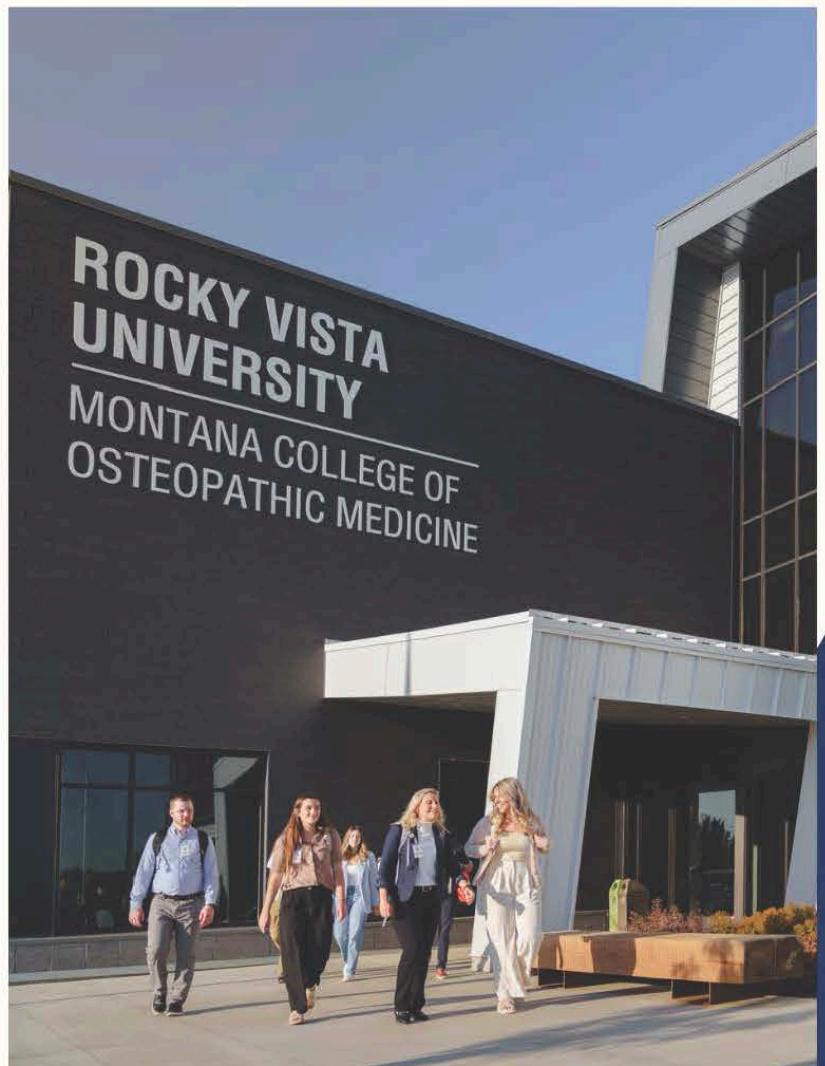




# ROCKY VISTA UNIVERSITY

MONTANA COLLEGE OF OSTEOPATHIC MEDICINE



Student Handbook  
Academic Year 2025-2026

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# University Policies

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The academic year for this catalog is Fall 2025 through August 21, 2026.

The policy and academic requirements information in this catalog are for the 2025-2026 Catalog/Handbook and are effective as of June 2, 2025. Students are governed by the catalog/handbook in effect at the time of their initial enrollment in their degree program, unless they elect to follow a subsequently published catalog/handbook.

This catalog/handbook is not a contract and is subject to change at any time by Rocky Vista University. The University reserves the right to modify policies, procedures, and requirements as necessary, with reasonable notice to affected students through official university communication channels. When individual program policies differ from University policies, the program-specific policies govern academic requirements for that program; for all other matters, University policies apply. Questions regarding policy applicability should be directed to the Registrar's Office.

Rocky Vista University has made every reasonable effort to ensure that all information in this catalog is accurate as of June 2, 2025. The University reserves the right to interpret all policies and procedures contained herein. In situations not specifically addressed, decisions will be made based on administrative discretion, applicable board policies, and state and federal law, consistent with the University's educational mission and student welfare.

## Introduction

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### A Message from the President

This year's Rocky Vista University Student Handbook and Catalog is published as we celebrate many successes as an institution. This past year, Master of Physician Assistant Studies (PA) program received a 10-year accreditation from ARC-PA, their programmatic accreditor. Additionally, the Montana College of Osteopathic Medicine went from a dream to a reality. The Master of Science in Biomedical Sciences (MSBS) program continues to be the largest feeder program to RVUCOM. Rocky Vista University College of Osteopathic Medicine achieved a record number of students (287) successfully entering residency programs. Finally, we added a new masters' program, the Master of Medical Science on our Montana campus. RVU students and faculty are helping us reach our vision of "Achieving New Heights in Medical Education"

By every measure, RVU faculty and students are delivering on the promises contained in our university Mission Statement: "Rocky Vista University provides quality healthcare education while inspiring students to serve with compassion, integrity, and excellence". RVU students are leaders in national organizations, and in student outcomes: whether it is acceptance into and performance in medical school by our MSBS students, Physician Assistant National Certifying Exam pass rate and job placement by our PA students, or COMLEX pass rate and residency match success, our students are leading the way.

The administration and faculty of RVU remains dedicated to the students and student experience. We know that healthcare education is challenging and at times overwhelming and we are committed to providing the support services that students need.



At Rocky Vista University we embrace core values of integrity, collegiality, compassion, diversity, equity, excellence, inclusivity, service, and innovation. You will find these values every day during your time at RVU. That are meant to be inspirational, aspirational, and living declarations of who we are.

Please take the time to carefully review the material presented in this *RVU Student Handbook and Catalog*, as it includes information every student is expected to be familiar with, in addition to being an excellent resource.

Wishing each of you a successful year ahead.

Sincerely,

Warm regards,  
**David Forstein, DO, FACOOG**  
President and CEO  
Rocky Vista University

## About

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### Mission, Vision Statement and Core Values

#### Mission

Rocky Vista University provides quality healthcare education while inspiring students to serve with compassion, integrity and excellence.

#### Vision Statement

Achieving New Heights in Medical Education.

#### Core Values

##### **Collegiality**

Mutual respect, collaboration, and the open exchange of ideas advance mutual goals and facilitate individual growth.

##### **Compassion**

The willingness to be engaged with the needs of others.

##### **Diversity**

The recognition, reflection, and representation of individual differences within a community including, but not limited to culture, race, age, ethnicity or national origin, color, sex, gender, gender identity, sexual orientation, religious beliefs, spiritual practices, political beliefs, mental and physical ability, socioeconomic status, individual life experiences, or other ideologies.

##### **Equity**

The implementation of unbiased policies and practices to ensure everyone has access to opportunities along with needs-based distribution of resources to obtain positive outcomes so that all individuals and groups may attain their full potential and no one is deprived regardless of identity, abilities, background, or socially determined circumstances.

##### **Excellence**

The commitment to exceed expectations in education.

##### **Inclusivity**

The dynamic process of creating a welcoming environment that increases awareness, knowledge, and empathetic understanding to enable individuals with diverse backgrounds, abilities, insights, and experiences to interact in an open, fair, respectful, equitable, and collaborative fashion.

### **Innovation**

Delivering new and creative ways to provide healthcare education while consistently demonstrating compassion, integrity, and excellence.

### **Integrity**

The quality of living a unified life in which one's convictions are well-considered and match one's actions, demonstrating fairness, honesty, sincerity, professionalism, and a consistent commitment to our mission, vision, and values.

### **Service**

Through active service, we support one another and seek to meet the needs of the larger community.

## **University Administration**

### **David Forstein, DO, FACOOG**

President and Chief Executive Officer (CEO)

### **Kat Abernathy, MSOL, GPHR, PHR, CPA**

Vice President of Human Resources

MSOL, Colorado State University Global

### **Heather Ferrill, DO, MS, MEdL**

Vice President of Faculty Affairs and Dean of RVUCOM (Colorado and Utah)

DO, Michigan State University College of Osteopathic Medicine

MEdL, University of New England College of Osteopathic Medicine

### **David Irons, CPA, MBA**

Vice President of Finance and Controller

CPA, State of Colorado

MBA, Colorado Technical University

### **Kyle LaValley, MBA**

Vice President, Growth and Strategic Initiatives

MBA, Colorado State University, Pueblo

### **Kayla Manning, MBA**

Vice President of Marketing and Enrollment Management

MBA, University of Florida

### **Janna L. Oakes, PhD**

Vice President of Institutional Effectiveness

PhD, University of Denver

### **Jesús Treviño, PhD**

Vice President of Diversity, Equity, and Inclusion

PhD, University of California Los Angeles

## **Accreditations**

### **Institutional Accreditation**

#### **Rocky Vista University (RVU) is accredited by the Higher Learning Commission (HLC).**

HLC accredits degree-granting post-secondary educational institutions in the United States. HLC is an institutional accreditor, accrediting the institution as a whole. At its meeting on May 1, 2018, the Institutional Actions Council (IAC) of the Higher Learning Commission voted to continue the accreditation of Rocky Vista University with the next comprehensive evaluation to be scheduled for 23-24. HLC is an independent corporation that was founded in 1895 as one of six regional accreditors in the United States. For further information please contact the Higher Learning Commission at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604; or (800) 621-7440.

## State Authorizations

Rocky Vista University has full authorization from the state agencies listed below to operate its campuses in Colorado, Utah, and Montana.

### **Colorado Department of Higher Education**

1560 Broadway, Suite 1600  
Denver, CO 80202  
303-862-3001

### **Montana University System**

560 N. Park  
Helena, MT 59620  
406-449-9124

### **Utah Department of Commerce**

160 East 300 South  
Salt Lake City, Utah 84114  
801-530-6601

## Specialized Program & Center Accreditations

Specialized program accreditation agencies accredit specific academic programs within an institution of higher learning. These program accreditations ensure that individuals who successfully complete an RVU degree program are eligible to sit for relevant licensure examinations. Rocky Vista University's programs and centers hold the specialized program accreditations listed below. Completion of

### **Doctor of Osteopathic Medicine**



AMERICAN  
OSTEOPATHIC ASSOCIATION

The Doctor of Osteopathic Medicine program offered at RVU's Colorado, Utah, and Montana campuses have been granted Accreditation - Continued status by the Commission on Osteopathic College Accreditation (COCA) of the

American Osteopathic Association (AOA). For further information please contact COCA at 142 E. Ontario St., Chicago, IL 60611; or (800) 621-1773; email: [predoc@osteopathic.org](mailto:predoc@osteopathic.org)

### **Master of Physician Assistant Studies**



*Accreditation Review Commission on Education  
for the Physician Assistant, Inc.*

The Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) has granted **Accreditation-Continued** status to the **Rocky Vista University Physician Assistant Program** sponsored by **Rocky Vista University**. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be **March 2033**. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

The program's accreditation history can be viewed on the [ARC-PA website here](#).

### **Rocky Vista University Surgical Simulation Center**



RVU has the distinction of being recognized as a [Comprehensive Accredited Education Institute \(AEI\) by the American College of Surgeons](#) and is the only osteopathic medical school to receive this prestigious accreditation. This consortium of high-quality programs around the world sets the standard for excellence and innovation in

simulation-based education. Our designation includes both Colorado and Utah campuses. For further information please click on the link below or contact the ACS at 633 N. Saint Clair Street, Chicago, IL 60611; or (312) 202-5000.

## Self-Evaluation

As an institution committed to continuous quality improvement, RVU maintains active processes for assessment of student learning, student course evaluations, operational effectiveness evaluation, graduating student and alumni surveys, and engages actively with executive advisory councils comprised of external stakeholders in Colorado, Utah, and Montana.

## Institution Ownership

RVU is owned by RVU Holdings, Inc., an indirect subsidiary of Medforth Global Healthcare Education Group, LP and Bear Holdings, LP.

## Facilities

### Colorado

Rocky Vista University is located in the City of Parker, Colorado, just 20 minutes from downtown Denver. Our Parker campus encompasses a state-of-the-art facility spanning 153,000 square feet. Our campus features three large auditoriums, a fully equipped simulation lab, a comprehensive medical library, a self-serve cafeteria, an anatomy lab, an OPP lab, and a primary care health clinic. The health clinic is available to both students and the community, providing essential services and hands-on training opportunities to our students.

### Utah

The Utah campus is located in Southern Utah in a city named Ivins, Utah, overlooking the majestic Red Rock Mountains. The city of Ivins is in the southwest corner of the state, just outside of St. George. The two-story, 104,000 square foot building was designed to complement the natural scenery of the area. The facility includes two 200-seat lecture halls, three seminar rooms, 36 small-group study rooms, clinical skills and OPP lab, a full dissection gross anatomy lab, a multipurpose lab, a simulation center, standardized patient rooms, and a 9,000 square foot library. There is a 23,000 square foot medical office building across the street from the campus which house administrative offices, a mental health facility for students, a fitness center and a medical clinic that provides clinical training opportunities for students (as well as health services to RVU students, faculty and staff and the larger community).

### Montana

RVU-MCOM is Montana's first 4-year medical school. Our 138,000 square foot campus sits on 12.8 acres in beautiful Billings, MT. The University strives to recruit and educate individuals committed to becoming highly competent physicians who will assist in meeting the needs of the wide diversity of patients they will encounter during their careers, and who will be equipped to adapt to the demands of a changing health care system.

Key features of the RVU-MCOM campus facility include:

- Modern architecture capitalizing on natural light
- Innovative technology
- Immersion room simulations
- High-fidelity mannequins

- Hand-held ultrasound
- Group-based active learning spaces,
- Expansive anatomy lab for both cadavers and virtual reality

Emphasis on physical and mental wellbeing flows throughout the campus and includes a yoga studio and full fitness center. A full-time mental health counselor is located on site for students to readily access mental health services. Indoor and outdoor spaces are designed to build community by giving students places to gather.

## University Policies

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*Note: Individual program policies may differ from University policies. Please review policies listed under the specific programs.*

## Anatomy Laboratory Expectation for Participants

Cadaveric specimens that are used in Anatomy Labs are obtained from individuals who recognized the importance of human dissection in the training of future healthcare professionals. The donor bodies must always be treated with respect. Students are expected to follow all policies in the RVU Gross Anatomy Laboratory Policies and Procedures document. Students who break confidentiality of donor identity, disrespect donors, who purposefully destroy tissues in a manner inconsistent with the dissector, or who fail to maintain their donor by using wetting solution and maintenance procedures appropriately will lose their Gross Anatomy Laboratory privileges and may be referred to the Associate/Assistant Dean of Student Affairs for review and possible disciplinary action as indicated. If allowed to continue in the curriculum, these students may be required to complete the remainder of Gross Anatomy Laboratory coursework for the academic year using alternative but equivalent learning and assessment materials.

### Colorado Campus

Rocky Vista does not currently operate its own body donation program. Those individuals interested in donating their bodies for the medical education of young doctors can donate through the [State Anatomical Board of Colorado](#).

State Anatomical Board

Phone: (8 am–4 pm): [303-724-2410](tel:303-724-2410)

[Website](#)

### Montana Campus

Rocky Vista does not currently operate its own body donation program. Those individuals interested in donating their bodies for the medical education of young doctors can donate through the [State Anatomical Board of Colorado](#).

State Anatomical Board

Phone: (8 am–4 pm): [303-724-2410](tel:303-724-2410)

### Utah Campus

Rocky Vista does not currently operate its own body donation program. Those individuals interested in donating their bodies for the medical education of young doctors on our campus can donate through the [University of Utah's Body Donor Program](#) and request that your donation is sent to our campus.

For questions about body donation through the University of Utah please call, email, or write to:

Kerry Peterson

Body Donor Program

520 Wakara Way, SLC, Utah 84112

Phone: (8 am–4 pm): 801-581-6728

Phone: (after hours, weekends, & holidays): 801-581-2121

Email: [bodydonor@lists.utah.edu](mailto:bodydonor@lists.utah.edu)

[Website](#)

# Attendance Records

Attendance records are kept by and are the responsibility of the individual Course Directors.

