs (or designee) to discuss graduation timelines, financial aid impact, and other considerations.
3. If on clinical rotations, meet with the Associate Dean of Clinical Education and GME regarding impact on clinical placements.
4. Financial Aid and Bursar approval required; Student Affairs assists with coordination.
5. Request reviewed and approved by the Dean.

4. Types of Leave of Absence

1. **Academic Leave of Absence (ALOA)** is typically up to one year in duration, usually taken between the third and fourth years of the program to pursue a research opportunity, advanced study, or a one-year postsecondary degree. Students must be in good academic standing, sit for their COMLEX-USA Level 2 CE examination prior to beginning the leave, and are required to complete a new background check and drug screen within 90 days of returning to campus or clinical rotations. The Student Progress Committee (SPC) must approve any ALOA extension.
2. **Personal Leave of Absence (PLOA)** may be granted by the Dean for up to 180 calendar days to address severe personal circumstances, such as but not limited to:
 - a. The death of a spouse, child, or immediate family member
 - b. A serious accident or injury affecting the student or a close family member that requires the student's direct care or involvement
 - c. A natural disaster, house fire, or other major personal crisis causing substantial disruption to the student's life
 - d. Other extraordinary personal circumstances deemed appropriate by the Dean

PLOA's exceeding 180 days are automatically referred to the SPC for review.

3. **Medical Leave of Absence (MLOA)** may be granted for medical reasons that prevent full participation in the curriculum and require documentation from a healthcare provider. Medical leave that exceeds 180 days may require a status update from the student, accompanied by a letter of support from a licensed healthcare provider. Medical leaves that exceed one calendar year will be referred to the SPC. To return from MLOA, the student must provide documentation from a licensed healthcare provider clearing them to resume full-time participation.
4. **Parental Leave of Absence (PaLOA)** may be granted to students who become parents through childbirth or adoption while enrolled. Such leave may last up to four (4) weeks for non-birth parents (birth parents should apply for medical leave). Documentation is required, and students must meet with Student Success as early as possible to plan the leave. PaLOA's exceeding four weeks are automatically referred to the SPC.
5. **Academic Reassignment (AR)** may be granted, typically up to four (4) weeks, most often to allow a student to participate in a COMLEX-USA preparation program. Academic reassignment requires a formal contract that specifies the leave period, conditions, and meetings with UNC COM's Learning and Career Specialists. If the period exceeds four weeks, the student will be referred to SPC.
6. **Military Leave of Absence (MiLOA)** may be granted to students who are required to leave the curriculum to fulfill active military service obligations. A MiLOA may not exceed one (1) year in duration. MiLOA exceeding one year are automatically referred to the SPC. Students requesting a MiLOA must provide their anticipated date of return, and on their return must provide appropriate military documentation confirming their service.
7. **Administrative Leave of Absence (AdLOA)** may be granted when a legitimate administrative reason necessitates a student's temporary departure from the curriculum. In cases where a student must repeat a course or year, an AdLOA will be automatically assigned. The duration of the leave is determined by curricular availability and administrative requirements.

Examples include, but are not limited to:

- a. A temporary absence due to administrative needs;
- b. Students who must repeat coursework, but the required courses are not currently offered;
- c. Instances where a student must repeat an academic year or course, requiring them to temporarily exit the curriculum.

5. Returning from Leave of Absence

1. Students approved for a LOA may return to UNC COM within the approved timeframe without reapplying. Conditions for return, such as clearance documentation, updated background check or drug screen, and financial account status, must be satisfied before re-entry.

2. Students must submit written notification of intent to return to the Associate Dean of Admissions and Student Affairs and complete all required forms no later than:
 - a. **30 calendar days** before returning to the pre-clinical curriculum.
 - b. **90 calendar days** before returning to the clinical curriculum.
3. If a student anticipates a delay in returning, they must notify the Associate Dean of Admissions and Student Affairs immediately.
4. Reentry plans must be approved by the SPC.

Refunds

Responsible Party: Associate Dean of Admissions and Student Affairs, College of Osteopathic Medicine

COCA Standard: 9.2

1. Policy Overview:

As part of a larger University, the UNC College of Osteopathic Medicine (UNC COM) adheres to the overarching refund and repayment policies set forth by the University of Northern Colorado (UNC). Tuition and fees adjustments resulting from course withdrawal, programmatic withdrawal, or administrative decisions are governed by this policy to ensure clarity, fairness, and compliance with federal financial aid regulations.

The Associate Dean of Admissions and Student Affairs is the COM point of contact for the Bursar's Office.

2. Tuition Adjustments for Course Drops or Withdrawals:

A. Course Drops or Withdrawals During the Current Semester

- Students seeking to drop courses or withdraw from the COM during a current semester must follow the Course Drop/Withdrawal Appeal Process as outlined in the UNC Graduate Catalog.
- Appeals are processed when the drop or withdrawal is due to extenuating circumstances, such as medical issues, personal emergencies, or administrative errors.
- Refunds will be determined based on the official date of withdrawal, which is calculated when the withdrawal request is approved by the COM Registrar's Office.

B. Complete Withdrawal from the University

- A complete withdrawal (official or unofficial) may result in tuition adjustments.
- Students who withdraw after receiving financial aid may be subject to repayment under the Return of Title IV Refund Policy. Federal law mandates a prorated return of unearned aid for students who do not complete the semester.
- The amount of earned versus unearned financial aid will be calculated using the federal Return of Title IV formula Timeline for Refunds.

Refunds will be processed within 30 days of the withdrawal date and returned to the original payment source, prioritizing repayment of financial aid accounts.

3. Financial Aid Repayment:

- Students who receive financial aid must consult the Office of Financial Aid for information on how a withdrawal affects their aid.
- Federal regulations require that unearned financial aid funds be returned if a student withdraws before completing 60% of the semester.
- Students can refer to the detailed Return of Title IV Refund Policy available at www.unco.edu/financial-aid.

4. Credit Balances:

- Any credit balance resulting from a withdrawal or tuition adjustment will be applied to outstanding financial aid first.
- If no financial aid repayment is required, the remaining balance will be refunded to the student.
- Additional details regarding credit balances can be found at www.unco.edu/acctservices/bursar/accrec.htm.

5. Appeal Process:

- Students may appeal tuition and fee refunds or withdrawal decisions due to extenuating circumstances. Appeals must include:
 - A formal written request with supporting documentation (e.g., medical records, family emergencies)
 - Submission to the UNC Registrar's Office within 30 days of the withdrawal date.
- Appeals will be reviewed by the Registrar Office, and decisions will be communicated within 14 business days of receipt.

6. Points of Contact:

- UNC COM Registrar's Office: For withdrawal approvals and refund eligibility.
- Office of Financial Aid: For impacts on federal and institutional financial aid.
- Bursar's Office: For credit balance inquiries and refunds.

7. Student Responsibilities:

Students are responsible for understanding the financial implications of dropping courses or withdrawing from the program. It is recommended that students consult the appropriate offices prior to initiating a withdrawal.

References:

- UNC Graduate Catalog: Course Drop/Withdrawal Appeal Process: www.unco.smartcatalogiq.com
- Return of Title IV Refund Policy: UNC Financial Aid: www.unco.edu/financial-aid
- Bursar's Office: Credit Balance and Account Refunds: www.unco.edu/acctservices/bursar/accrec.htm

Withdrawal Policy

UNC COM students follow the University of Northern Colorado's main campus withdrawal policies with additional requirements specific to the College of Osteopathic Medicine. Withdrawal from required curriculum courses is only permitted under extraordinary circumstances and must be approved by the appropriate Associate Dean. Students may withdraw from elective courses with approval from the Course Director.

Withdrawal from the program requires written notification to the Associate Dean of Admissions and Student Affairs, completion of the official withdrawal form, clearance of all financial and institutional obligations, and a financial aid exit interview.

FERPA and Release of Information

COCA Standard: 9.4

Family Educational Rights and Privacy Act (FERPA)

The University of Northern Colorado maintains an educational record for each student who is or has been enrolled at the University. In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, the following student rights are covered by the Act and afforded to all eligible students at the University. See www.unco.edu/registrar/ferpa.aspx for "eligible student" definition.

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An eligible student under FERPA is a student who is 18 years of age or older or who attends a post-secondary institution. Each of these rights with any limitations or exceptions is explained in the University's policy statement, a copy of which may be obtained from the Registrar's Office. These rights include:

1. The right to inspect and review information contained in the student's educational records within 45 days after the day the University of Northern Colorado (UNC) receives your request for access.
 - a. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of the Registrar, we will advise you of the correct official to whom the request should be addressed.
2. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
 - a. If you believe that your record contains inaccurate or misleading information, you may submit the Request to Amend or Remove Education Records form to the Office of the Registrar clearly identifying the part of your record that you want amended and specify why it is inaccurate or misleading.
 - b. If your request to amend your record is denied by the Office of the Registrar, we will notify you in writing of the decision and your right to a hearing regarding the request for amendment. This will include instructions on submitting the Request for Formal Hearing to Amend or Remove Education Records form to the Office of the Registrar.
 - c. If you disagree with the Hearing Panel's decision, you have the right to place in your record a written statement commenting on the information in the record and/or stating your reasons for disagreeing with the decision. This explanation will become part of your education record as long as the record is maintained and whenever a copy of your record is sent to any party, the explanation will accompany it.
 - d. FERPA was intended to require only that schools conform to fair recordkeeping practices

and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords you the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade or an individual's opinion, or a substantive decision made by a school about you. Additionally, if FERPA's amendment procedures are not applicable to your request for amendment of education records, UNC is not required under FERPA to hold a hearing on the matter.

3. The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student's educational records. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.
 - a. A school official is a person employed by the University of Northern Colorado in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the University of Northern Colorado who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing their tasks.
 - i. A school official has a legitimate educational interest in information contained in a student's education records if the information is necessary for that official to perform a task within the scope of their responsibilities that relates to the student or to the management and administration of education at the University of Northern Colorado. The information is to be used within the context of official University business and not for purposes extraneous to the official's areas of responsibility or to the University.
 - ii. Legitimate educational interests would include teaching, research, public service, and such directly supportive activities as academic advising, general counseling, therapeutic counseling, discipline, vocational counseling and job placement, financial assistance and advisement, medical services, safety, raising endowment in support of student scholarships, and academic programs and academic assistance activities.
 - b. Each of these rights with any limitations or exceptions is explained in the University's policy statement, a copy of which may be obtained from the Registrar's Office.
 - c. The University may provide "Directory Information" in accordance with the provisions of the Act without the written consent of an eligible student unless it is requested in writing that such information not be disclosed (see below). The items listed below are designated as Directory Information and may be released about any student for any purpose at the discretion of the University unless a written request for nondisclosure is on file:
 - i. Category I: Name, address(es), e-mail address, birth date, telephone number(s), dates of attendance, classification, and enrollment status.

- ii. Category II: The most recent institution attended, major field of study, honors, awards and publications, degree(s) conferred and conferred date(s), degrees pursued or being pursued.
 - iii. Category III: Past and present participation in officially recognized sports and activities, physical factors of athletes (height and weight).
 - iv. Currently enrolled students may prohibit general disclosure of this Directory Information by notifying the Office of the Registrar in writing within 10 calendar days after the first scheduled class-day of each fall term. The University will honor the request until the student notifies the Office of the Registrar in writing of intent to allow release of Directory Information. The student should carefully consider the consequences of any decision to withhold Directory Information. Regardless of the effect upon the student, the University assumes no liability that may arise out of its compliance with a request that such information be withheld. It will be assumed that the failure on the part of a student to request the withholding of Directory Information indicates the student's consent to disclosure.
 - v. Directory Information - FERPA directory information is information contained in your education record that generally would not be considered harmful or an invasion of privacy if disclosed. Under current UNC policy, the following information is designated as directory information:
 - 1. Student name
 - 2. Student address and phone number (including local mailing and permanent addresses)
 - 3. Email address
 - 4. Date of birth
 - 5. Dates of attendance
 - 6. Full or part-time enrollment; registered credits for the current term
 - 7. Student classification
 - 8. Major field of study
 - 9. Degrees pursued or being pursued
 - 10. Degree conferred and dates
 - 11. Honors, awards, and publications
 - 12. Most recently attended educational institution
 - 13. Participation in officially recognized sports and activities, past and present
 - 14. Physical factors of athletes
 - 15. Photos and videos taken or maintained by the university
 - vi. Directory information may be disclosed through a variety of methods including, but not limited to, paper, electronic, voice and other means. Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Office of the Registrar.
4. The right to file complaints with the U.S. Department of Education concerning alleged failures by the University to comply with the provisions of the Act. The name and address of the office

that administers FERPA is:

U.S. Department of Education,
Student Privacy Policy Office,
400 Maryland Avenue S.W.,
Washington, D.C. 20202-8520.

Secure Record Keeping

COCA Standard: 9.4

As part of a college within a university, UNC COM will follow the policies and procedures of UNC regarding student recordkeeping and retention. At UNC, the handling of student records is strictly compliant with the Family Educational Rights and Privacy Act (FERPA), which ensures the confidentiality and integrity of student educational records. According to FERPA, students have the right to inspect and review their educational records and can request amendments if they believe the records are inaccurate or misleading.

The university enforces several key policies for student recordkeeping:

- *Confidentiality:* Student records are private and only accessible to authorized personnel within the institution. Records cannot be disclosed to third parties without the student's written consent, unless an exception under FERPA applies (e.g., legal requests, emergencies, or institutional audits).
- *Access Control:* Faculty and staff members are granted access to student records based on their legitimate educational interests. The university uses secure systems to store and manage records, protecting against unauthorized access or breaches.
- *Student Rights:* Students are entitled to know which records the university maintains and have the right to correct any errors through a formal amendment process. UNC ensures timely responses to requests for access to records.

For more information, please refer to the official FERPA guidelines on the UNC Registrar's website:

[UNC FERPA Policy](#).

Financial Aid and Debt Management Counseling

COCA Standard: 9.7

The UNC Office of Financial Aid (OFA) in collaboration with the College of Osteopathic Medicine Admissions and Enrollment Services administers and distributes federal, state, institutional and private sources of aid to medical students. UNC COM students have access to a variety of financial resources to help cover the full cost of attendance, including federal student loans, private student loans, and scholarship opportunities. To learn more about the financial aid programs and resources, please visit [COM Tuition and Aid](#).

Satisfactory Academic Progress Standards:

The Office of Financial Aid is responsible under federal regulations for establishing and monitoring minimum acceptable progress for the continuation of financial aid. In order to be eligible to receive financial aid, the student must be making satisfactory progress toward the medical degree program. For a more detailed explanation of UNC COM Satisfactory Academic Progress, please [visit](#).

Refund and Repayment:

Tuition adjustments resulting from a complete withdrawal (official or unofficial) from the university may affect the financial aid the student receives. Any student withdrawing from the university who has received aid for that semester may be required to repay the financial aid. For a more detailed explanation of these policies, refer to the “[Return of Title IV Refund Policy](#)”. Credit balances generally are returned to financial aid accounts. Students can refer to [Your Account page](#) through the UNC Bursar’s Office for more explanation.

Debt Management Program:

UNC COM is committed to helping students make informed financial decisions throughout medical school and beyond. Admissions and Enrollment Services delivers a comprehensive Financial Literacy Curriculum spanning all four years, covering topics such as:

- Financial behavior and decision-making
- Budgeting and goal setting
- Economic concepts and taxes
- Asset protection and insurance
- Debt management and repayment strategies

In addition, all COM student borrowers are required to meet individually with a Financial Aid Specialist each semester to review their budget, discuss financial concerns, and plan for upcoming expenses.

Veterans Benefits

UNC COM proudly supports members of the military affiliated community. To get assistance with

military education benefits, please visit [Veterans Services](#).

Matriculation and Enrollment Policies

Additional Enrollment Requirements

COCA Standard: 9.1

Prior to matriculation, all accepted students must complete the following enrollment requirements to finalize their admission to the University of Northern Colorado College of Osteopathic Medicine (UNC COM):

- **Acceptance and Enrollment Deposit:** Submit a non-refundable \$150 seat deposit within 14 days of acceptance and pay the remaining balance by **May 1**. Full payment of the \$400 enrollment deposit is required for matriculation and will initiate activation in university systems.
- **Activate MyUNC Account and Email:** Students must activate their MyUNC student account and official UNC email to receive all university communications.
- **Review Technical Standards and Request Accommodations:** Confirm ability to meet UNC COM Technical Standards and submit any accommodation requests through the Disability Resource Center.
- **Review Computer Requirements and Agreement:** Verify compliance with UNC COM's technology requirements and complete the computer usage agreement.
- **FAFSA Acknowledgment:** Confirm that the Free Application for Federal Student Aid (FAFSA) has been submitted to UNC.
- **Background Check and Drug Screen:** Complete all required background and drug screenings by the specified deadlines.
- **Send Updated and Final Transcripts to AACOMAS:** Student must submit their final transcripts to AACOMAS via the Academic Update Process. Students should visit the [AACOMAS website](#) for more information.
- **Proof of Immunization and Health Insurance:** Provide documentation of required immunizations and proof of active health insurance coverage.
- **Parking Registration:** Complete campus parking registration if applicable.
- **Financial Aid and Refund Setup:** Review and accept the financial aid award letter and set up direct deposit or refund preferences.
- **New Student Orientation:** Attend the mandatory new student orientation prior to the start of classes.

UNC COM Office of Admissions and Student Affairs will provide detailed instructions and deadlines for each step.

Background Check and Drug Screen

Responsible Party: Associate Dean of Admissions and Student Affairs

Purpose

To ensure the safety and well-being of students and patients, and to meet mandatory contractual and liability standards with clinical agencies, all medical students are required to successfully complete a background check and drug screening prior to matriculation and again prior to beginning clinical rotations in the third year of medical school.

Policy

All entering students must complete the background check and drug screening within 90 days prior to matriculation. No student will be permitted to attend orientation or classes until this requirement has been met, unless excused by the Associate Dean of Admissions and Student Affairs.

Entering Students: Failed background checks or positive drug screenings will be reviewed by the Admissions Committee for reconsideration of acceptance in consultation with the Office of General Counsel. Entering students may have an opportunity to retest at the discretion of the Admissions committee.

Enrolled students: Failed background checks or positive drug screenings will be referred to the Professionalism Committee. The committee will review in consultation with the Office of General Counsel to determine an appropriate course of action.

Required Conviction Reporting

Applicants and students charged with conviction of, or who plead guilty or no contest to a felony or misdemeanor crime must notify the UNC COM Office of Admissions and Student Affairs within ten (10) business days of the charge or conviction.

Note: Marijuana is classified as a Schedule I controlled substance under federal law (DEA Drug Scheduling) and is a prohibited substance under this policy, regardless of state law.

Background Check Process

UNC COM will publish background check requirements and disqualifying offenses in its student handbook.

Students will be informed of the requirement upon admission and will be provided with the process for obtaining the background check through a designated third-party vendor. Additional background checks may be required during the program, depending on the clinical agency's requirements.

Students are responsible for all costs associated with background checks at the time of admission. UNC COM will cover costs for enrolled students.

The background investigation may include, but is not limited to:

- Social Security Number trace

- Residential history search
- Nationwide sex offender registry
- Federal, state, and county criminal history record searches
- Motor vehicle record search
- Employment and education verification
- Office of Inspector General (OIG) Sanction Report
- General Services Administration (GSA) Excluded Parties List
- Office of Foreign Asset Control (OFAC) terrorist list
- FBI fingerprint and NCIC files
- Central registry for child protection (if applicable)

Students with disqualifying criminal offenses as defined by UNC policy or applicable law will not be allowed to start or continue in the program. The appropriate UNC COM committees will review in consultation with the Office of General Counsel.

Any student who refuses to complete the background check or provides false or misleading information may face denial of admission or dismissal from the program.

Drug Screening Process

1. UNC COM will publish drug screening requirements in its student handbook.
2. Students will be informed of the requirements upon admission and will be provided with the process for completing the drug screen through a designated third-party vendor. Random or additional screenings may be required based on clinical agency requirements.
3. Students are responsible for all costs associated with drug screening at the time of admission. UNC COM will cover costs for enrolled students.
4. For program compliance, UNC COM will use a 10-panel drug screen, which tests for:
 - Cannabis
 - Cocaine
 - Opioids
 - Benzodiazepines
 - Amphetamines
 - Barbiturates
 - Methadone
 - Methaqualone
 - Propoxyphene
 - Phencyclidine
5. The vendor's Medical Review Officer will review all results to determine the final status. Students with positive results may request verification if they believe extenuating circumstances apply.
6. UNC COM will review positive screenings. These may result in denial of admission, dismissal, or referral to the appropriate committee.
7. Students who fail to complete required drug screenings by the deadline may not be permitted to begin or continue the program.

Health Insurance Requirement for All Students

Responsible Party: Associate Dean of Admissions and Student Affairs

COCA Standard: 9.11

For the most up-to-date information, please refer to the [UNC COM Health Insurance website](#).

The University of Northern Colorado and the UNC College of Osteopathic Medicine requires all students to maintain comprehensive health insurance coverage. Students enrolled in six or more credits are automatically enrolled in the UNC Student Health Insurance Plan, and the associated cost is billed to the student's account. Students enrolled in five or fewer credits will be provided with individualized guidance about their options for health insurance.

Please note: Out-of-state Medicaid will not be accepted for Osteopathic Medical Students. Colorado Medicaid will only be accepted for the first and second year. Due to out-of-state rotation, students must have nationwide comprehensive coverage by the start of their third year.

