

**Burrell College of Osteopathic Medicine**  
**Student Handbook 2020-2021**  
**Introduction**

This handbook, for students of the Burrell College of Osteopathic Medicine (the College), is intended to provide information regarding policies and procedures that govern the conduct of the Doctor of Osteopathic Medicine degree program. All enrolled students and those seeking matriculation to the College should become familiar with its contents

***The College reserves the authority to amend its policies and procedures thereby modifying the contents of this Handbook. The College will provide notice of change to its students and the college community when such changes in policies or procedures may occur. Students shall be responsible for complying with the College's policies and procedures as stated herein and as posted on its website at:***

<https://bcomnm.org/faculty-staff/institutional-policies/>

<https://bcomnm.org/about-bcom/sop/>

**Student Assumption of Risk**

By entering into an agreement with the Burrell College of Osteopathic Medicine to engage in your osteopathic medical education you are voluntarily consenting to participate in educational activities, including required clinical skills experiences, with an understanding of the inherent risks, both known and unknown, associated with your professional training and the practice of medicine. As a medical student at the College, you acknowledge and assume responsibility for the inherent risks of adverse health events due to the nature of the general training and the specific clinical patient care environments. These risks may include, but are not limited to, occupational hazards and injuries, the transmission of communicable diseases, blood borne pathogen exposure, emotional stress, and bodily injury.

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**Electronic Communication**

The College uses electronic mail (email) for all official communication with enrolled students. Each student will be provided with a unique email address by the College. Students should use this address in all communications with faculty, administration or other students when conducting college business or engaged in online learning activities that require email communication. The College will not recognize or record personal email addresses for communications with enrolled students. It is the student's responsibility to check college email accounts on a regular basis.

Students who find it necessary to take a leave of absence from the College or those students who may be temporarily withdrawn from the College for any reason may retain their email address to facilitate communication of re-enrollment requirements and other outstanding business with the College.

***All users of the College's technology, including email accounts, are expected to adhere to the College's guidelines for proper and professional use. Violations of College policy may result in closure of email accounts, loss of technology access, and disciplinary action including withdrawal from the college. Please see Acceptable Use of Technology portion of the Handbook.***

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**Non-Discrimination**

The College does not discriminate in the conduct of its academic programs on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age, disability, genetic information, religion, marital or veteran status in its educational programs, activities, admission, or employment policies and practices. The College further extends its non-discrimination policies to such other protected classes as may be identified and defined by statute.

Anyone observing discriminatory actions by students, faculty or staff of the College or anyone who believes they have been the object of such discrimination or any discriminatory practices by the College or its affiliates should notify the Office of Compliance. Any allegation of discriminatory practice will be investigated. The reporting individual may remain anonymous and file such reports without fear of retaliation.

Policies of the College with regard to non-discrimination including a discussion of procedures attendant to these policies may be found at:

<http://bcomnm.org/policy-b1040/>

*Title IX* of the Education Amendments of 1972, [34 CFR Part §106.31](#), addresses the specific instance of discrimination based upon sex. For a discussion of the College's policies and procedures with regard to *Title IX* please see the *Title IX* portion in this handbook.

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**Code of Medical Ethics**

Students are expected to demonstrate ethical conduct in all aspects of their academic and professional lives. Whether on campus engaged in clinical studies or in the communities where they are seen as health care professionals, they are bound to the principles that are at the foundation of osteopathic medicine. The College holds all students accountable to the following:

***Code of Ethics of the American Osteopathic Association***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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**Code of Professional Conduct**

Students enrolled in programs at the College are expected to hold themselves and their peers to professional standards of behavior. Upholding the integrity of the academic environment goes beyond honesty and accountability in the performance of coursework; it extends to interpersonal relationships both within and external to the campus community, respect for academic freedom, ethical use of social media, and conduct within the law. The College has adopted a general policy that describes the expectations it places upon its students, faculty and staff in exercising professional conduct. The complete Code of Professional Conduct policy may be found at:

<http://bcomnm.org/policy-b5001/>

The Code of Professional Conduct, which outlines the College's expectations regarding professional behavior can be found on our website:

<https://bcomnm.org/about-bcom/code-of-professional-conduct/>

Any violation of the College's Code of Professional Conduct that involves a student and/or any violation of student developed, class Honor Codes ([https://bcomnm.org/students/code\\_ethics/](https://bcomnm.org/students/code_ethics/)) should be reported to the Office of Student Affairs. Upon a report, an inquiry will be conducted under the direction of the Executive Director of Student Affairs. If necessary, the Executive Director shall convene a Student Conduct Committee to determine whether or not an infraction has occurred and what sanction(s), if any should be levied. Students found in violation of the College's Code of Professional Conduct and/or student developed, class Honor Codes, may be subject to involuntary withdrawal from the College. For a complete discussion of procedures related to professional conduct infractions or to report a violation, please visit our website at:

[https://bcomnm.org/students/code\\_ethics/](https://bcomnm.org/students/code_ethics/)

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**Professional Attire**

Students are encouraged to recognize that they are participating in a professional program that is in public view. While the College does not enforce a dress code for participation in classroom activities, students are expected to wear clothing that is clean and in good repair.

Participation in anatomy laboratory activities and skills training in osteopathic manipulative medicine will require students to adhere to specific guidelines for attire designed to enable achievement of learning objectives for those activities. Faculty will provide additional information during introductory meetings and in the course syllabi.

Clinical skills training emulates the environment of the medical office or hospital setting. Oftentimes, students will be interacting with simulated patients drawn from community volunteers. In these sessions, students are expected to display a professional presence and follow the following guide that appears in the *College's Clerkship Manual*:

*Clothing worn by students should reflect their role as professional members of the health care team. Shirts, dresses, tailored pants, slacks (ankle length), blouses, skirts, and sweaters should be clean, neat and non-wrinkled. Dresses and skirts must be of sufficient and modest length. White coats are expected to be kept clean, pressed and in good repair. Footwear should include casual dress or dress shoes with closed toes. Good personal hygiene is expected. Students should not wear perfume or aftershave. Jewelry should be kept to a minimum. Long hair should be tied back during patient care activities.*

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**Institutional License**

The Burrell College of Osteopathic Medicine operates under the authority granted to it by the New Mexico Higher Education Department and agrees to operate in compliance with all applicable laws, statutes, and rules. Students and all members of the College community have available to them a process whereby they may file a complaint directly with the Higher Education Department regarding the operations of the College.

*State rule provides a requirement that students or other parties with complaints or grievances against an institution first seek to resolve their complaint or grievance directly with the institution in accordance with the institution's complaint or grievance policy. A student or other party not satisfied with an institution's resolution of a complaint may submit a complaint to the Department in writing on the form referenced herein. A student must file a complaint with the department within three (3) years of his/her last date of enrollment.*

-New Mexico Higher Education Department

Students wishing to file a grievance with the College may do so by contacting the Office of Compliance. The Grievance Policy and associated procedures may be found at:

<http://bcomnm.org/policy-b2040/>

If the College is unable to reach a satisfactory resolution to the grievance, the complainant may contact the New Mexico Higher Education Department at:

New Mexico Higher Education Department  
Private Post-Secondary Schools Division  
2044 Galisteo Street, Suite 4  
Santa Fe, NM 87505  
(505) 476-8400

<http://www.hed.state.nm.us/institutions/complaints.aspx>

The Texas Higher Education Coordinating Board has granted a Certificate of Authority to Burrell College of Osteopathic Medicine to conduct limited field-based experiences in the degree listed below:

Doctor of Osteopathic Medicine

This certificate does not constitute accreditation; the issuance of this certificate attests only that the institution has met the Board's standards established for nonexempt institutions. Questions or complaints about this institution should be addressed to:

Texas Higher Education Coordinating Board  
P.O. Box 12788  
Austin, Texas 78711  
512.427 .6200

## Burrell College of Osteopathic Medicine Student Handbook 2020-2021 Accreditation

The Doctor of Osteopathic Medicine degree program is accredited by the American Osteopathic Association's Commission on Osteopathic College Accreditation (COCA). COCA also serves as institutional accreditor for the College to enable participation in certain state and federal programs. Accreditation information can be found on our website:

<https://bcomnm.org/accreditation/>

In order to maintain its current status and obtain full accreditation, the College must comply with the *COM Continuing Accreditation Standards (2017)* published by the COCA. These standards may be found at:

<https://osteopathic.org/accreditation/standards/>

### **Complaints Regarding Accreditation**

The College encourages all students and others who may have complaints regarding its compliance with accreditation standards to bring their concerns to the attention of the College's Compliance Officer. For a description of the accreditation complaints policy and procedures for reporting please refer to:

<http://bcomnm.org/policy-b2030/>

Any complaint regarding accreditation may be filed anonymously without fear of retaliation through the College's online reporting system. If the complaint cannot be satisfactorily resolved or if the complainant prefers, complaints may be directed to the COCA. The procedure for such filings may be found at:

<https://osteopathic.org/wp-content/uploads/2018/02/complaint-review-procedures.pdf>

***All inquiries and complaints received by the College regarding accreditation shall be considered confidential. Any individual or entity making such inquiry or filing a complaint in good faith shall not be subject to retaliation irrespective of final adjudication of the matter. All records of such inquiries or complaints shall be held by the College and subject to review by the Commission on Osteopathic College Accreditation (COCA) or other regulatory agencies as may be required by law.***

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### Academic Records

The College Registrar is the custodian of all official academic records. The Registrar assures that all records are secured and retained as required by regulatory agencies and accreditation. The College's data security and record retention policies may be found on our website:

<https://bcomnm.org/policy-b2050/>

<http://bcomnm.org/policy-b2090/>

#### **Transcripts**

Students may produce an unofficial transcript at any time. An official transcript that includes the seal of the College and is signed by the Registrar may be ordered online. Further information on obtaining a transcript of courses completed may be found at the Registrar's website:

<https://bcomnm.org/students/resources/office-of-the-registrar/>

#### **Family Educational Rights and Privacy Act (FERPA)**

The *Family Educational Rights and Privacy Act (FERPA)* (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The College has in place procedures necessary to maintain compliance with FERPA guidelines. The complete FERPA notice may be found at the Registrar's website. The College's FERPA policy can be found:

<https://bcomnm.org/policy-b9040/>

Students may release their academic record to a third party by contacting the Registrar and completing the *Release of Information Request* form.