## CLERY Act

Rocky Vista University shares many of the same interests and concerns as other colleges and communities, including a concern about crime. The University has been fortunate not to have experienced a significant number of crimes, but one should not be misled into thinking the campus is crime-free. There is always the possibility of a criminal act occurring against a member of the RVU community despite the best efforts of the Safety and Security Department and the administrative staff. A truly safe campus can only be achieved through the shared responsibility of all members of the RVU community.

The University is committed to maintaining a safe environment to support a healthy, learning-centered campus. This commitment includes making necessary physical improvements that promote safety and well-being; the revision and updating of policies, procedures, and rules; and an obligation to hold accountable those who choose to commit crimes or violate rules and regulations.

Every student, faculty, staff member, and visitor has an individual responsibility to be aware of their personal safety, to properly utilize college resources, to make positive choices, and to use common sense. Crimes, violations, hate crimes, suspicious persons or activity, and safety issues should be reported upon discovery through the appropriate channels as described in this Handbook. Please take the time to familiarize yourself with the emergency procedures and the important information on the website. Updates, timely warnings, and important information regarding safety on campus will be communicated by emails, fliers, TV monitors, and other presentations.

For more information, view the [RVU Annual Security Report](#).

To obtain a copy of the Daily Crime Log, please visit the Security Office on any of the campuses.

## Disabilities and Academic Accommodations

### Disabilities and Academic Accommodations

Rocky Vista University recognizes disability as an integral part of diversity and is committed to creating an inclusive and equitable educational environment for students with disabilities. Students are required to meet the technical standards set forth by the college/program in which they are enrolled, with or without reasonable accommodations. RVU complies with federal and state law prohibiting discrimination against any applicant or enrolled student on the basis of race, color, religion, sexual preference, age, disability, or other protected status. In accordance with its obligations under the Americans with Disabilities Act of 1990 and Section 5.04 of the Rehabilitation Act of 1973, RVU does not discriminate against qualified individuals with disabilities in admission or in access to programs and activities.

Students who may qualify for accommodations include those who have received accommodations previously or who have been diagnosed with a condition impacting one or more major life activities (such as caring for oneself, performing manual tasks, learning, walking, seeing, hearing, breathing, and working, etc.). Although students with temporary illness or injury are not considered disabled by law, every reasonable effort to accommodate their needs will be exercised. If you feel you meet these criteria or would like to discuss your eligibility for accommodations, you are encouraged to complete our registration [form](#).

Requests for accommodations and services are evaluated on an individual, case-by-case basis and are dependent on a student's functional limitations within a given environment. Through an interactive dialog facilitated by Disability Services, all relevant factors, including the impact of the disability on the student's access to a course or a program, supporting clinical or diagnostic documentation, and the relevant learning outcomes of the given program, will be considered. Requests for accommodations that would result in an alteration of the fundamental nature or learning outcome of a course or a program are not reasonable and will not be approved.

Clinical documentation or other diagnostic information submitted to Disability Services is kept confidential and is released to a third party only with the student's written permission or as required by law. General information about a student's disability and accommodation request/s, however, may be shared with other RVU officials or, in limited circumstances, with third parties who have a legitimate educational need to know. The student's disabilities file is maintained by the RVU Disability Officer and is held separately from the student's official academic record.

Students requesting disability-related accommodations must follow the process outlined below.

### **Accommodations Request Process**

#### **Step 1: Complete the [Initial Accommodation Request Form](#)**

It is the student's responsibility to initiate the process with Disability Services as soon as possible after committing to attend RVU, or after diagnosis, to ensure timely approval and implementation of approved accommodations. While requests may be submitted at any point throughout the year, students should consider that the interactive process, including documentation review and eligibility notification, typically requires two (2) weeks. Incomplete documentation may delay the review process.

#### **Step 2: [Schedule an Appointment](#) with Disability Services**

After submitting the Initial Accommodation Request Form, students must schedule a Welcome Meeting with [Disability Services](#).

Meetings can be held virtually for students on all three campuses or in-person for students on the Utah campus.

Disability Services' priority is initiating the interactive process with students; therefore, students should not delay submitting a request due to a lack of documentation concerns. The Disability Officer will discuss [acceptable types of documentation](#) during the Welcome Meeting, and can answer specific documentation-related questions at that time.

#### **Step 3: Welcome Meeting**

The Welcome Meeting is the beginning of an interactive process in which the Disability Officer will talk with students about disability-related barriers they may be experiencing, any history of accommodations they may have, as well as possible accommodations that may be reasonable and appropriate in the various RVU learning environments within the program. Students will also have the opportunity to ask questions, provide information and otherwise engage with the Disability Officer to understand how accommodations work within a medical education setting and what to expect relative to next steps in the process of establishing eligibility.

#### **Step 4: Documentation Review and Notification of Eligibility Determination**

Upon receipt of the Initial Contact Form-Request for Accommodations and other supporting documentation, the student's eligibility for accommodations will be reviewed and the student will receive a Notification of Eligibility Determination. The eligibility notification will specify the accommodations for which the student has been approved, and copies will be sent to the Office of Testing and appropriate RVU officials. Once approved for accommodations, the Testing Center will send out instructions regarding the administration and location of exams with accommodations.

In some cases, a student may be asked to provide additional supporting documentation/information if the submitted documentation is outdated or does not include sufficient relevant information to determine the impact of the disability. Last-minute submission of documentation may result in unavoidable delays in consideration of requested services.

Please note that accommodations granted by the University are not applicable retroactively and will not affect past administrative or academic actions, or past performance evaluations and examinations.

Additionally, students are encouraged to meet with the Disability Officer prior to entering the clinical rotation portion of their program, if applicable, or at any time an adjustment to currently approved accommodations may be necessary.

### **National Board Accommodations**

Students seeking accommodations for licensure exams must directly petition the organization administering the exam to seek test accommodations. Please schedule a meeting with the Disability Officer to discuss this process in more detail and learn about additional support RVU may be able to provide.

### **ADA Accommodation Review Requests and Appeals**

Disability Services is committed to ensuring that Rocky Vista University is inclusive and accessible to all students. Several options are available to students who would like to address disability-related concerns, complaints, or issues.

If a student has concerns about the support provided by the [Disability Officer](#), or if they believe that they have been denied reasonable accommodations as requested, we recommend initiating a conversation with the Disability Officer to discuss those concerns. If the matter remains unresolved or if the student disagrees with the determination reached by the Disability Officer, the student may appeal the decision to the [Associate/Assistant Dean of Student Affairs](#) by submitting an [Accessibility Grievance Form](#). The student will be contacted within seven (7) days of submission and will be given an opportunity to share additional details regarding their specific situation and the reason for the appeal request.

If the student believes their complaint is a matter of discrimination, the student has the right to bypass the Associate/Assistant Dean of Student Affairs by submitting an EthicsPoint Complaint [online](#) or by calling (844) 936-2729.

If a satisfactory solution is still not offered, the student may choose to file a complaint with the U.S. Department of Education, [Office of Civil Rights](#).

## **Diversity Statement**

Rocky Vista University is committed to creating a diverse community: one that is inclusive and responsive, and is supportive of each and all of its faculty, students, and staff. The University seeks to promote diversity in its many manifestations. These include but are not limited to race, ethnicity, socioeconomic status, gender, gender identity, sexual orientation, religion, disability, and place of origin.

Rocky Vista University (RVU) recognizes that we live in an increasingly interconnected, globalized world, and that students benefit from learning in educational and social contexts in which there are participants from all manner of backgrounds. The goal is to encourage students to consider diverse experiences and perspectives throughout their lives. All members of the University community share a responsibility for creating, maintaining, and developing a learning environment in which difference is valued, equity is sought, and inclusiveness is practiced.

### **Diversity and Non-Discrimination Policy**

It is RVU's policy to prohibit discrimination or harassment against any person because of race, color, religion, creed, sex, pregnancy, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, political beliefs or affiliations. Moreover, the University complies with all federal and state nondiscrimination, equal opportunity and affirmative-action laws and regulations, among these the Civil Rights Act; the Americans with Disabilities Act; the Rehabilitation Act of 1973; and Title IX of the Education Amendments of 1972.

RVU's policy on non-discrimination can be found in its Student Handbook, in the [Policy Repository](#) as well as in its Employee Handbook and Faculty Manual. This policy applies not only to employment opportunities, but also to admissions, enrollment, scholarships, loan programs, participation in University activities, access to, participation in and treatment in all University centers, programs and activities.

RVU makes a concerted effort to recruit from diverse backgrounds for both enrollment and employment, not only in terms of ethnicity and gender, but also in terms of life experiences.

## **Dress Code**

RVU Students must follow the following dress code requirements while on campus during business hours (typically 8am – 5 pm).

The RVU dress code reflects the dignity of the health care profession and respect for other students, faculty, administration, staff, and particularly special visitors.

The dress code reflects a general minimum standard for the campus community. Students should refer to the course syllabi and program handbooks for further specific dress requirements (e.g., labs, lectures, rotation sites). The University has the right to require specific dress for specific occasions (e.g., special guests on campus, “casual Fridays”) and students will be notified of any adjustments. Questions regarding appropriate attire may be directed to the Office of Student Affairs and setting-/program-specific leadership.]

The different learning and teaching environments at RVU may require different dress styles and what is appropriate for one setting may be inappropriate for other settings. (e.g., lab, lectures, lab, recreational activity). Regardless of the setting, all clothing should be neat, clean, and respectful of others. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear beyond normal functionality. Students are allowed to dress the full day for the learning experience that they are engaged in; for example, if they are in lab they may wear lab attire for the entire day. However, lab attire that consists of shorts, sports bra, or bare chest should be covered by appropriate outerwear or clinically-appropriate scrubs while not in lab. Students practicing OMM skills outside of lab, may be permitted to wear lab appropriate clothing while practicing.

Appropriate attire *does not* include clothing with rips, tears or frays; or any extreme style or fashion in dress, footwear, accessories, or fragrances. Inappropriate attire also includes clothing having language or images that can be construed, based on societal norms, to be offensive or contribute to a hostile learning and working environment. Hats and headwear are not permitted other than for religious or cultural purposes.

All students are permitted to wear the clothing of their choice regardless of traditional gender norm conformity. Students may dress in accordance with their gender identity and gender expression, provided that such clothing does not violate other aspects of the university dress code.

Students should be open to feedback regarding their attire from peers, faculty, and staff, as the attire of any student can impact others and the RVU community. Questions or concerns regarding dress or dress-related feedback can be brought to the Assistant/Associate Deans of Student Affairs whose decision will be final in the event of an issue. Generally, students will be expected to self-monitor their own attire. However, egregious or repeated dress violations will be considered unprofessional behavior and may result in a disciplinary sanction. Students may be asked to leave campus to change if they are inappropriately dressed depending on the specific situation and case.

When uncertain, students should default to business casual attire or professional scrubs with a white coat on top. Business casual is generally characterized as: slacks/trousers, jeans, dresses, and skirts with modest lengths; collared shirts, sweaters, and blouses; clothing that covers the chest, back, torso, stomach, and lower extremities from armpit to mid-thigh when the body is standing straight and when bending over or reaching the hands above the head; tops that have shoulder straps; bottoms that fully cover an individual's buttock. Business Casual attire is not required after 5pm, but appropriate clothing is still expected.

Cultural and religious attire is welcomed as long as it is safe and appropriate for the specific learning environment. Students must wear their RVU ID at all times unless outlined differently in course or clinical syllabus.

When on location at clinical training sites, students must adhere to the training site's dress code. Students are required to reach out to each of their training sites one week prior to the beginning of each clerkship rotation to learn the appropriate attire.

## **Health Insurance Portability and Accountability Act (HIPAA)**

The HIPAA Privacy Rule (Public Law 104-191) regulates the use and disbursement of individually identifiable health information and gives individuals the right to determine and restrict access to their health information. It requires that reasonable and appropriate technical, physical, and administrative safeguards be taken with electronic, individually identifiable health information. Specifically, we must ensure the confidentiality, integrity, and availability of all electronic protected health information we create, receive, maintain, or transmit.

All students at Rocky Vista University must complete a training course over the privacy laws that apply to the Health Professions to meet requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Annual

refresher training is required as well. The HIPAA training is provided online, and information to access training will be provided at orientation. A score of 80% or better on the HIPAA training course is a requirement prior to entering RVU programs.

All RVU students are required to abide by all rules, regulations, and policies of HIPAA. RVU has a zero-tolerance policy for violation of patient privacy, and failure to adhere to the mandates of HIPAA is grounds for immediate dismissal from the program.

Students are further expressly prohibited from taking photographs or video of patients without proper preceptor and patient consent. Any and all photographs or videos properly obtained are to be used for educational purposes only and shall not be distributed in any fashion, including, but not limited to, email, hard copy, or social media. The improper acquisition, use, or dissemination of any patient photos or videos is considered a significant violation of both HIPAA and program policies and may result in immediate dismissal from the program.

## Non-Discrimination Statement

It is the policy of Rocky Vista University and all of its affiliated colleges and organizations not to engage in discrimination or harassment against any person because of race, color, religion or creed, sex, gender, gender identity and expression, pregnancy, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, parental status, genetic information, sexual orientation, veteran status, political beliefs or affiliations, and to act in conformity with all applicable federal and state laws, orders and regulations, including the Civil Rights Act; the Americans with Disabilities Act; the Rehabilitation Act of 1973; and Title IX of the Education Amendments of 1972. This policy on nondiscrimination applies to admissions, enrollment, scholarships, loan programs, participation in University activities, employment, and access to, participation in, and treatment in all University centers, programs, and activities.

Questions, comments, or complaints regarding discrimination or harassment may be directed to the Rocky Vista University Office of Compliance and/or the Title IX Coordinator (if discrimination is based on sex/gender-identity) at: [compliance@rvu.edu](mailto:compliance@rvu.edu) or by calling 720-874-2481. Another option is to file a complaint through the [RVU EthicsPoint system](#).

Complaints may also be filed with the U.S. Department of Education, [Office for Civil Rights \(here\)](#) or calling their Customer Service Hotline at (800) 421-3481.

## Needlestick and Bloodborne Pathogen Exposure

Students will potentially come into contact with, or be exposed to, blood and other infectious bodily fluids, whether by direct contact or respiration. Students are also at risk for clinical-related injuries, such as accidental needlesticks. Immediate attention and care of such exposures and injuries are vital to minimize any potential infection.

Upon matriculation and each year of program enrollment thereafter, all students are required to complete online training for prevention of exposures to infectious and environmental hazards. Additionally, prior to beginning clinical experiences, students are provided a quick-reference guide detailing appropriate procedures to follow in the event of an exposure or needlestick injury. Once a student has experienced an exposure or needlestick, the student shall seek immediate treatment in accordance with current and appropriate medical standards. The student shall immediately notify his/her preceptor and fill out any and all forms required by the clinical sites. Should an exposure incident occur, the student should contact RVU's Department of Human Resources, after following hospital or clinic protocol. Should students incur any costs related to evaluation and treatment of an exposure or needlestick injury, the student should submit all claims to the Human Resources Department for processing with Worker's Compensation.

The full policy on Needlesticks and Exposure Incidents can be found in the [RVU Institutional Repository](#).

# OSHA - Biosafety, Universal Precautions, and Bloodborne Pathogens

All students must complete a basic training course in biosafety, as required by the Occupational Safety and Health Administration (OSHA). Because patient contact and/or hands-on learning is a required part of the RVU curriculum, all RVU students must complete OSHA training annually. The avenue chosen for completion of this training is the Collaborative Institutional Training Initiative (CITI) online program.