Comprehensive Health Insurance coverage provides benefits for a broad range of medically necessary healthcare services, including preventive care, physician services, hospitalization, emergency services, prescription drugs, laboratory services, mental health and substance use disorder services, maternity care, and other covered services, subject to the terms, conditions, exclusions, and limitations of the applicable health insurance plan.

Students have the option to “opt-out” of the UNC Student Health Insurance Plan. To opt-out, the student must provide evidence of alternate insurance to the Student Health insurance coordinator. UNC COM students will be required to provide proof of insurance on an annual basis by the published deadline, which is the 10th day of classes each semester. If you have any questions, e-mail the Student Health Insurance Coordinator Nicky Weglin at nicky.weglin@unco.edu or call 970-351-1915.

The insurance verification process will be conducted by the Office of Admissions and Student Affairs in the OMS I and OMS II years and by the Office of Clinical Education in the OMS III and OMS IV years. **Students who fail to maintain health insurance are noncompliant with UNC policy and will be referred to the UNC COM Professionalism Committee.**

Student Immunization Policy

Responsible Party: Associate Dean of Clinical Education and GME

During **preclinical** years, please contact Deb Miller with the UNC Immunization Requirements office at debra.miller@unco.edu.

During **clinical** years, please contact the UNC COM Department of Clinical Education for further instructions.

In order to protect their own health and the health of the patients that our students will care for during osteopathic medical school, UNC COM students are required to obtain the following immunizations and screening examinations:

- 1) Measles, mumps and rubella
- 2) Hepatitis B
- 3) Varicella: All students must provide written documentation completed series of vaccines or a positive laboratory titer prior to matriculation
- 4) Influenza: All students are expected to receive annual influenza vaccination and should provide evidence of this prior to October 1 of each calendar year.
- 5) COVID-19: All students are expected to receive annual COVID-19 vaccination and should provide evidence of this prior to October 1 of each calendar year.
- 6) Tetanus: Students must provide evidence of Tdap or TD vaccination within the past 10 years. All students are required to update this vaccination within one month of expiration of the 10 - year period.
- 7) Tuberculosis Screening: Students must provide evidence of TB screening by either a PPD or QuantiFERON test prior to matriculation and annually.

Vaccine Exemption

During **preclinical** years, any requests for vaccination exemption require submission of a vaccination exemption form to the [UNC Immunization Requirements office](#).

During **clinical** years, please contact the UNC COM Department of Clinical Education to discuss submitting an exemption.

Students who are provided an exemption from a required vaccine acknowledge that clinical sites have varying vaccination requirements and that they may request that the student comply with accommodations (such as mask-wearing), may limit the student's access to areas of the hospital/clinic or may refuse placement of a student who fails to meet the health care facilities vaccination requirements. UNC COM will seek alternate placement for clinical experiences should this arise but cannot guarantee that a student will be able to be successfully placed to complete all clinical rotations required for graduation.

New Student Orientation

All entering students are required to attend New Student Orientation prior to the start of classes. Orientation is designed to support a smooth transition into medical school and introduce students to the academic, professional, and community expectations of the osteopathic medical curriculum. The program includes an introduction to UNC COM's active learning modalities—including Team-Based Learning (TBL), Case-Based Learning, Peer Instruction, and Flipped Classroom approaches—as well as sessions on study strategies, learning preferences, time management, and wellness.

As part of the required onboarding process, students must complete a series of pre-orientation online modules covering essential University of Northern Colorado policies and resources, including Title IX, the Student Code of Conduct, the Disability Resource Center, and University Libraries. These modules provide foundational knowledge that will be reinforced and clarified through in-person sessions during orientation week.

Students will also participate in structured activities designed to build community, promote collaboration, and support the development of professional identity. Orientation provides meaningful opportunities for students, faculty, and staff to engage with one another and begin forming the professional relationships that will support success throughout medical training. Attendance at all orientation activities and required modules is mandatory.

Requesting Accommodations

At UNC, we value disability, as a reflection of human diversity, and are committed to creating accessible and inclusive learning environments. **The Disability Resource Center (DRC) is the campus office that works with students to explore reasonable accommodation for disability, religious, pregnancy, and parenting.**

If you are already registered with the DRC and have an accommodation letter, please share it with the Course Directors as soon as possible so they can discuss how your accommodation will be implemented in the course. The earlier you connect with the Course Director, the better they can support your learning.

The DRC is responsible for determining and approving accommodations. Once accommodations are approved, the COM Disability Liaison works collaboratively with both the DRC and the student to ensure accommodations are appropriately implemented.

The COM Disability Liaison is Jessica Dikeman Learning and Career Specialist (jessica.dikeman@unco.edu). Her role is to assist students in navigating the accommodation process with the DRC and to support the implementation of the approved accommodations within your courses.

You can schedule with Jessica for an Initial Accommodation Discussion to go over the process of requesting accommodations and answer any questions you may have.

Contact information

If you're experiencing barriers to learning but are not yet connected with the DRC, they are here to help. The DRC can work with you to determine whether accommodations may be appropriate for a variety of situations, including:

- Disability accommodations
- Pregnancy- and parenting-related needs
- Religious accommodation requests

To learn more or begin the accommodation process, contact the Disability Resource Center:

Disability Resource Center (DRC)

Phone: 970-351-2289

Email: drc@unco.edu

Location: Michener L-80

Website: www.unco.edu/disability-resource-center

For short-term needs (e.g., injury or illness), please contact Jessica Dikeman and your Course Directors to see if they can assist you, or you can reach out to the DRC for additional support.

Accommodation Guidelines

These procedures apply to all UNC College of Osteopathic Medicine students with approved accommodations and to all Course Directors responsible for implementing those accommodations within the UNC COM courses and learning environments.

Purpose

The University of Northern Colorado College of Osteopathic Medicine (UNC COM) is committed to providing equal access to educational opportunities for students with disabilities. This procedure outlines the process for requesting, communicating, implementing, and coordinating approved accommodations in partnership with the Disability Resource Center (DRC).

Primary Contact: COM DRC Liaison

Jessica Dikeman Learning and Career Specialist and DRC Liaison
Email: jessica.dikeman@unco.edu

Accommodation Implementation Procedure

The Accommodation implementation Procedure outlines the process for communicating, implementing, and supporting approved student accommodations within the UNC COM. This procedure is intended to provide Course Directors with clear guidance to support consistent accommodation practices while maintaining the essential requirements of the curriculum and ensuring compliance with institutional policies.

Step 1: Student Initiates the Accommodation Process

Students are responsible for initiating the accommodation process by contacting the University of Northern Colorado Disability Resource Center (DRC). Accommodations cannot be considered or implemented until the student has engaged with the DRC and completed the required processes.

Students can also contact the COM DRC Liaison with questions about the process and for support. Students should also schedule an Accommodation Discussion through EAB.

Students may be connected with the DRC in one of the following ways:

- The student receives information about the DRC and independently contacts the office.
- The COM DRC Liaison makes a referral through EAB.
- The COM DRC Liaison sends an introductory email connecting the student directly with the DRC.

Upon contact, the DRC will:

- Review the documentation requirements.
- Discuss the accommodation process.
- Explain next steps and timelines.

Step 2: DRC Reviews Documentation and Determines Accommodations.

Students are responsible for completing all the required steps with the DRC to receive a letter of accommodation. The DRC reviews documentation and determines whether accommodations are warranted.

Once the student has been approved for accommodations, the DRC prepares the Letter of Accommodation (LOA) and sends it to the student and the COM DRC Liaison.

Step 3: COM DRC Liaison Distributes the Letter of Accommodation

Upon receipt of an approved LOA, the COM DRC Liaison will:

1. Distribute the LOA to relevant Course Directors and COM administration.
2. Copy the student on the communication.
3. Provide guidance regarding implementation when necessary.

Course Directors should review accommodation requirements promptly and collaborate to ensure appropriate implementation. All faculty members are expected to implement approved accommodations as outlined in the LOA. Questions regarding how to implement an accommodation should be directed to the COM DRC Liaison for consultation.

Step 4 (As needed): Resolve Accommodation Questions or Concerns

Concerns regarding accommodation implementation, feasibility, or course impact should be discussed first with the COM DRC Liaison. If concerns remain unresolved, they will be referred to the Associate Dean of Admissions and Student Affairs or the Assistant Dean of Medical Student Academic & Career Success.

Review the Accommodation Concern Escalation Process chart for guidance.

Accommodation Concern Escalation Process

Step	Situation	Action	Responsible Party
1	Course Director receives a Letter of Accommodation (LOA).	Review accommodations and determine how they will be implemented in the course.	Course Director
2	Accommodation can be implemented as written.	Implement the accommodation and communicate with the student as needed.	Course Director
3	Course Director has questions about implementation.	Contact Jessica Dikeman, COM DRC Liaison, for consultation and guidance.	Course Director

4	Questions and /or concerns remain about implementation, feasibility, or course impact after consultation.	COM DRC Liaison directs the Course Director to appropriate leadership for continued discussion.	COM DRC Liaison and Administration
5	Concern is resolved.	Implement accommodation as directed.	Course Director
6	Course Director believes the accommodation may fundamentally alter an essential course, curricular, or program requirement.	Refer the concern to the Disability Resource Center for formal review.	Course Director and Administration
7	DRC review completed.	Follow the determination and recommendations provided by the DRC.	Course Director, COM DRC Liaison, and DRC

Quick Reference Escalation Path

Question/Concern	Contact
General implementation question	COM DRC Liaison
Need assistance implementing an accommodation	COM DRC Liaison and COM Administration
Concern about course impact or implementation challenges	Associate Dean of Admissions and Student Affairs or Assistant Dean of Medical Student Academic & Career Success
Concern that an accommodation may be a fundamental alteration	Associate Dean of Admissions and Student Affairs or the Assistant Dean of Medical Student Academic & Career Success and DRC
Need clarification regarding approved accommodations	COM DRC Liaison and DRC

Step 5: Notify the Student

After the LOA has been distributed to the appropriate Course Directors, the COM DRC Liaison will notify the student that accommodations have been shared and implementation planning has begun.

Step 6 (As Needed): Meet with the Student

The COM DRC Liaison may meet with the student when additional discussion is needed to:

- Review accommodation implementation.
- Clarify expectations and responsibilities.
- Address concerns.
- Facilitate communication between Course Directors and the DRC.

Outline of Roles and Responsibilities

Student

- Initiates contact with the DRC.
- Provides documentation.
- Communicates accommodation needs proactively.
- Follows accommodation procedures and course requirements.
- Maintains communication with faculty as appropriate.

Disability Resource Center

- Reviews documentation and determines eligibility.
- Approves accommodations.
- Issues Letters of Accommodation.
- Consults on accommodation implementation as needed
- Reviews concerns related to potential fundamental alterations.
- Coordinates DRC-supported accommodations and testing services as needed.

COM DRC Liaison

- Receives approved Letters of Accommodation from the DRC.
- Distributes LOAs to Course Directors.
- Serves as the primary liaison between UNC COM and the DRC.
- Coordinates accommodation implementation.
- Communicates with students, Course Directors, and DRC staff.
- Facilitates meetings regarding accommodation needs.
- Escalates concerns through the established review process.

Course Directors

- Review and implement approved accommodations.
- Notify the appropriate faculty of a students accommodations.
- Communicate implementation concerns promptly.
- Collaborate with the COM DRC Liaison, Administration and the DRC when directed.
- Participate in accommodation review discussions when concerns arise.
- Follow the established escalation process when necessary.

Specific Accommodation Processes:

This section outlines implementation guidelines for specific accommodations commonly utilized within the COM. These guidelines are intended to promote consistent and effective accommodation practices across courses and learning environments.

Assignment Flexibility

Assignment Flexibility provides limited extensions for disability-related circumstances while maintaining academic standards.

Guidelines

- A 1-3 day extension is generally considered reasonable.
- Applies only to individual assignments.
- Does not automatically apply to examinations, quizzes, group work, or major course milestones.
- Students should request extensions prior to the deadline.
- The accommodation should not be used excessively.
- The DRC Accommodation Consultant should be included on email communications requesting assignment extensions.

If a student is exceeding the scope of the attendance accommodation, they need to be referred to the Associate Dean of Admissions and Student Affairs or the Assistant Dean of Medical Student Academic & Career Success and to their DRC Access Coordinator to discuss additional support.

Exam Accommodations

Communication of Testing Accommodations:

The DRC Liaison will provide the Assistant Dean of Assessment with a list of students receiving testing accommodations and each student's approved testing accommodations.

Anatomy Practicals:

Students rotate through stations simultaneously and must remain at each station until the bell sounds. Students will be assigned to one of three testing groups. Groups 1 and 2 will follow the standard practical examination schedule. Group 3 is reserved for students with approved testing accommodations and will be smaller in size to provide an appropriate testing environment.

Guidelines:

- Proctors must use the predetermined timing established for Group 3 throughout the examination.
- All students in Group 3 will receive the same amount of time at each station.
- Because all students within a group move together, station times must be identical for every student in that group and Individual station timing cannot be adjusted.
- Due to the practical exam format, some students may receive more time than is specified in their approved accommodation.
- This process maintains standardized exam administration while providing an appropriate testing environment for accommodated students.

Students with questions or concerns about their accommodations during the anatomy lab practical should contact the COM DRC Liaison, Course Director, and their DRC Accommodation Consultant with any questions or concerns.

Team-Based Learning (TBL):

For TBL assessments, students with extended time will be granted access to the assessment prior to the start of class to allow for their accommodated time. Students may complete accommodated portions in an approved location that supports the accommodation.

Formative Assessments:

For formative assessments, additional testing time will be provided by the assessment team in accordance with the Letter of Accommodation.

Midterm and Final Examinations:

The UNC COM will proctor accommodated midterm and final examinations in the Procedure Lab whenever the space is available. Students approved for testing accommodations will be scheduled in this designated testing location. If the Procedure Lab is unavailable due to scheduling or operational needs, students will complete their accommodated examinations in another designated location or schedule through the Disability Resource Center following the DRC's standard testing procedures.

Questions regarding testing locations or accommodation arrangements should be directed to the COM DRC Liaison.

Accessible Furniture Requests

Students requiring accessible furniture or ergonomic equipment should work with the DRC to identify appropriate furniture and workspace solutions. The DRC may coordinate requests with Kevin Robinson and Jessica Thompson to implement the needed accommodation.

Absence Accommodations

Students approved for attendance flexibility may be permitted additional absences beyond the standard attendance allowance. Students with an approved attendance accommodation may miss up to twice the number of absences normally permitted within a course.

Guidelines

- Students remain responsible for all missed coursework and learning activities.
- Students who anticipate exceeding the approved accommodated absences must complete the appropriate absence request form.

- Requests exceeding approved accommodations will be reviewed on a case-by-case basis by the Associate Dean of Admissions and Student Affairs or the Assistant Dean of Medical Student Academic & Career Success.

If a student is exceeding the scope of the absence accommodation, they need to be referred to the COM DRC Liaison, the Associate Dean of Admissions and Student Affairs or the Assistant Dean of Medical Student Academic & Career Success and to their DRC Access Coordinator to discuss additional support.

Technical Standards

Responsible Party: Dean of the College of Osteopathic Medicine

COCA Standard: 9.1

Overview:

The University of Northern Colorado College of Osteopathic Medicine (UNC COM) prohibits discrimination against qualified individuals based on their age, race, ethnicity, color, religion, sex, sexual orientation, genetic information, gender, gender identity or expression, national origin, disability, protected veteran status, or another protected category.

These standards reflect what has been determined to be reasonable expectations of osteopathic medical students and physicians in performing common and important functions, keeping in mind the safety and welfare of the patients for whom our graduates will care.

Standards:

An osteopathic physician must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. To perform the activities described below, candidates for the D.O. degree must be able to learn, integrate, analyze, and synthesize data quickly, accurately, and consistently.

To facilitate the attainment of optimum care and safety, students at UNC COM must:

- Behave in a way showing high moral and behavioral standards reflecting an osteopathic physician's position and status.
- Demonstrate respect for individuals and groups with consideration to diversity, reflecting commitment to UNC COM diversity statement.
- Students of osteopathic medicine must meet minimal technical and ability standards. The practice of medicine in general and osteopathic medicine in particular requires the ability to learn, process, and utilize a great deal of knowledge and experience. Students must have the ability to see, hear, and touch independently to optimally assess the physical, mental and emotional status of patients. Where a deficiency occurs, it must be compensated for with the aid of prosthetics to the extent that the student's functioning is equal to that of a non-impaired student. Reasonable adaptations are those that will enable the osteopathic student to function independently and when necessary, in a team-like fashion with other health professionals in an unimpaired manner.

Every applicant and student of UNC COM must have the intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and achieve the competence required by the faculty. The holder of a Doctor of Osteopathic Medicine degree must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care.

UNC COM has adopted these standards with due consideration for the safety and well-being of the patients for whom its graduates will eventually care. The specific technical standards recommended by the University of Northern Colorado College of Osteopathic Medicine are set forth below.

1. **Observation:** The candidate must be able to observe demonstrations and experiments in the basic sciences including, but not limited to, physiologic and pharmacologic demonstrations in animals, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation requires the functional use of the sense of vision and somatic sensations. It is enhanced by the functional use of the sense of smell.
2. **Communication:** A candidate should be able to speak, hear, and observe the patients to elicit information; describe changes in mood, activity and posture; and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but also reading and writing. The candidate must communicate effectively and efficiently in verbal and written form with all healthcare team members.
3. **Motor:** Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic and therapeutic maneuvers. A candidate should be able to do basic laboratory tests (urinalysis, CBC, etc.), carry out diagnostic procedures (proctoscopy, paracentesis, etc.), and read EKGs and X-rays. A candidate should be able to execute motor movements reasonably required to provide general care, osteopathic manipulation, and emergency treatment to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds and the performance of simple obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
4. **Intellectual:** Conceptual, integrative, and quantitative abilities, including measurement, calculations, reasoning, analysis, and synthesis. Problem-solving, the critical skill demanded of physicians, requires all these intellectual abilities. In addition, candidates should be able to comprehend three-dimensional relationships and understand the spatial relationships of structures.
5. **Behavior and Social Attitudes:** Candidates must have the emotional health required for full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibility's attendant to the diagnosis and care of patients and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admission and education process.

Reasonable Accommodations for Students with Disabilities:

This policy will be administered consistently, fairly, and in a non-discriminatory manner in compliance with the ADA and all other applicable laws. All applicants receiving supplementary application material for admission will be asked to certify they have reviewed the UNC COM Technical Standards and the Participation in Osteopathic Manipulative Medicine Laboratories requirements.

The intent of this policy is to provide each student with the opportunity to excel academically, while creating an equitable environment conducive to learning. In doing so, however, the University of Northern Colorado College of Osteopathic Medicine must maintain the integrity of its curriculum and preserve those elements deemed essential to the acquisition of knowledge in all areas of osteopathic medicine, including the demonstration of basic skills required for the practice of osteopathic medicine. So, for example, technology-related accommodations may be made for disabled students in some of these areas, but a candidate must be able to perform in a reasonably independent manner.

Any student accepted to the University of Northern Colorado College of Osteopathic Medicine program who believes they have a mental and/or physical disability and wish to should reach out to the Disability Resource Center in accordance with the Accommodations process outlined in the Requesting Accommodations section. UNC COM will follow the process outlined by the Disability Resource Center to begin reviewing the request and engage in accommodation discussions.

Transfer of Credits

Responsible Party: Associate Dean of Admissions and Student Affairs

COCA Standard: 9.3

At this time, UNC COM does not accept transfer credits from other institutions toward the Doctor of Osteopathic Medicine degree.

Tuition and Fees

Policy: Tuition & Fees Policy

Responsible Party: Associate Dean of Admissions and Student Affairs

COCA Standard: 9.2

Overview

The University of Northern Colorado College of Osteopathic Medicine (UNC COM) establishes its tuition and fees to reflect the financial requirements of delivering a comprehensive and high quality osteopathic medical education. The annual tuition for UNC COM students is \$55,000, with fees of \$2,000 per year during the first two years and \$1,000 per year in the third and fourth years of the program. This fee structure supports access to online resources, virtual anatomy tools, and other UNC campus resources. The tuition and fees are designed to cover all program-related expenses.

This policy aligns with the general tuition and fee guidelines outlined by the University of Northern Colorado. For more details on university-wide financial policies, including payment deadlines, late fees and financial holds, students should refer to UNC Graduate Catalog - Student Fees.

UNC COM remains committed to ensuring that its tuition and fee policies are competitive within national and regional standards while providing students with the resources necessary for academic and professional success.

White Coat Ceremony

The White Coat Ceremony marks each student's formal entry into the osteopathic medical profession. During this milestone event, students are presented with their white coats and recite an oath affirming their commitment to professionalism, ethical conduct, and compassionate patient care. The ceremony symbolizes the beginning of their journey as future physicians and underscores the responsibilities that accompany medical training. **Attendance at the White Coat Ceremony is mandatory for all first-year students.**

Program Description and Outcomes

In the UNC COM Doctor of Osteopathic Medicine program, you will experience multiple active learning strategies that differ primarily in their structure, student autonomy and assessment methods. Each course will include any one of or a combination of the following strategies:

- **Team-Based Learning (TBL):** Structured sessions where students work collaboratively on case studies and exercises.
- **Case-Based Learning (CBL):** Small group discussions focused on clinical case scenarios.
- **Labs:** Sessions involving hands-on practice in anatomy, physiology, OPP or clinical examination and procedures.

This program will also incorporate the following osteopathic core competencies, educational objectives and curriculum.