Under FERPA, students have the right to:

1. The right to inspect and review the student's education records within 45 days after the day Burrell College of Osteopathic Medicine receives a request for access. A student should submit a completed "Request to Review Education form" to the Registrar. The Registrar 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 school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write to the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. However, FERPA permits the disclosure of PII from

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students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- The College discloses education records to school officials with legitimate educational interests. A ***school official*** typically includes a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health/medical staff); a person serving on the College's Board of Trustees; or a student serving on an official committee, such as a conduct or grievance committee. A school official also may include a consultant, volunteer, contractor, or other parties to whom the College has outsourced institutional services or functions 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 his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College, providing that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

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- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11)) the College may disclose personally identifiable information without prior written consent under FERPA as part of the “*directory information*”. The College has declared the following information as “**directory information**”: student’s name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, photographs, educational institutions attended, enrollment status, and e-mail address. Students have the right to request that the College refrains from disclosing some or all directory information. This will prevent the College, however, from printing your name in certain publications (i.e. commencement program) or disclosing directory information requested by third parties including spouses and parents. A student can complete a "Request to Prevent Disclosure of Directory Information" form and submit to the Registrar's office. If a student does not specifically request the withholding of directory information by filing the appropriate College form, as indicated above, the College assumes that he or she approves of the disclosure of such information.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

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**DEFINITIONS (if applicable):**

**Act** means the Family Educational Rights and Privacy Act of 1974, as amended, enacted as section 444 of the General Education Provisions Act. 20 U.S.C. § 1232g; 34 CFR Part 99

**Attendance** includes, but is not limited to—(a) Attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not physically present in the classroom; and (b) The period during which a person is working under a work-study program.

**Authorized representative** means any entity or individual designated by a State or local educational authority or an agency headed by an official listed in §99.31(a)(3) to conduct—with respect to Federal- or State-supported education programs—any audit or evaluation, or any compliance or enforcement activity in connection with Federal legal requirements that relate to these programs.

**Biometric record**, as used in the definition of *personally identifiable information*, means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual. Examples include fingerprints; retina and iris patterns; voiceprints; DNA sequence; facial characteristics; and handwriting.

**Dates of attendance.** (a) The term means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester, or a first quarter. (b) The term does not include specific daily records of a student's attendance at an educational agency or institution.

**Directory information** means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

(a) Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (*e.g.*, undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended. The College has declared the following information as "**directory information**": student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, photographs, educational institutions attended, enrollment status, and e-mail address.

(b) Directory information does not include a student's—

(1) Social security number; or

(2) Student identification (ID) number, except as provided in paragraph (c) of this definition.

(c) In accordance with paragraphs (a) and (b) of this definition, directory information includes—

(1) A student ID number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user; and

(2) A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to

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education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

**Disciplinary action or proceeding** means the investigation, adjudication, or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of the internal rules of conduct applicable to students of the agency or institution.

**Disclosure** means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

**Education records.**

- (a) The term means those records that are:
  - (1) Directly related to a student; and
  - (2) Maintained by an educational agency or institution or by a party acting for the agency or institution.
- (b) The term does not include:
  - (1) Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
  - (2) Records of the law enforcement unit of an educational agency or institution, subject to the provisions of §99.8.
  - (3)(i) Records relating to an individual who is employed by an educational agency or institution, that:
    - (A) Are made and maintained in the normal course of business;
    - (B) Relate exclusively to the individual in that individual's capacity as an employee;
    - (C) Are not available for use for any other purpose.
  - (ii) Records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student are education records and not excepted under paragraph (b)(3)(i) of this definition.
- (4) Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are:
  - (i) Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
  - (ii) Made, maintained, or used only in connection with treatment of the student; and
  - (iii) Disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution; and
- (5) Records created or received by an educational agency or institution after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
- (6) Grades on peer-graded papers before they are collected and recorded by a teacher.

**Eligible student** means a student who has reached 18 years of age or is attending an institution of postsecondary education.

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***Institution of postsecondary education*** means an institution that provides education to students beyond the secondary school level; “secondary school level” means the educational level (not beyond grade 12) at which secondary education is provided as determined under State law.

***Parent*** means a parent of a student and includes a natural parent, a guardian, or an individual

***Party*** means an individual, agency, institution, or organization.

***Personally Identifiable Information*** - the term includes, but is not limited to—

- (a) The student's name;
- (b) The name of the student's parent or other family members;
- (c) The address of the student or student's family;
- (d) A personal identifier, such as the student's social security number, student number, or biometric record;
- (e) Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
- (f) Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
- (g) Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

***Record*** means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

***Secretary*** means the Secretary of the U.S. Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority.

***Student***, except as otherwise specifically provided in this part, means any individual who is or has been in attendance at an educational agency or institution and regarding whom the agency or institution maintains education records.

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**Withdrawal from the College**

A student may be withdrawn from the College and the degree program for academic deficiency, disciplinary action, failure to meet financial obligation, or upon personal request.

The College will apply the following grading policy at the time of withdrawal:

- A student in good academic standing who withdraws voluntarily or due to financial default shall receive the designation “W” for each course in which they are enrolled at the time of withdrawal;
- A student who is withdrawn from the College for a disciplinary infraction shall receive the designation “AW” denoting an Administrative Withdrawal; and
- A student who is withdrawn from the College due to academic deficiency will receive the course grades earned.

The College requires that the following occur in the event of a withdrawal:

- Where withdrawal is voluntary, the student is required to submit a signed and dated letter to the Registrar requesting withdrawal from the College;
- In cases of involuntary withdrawal, the Registrar shall secure the written determination from the appropriate administrative unit within the College;
- The student is required to obtain a checkout form from the Registrar and submit the completed form;
- The Registrar will arrange an exit meeting with appropriate departments including the finance office to settle any outstanding balances and determine if any return of financial aid is required;
- The student shall complete off-boarding with information systems; and
- The Registrar will provide notice of withdrawal to administrative offices of the College for dissemination within regulatory guidelines as needed.

For any voluntary withdrawal, the College will recognize the date of determination as defined by the U.S. Department of Education in its Code of Federal Regulations. Failure to complete any requirements in the withdrawal process may result in a hold placed on the student’s academic record.

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**Leave of Absence**

Students may request a Leave of Absence from the College if faced with certain circumstances that will prevent them from participating fully in the course of study or will likely impair their ability to successfully complete their coursework. Family emergencies, personal health issues, and military service are examples of events that oftentimes require students to request a leave of absence for an indeterminate period of time.

Each request will be individually considered and a determination will be made regarding the circumstances under which a student may return to the program. Consideration will be given to the length of time the student has been absent, the coursework missed, the student's academic standing at the time coursework was interrupted and the underlying cause for which the leave was granted. The College, at its sole discretion, may place specific conditions for the student's return, may designate the earliest and latest date that re-enrollment may occur, and will determine what course credit was achieved prior to the leave commencing.

Students are encouraged to meet with the Office of Financial Aid before requesting a Leave of Absence. A Leave of Absence may have an impact on financial aid eligibility. The procedure for requesting leave may be found in the College's *Leave of Absence Policy*:

<https://bcomnm.org/policy-b9090/>

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**Tuition and Fees**

Each year, the College reviews its tuition rates and program fees to determine the revenue needed to fully and successfully execute the degree program. The cost of tuition and the components of all fees are published annually on the College's website at:

<http://bcomnm.org/students/office-of-financial-aid/tuition-and-fees/>

**Tuition Refund Policy**

Any student signing an enrollment agreement or making an initial payment toward tuition and fees shall be entitled to a "cooling off" period of three (3) working days from the date of agreement or payment or from the date that the student first visits the institution, whichever is later. During the "cooling off" period, the agreement can be withdrawn and all payments shall be refunded.

Following the "cooling off" period, but prior to the beginning of instruction, a student may withdraw from enrollment and the College shall be entitled to retain no more than \$100 or 5% in tuition and fees, whichever is less, as registration charges. Once a student attends the first day of instruction, the institutional *Tuition Refund Policy* applies:

<http://bcomnm.org/policy-b9510/>

## Burrell College of Osteopathic Medicine Student Handbook 2020-2021 Financial Aid

The Office of Financial Aid (OFA) is responsible for the administration of all funds received by the College on behalf of enrolled students. These funds may originate from several sources including federal and private lending agencies, private or public scholarship programs, endowments, trusts and gifts. The OFA assures regulatory agencies of the timely and appropriate application and distribution of these funds on behalf of their intended recipient and files all documentation as needed. The OFA works in coordination with the Bursar to assist students in meeting their financial obligations to the College and provides guidance in the management of day-to-day living expenses.

### **Student Progress in the Degree Program**

The College is required to monitor the progress of students in all programs for which they are receiving financial aid. The OFA receives reports from the Student Performance Committee regarding any student whose continued participation in the degree program may be in jeopardy. Changes in enrollment status may have financial implications for the student. If a student's enrollment status changes for any reason, the student must notify the OFA. Students who withdraw, take an unapproved leave of absence, or are suspended from the College are responsible for payment of any balance that becomes due to the school upon leaving. It is highly recommended that students contact the Office of Financial Aid for guidance before making any voluntary changes to their enrollment status. Please see the student Satisfactory Academic Progress Policy at:

<https://bcomnm.org/policy-b9520/>

### **Private Student Loans**

For students that utilize private student loans to support their educational related expenses, the following information applies:

- Private loans are awarded to a student with the assumption that the student will attend their program at the College for the entire period for which the assistance is awarded;
- When a student fails to attend, the student has not met the duration of the academic period, and the student may no longer be eligible for the full amount of the loan that the student was originally scheduled to receive;
- It is the student's responsibility to maintain contact with their lender and communicate any changes in enrollment status immediately;
- It is the student's responsibility to know and understand the terms of their private loan at all times.

For more information about our lending partners visit, ElmSelect.com: <https://www.elmselect.com/v4/>

### **Federal Student Loans**

The U.S. Department of Education is a sponsor of several student loan programs designed to help students lower the overall cost of borrowing money for their education. These programs are authorized under Title IV of the Higher Education Act of 1965 with subsequent amendments. The College is a qualified institution for administration of funds distributed under this program. Students must complete the Free Application for Federal Student Aid (FAFSA) to receive federal student aid. For more information, please see the Financial Aid Manual:

<https://bcomnm.org/students/office-of-financial-aid/financial-aid-manual/>

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Students who are recipients of federal funding who, for any reason, obtain a leave of absence and/or are officially withdrawn from the College are subject to return of Title IV funding. Please see the Withdrawals and Return of Title IV Policy:

<https://bcomnm.org/policy-b9511/>

Students are encouraged to execute due diligence in applying for and accepting loans for their education. For further information regarding federal loan programs, please visit the U.S. Department of Education Website:

<https://studentaid.ed.gov/sa/about>

For a complete discussion of the College's policies and procedures for the management of the financial aid program please visit the financial aid office in Suite 101 or the College's Office of Financial Aid Website:

<http://bcomnm.org/students/office-of-financial-aid/>

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**Physical Health Services**

**Student Health Insurance**

All students are required to maintain active, continuous health insurance coverage while enrolled in the DO curriculum. For this purpose, the Office of Student Affairs provides a list of insurance options to students and verifies active coverage at the beginning of each term.