Instructions for registering and logging onto the CITI website, and specific instructions on which courses are required, are provided annually by the Compliance Office: [compliance@rvu.edu](mailto:compliance@rvu.edu)

## Pregnant and Parenting Students Policy

In accordance with the Pregnant and Parenting Student Civil Rights outlined by the U.S. Department of Education's Office of Civil Rights (OCR), RVU must excuse a student's absence because of pregnancy or childbirth for as long as the student's physician deems the absences medically necessary. In addition, when a student returns to school, the student must be allowed to return to the same academic and extracurricular status as before the medical leave began. Students enrolled in courses, fellowship, or clinical rotation during or after pregnancy may face unique challenges regarding attendance and the ability to be absent from the site. Pregnant and parenting students who are in the midst of courses, clinical rotation or fellowship should work with the Student Affairs Disability Officer to address challenges unique to the students' situation. Students on or entering clinical rotation should also contact their Program Director (PA) or the Associate Dean of Clinical Education (COM), as schedules can be rearranged.

For the full policy and how to make requests for accommodations, please go to the [RVU Policy Repository](#) or contact your campus Associate/Assistant Dean of Student Affairs or the Title IX Coordinator.

## Professional Liability and Workers' Compensation Insurance

Students are covered by RVU's professional liability and workers' compensation insurance for all RVU-sponsored curricular and co-curricular activities, including rotations, shadowing, health fairs, medical mission trips, etc. Any student who is injured while on clinical rotation must notify the Associate Dean of Clinical Education for the College of Medicine or the Director of Clinical Education for the PA program and must contact **Human Resources** immediately for direction about workers' compensation. Students are not covered for non-RVU activities.

## Reservation of Power

The *RVU Student Handbooks and Catalogs* are reference guides to provide students with important information about policies, procedures, requirements, and services. The Handbook is available online at [studenthandbook.rvu.edu](http://studenthandbook.rvu.edu). This Handbook is not intended to be a contract nor part of a contractual agreement between the University and the student. Each edition of the *RVU Student Handbook and Catalog* supersedes all previous handbooks. Failure to read the Handbook and to be familiar with the rules, policies, and procedures contained in it does not excuse the student from being required to comply with the stated provisions.

Rocky Vista University reserves the rights to amend, modify, add to, or delete information contained within the *RVU Student Handbook and Catalog* at any time without notice. Such changes may include, but are not limited to, changes in tuition and/or fees, academic requirements, curriculum, policies, and responsibilities of the student.

Please note: at times, specific program policies will be more stringent than University policies. Students are required to follow program policies first. In the event the issue can't be resolved at the program level, it will be addressed at the University level by the Provost, whose decision is final.

## Disclaimer

This Handbook may not contain all policies applicable to RVU students. If you are searching for a policy that is not found in this Handbook, please contact the Compliance Office or Student Affairs for assistance or visit the [RVU Policy Repository](#) for a list of policies by category.

# Sexual Misconduct and NonDiscrimination Policy

Rocky Vista University (the “University”) is committed to the principles of academic and professional excellence and to fostering a positive learning and working environment for its students and employees. Accordingly, the University does not discriminate on the basis of sex in the administration of or in connection with its educational and admission policies, scholarship and loan programs, or employment practices, and it is required by Title IX of the Educational Amendments of 1972 to not discriminate in such a manner.

It is the intent of the University to provide its employees and students with an environment free of sexual discrimination, sexual harassment, and sexual violence (collectively “sexual misconduct”), and to respond appropriately to reports of sexual misconduct. The civil and respectful treatment of one another is a foundation of our principles, and the University will not tolerate any form of sexual misconduct. Persons found responsible for sexual misconduct are subject to disciplinary measures, up to and including dismissal or termination, consistent with this Sexual Misconduct Policy and Investigation Procedures (“Policy”) and any other applicable disciplinary procedures.

Compliance with this Policy is a term and condition of student enrollment and employment at the University. Questions about this policy or Title IX can be directed to Associate Dean of Students in Montana (406) 901-2708, or to the Title IX coordinator (720) 874-2481.

RVU’s Sexual Misconduct and NonDiscrimination Policy and Procedures document is a working document that invites participation and input from the entire RVU community. Revisions will be made on an ongoing basis that reflect community feedback and participation in Title IX educational and prevention activities.

## Sexual Misconduct and NonDiscrimination Reporting, Investigating, and Hearing Procedures

Any individual who believes that an employee or student of the University, including themselves, has been subjected to sexual misconduct is encouraged to immediately follow the applicable reporting and investigation procedures and may also pursue criminal, civil, and/or administrative remedies provided by federal and state law. The University encourages all individuals to report possible sexual misconduct that they suffer or observe, and requires responsible employees of the University to do so.

For a full account of the University’s reporting, investigation, and hearing procedures, please review the information on the RVU website at: <https://www.rvu.edu/about/title-ix/>. Questions about this policy or Title IX can be directed to the Title IX Coordinator at (720) 874-2481 or [compliance@rvu.edu](mailto:compliance@rvu.edu)

# Student Complaints

It is RVU campus policy that all students at all times have the right to lodge a complaint or grievance or appeal that they deem important without fear of retaliation of any sort or any other adverse consequence as a result of doing so.

RVU provides the opportunity for students to resolve conflicts and/or related complaints using two levels, informal or formal, or both. Students may elect the avenue that serves their specific needs most appropriately, although some matters may not be available via the informal process. The recommended general strategy is to first contact the specific individuals or units most directly connected with the issue at hand unless there are good reasons for not doing so, such as issues related to alleged sexual misconduct. The Associate/Assistant Dean of Student Affairs can provide guidance on complaint protocol and potential resolution.

The **informal** resolution process is designed to resolve problems for students having difficulty with other students, staff, or campus procedures short of written complaints, investigation, and disciplinary action. This process may involve mediation or discussion with the respondent and does not involve a written, formal complaint. This process should not be used for complaints involving academic, disability, discrimination, and/or racial or sexual harassment issues.

The **formal** complaint procedure is designed to resolve problems for students who are having difficulty with other students, faculty, staff, or processes **that cannot be resolved through the informal resolution process**, or for students who choose to have an investigation and adjudication in a formal setting. This procedure entails a complaint filing through EthicsPoint online via the web at [rvu.ethicspoint.com](http://rvu.ethicspoint.com) or by calling 844-936-2729. Complaints may be filed anonymously, but remaining anonymous may impair a resolution if your identity is needed to resolve a complaint.

**Please note: If you have a complaint that qualifies under Title IX (Sexual Misconduct), it should be sent to the Title IX Coordinator at: [compliance@rvu.edu](mailto:compliance@rvu.edu)**

Details on the Student Complaints and Grievance Procedures, as well as the complaint form, are available on the website and the student portal (MyVista). Assistance is also available from the Associate/Assistant Dean of Student Affairs.

### **Student Complaints to Accrediting Bodies**

Students may file a complaint with the University's accrediting bodies by contacting the following agencies:

#### **Higher Learning Commission (HLC)**

230 S. LaSalle Street; Suite 7-500; Chicago, IL 60604  
Phone: (800) 621-7440

#### **Colorado Department of Regulatory Agencies**

1560 Broadway, Suite 110, Denver, CO 80202  
Phone: (800) 886-7675

#### **Utah Department of Commerce, Division of Consumer Protection**

P.O. Box 146704, Salt Lake City, UT 84114  
Phone: (801) 530-6601

#### **Commission on Osteopathic College Accreditation of the American Osteopathic Association**

142 East Ontario Street, Chicago, IL 60611-2864  
Phone: (312) 202-8048  
[predoc@osteopathic.org](mailto:predoc@osteopathic.org)

#### **ARC-PA**

3325 Paddocks Parkway, Suite 345  
Suwanee, Georgia 30024  
Phone: 770.476.1224  
Fax: 470.253.8271

#### **U.S. Department of Education**

##### **Office for Civil Rights**

<https://www2.ed.gov/about/offices/list/ocr/index.html>

## **Student Confidentiality and Conflict of Interest**

In compliance with the COCA, HLC, ARC-PA, and DNAP COA relevant accreditation regulations, RVU is committed to ensuring the prevention of potential conflicts of interest for student academic advancement and the protection of student confidentiality in the clinical setting. Students seeking healthcare will not be placed in a position in which they could potentially be treated by any faculty or staff that have authority over their educational pursuits. Authority over a student's educational pursuits at RVU is defined by those RVU personnel who, including but not limited to, determine grades, ongoing status of academic standing, and academic advancement within the Program, College, or University, such as Deans, Program Directors, Department Directors, Course Directors or any other faculty who may have grading authority. Medical providers in any of the aforementioned roles will be precluded from providing medical care for a student unless specifically requested by the student. Neither the principal faculty of the COM, MSBS, DNAP, or PA program, the PA or MSBS program directors, nor the COM, DNAP, or PA program medical

directors will serve as healthcare providers for students. In all cases of emergency, care is provided by another faculty member or medical personnel. Further, RVU students participating in clinical training will not be involved in the medical care of other students, unless expressed permission is individually obtained from the student patient. Patient confidentiality will be guaranteed for all RVU students in all clinical settings.

## Tardiness Definition

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Students who are not in class for 50% or more of the class period will be counted absent.

## The Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) The policy in its entirety can be found within the university's [Policy Repository](#).

## Title IX Policy

All RVU employees and students are trained about Title IX Sexual Misconduct Laws on an annual basis. Students and employees are made aware of, and updated on, the Federal Title IX Act and RVU's policies throughout each year.

RVU's Title IX Coordinator manages the University's response to complaints of sex-based discrimination, including sexual harassment, stalking, sexual assault, relationship violence, and other forms of sexual misconduct, as well as retaliation.

If you believe you or someone you know has been the victim of sexual misconduct or are aware of sexual misconduct and would like to find out about how the University can help you, contact the Title IX Coordinator at (720) 874-2481 or [compliance@rvu.edu](mailto:compliance@rvu.edu).

You may also want to make an appointment to talk with one of RVU's Sexual Assault Advocate and Mental Health counselors. The counselor on the Colorado campus can be reached at (720) 875-2896, the counselor on the Utah campus can be reached at (435) 222-1270, and the counselor on the Montana campus can be reached at (406) 901-2752. Your conversation will remain confidential and will not be shared with the Title IX Coordinator, unless you waive your right to confidentiality.

You may seek the assistance of a trusted faculty member; if you do so, please keep in mind that all University employees (other than medical or counseling professionals) are mandatory reporters and must report all information to the Title IX Coordinator.

For direct access to the current Title IX policy, visit the website at: <https://www.rvu.edu/about/title-ix/>.

## Student Financial Services

### Tuition Refund Policy

#### Purpose & Scope

The purpose of this policy is to make clear what circumstances may warrant a tuition refund.

Tuition and applicable fees vary according to the degree program in which the student is enrolled. Please refer to the section for each individual degree program for more information.

#### Policy Statement

Students will be billed for tuition and fees approximately 30 days prior to the beginning of each semester. Tuition and fees must be paid in full by the first day of class. Late tuition payments or failure to make arrangements to pay tuition will result in the student being removed from class and/or clinical externships.

Students who withdraw (either voluntarily or involuntarily) before the first day of class of a semester for which they have already paid their tuition and fees will receive a 100% refund for that semester, with the exception of any non-refundable deposits, which will be retained by the University. Students who matriculate into the University, begin classes or externships, and withdraw (including leave of absence) within the first 30 calendar days of a semester will be refunded according to the following schedule: 1st week: 90%; 2nd week: 75%; 3rd week: 50%; 4th week: 25%; After 4th week: 0%.

There are occasions when a recommendation and decision for Dismissal or Leave of Absence from a program's Student Assessment or Performance Committee, or from an administrative entity, may occur within the first four weeks of a semester based on professionalism, performance, or other issues that occurred in the previous semester. These students are eligible for a 100% tuition refund for the current semester.

Exceptions to this policy due to extenuating circumstances must be first approved by the Assistant/Associate Dean of Student Affairs on the student's primary campus, via the Tuition Refund Form located on the iNet. If approved, the exception form will be forwarded to the Senior Director of Student Financial Services for review. If approved, the student's Dean or Program Director will review. If approved, the form will be forwarded to the Provost for final review and approval. If seeking an exception to this policy, complete the online "Tuition Refund Form" (located on the iNet), and provide a detailed explanation.

## Roles & Responsibilities

<b>VP of Finance</b>	Oversight of this policy
<b>Campus Student Affairs Deans Officers</b>	Works with the student for initial review and possible first level approval/rejection of the tuition exception request.
<b>Deans, Program Directors</b>	Receives approved forms from Student Financial Services and, review and 3rd level approval/rejection of the tuition exception form
<b>Provost</b>	Receives approved forms from the Dean or Program Director and provides, review and final approval/rejection of the tuition exception form.. The decision of the Provost is final and not appealable.

**For Iowa Residents Only:** The State of Iowa For-profit Tuition Refund Policy can be found at <https://iowacollegeaid.gov/ForProfitRefundPolicy>.\*

**\*For Iowa Residents Only:** The State of Iowa For-profit Tuition Refund Policy can be found at <https://catalog.rvu.edu/iowa-0>

\*Updated 1.28.25

## Voter Registration

### Colorado Voter Registration

RVU is required by the Higher Education Act of 1965 (HEA) to distribute voter registration forms to its students. You will find all the information you need to register to vote or make any changes to your registration information (address, name change, etc.) at the Colorado Secretary of State website.

- Colorado: <https://www.sos.state.co.us/voter/pages/pub/home.xhtml>

### Montana Voter Registration

To vote in Montana, you must

- Be registered to vote as required by law
- Be 18 years or older by the next election
- Be a citizen of the United States
- Have lived in Montana for 30 days

For more info, [How to Register to Vote - Montana Secretary of State - Christi Jacobsen \(sosmt.gov\)](https://sosmt.gov)

## Utah Voter Registration

RVU is required by the Higher Education Act of 1965 (HEA) to distribute voter registration forms to its students. You will find all the information you need to register to vote or make any changes to your registration information (address, name change, etc.) at the Utah Voter Registration website.

- Utah: <https://secure.utah.gov/voterreg/index.html>

## Enhancing Your RVU Learning Experience By Successfully Interacting Across Cultural Differences

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The curriculum at RVU is intended to expose students to cross-cultural and intergroup dynamics in the successful treatment of diverse patients or work contexts with people from many backgrounds. And while it is the responsibility of the faculty (not the students) to present material related to student's preparation for delivering services in diverse settings, the diversity present in the student body can also be a great source for acquiring cross-cultural information and learning about different groups.

Learning about your fellow Rocky Vista University (RVU) students who represent different group or social identities can add significantly and positively to your healthcare education experience. RVU is no different than many other educational institutions in that students encounter people from diverse backgrounds, including (but not limited to) race/ethnicity, sexual orientation, gender, gender identity, disability, veteran-status, nationality, religion, age, citizenship, and socio-economic status. Interacting with individuals who represent different cultural/social identity groups can be educationally beneficial, yet also challenging. That is, language, culture, worldviews, perspectives, customs, and traditions can be an asset in creating diverse learning environments and forming positive intercultural relationships, but can also become barriers that prevent students from creating conflict-free and productive learning and workplace climates.