Doctor of Osteopathic Medicine Curriculum

COCA Standard: 6.0; 12.5

To earn the Doctor of Osteopathic Medicine (DO) degree from the University of Northern Colorado College of Osteopathic Medicine (UNC COM), students must satisfy all academic, clinical, and professional requirements outlined below.

Minimum Grade Requirement

Students must earn a minimum grade of **“P” (Pass)** in all required OMED courses to remain in good academic standing and to qualify for graduation.

Total Credit Requirement

A minimum of **194.5 credits** is required for the DO degree.

Curriculum Requirements

Years 1 and 2 (OMS I & OMS II)

Total Credits: 76.5

Course	Title	Credits
OMED 1101	Foundations of Medical Knowledge	8
OMED 1102	Anatomy and Imaging I	6
OMED 1103	Clinical Communication Skills I	5
OMED 1104	Physicians, Patients, Communities I	3
OMED 1201	Clinical Reasoning I	8
OMED 1202	Anatomy and Imaging II	3
OMED 1203	Clinical & Communication Skills II	5
OMED 1204	Physician, Patient, Community II	3
OMED 1205	Scientific Methods & Evidence-Based Medicine	1.5
OMED 2101	Clinical Reasoning II	8
OMED 2102	Clinical Communication Skills III	6
OMED 2103	Physician, Patient, Community III	3
OMED 2201	Clinical Reasoning III	8
OMED 2202	Clinical Communication Skills IV	6
OMED 2203	Physicians, Patients, Communities IV	3

Years 3 and 4 (OMS III & OMS IV)

Total Credits: 118

Course	Title	Credits
OMED 3101	Rotations Orientation & Assessment	1
OMED 3102	Family Medicine I	6
OMED 3103	Family Medicine II	6
OMED 3104	Inpatient Medicine	6
OMED 3105	Medical Specialty	6
OMED 3106	General Surgery	6
OMED 3107	Surgical Subspecialty	6

OMED 3108	Psychiatry/Behavioral Health	6
OMED 3109	Obstetrics/Gynecology/Women's Health	6
OMED 3110	Pediatrics	6
OMED 3201	Physicians, Patients, Communities V	1
OMED 3202	Physicians, Patients, Communities VI	1
OMED 3203	Selective Rotation I	6
OMED 4102	Selective Rotation II	6
OMED 4103	Elective Rotation (7 required)	42
OMED 4104	Residency Readiness	1
OMED 4105 or OMED 4106	Emergency Medicine or Critical Care	6

Elective Requirement:

Students must complete **seven (7)** elective rotations (totaling **42 credits**) across OMS III and OMS IV.

Selective Rotation Requirement:

Two Selective Rotations are required and must be completed at an affiliated UNC COM clinical site.

Clinical Rotation Choice:

Students must complete **either** the Emergency Medicine (OMED 4105) **or** Critical Care (OMED 4106) required rotation.

Licensure Examination Requirement

To qualify for the DO degree, students must pass both of the following:

- **COMLEX-USA Level 1**
- **COMLEX-USA Level 2-CE**

Successful completion of these national examinations demonstrates academic readiness and professional competency for clinical training and graduation.

Course Descriptions

COCA Standard: 6.0

Detailed course descriptions can be found in the [UNC College of Osteopathic Medicine Catalog](#).

Curriculum Committee

COCA Standard: 6.1

The Curriculum Committee oversees the design, delivery, evaluation, and continuous improvement of the Doctor of Osteopathic Medicine (DO) curriculum. The committee ensures that the curriculum prepares students to become competent osteopathic physicians while meeting the standards established by the College and the Commission on Osteopathic College Accreditation (COCA).

The committee includes faculty, academic leaders, clinical educators, and student representatives from each class. Student representatives provide valuable feedback and perspectives on the educational experience and participate in discussions about curricular improvement.

The Curriculum Committee is responsible for:

- Developing, reviewing, and improving the medical curriculum.
- Ensuring the curriculum meets accreditation standards and the educational objectives of the College.
- Reviewing and approving changes to courses, clerkships, and other curricular components.
- Promoting the integration of biomedical sciences, clinical medicine, osteopathic principles and practice (OPP), and clinical experiences throughout the curriculum.
- Monitoring student performance, course evaluations, and other outcomes data to continuously improve the curriculum.
- Encouraging the use of effective teaching methods, educational technology, and evidence-based instructional practices.

The committee meets regularly throughout the academic year to review curriculum-related matters and consider recommendations for improvement. Students are encouraged to provide constructive feedback through course evaluations and their elected student representatives, whose input plays an important role in the continuous enhancement of the curriculum.

Recommendations for significant curricular changes are submitted to the Dean for final approval before implementation.

Osteopathic Core Competencies

COCA Standard: 6.4

Throughout the Doctor of Osteopathic Medicine (DO) program, students are expected to develop and demonstrate competence in the seven core osteopathic competencies that serve as the foundation of medical education and clinical practice. These competencies are:

- Medical Knowledge
- Patient Care
- Interpersonal and Communication Skills
- Professionalism
- Practice-Based Learning and Improvement
- Systems-Based Practice
- Osteopathic Principles and Practice/Osteopathic Manipulative Treatment (OPP/OMT)

Program Overview

A Doctor of Osteopathic Medicine (DO) program is a comprehensive medical education pathway that equips future physicians with a patient-centered approach to healthcare. The program typically spans four years, after which graduates go on to complete residencies in various medical specialties. This program prepares students to become compassionate and skilled physicians, emphasizing body's natural healing abilities. With a focus on the whole person, DOs are well-prepared to provide thorough, integrative care across a wide range of medical specialties.

Year 1 and 2: Basic Sciences and Clinical Foundations

The first two years of a DO program are designed to build a robust biomedical foundation while seamlessly integrating clinical reasoning skills. Students engage in various active learning modalities, including clinical case studies, team-based learning, and small and large group discussions. This approach ensures that the basic sciences—such as anatomy, physiology, biochemistry, pharmacology, and pathology—are not just learned in isolation but are deeply connected to the clinical tools and reasoning that DOs will use throughout their careers. Additionally, these years also focus on the principles of osteopathic medicine and essential communication skills.

Year 3 and 4: Clinical Rotations

In the third and fourth years, DO students engage in clinical patient care rotations, where they apply their classroom knowledge in real-world medical settings. These rotations cover a broad range of medical specialties, including family medicine, internal medicine, surgery, pediatrics, obstetrics and gynecology, psychiatry, and emergency medicine. During this time, students work directly with patients under the supervision of experienced physicians, gaining practical skills and expanding their earlier clinical training, and their ability to diagnose and treat illnesses.

Osteopathic Manipulative Treatment (OMT)

A distinctive aspect of the DO program is the training in osteopathic manipulative treatment (OMT). This approach is used to diagnose, treat, and prevent illness or injury. DOs learn to manipulate the musculoskeletal system to restore balance, improve function, and support the body's natural ability to heal itself.

Holistic and Preventive Care

Throughout the program, there is a strong emphasis on a holistic approach and preventive care. DOs are trained to consider the whole person, including lifestyle, environment, and emotional well-being, in their treatment plans. They learn to listen carefully to their patients and develop strategies that promote overall wellness and prevent illness before it starts. This patient-centered approach is a hallmark of osteopathic medicine.

Post-Graduation: Residency and Beyond

After graduating from a DO program, students must complete a residency program in their chosen specialty. Residency programs typically last between three to seven years, depending on the specialty. During residency, physicians receive advanced training and gain experience in a specific field of medicine, such as internal medicine, surgery, or pediatrics. Some DOs may also choose to pursue fellowships for further specialization.

DOs practice in every medical specialty, from primary care to highly specialized fields like

neurosurgery and cardiology. They work in a variety of healthcare settings, including hospitals, private practices, community health centers, and academic institutions. DOs are particularly known for their strong presence in primary care and their commitment to serving in rural and underserved communities.

Programmatic Level Educational Objectives

COCA Standard: 6.2

The programmatic level educational objectives for osteopathic medical students at UNC COM have been developed from the Osteopathic Core Competencies for Medical Students which were developed by the A (1) and the Entrustable Professional Activities (EPAs) for Entering Residency, developed by the Association of American Medical Colleges (2). The seven core competencies of Osteopathic Principles and Practices (OPP), Medical Knowledge (MK), Patient Care (PC), Interpersonal Communication Skills (ICS), Professionalism (P), Practice-Based Learning and Improvement (PBLI), and Systems-Based Practice (SBP) are represented in these objectives. The EPAs used in formulating these objectives were found to be common tasks that, following the pilot implementation of EPAs in medical schools conducted by the AAMC, should be accomplished by learners before graduation from medical school. (3)

Upon completion of the osteopathic medical curriculum at UNC COM our learners shall be able to:

- Approach the patient with recognition of the entire clinical context, including mind-body and psychosocial interrelationships. (OPP, PC)
- Articulate basic biomedical science, epidemiological and clinical science principles related to patient presentation (MK, PC)
- Assesses and addresses the social determinants of health and their potential impact on health promotion and disease prevention. (MK, PC, SBP)
- Collaborate as a member of an interprofessional team. (ICS, P, SBP)
- Communicate effectively, demonstrating cultural sensitivity and situational accommodation, with colleagues, patients and their families, and other members of the health care team. (ICS, P, SBP)
- Critically evaluate medical information and its sources and apply such information appropriately to decisions relating to patient care. (PBLI, PC)
- Demonstrate an understanding of osteopathic principles and practice, including knowledge of the basic science, mechanisms of action, and physical findings of somatic dysfunction and basic application of OMT. (OPP, MK)
- Demonstrate knowledge of how different delivery systems influence the utilization of resources and access to care.
- Demonstrate respect, compassion, honesty, and trustworthiness. (P)
- Demonstrate sufficient depth of knowledge and skills to recognize, diagnose, and treat patients who have somatic dysfunctions using OMT in the clinical setting. (OPP, MK, PC)
- Document a clinical encounter in the patient record. (MK, PC, ICS)
- Explain the nature of the patient's concern or complaint at a level appropriate to the patient's health literacy. (ICS)
- Form clinical questions, retrieve evidence, and appropriately apply results to patient care plans. (PBLI, MK, PC)
- Gather a history and perform a physical examination appropriately focused for the patient's presentation and the clinical setting. (MK, PC, ICS, SBP)
- Prioritize a differential diagnosis following a clinical encounter (MK, PC)
- Provide an oral presentation of a clinical encounter (MK, POC, ICS)
- Recognize limits of personal knowledge and skill and consult colleagues when necessary.

(P, MK, PC)

1. American Association of Colleges of Osteopathic Medicine, Osteopathic Core Competencies for Medical Students, 8/2012.
2. Association of American Medical Colleges, Core Entrustable Activities for Entering Residency: Curriculum Developers Guide. 2014.
3. Amiel J, Ryan MS, Andriole DA, Whelan AJ. Core Entrustable Professional Activities for Entering Residency: Summary of the 10-School Pilot, 2014-2021. AAMC; 2022.

Dress Code

Students are expected to dress in a manner that reflects respect for the learning environment, their peers, and invited guests. Attire does not need to be fully business casual; however, clothing should be clean, neat, and appropriate for a professional academic setting.

Items that are excessively casual (e.g., sleepwear, clothing with offensive language or imagery, or attire that is overly revealing) are not appropriate for this course. Students may be asked to modify their attire if it is deemed disruptive to the learning environment.

On days involving guest speakers, presentations, or interprofessional activities, students are encouraged to dress in business casual attire. This includes professional clothing such as slacks, khakis, dress pants, skirts, dresses, collared shirts, blouses, sweaters, or similar polished attire.

Certain courses and educational activities (e.g., laboratories, simulation sessions, and clinical skills instruction) may require specific attire or personal protective equipment. Students are responsible for reviewing the applicable course syllabus and complying with all course-specific dress requirements.

Academic Policies and Processes

Medical education requires a shared commitment to excellence. While the institution provides the resources, faculty mentorship, and clinical opportunities necessary for your development, these academic policies establish clear benchmarks and procedural paths that govern your progress, accountability, and professional standing.

Academic Assessment

COCA Standard: 11.1

Examinations

UNC COM administers examinations across all phases of the curriculum to assess mastery of course objectives and program competencies. Exams may include written, practical, oral, simulation-based, or standardized patient encounters. All questions are constructed and reviewed in alignment with national standards (COMLEX/USMLE) to ensure fairness, validity, and reliability. Students receive feedback following each exam, but examination items themselves remain secure.

Timing and Attendance of Examinations

All students are expected to arrive at least **10 minutes** prior to the scheduled exam start time. Exams begin and end at designated times, and students arriving late will not receive additional time. Students who arrive more than **15 minutes late** will not be permitted to sit for the exam and must report to the Office of Admissions & Student Affairs to determine the next steps.

Absences for examinations must be approved in advance (or documented in emergencies) under the Excused Absence Policy. Unexcused absences result in a grade of zero. Make-up examinations may be scheduled for excused absences, and the format may differ from the original exam.

Examination Decorum

Examinations at UNC COM are conducted in a secure, proctored environment to maintain integrity. Students are permitted only:

- UNC-approved device and charging cord
- UNC-issued scratch paper and pencil
- UNC-issued earplugs (if needed)
- One sealed beverage (optional)

All other items (including backpacks, phones, smartwatches, and unauthorized electronics) must be stored in an area designated by the exam proctor. Some examinations may have different permitted materials based on the nature of the examination. Students will be informed of any changes prior to the examination.

Communication with peers is prohibited once seated. Students must always follow proctor instructions. Any suspected academic misconduct will be reported to the *Student Professionalism Committee*.

Interruption During Examination

Technical difficulties or emergencies during an exam should be reported immediately to a proctor by raising one's hand. Proctors may provide a paper version of the exam if technical issues cannot be resolved quickly. Students may take brief restroom breaks, limited to two students out of the exam room at any one time. If an exam must be interrupted for all students (e.g., power outage, internet outage), procedures for rescheduling or re-examination will be directed by the Associate

Dean for Pre-Clinical or Clinical Education.

Counseling After a Failed Examination

Students who fail an examination must follow the Academic Remediation and Re-Examination policy. When appropriate, referrals may also be made to the Course Director, Learning and Career Specialists, or UNC COM Mental Health Counselor to review study strategies, test-taking skills, and available learning resources. Students who demonstrate repeated difficulty may be placed on an academic support plan or referred to the Student Success Committee for further review and guidance. The goal of counseling is to ensure students receive the support necessary to improve performance and succeed in future assessments.

Academic Progress, Promotion, and Standing

COCA Standard: 9.2

UNC COM promotes students who demonstrate academic achievement, professionalism, and clinical competence. Decisions about promotion, remediation, probation, repeating the year, and dismissal follow transparent processes aligned with institutional policy and COCA standards.

Promotion

To advance to the next academic year or phase, students must:

- Complete all required coursework and assessments in good standing.
- Demonstrate competency in clinical skills and osteopathic principles.
- Pass COMLEX-USA Level 1, and COMLEX-USA Level 2 CE to be eligible for graduation.

Promotion decisions are determined by the *Student Progress Committee (SPC)* following regular reviews; students not progressing receive written notification and conditions for continued enrollment.

Academic Probation

Students who **fail one or more courses in a given semester** or who do not meet required academic, clinical, or professionalism standards may be placed on academic probation with defined conditions (e.g., structured support, additional coursework, enhanced advising). Failure to meet these conditions may result in repeating the year or dismissal, as determined by the Student Progress Committee (SPC).

Repeating the Year

If deficiencies cannot be resolved through remediation or academic probation, the SPC may require a repeat of the academic year with specific conditions. Continued enrollment depends on meeting all academic and professionalism expectations during the repeat year.

Dismissal

Dismissal may be recommended by the SPC for:

- Failing a remediation.
- Failing two or more courses in a semester.
- Persistent professionalism or clinical-competency deficiencies.
- Failure to meet required COMLEX milestones.

Dismissal recommendations are reviewed through established governance, with student appeal rights as outlined in UNC COM Academic Policies and Student Handbook.

Student Progress Committee (SPC)

The Student Progress Committee (SPC) is responsible for ensuring that students meet the academic and professional standards required to progress through the Doctor of Osteopathic Medicine program and graduate. The committee reviews student academic performance, considers requests related to academic progression, and makes decisions regarding student status in accordance with college and university policies.

The committee is composed of faculty and staff with expertise in medical education and student support. Representatives from the Offices of Preclinical Education, Clinical Education, Admissions and Student Affairs, also participate as non-voting members to provide additional information and guidance.

The Student Progress Committee may:

- Review academic performance, including course failures, clinical rotation performance, and board examination outcomes.
- Determine appropriate academic actions, which may include academic probation, suspension, dismissal, or other interventions as outlined in College policies.
- Review requests for academic leave of absences.
- Consider referrals from the Professionalism Committee when a professionalism concern may warrant formal academic action.
- Recommend students for promotion to the next phase of the curriculum and for graduation after all academic and professional requirements have been successfully completed.

The Student Progress Committee is responsible for making decisions that affect a student's academic standing. Students whose cases are reviewed by the committee will be notified of committee decisions and, when applicable, information regarding the appeals process in accordance with College policies.

The committee meets regularly throughout the academic year and maintains confidentiality in all proceedings. The College also provides periodic summaries of committee activities and policy updates to promote transparency while protecting student privacy.

Academic Remediation and Re-Examination

Remediation

A. Individual Assessment Remediation

- In general, remediation is not permitted for individual assignments, quizzes, or examinations within a course unless explicitly stated in the course syllabus.
- Remediation may be required for competency-based assessments (e.g., practical examinations, clinical skills assessments, Objective Structured Clinical Examinations [OSCEs], or other performance-based evaluations) when successful completion is a required component of the course.
- The format and requirements of assessment remediation (e.g., written examination, oral examination, skills demonstration, or other evaluation methods) shall be determined by the Course Director in consultation with the Associate Dean for Preclinical Education or Associate Dean for Clinical Education, as appropriate.
- Students who fail any summative assessment shall be referred to the Student Success Committee (SSC) for review and development of an academic support plan, as appropriate.

B. Course-Level Remediation

- During the first two (2) years of the curriculum, students may remediate a maximum of one (1) failed course per semester.
- Students who fail a course during the first two (2) years of the curriculum may only complete remediation during the designated remediation period established by the College of Osteopathic Medicine academic calendar.
- Students who fail a clinical rotation during Years 3 and 4 shall be referred to the Student Progress Committee (SPC) for review and determination of appropriate academic action.
- Students who fail a remediation attempt or who fail two (2) or more courses within a single semester shall be referred to the Student Progress Committee (SPC) for review and determination of academic standing.

C. SPC Oversight of Remediation

- Students with multiple academic concerns, course failures, or repeated remediation requirements shall be reviewed by the Student Progress Committee (SPC).
- Under extraordinary circumstances, the SPC may, at its discretion, permit a student to remediate more than one (1) course within a single semester.
- Students who are unsuccessful in remediation or who demonstrate a pattern of academic difficulty, including multiple course failures, may be recommended by the SPC to repeat the academic year or be dismissed from the College of Osteopathic Medicine.
- Students may appeal SPC decisions to the Deans Council in accordance with the College's academic appeals procedures. The decision of the Deans Council shall be final.

Re-Examinations

- A. Re-examinations are reserved for extraordinary circumstances that prevent the administration of an examination to the class as a whole. Examples include, but are not limited to, system failures, power outages, inclement weather, or other events beyond the control of the College.
- B. All re-examinations require approval by the Dean of the College of Osteopathic Medicine. Requests must be initiated by the Course Director and submitted to the Associate Dean for Preclinical Education or Associate Dean for Clinical Education, as appropriate, who shall make a recommendation to the Dean.

Make-Up Examinations for Excused Absences

- A. Students who are unable to take a scheduled examination due to an emergency or other approved excused absence must notify both the Office of Admissions & Student Affairs and the Course Director prior to the start of the examination, or as soon as circumstances reasonably permit.
- B. Students may be required to provide documentation supporting the reason for the absence.
- C. Make-up examinations shall be scheduled in coordination with the Assistant Dean of Assessment and the Course Director. The format of a make-up examination may differ from that of the original examination and may include, but is not limited to, oral examinations, essay examinations, or alternate examination versions.

Make-Up Examinations for Unexcused Absences

Students who miss a scheduled examination without an approved excuse shall receive a grade of zero (0) for the examination.

Timing of Make-Up Examinations

Make-up examinations should be completed within five (5) business days of the original examination date unless an alternate timeline is approved by the Associate Dean for Preclinical Education or Associate Dean for Clinical Education, as appropriate.

Attendance

Responsible Party: UNC COM Curriculum Committee

COCA Standard: 9.2

At the University of Northern Colorado College of Osteopathic Medicine (UNC COM), we strive to provide a learning environment that promotes both academic success and professional development. Attendance is required for many educational activities and strongly encouraged for all others. As future healthcare providers, students are expected to demonstrate professionalism, including punctuality, preparedness, and active participation in all educational activities. Regular attendance, particularly for required sessions, demonstrates a commitment to the profession and patient care. Regardless of their attendance, students are responsible for content covered during ALL learning activities.

1. Attendance Expectations:

Course and Clinical Rotation syllabi will clearly outline the attendance expectations for educational activities. Note that some clinical, laboratory, and other experiences are impossible to make up without repeating the entire course and/or academic year.

Excused Absences

Reasons for excused absence include, but are not limited to:

- Personal illness or injury
- Family emergencies/illnesses
- Approved professional development activities (e.g., conferences, presentations)
- COMLEX-USA examination
- Religious Holy Days
- Military Service

Any reason for absence not listed above will be considered unexcused unless otherwise decided by the **Assistant Dean of Medical Student Academic & Career Success**.