**Physical Health Services**

Routine physical health services are provided for Burrell College of Osteopathic Medicine students at the NMSU Health and Wellness Center. The NMSU Health and Wellness Center is an outpatient ambulatory health care center offering services in acute medical care, women's health, immunizations, and health education. The NMSU Health and Wellness Center is located on the NMSU campus at 3080 Breland Dr., Las Cruces, NM. The main entrance is located on the North East corner of the building (corner of McFie and Breland across the street from Zuhl Library).

The clinic encourages appointments but accepts urgent care walk-in patients. For current operating hours and additional information on provided services please see the NMSU *Health and Wellness* website at:

<http://wellness.nmsu.edu/>  
(575) 646-1512

**Health Care at Remote Hubs**

The College has arranged for all students to have access to health care providers at their assigned rotation hubs if they are not convenient to the Las Cruces campus. These providers have agreed to accept the health insurance that is available through the College. Information regarding hub providers may be obtained from hub coordinators or found online at the Office of Student Affairs website:

<https://bcomm.org/students/resources/health-services/>

***Providers who establish a patient care relationship with a student may not render an academic assessment of that student at a later date. It is the student's responsibility to notify the Clinical Education Office or their hub coordinator if they are inadvertently assigned to a provider who has participated in their health care.***

## Burrell College of Osteopathic Medicine Student Handbook 2020-2021 Behavioral Health Services

The College has arranged to provide counseling and behavioral health services for its students at the NMSU-Las Cruces campus and at all remote rotation hub communities. Please visit:

<https://bcomm.org/students/resources/health-services/>

### **NMSU Health and Wellness Center**

The Aggie Health and Wellness Center provides counseling services with a staff of counselors and psychologists that are here to assist students with crisis, mental health, and personal growth and well-being issues. Services include group, individual, and couples counseling. Services are free and confidential to Burrell students. Insurance claims may be filed for some services. Further information may found at:

<http://wellness.nmsu.edu/counseling/>  
(575) 646 -1512

### **WellConnect**

On behalf of its students, the College subscribes to *WellConnect*, a student assistance program that gives students and their family members confidential access to a full range of life services:

- 24-hour telephonic access to licensed mental health professionals at (866) 640-4777 for in-the-moment support;
- Five in-person or telephonic counseling sessions;
- Professionals help students identify key needs, problem solve, and find solutions to work through their concerns such as emotional stressors, test anxiety, or relationship issues;
- Free legal and financial consultations, referrals to local resources on daily living concerns (i.e., housing, utilities, childcare, etc.), and health and wellness consultations.

Students have access to articles, assessments, webinars, financial calculators, searchable databases, and skill builders at the *WellConnect* website at:

[www.wellconnectbysrs.com](http://www.wellconnectbysrs.com)

Please contact the Office of Student Affairs to obtain an access code.

### **Mesilla Valley Hospital (MVH)**

Treatment for more serious behavioral health issues, including clinical psychiatry and substance abuse treatment, is offered for students through **MVH**. These services are confidential, providing assistance in issues that might impair a student's personal or professional life. These services are independent of the College and students will utilize their personal health insurance plan for all costs associated with these services. **MVH** is a private, freestanding psychiatric hospital in Las Cruces, New Mexico that provides mental health, drug, and alcohol addiction services for adolescents, adults, and seniors. Further information may found at:

<http://mesillavalleyhospital.com>  
(575) 382-3500

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**Behavioral Health Services**

**Veteran Crisis Line**

The Veteran Crisis Line connects Veterans in crisis and their families and friends with qualified responders through a confidential hotline. The crisis hotline is available 24 hours a day, 7 days a week. Send Text to 741741 or Call: 1-800-273-8255 (Dial and Press 1).

**Behavioral Health Services at Remote Hub Locations**

Students have access to behavioral health services at all rotation hubs. *WellConnect* may be accessed from any location at any time. The College has arranged for local providers to accept students for care. Please see:

<https://bcomnm.org/students/resources/health-services/>

Contact information is available from the Office of Student Affairs Website and from hub coordinators.

*Providers who establish a patient care relationship with a student may not render an academic assessment of that student at a later date. It is the student's responsibility to notify the Clinical Education Office or their hub coordinator if they are inadvertently assigned to a provider who has participated in their health care.*

**IN A CRISIS OR EMERGENCY, IF YOU FEEL THAT YOU MAY HARM YOURSELF OR OTHERS, DIAL 911 OR  
GO TO THE NEAREST HOSPITAL EMERGENCY ROOM.**

## Burrell College of Osteopathic Medicine Student Handbook 2020-2021 Grievances

The Burrell College of Osteopathic Medicine has established standards to foster a safe and equitable environment conducive to learning and development. Any student may file a grievance, reporting any alleged unauthorized or unjustified act or decision by an individual, which in any way adversely affects the status, rights, or privileges of a member of the College community. The Grievance Policy is available on our website:

<http://bcomnm.org/policy-b2040/>

### **Procedure:**

1. A College community member must first make a concerted effort to resolve the matter informally by discussing their concerns with the party against whom they have a complaint. The accused to whom the complaint is directed at must respond orally or in writing within five (5) business days after receipt of the complaint.
2. Any person filing a grievance will have the assurance of the involvement of an impartial representative of the College that is not directly involved in the area of the complaint. Any person filing a grievance can also be assured that no retaliatory action can be taken as a result of filing a complaint.
3. If the grievance cannot be satisfactorily resolved in informal discussions, the complainant can submit a formal written grievance by completing the online form or submitting the form in-person to the Office of Compliance.

***The complainant has the option to submit an anonymous report by completing the form on the College's website. An anonymous report may restrict the ability of the College to fully investigate and resolve the complaint. Complainants are encouraged to identify themselves to aid in the investigative and resolution process. BCOM ensures all such grievances are strictly confidential. The form for filing a grievance anonymously may be found at:***

[http://bcomnm.org/bcom\\_grievance\\_form/](http://bcomnm.org/bcom_grievance_form/)

4. Once a written grievance is received, the Office of Compliance will complete an initial assessment to determine if a formal investigation is warranted or if the complaint can be resolved through informal administrative resolution.
5. If the determination is made to complete a formal investigation on the alleged misconduct, the complainant will be notified that a formal investigation is warranted and the grievance will be forwarded to the appropriate department in the following manner:
  - a. Pre-Clinical or Clinical Education: Academic-related grievances
  - b. Student Affairs: Non-academic related grievances
  - c. Title IX Coordinator: Title IX related grievances
  - d. Human Resources: Employee-related grievances

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**Grievances**

6. Upon receiving notice of a comprehensive investigation from the Office of Compliance, each department will follow its established grievance review and adjudication procedures.
7. Once the grievance has been resolved by the appropriate department, a written description of the resolution will be forwarded to the Office of Compliance.
8. If the complainant has identified him or herself, the complainant will be notified in writing of the resolution.
9. If any party is not satisfied with the decision of the grievance review process, they may file an appeal with the Dean.
10. If any party is not satisfied with the decision through completion of the grievance process, they may report the complaint to:

New Mexico Higher Education Department  
Private Post-Secondary Schools Division  
2044 Galisteo Street, Suite 4 Santa Fe, NM 87505  
Telephone: (505) 476 – 8400  
<http://www.hed.state.nm.us/students/complaints.aspx>

Note: Any person with a Title IX complaint, please refer to the Title IX page on website for further information: <http://bcomnm.org/students/title-ix/>

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**Sexual Discrimination Under *Title IX***

*Title IX* of the Education Amendments of 1972, [34 CFR Part §106.31](#) states the following:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

The College subscribes and adheres to the principles and requirements of *Title IX* and maintains such policies as are needed to assure the protection of its students under this statute.

Anyone observing actions by students, faculty or staff of the College or anyone who believes they have been the object of such discrimination or any discriminatory practices by the College or its affiliates under *Title IX* should notify the College's Title IX Coordinator:

Nina Nuñez  
Title IX Coordinator  
(575) 674-2339 | [nnunez@bcomnm.org](mailto:nnunez@bcomnm.org)

Any formal allegation of violation under *Title IX* will be investigated. Policies of the College with regard to sexual discrimination under *Title IX* including discussion of procedures attendant to these policies may be found at:

<http://bcomnm.org/students/title-ix/>

## Burrell College of Osteopathic Medicine Student Handbook 2020-2021 Students with Disabilities

The College seeks to comply with all regulatory statutes and accreditation standards for the purpose of accommodating students with chronic or short-term disabilities. Facilities have been designed to meet code requirements for accessibility. The plan for providing accommodations to students is governed by the *Americans with Disabilities Act (ADA)* and Section 504 of the *Rehabilitation Act of 1973*. The College's Accommodation Policy can be found at:

<http://bcomm.org/policy-b9100/>

Students who believe they have a qualifying disability that requires accommodation must contact the Office of Student Affairs to file their request. All requests should be provided in a writing and state the nature of the disability and the anticipated duration. Additional documentation will be required in support of the request as described below. The Executive Director of Student Affairs will make a final determination regarding qualification of the disability and what accommodation will be provided.

***Accommodations provided to students by the College may not be similarly granted by external agencies that administer academic assessments as part of the College's graduation requirements. Students requesting such accommodations must contact those agencies directly. Please direct any questions regarding this disclaimer to the Office of Student Affairs.***

### **Documentation Guidelines**

A diagnosis of a disability does not necessarily qualify a student for academic accommodations under the law. Documentation must indicate that the disability substantially limits some major life activity and/or learning.

#### **A Qualified Professional Must Conduct the Evaluation**

The assessment must be administered by a trained and qualified (i.e. certified and/or licensed) professional (physician, educational psychologist, etc.) who has had formal training consistent with diagnosing the disability. The Office of Student Affairs must approve the qualifications of the provider.

#### **Documentation Must Be Current**

The diagnostic evaluation should be age appropriate, relevant to the student's current learning environment, and show the student's current level of function. If documentation does not address the individual's current level of function, a re-evaluation will be required. The College recommends students submit their evaluation and supporting documents at least thirty (30) days prior to matriculation or as soon as a diagnosis is made.

#### **Documentation Must Include a Specific Diagnosis and Must Be Comprehensive**

The report must include a clear and direct statement that a disability exists and provides a specific diagnosis. The documentation must include a summary containing relevant historical information, diagnostic tools and/or assessments used, instructional interventions, related services, and age of initial diagnosis. The documentation must also include objective data regarding aptitude,

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**Students with Disabilities**

achievement, and information processing. Test scores (standard scores, percentiles, and grade equivalents) must also be included in the documentation.