The following are suggestions for enhancing your RVU intergroup learning experience via successfully interacting across cultural differences, easing the process of interacting across student individual and group differences, and maximizing the creation of positive and welcoming learning environments:

1. Go out of your way to interact with as many students as you can, in particular with those who are different than you. RVU presents a tremendous opportunity to accomplish this goal. These interactions and dialogues will expand your knowledge about different individuals, identity groups, cultures, and backgrounds.
2. Communication across diverse groups and individuals is a learned skill that will be helpful in your work as healthcare practitioners. Learning to effectively communicate in culturally diverse environments can be both extremely challenging and rewarding.
3. Attempt to avoid microaggressions and try to use micro-affirmations instead when communicating with individuals. Microaggressions are defined as everyday verbal or behavioral insults directed unintentionally or intentionally against people from diverse backgrounds. Examples of insensitive microaggressions are saying "That's so gay", or "You are so Ghetto". These also include behaviors such as "cat calls" directed at women or mocking Native Americans using the stereotypical "War Whooping". Micro-affirmations, on the other hand are subtle validating, uplifting positive comments or clear acknowledgements about a person's value and success. Examples include saying "Good morning", referring positively to the work of a person, showing genuine interest in someone's culture, or correctly remembering and pronouncing someone's name

Thus, when interacting:

1. Be patient with other students and ask that they be patient with you as you try to learn about each other's backgrounds.
2. In talking to someone who comes from a different background, try to ask questions in a respectful manner and at an appropriate time. Instead of asking, "Why don't all Latinos speak Spanish?" try "I don't know if you can answer a question for me. I'm not assuming that you can, but I was wondering if you could educate me a little bit on one aspect of Latino culture about which I have always been curious: Why do some Latinos speak Spanish and others do not?"
3. No matter how curious you are about someone's physical characteristics or personal appearance, such as hair texture, color of skin, jewelry, or clothing, do not touch any of those personal items or characteristics unless you are given permission.
4. Allow each other to make mistakes as you develop your cross-cultural communication skills. Grant each other "redos" and use mistakes and unintentional insensitivities as learning moments. If you make a mistake, apologize for the error and commit to learning from your mistake in order to avoid the faux pas in the future.
5. If you are the person being asked about your cultural background, be patient with the people who are doing the asking. In many cases, the other person does not know how or what to ask and is simply trying to learn.
6. Keep your assumptions and stereotypes in check. Don't assume. Ask questions. Often, these assumptions are based on damaging stereotypes and can inhibit people from forming trusting, effective, and authentic relationships. Practice using social justice education communication techniques, such as calling-in (i.e., respectfully correcting the person) vs calling-out (i.e., attacking and embarrassing the person), active listening, cognitive empathy (i.e., perspective-taking), non-personalizing of issues, and other techniques that support the learning process during difficult conversations.
7. It is also important to keep intersectionality in mind when interacting with fellow students. From the perspective of intersectionality, we are all both members of ingroups and outgroups, depending on which social identities are being discussed. Thus, the old maxim of "treat others the way you want to be treated" is appropriate when interacting across differences.
8. Do not rely on your fellow students as the single source of all your diversity questions and education. Take responsibility for your own education by reading, researching, and talking to experts in the field.

For additional information on or help and support in practicing the guidelines above, contact the RVU Office for Diversity, Equity, and Inclusion at 720-875-2825

## Student Educational Records

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### Academic Records

The Office of the Registrar is the steward of student academic records. Academic records are permanently stored electronically within the student information system and according to record retention guidelines set forth by AACRAO, AAMC, HLC, COCA, and the US Department of Education. Educational records include but are not limited to, admission application, course registration in attempted and completed courses, grades, academic standing, enrollment and graduation verification requests, name and address changes, diplomas, transcripts, and residency/licensure paperwork.

### Administrative Holds

A student who fails to meet obligations to the University may be placed on administrative hold, during which time he/she may not be allowed to register, receive a diploma, or receive a transcript. The student must settle financial accounts with the Office of Student Financial Services and determine with the Registrar which office placed the administrative hold in order to clear the obligation with that respective office.

# Background Check and Drug Screen

Upon acceptance of an offer of placement within any program within RVU, all RVU students are required to complete a criminal background check and a drug screen as outlined in their matriculation agreement. Information regarding this process is made available upon acceptance. Failure to comply with this requirement may result in the revocation of acceptance.

Students enrolled in the DO program will be required to complete an additional background check and 10-panel drug screen before they enter their third year and again before they enter their fourth year. PA students are required to submit to a criminal background check and drug screen prior to the start of the clinical rotation year. All students may be subject to additional background checks, drug screens, and security measures per clinical site requirements. In addition, the University reserves the right to require random and for-cause drug screenings at any time during a student's enrollment.

Admitted students charged with an offense prior to matriculation must notify the Director of Admissions and individual Program Directors immediately. Currently enrolled PA students charged with an offense must notify the the Program Director and the Associate/Assistant Dean of Student Affairs. Currently enrolled COM and MSBS students charged with an offense must notify the Associate/Assistant Dean of Student Affairs.

# Course Registration

The Office of the Registrar is responsible for managing all course registrations and open periods for enrollment. Students can view their course registrations via the MyVista Student Portal.

# Degree Audits

The Degree Audit is an advising tool to assist students in determining their individual progress toward completing degree requirements. While it might include evaluative measures and achievement milestones, it is intended to be a resource but does not serve as a transcript.

Students can obtain information regarding their general program progress and requirements toward graduation, as follows:

- Pre-Clinical Students (OMS I and OMS II): see the campus Director of Pre-Clinical Education
- Clinical Students (OMS III and OMS IV): refer to New Innovations
- MMS, MSBS and PA Students: see faculty advisor of the program

# Diplomas

Diplomas are issued to students once it has been determined the student has completed all program degree requirements and the degree has been conferred. The Office of the Registrar issues all diplomas and processes requests for replacement diplomas.

# Grades

Grades are available on the student's portal and LMS. Final grades are posted on the student's portal.

# Grade Point Average (GPA)

Please refer to the specific degree program's section of this catalog for information related to GPA calculation.

# Grade Reports

Students may view final course grades by logging into the MyVista Student Portal. Final grades are posted at the end of each semester.

# Grade Change Policy

Grades submitted by faculty and/or course or program directors at the end of a course or semester are final and not subject to change by reason of revision of judgment on the part of these individuals. A new exam or additional work undertaken or completed after the grade report has been recorded or retaking the course will not pose a basis for changing a grade. Faculty members are under no obligation to accept late or additional work - except for accommodations made for pregnant and parenting students or those with disabilities (temporary or permanent) as approved by the Student Affairs Disability Officer.

The grade change process may only be used to correct a grade due to:

- Correction of an error in grading;
- Grade appeal (please see individual program policies for grade appeals processes);
- An “incomplete” previously recorded for the course;
- Remediation of a course.

Students will have five (5) business days following the posting of final course grades, exclusive of institution-recognized holidays or breaks, to appeal a grade.

Grade changes may be submitted by the appropriate faculty member to the Office of the Registrar via the Grade Change Request form, found on the iNet under the Staff/Faculty Forms section. All fields must be completed correctly and the form submitted within thirty (30) business days following the event which necessitates the grade change (error found, appeal decision, resolution of an incomplete, or completion of a remediation). Upon receipt, the Registrar will review the request, consult with the requesting faculty member for any clarifications, as needed, and confirm once the change is made.

This policy is separate from grade appeal policies that are held at the program level. Please refer to the appropriate program handbook for guidance regarding grade appeals.

# Health Records and Immunizations

RVU follows the latest requirements set forth by the Centers for Disease Control and the Advisory Committee on Immunization Practice. Therefore, students must satisfy all requirements for immunizations at the time of admission and throughout their tenure, as compliance is required on a continuous basis.

Failure to provide all required documentation may prevent matriculation or, in the case of a matriculated student, lead to dismissal. In addition, non-compliant students will be immediately removed from clinical experience and direct patient care until compliance has been achieved. Students are responsible for the expenses of all tests and must meet the conditions listed below (note that some immunization requirements may vary by clinical sites):

- **Measles (Rubeola), Mumps, and Rubella (MMR):** Serologic proof of immunity by Surface Antibody IgG titers for Measles (Rubeola), Mumps, and Rubella. Quantitative lab report including numerical result values and numerical reference range required. Only quantitative (numerical) results accepted.
- **Hepatitis B:** Serologic proof of immunity by Surface Antibody IgG titers for Hepatitis B. Quantitative lab report including numerical result values and numerical reference range required. Only quantitative (numerical) results accepted.
- **Varicella:** Serologic proof of immunity by Surface Antibody IgG titers for Varicella. Quantitative lab report including numerical result values and numerical reference range required. Only quantitative (numerical) results accepted.
- **Tetanus Diphtheria, Pertussis (Tdap):** Tdap or TD booster required every ten years after initial Tdap on file.
- **Two Separate Tuberculosis Skin Tests (PPD/Mantoux):** Upon entry into the program you must provide one of the following options:
  - Blood Draw: T-Spot or QuantiFERON TB Gold Blood draw that is negative and within 12 months.
  - Skin Tests: TB Two-step (Two TB skin tests within 21 days of each other and no more than 12 months old).
  - If a TB skin test is positive: a chest x-ray must be completed every 2 years.**Annual update required.** If TB is updated prior to the past TB expiring only 1 TB is required. If the TB expires a full two-step or blood draw is required.

Additionally, in order to minimize the risk of an influenza outbreak on campus or in affiliated clinical facilities, all students are encouraged to receive the annual influenza vaccination (except when medically contraindicated) while enrolled at RVU.

Documents related to immunizations and screenings are maintained and monitored through the Office of the Registrar. For information regarding specific Health and Immunization Requirements, please visit the Office of the Registrar's webpage.

### **Requests for Exemptions**

Any student who requests an exemption to any immunization, screening, and titer requirement due to a medical contraindication or religious mandate must contact the University in writing immediately upon acceptance into the program or immediately upon learning of a new medical contraindication. The request for exemption must include the reason(s) for the request and any applicable supporting documentation. If the request is prior to matriculation, PA students should contact the Chair of the PA Admissions Committee and the Director of Admissions. Incoming students of the COM or MSBS Programs should contact the Director of Admissions. If the request is after matriculation, the request should be directed to the Associate/Assistant Dean of Student Affairs or individual Program Directors (MSBS or PA).

If the request for exemption is approved, the student will be permitted to matriculate; however, the student may not be able to participate in all required educational activities, and the student will be required to acknowledge that not all educational activities or clinical sites may be available to them. Clinical sites maintain their own regulations and policies regarding immunizations, screenings, and titers, as well as any potential exemptions; therefore, students are expected to comply with the clinical site requirements. If a student is unable to maintain compliance with site requirements due to medical contraindications or religious reasons, the student is responsible for notifying both the clinical site and the program immediately.

## **Student Contact Information**

Students must notify the Office of the Registrar of any changes in legal name, mailing address, phone number, or emergency contact via the Critical Student Information iNet form (accessible via the MyVista Student Portal). Students must complete this form upon matriculation and the start of each academic term throughout their career with RVU, as part of the process to be included in the roster count for each start of the term, as well as any time information has changed.

For the protection of the student's identity, the safekeeping of confidential records, and in case of emergencies, notification of change of information must be within thirty (30) days of the change. Non-compliance may result in disciplinary action.

## **Student Enrollment Status Changes**

For all changes in status (unless appealing the decision or otherwise directed by the Administration), the student is responsible to work with the Associate/Assistant Dean of Student Affairs to process the change and submit the Change of Status form to the Registrar's Office within five (5) business days of receipt of the letter. Failure to do so may have negative impacts on the student's financial aid, enrollment status, course registrations and/or academic transcripts.

### **Leave of Absence**

A Leave of Absence (LOA) is an intentional separation between the student and the University to enable the student to have the fullest opportunity to remedy whatever circumstances resulted in the leave of absence. An LOA suspends all student activities associated with the University and may be voluntary or non-voluntary directed as described below. A leave of absence may not exceed one year either cumulatively or within a single leave during the student's enrollment, unless this requirement is waived by the Dean (DO program) or Program Director (MSBS and PA programs) and Associate/Assistant Dean of Student Affairs. If the student does not return within the timeframe approved, he/she will automatically be considered to have voluntarily withdrawn. The specific timeframe of the leave of absence is dependent on the ability of the student to return to classes within the curricular framework and to complete the required course work in the time and sequence dictated by the faculty and the curriculum.

Any student who is granted or placed on a leave of absence is responsible for his/her own financial obligations. Therefore, all students taking a leave of absence are required to contact the Office of Student Financial Services to determine their status, as they may not meet the federal requirements for a leave of absence for Title IV financial aid.

Students going on leave will be directed to return at a specific starting point but may not be allowed to return in the middle of a course or semester. While on a leave of absence, students are not eligible to make up incomplete class work, remediate any examinations, or take any portion of any licensing or certification examinations without express permission from the Dean (DO program) or Program Director (MSBS and PA programs) and Associate/Assistant Dean of Student Affairs.

Students on a leave of absence are not allowed to come to campus (unless for specific business related to their return) or participate in university-related activities and course work, such as research, student organizations, or university events. However, some resources can be accessed on a limited basis, including use of Media Site, the MyVista platform, online library services, student RVU email, and student RVU health insurance (provided the insurance was already paid-in-full). Full use of RVU mental health and wellness services will be available for students on LOA for up to six weeks past the student's change-of-status date.

### **Voluntary Leave of Absence**

A voluntary leave of absence is one that is requested by a student to withdraw temporarily from classes for personal, financial, or medical reasons. The request for voluntary leave of absence must be submitted in writing to the Associate/Assistant Dean of Student Affairs. If approved and if the student is in good academic standing, the student may be allowed to re-enter the program at the end of the leave without any need for reapplication, remediation, or reevaluation; however, the student may be required to meet specific requirements in order to be allowed to return.

If a student is granted a leave of absence while current coursework is still in progress, he/she will discontinue further course work. In all such cases, an appropriate designation for each course in progress will be entered on the transcript. In the case of a withdrawal from a course, students will be required to meet the course requirements in entirety before being permitted to progress into the next academic year.

If a leave of absence is granted while the student is not in good standing, is under review for a disciplinary action, or has a disciplinary action imposed on them, then the student may not be reinstated to the University without a review by the program's student performance and/or progression committee. Upon completion of its review, the respective committee shall make a recommendation to the Dean or Program Director. If the student is denied reinstatement, their status will be changed to a withdrawal. If the student is granted reinstatement, special disciplinary action requirements may be imposed as a condition of their reinstatement, where appropriate.

Students granted a leave of absence for a medical reason must have a licensed physician certify in writing that their physical and/or mental health is sufficient to permit them to continue in their education. The physician providing the certification must either be designated by or approved by the Associate/Assistant Dean of Student Affairs or by the appropriate Program Director (MSBS or PA) for the certification to be accepted.

### **Non-Voluntary Leave of Absence**

A non-voluntary leave of absence is a mandatory, involuntary leave of absence imposed by the Dean (DO program) or Program Director (MSBS and PA programs) or Associate/Assistant Dean of Student Affairs that is related to academic matters. Please refer to the Academic Policies section of the corresponding program for further information.

A non-academic, non-voluntary LOA is a mandatory, involuntary leave of absence imposed by the Dean (DO program) or Program Director (MSBS and PA programs) or Associate/Assistant Dean of Student Affairs that is unrelated to academic matters. During the leave, the Dean (DO program) or Program Director (MSBS and PA programs) and Associate/Assistant Dean of Student Affairs will provide the student with the opportunity to rectify or seek rehabilitation/treatment for the problem that precipitated the directed leave.

To be reinstated after a non-academic, non-voluntary leave of absence, the student must be able to demonstrate to the satisfaction of the Dean (DO program) or Program Director (MSBS and PA programs) and Associate/Assistant Dean of Student Affairs that the pre-established requirements have been met and that he/she shows a reasonable likelihood that previous problems will not recur.

## **Sabbatical**

A sabbatical is a one-year leave of absence to allow RVUCOM students to pursue extended full-time training or studies at another institution that will lead toward an additional certificate, degree, or scholarly publication. Students are not required to pay tuition or attend courses through RVUCOM during a sabbatical. Participating in this special program will delay graduation from RVUCOM by one year.

## **Withdrawal**

An involuntary withdrawal/dismissal is a University-initiated process that can occur for both academic (such as multiple course failures) and non-academic reasons (unprofessional conduct, violation of University policies, and/or violation of the Student Code of Conduct). In addition, students who fail to complete any academically related activity for ten (10) consecutive days without notifying the Associate/Assistant Dean of Student Affairs shall be considered withdrawn.