1.1 Optional Attendance

Attendance for lectures and large group discussions is **optional but highly recommended**. These sessions are designed to provide students with foundational knowledge and the opportunity to engage with faculty and peers in a structured learning environment. While attendance is not mandatory, participation in these sessions is strongly encouraged to enhance understanding of course material, facilitate peer learning, and prepare students for clinical practice. In all cases of absence, students are responsible for all content, material, and learning activities missed. Instructors are not required to provide make-up learning activities for students absent from optional activities.

Unless otherwise specified in the syllabus, optional sessions include:

- Didactic Lectures

- Large Group Discussions
- Guest Speaker Presentations
- Online Synchronous Learning Sessions

1.2 Mandatory Attendance

Attendance at small group sessions, hands-on learning activities, clinical rotations, and examinations is **mandatory**. These sessions are critical for the development of clinical skills, teamwork, application of theoretical knowledge in practical situations, and demonstration of competency. Students are expected to attend and actively participate in these sessions. **All mandatory sessions will be indicated in the course syllabus.**

Preclinical mandatory sessions include, but are not limited to:

- **Team-Based Learning (TBL):** Structured sessions where students work collaboratively on case studies and exercises.
- **Case-Based Learning (CBL):** Small group discussions focused on clinical case scenarios.
- **Labs:** Sessions involving hands-on practice in anatomy, physiology, OPP or clinical examination and procedures.

Clinical Rotation Attendance

- Attendance is required for all activities assigned at clinical sites where students engage in patient care under the supervision of faculty and clinical preceptors.

Examination Attendance

- Attendance is mandatory at all course examinations and at clinical rotation shelf examinations.

2. Absence Reporting Process

2.1. Absence from Mandatory Preclinical Sessions

Students must notify the Course Director (or designee) of a planned absence 4 weeks in advance of the absence through the procedure specified within the course syllabus. If an absence is related to an acute illness or emergency, notification should occur as soon as is feasible. Other requests for excused absence may be considered at the discretion of the Assistant Dean of Medical Student Academic & Career Success. In all cases, appropriate documentation may be required.

Students will be responsible for contacting the Course Director to discuss any potential options to make up missed sessions or assignments.

For preclinical courses, the number of absences from mandatory sessions are permitted as follows without prior approval from the Office of Admissions & Student Affairs:

- Up to three (3) days for courses equal to or greater than five (5) credit hours
- Up to two (2) days for courses less than five (5) credit hours

Absences that exceed the allocated amounts must be approved by the Assistant Dean of Medical Student Academic & Career Success.

2.2. Absence from Clinical Rotations:

Requests for excused absences from a clinical rotation should be rare. If such a request is necessary, it must be submitted at least 30 days prior to the start of the rotation to the student's Clinical Coordinator. The Clinical Coordinator will forward the request to the appropriate Clinical Rotation Director for review. If an absence is related to an acute illness or emergency, notification should occur as soon as is feasible. If warranted, the Clinical Rotation Director may escalate any absence request to the Associate Dean for Clinical Education for final consideration. In all cases, appropriate documentation may be required.

See Clinical Rotation Manual for more information.

- A maximum of three (3) days may be approved during a four-week rotation.

Absences that exceed the allocated amount must be approved by the Assistant Dean of Medical Student Academic & Career Success.

2.3. Absence from Examinations:

Absence from any course or clinical rotation examination must be submitted no later than 4 weeks prior to the absence. If an absence is related to an acute illness or emergency, notification should occur as soon as is feasible. All such absence requests require approval by the Assistant Dean of Medical Student Academic & Career Success. Students must then work with the Course Director, Clinical Rotation Director, or their designee to schedule an alternative time for the examination.

3. Consequences

Failure to request or report an absence to any mandatory session may result in academic penalties, including but not limited to grade deductions, the requirement to complete make-up assignments, or failure of the course component.

Professional Conduct: Unexcused absences or lack of participation may lead to disciplinary actions, referrals to the Office of Admissions & Student Affairs, or referrals to the Professionalism Committee.

4. Special Circumstances

- **Conference Attendance:** Students in good academic standing may be approved to attend no more than one (1) medical conference or advocacy event per academic year. Exceptions may be granted to students serving on the Student Government Executive Council. If approved, a maximum of three (3) days may be excused for conference attendance, including travel days.
- **Religious Holy Days:** Students may be absent from class to observe a recognized religious holy day. Such absences must be requested and approved in advance. Students will be

permitted to make up examinations or complete assignments without academic penalty, in accordance with Colorado Revised Statutes § 23-1- 146. Religious holy day absences will count toward the overall absence limit; however, exceeding the limit due solely to religious observance will not, by itself, result in academic penalty. Additional accommodations will be provided as needed to ensure compliance with state law.

- **Military Service:** Students may be absent from class to participate in **active military service**, including time required for associated travel. These absences **must be requested and approved in advance**. Students will be allowed to make up any examinations or assignments missed due to military service, as determined by the Course Director. **These absences will not count toward the overall absence limits** specified in the attendance policy.
- **Health-Related Absences:** Students who require time away from class for **routine healthcare** or to **recover from or receive treatment for an acute or chronic illness** will be allowed the time necessary for treatment and recovery. Besides notifying the Course Director of their absence, students are encouraged to contact the **UNC Disability Resource Center** for guidance and to explore short-term accommodations, if appropriate. If a student's illness or treatment needs result in absences that **exceed the allowable number** based on course credit hours, they must inform the Assistant Dean of Medical Student Academic & Career Success (or designee) to discuss additional support or necessary academic arrangements.
- **Chronic Medical Conditions:** Students who anticipate an extended absence or require accommodations due to a chronic medical condition should proactively consult with the UNC Disability Resource Center to arrange appropriate accommodations.

COMLEX-USA Policy

Responsible Party: Dean of College of Osteopathic Medicine

COCA Standard: 11.4

All UNC COM students are required to pass the COMLEX-USA Level 1 and Level 2-CE examinations as part of their graduation requirements to receive the DO degree.

COMLEX-USA Level 1 timing and eligibility:

- Students are eligible to take the examination upon successful completion of all OMS 1 and OMS 2 coursework and once the COM dean has attested to their academic and professional standing.
- Students must take the examination prior to beginning OMS 3 courses and rotations and prior to the deadline provided by COM administration.

COMLEX-USA Level 2-CE timing and eligibility:

- Students are eligible to take the examination upon successful completion of all OMS 3 rotations and once the COM dean has attested to their academic and professional standing.
- Students must take the examination prior to beginning OMS 4 rotations and prior to the deadline provided by COM administration.

Failure of COMLEX USA examinations:

- Should a student fail a COMLEX examination:
 - The student will be allowed to complete their current rotation and will be removed from their next rotation.
 - The student will meet with the Student Success Committee to determine a study plan and to identify available resources to assist in additional attempts at the examination.
 - The student will meet with the Student Progress Committee (SPC) The committee will perform a comprehensive review of the student's academic record to date to make determinations regarding:
 - Timing and permission to retake the COMLEX Level 1 examination
 - Academic standing, which may include dismissal from the COM
 - Dismissal may be considered in the following cases:
 - Failure of any level of COMLEX- USA examination more than one time
 - Failure of 3 COMLEX-USA examinations in any combination.

Commencement

Students who have successfully completed all degree requirements are eligible to participate in the UNC COM Commencement Ceremony, which is held annually in the spring. Students who have not yet completed all degree requirements may participate if all requirements are expected to be completed before July 1 of the graduation year.

Students on an approved modified enrollment plan may participate in the ceremony with the cohort with whom they will enter the ACGME residency match.

To participate in Commencement, students must be included on the tentative graduation list and comply with all University deadlines and procedures for applying for graduation. Students who do not apply for graduation by the published deadline will not appear on the graduation list or in the Commencement program.

Any exceptions to this policy must be approved in advance by the UNC COM Dean and require supporting documentation consistent with university procedures.

Evaluations

COCA Standard: 11.2

Student Evaluation of Courses and Instructors

Students' evaluation of the curriculum and instructors provides important information for continuous quality improvement.

Required Evaluations

UNC COM students are required to evaluate each of the required courses, clinical rotations, and clinical electives. In addition to evaluating a curricular component, students are required to evaluate instructors with whom they have spent a significant amount of time, e.g., Course Directors, lab instructors, and preceptors. Students may be asked to complete additional evaluations – these will indicate if they are required or optional.

Professional Responsibility

Participation in the evaluation process is a professional responsibility and prepares future physicians to value their role in the process of continuous improvement of health care delivery and patient care.

Actionable feedback that draws on specific observed examples and focuses on improvement is part of professional communication. Students should strive for the highest degree of professionalism in their feedback. Feedback that is deemed malicious or unprofessional will be removed from the aggregate responses.

Confidentiality

Student completion of evaluations will be monitored, but all responses will be aggregated without linkage to any individual. While every effort will be made to keep responses confidential, feedback that mentions specific individuals, events, or other identifiable information may be attributable to a given student.

Failure to Complete Evaluations

Students will receive multiple reminders to complete their evaluations. Once the due date passes, students will then receive a warning that they have not met a professional expectation and will be asked to complete any outstanding evaluations.

After a student receives one warning, further failure to complete required evaluations will be addressed as a professionalism issue and referred to the Professionalism Committee.

Grade Appeals

COCA Standard: 9.2

Grade Appeal Process

UNC College of Osteopathic Medicine (UNC COM) follows a fair, transparent, and timely process for resolving academic grade appeals tailored to the needs of medical education. No appeals shall be considered for passing scores.

Cause of Final Grade Appeal

A final grade appeal may be initiated if a student believed there was:

- An error in grade calculation
- A misapplication of the grading policy outlined in the syllabus
- Inconsistent or unfair application of grading standards
- Disagreement with academic judgement alone is not grounds for appeal

Procedure for Final Grade Appeal

Step 1: Informal Resolution. Students are encouraged to attempt to resolve grade disputes by meeting with the Course Director before initiating a formal appeal. The Course Director for each course is indicated in the course syllabus and serves as the instructor of record.

Step 2: Formal Appeal Submission. If the issue is unresolved, the student may submit a formal written appeal to the Office of Admissions & Student Affairs at COMSS@unco.edu. Appeals must be filed within three (3) business days of the posted grade or decision. The Associate Dean of Admissions and Student Affairs (or designee) may grant an extension in cases of extenuating circumstances (e.g., illness, accident, or significant hardship). The written appeal must include:

- Student name and ID number
- Course title and number
- Statement of which grade is being appealed
- Grounds for appeal and supporting evidence
- Reference to relevant syllabus and policy language, if any
- Resolution sought

The Office of Admissions & Student Affairs shall review the submission within three (3) business days (e.g., Monday - Friday exclusive of University Closure) for completeness and scope. Incomplete appeals shall be returned to the students with the option to revise and resubmit. Any resubmission must be received within one (1) business day.

Step 3: Initial Appeal to the Associate Dean. The initial appeal shall be forwarded to either the Associate Dean of Preclinical or Clinical Education. The Associate Dean may request additional information or hold a meeting with the student. A written decision shall be issued within three (3) business days of review.

Step 4: Final Appeal to the Deans Council (DC). The student may appeal the decision of the Associate Dean if they believe the decision was arbitrary or capricious, in violation of policy, or if they can present new evidence that was not available at the time of the initial appeal decision. The final appeal must be submitted within three (3) business days of the original appeal decision to the Deans Council of UNC COM. The Associate Dean whose decision is under appeal, shall recuse themselves from the DC appeals process. The DC shall issue a final written decision within three (3) business days of receiving the appeal. The DC's decision is final.

Confidentiality and non-retaliation

- All appeals are handled confidentially.
- No student shall face retaliation for filing an appeal.

Record Keeping: The Office of Admissions & Student Affairs shall maintain records of all academic appeals as outlined in the Retention Policy.

Grading System

Responsible Party: Assistant Dean of Assessment

COCA Standard: 9.2

A. Overview

This policy establishes the grading system for students enrolled at the University of Northern Colorado College of Osteopathic Medicine (UNC COM). For the academic performance standards and expectations for successful progression through the program, see Policy: Student Promotion.

B. Class Rank

UNC COM uses a pass/fail grading system in preclinical courses and a three-tier grading system in clinical rotations to report student performance. These grades reflect the level of achievement and competency demonstrated by students during the program:

C. Preclinical Grading Scale:

1. **Pass (P):** Awarded for **proficient performance**. This grade indicates that a student has met all course requirements and demonstrated adequate understanding and application of the course material.
2. **Fail (F):** Awarded when a student has **failed to meet minimum academic or clinical performance** standards. A student receiving this grade on a course or rotation will be referred to the Student Progress Committee (SPC).
3. **Incomplete (I):** A temporary grade assigned when a student is unable to complete required coursework or assessments due to extenuating circumstances. It indicates that the student has made satisfactory progress but must fulfill remaining course requirements to receive a final grade. If these requirements are not fulfilled, the grade will be recorded as a Fail (F).

D. Clinical Grading Scale:

1. **Honors (H):** Awarded for **academic and clinical excellence**. This grade is awarded to students who demonstrate superior mastery in clinical rotation course material and clinical skills. Each clinical rotation syllabus will outline criteria for Honors.
2. **Pass (P):** Awarded for **proficient performance**. This grade indicates that a student has met all course requirements and demonstrated adequate understanding and application of clinical knowledge and skills.
3. **Fail (F):** Awarded when a student has **failed to meet minimum academic or clinical performance** standards. A student receiving this grade on a course or rotation will be referred to the Student Progress Committee (SPC).
4. **Incomplete (I):** A temporary grade assigned when a student is unable to complete required coursework or assessments due to extenuating circumstances. It indicates that the student has made satisfactory progress but must fulfill remaining course requirements within an approved timeframe to receive a final grade.

Graduation Requirements

COCA Standard: 9.2

Graduation

UNC COM awards the Doctor of Osteopathic Medicine (D.O.) degree to students who meet all academic, clinical, professionalism, and institutional obligations and comply with UNC COM policies. Eligibility is verified through the Student Progress Committee (SPC), which reviews each student's record and forwards recommended candidates to the Faculty Assembly. Upon approval by Faculty Assembly, the Dean confers the degree. Students may participate in Commencement if all degree requirements are expected to be completed by July 1 of the graduation year and all financial/administrative obligations are satisfied.

Graduation Requirements

To qualify for the D.O. degree, students must:

- Complete all curriculum requirements: All required pre-clinical coursework and clinical coursework, and be in Academic Good Standing.
- Meet national exam standards: Pass COMLEX-USA Level 1 and Level 2.
- Demonstrate clinical competence: Achieve required osteopathic clinical skills consistent with current COCA expectations.
- Satisfy institutional obligations: Resolve all financial responsibilities and complete all university/administrative requirements prior to graduation.

Grievances and Appeals Policy and Procedure

Responsible Party: Associate Dean of Preclinical Education and Associate Dean of Clinical Education

COCA Standard: 9.2

Overview

The University of Northern Colorado College of Osteopathic Medicine (UNC COM) is committed to maintaining a fair and transparent process for resolving academic grievances and appeals. While UNC COM follows the general framework of the University of Northern Colorado's policy on grievances and appeals, the college will develop its own tailored procedure to address the specific needs of its students and faculty within the osteopathic medical program. For detailed information regarding the academic grievance and appeal policy and procedures at the University of Northern Colorado, please refer to the [UNC Academic Appeal Procedure](#).

Filing of Grievances and Appeals

A. Initiating a Grievance or Appeal:

- A student may file a grievance or appeal if they believe they have been treated unfairly or if they wish to contest an academic decision. Grounds for grievances or appeals include disputes over grades, disciplinary actions, or other academic matters.
- All grievances and appeals must be filed in writing and submitted to the Office of Admissions & Student Affairs within 10 business days of the incident or academic decision in question.

B. Levels of Appeal:

Level 1: Informal Resolution:

- Before initiating a formal appeal, students are encouraged to resolve disputes informally by discussing the issue with the faculty member or administrator involved. This step fosters communication and often resolves concerns without the need for a formal process.
- If informal resolution is not possible or the student is dissatisfied with the outcome, they may proceed with the formal grievance process.

Level 2: Formal Grievance Submission:

- The formal grievance process begins when the written complaint is submitted. The student must include all relevant details, supporting documentation, and a clear statement of the resolution sought.
- The Office of Admissions & Student Affairs will review the submission for completeness and ensure that the grievance falls within the scope of the academic appeal process.

Level 3: Grievance Review Panel:

- If the grievance proceeds, it will be reviewed by a Grievance Review Panel composed of faculty members and administrative personnel. This panel will examine all documentation and may request additional information or hold

- hearings to better understand the issue.
- The panel will provide a written decision within 10 business days of the formal grievance submission.

C. Final Appeal:

If the student is not satisfied with the decision of the Grievance Review Panel, they may appeal to the Dean of UNC COM. The Dean's decision is final and will be issued within 10 business days of receiving the final appeal.

D. Confidentiality and non-retaliation:

All grievances and appeals will be handled with strict confidentiality. No student shall face retaliation for filing a grievance or appeal in good faith.

E. Record Keeping:

The Office of Admissions & Student Affairs will maintain records of all grievances and appeals for a minimum of five years. These records will be kept confidential and only made available to individuals involved in the review process or as required by law.

Licensure Information

All students will be provided with licensure information post-graduation. Licensure requires passing the COMLEX-USA exams, graduating from a recognized program, and completing state-specific postgraduate training.

Maximum Length of Completion

Responsible Party: Dean of the College of Osteopathic Medicine

COCA Standard: 6.3

A candidate for the Doctor of Osteopathic Medicine (DO) degree must complete their education within 150% of the standard time frame (six years following matriculation), as specified by the American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA).

Students seeking a dual degree (DO in conjunction with a master's or doctoral degree) may be eligible to extend this deadline. Students seeking such an extension must submit a request prior to their third year, to the Student Progress Committee (SPC) of UNC COM for consideration.

To request an extension to pursue a dual degree, the student must:

- Submit a written petition to the SPC of UNC COM prior to exceeding the six-year limit.
- Include in the petition a detailed explanation of the dual degree program, a proposed revised timeline for completion of both degrees, and a letter of support from the dual degree program director or academic advisor.
- Remain in good academic standing at the time of the request. The SPC will review requests and make decisions on a case-by-case basis.

In addition to dual degree considerations, the SPC may, on rare occasions, consider time-to-degree extensions for students facing significant medical illness, family obligations, or other extenuating circumstances. Any requests must be supported by appropriate documentation. No extensions will be granted for students facing delays solely due to academic performance.

Approved extensions will be documented in the student's academic record and monitored by the Student Affairs Office to ensure continued compliance with the revised timeline.

Quartile Ranking

The University of Northern Colorado College of Osteopathic Medicine (UNC COM) utilizes a quartile-based class ranking system rather than assigning a numerical class rank. Students are grouped into one of four academic quartiles (Q1–Q4) based on their cumulative academic performance, with **Q1** representing the highest-performing quartile and **Q4** representing the lowest-performing quartile.

Quartile placement is determined using a composite measure of academic performance. The calculation is based on approximately two-thirds (2/3) performance on UNC COM course assessments (house-written examinations) and one-third (1/3) performance on nationally standardized examinations, as determined by the College. The methodology for calculating quartile rankings may be reviewed and revised by UNC COM to ensure alignment with curricular goals, assessment practices, accreditation standards, and best practices in medical education. Quartile rankings are intended to provide a broad measure of academic performance and may be used, when appropriate, for institutional reporting, academic recognition, residency application processes, and other educational purposes.

Retention

Responsible Party: Associate Dean of Admissions and Student Affairs

COCA Standard: 9.2

Objective:

The University of Northern Colorado College of Osteopathic Medicine (UNC COM) promotes student success by leveraging specialized services unique to medical education. This policy outlines how early intervention, academic support, and professional development resources are deployed to ensure students' success throughout their education.

1. Early Alert System

The Early Alert System at UNC COM is designed to identify students in need of academic, professional, or personal support through timely referrals and access to appropriate resources.

Referral Process:

- A. **Academic Performance Concerns:** Students experiencing academic difficulties are referred to the UNC COM Student Success Committee (SSC), which is responsible for directing students to resources such as faculty-led counseling, Learning and Career Specialists and online support tailored to individual needs.
- B. **Professionalism Concerns:** Concerns regarding professional conduct are managed by the Student Professionalism Committee (PC), ensuring adherence to professional standards in the medical program. This committee works in coordination with the broader UNC Student Conduct Office to maintain consistency in addressing professionalism across campus. Refer to the [UNC Student Code of Conduct](#) for further information.
- C. **Clinical Skills:** Clinical performance concerns are referred to the Clinical Education Departments (Department of Primary Care or OPP) for additional support, including simulation training.
- D. **Wellness:** UNC COM prioritizes student mental health by providing access to comprehensive and confidential services. A full-time embedded mental health counselor will be available within the COM and the UNC Counseling Center, offering students flexible options for in-person or telehealth sessions. The counselor will provide individual counseling, as well as group sessions on topics like stress management and anxiety coping strategies.

COM Mental Health Counselor: Michael McGovern, michael.mcgovern@unco.edu

Additional support includes access to the [UNC Counseling Center](#), which offers scheduled and walk-in appointments and telehealth services for Colorado residents. Students may also access the 24-hour TELUS Health crisis hotline at 1-833-862-3272. Psychiatric care is available through the University Health Clinic, where students may see a psychiatric nurse practitioner in Cassidy Hall. Additional community-based resources include North Range Behavioral Health and those listed on the [UNC Health and Well-Being](#) website.

- E. **Financial Concerns:** The Financial Aid Counselors at UNC COM address financial issues specific to medical students. This service is integrated with the broader offerings from the

UNC Financial Aid Office, which provides aid management and scholarships. Learn more at [Office of Financial Aid](#).