**Recommendations for Accommodations**

A prior history of an accommodation, without a demonstration of a current need, does not, in and of itself, warrant the provision of that accommodation. Each accommodation recommended by an evaluator should include a rationale. The evaluation should support the recommendation(s) with specific test results or clinical observations. If an accommodation is not clearly identified in the diagnostic report, the College will seek clarification and/or additional information either from the student's evaluator or from another trained professional chosen by the College. The College will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided. The College reserves the right to request reassessment of the student's disability when questions arise regarding previous assessment of provision of services or accommodations or when the student requests additional services or accommodations above and beyond what has been previously provided to the student.

**Grievance Procedures for Students with Disabilities**

All grievances concerning any aspect of the services or accommodations provided to a student with a disability or related to any issue related to the *Americans with Disabilities Act (ADA)* or Section 504 of the *Rehabilitation Act of 1973* should be addressed in writing to the College's Compliance Officer or by submitting an online grievance form that can be found on the College's website:

[http://bcomnm.org/bcom\\_grievance\\_form/](http://bcomnm.org/bcom_grievance_form/)

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**Special Environments**

The College operates several programs that require the establishment of special environments for learning and research. Students are cautioned that hazardous chemicals are used and stored in these working laboratories. It is recognized that the risk of chemical exposure is present in these environments. Students who have questions regarding their participation in activities conducted in these venues should address their concerns to the supervising faculty, the designated laboratory manager or the Office of Compliance.

**Pregnancy and Chemical Exposure**

The College recognizes that not all chemicals stored or used in its special environments are uniformly toxic. However, the College has determined that any student who is pregnant, lactating, uncertain of their current pregnancy status, or is contemplating becoming pregnant in the near-future shall not be permitted to enter the gross anatomy lab or any other facility where hazardous chemicals or other toxic materials are being used. The College is prepared to provide comparable learning experiences where such is feasible and special environment participation is a significant element of the curriculum.

***Any student who, for health-related reasons, is unable to participate in activities required by the curriculum that include a risk of exposure to hazardous chemicals or materials should notify the supervising faculty for that activity, the Office of Student Affairs, or the Office of Compliance in advance of the scheduled event.***

**Fragrance and Scent Sensitivities**

The College recognizes that students, employees, standardized patients and visitors to the campus may have sensitivities or allergic reactions to various fragrant products. Students should refrain from bringing natural or artificial scents and/or fragrances onto the College campus that could affect those with sensitivities.

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**Academic Support Services**

In order to reach their full academic potential, students may need assistance in such areas as individual data analysis, time management, study skills, and test-taking skills. The Office of Student Affairs and the College's Educational Specialists provide students with opportunities in identified areas of need such as learning strategies, meta-cognition, test-taking tips, time-management, and wellness. Students have daily access for confidential, one-on-one support, by appointment or on a walk-in basis, along with intermittent small and/or large group sessions. Faculty are also available during office hours and on walk-in bases to provide academic and content support as needed.

The College provides peer-tutoring to first-year and second-year students. The peer-tutoring program is coordinated through the Office of Student Affairs and is facilitated by students chosen as Lead Tutors. Peer-tutoring is designed to assist students who desire reinforcement of content in the various disciplines.

For a complete list of services and appointment information, please see the Academic Support Services website at:

<https://bcomnm.org/students/educational-specialists/>

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**Career Counseling**

The College provides career counseling services to all students throughout the four years of study in the Doctor of Osteopathic Medicine degree program. Early exploration of postdoctoral opportunities is encouraged with informational sessions held for first year students. In the second year, students begin to plan elective clinical rotations that will provide in-depth experiences in their fields of interest. Third year students are encouraged to collect letters of recommendation from preceptors as they rotate through core clinical services. All students are required to meet individually with the career counselor and faculty to discuss their strategy for identifying residency programs to pursue for eventual placement. Counselors also work with each student to begin crafting the Medical School Performance Evaluation (MSPE) and provide guidance in preparing their personal statements.

Residency applications are made in the summer prior to Year Four. The Office of Student Affairs will provide notice to third year students to register with the Electronic Residency Application Service (ERAS) and with the National Resident Matching Program (the Match). Students may also apply for some specialty programs through other matching services. Residency counselors will provide more information on these as requested.

All students have access to Careers in Medicine<sup>®</sup>, a comprehensive online career-planning resource that guides medical students through a process of self-discovery, exploring the various medical specialty options, preparing to be competitive, and applying for residency programs. The Office of Student Affairs can provide a “token” that allows students to enter the subscription space.

For further information on career counseling and to schedule an appointment with a counselor please see the careers website at:

<https://bcomnm.org/students/career-counseling/overview-resources/>

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**Student Government Association**

The Student Government Association (SGA) is the official voice for the College's osteopathic medical students. SGA represents the College on the Council of Student Government Presidents at the American Association of Colleges of Osteopathic Medicine and at the House of Delegates of the American Osteopathic Association. On campus and in the community, SGA is responsible for dispersing funds for student activities; acting as liaison for the medical student body; promoting osteopathic medicine; supporting club and classroom activities; and working to improve the quality of life for all BCOM medical students.

SGA officers and representatives are elected by the student body and any student in good academic standing may serve. Elections are held each year in the spring except for incoming first year students, who elect their representatives in the fall. The Office of Student Affairs oversees the activities of the SGA and assists its officers in executing their official duties.

For further information regarding the Student Government Association please contact the Office of Student Affairs or view the student organization website at:

<https://bcomnm.org/students/student-life/student-organizations/>

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### **Clubs and Organizations**

The College encourages students to engage in campus life and participate in the activities of one or more of the several registered clubs and organizations that attracts their particular interests. Many provide enlightenment on various career choices after medical school, some are geared toward relaxation and diversion, and a few have a spiritual orientation. Meetings are generally held on campus with special off-campus social and service activities scheduled periodically throughout the year. For a complete list of registered clubs and organizations, please go to the following website:

<https://bcomnm.org/students/student-life/student-organizations/>

Students may initiate the registration of a new organization if one doesn't already exist that captures a common area of interest. Organizations should provide opportunities for leadership, program implementation, and foster individual student growth and development. For information on starting a new club or organization, contact the Office of Student Affairs or go to the following website:

<http://bcomnm.org/students/student-life/student-organizations/starting-a-club-or-organization-at-bcom/>

#### **Student Sponsored Events**

Any on- or off-campus event conducted by a student club/organization, including requests for financial support, must first be approved by the faculty/staff advisor, who will submit the request to the Office of Student Affairs. This includes, but is not limited to, all invited speakers, seminars, exhibits, fundraisers, workshops, travel, courses, etc. The appropriate request forms can be obtained from the Office of Student Affairs.

#### **Merchandise and Burrell College of Osteopathic Medicine Logo Protection**

The Burrell College of Osteopathic Medicine and its parent organization retain full rights to the use of its logo and images of its facilities. All student organizations must have approval from the Director of Communications before producing merchandise or distributing information bearing any College logo or trademark. The Director of Communications will ensure that the appropriate licensing procedures and style guidelines are followed by student organizations and contracted vendors. Approval forms may be obtained from the Office of Student Affairs or the Director of Communications. Completed request forms must be submitted to the Director of Communications. Any student organization that reproduces protected logos or images without receiving permission from the College or in violation of trademark law will be subject to confiscation of all items bearing the protected images or logos and may be subject to disciplinary action.

#### **Photography Statement**

BCOM may photograph student participation in campus classes and activities that may possibly be used for printed materials for recruitment, the College's website or other outlets such as newsletters, etc. Students will not be compensated if their image is used for the promotion of the College. The College assumes permission for photography from all students. Students may withhold the use of their image by contacting the Office of Student Affairs.

# Burrell College of Osteopathic Medicine

## Student Handbook 2020-2021

### Attendance

#### Attendance for Preclinical Courses – Years One and Two

Students are ***required to attend*** all curricular activities that are designated in the course calendar as follows:

- **Case-Based Learning**  
Faculty will present clinical applications of course materials self-studied in advance by the students.
- **Basic Science Laboratories**  
Faculty will lead demonstrations and interactive sessions including cadaveric dissection.
- **Clinical Skills Laboratories**  
Faculty will supervise demonstrations and practical training of history and physical examination skills including osteopathic manipulative medicine and standardized patient practice.
- **Team-Based Learning**  
Faculty will supervise students working in small groups to solve various common basic science and clinical challenges.
- **Examinations and Quizzes**  
Assessment sessions including cognitive and psychomotor testing.
- **Early Clinical Practice Experience**  
Students will be assigned to a variety of clinical venues to gain insights into medical practice in the community and practice acquired skills.

Students are ***encouraged to attend*** the following curricular activities:

- **Lectures**  
Faculty will review course materials previously assigned for self-study. Students will have the opportunity to engage in an interactive dialogue designed to foster explanation and clarification of critical concepts.

#### Attendance for Clinical Courses – Years Three and Four

The clinical curriculum includes the Introduction to Clinical Rotations course and all required and elective clerkships occurring in Years Three and Four. Students are required to participate in all daily activities as described in the Clerkship Manual, the syllabus for each course, and as may be directed by their assigned preceptor(s).

***Absence from any required activity without obtaining an excused absence approval may result in a finding of non-professional conduct. Students who are absent from any assessment activities and have not been excused may not be offered the opportunity to remediate that assessment.***

#### Excused Absence

Students are expected to adhere to the College's attendance policy with diligence. An excused absence may be granted, upon request, for one of the following reasons:

1. Medical necessity (personal or family);
2. Family death;
3. Active military service;
4. Required attendance at conferences limited to student leaders representing the College at AACOM-COSGP and AOA at the discretion of the Dean.

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**Attendance**

All requests must be submitted through the online “Excused Absence Request” form and must be accompanied by appropriate supporting documentation (letter from physician, military orders, obituary, etc.). Excused absences will not be approved for weddings, vacations, birthdays, special events or other personal events (Note: The preceding list is not all inclusive).

A request to be excused must be submitted in advance of the activity. When absence from an activity was the result of an unexpected occurrence, students must submit a completed absence request as soon as possible but no later than the first date of return to the College. Submission of a request does not assure that the request will be approved. The excused absence form for OMS I and OMS II may be completed online at:

<https://bcomnm.org/academic-affairs/excused-absence-request-form/>

**Note Regarding Absence from Clinical Rotations**

Students who are granted an excused absence from any activity during the Introduction to Clinical Rotations course shall be required to remediate that activity to the satisfaction of the course director before beginning clinical rotations. Students who are absent more than four (4) days from any clerkship period, for any reason, may be required to repeat that clerkship. Additionally, any unexcused absence may result in a finding of non-professional conduct. The excused absence form for OMS III and OMS IV can be found at:

[http://bcomnm.org/academics/clinical-education-3rd-4th-year/forms\\_and\\_manuals/](http://bcomnm.org/academics/clinical-education-3rd-4th-year/forms_and_manuals/)

The complete policy regarding attendance may be found at:

<http://bcomnm.org/policy-b9110/>

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**Course Grades**

**Preclinical Courses – OMS I**

For students matriculating in July 2020, all courses are graded as Pass (P) or Fail (F). Final grades are based on attaining designated levels of competency in each graded element of the course as described in each course syllabus. The final overall score determines the grade of Pass/Fail, which is documented in the transcript. Courses that include the acquisition and demonstration of clinical skills may require students to meet minimum competencies in order to complete the course and receive a passing grade. The course syllabus will have information regarding those requirements and should be reviewed at the beginning of the course.