A voluntary withdrawal is a student-initiated resignation under which he/she surrenders all rights and privileges as a student of the University. Students must notify the Associate/Assistant Dean of Student Affairs of their request for a voluntary withdrawal verbally or in writing. To return to the University, students must initiate a new application through the Office of Admissions.

Students who voluntarily withdraw from the University are required to meet with or verbally notify their Dean or Program Director, the Associate/Assistant Dean of Student Affairs, and the Office of Student Financial Services.

## **Dismissal Policy and Right to Appeal**

Dismissal is the permanent termination (involuntary withdrawal) of a student's academic enrollment. The Program Director, Associate/Assistant Deans of Student Affairs, and/or the Dean are responsible for imposing this action. A student who chooses to appeal a dismissal must do so in writing to the Provost within five (5) business days of the date of dismissal. While appealing a dismissal, a student may continue to attend classes and take all examinations pending the results of the appeal. The reasons for which a student may be dismissed from the University include but are not limited to the following:

- Circumstances of an illegal, behavioral, ethical, or academic nature that warrant such action;
- Failure to meet the Academic Standards; and/or
- Determination of factors that would interfere with or prevent the student from practicing and meeting the professional and ethical standards expected of a healthcare professional.

## **Readmission**

If a student is dismissed or withdraws from any program within RVU, they may apply for readmission through each program's individual admissions process. In order to be considered for readmission, the student must provide adequate evidence that the conditions or factors that caused the prior dismissal or withdrawal have changed significantly, so that there is a reasonable expectation that the student can perform satisfactorily if readmitted. If the student is readmitted, their prior academic record will remain part of their overall academic record and will be recorded on the permanent transcript.

# **Transcripts - Official and Unofficial**

Official transcripts are housed in the Office of the Registrar and students may request a copy of their official transcript at any time, free of charge. Official transcripts issued directly to the student will bear the marking Issued to Student at the top of each page.

Rocky Vista University fully complies with the AAMC guidelines for medical school transcripts. This includes an unabridged academic history of the student's enrollment.

Unofficial transcripts are not printed on security paper and are labeled Unofficial. Students can access unofficial transcripts via the MyVista Student Portal at any time during the student's enrollment.

## Transfer of Credit

Each degree program has specific requirements for the transfer of credit between another educational institution and the University. Please refer to the section on individual degree programs for more information.

## Verification of Enrollment

Students may request their enrollment verification at Rocky Vista University by submitting a request via the [iNet form](#).

# Doctor of Osteopathic Medicine (MCOM)

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## Welcome to Rocky Vista University

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### Message from the Dean

Achieving greatness is an ongoing journey, driven by reflection, growth, and innovation. At the Rocky Vista University Montana College of Osteopathic Medicine (RVU-MCOM), we are a community of educators and learners committed to providing an outstanding medical education. Our focus extends beyond academics—we are deeply devoted to student wellness and fostering a strong sense of belonging.

Located in Billings, Montana, surrounded by the history, traditions, and beauty of the Mountain West, RVU-MCOM offers a dynamic environment where students can thrive. Our curriculum is designed to push medical education forward with cutting-edge innovations, including advanced simulation, ultrasound training, and immersive learning experiences.

At RVU-MCOM, our culture is rooted in the core values of excellence, diversity, innovation, collegiality, compassion, integrity, and service. We strive to prepare our students not only to excel in patient care but to become compassionate, service-oriented professionals who make a lasting impact in their communities.

We are excited to welcome you to our campus and look forward to learning and growing together.

Sincerely,

**John E. Moore, DO, MPH, DABFM, FAAFP**  
*Dean of MCOM*



## Academic Policies

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### Attendance Policy

Attendance and engagement in courses are an essential part of the student learning process leading to student success. Absences impact those students who are absent and can also negatively affect their peers. The scope of this policy applies to all students at the Montana College of Osteopathic Medicine. The practice of medicine requires physicians and students to be available for patient care all days of the week and may conceivably occur at any hour of the day. Medical student learning activities may be scheduled any day of the year with mandatory attendance at the discretion of each course director.

Attendance and punctuality are required for all assessments (e.g., exams, quizzes, competency assessments, etc.); laboratory sessions (e.g., anatomy, Osteopathic Clinical Skills (OCS), etc.); engaged learning sessions; scheduled clinical experiences (Clinical Clerkships and Electives, Standardized Patients, Simulations, etc.); and any other session as designated by a Course Director.

Accommodations for Religious Observances or other personal reasons will be considered on an individual basis. RVU complies with the Disabilities and Academic Accommodations and Pregnant and Parenting Student policies.

Additional resources can be found in the University Policy Repository, currently at:  
<https://institutionalrepository.rvu.edu/collection/RVUPolicyRepository>.

**Punctuality and Tardiness** – Students are expected to arrive early for all scheduled events. Timely arrival is 10 prior to the scheduled laboratory sessions, assessments and exams, and 15 minutes prior to scheduled clinical or simulations sessions. A student who arrives late may be refused participation, resulting in no points or grade for the assignment. Every incidence of tardiness may result in a Professionalism Improvement Form being submitted. It is the individual responsibility of the student to request an excused absence prior to the start of a required activity, if possible. Repeated tardiness, defined as three or more tardy incidences in a semester, will result in a meeting with the Professionalism Committee.

**Excused Absences and Make-up Activities** – If a student is unable to attend a required academic event (e.g., quiz, exam, lab, ELS, etc.), the student must request an excused absence approval from the Office of Student Affairs, through the appropriate online form prior to the required session, except in cases where proactive communication is not possible.

Repeated excused absences will be investigated on an individual basis to determine a breach in professional behavior.

Examples of situations which would generally be approved for an excused absence include but are not limited to death of an immediate relative, birth of a baby (including absence due to pregnancy as medically necessary), pre-approved professional conference, jury duty, or any emergencies of mental or physical illnesses.

Examples of situations which would generally **not** be approved for an excused absence include, but are not limited to weddings, graduations, and cultural holidays.

### **Procedure for Seeking an Excused Absence**

The *Excused Absence Form* is found online on the RVU iNet site, at the following link: <https://inet.rvu.edu/home/forms-2/excused-absence-form/>

If a student starts but is not able to complete a required activity due to illness or other emergency, they should submit a request for excused absence as soon as possible that explains the circumstances surrounding their inability to complete the activity. Excused absences in these circumstances will be evaluated and granted on a case-by-case basis.

Examinations are stressful; stress/nervousness/panic does **not** qualify as a medical excuse.

If a student is absent from a required event or assessment and does not receive approval through this process, the student will receive a grade of zero for that event. If an absence is appropriately excused, a student may be allowed to make-up the required activity or participate in an equivalent session at the discretion of the Course Director and/or Program Leadership (Director of Preclinical Education, Assistant/Associate Dean of Preclinical/Clinical Education, Program Director, or designee).

A student who is excused from attending a required lab or other required learning session will not be penalized any grading points. However, that student should not expect faculty to recreate the lab or learning session experience. Hence, it is critical for students to attend all such event, whenever possible.

To take an examination at a different time other than the originally scheduled time, a student must be approved for an excused absence. A student who does not take an examination at its scheduled time and is appropriately excused will be allowed to take a make-up examination, usually before the scheduled exam time. Make-up examinations will be of comparable difficulty and format to the original examination, at the Course Director's discretion. The policies for examinations will pertain to all makeup examinations. In the interim, the student will have a grade of incomplete (IN) for the course. If the student misses a scheduled make-up examination, the student will receive a zero for that examination.

Any exception to this policy will be made solely at the Dean's discretion. Attendance requirements may be established by the programs and individual course instructors who have the right of taking attendance in their course at any time.

# Clinical Education

The focus of the clinical experience in years 3 and 4 is patient care and interaction. One hundred percent attendance is, therefore, required to be sure that continuity of care is maintained. It is understood that certain situations may arise that will result in an absence from required daily participation. In such instances, the following policies will be observed:

- Absences for any reason must be approved by both by both the Preceptor and the Department of Clinical Education leadership (e.g. Clerkship Director, Clinical Dean).
- Preplanned absences - Submit the MCOM Clinical Education Excused Absence Request form in iNet for preplanned absence as soon as event dates and details are known.
- Emergency absences - Submit the MCOM Clinical Education Excused Absence Request form in iNet the same day as any emergency absence

## Engaged Learning Sessions

- Attendance is required unless approved by the Clerkship Director.
- Absences or partial attendance must be directly related to rotation requirements, illness or accident, or another emergency to be approved by the Clerkship Director.
- Requests for absences or partial attendance should be submitted before the Engaged Learning Session or as soon as possible after the session when prior notification is not practicable.

## Core, Required, Selective, and Elective Clerkship Grading

Grades for the six core and required clinical clerkships are determined from the Clinical Faculty Evaluation of Medical Student Performance, the student's score on the corresponding NBME Subject Examination (shelf exam), and Professionalism/Communication. Additional details and grading components are provided in the Department of Clinical Education "Grading Policy for Core/Required/Selective Clerkships."

Elective clerkship grades are determined from the Clinical Faculty Evaluation of Medical Student Performance and additional grading components as outlined in the course syllabi.

Final course grades are determined and approved by the Clerkship Director based on student performance in the clinical clerkship using the NBME Subject Exam, Clinical Clerkship Faculty Assessment of Student Doctors on Clinical Rotation, and curricular participation with Engaged Learning Sessions (ELS), Asynchronous Didactics, Clinical Experience Learning Logs and SMART goals. Qualitative comments from evaluations are not scored in calculating final grades and are incorporated in the MSPE/recommendation letters. Transcript designations are:

H: Honors

HP: High Pass

P: Pass

F: Fail

Px: Pass with Remediation

- **Honors:** Exceptional performance in all areas, demonstrating outstanding clinical knowledge, technical skills, and professional behavior. Students show leadership and initiative. Performance exceeds 80% of peers.
- **High Pass:** Above-average performance with strong clinical knowledge and skills, though not at the Honors level. Students meet or exceed expectations consistently. Performance exceeds 60% of peers.
- **Pass:** Satisfactory competency, meeting minimum expectations for clinical knowledge, skills, and behavior. Students are competent but have areas for improvement. Up to 60% will receive Pass.
- **Fail:** Insufficient proficiency in clinical knowledge, skills, or professional behavior, signaling the need for significant improvement.
- **Px:** Pass with Remediation.

## Incomplete Coursework

A course grade of "Incomplete" will only be granted when approved by the Clerkship Director and/or Dean of Clinical Education. Incomplete grades must be completed within the designated timeframe, or they will result in a course failure.

Poor attendance, repeated tardiness, unapproved absence(s), or absences in excess of 3 days may result in a grade of incomplete, and the student may be required to repeat the entire Clinical Education Clerkship.

### **Class Rank**

Class rank for each student will be reported by quintiles based on accumulated total quality points in the following manner:

1. For OMS I and II, quality points are earned in core curriculum courses for which an Honors, Pass, or Fail grade is assigned.
2. For OMS III, class ranking is calculated based pro-rate calculation of quality points per credit hour of required and core clerkship courses for which an Honors, High Pass, Pass, or Fail grade is assigned.

Cumulative ranking will be reported on the Medical Student Performance Evaluation (MSPE). The MSPE that is made available to ERAS will have the cumulative OMS I, II, and III ranking, with each year contributing 1/3rd to the total rank. All rankings will be reported by quintile, unless required by a military or scholarship program, or for which students have given explicit permission.

The MSPE that is made available to ERAS will have two rankings. One will be the combined OMS I and OMS II rankings (weighted equally) and the other will be the OMS III ranking. Each ranking will be reported by quintile, unless required by a military or scholarship program, or for which students have given explicit permission.

### **Academic Grievances Policy (Grade Appeal)**

Matters regarding grading disputes of assessments within a specific course or other requirement shall include all concerns related to specific grades received or the processes by which grades are determined.

Except under unusual circumstances, all grades (including the final grade for cumulative course performance) will be determined by the Clerkship Director. When extraordinary circumstances bring a student to seek an appeal of a decision regarding a course grade, the student must seek solutions through the following administrative channels, entering at the appropriate level and proceeding in the order stated below. All appeals and decisions must be in writing.

1. Clerkship Director(s);
2. Dean of Clinical Education (Final Appeal)

A student seeking to resolve a grading concern through the administrative channels above must initiate formal action in writing within ten business days from the date that the course grade has been finalized. The written appeal must state the circumstances surrounding the grade dispute, with specificity. Review of the student problem and complaint at each administrative level will be carried out as expediently as possible. If the student is not satisfied with the decision, he or she may appeal to the next administrative level. If the student chooses to continue the appeal, this must be done in writing within five business days of the date the decision was rendered at each level of the appeal (excluding weekends and official school holidays).

## **Clinical Electives**

Students are required to complete/upload many documents related to clinical electives. The Office of the Registrar is able to upload certain documents including, but not limited to:

- Official transcript
- Letters of Verification

The Department of Clinical Education can provide the following documents:

- Letters of Recommendation
- Liability insurance documentation

Students should also obtain a professional headshot, such as the white coat photo provided by RVU at the beginning of Year One. These photos are available from the Department of Clinical Education.

# COMLEX: Comprehensive Osteopathic Medical Licensing Examination

Passing Level 1 and Level 2 of the Comprehensive Osteopathic Medical Licensing Examination-USA (COMLEX-USA) from the National Board of Osteopathic Medical Examiners (NBOME) is a graduation requirement. These examinations are:

- COMLEX-USA Level 1
- COMLEX-USA Level 2

## COMLEX-USA Level 1

To advance to OMS III clinical clerkships, students must:

- Successfully complete the preclinical curriculum (OMS I & OMS II years).
- Achieve a passing score on COMLEX Level 1 by the July score release date.

Rising OMS II students who do not pass the Preclinical Capstone II Course and the COMLEX Level 1 exam before the last July score release date will be enrolled in a Medical Knowledge Application course and will not be permitted to participate in clinical rotations until they have passed the COMLEX Level 1 exam and completed the credentialing process.

The clinical clerkship credentialing process requires a minimum of 45 days. Students who do not schedule and pass the COMLEX Level 1 before the July score release date may forfeit previously planned rotation schedule and locations as determined by the Clinical Education lottery and credentialing requirements. If a student fails to earn a passing score at least 45 days before the start of the final rotation block of the Fall semester, they will not be eligible to begin clinical rotations in the Fall and will be placed on Leave of Absence for the Spring term. To ensure adequate time for the credentialing process, students on LOA of the Spring Term will be required to pass the COMLEX Level 1 by the June score release date of that term to start OMSIII rotations on time.

Students have one calendar year from the end of the OMS II academic year to achieve a passing score on the COMLEX Level 1 exam to proceed in the RVU-MCOM curriculum. Students unable to achieve a passing score on the COMLEX Level 1 within that time frame will be dismissed from RVU-MCOM with the opportunity to appeal as outlined in the student handbook.

### First Attempt Failure

Students who fail their first attempt at COMLEX Level 1:

- Will not be permitted to begin clinical rotations, and
- Will be enrolled in the Medical Knowledge Application (MKA) course
- May be referred to the Student Performance Committee (SPC) based on the entirety of their academic performance at RVU-MCOM
- May consider LOA

While enrolled in the MKA course, students will meet regularly with a faculty member to assess their readiness to retake the COMLEX Level 1 exam. Once a passing score on the exam is officially reported, the student will undergo the credentialing process and resume clinical rotations upon approval.

If a student fails to earn a passing score at least 45 days before the start of the final block of the Fall semester they will not be eligible to begin clinical rotations in the Fall and will be placed on Leave of Absence for Spring term. To ensure adequate time for the credentialing process, students will be required to pass the COMLEX Level 1 by the June score release to start OMSIII rotations the following July.

### Second Attempt Failure

Students who fail their second attempt at the COMLEX Level 1 exam will be referred to SPC and will be automatically placed on an academic leave of absence.