2. Student Success Committee (SSC)

The Student Success Committee (SSC) at UNC COM identifies students facing academic challenges and provides early interventions through a comprehensive and individualized approach.

Purpose:

- Early identification of at-risk students.
- Development of personalized intervention plans.
- Proactive monitoring of student progress and needs.
- Collaboration with university-wide services.

The SSC collaborates closely with Course Directors to identify struggling students early and provide targeted academic coaching. Faculty members, in consultation with Learning and Career Specialists, support students by addressing time management and effective study practices.

Professionalism

Responsible Party: Associate Dean of Admissions and Student Affairs

COCA Standard: 5.1

Professionalism at UNC COM is the daily commitment to becoming a physician worthy of trust. It is demonstrated through integrity, accountability, respect, compassion, cultural humility, ethical behavior, effective communication, and responsiveness to the needs of patients, colleagues, and communities. Guided by osteopathic principles, professionalism calls learners and physicians to pursue excellence, engage in continuous self-reflection and growth, and serve with humility and purpose—advancing equitable care, collaborating across health professions, and meeting the needs of rural and underserved communities.

Academic Dishonesty

Responsible Party: Associate Dean of Admissions and Student Affairs

COCA Standard: 5.1

Academic dishonesty includes but is not limited to:

- Cheating on a formal academic exercise or examination
- Plagiarism
- Falsification of data, information, or citations
- Providing false information to an instructor concerning a formal educational activity
- Acting in a manner that would sabotage a fellow student in their work
- Assisting others in any of the above activities

Students who are alleged to have committed an act of academic dishonesty will be referred to the UNC COM Professionalism Committee. Students found to have committed academic dishonesty may suffer negative consequences up to and including reporting of an infraction on the student's Medical Student Performance Evaluation (MSPE) through dismissal.

Professionalism Committee (PC)

Responsible Party: Associate Dean of Admissions and Student Affairs

COCA Standard: 5.1

The Professionalism Committee (PC) promotes and upholds the professional standards expected of all UNC College of Osteopathic Medicine students. The committee develops and reviews professionalism policies, provides guidance on professional conduct, and reviews reports of professionalism concerns to ensure they are addressed fairly, consistently, and in accordance with College policies.

The committee includes faculty, student representatives, and staff who are committed to fostering a culture of professionalism, integrity, respect, and accountability.

When a professionalism concern is reported, the committee may:

- Review the reported concern and any relevant information.
- Recommend educational interventions or remediation to support professional growth.
- Determine whether a professionalism concern should be documented in the student's Medical Student Performance Evaluation (MSPE), when appropriate.
- Refer cases involving serious or repeated professionalism concerns to the Student Progress Committee (SPC) for further review when a sanction such as probation, suspension, or dismissal may be warranted.
- Refer cases to UNC Student Conduct as appropriate

The Professionalism Committee is primarily an educational and developmental committee.

Its goal is to help students learn from professionalism concerns, promote accountability, and support their growth as future osteopathic physicians. **The committee does not have the authority to suspend, dismiss, or delay a student's progression through the curriculum.** The committee meets regularly throughout the academic year and maintains confidentiality in all proceedings.

Professionalism Competency and Professional Conduct

Responsible Party: Associate Dean of Admissions and Student Affairs

COCA Standard: 5.1

Purpose and Scope

Professionalism is a fundamental competency of the Doctor of Osteopathic Medicine curriculum and an essential requirement for progression, promotion, and graduation. Professionalism encompasses the values, behaviors, and ethical standards expected of physicians and is evaluated continuously throughout a student's medical education.

The purpose of this Policy is educational. It is intended to promote professional identity formation, encourage accountability and reflection, support student development, and ensure that graduates possess the professional attributes necessary to provide safe, ethical, and compassionate patient care.

Guiding Principles

Professionalism is a core competency required by the College's educational mission and is essential to maintaining public trust in the osteopathic profession. Students are expected to demonstrate the knowledge, skills, behaviors, and professional attributes necessary to meet the ethical obligations of physicians and to satisfy the standards for progression, graduation, and entry into graduate medical education.

The Professionalism Competency and Professional Conduct Policy is founded upon the following principles:

- Professionalism is an essential academic competency.
- Professional identity develops throughout medical education.
- Early intervention and coaching are preferred whenever appropriate.
- Students are expected to demonstrate insight, accountability, and continuous improvement.
- Patient safety and public trust are paramount.
- Professionalism decisions are educational rather than punitive.
- Similar cases should be treated consistently while recognizing the unique circumstances of each student.

Relationship to the Student Code of Conduct

Professionalism is an academic competency that is distinct from the University's Student Code of Conduct.

The purpose of this Policy is to assess whether a student has demonstrated the professional attributes, ethical judgment, accountability, reliability, integrity, and behaviors expected of a future osteopathic physician. Professionalism is evaluated as an essential component of the Doctor of Osteopathic Medicine curriculum and is required for promotion and graduation.

The University Student Code of Conduct governs violations of institutional rules applicable to all students and addresses matters involving campus safety, student welfare, and institutional discipline.

Certain conduct may implicate both this Professionalism Policy and the Student Code of Conduct. In those circumstances, the College of Osteopathic Medicine and the University may proceed independently under each process. Resolution of one process does not preclude review or action under the other, and each process serves a separate educational and institutional purpose.

Definitions

Professionalism: UNC COM defines professionalism in accordance with the Accreditation Council for Graduate Medical Education (ACGME) and the American Association of Colleges of Osteopathic Medicine (AACOM), and the American Osteopathic Association (AOA) as:

Demonstrated through honesty, integrity, accountability, respect for others, ethical behavior, cultural humility, compassion, responsiveness to patients and colleagues, commitment to excellence and continuous improvement, and adherence to the principles and philosophy of osteopathic medicine.

Professionalism Concern: a behavior demonstrating a failure to satisfy the professional competencies expected of an osteopathic medical student. Professionalism concerns may arise in academic, clinical, research, service, or extracurricular settings and include conduct inconsistent with honesty, integrity, accountability, ethical judgment, respect, compassion, cultural humility, responsibility, reliability, or commitment to patient-centered care.

Some conduct may also constitute a violation of the University's Student Code of Conduct. When appropriate, matters will be referred to the Office of Student Conduct while separately remaining subject to review under this Professionalism Policy.

Expected Professional Behaviors

Professionalism includes but is not limited to:

Integrity

- Truthfulness
- Honesty
- Ethical decision-making
- Appropriate disclosure

Respect

- Patients
- Faculty
- Staff
- Students
- Clinical personnel

Accountability

- Attendance
- Timeliness
- Completing responsibilities
- Responsiveness

Patient-Centered Care

- Compassion
- Confidentiality
- Respect
- Advocacy

Professional Communication

- Civil discourse
- Appropriate electronic communication
- Appropriate social media

Self-Improvement

- Accepting feedback
- Reflective practice
- Continuous improvement

Professionalism Committee

The Professionalism Committee serves as the College's academic committee responsible for evaluating professionalism concerns, identifying patterns of behavior, recommending educational interventions, overseeing Professional Development Plans, making findings regarding professionalism deficiencies, determining if professionalism concerns should be noted on student's Medical Student Performance Evaluation (MSPE), and making recommendations to the Student Progress Committee (SPC) regarding a student's demonstrated professional competency and eligibility for promotion. The Professionalism Committee is appointed by the Dean and approved by the Deans Council. The committee cannot dismiss students but can recommend dismissal to SPC.

Reporting Professional Concerns

A professionalism concern may be submitted by the following:

- faculty
- residents
- preceptors
- students
- staff
- standardized patients
- clinical affiliates
- patients when appropriate

Reports shall be submitted through the College's designated reporting platform. Following receipt, the Associate Dean of Admissions and Student Affairs (or designee) shall classify the concern.

Upon receipt of a report, the Associate Dean shall conduct a preliminary assessment to determine the appropriate institutional response. The preliminary assessment may include consideration of whether the report:

- alleges conduct that, if true, would constitute a professionalism concern;
- should be referred to the Office of Student Conduct;
- implicates Title IX;
- presents an immediate threat to patient or campus safety; requires a threat assessment or other institutional intervention; or
- does not fall within the jurisdiction of this policy.

Classification of Professionalism Concerns

1. Minor Professionalism Concerns

Concerns generally involve isolated or lower-level professionalism lapses in professionalism that are appropriately addressed through coaching, feedback, or informal documentation. Examples include:

- Tardiness or attendance concerns;
- Minor communication or interpersonal professionalism issues;
- Accountability, preparation, or responsiveness concerns.

Minor Professionalism concerns are intended to promote early intervention and professional growth.

2. Significant Professionalism Concerns

Concerns involve serious conduct requiring formal review and may include, but are not limited to:

- Conduct that compromises patient safety or constitutes clinical misconduct;
- Academic integrity violations;
- Ethical or legal violations, including discrimination, harassment, or criminal conduct;
- Significant violations of institutional or clinical site policies; or
- Repeated or escalating patterns of unprofessional behavior.

Significant concerns ordinarily require formal review by the Professionalism Committee.

3. Pattern of Professionalism Concerns

Concerns involve Minor behaviors that demonstrate one or more of the following:

- Repeated occurrence;
- Increasing severity;
- Failure to respond to coaching or feedback; or

- A pattern of behavior across multiple settings.

The Professionalism Committee may consider patterns of conduct across the curriculum. Multiple minor incidents, viewed collectively, may demonstrate a significant professionalism deficiency even when no single incident independently warrants formal action.

Pattern of Professionalism concerns are escalated for additional review and may proceed through the formal hearing process.

Informal Educational Resolution

When a professionalism concern is reported, the student will meet with the Associate Dean of Admissions and Student Affairs (or designee) to review the concern and discuss appropriate next steps.

At this stage, the student may:

- Accept responsibility for the professionalism concern; or
- Request a formal hearing.

Consistent with the University's mutual resolution model, the Associate Dean of Admissions and Student Affairs (or designee) serves as the coordinating official for the informal resolution process.

If the student accepts responsibility:

- A written summary of the findings is prepared;
- The student's acceptance of responsibility is documented; and
- The matter is referred to the Professionalism Committee for determination of outcomes and, when appropriate, development of a Professional Development Plan.

A formal hearing is not required unless requested by the Professionalism Committee.

If the student declines informal resolution or fails to satisfy the agreed-upon expectations, the matter will proceed to the formal review process.

Formal Review Process

A formal hearing is initiated when:

- Informal resolution is not offered;
- The student declines informal resolution;
- The student fails to meet the expectations established through informal resolution; or
- The seriousness or nature of the professionalism concern warrants formal review.

Students participating in the formal review process will receive written notice of the hearing in advance.

Students must submit all supporting documentation no later than three (3) business days before

the hearing.

The Chair of the Professionalism Committee will coordinate the hearing process.

During the hearing:

- The student is provided an opportunity to respond to the allegations;
- The Committee reviews all relevant information and documentation; and
- Findings are determined using the preponderance of the evidence standard.
- Following deliberation, the Committee determines whether a professionalism violation occurred and recommends appropriate educational or disciplinary outcomes.

Standard of Review

The Professionalism Committee is responsible for making academic judgments regarding a student's demonstration of the professional competencies required of future osteopathic physicians. The Committee's review is educational in nature and is intended to assess professional development, accountability, ethical judgment, and readiness to progress in the Doctor of Osteopathic Medicine curriculum.

In determining whether a professionalism concern is substantiated, the Committee shall consider all relevant and reliable information available, including written reports, documentation, witness statements, the student's response, and any other information the Committee determines to be pertinent. The Committee may request additional information or documentation whenever necessary to ensure a complete understanding of the professionalism concern.

The Committee shall determine whether the reported conduct occurred based on a preponderance of the evidence, meaning that it is more likely than not that the conduct occurred.

If the Committee determines that the conduct occurred, it shall then exercise its independent academic judgment to determine whether the conduct constitutes a deficiency in professionalism, taking into consideration the nature of the conduct, its context, the student's intent, prior professionalism history, responsiveness to feedback, evidence of remediation, and the student's demonstrated ability to meet the professional competencies expected of an osteopathic medical student.

The Committee may consider patterns of behavior over time. Multiple incidents that, individually, may not warrant significant intervention may collectively demonstrate a professionalism concern when viewed in light of the student's overall professional development.

The Committee's recommendations are based upon its academic judgment regarding the student's demonstrated professional competency and are intended to promote professional identity formation, patient safety, ethical practice, and the integrity of the medical profession.

The Committee is not required to find that a student intended to act unprofessionally. Professionalism deficiencies may result from intentional misconduct, negligent conduct, repeated lapses in judgment, failure to meet professional expectations, or a demonstrated inability or unwillingness to consistently exhibit the behaviors and attributes expected of a future osteopathic

physician.

Professional Development Plans

The Professionalism Committee may require a student to complete a Professional Development Plan ("PDP") when it determines that educational intervention is appropriate to address a professionalism concern. The primary purpose of a PDP is to promote professional growth, self-reflection, accountability, and successful development of the professional competencies expected of an osteopathic physician.

A Professional Development Plan is an educational intervention and is not intended to be punitive. Rather, it is designed to assist the student in identifying areas for improvement, developing insight into professional expectations, and demonstrating sustained behavioral change.

The Professionalism Committee shall determine the scope, objectives, and duration of the Professional Development Plan based on the nature, severity, and pattern of the professionalism concern.

A Professional Development Plan may include one or more of the following components, as appropriate:

- Reflective writing assignments;
- Meetings with a faculty mentor, advisor, or administrator;
- Professional coaching or mentoring;
- Targeted educational activities or professionalism training;
- Counseling or wellness resources, when appropriate;
- Communication or conflict-resolution training;
- Ethics education;
- Periodic progress meetings;
- Ongoing observation and monitoring in academic or clinical settings;
- Other educational interventions deemed appropriate by the Committee.

Each Professional Development Plan shall identify:

- The professionalism competencies requiring improvement;
- Specific expectations for successful completion;
- The methods by which progress will be evaluated;
- The individual(s) responsible for monitoring the student's progress;
- The anticipated duration of the Plan; and
- The criteria for successful completion.

Students are expected to actively participate in and successfully complete all requirements of the Professional Development Plan. Successful completion requires not only completion of assigned activities but also demonstration of meaningful improvement in the identified professionalism competencies.

Completion of a Professional Development Plan does not automatically remove documentation of

the underlying professionalism concern. However, successful completion may be considered by the Professionalism Committee as evidence of professional growth and remediation when evaluating the student's future professional development and progression.

Failure to comply with the requirements of a Professional Development Plan, failure to demonstrate satisfactory progress, or subsequent professionalism concerns may result in additional review by the Professionalism Committee and may include referral to the Student Progress Committee for consideration of academic action.

Monitoring and Successful Completion of a Professional Development Plan

The Professionalism Committee, or its designee, shall monitor the student's progress throughout the duration of the Professional Development Plan.

A Professional Development Plan shall be considered successfully completed when the Committee determines that the student has demonstrated sustained improvement in the professionalism competencies identified in the Plan and has satisfied all required educational interventions.

In determining whether a student has successfully completed a Professional Development Plan, the Committee may consider:

- Feedback from faculty, clinical preceptors, staff, mentors, and administrators;
- The student's demonstrated insight into the professionalism concern;
- Evidence of behavioral change over time;
- Successful completion of required educational activities;
- The absence of additional professionalism concerns; and
- The student's overall progression toward meeting the professional competencies expected of an osteopathic medical student.

The Committee may determine that a student has:

1. Successfully completed the Professional Development Plan;
2. Successfully completed the Plan with continued monitoring;
3. Requires modification or extension of the Plan; or
4. Has failed to demonstrate sufficient professional development, warranting additional review or referral to the Student Progress Committee.

Outcomes

Following review, the Professionalism Committee may recommend one or more of the following educational outcomes:

- No finding
- Coaching
- Educational intervention
- Professional Development Plan
- Written Notice of Professionalism Deficiency

- Referral to the Student Progress Committee
- Recommendation of failure to demonstrate professionalism competency.

Outcomes are intended to be educational, developmental, and proportionate to the nature, severity, and pattern of the professionalism concern.

Referral to Student Conduct

Conduct that may constitute a violation of the University Student Code of Conduct will be referred to the Office of Student Conduct for investigation and resolution under applicable University procedures.

The existence, outcome, or dismissal of a Student Conduct matter shall not prevent the College of Osteopathic Medicine from independently evaluating the same conduct under this Professionalism Policy.

Interim Measures

In cases involving significant or potentially harmful conduct, the UNC Dean of Students may implement interim administrative measures while review of the professionalism concern is pending.

Interim measures may include, but are not limited to:

- Interim suspension;
- Restriction of access to campus facilities, educational activities, or clinical experiences; or
- Other administrative or protective actions deemed necessary to maintain safety or the integrity of the educational environment.

Interim measures are implemented at the institutional level and may occur concurrently with Professionalism Committee proceedings.

Appeals

This Policy governs all appeals arising from determinations of the Professionalism Committee. To the extent any provision of another College of Osteopathic Medicine or University policy could be construed as providing an alternative appeal process for a Professionalism Committee determination, this Policy shall control unless another policy expressly states that it supersedes this Policy.

A student may appeal a decision of the Professionalism Committee to the Deans Council within ten (10) business days of receiving written notification of the Committee's decision.

The decision of the Deans Council shall be final.

Confidentiality

Committee proceedings are confidential to the extent permitted by law. Records and proceedings

shall be maintained in accordance with FERPA, applicable University record-retention policies, and Colorado law.

Recognition of Professional Excellence

UNC COM encourages recognition of exemplary professionalism. Faculty, staff, preceptors, and students are encouraged to submit commendations through Maxient or EAB Navigate recognizing exceptional acts of integrity, leadership, compassion, service, teamwork, or professionalism. Positive reports may be considered as part of a student's professional development record.

Professionalism Standards and Lapses in Professional Behavior

Responsible Party: Associate Dean of Admissions and Student Affairs

COCA Standard: 5.1

The public expects members of the medical profession to adhere to professional values that encompass integrity, excellence in medical care, responsibility, altruism, empathy, and trustworthiness. All students enrolled in UNC COM are considered members of the osteopathic profession and the university community. As such, all students are expected to adhere to the UNC COM code of ethics and to behave in a professional manner.

- Unprofessional behavior includes but is not limited to:
- Academic dishonesty
- Lying or deliberately misleading others
- Breaches in patient confidentiality
- Criminal activity
- Invasion of another's privacy
- Misrepresentation of credentials, abilities, or position
- Physical, verbal, psychological or sexual harassment
- Use of offensive language when referring to patients or their illnesses

Students who are alleged to have participated in unprofessional behavior will be referred to the UNC COM Professionalism Committee. Students found to have engaged in unprofessional behavior may be subject to adverse actions up to and including notation of the incident on their Medical Student Performance Evaluations through dismissal.

Social Media and Social Networking Policy

COCA Standard: 5.1

Students and faculty of UNC COM should adhere to the following when engaged in social networking:

- Take steps to ensure that all sites have appropriate privacy settings.
- Do not write about patients in a way that could convey their identity, even accidentally.
- Do not post pictures or descriptions that demonstrate themselves or others in the community engaged in negative or unprofessional behavior.
- Do not interact with patients on social media accounts.
- Do not post the work of others without appropriate attribution and do not post material that is under copyright.
- Do not post angry or defamatory comments about fellow students, faculty, staff, other healthcare professionals or the college.

Students alleged to be in violation of these standards will be referred to the UNC COM professionalism standards. Faculty alleged to be in violation will be referred to their supervisor and complaints adjudicated in compliance with UNC due process policies.

Recusal from Student Assessment by Health Provider

Policy: Recusal from Student Assessment and Promotion Decisions for Health Professionals Providing Services to UNC COM Students

Responsible Party: Associate Dean of Clinical Education

COCA Standard: 9.10

Any UNC COM faculty member who is a healthcare professional with a previous or ongoing therapeutic relationship with an UNC COM student must recuse themselves from all activities involving the summative assessment, grading, and promotion of that student.

For the purposes of this policy, a “therapeutic relationship” occurs when a licensed clinician assumes the responsibility for the evaluation, diagnosis, or management of a student’s medical or behavioral health condition.

Procedure:

Committee Participation:

At the onset of all UNC COM committees where the agenda contains discussion/decisions of student admission to the COM program or progress through the COM curriculum, the chair will ask that any faculty members present declare conflicts of interest. A faculty member with a therapeutic relationship with a student slated for discussion is expected to declare this conflict and will refrain from both the discussion about and any decisions regarding that student.

Summative Skills Assessment

Any faculty member assigned to assess or grade the performance of a current UNC COM student with whom they have a previous or ongoing established therapeutic relationship must identify the conflict of interest to the Course Director. The Course Director will either assign the student assessment and/or grading to a different faculty member or perform it themselves.

If the Course Director also has a conflict, the Associate Dean of Clinical Education will assign a faculty member to perform the assessment and will assign the grade.

Final Course Grades

Should a Course Director have a therapeutic relationship with a student, they must recuse themselves from any decisions regarding a course grade. If there is a Co-Course Director, they will assume this responsibility. If no Co-Course Director exists, the Associate Dean of Preclinical Education will fulfill this role for OMS 1 and 2 courses, and the Associate Dean of Clinical Education will do so for OMS 3 and 4 Courses.

Clinical Rotation Assessment and Grading

Supervising Clinical Preceptors who have an ongoing or prior therapeutic relationship with a UNC COM student are not permitted to provide the end of rotation evaluation for that student. If a preceptor is assigned to supervise a student with whom a therapeutic relationship exists, they must notify the Associate Dean of Clinical Education and GME of this conflict as soon as they are aware of the assignment. The Associate Dean will determine if there are other preceptors on the rotation who may complete assessment and, if not, will re-assign the student to a new rotation.