**Preclinical Courses – OMS II**

For students who matriculated prior to July 2020, all completed preclinical systems course grades prior to July 2020 are recorded as the earned percent score. Students must earn at least 70% on a scale of 0% to 100% of all available points in order to obtain a passing grade for the course. Courses completed after Spring 2020 are graded on a Pass (P) or Fail (F). Final grades are based on attaining designated levels of competency in each graded element of the course as described in each course syllabus. The final overall score determines the grade of Pass/Fail, which is documented in the transcript. Courses that include the acquisition and demonstration of clinical skills may require students to meet minimum competencies in order to complete the course and receive a passing grade. The course syllabus will have information regarding those requirements and should be reviewed at the beginning of the course.

**Clinical Courses – OMS III and OMS IV**

The *Introduction to Clinical Rotations* (ICR) in Year Three and all final course grades for clinical clerkships in Years Three and Four will be graded as Pass (P) or Fail (F). For clerkships designated as *core* by the College, students may earn the grade of Honors (H) if their performance in the core clerkship is in the top 10% of all students completing the clerkship that year. All students tied at the 10% threshold score will be included. Final grades are based upon points accumulated in the clerkship as described in the clerkship syllabus as well as achievement of designated minimum competencies in each student's final evaluation by supervising preceptors.

Final grades in clerkships designated as *elective* will be determined by the preceptor's evaluation of the student and result in a final grade of Pass (P) or Fail (F). A grade of Honors (H) is not available for elective clerkships.

**Grade Point Average (GPA)**

For students who matriculated prior in July 2019 or July 2020, the College will not provide a grade point average recorded in their student academic record.

For students who matriculated prior to July 2019, numeric grades achieved in Years One and Two are used to calculate and record a GPA for each student. The grade in numerically graded courses are weighted by the number of credit hours for those courses and a composite GPA is calculated and scaled to 100 points. All courses for which a final, numeric grade appears on the official transcript are included in the calculation. For students repeating all or part of an academic term, previously recorded grades will be included with new grades for the same courses. Students repeating their first year with the Class of 2024 will not have a grade point average recorded in their student academic record.

**Class Rank**

For students who matriculated in July of 2019 or 2020, in the Pass/Fail grading system, no class rank will be provided.

For students who matriculated prior to July of 2019, after determination of final grades upon completion of Year

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### **Course Grades**

Two, students will be provided a class rank reported by quartile. Class rank is cumulative of all numerically graded work performed at the College that appears on the official transcript. Courses for which a grade of Pass (P), Fail (F), Honors (H) or any other letter grade designation are not included in the GPA and, hence, not included in determining class rank.

### **Grade Appeals**

All exams are reviewed for appropriateness, and exam results are analyzed prior to release of official scores. Students may only appeal an exam (assessment) score or a course grade if the appeal is based upon an error in score reporting or score calculation, and may not be based on exam content. Appeal is made by written submission to the Office of Pre-Clinical Education's Administrative Assistant within one (1) business day (twenty-four [24] hours) of the posting of the official score/grade. The appeal will be routed to the Associate Dean of Pre-Clinical Education for OMS I and II or to the Associate Dean of Clinical Education for OMS III and IV. Appeals submitted more than one (1) business day (twenty-four [24] hours) after posting of the score will not be considered. The Associate Dean for Pre-Clinical Education or the Associate Dean for Clinical Education shall make a final determination upon consultation with appropriate faculty. If an appeal is deemed to have merit, the student's exam score(s) will be recalculated, and that score posted as the final score.

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**Academic Standing** is defined as a student having achieved a passing grade in all completed courses and having no other outstanding academic deficiencies.

**Academic Probation** serves as official notice that the student is not in Good Academic Standing.

- A student is placed on Academic Probation when he/she has received a failing grade in a course.
- A student is removed from Academic Probation when the course failure is successfully remediated.
- A student repeating an academic year will be on Academic Probation for the entirety of that year.
- Any student currently serving as a club officer, serving in student government, or holding any other extracurricular position, who is deemed to be on Academic Probation, must step down or surrender that position as soon as is reasonable.
- Students on Academic Probation are ineligible to run for any elected office, apply for fellowship or honors program, or assume a leadership role in any extracurricular activity until their probationary period has terminated.

**Academic Suspension** serves as official notice that the student is not in Good Academic Standing and has been temporarily removed from active participation in the curriculum.

- Students on Academic Suspension are withdrawn from current courses and suspended from all College activities, including student clubs and organizations.

A student who has been withdrawn from the College, and offered the option of returning to repeat an academic year, will be deemed to be on Academic Suspension while awaiting their return to academic activity.

**Administrative Withdrawal** is the withdrawal of the student from the curriculum for academic and/or disciplinary reasons.

Please see the Academic Standing Policy at:

<https://bcomnm.org/policy-b9120/>

The SPC meets regularly to review course outcomes with regard to student performance. Students having failed any course or whose performance is deemed to be below the standards set by the faculty shall be required to meet with the committee. The student will be given the opportunity to explain any circumstances and hear recommendations regarding actions they can take to improve their performance.

Students must be in good academic standing to:

- hold an office in the College's Student Government
- hold an office in a College student club or organization
- serve as a College Student Ambassador
- serve as a peer tutor
- hold any leadership role in a College-related or affiliated entity

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**Promotion**

The SPC reviews all student progress in the degree program and makes recommendation to the Dean of the College regarding promotion of students to the succeeding term. Students who have any coursework deficiencies that have not been remediated may not advance in the degree program. Please see the Student Promotion and Graduation Policy at:

<https://bcomnm.org/policy-b9121/>

***The SPC may recommend that any student be placed on Academic Probation if upon review of the student's academic record it is determined that the student's body of work at the College falls below standards set by the faculty. The SPC may also recommend withdrawal from the College or repeat of an academic year.***

**Procedures of the SPC**

All proceedings are confidential and the meetings/hearings are closed. Only SPC committee members, the Associate Dean for Student Affairs (ex-officio, non-voting), and the student in question are allowed to attend the meeting. The committee reserves the right to invite other faculty or staff as needed to appropriately conduct the meeting. The student may not be accompanied by legal counsel during the academic hearing.

1. The student shall be notified of the time, date, and location of the SPC meeting in writing through email (the official mode of communication at the College) at least one (1) business day (twenty-four [24] hours) prior to the meeting.
2. The student is provided, upon request, access to any documentation provided to Committee members prior to the meeting.
3. If the student feels that one of the committee members is biased, he/she may request to have the committee member recused. Such a request must be submitted in writing, with a rationale, at least one (1) hour prior to the start of the SPC meeting. The Chair will review the request and notify the student, in writing, of the Chair's decision. If the request is approved, the recused faculty will be replaced by an alternate faculty member, at the Chair's discretion.
4. If one of the regular members of the SPC cannot attend the meeting, an ad hoc member will be appointed for the length of the hearing.
5. The SPC Chair reminds committee members that the hearing is confidential. The proceedings are recorded in writing by an administrative assistant. The academic issue in question is addressed by the SPC, who may also consider the entirety of the student's academic record. Any previous disciplinary actions may be considered as appropriate.
6. A summary report is presented to the SPC by the Chair or designee. The SPC may choose to ask questions. The student is not present for this portion of the hearing.
7. The student is then invited to join the SPC meeting, and the student may then present his or her statement to the SPC.
8. Following the presentation of evidence, the Chair excuses all attendees other than the Committee members. The SPC deliberates on the student's academic case and a decision addressing the student's academic deficiency is made. A majority vote of the SPC is required to approve the decision.
9. A recommendation letter, signed by the SPC Chair, will be delivered to the student within one (1)

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business day of the SPC meeting. This letter will be delivered to the student via email in an encrypted, password-protected document.

10. The student has the right to appeal the SPC decision, in writing, to the Dean, to be submitted within three (3) business days. The student must submit their written appeal to [dean@burrell.edu](mailto:dean@burrell.edu). If no appeal is filed by the student, the recommendation made in the SPC letter will become the final decision.
11. In order to progress to the next academic term, students must have successfully completed all requirements in the current term.

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**Course Remediation**

The course of study leading to the Doctor of Osteopathic Medicine degree is conducted as a cohort program. Consequently, each course is only offered one time in the academic year. A student receiving a failing grade in a course or in one element of a course may be given the opportunity to remediate that course or element upon the recommendation of the Student Performance Committee (SPC) in consultation with the Course Director.

Remediation is generally offered by examination but may take other forms. Students must be in good academic standing to advance to a successive term in the program. Hence, successful remediation must occur before the next term begins. Remediation examinations will be scheduled at the end of each term with time available for students to restudy material from the course. The format of the examination will be determined by the Course Director as will the minimum required performance to pass the exam and the course.

If remediation is successful, the student will receive the minimum passing grade for the course with the designation of "70RP" in their academic record or a "PX" if it is a Pass/Fail Course. If unsuccessful, the failing grade will remain on the transcript.

Students may remediate only one course per term and will have only one opportunity to remediate any failure. Students failing two courses in any term may be administratively withdrawn or academically suspended from the degree program. The SPC reviews all course failures and may recommend that a student be allowed to repeat the academic year in which any course was failed. However, the SPC has no obligation to offer the opportunity to repeat an academic year if, in its discretion, the student's overall body of work is sufficiently below expectation as to preclude the likelihood of success in the future. Failure of a course in a repeated year will result in permanent withdrawal from the degree program.

Students should consult the course syllabus and the Course Director for further information regarding remediation. Unless otherwise stipulated in the policies of the College, students may appeal any adverse determination to the Dean of the College who retains final authority to modify any recommendation made by the SPC.

Please refer to the Student Clerkship Manual regarding remediation of the clinical rotations:

[http://bcomm.org/academics/clinical-education-3rd-4th-year/forms\\_and\\_manuals/](http://bcomm.org/academics/clinical-education-3rd-4th-year/forms_and_manuals/)

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**COMLEX-USA®**

All candidates for the Doctor of Osteopathic Medicine degree are required to successfully complete Level 1, Level 2-CE and Level 2-PE of the COMLEX-USA® examination series prior to graduation. These examinations are produced by and administered under the auspices of the National Board of Osteopathic Medical Examiners.

**Examination Sequence**

Students are required to sit for the Level 1 examination following completion of coursework in Year Two and prior to beginning coursework for Year Three. This is a cognitive, computer-based examination that addresses learning objectives covered in the first two years of the curriculum.