Students who have not passed the COMLEX Level 1 by the June release date of their academic leave of absence will be subject to dismissal unless an extension is awarded by the Dean of RVU-MCOM.

### Third attempt failure

Students who fail COMLEX Level 1 three times will be dismissed from RVU-MCOM without the option to appeal.

## **COMLEX-USA Level 2**

Passing COMLEX Level 2 demonstrates that a student has attained the medical knowledge competence necessary to enter a supervised graduate medical education setting.

- Students are strongly encouraged to take COMLEX Level 2 at the end of their OMS III year after successfully completing all core, required, and selective clinical clerkships.
- To participate in the NRMP Match, students must achieve a passing COMLEX Level 2 score before the rank order list deadline to be certified for the NRMP Match.
- Students must successfully complete all coursework, including passing both COMLEX Level 1 and COMLEX Level 2 by May 1st of their OMS IV year to be eligible for on-time degree conferral.

### First Attempt Failure

Students who fail their first attempt at COMLEX Level 2:

- Will be enrolled in a knowledge application course designed for students who have failed COMLEX Level 2.
- May be referred to the SPC based on the entirety of their academic performance at RVU-MCOM

### Second Attempt Failure

Students who fail their second attempt at COMLEX Level 2 will:

- Remain enrolled in the knowledge application course designed for students who have failed COMLEX Level 2.
- Be referred to SPC.

### Third Attempt Failure

Students who fail COMLEX Level 2 three times will be dismissed from RVU-MCOM without the option to appeal.

# **Excused Absences and Make-up**

## **Preclinical Education**

If a student is unable to attend a required academic event (e.g., quiz, exam, lab, ELS, etc.), the student must request an excused absence approval from the Office of Student Affairs, through the appropriate online form prior to the required session, except in cases where proactive communication is not possible. Repeated excused absences will be investigated on an individual basis to determine a breach in professional behavior.

Examples of situations which would generally be approved for an excused absence include but are not limited to death of an immediate relative, birth of a student's baby (including absence due to pregnancy as medically necessary), pre-approved professional conference, jury duty, or any medical emergencies.

Examples of situations which would generally not be approved for an excused absence include, but are not limited to family weddings, graduations, and cultural holidays.

## **Procedure for Seeking an Excused Absence**

The Excused Absence Form is found online on the RVU iNet site. If a student starts but is not able to complete a required activity due to illness or other emergency, they should submit a request for excused absence as soon as possible that explains the circumstances surrounding their inability to complete the activity. Excused absences in these circumstances will be evaluated and granted on a case-by-case basis.

Examinations are stressful; stress/nervousness/panic does not qualify as a medical emergency and will not be approved for an excused absence to reschedule an exam.

If a student is absent from a required event or assessment and does not receive approval through this process, the student will receive a grade of zero for that event. If an absence is appropriately excused, a student may be allowed to make-up the required activity or participate in an equivalent session at the discretion of the Course Director and/or Program Leadership (Director of Preclinical Education, Assistant/Associate Dean of Preclinical/Clinical Education, Program Director, or designee).

A student who is excused from attending a required lab or other required learning session will not be penalized any grading points. However, that student should not expect faculty to recreate the lab or learning session experience. The student is responsible for all missed educational material and experiences. Hence, it is critical for students to attend all such event, whenever possible.

## **Clinical Education**

### **Subject Exams**

The subject examination is a key component of the core clinical clerkship course grade and is administered toward the end of the clerkship. Any requests to take an exam at any time other than the originally scheduled time (initial attempt) or any requests to delay a confirmed retake exam attempt, must seek an excused absence request by completing the MCOM Clinical Education Excused Absence Request Form in iNet.

The absence is not excused until approved by the Clerkship Director. Examples of situations that would generally be approved for an excused absence from the exam include significant mental or physical illness (documentation from the treating licensed healthcare provider may be required), emergency, or presentation at a professional conference (if eligible). If a student believes that the basis for their excused absence request is eligible for consideration for ADA accommodation, the student should follow the procedure outlined in the Disabilities and Academic Accommodations section of this handbook.

If the absence is appropriately excused, a student will be allowed to make up the required exam. If the student is absent from an exam and does not request an excused absence in advance or if the request is not approved by the Clerkship Director, the student will receive a grade of zero for the exam.

### **Clinical Clerkship Days**

The focus of the clinical experience in years 3 and 4 is patient care and interaction. One hundred percent attendance is, therefore, required to be sure that continuity of care is maintained. It is understood that certain situations may arise that will result in an absence from required daily participation. In such instances, the following policies will be observed:

- Absences for any reason must be approved by both the Preceptor and Dean of Clinical Education.
- Preplanned absences - Submit the MCOM Clinical Education Excused Absence Request form in iNet for preplanned absences as soon as event dates and details are known.
- Emergency absences - Submit the MCOM Clinical Education Excused Absence Request form in iNet the same day as any emergency absence

### **Consequences of Excused and Unexcused Absences**

Students with two unexcused clinical absences and/or four or more total clinical absences (excused or unexcused) per semester are required to meet with an appropriate Dean of Clinical Education. If a student is believed to be abusing the absence policy, they may be evaluated for a breach of professionalism. If a student is found to have a breach of professionalism, the findings may become part of the permanent record of the student as reported on the Medical Student Performance Evaluation (MSPE).

If an agreed-upon make-up activity is not completed, not completed within the agreed-upon timeframe, or not completed with satisfactory quality, the student may be referred to the Student Performance Committee (SPC).

## Engaged Learning Sessions

In order to gain knowledge and skills to complete the core clerkship successfully and to show professionalism in your professional identity, consistent attendance and participation in Engaged Learning Sessions (ELS) is essential.

Attendance is required unless approved by the Clerkship Director.

- Absences or partial attendance must be directly related to clinical clerkship direct patient care requirements, significant mental or physical illness (documentation from the treating licensed healthcare provider may be required), emergency, or presentation at a professional conference (if eligible) to be approved by the Clerkship Director.
- Requests for absences or partial attendance should be submitted directly to the Clerkship Director before the ELS or as soon as possible after the session when prior notification is not practicable. The Clerkship Director may assign make-up assessments for approved absences only.

## Remediation of a Course

### Procedure

If a preclinical student fails a course and receives approval to remediate the course failure, the student will work with the Director of Preclinical Education, the Course Director, and the Office of Testing to develop a remediation plan and schedule. Remediation examinations will be administered by the Office of Testing and will be proctored by an RVU employee or designee. Preclinical remediations must be completed by June 30 of the current academic year. Re-remediation is not allowed.

If a clinical student fails a clinical clerkship rotation, the student may be referred to the Student Performance Committee (SPC), which will result in a recommendation to the Dean. If the Dean's decision is to allow remediation of the clinical clerkship, the student will work with the Assistant/Associate Dean of Clinical Education to develop a remediation plan for the failed clinical clerkship course. If the student fails the remediation, the student may be subject to dismissal.

### Grading

A student who successfully remediates a course failure will have their transcript notated with the grade code of 'NX' for the original course failure and a grade of 'PX' to indicate successful remediation of the course.

Remediations must be successfully completed before a student can advance to the next stage of the curriculum. In the event the remediation of a course is failed or not completed, the original course grade shall be recorded on the transcript. A student who fails a remediation will be referred to the Student Performance Committee and may be subject to dismissal. Re-remediation is not allowed.

## Repeating Courses

Once a course is passed, that course may not be repeated unless the student is repeating the entire year. When repeating a course, both course grades will appear on the transcript, with the most recent grade used for grade point average and/or class rank calculation.

Students who fail a course during a repeated year are required to meet with the Student Performance Committee, and may be subject to dismissal.

## Student Performance Committee

The Student Performance Committee (SPC) is a recommending body to the Dean of the Montana College of Osteopathic Medicine (MCOM) that will gather information and meet with individual students who have demonstrated unsatisfactory performance as an MCOM student. Unsatisfactory performance is constituted by poor academic performance or breach of professionalism. Poor academic performance includes, but is not limited to failing two or more courses in each of the pre-clinical years of the core curriculum, failing one course in a repeat year, failing a course remediation exam, failure to meet the requirements of remediation assignments, failing a required licensing

board exam, or failing a clinical clerkship rotation. Unsatisfactory performance due to unprofessional behavior is a failure to meet MCOM's behavioral and/or professionalism standards, expectations, policies or requirements and as otherwise outlined in the RVU Student Handbook. Upon gathering information, interviewing the student, and conducting an investigation as appropriate, the SPC will meet, deliberate on its findings and make a recommendation to the Dean regarding the student's future at MCOM.

Examples of recommendations to the Dean from the SPC may include but are not limited to:

- Academic counseling or other counseling
- Professionalism training and monitoring
- Remediation of failed course(s) or clinical rotation
- Repeat the failed course(s)
- Repeat the failed clinical clerkship
- Repeat the academic year
- Leave of absence
- Dismissal from the institution
- Other actions deemed appropriate by the SPC

Meetings will be held on an as-needed basis and will be called by the Chair. A minimum of four (4) additional voting committee members must be present to constitute a quorum. SPC meetings are closed and confidential.

### **SPC Procedures**

1. A student will be referred to the SPC for two (2) or more course failures and/or for a failure of a course remediation. A student will also be referred to the SPC for an egregious breach in professionalism or as deemed appropriate by the Professionalism Committee.
2. The SPC will review records, documentation, and other information to confirm failure of courses, a failure of a remediation, or violation of professionalism. If there are any questions regarding the accuracy of the information, the SPC may, in its discretion, speak with faculty, administration, and other relevant persons and may request additional information and/or documentation.
3. The student will be notified of the requirement to attend in-person or online meetings with the SPC by the Assistant/Associate Dean of Student Affairs via email to the student's RVU email address or a hand-delivered letter.
4. If the student believes they are being wrongfully referred to the SPC, the student must submit a written statement with evidence or other supporting information of the error for SPC referral to the Assistant/Associate Dean of Student Affairs within three (3) business days of the original notice. The Assistant/Associate Dean of Student Affairs will then investigate and notify the student in a timely fashion regarding the wrongful referral and requirement to meet with the SPC.
5. Prior to meeting with the SPC, the student is encouraged to submit a personal statement to address the issues and concern(s) regarding the referral.
6. At the SPC meeting, the student will be given the opportunity to present their statements to the SPC and respond to any questions. After this interview, the student will then be excused from the meeting.
7. Legal representation at the meeting is prohibited. However, students may be accompanied by one (1) support person who will only be an observer at the meeting; this guest will not be allowed to speak to the committee on behalf of the student. Prior notification to the Assistant/Associate Dean of Student Affairs is required to bring a support person at least three (3) business days prior to the scheduled meeting.
8. Students who are out-of-state for a valid reason or on clinical clerkship rotations may be allowed to appear and speak with the SPC via phone or electronic medium (e.g. Zoom, Skype) at the discretion of the SPC.
9. The SPC will consider the additional information and testimony provided by the student and will make a recommendation to the Dean.
10. The Dean may accept, reject, or modify the SPC recommendation(s).
11. The Dean's decision letter will be forwarded to the Assistant/Associate Dean of Student Affairs to be communicated to the student.
12. The student will be notified of the Dean's decision within ten (10) business days of receipt of that decision by the Assistant/Associate Dean of Student Affairs. All communications with the student from this point forward will be facilitated and directed through the Office of Student Affairs.
13. The student may appeal the Dean's decision in writing to the Provost of RVU for the following reasons: significant error in fact that materially affected the outcome, evidence of bias demonstrated by the committee or the Dean, the result of the decision imposed is extraordinarily disproportionate, significant errors of process that

materially impacted the outcome, or new information and supporting documentation relevant to the situation that was not available at the time of the SPC meeting. Evidence must be produced and submitted to the SPC within five (5) business days. During the appeal process, the student should continue to participate in all required coursework and exams.

14. The appeal decision of the Provost of RVU will be rendered in writing and is final with no further opportunity for appeals. The appeals process is stated in the student handbook.

### **SPC Decisions**

The SPC will make a recommendation to the Dean of MCOM. The Dean may accept, reject, or modify the recommendation. The student will be notified of the Dean's decision within ten (10) business days by the Assistant/ Associate Dean of Student Affairs. The Dean's decision and notification will be in writing.

### **Definitions**

Course – Core curriculum courses and clinical clerkships that are required for graduation and conferral of the Doctor of Osteopathic Medicine degree. For the specific purpose of this SPC document, the term “course” does not include elective courses or certificate courses.

Course Failure - The failure of a course and/or the failure of a course remediation.

Preclinical Student Success Team (SST) - The SST supports student wellness and academic success in the preclinical years. The SST is charged with conducting holistic reviews of student academic and professional performance and establishes individualized remediation and success plans and schedules.

## **Student Religious Accommodations for Excused Absence Policy**

Rocky Vista University (RVU) aims to provide a reasonable accommodation for the sincerely held religious beliefs of a student if the accommodation would resolve a conflict between the individual's religious beliefs or practices and an educational requirement unless doing so would create an undue burden for the university. RVU will make determinations about religious accommodations and attendance/excused absences on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

RVU strives to make determinations on religious accommodation requests expeditiously and will inform the individual once a determination has been made. If there are questions about an accommodation request, please contact the Vice President for Inclusive Excellence, in the Office for Inclusive Excellence.

Students are strongly encouraged to submit all religious accommodation requests for the entire academic year via the iNET form (<https://inet.rvu.edu/home/forms-2/student-religious-accommodation-for-excused-absences-request-form/>) during the first week of the semester. Requests may require up to two weeks to process. Please be aware that failure to submit requests in a timely manner may delay the implementation of any approved accommodations.

Students should understand that if accommodation is granted, missing time from clinical rotations/clerkships may require the student to make up work or repeat the experience at a later time, potentially delaying progress in the program and/or graduation.

If examinations or assignment deadlines are scheduled on the day(s) of a religious observance, any student who provided advance notice following program policies and procedures will have the opportunity to make up the examination or extend the assignment deadline and will not be penalized for the absence.

Being absent from class or other educational responsibilities does not excuse students from meeting all expectations set during the missed class(es). Students are responsible for obtaining the materials and information provided during any class(es) missed.

# Visiting Student Learning Opportunities

## Overview

The AAMC Visiting Student Learning Opportunities (VSLO) program merged two existing visiting student programs: The Visiting Student Application Service (VSAS®) program that focused exclusively on U.S. domestic away electives and the Global Health Learning Opportunities (GHLO®) program that facilitated international mobility into the United States, from the United States to electives abroad, and from one non-U.S. location to another.

## Purpose

The VSLO program aspires to build a community of institutions that employ unified policies and practices that do not burden students or institutions with redundant requirements. As such, the program is continually balancing and streamlining the application process while supporting institution-specific processes.

## Access

Students will be granted access to VSLO during their third year of study (OMS III). Students will receive an email invite once the Office of the Registrar has confirmed eligibility and notified AAMC.

## Applications

By utilizing VSLO, students will have access to search and apply for clinical clerkship electives ('away electives') to satisfy the credit requirements of OMS III and OMS IV of the Osteopathic Medicine program. Note: VSLO charges a per-elective application fee.

# Course and Faculty Evaluations

Each student has a responsibility to provide constructive evaluation for the courses and the instructors. This responsibility may be met in part by participation in course evaluations that are required by the University. Students will be expected to comply with any specific requirements for completing course and faculty evaluations outlined by their individual Programs. The University expects each student to comply with this responsibility and obligation in a constructive, professional manner so that optimal feedback can be provided. The student's input will help improve the educational effectiveness of the curriculum, as well as assist faculty members by providing them with constructive input.

In compliance with accrediting bodies (HLC, ARC-PA, and COCA), the evaluation process is conducted confidentially for all programs, including all courses, and clinical clerkships/rotations. Evaluative comments are shared with the appropriate faculty and administrators, and the identity of the students and their connected comments is normally kept confidential. However, there are parameters in which the identity of a student in any program may be discovered. In rare cases where a student implicitly or explicitly suggests or threatens harm towards themselves or others or reports an unprofessional, discriminatory, dangerous, or illegal clinical environment the identity of that student and their connected feedback/comments can be revealed.