Student reporting of conflict due to a current or ongoing therapeutic relationship

Should a student be assigned to a summative evaluation by a clinician with whom they have an established therapeutic relationship, they should report this to the Course Director. Should a student be assigned to a clinical rotation with a preceptor with whom they have an established therapeutic relationship, they should notify their clinical coordinator as soon as they are aware of the assignment.

Research and Scholarly Activity

Responsible Party: Associate Dean of Preclinical Education

COCA Standard: 8.0

UNC COM Student Research

UNC COM seeks to prepare students as evidence-based medical practitioners. Students will engage with biostatistics and research design and will develop their critical appraisal skills to interpret and evaluate medical evidence from a variety of sources. The spring OMS course, Scientific Methods and Evidence-Based Medicine, prepares students to generate research questions and conduct their own projects.

Research Opportunities

Students will have opportunities to connect with researchers through tailored events designed to showcase the varied projects and interests across campus and the community. Specific events will be announced throughout the year.

Students are encouraged to focus on academic success during the first year and to wait to begin independent research until the summer following OMS 1. For those with strong academic performance and prior research experience, there may be earlier opportunities to engage in projects. Students interested in research should contact the UNC COM Research Coordinator.

Research Resources

In addition to the resources of the broader UNC, COM provides additional support for student research.

The COM Research Coordinator will connect students with researchers who share their interests, support grant applications, IRB and compliance paperwork, and research logistics.

The COM Biostatistician can assist student researchers with statistical questions, power analyses, and recommendations for quantitative research designs.

Our Medical Librarian, Jensen Fisher, can assist students with designing search strategies, accessing articles, managing citations, and developing research designs. They are part of the broader UNC library system and can connect students to other resources. See the UNC Library page for additional resources and information. Contact: jensen.fisher@unco.edu

Medical Student Summer Research Program (MSSRP)

This program supports mentored medical student research projects, primarily in the summer between OMS 1 and OMS 2. Students can apply for awards to support their research project (~\$3,500) and their research mentor's time (~\$5,000) during the summer semester. Projects will be evaluated and chosen based on their potential impact, research design, and feasibility of completion within the time allowed. Awardees will be expected to present their findings at a future COM research symposium. Details on these awards and the application process are forthcoming.

Compliance with UNC Procedures for Research Involving Human Participants

Responsible Party: Associate Dean of Preclinical Education

COCA Standard: 8.0

Research involving human subjects at UNC is governed by University Regulations 3-8-104, established by the Board of Trustees to ensure that all such research conducted under UNC's authority adheres to ethical standards. Faculty and students of UNC COM who wish to engage in human subject research must ensure compliance with all relevant policies and procedures available at:

<https://www.unco.edu/research/research-integrity-and-compliance/institutional-review-board/> and <https://www.unco.edu/research/pdf/research-integrity/irb/UNCIRBProceduresUPDATED1.17.19.pdf>

Investigator Eligibility Policy

Responsible Party: Associate Dean of Preclinical Education

COCA Standard: 8.0

Purpose

This policy defines eligibility requirements and responsibilities of principal investigators and co-principal investigators on externally supported (sponsored) projects at the University of Northern Colorado (UNC).

Applicability

This policy applies to all individuals who propose or conduct externally supported projects at UNC.

Definitions:

Principal Investigator (PI) or Project Director (PD) – an individual designated by the university to have the appropriate level of authority and responsibility to direct a project or program supported by an external award. A PI/PD participates on the project to a substantial degree and is responsible to UNC for the overall proper management of the project (including fiscal management, compliance, and technical reporting) and the conduct of the project scope of work in compliance with the award terms and conditions and UNC policies and procedures. *For the purposes of this policy document, PI and PD can be used interchangeably with the same meaning.*

Co-Principal Investigator (Co-PI) – an individual involved with the PI in the development or implementation of a sponsored project. A Co-PI devotes a specific percent of his or her effort to the project and is responsible to the university and to the PI for the management and conduct of a specific segment or area of the project in accordance with sponsor requirements, award terms and conditions, and UNC policies and procedures.

Senior Personnel or Key Personnel – individuals whose participation in the conduct of a sponsored project is necessary to the project's success, but who do not share the overall responsibility of a PI or Co-PI. Sponsors typically require these individuals to be named in the proposal/application.

Sponsor - an entity (e.g.: federal agency; state agency; non-profit/foundation; individual, etc.) financing the project (research, or other sponsored project or activity).

Sponsored Project – a specific research, training, service, or similar activity for which funding or other support is provided by a sponsor through an agreement with the university.

Policy

Grants, contracts, and other types of awards that support sponsored projects at UNC are legally binding agreements between sponsors and the university. Although sponsors make awards based on projects proposed by investigators or project directors, the awards are made to the university.

When the university accepts a sponsored project award, it becomes legally responsible and accountable to the sponsor for compliance with terms and conditions of the award and with all applicable laws and regulations. The principal investigator, in turn, is responsible to the university

for the overall management and conduct of the project.

To ensure that it can meet its contractual obligations to a sponsor, UNC limits eligibility of PIs and Co-PIs to individuals with appropriately defined affiliations with the university.

Eligibility Categories for Investigator Status

Automatic: PI or Co-PI status is automatically granted to current UNC faculty members in contract-renewable, tenure-track, or tenured positions, and to professional administrative exempt staff in positions of assistant or associate director and higher. Automatic eligibility for PI and Co-PI status terminates upon retirement from UNC. Faculty or staff members nearing retirement must seek an exception, as outlined below, to continue serving as a PI on an existing grant or as a Co-PI on a new proposal or an existing grant.

Conditional: PI or Co-PI status is allowable if every conditional specification/requirement is met and documented with OSP. Conditional status does not require an exception application.

Exception: PI or Co-PI status requires an exception application to the AVP Research for review and approval of the requested investigator status. In all exception applications, the individual's role must be well justified and contributing significantly to the merit of the project, and must be supported by PI's unit (Chair/Director) and college (Dean's office).

Position	Investigator Eligibility		Specifications/Requirements
Current UNC Faculty or Exempt Staff	PI	Co-PI	
Faculty members in contract-renewable, tenure-track, or tenured positions	Automatic	Automatic	None
Professional/ Administrative exempt staff with title of <i>Assistant Director</i> or above	Automatic	Automatic	None
Professional/ Administrative exempt staff with title of Assistant Director	Exception	Conditional	PI: Must apply for exception Co-PI: No application required but Project must include a UNC PI with automatic eligibility <i>(typically employee's supervisor).</i>

• Postdoctoral fellow; postdoctoral scholar	Exception	Conditional	PI: Must apply for exception Co-PI: No application required but Project must include a UNC PI with automatic eligibility (typically Postdoc's faculty mentor/supervisor).
Onboarding UNC Faculty or Exempt Staff	PI	Co-PI	
• If pending position has automatic eligibility	Conditional	Conditional	No application required. Employee's supervisor (Dean/Director/VP) must confirm employee's contract start date via email to OSP. Anticipated award start date must be <i>after</i> employee start date.
• If pending position does not have automatic eligibility	Exception	Conditional	PI: Must apply for exception Co-PI: No application required but Project must include a UNC PI with automatic eligibility (<i>typically, employee's supervisor</i>).
Current UNC Student	PI	Co-PI	
• On a student project	Conditional	Conditional	No application required. Student's UNC faculty advisor must have automatic eligibility and is ultimately responsible for the fiscal management and oversight responsibilities for the project conduct.
• On a faculty project	N/A	Exception	Co-PI: Must apply for exception and project PI must be a UNC faculty member with automatic eligibility (<i>typically the student's faculty advisor</i>).
Other / temporary contracts	PI	Co-PI	

• Collaborator conducting work at collaborator's institution (e.g. subaward)	N/A	Conditional	An authorized official of collaborator's institution must complete and sign the <i>UNC Subrecipient Commitment & Risk Assessment Form</i>. Project work conducted <i>at UNC</i> must be under the direction of the UNC PI. <i>(Collaborator is responsible for following his/her institution's policy and procedures applicable to investigator eligibility.)</i>
• Retired or separated from UNC (e.g.: <i>no longer on a faculty contract nor in an exempt staff position</i>)	Exception	Exception	Must apply for exception in all cases, even if employee held PI/Co-PI status on the award pre-retirement. Provost-approved agreement is required, outlining the terms/conditions of post-retirement status and individual's responsibilities to UNC related to the award.
			(PERA recipients advised to contact UNC HR to assess potential impact on retirement benefits if re-employed and/or paid in any manner from grant funds).
• Visiting, adjunct, or affiliate faculty conducting work at UNC	N/A	Exception	Co-PI: Must apply for exception and project PI must be a UNC faculty member with automatic eligibility

Other requests for exceptions may be considered on a case-by-case basis.

Requesting Exceptions

Individuals requesting an exception to the *Investigator Eligibility Policy* must complete an **Application for Exceptional PI or Co-PI Status** (available on the Office of Sponsored Programs website), and obtain all necessary approvals before submitting the application to the AVP for Research for approval.

Investigator Status Scope and Restrictions

- If a sponsor's rules and requirements applicable to PI/Co-PI eligibility are more stringent than UNC's internal policies/procedures, sponsor's rules and requirements prevail.
 - Subject to sponsor's rules and requirements, UNC does not impose restrictions regarding classification of Senior Personnel or Key Personnel who are critical to a sponsored project but not in a PI/Co-PI capacity.
- Once PI and Co-PI exception status is granted, status remains valid for that individual until the individual's employment status changes or unless status is revoked in writing by the AVP for Research
 - Status may be revoked at the discretion of the AVP for Research (*e.g.: for violation of university policies and procedures; research misconduct; change in university's risk tolerance; etc.*).
- PI or Co-PI status does not confer UNC faculty status.
- Non-UNC employees from collaborating institutions
 - are not given access to Banner Finance and will not have financial authority to approve grant expenditures at UNC.
 - are not eligible for regular UNC employee benefits, such as sick and vacation leave or medical insurance programs.
 - if supervising any UNC students or employees: required to abide by all university policies and procedures, as well as applicable state and federal laws, regarding employment and supervision.
- Funding opportunity searches and proposal development assistance will be provided by OSP to individuals with automatic PI/Co-PI status, and individuals with PI or Co-PI exception status, as approved by the AVP for Research.

Contact Information

Office of Sponsored Programs (OSP) Phone: 970-351-1907, Email: osp@unco.edu

Research and UNC COM Student Eligibility to Serve as Principal Investigator

Responsible Party: Associate Dean of Preclinical Education

COCA Standard: 8.4

UNC COM students engaged in research activities at UNC may be eligible to serve as Principal Investigator on a student project or Co-Principal Investigator on a faculty project as outlined in the UNC Office of Research and Sponsored Programs Investigator Eligibility Policy # 01.03 available at: <https://www.unco.edu/app/uploads/Investigator-Eligibility.pdf>

Research Committee

The Research Committee promotes a culture of scholarly inquiry and research excellence within the UNC College of Osteopathic Medicine. The committee supports research conducted by students, faculty, and staff by fostering collaboration, encouraging innovation, and helping build research skills that contribute to the advancement of osteopathic medicine and patient care. The committee includes faculty, research leaders, staff, and other institutional partners who work together to strengthen research opportunities across the College.

The Research Committee is responsible for:

- Promoting student and faculty participation in research and scholarly activities.
- Supporting research collaborations within the College and with external partners.
- Identifying and communicating research funding opportunities and available resources.
- Reviewing applications for institutional research funding and travel awards, when available.
- Encouraging participation in scientific meetings, conferences, and professional presentations.
- Supporting research education through workshops, seminars, and training in research methods, grant writing, and responsible conduct of research.
- Working with University offices to help ensure research activities comply with institutional policies and regulatory requirements.

The committee meets regularly throughout the academic year to advance research initiatives and review funding and travel award opportunities. Students interested in research are encouraged to connect with faculty mentors and the Office of Research to learn about available projects, funding opportunities, and professional development resources.

The Research Committee is committed to expanding research opportunities that enhance student learning, support faculty scholarship, and contribute to improving healthcare in Colorado and beyond.

Student Ethical Conduct of Research

Responsible Party: Associate Dean of Preclinical Education

COCA Standard: 8.4

All UNC COM students who wish to engage in research are required to complete CITI Training prior to participation in any project. In addition, UNC COM students are required to comply with the UNC Office of Research and Sponsored Programs Policy: Responsible and Ethical Conduct of Research, available at <https://www.unco.edu/research/pdf/compliance/recr-policy.pdf>

Students Involved in Off-Campus Research

Responsible Party: Associate Dean of Preclinical Education

COCA Standard: 8.4

UNC COM students are encouraged to participate in research and may at times participate in clinical trials and other research activities which occur outside of the UNC campus. Prior to participating in such projects, students are required to read and attest to their understanding of the UNC Office of Research and Sponsored Programs. policy: Safe and Inclusive Working Environments for Off-Campus or Off-Site Research, available at: <https://www.unco.edu/research/pdf/compliance/safe-inclusive-off-site.pdf>

Use of Educational Resources and Materials

Responsible Party: Dean of the College of Osteopathic Medicine

COCA Standard: 5.1

UNC and UNC COM provide our faculty and students with electronic resources governed by licensure agreements. Also, all educational resources provided by the college are considered copyrighted or another's intellectual property. Therefore, these materials are for personal use only.

- Sharing of your digital library account access is prohibited.
- Use of any materials for commercial purposes is prohibited.
- You may not reuse or distribute educational materials in any way including but not limited to: download, photography, or screen capture without the written permission of the author of the material.
- Students, faculty and staff of the college are expected to honor copyright and should not reproduce, distribute or display copyrighted material without the written permission of the copyright holder.

Students alleged to have improperly disseminated educational resources will be referred to the UNC COM Professionalism committee. Students found to have participated in improper use of such materials may suffer negative consequences up to and including reporting of an infraction on the student's Medical Student Performance Evaluation through dismissal. Faculty alleged to be in violation will be referred to their supervisor and complaints adjudicated in compliance with UNC due process policies.

Student Success Resources

Designed as a proactive partnership, our student success services provide an equitable, structured framework tailored to help you navigate the unique pressures of the medical curriculum. These services offer a comprehensive network of support including academic coaching, peer mentorship, and wellness resources.

Ultimately, these supportive mechanisms are designed to help you optimize your learning, develop sustainable self-regulation skills, and maximize your professional potential throughout your medical educational journey.

UNC COM Student Success Committee (SSC)

COCA Standard: 9.0

The Student Success Committee (SSC) is dedicated to helping students succeed throughout medical school. The committee identifies students who may benefit from additional academic, professional, or personal support and connects them with resources as early as possible. Its goal is to promote student well-being, academic achievement, professional development, and readiness for residency through proactive, individualized support.

The committee includes faculty and staff with expertise in student affairs, assessment, learning support, mental health, career advising, and academic success. The SSC may recommend or coordinate referrals to resources such as:

- Academic coaching and learning support
- Tutoring
- Mental health and wellness services
- Career advising and specialty exploration
- Residency planning and match preparation
- Other student support services as appropriate

The committee meets regularly throughout the academic year to review student support needs, discuss strategies to promote student success, and identify opportunities to strengthen student support services. When appropriate, the committee may make recommendations to College leadership regarding initiatives that enhance student success and residency outcomes.

The Student Success Committee is a supportive, non-disciplinary committee. Its purpose is to connect students with resources and interventions that promote success—not to impose sanctions or disciplinary action.

UNC Behavioral Intervention Team (CARE)

COCA Standard: 9.0, 9.8

The CARE Team (Concern and Respond Effectively) is designed to respond to University of Northern Colorado students of concern, to identify referral options for the student and to make recommendations for actions to the Dean of Students office or other campus officials as appropriate. The Team's goal is to offer recommendations that promote student health, safety, success, and retention.

The Team also serves as a coordinating entity in responding to critical incidents that affect students, staff, and the greater campus community. If a threat is identified during a critical incident, a smaller group of individuals from the CARE Team (determined based upon the incident) will join to coordinate a response to the threat.

The COM Mental Health Counselor and a member of the Department of Enrollment and Student Affairs leadership will be a part of the case management team:

Dr. Tanja Hinterstoisser: Assistant Dean of Medical Student Academic & Career Success, Chair,
tanja.hinterstoisser@unco.edu

Michael McGovern: COM Mental Health Counselor, member at large,
michael.mcGovern@unco.edu

COM Resources

Academic Consultation and Support

COCA Standard: 9.5

The University of Northern Colorado College of Osteopathic Medicine (UNC COM) is committed to providing comprehensive academic support that recognizes the diverse learning needs of its students. The curriculum incorporates a variety of instructional modalities—such as virtual anatomy platforms, traditional dissections, standardized patient encounters, and other interactive learning experiences—to accommodate different learning styles and promote academic excellence.

UNC COM employs dedicated Learning and Career Specialists who offer individualized and group academic coaching focused on effective study strategies, time management, self-care, and other essential skills for academic success. In addition, the UNC COM Student Success Committee, composed of faculty, Learning and Career Specialist and academic leaders, proactively monitors student performance and facilitates early intervention for student success.

Through this collaborative, student-centered approach, UNC COM ensures that every student has access to the resources, guidance, and mentorship necessary to achieve their full academic potential.

Learning & Career Specialists:

Jessica Dikeman - jessica.dikeman@unco.edu

Andrew Smith – andrew.smith@unco.edu

Alumni Relations

The University of Northern Colorado Alumni Association serves UNC alumni and current students in building and accessing the global UNC Bear Network. Membership in the alumni association is automatic upon graduation; there are no membership fees. Current students and alumni are eligible to take advantage of all that membership has to offer including the Bear Network alumni career programs, special events, promotions and discounts exclusively available to UNC alumni. Students are encouraged to connect with the alumni association prior to graduation to meet alumni employers and connect with alumni working in industries and companies of interest.

Whether students plan on staying close in Colorado or venturing around the globe after graduation, the alumni association is never far away. UNC stays connected to alumni in a variety of ways, including sponsoring alumni groups and events in various cities. Visit unco.edu/alumni to learn more. Remember, Once a Bear, Always a Bear!

Career Counseling and Graduate Medical Education (GME)

COCA Standard 9.6, 10.0

The University of Northern Colorado College of Osteopathic Medicine (UNC COM) is committed to supporting students in achieving their long-term professional goals through comprehensive career coaching and graduate medical education (GME) preparation. Dedicated staff coordinate faculty and mentor training in career coaching, provide direct guidance to students and serve as key resources for both students and faculty in all aspects of career planning and specialty selection.

Students are assigned group and individual career mentors who provide ongoing mentorship throughout their medical education. Students may also receive career coaching from a Learning and Career Specialist. Learning and Career Specialists meet with students regularly to discuss academic progress, specialty interests and GME preparedness to ensure alignment between career goals and academic performance. When additional support is needed, students are referred to UNC COM faculty, physician mentors, staff and specialty experts for further resources.

In collaboration with the Office of Clinical Education, the Office of Admissions and Student Affairs offers structured programming and annual workshops on board preparation, curriculum vitae development, clinical readiness, the residency match process and specialty exploration. Students also have access to the AAMC Careers in Medicine (CiM) platform beginning in the first year to support informed and strategic career decision-making.

Associate Director of Career Success: Amy Shelley, amy.shelley@unco.edu

Physical Health Facility List and Locations

COCA Standard 9.9

UNC COM Students may access the following facilities for their personal health care needs during their clinical site rotations.