Level 2 is in two parts including a cognitive, computer-based examination (Level 2-CE) and a clinical skills examination utilizing standardized patients (Level 2-PE). These examinations are designed to assess a competence in the clinical practice of medicine. Students are eligible to sit for these examinations after receiving a passing score for Level 1.

Computer-based examinations are administered off-campus at Prometric testing centers around the United States. The clinical skills examination is only offered at special testing centers in Pennsylvania and Illinois. Students are responsible for the timely scheduling of these examinations and will receive instructions from the Office of Academic Affairs as they become eligible.

COMLEX-USA® also provides a Level 3 examination that students may take following graduation. Graduates successfully completing all three levels of the COMLEX-USA® series are eligible for licensure in all fifty states.

**Performance Requirements**

Students are allowed to begin clinical rotations in Year Three following completion of the COMLEX-USA Level 1 examination and before scores are reported. If a student receives a failing score after their first attempt, the student will be placed on Academic Probation. The Student Performance Committee may remove that student from clinical rotations until a passing score is obtained. A student will be placed on Academic Suspension if he or she fails to pass a second attempt of COMLEX-USA Level 1. Removal from clinical rotations to remediate a failure of this examination may result in a delay in completing all degree requirements. A student failing any single level of a COMLEX-USA exam for a third time will be Administratively Withdrawn from the College.

Students generally will sit for the Level 2-CE examination after completing all Year Three core rotations but are eligible any time after receiving a passing score for Level 1. Students are encouraged to sit for the Level 2-PE examination when they are confident in their clinical skills and have performed satisfactorily on preparatory mock examinations administered by the College. Since passage of both parts is required for graduation, students are asked to schedule these examinations with sufficient opportunity to retake parts that may not be successfully passed.

The SPC and/or the Dean reserve the right to modify the above process at their discretion. For complete information regarding the COMLEX-USA® testing program please see:

<http://www.nbome.org/Content/Flipbooks/ComlexBOI/index.html#p=1>

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**Graduation Requirements and Time to Degree**

Information regarding the curriculum for the Doctor of Osteopathic Medicine (DO) degree program may be found in the *College Catalog*. Satisfactory completion of the program thereby resulting in the awarding of the earned degree requires each candidate to satisfy the following requirements:

- Satisfactory completion of all required courses and credit hours as stated in the catalog within six (6) years of initial matriculation with attainment of at least the minimum passing grade, as determined by the faculty, for each course;
- Attainment of a passing score for COMLEX-USA® Level I as administered by the National Board of Osteopathic Medical Examiners (NBOME). The passing score is determined for each examination cycle by the NBOME;
- Attainment of a passing scores for COMLEX-USA® Level II-CE and Level II-PE as administered by the National Board of Osteopathic Medical Examiners (NBOME). The passing score is determined for each examination cycle by the NBOME;
- Have no outstanding financial obligation to the College;
- Have no unresolved disciplinary violations;
- Receive approval for graduation from the faculty of the College.

Candidates for the degree are encouraged to attend the College's annual graduation ceremony. Students whose graduation date is delayed are able to participate in the graduation ceremony provided all graduation requirements can be reasonably completed no later than June 30<sup>th</sup> of the graduation year. Students anticipating completion of graduation requirements later than June 30<sup>th</sup> shall have their graduation delayed until the following year.

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**Exam Procedures**

**Written Exams and Quizzes**

The exam day process has been established to protect the security and integrity of exams.

OMS III and OMS IV students must refer to COMAT® exam procedures on the College website at:

<http://bcomm.org/academics/clinical-education-3rd-4th-year/comat/>

Procedures Prior to Exam Day:

1. Students will be required to take a mock exam during orientation to set up ExamID on their laptop computer (no iPads).
2. Students are required to read all emails, from the Testing Center, and follow the direction identified for each exam
3. It is the student's responsibility to keep Exemplify updates current (check for Exemplify updates prior to downloading each exam).

Procedures for Exam Day:

1. Students must bring the laptop computer in which they downloaded the exam. The only other permitted items in the exam room include: the computer power supply, mouse, mouse pad and a clear drink container.
2. Personal items, including, but not limited to, cellphones, caps/hats/beanies, smart watches, and backpacks will not be allowed in the examination room. The student will be asked to take their personal items to the bag room.
3. Prior to entering the exam room, students must reboot their computers.
4. Students may enter the assigned testing room twenty (20) minutes before the start of the exam. Students must remain quiet upon entering the testing environment.
5. ***Students must be in their assigned seats at least ten minutes prior to the start of the exam. Doors will close when the exam begins.***
6. ***If a student arrives after doors are closed, he/she will not be allowed in the exam room and must report to the Associate Dean of Pre-Clinical Education, or designee.***
7. Once a student enters the exam room, he/she is not permitted to leave the exam room until after the exam begins.
8. Students may not request a different seat assignment or different color of scratch paper.
9. Approximately ten (10) minutes prior to the start of the exam, pertinent announcements regarding the exam and/or Exemplify may be shared.
10. Students will be instructed to open their laptops, shut down all applications except for Exemplify and proceed to the passcode screen.
11. The passcode will be displayed on the screen and/or provided verbally to students in the exam room. Students will enter the passcode and begin the exam.
12. If a student needs to leave the exam room for any reason, he/she must raise their hand to be escorted by a proctor.
13. Once an exam is completed, the student must show the green verification of upload screen to a proctor upon exiting the exam room.
14. Students must leave the exam wing (including the student lounge) and be respectful of others taking the exam.

***FOR REMOTE TESTING: Students will be notified by email of any changes to the process.***

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**Objective Structured Clinical Exams (OSCE)/Standardized Patient (SP) Encounters**

OSCEs/SP Encounters are delivered for the purpose of practice, to obtain faculty or Standardized Patient feedback, and for more formal summative evaluations. This includes but is not limited to a final, comprehensive OSCE designed to test a student's cumulative knowledge of the material presented in the clinical skills courses.

Procedures:

1. Students will receive their scheduled time for the OSCE/SP Encounter from administrative staff. The posted instructions and schedule located in LEO must be reviewed prior to the event.
2. Students will show up to the designated location OSCE/SP Encounter in professional dress.
  - a. In the *clinical standardized patient experiences and real patient encounters*, we discourage non-professional dress or appearance, and the *faculty and staff reserve the right to correct students*.
  - b. For students, we require clean, pressed white coat with the College Logo, ID Badge, closed toe shoes. No athletic shoes or flip flops will be allowed. Examples of professional attire include professional pants or slacks, turtlenecks, button down shirt, sweater, blouse, knee-length or longer dress or skirt. Shirts and blouses should have a modest neckline. Hair that is collar length or longer should be worn in such a way that it does not obstruct the student's face or require adjustment during the encounter. Fingernails should be trimmed and professional.
3. Students will show up to the designated location OSCE/SP Encounter with their appropriate diagnostic tools. Administrative staff will provide the students with pens, clipboards, and paper.
4. All computers, phones, and smartwatches will be collected and returned at the end of the event. The waiting area is considered an extension of the exam. Therefore, study notes/aids are not allowed in the waiting area. Any use of these materials while in the clinic waiting room/clinic hallway will be reported to the faculty, and the material will be confiscated during the session.
5. Administrative staff will deliver instructions to students in the clinic waiting areas. They also remind students that they may not share details, elements, contents, or any material of the exam with others.
6. For formal OSCE, OMS1 students will generally have 15 minutes in the exam room to interview and examine the patient, followed by 10 minutes to write and upload a SOAP Note on a clinic laptop. OMS2 students will generally have 14 minutes in the exam room and 9 minutes to write and upload the SOAP Note. An individual, student or group debrief session may or may not be kept later after the event with a faculty member. Debrief schedules will be posted in LEO. Students must review the debrief schedules and instructions prior to the event. There may be some sessions that have more or less time allocated based on skill.
7. Please see clinical course syllabi for more information.

***Any student who does not follow the above procedures may be subject to a finding of non-professional conduct and referred to the Office of Student Affairs.***

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**Acceptable Use of Technology and Copyright**

The College maintains information technology services to enhance the learning experience and provide convenience to students, faculty, staff and guests. All users are expected to adhere to the guidelines in the College's acceptable use policies described below. Failure to follow these policies will result in loss of access privileges at minimum with greater sanctions as may be dictated by the level of misuse.

All members of the College community shall promote efficient, ethical and lawful use of the College's information technology resources. The College's Acceptable Electronic Communications Use Policy and Acceptable Use Guidelines can be found on our website:

<https://bcomnm.org/b2060/>  
<https://bcomnm.org/acceptable-use-guidelines/>

**Internet Access**

Internet access at the College is intended for educational and professional use. Personal use is not prohibited but should be minimal. No one shall place school material (copyrighted software, internal correspondence, confidential materials, etc.) on any publicly accessible Internet site without permission. Internet Web pages provided by the College for groups students may not be used for private commercial or political purposes.

**Cell Phones**

Cell phones consume valuable bandwidth on the College's network and can slow the download of course materials during instructional activities. Cell phone usage should be kept to a minimum and may not be used in classrooms while instructional activities are being conducted.

***Any recording of course materials without the consent of the Instructor may result in a disciplinary finding of non-professional conduct.***

**Copyright**

All students must respect and comply with the Copyright Law of 1976 and its amendments (Title 17, United States Code), including the Digital Millennium Copyright Act of 1998. Unauthorized use or distribution of copyrighted materials, including but not limited to movie/film screenings on campus and peer-to-peer file sharing (transmitting copyrighted materials, such as music, movies, compilations, curricular materials, etc.) is a violation of federal law and can result in fines, imprisonment, or both.

The use of the College's information technology system or equipment for unauthorized peer-to-peer file sharing, illegal downloading, or other unauthorized distribution of copyrighted materials is in violation of the institution's Honor Code. Beyond copyright, be aware that the acceptable use of some student resources, such as online textbooks and library databases, is determined by licensing terms. In these cases, contract law applies and compliance with the terms of use is similarly required. Please see the College's *Copyright Policy* and *Copyright Guidelines* on our website:

<https://bcomnm.org/b5041>  
<https://bcomnm.org/copyright-guidelines/>

For more information regarding copyright, please contact the Library.

# Burrell College of Osteopathic Medicine

## Student Handbook 2020-2021

### Campus Safety

The College seeks to maintain a safe and secure environment for its students, employees, and visitors. The following security measures must be followed at all times to assure that safety can be accomplished. Failure to do so may result in a finding of non-professional conduct and withdrawal from the College. In some instances, violations may result in the filing of a criminal complaint.