# Clinical Career Planning

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## Electronic Residency Application Service

### Overview

ERAS® streamlines the residency application process for applicants, their Designated Dean's Offices, Letter of Recommendation (LOR) authors, and program directors. By providing applicants the ability to build and deliver their application and supporting materials individually or as a package to programs, ERAS provides a centralized, but flexible solution to the residency application and documents distribution process.

## Purpose

To provide a centralized online application service for students to use to deliver their application, along with supporting documents, to residency programs.

## Token Distribution

Students will be granted access to ERAS in the second semester of their third year of study (OMS III). Students will receive an email invite (token) once the Office of the Registrar has confirmed eligibility and notified ERAS. The token is used to confirm student eligibility to register for MyERAS.

## Required Documents/Records

Students are required to upload most documents via the MyERAS portal. The Office of the Registrar will upload official transcripts and the completed Medical School Performance Evaluation (MSPE).

## Letters of Recommendation

Letters of Recommendation must be uploaded via the Letter of Recommendation Portal (LoRP) by the author of the letter. Students will need to complete and provide a Letter Request Form when requesting a Letter of Recommendation. The Letter Request Form will include a Letter ID, which connects the Letter of Recommendation to the student's **application in ERAS**.

# Graduation Requirements for the Doctorate in Osteopathic Medicine

An osteopathic degree is a professional degree and that leads to a license which requires physical conferral. Due to the nature of this, as outlined below, attendance at graduation is required. A student who has fulfilled all the academic requirements may be granted the DO degree provided the student:

- Satisfactorily completed the curriculum and clerkships at an AOA-accredited college of osteopathic medicine, the last two years of which have been at RVU-MCOM;
- Completed all academic requirements in no more than six years from the date of matriculation;
- Complied with all the curricular, legal, and financial requirements of the University;
- Passed all required National Board of Osteopathic Medical Examiners Licensing Examinations;
- Reached at least 21 years of age;
- Demonstrated the ethical, personal, and professional qualities deemed necessary by the faculty for the practice of osteopathic medicine;
- Demonstrated suitability for the practice of medicine as evidenced by conducting professional behavior, displaying responsibility for patient care, and exhibiting integrity in the conduct of clinical and academic activities;
- Demonstrated compliance with the conduct standards;
- Completed loan exit counseling, if applicable;
- Attended the compulsory portions of senior week, including graduation rehearsal and the graduation ceremony, at which time the degree is conferred and he or she takes the osteopathic oath. Exceptions to the graduation attendance policy must be made in writing to the Associate Dean of Student Affairs. If an exception is granted the student must arrange another time to meet with the Dean of the COM in person, to have their degree conferred and to take the osteopathic oath; and
- Completed the AACOM Survey of Graduating Seniors.

To complete the fourth year of training, students must pass all clerkships, pass COMLEX Level 2 CE, and successfully pass all assigned coursework by May 1st of the senior year. (See RVU-MCOM Clinical Education Manual for a list of all coursework.) Failure to do so may result in delayed graduation, or repeating the fourth year.

Students must complete all the requirements for graduation, including the passing of required examinations within six (6) years of their initial matriculation into the COM, or they may be dismissed from the COM.

Degrees are not awarded solely upon the completion of any prescribed number of courses, or upon passing a prescribed number of examinations, but, in addition, when the faculty believes the student has attained sufficient

maturity of thought and proficiency. Matriculation and enrollment does not guarantee the issuance of a degree without satisfactorily meeting the aforementioned curriculum and degree requirements. The process is as follows: 1) The list of graduates is sent to the faculty senate for conferral at their meeting; 2) the faculty senate sends the approved list of graduates to the Dean; 3) the Dean delivers a resolution to the Board of Trustees; 4) the Board of Trustees will vote and officially confer degrees.

RVU-MCOM Graduation includes the administration of the Osteopathic Oath, and as such is a required attendance event. Students seeking release from any Graduation related activities, including graduation week events and the ceremony, must obtain an excused absence from the Associate/Assistant Dean of Student Affairs.

All students participating in the College of Osteopathic Medicine commencement ceremony must conform to the regalia requirements for their degree as set forth in this policy. Candidates for Doctor of Osteopathic Medicine must wear the official Rocky Vista University College of Medicine regalia. Additionally, the tam should not be decorated or altered in any way.

Students will be allowed to wear university issued and approved honor cords and stoles. Stoles are issued to students for specific honors they have earned through their time at Rocky Vista University.

The Office of Student Affairs has the authority to prevent a student from participating in the graduation ceremony if the student's attire violates the spirit of this policy. A student found in direct violation of this policy may have their degree withheld.

Any exceptions to this policy (such as use of traditional ceremonial clothing or heritage regalia) must be approved, in writing, by the Associate/Assistant Dean of Student Affairs.

## Medical Student Performance Evaluation

The purpose of the Medical Student Performance Evaluation (MSPE) is not to advocate for the student but to provide an honest and objective summary of the student's personal attributes, experiences, and academic accomplishments based on verifiable information and summative evaluations. Specifically, the MSPE provides a succinct chronology of a student's entry and process through medical school, which includes the preclinical coursework and clinical clerkship records, involvement in extracurricular activities, and compliance with academic and professional policies.

The MSPE is loaded to ERAS by the Office of the Registrar and released by the system by the first day of October; this is a universal date set by ERAS/AAMC. Along with the MSPE, letters of verification, transcripts, and board score reports are released to programs as part of the interview application process. The Department of Clinical Education can provide letters of recommendation.

In addition, any incompletes or failures that have not been remediated by July 31 will be reflected accordingly in the MSPE.

## Shadowing

In response to local, regional, and national environment related to students in the clinical workspace outside of formal curriculum, RVU has implemented a "No Shadowing" rule for all preclinical students. Students are not allowed contact a hospital or any physician anywhere in the United States to seek shadowing opportunities. Failure to adhere to this rule will be considered a breach of professional conduct and will be dealt with accordingly.

## Outside State-Specific Consumer Protections

[California](#)

[Connecticut](#)

[Iowa](#)

[Kansas](#)

# Program Policies and Procedures

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## Health and Technical Standards

All candidates must meet health and technical standards to be admitted to, participate in, and graduate from RVU-MCOM. Because the DO degree signifies that the holder is a physician prepared to enter postgraduate training programs (residency programs), RVU-MCOM graduates must have the knowledge and skills required to function in a broad variety of clinical situations and must be prepared to provide a wide spectrum of patient care. A candidate for the DO degree must have abilities and skills in the areas described below and meet the standards described as an obligation to patients and society.

Reasonable accommodations will be made as required by law; however, the candidate/student must be able to meet all technical standards with or without reasonable accommodation. Please refer to the section on the Americans with Disabilities Act. The use of a trained intermediary necessarily requires that a candidate's judgment be mediated by someone else's power of selection and observation and is not a permissible accommodation. Enrolled students who are unable to meet these standards may be asked to appear before the Student Performance Committee and may be subject to dismissal.

### Immunizations

Students must satisfy all requirements for immunizations at the time of admission and throughout their medical school career. Failure to do so will prevent matriculation or, in the case of an enrolled student, lead to dismissal. For specific information, please see "Health Records/Immunizations" of the Student Educational Records section of this Handbook.

### Observation

Candidates must be able to observe demonstrations and experiments in the basic and clinical sciences. This includes but is not limited to the ability to observe a patient accurately at a distance and close at hand. Observation requires the functional use of the vision and other senses.

### Communication

Candidates should be able to speak, hear, and observe patients in order to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communication. Candidates must have a strong command of the English language. A candidate must be able to communicate effectively and sensitively in verbal and written form with patients and all members of the healthcare team.

### Sensory/Motor

Candidates should have sufficient motor function to elicit information by palpation, auscultation, percussion, and other diagnostic and therapeutic maneuvers. A candidate should be able to perform basic laboratory tests (urinalysis, CBC, blood glucose testing, etc.), carry out diagnostic procedures (endoscopy, paracentesis, etc.), and read EKGs and X-rays. A candidate should be able to execute motor movements reasonably required to provide general care, osteopathic manipulation, and emergency treatments to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, administration of intravenous medication, application of pressure to stop bleeding, opening of obstructed airways, suturing of simple wounds, and performance of simple obstetric maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Candidates must be able to lift a minimum of 40 pounds and stand for a minimum of one hour.

### Conceptual, Integrative, and Quantitative Abilities

Candidates must possess conceptual, integrative, and quantitative abilities, including measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of physicians, requires all of these intellectual abilities. In addition, candidates should be able to comprehend three-dimensional relationships and to understand the spatial relationship of structures. Candidates must be able to sit in a classroom and participate in a

full eight-hour day. The practice of medicine requires periods of distinct concentration in surgery, trauma, emergency room care, and other patient settings. Candidates must be capable of extended periods of intense concentration and attention.

### **Behavior and Social Attributes**

Candidates must have the emotional health and emotional intelligence required for full use of the intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to tolerate physically and mentally taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admission and educational processes.

## **Intercampus Transfer Policy**

MCOM does not allow transfers to or from other RVU campuses.

## **Osteopathic Clinical Skills (OCS)**

All Osteopathic Clinical Skills (OCS) courses include didactic presentations, demonstrations, practical laboratory experiences and clinical opportunities. During these activities, students establish their knowledge and ability to recognize and utilize the relationships between structures and function that are integral to osteopathic medicine. The student must develop the knowledge and skills necessary to integrate the principles and coordinate the proper osteopathic and clinical techniques to prevent and treat pathology and dysfunction. Concurrently, the students will learn other medical approaches to the treatment of disease and dysfunction in the systems courses. Each course provides education on the principles, philosophy and history of osteopathic medicine, examination and evaluation of the patient, and the proper selection and application of osteopathic treatments and techniques. The OCS courses require the active participation of all students in the laboratory setting where the student, through the active and tactile examination of others along with reciprocal examination, will learn and demonstrate the ability to evaluate and proficiently treat their future patients. The training of an osteopathic physician requires the ability to perform tactile examinations and osteopathic manipulative techniques on members of the same and opposite sex. The training of an osteopathic physician also requires that a student experience and understand tactile diagnostic exercise and manipulative treatment. Students are required to participate both as patients and as trainees in the OCS laboratory and examine and be examined by members of the same and opposite sex. A graduate from MCOM has the ability to apply for licensure as a physician in all fifty states. Their license is not restricted to any one particular sex, and candidates for graduation must demonstrate the ability to practice medicine on both males and females. Safety is of primary concern in MCOM lab experiences. Students are expected to communicate immediately and directly with the lab faculty regarding any potential injuries sustained in the lab setting. If a student believes they have an injury limiting their participation in the lab activities for the day, it is their responsibility to make sure their faculty is aware. Please refer to department policies and procedures available in course syllabi.

## **Regarding AOA COCA Standards & Procedures**

Students enrolled at RVU has the right to file a complaint regarding the University's adherence to accreditation standards to the University. No anonymous complaints will be processed. Complaints should be filed in writing to the Associate/Assistant Dean of Student Affairs of the respective location. Resolution of the complaint shall be made in writing/electronically to the complainant. The Associate/Assistant Dean of Student Affairs will make an effort to process and adjudicate the complaint on a timely basis, although processing time may vary depending on the subject matter and complexity of the complaint. A letter of adjudication and resolution will be issued to the complainant. A student who is not satisfied with the adjudication and resolution of the complaint may appeal to the Provost of RVU in writing within ten days of the letter of adjudication and resolution of the complaint. The decision of the Provost on appeal will be final. No action shall be taken by RVU against a student for filing a complaint.

Students also have the right to file complaints for accreditation standard violations directly to the Commission on Osteopathic College Accreditation (COCA) at the following address:

Director, Department of Accreditation  
American Osteopathic Association  
142 E. Ontario St., Chicago, IL 60611  
Toll-free: (800) 621-1773; Local: (312) 202-8000  
Fax: (312) 202-8200  
predoc@osteopathic.org

# MCOM Health Care Conflict of Interest and Recusal Policy

## Purpose & Scope

The purpose of this policy is to identify and prevent academic conflicts of interest arising from healthcare provider-patient relationship between Rocky Vista University (RVU) employees or appointed faculty and RVU students. This policy seeks to uphold impartiality in the assessment and promotion processes for all RVU students. It applies to all University employees, appointed faculty, and students.

## Policy Statement

Rocky Vista University is committed to ensuring that any employee or faculty member who provides healthcare services to an RVU student does not engage in any activities or decisions related to assessment or promotion of the student. If a conflict of interest is identified, the involved employee or appointed faculty member must disclose it immediately and recuse themselves from any involvement in the student's assessment or promotion.

## Roles & Responsibilities

<b>Dean</b>	Annually communicates this policy to employees, faculty and students and is ultimately responsible for compliance of this policy.
<b>Chair/Course Director/</b>	Ensures procedures are in place and that these procedures are being followed.
<b>Regional or Site Director</b>	
<b>Employees and Appointed Faculty</b>	Avoids provider-patient relationship with students as much as feasible. Must disclose conflict of interest and recuse themselves if such a relationship was or is established.
<b>Students</b>	Discloses conflict of interest if a provider-patient relationship exists.

## Related Processes, Procedures, and/or Definitions

Appendix 1: Preclinical Procedure for Students to Disclose a Conflict of Interest

Appendix 2: Preclinical Procedure for Faculty to Disclose a Conflict of interest and Recusal.

Appendix 3: Student Conflict of Interest Disclosure and Recusal Form

Appendix 4: Clinical Education Procedures for Conflict of Interest & Student Confidentiality in the Clinical Setting

Appendix 5: Conflict of Interest and Student Confidentiality in the Clinical Setting Attestation Form

## Appendix 1

### Preclinical Procedure for Students to Disclose a Conflict of Interest

Student conflicts of interest must be reported promptly to the department supervisor, course director, or designee via email.

Conflict of interest emails should include the following:

1. Acknowledgement that a conflict of interest exists (specific details not required)
2. Name(s) of faculty involved

Each conflict of interest will be reviewed and verified by the email recipient, communicated to the department supervisor, and recorded in a Conflict of Interest and Recusal Log. The department supervisor or designee will update the log on a regular basis and reference it when scheduling testing or graded assignments.

Conflict of Interest Disclosure and Recusal forms are also available at practical or clinical assessment situations/ locations for any last-minute disclosures.

## Appendix 2

### Preclinical Procedure for Faculty to Disclose a Conflict of interest and Recusal

Faculty recusals must be reported promptly to the department supervisor, course director, or designee via email.

Recusal emails should include the following:

1. Acknowledgement that a conflict of interest exists (specific details not required) and of the need for recusal
2. Name(s) of student(s) involved

Each recusal will be reviewed and verified by the email recipient, communicated to the department supervisor, and recorded in a Conflict of Interest and Recusal Log. The department supervisor or designee will update the log on a regular basis and reference it when scheduling testing or graded assignments.

Conflict of Interest Disclosure and Recusal forms are also available at practical or clinical assessment situations/ locations for any last-minute disclosures.

## Appendix 3

### Conflict of Interest Disclosure and Recusal Form

Name of Attestant: \_\_\_\_\_

Role at RVU (check one):

☐ Faculty

☐ Student

#### Attestation

\_\_\_\_ I understand the importance of maintaining integrity and transparency within the educational environment at RVU and that conflicts of interest are to be reported truthfully and completely.

\_\_\_\_ I attest to a conflict of interest with the individual(s) listed below.