REGION: Northern Colorado Front Range

Greeley, CO	UNC Student Health Center , 1901 10th Ave, Greeley, CO 80639, (970) 351-2412 Banner Northern Colorado , 1801 16th St, Greeley, CO 80631, (970) 810-4121 UC Health Greeley , 6767 W 29th St, Greeley, CO 80634, (970) 652-2000 Sunrise Community Health Center , 2930 11th Ave, Evans, CO 80620, (970) 353-9403
Loveland, CO	UC Health Medical Center of the Rockies ED , 2500 Rocky Mountain Ave, Loveland, CO 80538, (970) 624-1600 UC Health Urgent Care -Orchards , 221 E 29th St Suite 102, Loveland, CO 80538, (970) 624-5150 Banner McKee Medical Center ED , 2000 N Boise Ave, Loveland, CO 80538, (970) 820-4640
Fort Collins, CO	Banner Fort Collins Medical Center ED , 4700 Lady Moon Dr, Fort Collins, CO 80528, (970) 821-4000 UC Health Urgent Care- Harmony , 2127 E Harmony Rd Bldg B Suite 140, Fort Collins, CO 80528, (970) 297-6250 UC Health ED- Harmony , 4630 Snow Mesa Dr, Fort Collins, CO 80528, (970) 237-8100
Johnstown, CO	UC Health Medical Center of the Rockies ED , 2500 Rocky Mountain Ave, Loveland, CO 80538, (970) 624-1600 UC Health Urgent Care – Johnstown , 4846 Larimer Pkwy, Johnstown, CO 80534, (970) 624-2834
Longmont, CO	UC Health Emergency Care-Longs Peak , 1750 E Ken Pratt Blvd, Longmont, CO 80504, (720) 718-7000; NextCare Urgent Care Longmont , 2144 Main St #8, Longmont, CO 80501, (303) 772-0041 UC Health Urgent Care-Mainstreet , 2101 Main St, Longmont, CO 80501, (720) 745-8030

Region: Denver Area

Castle Pines, CO	HCA HealthONE Sky Ridge Medical Center ED 10101 Ridgeway Pkwy. Lone Tree, CO 80124, (720) 225-1900 Castle Pines Urgent Care , 7280 Lagae Rd. Unit 1 Castle Pines, CO 80108, (720) 638-3405
Lakewood, CO	Common Spirit St. Anthony Hospital , 11600 W 2nd Pl, Lakewood, CO 80228, (720) 321-0000 Common Spirit Emergency & Urgent Care , 3280 S Wadsworth Blvd, Lakewood, CO 80227, (303) 649-3620
Thornton, CO	Common Spirit St. Anthony North Hospital ED 14300 Orchard Pkwy Thornton, CO 80023 720 627-0000. Next Care Urgent Care . 9720 Grant Street Thornton CO 303 756-3499

Region: Eastern Plains of Colorado (North)

Brush, CO	Banner Health East Morgan County Hospital ED , 2400 Edison St, Brush, CO 80723, (970) 842-6200
Sterling, CO	Sterling Regional Medical Center ED , 615 Fairhurst St, Sterling, CO 80751, (970) 522-0122
Julesburg, CO	Sedgwick County Health Center ED , 900 Cedar St, Julesburg, CO 80737, (970) 474-3323
Holyoke, CO	Melissa Memorial Hospital ED , 1001 E Johnson St, Holyoke, CO 80734, (970) 854-2241
Yuma, CO	Yuma District Hospital ED , 1000 West 8th Avenue, Yuma, CO 80759, (970) 848-2771
Hugo, CO	Lincoln Health Community Hospital ED , 111 6 th St. Hugo, CO 80821 719 743-2421

Region: Eastern Plains of Colorado (South)

Lamar, CO	Powers Medical Center ED and Urgent Care , 401 Kendall Dr, Lamar, CO 81052, (719) 336-4343 High Plains Community Health Center and Urgent Care , 201 Kendall Dr, Lamar, CO 81052, (719) 336-0261
Springfield, CO	Southeast Colorado Hospital ED and Urgent Care , 373 10 th Ave. Springfield, CO 81073 (719) 523-4501

Region: Central Mountains of Colorado

Estes Park, CO	Estes Park Health ED , 555 Prospect Ave, Estes Park, CO 80517, (970) 586-2317 Estes Park Health Urgent Care , 420 Steamer Dr #101, Estes Park, CO 80517, (970) 577-4500
Frisco, CO	St. Anthony Summit Medical Center ED . 340 Peak One Dr. Frisco, CO 80443, (970) 668-3300. Common Spirit Primary Care High Country , Health 360 Peak One Dr. #260. Frisco, CO, (970) 668-5584

Region: Nebraska

Ogallala, NE	Ogallala Community Hospital ED , 2601 N Spruce St, Ogallala, NE 69153, (308) 284-4011 Great Plains Urgent Care (North Platte) , 220 W Leota St Suite 2, North Platte, NE 69101, (308) 568-4900
Omaha, NE	Univ of Nebraska Medical Center ED , 4350 Dewey Ave Level 1, Omaha, NE 68105, (402) 559-6637 West Omaha Urgent Care , 18210 Wright St, Omaha, NE 68130, (531) 999-1813

Region: Wyoming

Casper, WY	Banner Wyoming Medical Center ED , 1233 E 2nd St, Casper, WY 82601, (307) 577-7201 Urgent Care of Casper , 2546 E 2nd St Ste 200, Casper, WY 82609, (307) 265-1110
Cheyenne, WY	Cheyenne Regional Med Center ED , 214 E 23rd St, Cheyenne, WY 82001, (307) 634-2273 BestMed Urgent Care , 1919 Central Ave, Cheyenne, WY 82001, (307) 514-9888 NextCare Urgent Care , 2030 Bluegrass Cir, Cheyenne, WY 82009, (307) 635-3500
Torrington, WY	Cowboy Clinic and Urgent Care , 108 E 20th Ave, Torrington, WY 82240, (307) 269-0947

Wheatland, WY	Platte County Hospital ED , 201 14th St, Wheatland, WY 82201, (307) 322-3636 Banner Health Clinic Urgent Care , 201 14th St, Wheatland, WY 82201, (307) 322-3861
Worland, WY	Washakie Med Center ED , 400 S 15th St, Worland, WY 82401, (307) 347-3221 Banner Health Clinic Urgent Care , 1405 Howell Ave, Worland, WY 82401, (307) 347-2555

Other States: California, Florida, Georgia, Kansas, Illinois, Minnesota, New Mexico,

New York, Nevada, Ohio, Pennsylvania, Tennessee, Texas

California

Los Angeles, CA	Kaiser Permanente West Los Angeles Medical Center ED , 6041 Cadillac Ave, Los Angeles, CA 90034, (833) 574-2273 Kaiser Permanente Urgent Care, Medical Offices , 6041 Cadillac Ave Building, 1st Floor, Los Angeles, CA 90034, (323) 857-2000 UCLA Health Westwood Immediate Care , 200 UCLA, Medical Plaza Suite 440, Los Angeles, CA 90095, (310) 954-0705
Redlands, CA	Redlands Community Hospital ED , 350 Terracina Blvd, Redlands, CA 92373, (909) 335-5500 Redlands Urgent Care , 301 W Redlands Blvd, Redlands, CA 92373, (909) 335-1900

Florida

Gainesville, FL	UF Health Shands ED , 1515 SW Archer Rd, Gainesville, FL 32608, (352) 733-0111 CareSpot Urgent Care , 3925 NW 43rd St, Gainesville, FL 32606, (352) 371-1777
Ocala, FL	AdventHealth Ocala ED , 1500 SW 1st Ave, Ocala, FL 34471, (352) 351-7200 CareSpot Urgent Care , 2415 SW College Rd, Ocala, FL 34471, (352) 237-3536
Tampa, FL	AdventHealth Carrollwood ED , 7171 N Dale Mabry Hwy, Tampa, FL 33614, (813) 558-8090 TGH Urgent Care , 564 Channelside Dr, Tampa, FL 33602, (813) 925-1903
Sebring, FL	AdventHealth Sebring ED and Urgent Care , 4200 Sun N Lake Blvd, Sebring, FL 33872, (863) 314-4466

Georgia

McDonough, GA	Piedmont Henry ED , 1133 Eagles Landing Pkwy, Stockbridge, GA 30281, (678) 604-1000 Piedmont Urgent Care , 101 Regency Park Dr Ste 110, McDonough, GA 30253, (404) 996-0126
Rome, GA	Atrium Health Floyd Med Center ED , 304 Turner McCall Blvd, Rome, GA 30165, (706) 509-5000 Atrium Health Floyd Urgent Care , 302 Shorter Ave, Rome, GA 30165, (706) 291-3700

Kansas

Hutchinson, KS	Hutchinson Regional Med Center ED , 1701 E 23rd Ave, Hutchinson, KS 67502, (620) 665-2000 Xpress Wellness Urgent Care , 1805 1/2, E 17th Ave, Hutchinson, KS 67501, (620) 615-7197
Winfield, KS	William Newton Hospital ED , 1300 E 5th Ave, Winfield, KS 67156, (620) 221-2300 Urgent Care of Cowley County , 1305 E 19th Ave, Winfield, KS 67156, (620) 705-5050

Illinois

Bloomington, IL	UChicago Medicine AdventHealth Glen Oaks ED , 701 Winthrop Ave, Glendale Heights, IL 60139, (630) 545-8000 Northwestern Medicine Immediate Care – Bloomington , 231 S Gary Ave, Bloomington, IL 60108, (630) 938-6000
Chicago, IL	Rush University Medical Center ED , 1620 W Harrison St, Chicago, IL 60612, (312) 942-5000 Urgent Care at UChicago Medicine River East , 339 E Grand Ave # 1, Chicago, IL 60611, (773) 834-4630

Minnesota

Edina, MN	M Health Fairview Southdale ED and Urgent Care , 6401 France Ave S, Edina, MN 55435, (952)924-5000
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New Mexico

Farmington, NM	San Juan Regional Med Center , 801 W Maple St, Farmington, NM 87401, (505) 609-2000 Four Corners Urgent Care , 2930 E Main St, Farmington, NM 87402, US, (505) 326-6000
Las Vegas, NM	Alta Vista Regional ED , 104 Legion Dr, Las Vegas, NM 87701, (505) 426-3502 Sunrise Clinic, 2515 Ridge Runner Rd, Las Vegas, NM 87701, (505) 434-0119

New York

Bayside, NY	New York-Presbyterian Queens ED , 56-45 Main St, Flushing, NY 11355, (718) 670-1100 CityMD Bayside Urgent Care 42-01 Bell Blvd, Bayside, NY 11361, (718) 571-9341
Bronx, NY	Jack D. Weiler Hospital , 1825 Eastchester Rd, Bronx, NY 10461, (718) 904-2000 Optum Urgent Care - Morris Park , 1049 Morris Park Ave, Bronx, NY 10461, (929) 777-9082
Jackson Heights, NY	NYC Health + Hospitals/Elmhurst ED , 79-01 Broadway, Elmhurst, NY 11373, (718) 334-4000 CityMD Jackson Heights Urgent Care , 73-02 Roosevelt Ave, Jackson Heights, NY 11372, (718) 475-2351

Nevada

Carson City, NV	Carson Tahoe Regional Med Center ED , 1600 Medical Pkwy, Carson City, NV 89703, (775) 445-8000 Carson Tahoe Urgent Care , 1201 S Carson St, Carson City, NV 89701, (775) 445-7330
Fallon, NV	Banner Churchill Community Hospital ED , 801 E Williams Ave, Fallon, NV 89406, (775) 423-3151 Renown Urgent Care – Fallon , 560 E Williams Ave, Fallon, NV 89406, (775) 982-5000

Ohio

Cincinnati, OH	Good Samaritan Hospital ED , 375 Dixmyth Ave. Cincinnati, OH 45220, (513) 862-1400 CareFirst Urgent Care- Delhi , 4900 Delhi Ave, Cincinnati, OH 45238, (513) 834-9320
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Pennsylvania

Blue Bell, PA	Jefferson Einstein Montgomery Hospital , 559 W Germantown Pike, Norristown, PA 19403, (484) 622-1000 Vybe Urgent Care , 920 Dekalb Pike, suite 100, Blue Bell, PA 19422, (267) 289-1770
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Tennessee

Knoxville, TN	Parkwest Medical Center ED , 9352 Park West Blvd, Knoxville, TN 37923, (865) 373-1000
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Texas

Bellaire, TX	Bellaire ED , 5302 Bellaire Blvd, Bellaire, TX 77401, (713) 660-0001
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Scholarships and Awards Committee

The Scholarships and Awards Committee oversees the selection and distribution of institutional scholarships and awards for UNC College of Osteopathic Medicine students. The committee is committed to ensuring that scholarships and awards are administered through a fair, transparent, and equitable process in accordance with institutional policies and donor requirements.

The committee includes representatives from Admissions, Financial Aid, Student Success, faculty, and Advancement who work collaboratively to review applications and recommend recipients.

The Scholarships and Awards Committee is responsible for:

- Reviewing scholarship and award applications based on established eligibility criteria, which may include academic achievement, financial need, leadership, service, or other donor-specific requirements.
- Evaluating applicants through a fair and consistent review process.
- Recommending recipients for institutional scholarships and awards.
- Ensuring scholarship funds are awarded in accordance with donor intent, College policies, and applicable regulations.
- Periodically reviewing scholarship criteria and award processes to promote fairness, transparency, and student access.

The committee meets throughout the academic year as needed to review applications and make award recommendations. Scholarship and award recipients are notified by the UNC COM Office of Admissions and Student Affairs or the UNC Office of Financial Aid following the committee's review. Students are encouraged to monitor College communications for information about available scholarship opportunities, eligibility requirements, application deadlines, and award notifications.

Student Government Association (SGA)

Student Government Association (SGA) provides students with a formal voice in the governance of the University of Northern Colorado College of Osteopathic Medicine (UNC COM). The UNC COM SGA includes elected executive officers, class representatives, and student representatives who serve on UNC COM committees. Through collaboration with faculty and administration, the SGA advocates for the student body, promotes student engagement, and contributes to the continuous improvement of the educational environment.

Staff sponsor:

Megan Swingle, Director of Student Engagement & Culture, megan.swingle@unco.edu

SGA mailbox: COMSGA@unco.edu

Starting a Student Organization

UNC College of Osteopathic Medicine (UNC COM) students may establish new student organizations in accordance with UNC policies and procedures for recognized student organizations. Students interested in forming a new organization should first consult with the UNC COM Director of Student Engagement and Culture to review the proposed organization, identify potential overlap with existing organizations, and receive guidance on the university recognition process.

Staff sponsor:

Megan Swingle, Director of Student Engagement & Culture, megan.swingle@unco.edu

SGA mailbox: COMSGA@unco.edu

UNC COM Group Study Spaces

UNC COM provides designated study rooms for student use. Students may reserve available study rooms using the scheduling kiosk located adjacent to each room. To promote equitable access during regular business hours (8:00 a.m.–5:00 p.m.), students are encouraged to limit use to a maximum of two hours at a time. After 5:00 p.m., study rooms are available on a first-come, first-served basis.

Cultural and Resource Centers

Asian Pacific American Student Services

This office is dedicated to promoting the cultural, academic, emotional and professional success of our Asian and Pacific Islander student population at UNC

(<https://www.unco.edu/asian-pacific-american-student-services/>)

Center for Women's & Gender Equity

This center offers resources and programs aimed at advocating for gender equity on campus and within the broader community. The center is also home to the Stryker Institute for Leadership Development.

(<https://www.unco.edu/center-womens-and-gender-equity/>)

Gender and Sexuality Resources Center

This center connects students of all identities to a wide range of educational programs, mentoring opportunities, health and wellness resources, affinity groups and other support for LGBTQ+ people and their allies.

(<https://www.unco.edu/gender-sexuality-resource-center/>)

La Casita Cultural Center

For more than 40 years, this center has supported the academic success of Latine students at UNC. Bringing people together, it serves as a cultural resource for the entire UNC community.

(<https://www.unco.edu/la-casita-cultural-center/>)

Marcus Garvey Cultural Center

Established in 1983, the Garvey Center focuses on supporting and empowering Black, African and African American diasporic students, staff and faculty at UNC. It hosts annual events like the MLK Day of Service and Juneteenth. The center itself offers welcoming gathering spaces, a library and inspirational artwork.

(<https://www.unco.edu/marcus-garvey-cultural-center/>)

Native American Student Services

Our office is dedicated to infusing Native ways of living and knowing into the UNC student experience. We offer academic coaching, career exploration, service opportunities and other services to help Native students stay on track to reach their goals.

(<https://www.unco.edu/native-american-student-services/>)

Health and Wellness

COCA Standard: 9.0

Campus Recreation

Campus Recreation is a student fee funded department that provides an inclusive environment for students to develop healthy behaviors and personal skills. We provide various active experiential learning opportunities within the department programs of Recreational Sports, Fitness & Wellness, Aquatics, Outdoor Pursuits, and Informal Recreation. Through Campus Recreation programs and employment, students will experience personal growth through critical thought and ethical principles; teamwork and civil engagement; diverse cultural perspectives; development of transferable skills; and the cultivation of healthy practices. Our values of inclusivity, collaboration, equity, diversity, well-being, and personal growth are at the core of our programming and staff development. We proudly strive to build a community and culture that is centered on these values.

Contact Information: 970-351-2062 or campus.recreation@unco.edu

Website Address: www.unco.edu/campus-recreation/

Intramural Sports

UNC's Intramural Sports program provides students with the opportunity to participate in organized recreational and competitive sports while connecting with fellow Bears. With a variety of leagues, tournaments, and special events offered throughout the academic year, intramural sports are a great way to stay active, build friendships, and have fun outside the classroom. Students can join existing teams or create their own, with opportunities available for a wide range of skill and experience levels. Registration and schedules are available through Campus Recreation.

For more information, visit the UNC [Campus Recreation Intramural Sports website](#).

Center for Student Well-Being

The Center for Student Well-Being is dedicated to helping students cope with financial, personal and academic challenges.

Staff can help students with:

- Basic needs (housing, food, clothing, transportation).
- Application to federal and state benefit programs (e.g., SNAP, WIC, LEAP and Medicaid).
- Health & wellness (medical care, mental health, health insurance).
- Financial support (emergency funding, budgeting).
- Academic resources (access to course technology, textbooks, class materials).
- Family & caregiving (childcare, adult care).
- Employment & legal support (job loss, legal assistance).
- Off-campus & community resources.

Contact:

Phone: 970-351-4030

Email: csw@unco.edu

Location: University Center 1107 (Ground Floor)

Website: <https://www.unco.edu/center-for-student-wellbeing>

Bear Pantry

UNC's Bear Pantry is a collaborative initiative on campus to assist students in our community who are faced with food insecurity. Bear Pantry supplements the food supply for any UNC students experiencing hunger and struggling to buy food. Bear Pantry hopes to minimize food insecurity while students work toward completing their education.

Bear Pantry Information:

University Center

970-351-3667

bear.pantry@unco.edu

www.unco.edu/bear-pantry/

Office of Health Promotion

The Office of Health Promotion (OHP) provides wellness education about responsible substance use, mental health resources, and comprehensive sexual health education. Through health promotion and awareness, we equip UNC students with the necessary tools to make safer decisions to create a healthy campus experience for all. OHP provides [workshops and trainings](#) that cover a wide range of important health topics led by our student certified Peer Health Educators.

Supporting your mental health—together at UNC, because well-being starts with support.

At UNC, we're deeply committed to the emotional well-being of our students and our entire campus community. That's why we're part of the JED Campus program—a national initiative that helps schools take a comprehensive, public health approach to promoting mental health, preventing suicide, and reducing serious substance misuse. JED's recommendations center equity—making sure the unique needs of underserved and marginalized students are thoughtfully and intentionally addressed. We know that mental health can be impacted by racism, bias, and systemic barriers, and we're working to create a campus where every student feels seen, supported, and safe. This partnership helps us grow stronger, together.

On campus resources—visit our [website](#) for additional details.

- The Office of Health Promotion offers free wellness boxes just for UNC students.
- Wellness vending machines to access what you need when you need it including: cough drops, emergency contraception, toothpaste, sunscreen and more than 20 other essentials.
- In partnership with the North Colorado Health Alliance, OHP also offers two free naloxone kiosks for students and the community, as well as fentanyl testing strips.

Contact

Phone: 970-351-2065

Email: healthpromotion@unco.edu

Location: University Center, Second Floor

Web: www.unco.edu/health-promotion/

Student Mental Health and Wellness

Responsible Party: Associate Dean of Admissions and Student Affairs

COCA Standard: 9.8

Mental health challenges and stress can affect any COM student. Significant resources are available at UNC to provide support for student mental health and wellness. A link to the description of those student resources and instructions for those seeking crisis support can be found below:

<https://www.unco.edu/dean-of-students/mental-health-support/>

In addition to the services available to all UNC students, UNC COM has a full-time licensed mental health counselor dedicated to serving osteopathic medical students. The counselor will:

- Offer both in-person and virtual counseling sessions.
- Meet with students at the UNC COM building and the UNC Counseling Center in Cassidy Hall, ensuring discrete accessibility for all students.
- Help students identify and access additional mental health resources when their needs fall outside the scope of the counselor's services.

The UNC COM counselor's services are supplemented by resources available through the UNC Counseling Center.

Additionally, UNC COM has partnered with the Colorado Physician Health Program (CPHP). CPHP services include psychiatric assessment, case management, and referrals to qualified mental health providers who can assist when a student's needs fall outside the scope of services available through the UNC Counseling Center.

Process for Accessing Mental Health Counseling:

1. **Initial Contact:** Students seeking mental health counseling may contact the UNC COM counselor directly via email, phone, or in-person visits at the COM building or the UNC Counseling Center in Cassidy Hall.
2. **Appointment Scheduling:** Students may schedule in-person or virtual appointments based on their preferences, needs, and counselor availability.
3. **Confidential Support:** Counseling sessions are confidential and conducted in accordance with university policy and applicable state and federal laws.
4. **Referrals:** When additional or specialized support is needed, the UNC COM counselor will connect the student with the UNC Counseling Center, CPHP, TELUS Health, or an appropriate community-based provider.

Support for OMS III and OMS IV Students on Clinical Rotations:

Students completing clinical rotations at community-based sites continue to have access to mental health support services. Available services depend on the student's physical location and applicable professional licensure requirements.

- **Virtual Counseling Services:** Students located in Colorado may schedule virtual appointments through the UNC Counseling Center. Students located outside Colorado

- may access virtual counseling and mental health support through TELUS Health.
- **Crisis Support:** Students experiencing an acute mental health crisis while on rotation should contact the TELUS Health crisis line at **1-833-862-3272**, available 24 hours a day, seven days a week. In an immediate or life-threatening emergency, students should call 911 or go to the nearest emergency department.
- **Community-Based Resources:** When a student requires services outside the scope of the UNC COM counselor or UNC Counseling Center, the counselor may assist the student in identifying appropriate community-based providers and coordinating referrals.

Students are encouraged to utilize these resources to address mental health challenges, stress, or other wellness concerns as part of their holistic medical education experience.

University Health Clinic

COCA Standard: 9.9

Provides convenient, confidential on-campus healthcare services to UNC students, staff and faculty. Services include: Care for illness and injury (walk-in) Annual gynecological exams, Contraception support, X-rays and lab services, Physical rehabilitation, Massage therapy and chiropractic care, Allergy injections, Gender affirming healthcare (including HRT), STI testing, Limited pharmacy services. (<https://www.unco.edu/university-health-clinic/>)

Assault Survivors Advocacy Program (ASAP)

ASAP's mission is to facilitate the recovery of sexual violence, intimate partner violence, and stalking survivors by creating a safe environment in which the student survivor may complete their education. This is accomplished by the provision of crisis, academic, and advocacy services to the survivor and their significant other(s).