#### **Annual Safety and Security Report**

The College maintains an annual Safety and Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as well as the requirements imposed by the amendments to the Violence Against Women Act (VAWA). This report contains information regarding safety and security programs, policies, and procedures in place at Burrell College of Osteopathic Medicine. Due to the College's campus being physically located on the New Mexico State University (NMSU) campus and its established agreements (such as housing and facility usage for Burrell College students) with NMSU, statistics from the Las Cruces NMSU campus are required to be included in this report. While these numbers do not necessarily reflect reportable crimes on the College's campus itself, the statistics are reflective of College's geographic location. The annual report can be found:

<https://bcomnm.org/campus-safety-and-security/clery-report/>

The New Mexico State University Police Department, which provides law enforcement services to the College provides daily crime logs at:

<https://www.nmsupolice.com/crime-statistics/>

#### **Security**

The College has a contracted security officer on campus whenever students are present. Any suspicious activity should be reported to the College Security Officer at **(575) 674-2299** and/or to the NMSU Police Department at **(575) 646-3311**. In the event of an emergency, immediately dial **911**.

The College's Security Staff is charged with reporting and investigating security incidents in cooperation with law enforcement and regulatory agencies. Security Staff will document non-routine events according to policy and standard operating procedures (SOP). Each report is reviewed by the supervisor assigned to the College's Security Staff.

#### **Identification Cards**

Students are required to wear their College ID at all College activities and related events. College IDs are used for identification, to check out library books, to obtain admission to most campus activities, for entrance into College facilities, and as a form of identification in the surrounding community. It is the student's responsibility to have the College ID validated each term with the Office of Student Affairs. A \$10.00 fee will be charged for replacing lost College IDs. If lost or stolen, this needs to be reported to security or IT immediately so unauthorized individuals cannot gain access to the building or other facilities. Failing or refusal to provide a College ID upon request can result in disciplinary action.

#### **Privacy and Surveillance**

Cameras are located at various locations around the College campus. These include security cameras in hallways, public spaces, and video recording equipment in certain classrooms and conference/seminar rooms. These cameras are placed and used for educational and surveillance/security purposes. In some circumstances, as a result of investigations, subpoenas, lawsuits, or other legal exigencies, the College may be required by law to provide records (electronic or other) or information related to those records or relating to the use of information resources to third parties. Additionally, the College may, in its

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### **Campus Safety**

reasonable discretion, review electronic records information to ensure proper function of the College and its programs, in connection with investigations or audits or to protect the safety of individuals or the College community. The College may also permit reasonable access of data to third-party service providers in order to provide, maintain or improve those services. Individuals utilizing College facilities, College-provided equipment and College resources do not have a reasonable expectation of privacy.

#### **Theft**

The College does not accept responsibility for loss of personal property due to theft, fire, or vandalism. Students are encouraged to research and purchase renter's insurance, or find out if their property is covered under their parents or guardians' homeowner's policy. All students are encouraged to properly secure their property while on campus. Theft of College property or the personal property of any member of the College Community is against the law. Penalties may include campus sanctions, including withdrawal of a student as well as the risk of prosecution.

#### **Weapons, Firearms and Explosives**

Students may not bring or carry any type of weapon, firearm, ammunition, explosives (including firecrackers and other fireworks, other hazardous flammable materials, etc.), or any other potentially dangerous weapons or paraphernalia, concealed or visible (including bladed items over three inches long), or potentially dangerous and unauthorized recreational equipment (such as archery equipment or paintball guns) to campus. Potentially dangerous weapons may be reported to law enforcement for confiscation and removal from BCOM property. Hunting is not permitted on the campus or surrounding property owned by NMSU. Please see our Firearm Policy and Weapon Policy:

<https://bcomnm.org/policy-b4012/>

<https://bcomnm.org/policy-b4013/>

#### **Sexual Misconduct, Abuse, Harassment, and Other Crimes**

Sexual misconduct often overlaps with crimes of sexual assault, sexual harassment, stalking, dating violence, and domestic violence. As a result, sexual misconduct cases may be handled by both the College, as it pertains to policy violations, and law enforcement for criminal violations. Any form of sexual misconduct, abuse, harassment, intimidation, stalking, vandalism and/or criminal violations of any person or property on campus will result in immediate action including but not limited to: prosecution by local authorities, payments of damages, fines, possible removal from campus housing, suspension, or expulsion. If you are the victim of a crime, whether while on campus or off campus, you are encouraged to report it immediately by calling 911. For non-emergencies taking place on campus, call (575) 646-3311 for assistance. See <https://bcomnm.org/campus-safety-and-security/> for more information.

#### **Emergency Notification and Procedures**

When there are major incidents or emergencies that affect a large number of people and present an immediate threat to health or safety, the College, as well as NMSU, will issue advisories, alerts or warnings as appropriate. Students are required to participate in the Informacast Emergency Notification System with email as the default notification. In order to receive text messages and phone calls, students must register the appropriate contact information with the IT department.

The College has established procedures for emergency situations to include fire, medical emergencies, theft, suspicious person, active shooter, bomb threat, gas leak/chemical spill as well as an evacuation

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map. Please see <https://bcomnm.org/campus-safety-and-security/emergency-procedures/> for more information.

**False Reporting**

Falsely reporting fires, bomb threats, or other emergencies (either to College personnel or local 911/police force dispatch personnel), falsely setting fire alarms, and the non-emergency use of emergency equipment will result in immediate administrative action leading to possible suspension from the College and prosecution through state and federal laws. Tampering with or damaging smoke detectors is subject to possible suspension. Unauthorized entry into another student's room, faculty or staff offices, or any other campus facility is considered a serious violation and will result in immediate disciplinary action. This includes unauthorized entry into any facility outside of designated hours.

Giving false testimony to an investigating staff member or to a member of any judicial committee, attempting to intimidate or coerce witnesses, or seeking revenge against anyone due to their role in a disciplinary procedure will result in appropriate disciplinary action. Giving false names or identification to any inquiring College staff member will result in disciplinary sanctions. The falsification of College documents of any kind is prohibited.

All offenses are reported to the Dean, the Office of Student Affairs, and the security staff at the College. The College reserves the right to discipline students who commit certain off-campus violations of College policies. All of the offenses stated above may be dealt with on a case-by-case basis and according to the determinations of the seriousness of each incident, resulting in sanctions ranging from a simple warning to the ultimate withdrawal of the student or students from the College.

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### **Substance-Free Campus**

The College has determined that the campus and all facilities that it owns, leases or operates shall constitute a drug-free and tobacco-free environment.

#### **Standards of Conduct**

Unlawful manufacturing, distribution, dispensing, possession, or use of controlled substances or illicit drugs by any student of the College at any time is prohibited. Students may not consume or be in possession of alcoholic beverages on the College campus. The use of alcohol or any display of public drunkenness shall be deemed a violation of the College's Code of Professional Conduct. Smoking, vaping, and any use of tobacco products on the College campus including buildings and grounds is prohibited. Violation of these standards shall result in a finding of non-professional conduct and will result in disciplinary action including the risk of administrative withdrawal from the College. In some instances, a violation will necessitate a report to public safety officials.

The College recognizes that substance abuse is a career and life-threatening problem and encourages students to seek help in overcoming addiction. Students are encouraged to reach out to the Office of Student Affairs for help in seeking services for drug and alcohol counseling or contact any of the resources listed on our website:

<https://bcomnm.org/students/resources/mental-health-services/>

#### **Routine Alcohol and Drug Testing**

All students, upon matriculation to the College and prior to beginning clinical activities at affiliate sites are required to submit to drug screenings. A positive result or refusal to test may result in a violation of the BCOM Code of Conduct and a student may be subject to involuntary withdrawal from the College.

#### **Reasonable Suspicion Testing**

If there is reasonable suspicion of substance abuse by a student, the Office of Student Affairs may require the student to submit to drug and/or alcohol testing. Reasonable suspicion of inappropriate alcohol or drug use may be based upon, but is not limited to the following criteria:

- Direct observation of drug or alcohol use or possession;
- Demonstration of physical symptoms of the influence of drugs or alcohol;
- A pattern of abnormal or erratic behavior consistent with alcohol or drug abuse;
- Arrest or conviction for a drug or alcohol related offense;
- Identification of a criminal investigation into drug use, possession, or trafficking;
- Evidence that a student has tampered with a previous drug or alcohol test; or
- Possession of drug paraphernalia.

The Executive Director of Student Affairs will review the reasons a violation is suspected with the College's General Counsel to determine whether the criteria for reasonable suspicion has been met. If reasonable suspicion is met, the student will be placed on a disciplinary suspension and required to complete testing at BCOM's expense and BCOM's identified testing site. The test results will be reviewed by the Executive Director of Student Affairs. A positive result or a refusal to test due to reasonable suspicion may result in

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a violation of BCOM's Code of Professional Conduct and a student may be subject to involuntary withdrawal from the College.

Please visit the Financial Aid website on consumer information regarding all applicable local, state and federal laws concerning the unlawful possession or distribution of illicit drugs and alcohol:

<https://bcomm.org/students/office-of-financial-aid/consumer-information/student-consumer-information/>

The Student Affairs website also lists confidential services for drug and alcohol counseling, treatment, and rehabilitation programs:

<https://bcomm.org/students/resources/mental-health-services/>

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**Protected Patient Health Information**

All students are required to observe rules regarding patient privacy and protected health information (PHI). The following statement is published by the **U.S. Department of Health & Human Services**:

The *Standards for Privacy of Individually Identifiable Health Information* (“Privacy Rule”) establishes, for the first time, a set of national standards for the protection of certain health information. The U.S. Department of Health and Human Services (“HHS”) issued the Privacy Rule to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”).<sup>1</sup> The Privacy Rule standards address the use and disclosure of individuals’ health information—called “protected health information” by organizations subject to the Privacy Rule — called “covered entities,” as well as standards for individuals’ privacy rights to understand and control how their health information is used. Within HHS, the Office for Civil Rights (“OCR”) has responsibility for implementing and enforcing the Privacy Rule with respect to voluntary compliance activities and civil money penalties.

Students are reminded to observe all HIPAA rules with a focus on maintaining privacy of Protected Health Information (PHI). While informal case discussions enhance experiential learning, patients must not be identified outside of direct management planning with participating providers. No protected health information should ever be posted to social media nor should any protected health information be photographed, videoed, etc. and saved on a cellular or storage device. Students should review HIPAA training provided during orientation or refer to the federal regulations at:

<https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html>

Any student found to be in violation of HIPAA rules will be subject to disciplinary action including permanent withdrawal from the degree program.

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**Supervised Patient Care**

Medical students will be required to participate in patient care activities throughout the course of the curriculum. Supervised patient care activities will be described in individual course syllabi and will occur at a number of different locations where patient care is provided. The College will determine the learning objectives of each activity and assure that objectives can be reasonably achieved at the assigned venue. The clinical site and supervising faculty, however, retain the authority to stipulate the degree of student involvement in patient care activities. Students must comply with all of the general and specific rules established for health care delivery by the hospital, clinic or facility at which they are being trained.

A medical student is not legally or ethically permitted to practice medicine or assume responsibility for patient care. A student may be involved in assisting in the care of a patient, but only under the supervision of a licensed health care provider. The attending provider 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 provider (preceptor) working within the recognized scope of their training. Depending on the nature of the service being provided, the preceptor will ascertain the student's competence and degree of participation. The preceptor or qualified designee shall always be immediately available to the student when patient care is being provided. Patient interview (history taking) and physical examination may be performed without the preceptor in the room if the student is so directed. Students must have a chaperone in the room for sensitive examinations, treatments or procedures involving breasts, genitalia and rectum. These exams should employ appropriate disrobing and draping procedures that respect the patient's privacy. Such examinations shall only be performed with the knowledge and consent of the supervising physician and permission of the patient. It is also recommended that chaperones are present whenever the student is uncomfortable with a patient's behavior in conjunction with performing a sensitive examination. A clear explanation of the nature of any examination or treatment must be given to the patient.

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**College-Owned Resources**

During the course of study at the College, students will have access to property owned by the College and made available to enhance learning opportunities and promote skill acquisition. Unless otherwise directed by the responsible curator anatomic models and medical equipment may not be removed from the campus. Nor should students use any medical equipment owned by the College outside the scope of the instructional program.

Some learning resources are available for “check-out” from the library. The College librarian will identify which materials may be removed from campus and for what period of time.

**Special Note Regarding Ultrasound Equipment**

The following statement has been issued by the U. S. Food and Drug Administration

*Ultrasound imaging has been used for over 20 years and has an excellent safety record. It is based on non-ionizing radiation, so it does not have the same risks as X-rays or other types of imaging systems that use ionizing radiation.*

*Although ultrasound imaging is generally considered safe when used prudently by appropriately trained health care providers, ultrasound energy has the potential to produce biological effects on the body. Ultrasound waves can heat the tissues slightly. In some cases, it can also produce small pockets of gas in body fluids or tissues (cavitation). The long-term consequences of these effects are still unknown. Because of the particular concern for effects on the fetus, organizations such as the American Institute of Ultrasound in Medicine have advocated prudent use of ultrasound imaging in pregnancy. Furthermore, the use of ultrasound solely for non-medical purposes such as obtaining fetal ‘keepsake’ videos has been discouraged. Keepsake images or videos are reasonable if they are produced during a medically-indicated exam, and if no additional exposure is required.*

The State of New Mexico requires licensure for any individual operating sonographic equipment. Students may operate such equipment when under the direction of a duly authorized trainer. The College prohibits students from engaging in non-authorized use of such equipment or its removal from the campus.

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**Social Media**

Upholding the integrity of the academic environment goes beyond honesty and accountability in the performance of coursework; it extends to interpersonal relationships both within and external to the campus community. The College's Code of Academic and Professional Ethics extends to social media.

<https://bcomnm.org/policy-b5001/>

The following principles apply to professional use of social media on behalf of the College as well as personal use of social media when referencing the College. Social media examples include but are not limited to email, blogs, "Facebook", "LinkedIn", "Twitter", "Instagram", and "Snapchat".

- The permanence and written nature of online postings cause them to be subject to higher levels of scrutiny than many other forms of communication. The postings within social media are subject to the same standards of professionalism as any other personal or professional interaction, and will be treated as if made in a public forum.
- With respect to confidentiality, the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) applies to social networking and violators may be subject to legal recourse.
- Students should be aware that the College may observe content and information on social media. Students should use their best judgement in posting material to ensure the material is appropriate and not harmful to the College, students, faculty, and/or staff.
- Be thoughtful and discerning when engaging in social media. Know your posts can reach anyone and may be misinterpreted or may show up outside of their original context.
- Be mindful that if you identify your affiliation with the College, other users may naturally associate you with the College.
- Be thoughtful in decisions to respond to invitations or accept a request from another person. It is important to recognize that there is a potential for misinterpretation of relationships such as faculty-student, supervisor-supervisee, staff-student in social interactions.
- All copyright infringement, defamatory, proprietary, libel or obscene (as defined by the courts) laws apply to social media communication.

Students found in violation of the Code of Academic and Professional Ethics may be subject to disciplinary action including involuntary withdrawal from the College.

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**Course Auditing**

Students enrolled in the Doctor of Osteopathic Medicine program at the College on an approved leave of absence may audit classes they previously completed as active students. Permission to audit must be granted by the Dean of the college with the consent of the course faculty. Auditing students cannot participate in small group activities, laboratories, or skills training. Auditing students cannot participate in any assessment activities including written or oral examinations, quizzes, or competency testing.

Students qualified to audit classes must provide a formal request to the Registrar by completing and submitting the Audit Request Form. The Audit Request Form can be obtained from the Registrar.

The Audit Request Form must be completed at least fourteen business days before the first requested class. If approved, the student will be given access to online course materials.

*Permission to audit a class does not imply any additional rights or privileges to the student. Access to classes and the resources of the college may be suspended at any time at the sole discretion of the college. Students participating in any activities of the college including the auditing of classes are subject to the rules, procedures, and policies of the College.*

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### Research and Scholarly Activity

The College recognizes research and scholarly work as an important component of medical education and is dedicated to supporting research programs that advance medical knowledge and enrich student education. Research and scholarly activity at BCOM is central to the mission of the school and driven by faculty in four core priority research areas: biomedical science, clinical science, population and public health, and medical education.

Students working under faculty mentorship are able to engage in supervised research activities in the BioScience Research Laboratory (BRSL), the Human Physiology Laboratory (HPL), as well as in other areas of creative scholarship including but not limited to population/public health, medical education, retrospective studies, clinical case reports, and literature reviews. Typically research experiences for students begin after the first semester of study to allow time for new students to adjust to the rigors of the medical school curriculum. An intense summer research experience is available for rising second and third year students. Students in third or fourth year may choose research as the non-clinical elective.

Students are required to inform and obtain approval from the Office of Research & Sponsored Programs (ORSP) for all research or creative scholarly activities and to ensure that all research that they participate in is conducted in accordance with Burrell College policies and procedures, and applicable local and federal regulations.

Prior to initiating research on new projects, students must inform the ORSP of her/his intent to begin a research project by completing a *“Request to Participate in Research”*. The request will be reviewed by ORSP to ensure that researchers have secured appropriate compliance approvals (e.g., human subjects, biosafety, etc.) and completed required Responsible Conduct of Research training. ORSP will provide a written response to the request within 5 business days of receipt of the request. The student(s) may not begin work on the research before approval is obtained.

Prior to submitting an abstract or conference paper to a meeting, students will inform the ORSP of her/his intent by completing a *“Intent to Submit an Abstract or Conference Paper”* in advance of the submission. ORSP will conduct a non-scientific review within 5 business days of receiving the intent notification to ensure compliance with College and applicable local or federal rules and regulations.

Prior to submitting a letter, short communication, case report, manuscript or any written document for publication where the Burrell College affiliation is stated, students will inform the ORSP of her/his intent by completing a *“Intent to Submit a Journal Article or Manuscript for Publication”* in advance of submission. ORSP will conduct a non-scientific review within 5 business days of receiving the intent notification to ensure compliance with College and applicable local or federal rules and regulations.

A Distinction in Research is available for highly motivated students. Entry into the Distinction pathway is available to first year students who are ranked in the top quartile of their class. Completion of the distinction program requires 1) application and acceptance into the pathway, 2) participation in the Summer Research Experience, 3) enrollment and successful completion in Summer Research Directed Studies course, 3) enrollment and completion of one non-clinical research elective during year 3 or 4, 4) approval of a final research report by the student’s advisory committee, and 5) presentation of research findings in a public forum. Students successfully completing the requirements will receive an annotation

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on their academic transcript denoting they have completed the Doctor of Osteopathic Medicine with a Distinction in Research.

The College recognizes that research and creative scholarship may lead to the generation of intellectual property. Students may be owners of intellectual property under certain conditions. Please see the College's Intellectual Property policy which provides guidance in defining the ownership, protection, and transfer of intellectual property:

<https://bcomnm.org/policy-b8550/>

Students wishing to pursue research and creative scholarly activities should be in good academic standing. All research and scholarly activities require prior approval from the Office of Research and Sponsored Programs. Please visit the College website for more information:

<https://bcomnm.org/research/>

*Student research activities must be under the direction of a member of the College faculty who bears sole responsibility for the conduct and outcome of the scholarly work. Study methods and outcomes including data shall remain the intellectual property of the College and its faculty and may not be used or reproduced by students for material gain, application, or independent publication without the expressed written consent of the College.*

## Burrell College of Osteopathic Medicine Student Handbook 2020-2021 Health Sciences Library

The Burrell College of Osteopathic Medicine Health Sciences Library provides access to resources that are relevant to biomedical sciences, medical humanities and clinical medicine. In addition to books and journals, the library offers databases, practice guidelines, drug monographs, medical images and patient handouts. Some of our more popular resources include:

- AccessMedicine
- Bates Visual Guide
- Case Files Collection
- ClinicalKey
- DSM-5 and related resources
- DynaMed
- LWW-Health Libraries
- PsychiatryOnline Premium
- Thieme eBook Library
- Up-to-Date
- USMLE FirstAid
- VisualDx

During the academic year, the library is open from Monday – Thursday from 7am to midnight, Friday from 7am to 8pm, and Saturday and Sunday from 8am to 10pm. The library has reduced hours in the summer and for holidays. Please check the library homepage for current hours. Library resources are accessible by visiting the library homepage using your College login and password for access:

<http://library.bcomnm.org>

Use of information resources is subject to copyright and contract law. Faculty, students and residents are expected to know and observe usage restrictions, which vary from resource to resource. Only authorized users may access licensed resources, and authorized users may not share usernames and passwords with others. Links to terms and restrictions are found on the introductory pages of the databases. Systematic downloading of extended portions of resources is prohibited.

Reference and research assistance, document delivery, information literacy training, and copyright guidance are available to all users. The College librarians are available for assistance at:

Library Service Desk	575-674-2347	library@bcomnm.org
Erin Palazzolo, Library Director	575-674-2330	epalazzolo@bcomnm.org
Norice Lee, Associate Library Director	575-674-2346	nlee@bcomnm.org

Please visit our website for the *Library Policy* and standard operating procedures regarding Circulation and Document Delivery Service:

<https://bcomnm.org/policy-b5040/>  
[https://bcomnm.org/wp-content/uploads/2019/09/LIB.001.00\\_Circulation.pdf](https://bcomnm.org/wp-content/uploads/2019/09/LIB.001.00_Circulation.pdf)  
[https://bcomnm.org/wp-content/uploads/2019/09/LIB.002.00\\_DocumentDeliveryService.pdf](https://bcomnm.org/wp-content/uploads/2019/09/LIB.002.00_DocumentDeliveryService.pdf)