Contact Information: 970-351-1490 or advocacy@unco.edu

Website: www.unco.edu/assault-survivors-advocacy-program/

Counseling Center

COCA Standard: 9.8

It is the mission of the UNC Counseling Center to provide a safe place for all students to overcome barriers to emotional, interpersonal, and academic success. The Counseling Center strives to promote healing, growth, and resiliency by decreasing stigma and providing access to mental health services on campus and in the community. We accomplish this through direct services, training and education, collaboration with campus partners, and advocacy for all students, staff, faculty, and the community. All interactions between the Counseling Center staff and the UNC community are grounded in the values of culturally sensitive mental health support, authenticity,

respect, empowerment, and services responsive to needs, trends, and political climate. We strive to provide safe spaces for those with marginalized identities.

Contact Information: 970-351-2496 or UNCCounselingcenter@unco.edu

Website Address: www.unco.edu/counseling-center/

UNC COM Injury/Incident Reporting Process

Purpose

The purpose of this process is to ensure prompt medical attention, proper documentation, and appropriate university follow-up for any student injury or incident occurring within the University of Northern Colorado College of Osteopathic Medicine (UNC COM) building or during COM-sponsored activities. This process aligns with the University of Northern Colorado procedures for non-employee injuries/incidents.

Step 1: Prioritize Student Safety and Medical Care: If a student or visitor sustains an injury on campus, the top priority is ensuring the student receives prompt medical assessment and treatment.

- **Non-Emergency Injuries:** For non-emergency injuries, faculty and staff should direct the student to the University Health Clinic in Cassidy Hall. Drop-in injury assessments are available at the University Health Clinic during business hours; no appointment is required, and on-site X-rays are available when clinically appropriate. Faculty and staff should encourage the student to seek evaluation even if the injury appears minor.
- **Emergency or After-Hours Care:** For medical emergencies or situations requiring immediate assistance, please dial **911** OR contact the UNC Police Department directly at **(970) 351-2245**. For care of a non-emergent incident occurring outside of clinic hours, students should seek care from their primary care provider or at a local urgent care center.

Step 2: Notify Student Success: After the student's immediate medical needs have been addressed, the faculty or staff member should notify the Student Success Team at COMSS@unco.edu. The notification should include:

- Student or Visitor Name
- Date and time of incident
- Location of incident
- Brief summary of what occurred
- Whether medical care was sought or emergency services were contacted

Faculty and staff should avoid conducting independent investigations or collecting extensive medical details unless instructed by an UNC COM Deans Council member.

Step 3: Student Success will complete the Official University Documentation

UNC COM Student Success will:

- Complete the official [UNC Non-Employee Injury/Incident Report Form](#)
- Coordinate appropriate follow-up with the UNC Dean of Students Office
- Maintain documentation in accordance with university policy
- Send the original completed document to Environmental Health & Safety – Campus Box 57

Step 4: Follow-Up and Support: UNC COM Student Success will:

- Coordinate any necessary student support services
- Communicate with relevant university offices as appropriate
- Assist with academic considerations if needed
- Ensure appropriate documentation and reporting compliance

UNC Student Services

Campus Security

COCA Standard: 4.2

Whether you're on campus, online, or exploring the community, we're here to keep you informed, supported, and prepared. Learn more about the resources available to help you stay safe, healthy, and connected. Don't hesitate to reach out if you need immediate assistance.

COM Building Access

The COM building has **controlled entry**. All exterior doors, except for one main public entrance, remain locked and require authorized badge access. The main public entrance will be open from 8:00 am to 5:00 pm Monday through Friday. UNC COM students, faculty, and staff will have badge access to the building outside of the public hours. CCTV Cameras are installed in all public areas of the COM building and are monitored 24/7 by UNC Security staff.

Emergency Assistance

In an emergency, call **911** or the **UNC Police Department** at **970-351-2245**. UNC Police provide 24-hour law enforcement, emergency response, and crime prevention services.

If you dial 911 from a cell phone while on or near campus, your call will go to the Weld County Regional Communication Center. They work closely with UNC Police and will either assist you directly or quickly transfer your call to our communications center.

Emergency Phones

While dialing 970-351-2245 is the fastest way to reach UNC Police from a cell phone, the department also maintains an emergency phone system across campus. If you're using a campus landline, dialing 911 will connect you directly to the UNC Police Department.

For added safety, UNC also provides emergency telephones located in the **blue light emergency poles** throughout campus, as well as at the entrances of most residence halls. These phones offer a direct line to help when you need it most.

Emergency Alerts

Students are encouraged to enroll in **UNC Emergency Alerts** to receive notifications about emergencies, severe weather, and campus closures. Students should familiarize themselves with evacuation, shelter-in-place, and other emergency procedures. UNC provides the **Rave Guardian app** to students, faculty, and staff, offering emergency alerts, direct contact with university police, location sharing with family and friends, and storage for medical conditions and emergency contacts. [UNC Emergency Alerts website](#)

Emergency Preparedness

UNC COM students are encouraged to familiarize themselves with UNC's emergency preparedness procedures and resources to help ensure their safety and the safety of the campus community. Information regarding emergency notifications, preparedness, response procedures, and campus safety resources is available through the [UNC Emergency Preparedness website](#).

Escort Program

The UNC Police Department offers a free after-hours escort service to anyone on campus who feels unsafe walking alone during hours of darkness. Whether you're heading to a residence hall, parking lot, or another building, our police officers and student security officers are available to walk with you and ensure you reach your destination safely.

This service is part of our commitment to campus safety and community care. Escorts are available upon request and can be arranged by calling the UNC Police Department. We encourage students, faculty, and staff to use this service whenever they feel uncomfortable getting around campus.

Reporting Concerns

Students should promptly report crimes, suspicious activity, safety hazards, or other concerns to UNC Police or the appropriate university office. You can report a concern on their [website](#).

Off Campus Training Sites

UNC COM is committed to supporting student safety at clinical rotation sites and other off-campus training locations. Prior to establishing a clinical training site, the Associate Dean of Clinical Education/GME, or designee, reviews the site's security and emergency procedures with facility representatives. Students are informed of applicable site-specific safety, security, emergency, and incident-reporting procedures before beginning their rotation and are expected to follow all local protocols. Students may also contact UNC COM for support regarding safety or security concerns that arise at an off-campus training site.

Lost & Found

The UNC Police Department operates one of three official lost and found locations on campus. If you've lost an item and want to check if it has been turned in, please contact us at (970) 351-2245.

If your item includes identification, and you're part of the UNC community, we'll make every effort to contact you using the phone numbers listed in [MyUNC](#).

Additional lost and found locations are available at:

- **University Center** – (970) 351-2007
- **Michener Library** – (970) 351-2671

We encourage you to reach out to any of these locations if you're missing something. Each site works together to help reunite lost items with their owners.

Student Responsibilities

Students are expected to:

- Stay informed about campus safety communications.
- Follow instructions during emergencies.
- Report safety concerns promptly.
- Comply with university policies that promote a safe campus environment.

By working together, the UNC community helps maintain a safe and supportive environment for learning, living, and working.

Disability Resource Center (DRC)

The DRC collaborates with students and faculty to ensure access in all learning environments by meeting with students to explore reasonable accommodations based on individual access needs and course design. The DRC partners with students and faculty to remove barriers and foster access across campus. Through collaborative, one-on-one conversations, we help identify reasonable accommodations that reflect each student's unique experiences and academic goals.

To learn more please visit: <https://www.unco.edu/disability-resource-center/>

Information Technology Information

COCA Standard 4.3

Information Management and Technology (IM&T) supports the university's technology needs—from Wi-Fi and classroom tools to software, data systems, and cybersecurity—ensuring students, faculty, and staff can teach, learn, and work seamlessly. You can email help@unco.edu or call 970-351-4357 for IT assistance. **The COM will also have dedicated IT support located in the COM building (“Tech Den”).**

Institutional Equity and Compliance (Title IX)

COCA Standard: 1.5a

The Office of Institutional Equity and Compliance (OIEC) serves as UNC's civil rights and Title IX office. Its mission is to promote equitable, inclusive, and safe learning and working environments while ensuring compliance with federal and state civil rights laws.

The office is responsible for:

- Investigating complaints of discrimination, harassment, retaliation, and sexual misconduct.
- Administering Title IX procedures related to sexual harassment, sexual assault, dating violence, domestic violence, and stalking.
- Coordinating supportive measures and resources for affected individuals.
- Facilitating certain university complaint and dispute-resolution processes.
- Providing prevention education and training to students, faculty, and staff.

To learn more, please visit: <https://www.unco.edu/institutional-equity-compliance/>

Library Resources

COCA Standard: 4.4

UNC has many different library spaces for students to utilize. **The COM has a dedicated library space (Medical Information Center/Library) that will house different texts as well as diagrams for hands-on learning.**

UNC libraries offer physical collections, access to online resources, desktop and laptop computers, and other technology for student use, such as microphones, projectors, chargers, and digital cameras. The professional staff and Libraries faculty provide a wide range of student-centered services to support academic success. These services include information literacy instruction, research assistance, interlibrary loan, and electronic reserves. The library buildings feature a variety of collaborative and quiet spaces, study rooms, a gallery, and a podcast and video studio.

The James A. Michener Library, named for one of America's most prolific authors (a UNC alumnus and former faculty member), maintains a collection of approximately 1.3 million units of hardbound volumes, journals, books, government documents, archival materials, and maps.

The Howard M. Skinner Music Library, named for a former UNC Dean of the College of Performing and Visual Arts, offers physical and online collections including scores, recordings, journals, and books. Both libraries are open to external visitors.

Additionally, the Libraries offer remote access to approximately 138,000 electronic journals, over 1.6 million eBooks, 100,000 streaming videos, and 380 plus databases through the libraries website.

Materials not owned by the libraries can be easily borrowed from regional institutions through our membership in the Colorado and Wyoming library consortium.

The Archives & Special Collections collects, preserves, and provides access to unique collections of institutional records, family and individuals papers, books, and other primary resources.

COM Medical Information Center contact:

Jensen Fisher, MLIS, AHIP - Associate Professor and Medical Librarian, jensen.fisher@unco.edu

Veteran's Services

Military and veteran students can get help with education benefits from knowledgeable experts. This stand-alone space provides a comfortable gathering spot for current and former service members. (<https://www.unco.edu/veterans-services/>)

Military Connected Student Services

Military Connected Student Services at the Roudebush Cottage proudly serves our military connected community including veterans, current service members, spouses, and dependents alongside all members of the UNC community. We assist with college transitions throughout your time at the university and provide a stand-alone space with a strong, inclusive community. Our space offers free coffee and printing, study spaces with computer access, an all-gender restroom, a kitchenette, and an open lounge area. We provide resources and referrals for holistic student support and serve as a hub for the Department of Veterans Affairs (VA) personnel, SALUTE National Honors Society, Student Veterans of America chapter, and scholarship opportunities. We offer community building events including an annual 5K fundraiser, graduation celebration, and Veterans Week programming. We also offer educational programming about financial resources, career readiness, and well-being.

For more information, see www.unco.edu/veterans-services/ or email veterans.services@unco.edu.

For information on using GI Bill® at the University of Northern Colorado, visit <https://www.unco.edu/registrar/i-am-a/veteran-student/> or email va.sco@unco.edu.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill.

Clinical Practice Policies

Clinical education requires a shared commitment to patient safety, institutional compliance, and personal professional development. The clinical practice policies outlined in this section establish the professional standards, ethical responsibilities, and workplace expectations required of you as a student doctor, ensuring that the delivery of safe, compassionate, and high-quality patient care remains our absolute priority. **You will be receiving a clinical student handbook that will review clinical policies and expectations.**

Bloodborne Pathogen/Communicable Disease

Responsible Party: Associate Dean of Clinical Education and GME

COCA Element: 5.3

As a part of the larger university, UNC COM will follow the existing Bloodborne Pathogen/Communicable Disease Policy at the University of Northern Colorado, as outlined at [Bloodborne Pathogen/Communicable Disease Policy](#)

All COM students, faculty and staff are required to complete initial training on the mitigation of bloodborne and body fluid exposures during their initial hire, or at student orientation. Annual refresher training will be provided to all students through a commercial online vendor. Faculty and staff engaged in patient care or research with potential exposure to body fluid will also undergo annual refresher training.

If a potential body fluid exposure occurs in a research laboratory, any exposed, non-intact skin must be washed with water for at least 10 minutes. Exposed mucous membranes or eyes should be flushed with water for 15 minutes. Further medical evaluation must then be sought, either at the UNC Student Health Center (if open) or the emergency department at Northern Colorado Medical Center, to assess the need of post exposure prophylaxis.

If an exposure occurs during a clinical rotation, or at another off-campus site, the same procedure outlined above should be followed. The student must then seek care at the nearest appropriate emergency department or urgent care facility for evaluation and potential post exposure prophylaxis.

Communicable Disease Exposure

Students, faculty and staff will receive education on reducing exposure to communicable diseases during their initial hire or at student orientation.

Examples of infectious diseases include, but are not limited to:

- Measles
- Tuberculosis
- Hepatitis
- Meningitis
- Chicken Pox
- Influenza
- Pneumonia
- Mononucleosis
- Ebola
- COVID-19

COM students who are ill with a suspected transmissible illness must follow the appropriate procedure to obtain an excused absence. For first- and second-year students, approval must be obtained from the Course Director. For third- and fourth-year students, approval must be obtained from both the preceptor and either the Clerkship Director or the Department of Clinical Education.

Core Clinical Rotations

Students will be provided with the Clinical Education Handbook prior to their 3rd year-OMS III.

COCA Element: 6.9, 6.10, 6.11

Clinical Education

COCA Standard: 6.9, 6.10, 6.11

The University of Northern Colorado College of Osteopathic Medicine (UNC COM) provides a comprehensive clinical education program designed to ensure that all students develop the knowledge, skills, and professional competencies required for successful entry into graduate medical education and osteopathic clinical practice. The Office of Clinical Education oversees all aspects of clinical training beginning in the first year of the curriculum and continuing through graduation.

Clinical learning begins early in the curriculum through structured clinical experiences integrated into the OMS I and OMS II years in collaboration with primary care and biomedical science faculty. Prior to entering clinical rotations, students participate in a required **Clinical Rotation Preparatory Course**, which reinforces core clinical skills, professional expectations, and readiness for supervised patient care.

Third-Year Core Clinical Rotations

Students complete a standardized set of core rotations during the OMS III year, which include experiences in both inpatient and outpatient settings. All students must complete at least **two inpatient rotations (8 weeks)** and **at least one rotation (4 weeks) with residents from an ACGME-accredited program**. Core rotations include:

- Family Medicine – 8 weeks
- Inpatient Medicine – 4 weeks
- Medical Subspecialty – 4 weeks
- General Surgery – 4 weeks
- Surgical Subspecialty – 4 weeks
- Psychiatry/Behavioral Health – 4 weeks
- Pediatrics – 4 weeks
- Obstetrics/Gynecology and Women's Health – 4 weeks
- Selective Rotation:
 - One rotation completed at affiliated clinical training sites
- Vacation (Optional)

Fourth-Year Clinical Rotations

During the OMS IV year, students complete advanced clinical training with opportunities for specialty exploration and audition rotations. Requirements include:

- **Required Rotation (select one):**
 - Emergency Medicine – 4 weeks
 - Critical Care – 4 weeks
- **Selective Rotation:**
 - One rotation completed at affiliated clinical training sites
- **Elective Rotations:**
 - A minimum of 28 weeks (7 rotations) of electives, including sub-

internships/audition rotations, subject to UNC COM approval

Students must also complete a required **Transition to Residency Course**, designed to reinforce essential clinical competencies and professional expectations prior to entering post-graduate training.

Completion of all clinical education requirements, successful demonstration of clinical competency, and faculty recommendation are required for graduation and eligibility for residency placement.

Fatigue Mitigation

Responsible Party: Associate Dean of Clinical Education

COCA Element: 5.3

Each clinical site and/or preceptor will schedule the student hours of duty. Hours may include nights, weekends, and holidays. A clinical work week should be considered as a 7-day week. Clinical rotation time for medical students cannot exceed 80 hours per week, averaging over 4 weeks. In-house calls will not occur more than once every 3 days and are limited to 24 hours per call shift. Students should have a minimum of 24 hours off following a 24-hour call before returning to a rotation.

It is recognized that fatigue can occur from factors other than working hours, such as personal and family pressures, and difficult patient scenarios.

Some signs of fatigue may include but are not limited to, abnormal sleepiness, focus problems, lethargy, irritability, inattentiveness, and impaired awareness.

Faculty, preceptors, and students should all be aware of factors contributing to fatigue and work together to reduce the impact. Approaches may include strategic napping, judicious use of caffeine, regular exercise, maximization of off-duty sleep time, and maintenance of consistent sleep time whenever possible.

Students preparing for clinical rotations at the beginning of the OMS-3 year will be provided training in recognizing symptoms of fatigue, and mitigation strategies during the Clinical Rotation Preparatory Course. Additionally, OMS IV students preparing for their PGY-1 year will also review symptoms of fatigue and related mitigation during the fourth-year residency preparation course.

An overview of student fatigue will also be included to preceptors during their orientation.

HIPAA

Policy: Patient Privacy Policy

Responsible Party: Associate Dean of Clinical Education and GME

COCA Standard: 5.1

The University of Northern Colorado College of Osteopathic Medicine (UNC COM) is committed to maintaining the highest standards of patient privacy and confidentiality, consistent with the **Health Insurance Portability and Accountability Act of 1996 (HIPAA)** and applicable state and federal laws. Students must preserve the confidentiality of all patient information encountered during their education and clinical training.

Students may only access the medical records of patients for whom they are part of the care team or for approved research purposes. Posting or discussing patient information on social media or in any public forum is strictly prohibited, even if identifying details are omitted.

All students are required to complete annual HIPAA training. Alleged violations of patient privacy will be referred to the **UNC COM Professionalism Committee**. Students found to have violated patient confidentiality may be subject to disciplinary action, up to and including notation on the Medical Student Performance Evaluation (MSPE) or dismissal from the College.

Off-Campus Activity and Field Trip Disclaimer

As part of the courses and extracurricular activities offered by the University, students will be encouraged to attend campus events or engage in off-campus activities as a supplement to their on-campus instruction and education. These activities may include travel to foreign countries or other states as well as in-state field trips. Students may be expected to provide their own transportation to and from such activities, or the University may arrange or otherwise provide transportation.

Under any circumstance, however, the University requires its students to maintain appropriate insurance and be responsible for their conduct and activities at all times, on- or off-campus. The University requires its students to comply with all laws and to assume all responsibility and liability for their actions and conduct while attending, being involved in or traveling to and from any off-campus activities, whether for required or voluntary activities.

Patient Care Supervision

Responsible Party: Associate Dean of Clinical Education

COCA Standard: 5.4

An osteopathic medical student is not legally or ethically permitted to practice medicine or assume responsibility for patient care. A student may assist in the care of a patient, but only under the supervision of a licensed physician. The attending physician is responsible for the medical care of the patient. A student may not administer therapy or perform procedures, except under the supervision of a licensed physician to whom the student has been formally assigned.

First- and second-year UNC COM students must always be directly supervised in the clinical setting.

Third- and fourth-year students on clinical rotations may perform the following under indirect supervision:

- Take a patient history.
- Perform a physical examination.
- Gather the results of diagnostic tests, nursing reports and other information.
- Develop interim assessments and recommendations.
- Initiation of BLS protocols in a patient in cardiac arrest

Students must be directly observed by their preceptor for the first instance of any of the following and may be approved to perform these activities independently, with the preceptor present at the site but not necessarily at the bedside, at the discretion of the supervising attending.

- Genitourinary, rectal, or breast examinations, with the appropriate chaperone present
- Obtaining peripheral intravenous access
- Nasogastric tube placement
- Arterial blood gases
- Phlebotomy
- Suturing of simple lacerations
- Incision and drainage of a cutaneous abscess

More advanced procedures should only be performed under the direct observation of the preceptor. Such procedures include but are not limited to:

- Arthrocentesis.
- Central venous access
- Lumbar puncture
- Orotracheal intubation
- Delivery of an infant
- Assistance in surgery
- Placement of an intravenous pacemaker

Closing Statement

The UNC College of Osteopathic Medicine Student Handbook is provided as a guide to the current policies, procedures, standards, and expectations of the University of Northern Colorado College of Osteopathic Medicine. While every effort has been made to ensure the accuracy of the information contained herein, this handbook is intended for informational purposes regarding the current policies and procedures of the UNC COM.

The University of Northern Colorado College of Osteopathic Medicine reserves the right to revise, amend, modify, interpret, or discontinue any policy, procedure, requirement, or provision contained in this handbook at any time, with or without prior notice, as determined by the Dean or other authorized College or University administration. Changes become effective as determined by the College and may supersede information contained in previous editions of this handbook. Students are responsible for remaining informed of any updates communicated through official University or College channels.

Each student is responsible for reading, understanding, and complying with all policies, procedures, standards, and requirements contained in this handbook, as well as all applicable University of Northern Colorado policies, regulations, and published procedures. Questions regarding the interpretation or application of any policy should be directed to the appropriate College or University office.

By enrolling in the University of Northern Colorado College of Osteopathic Medicine, students acknowledge their responsibility to comply with all applicable policies and understand that this handbook may be revised as necessary to support the mission of the College, maintain compliance with accreditation standards, and meet legal and institutional requirements.