Name(s) of Faculty/Student(s) involved:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 4:

### Clinical Education Procedures for Conflict of Interest & Student Confidentiality in the Clinical Setting

RVU-MCOM students will not be academically assessed by a physician who has seen them as a patient in the clinical setting. In situations where physician faculty must deliver emergency care to a student due to unavailability of another provider, the faculty will recuse further assessment of the student and delegate academic assessments to an available regional/site director, rotation director, or clinical dean. These situations must be reported at once by faculty and student through processes outlined in Appendices 3 & 4. This may necessitate withdrawal, change, or repeat of the clinical rotation, if a rotation does not meet the requirement for clinical education assessment.

RVU-MCOM students taking part in clinical training will not be involved in the medical care of other RVU students, unless expressed permission is individually obtained from the student patient. Patient confidentiality will be strictly protected for RVU students in clinical settings. The student will inform their clinical coordinator and regional/site director of any conflict of interest or breach of student confidentiality at once.

All OMS III and IV students must complete an End-of-Clerkship Evaluation, where students must attest that they did not receive medical or professional services from their preceptor during the clerkship. If a conflict of interest is found, the Regional or Site Director will complete the student's evaluation after gathering feedback and relevant information from other people who were involved in the student's clinical clerkship experience.

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### End-of-Clerkship Evaluation: Question 25

**Please select one and then enter your preceptor's name in the comments box:**

- I have read the Health Care Conflict of Interest and Recusal policy found in the course syllabus and attest that I have not ever received medical or other professional services or treatment from (enter the preceptor's name in the comment box).
  
- I have read the Health Care Conflict of Interest and Recusal policy found in the course syllabus and attest that I have received medical or other professional services or treatment from (enter the preceptor's name in the comment box).

Preceptor's Name:

Once per academic block, the Clinical Curriculum Coordinator will review the End-of-Clerkship Evaluations to determine completion of the question. Any unanswered questions will be sent to the Assistant/Associate Dean of Clinical Education for review and investigation if necessary.

## Appendix 5:

### Conflict of Interest and Student Confidentiality in the Clinical Setting Attestation Form

Rocky Vista University – Montana College of Osteopathic Medicine (RVU-MCOM) is committed to ensuring the prevention of any type of conflicts of interests for students regarding academic advancement and the protection of student confidentiality in the clinical setting.

RVU-MCOM is committed to ensuring the prevention of potential conflicts of interest for student academic advancement and the protection of student confidentiality in clinical education settings. Neither RVU-MCOM faculty nor any RVU-MCOM adjunct clinical faculty will serve as health care providers for RVU-MCOM students except in emergency situations. RVU-MCOM Students have the right to **not be academically assessed** by a physician preceptor who has seen them as a patient in the clinical setting. Students are responsible to inform their clinical coordinator and regional/site director immediately upon recognizing such a situation.

RVU students participating in clinical training will not be involved in the medical care of other RVU students, unless expressed permission is individually obtained from the student patient and if this is not in conflict with any RVU program-specific policies. Patient confidentiality will be strictly protected for RVU students in clinical settings.

#### Student Attestation

I, \_\_\_\_\_, have read and understand the above statement and will inform my clinical coordinator and regional/site director of any potential conflict of interest or breach of student confidentiality immediately.

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Student Signature

Date

revised 9.23.24

## Professionalism

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### Academic Integrity

Rocky Vista University holds its students to the highest standards of academic integrity. Therefore, any attempt by a student to pass any examination by improper means, present work that the student has not performed, aid and abet

another student in any dishonest academic act, or have direct knowledge of such without reporting it, will subject the offending student to a meeting before the Professionalism Committee and/or the Student Performance Committee for investigation and possible disciplinary action, which may include dismissal from the University.

All students are expected to commit to academic integrity by observing the standards for academic honesty. The following acts violate the standards of academic integrity and professionalism:

- Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise;
- Fabrication: intentional and unauthorized falsification or invention of any information or citation in an academic exercise;
- Facilitating academic dishonesty: intentionally helping or attempting to help another to violate any provision of this code;
- Plagiarism: the adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment;
- Copying of examination questions;
- Misrepresentation;
- Bribery in an attempt to gain an academic advantage;
- Forging or altering documents or credentials;
- Utilization of position or power by a student for personal benefit or to the detriment of another student, faculty member, or member of the staff;
- Dishonesty in any form; and
- Unprofessional behavior that does not meet the standards of the University, its affiliates, and the healthcare professions.

## Appeals Process for Code of Conduct

Students who have been found in violation of the Code of Conduct have the ability to appeal decisions within five business days in writing. Appeals decisions will be made within ten business days of receiving the request.

- If the Associate/Assistant Dean of Student Affairs made the conduct decision of the student, the student can appeal to the Dean or Program Director.
- If the Dean or Program Director made the conduct decision, the student can appeal to the Provost.
- Professionalism committee or Student Performance Committee conduct decisions are sent as recommendations to the Associate/Assistant Dean of Student Affairs and the Dean or Program Director to make the decision. Students who are appealing this decision should appeal to the Provost or their designee.
- If the Provost (or their designee) made the conduct decision, the student can appeal to the President.

### Appeal Considerations

- Requests for appeals must be made in writing to the next level of administrator based on who initially heard your case. The appeal must come in writing within five business days of receipt of your initial decision.
- The appeal must be based on one or more of the following: 1) a significant error in fact that materially impacted the outcome; 2) evidence of demonstrated prejudice by the initial decision maker or the Professionalism Committee that affected the outcome; 3) new material information or evidence that was not available at the time of the consideration of the matter or was not available and could not be made available to the decision maker at the time of their decision; 4) the sanction imposed is extraordinarily disproportionate to the offense committed; and 5) errors of process under the Student Handbook involving your rights that materially affected the outcome of this matter. Any new material or evidence must be submitted with the appeal.
- Once an appeal is decided, the outcome is final. Further appeals are not permitted, even if a decision or sanction is changed on remand.

### Prohibition of Retaliation

The University prohibits retaliation against any employee or student who, in good faith, reports, rejects, protests, or complains about a Code of Conduct violation. Retaliation is a violation of University policy. The University will not tolerate discrimination, recrimination, or reprisal against any employee or student who reports or participates under this policy in good faith in a related investigation or hearing.

Complaints of retaliation should be reported to the Associate/Assistant Dean of Student Affairs or the Title IX Coordinator if related to sexual misconduct or Title IX. Such complaints will be investigated and handled in a prompt and equitable manner. Any individuals, including Reporting Parties and alleged Reporting Parties, who are determined to have made knowingly false statements during the course of an investigation, may be subject to discipline, which may include termination or dismissal.

## **Classroom Behavior**

The virtual and in-person classroom is a shared learning environment and students in the classroom are required to conduct themselves in a professional manner. Any activities that distract from the learning environment, including but not limited to playing computer games, updating social media, or talking may be considered disruptive activity.

A faculty member, instructor, or proctor may dismiss any student from class who is considered to be disruptive. Any student dismissed from class for disruptive or unprofessional behavior will be reported to the Associate/Assistant Dean of Student Affairs (or the appropriate Program Director in the event the behavior relates to an MMS student) for appropriate disciplinary action and may be required to appear before the Professionalism Committee or the Student Performance Committee.

## **Code of Student Conduct**

The Code of Student Conduct seeks to promote the highest standard of behavior and academic integrity by setting forth the responsibilities of students as members of the University community.

Students enrolled in RVU assume an obligation to conduct themselves in a professional and ethical manner compatible with the expectations of the University and future profession. The University retains the power to maintain order within the University and to exclude those who are disruptive to the educational process or the ethical standards of healthcare professionals.

Students are expected to abide by the Code of Student Conduct, all RVU and MCOM policies, and all local, state, and federal laws and regulations. Any violations of the aforementioned may result in disciplinary action and/or criminal prosecution where applicable. These disciplinary actions may include a variety of administrative actions up to and including dismissal. Admission candidates found to have not met the Code of Student Conduct as outlined may be subject to rescindment of the offer of admission.

Violations may lead to a required meeting before the Professionalism Committee, the Student Performance Committee, and/or the Dean for further investigation and/or action, including dismissal from the University.

Code of Student Conduct violations include but are not limited to:

- Theft, robbery, and related crimes;
- Vandalism or destruction of property;
- Disruptive behavior/disorderly conduct on the campus, at University-affiliated sites or at any University- or club-sponsored events, on- or off-campus;
- Physical or verbal altercation, assault, battery, domestic violence, or other related crimes;
- Possession, transfer, sale, or use of illicit and/or illegal drugs, or in the case of a minor, alcohol;
- Illegal possession of or use of a firearm, fireworks, weapons, explosives, or other dangerous substances or items on campus, at University-affiliated sites or at any University- or club-sponsored event, on- or off-campus;
- Appearance in class or on campus, at University-affiliated sites, or at any University- or club-sponsored events, when the student is impaired due to the use of drugs or alcohol;
- Failure of any student to report another student who has indication of impairment while that student is interacting with patients;
- Any act or conspiracy to commit an act that is harassing, abusive, or discriminatory or that invades an individual's right to privacy, including but not limited to sexual harassment; discrimination and abuse against

members of any racial, ethnic, national origin, religious group, or on the basis of sex/gender, sexual orientation, marital status, or cultural group and/or any other protected group or as a result of an individual membership in any protected group;

- Sexual misconduct;
- Stalking;
- Unacceptable use of computing resources as defined by the University;
- Impeding or obstructing a University investigatory, administrative, or judicial proceeding;
- Threats of or actual physical harm to others, or damage or vandalism to property;
- Any activity that may be construed as hazing or engaging in, supporting, promoting, or sponsoring hazing of another student, faculty, or staff member;
- Embezzlement or misuse of University and/or student organizational monies or resources;
- Failure to comply with the directives of a University official;
- Violations of the terms or conditions of a disciplinary sanction imposed by the administration;
- Violation of state or federal law, rule, regulation, or ordinance;
- Violation of HIPAA privacy requirements; and
- Fraud, misrepresentation, forgery, alteration, or falsification of any records, information, data, or identity.

## Dress Code

RVU Students must follow the following dress code requirements while on campus during business hours (typically 8am – 5 pm).

The RVU dress code reflects the dignity of the health care profession and respect for other students, faculty, administration, staff, and particularly special visitors.

The dress code reflects a general minimum standard for the campus community. Students should refer to the course syllabi and program handbooks for further specific dress requirements (e.g., labs, lectures, rotation sites). The University has the right to require specific dress for specific occasions (e.g., special guests on campus, “casual Fridays”) and students will be notified of any adjustments. Questions regarding appropriate attire may be directed to the Office of Student Affairs and setting-/program-specific leadership.]

The different learning and teaching environments at RVU may require different dress styles and what is appropriate for one setting may be inappropriate for other settings. (e.g., lab, lectures, OPP lab, recreational activity). Regardless of the setting, all clothing should be neat, clean, and respectful of others. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear beyond normal functionality. Students are allowed to dress the full day for the learning experience that they are engaged in; for example, if they are in lab they may wear lab attire for the entire day. However, lab attire that consists of shorts, sports bra, or bare chest should be covered by appropriate outerwear or clinically-appropriate scrubs while not in lab. Students practicing OMM skills outside of lab, may be permitted to wear lab appropriate clothing while practicing.

Appropriate attire *does not* include clothing with rips, tears or frays; or any extreme style or fashion in dress, footwear, accessories, or fragrances. Inappropriate attire also includes clothing having language or images that can be construed, based on societal norms, to be offensive or contribute to a hostile learning and working environment. Hats and headwear are not permitted other than for religious or cultural purposes.

All students are permitted to wear the clothing of their choice regardless of traditional gender norm conformity. Students may dress in accordance with their gender identity and gender expression, provided that such clothing does not violate other aspects of the university dress code.

Students should be open to feedback regarding their attire from peers, faculty, and staff, as the attire of any student can impact others and the RVU community. Questions or concerns regarding dress or dress-related feedback can be brought to the Assistant/Associate Deans of Student Affairs whose decision will be final in the event of an issue. Generally, students will be expected to self-monitor their own attire. However, egregious or repeated dress violations will be considered unprofessional behavior and may result in a disciplinary sanction outlined in the Code of Conduct. Students may be asked to leave campus to change if they are inappropriately dressed depending on the specific situation and case.

When uncertain, students should default to business casual attire or professional scrubs with a white coat on top. Business casual is generally characterized as: slacks/trousers, jeans, dresses, and skirts with modest lengths; collared shirts, sweaters, and blouses; clothing that covers the chest, back, torso, stomach, and lower extremities

from armpit to mid-thigh when the body is standing straight and when bending over or reaching the hands above the head; tops that have shoulder straps; bottoms that fully cover an individual's buttock. Business Casual attire is not required after 5pm, but appropriate clothing is still expected.

Cultural and religious attire is welcomed as long as it is safe and appropriate for the specific learning environment. Students must wear their RVU ID at all times unless outlined differently in course or clinical syllabus.

When on location at clinical training sites, students must adhere to the training site's dress code. Students are required to reach out to each of their training sites one week prior to the beginning of each clerkship rotation to learn the appropriate attire.

## EthicsPoint Complaint Reporting Hotline

EthicsPoint is an anonymous or confidential reporting tool available 24/7/365 for reporting serious violations of law, regulation, code of conduct, or policies which may include compliance issues, discrimination, fraud, waste and abuse, or serious misconduct.

**Phone Reporting (844-936-2729):** EthicsPoint has a toll-free phone reporting system that is available 24- hours a day, seven days a week, every day of the year. It is available to all RVU students. When a student calls, he/she/they will reach an independent third-party service provider, completely independent of RVU. When the EthicsPoint phoneline is called, a specialist will answer the call and make a detailed summary of the question or concern raised. The caller's voice is never recorded, and the caller has the option to remain anonymous if they wish; however, it may be difficult to resolve an issue if the complainant does not provide their name. All calls are given a special reference number, and the complainant will be encouraged to call back within a specified time to check on the status of their case.

**Web Reporting ([rvu.ethicspoint.com](http://rvu.ethicspoint.com)):** The web-based version of EthicsPoint is made available to students who are more comfortable asking questions or raising concerns through the web. When accessing the EthicsPoint website, RVU's network system is left entirely and the case will be recorded on an independent third party's system. And as with the RVU phone line, the complainant can remain anonymous; however, it may be difficult to resolve an issue if the complainant does not provide their name. All reports entered through the EthicsPoint website are also given a reference number, and encouraged to follow up within a specified time to check on the status of their case.

## Honor Code

RVU students follow this credo: "As a student of Rocky Vista University, I will be ever vigilant in aiding in the general welfare of the community, sustaining its rules and organizations, and will not engage in practices that will in any way bring shame or discredit upon myself, my school, or my profession."

## Impaired Student Policy

The safety and welfare of patients demands that all healthcare providers perform at the highest level of cognitive ability. The illegal use or abuse of drugs or alcohol impairs the ability of a healthcare professional to provide optimal care and may impact the student's future ability to be licensed as a healthcare provider, at a state's discretion. Please check applicable state laws. Although the use of marijuana is legal in the states of Colorado and Montana, it is listed as an illegal drug by the U.S. Federal Drug Enforcement Agency. As such, the use of marijuana in any form that has not been prescribed by a physician for medical purposes is a violation of University policy.

All students, as a condition of enrollment at Rocky Vista University, must agree to abide by the University's Impaired Student Policy. Under this policy, students who are identified as suffering from substance abuse or addiction or who exhibit symptoms suggestive of impairment, either on campus or at one of its affiliates, are subject to immediate drug and alcohol screening and may be referred for further evaluation and treatment. Students undergoing further evaluation and treatment as indicated are protected by confidentiality of services. Refusal of a mandatory drug and alcohol screen will be grounds for immediate dismissal by the Dean or the Provost.

Any member of the University community who observes a student with symptoms suggestive of impairment, substance abuse, or addiction must report the matter to the Associate/Assistant Dean of Student Affairs or the Provost immediately.

# Privacy for University Communications

There is no expectation of privacy of information stored on or sent through University-owned information services, resources, and communications infrastructure. FERPA regulations are followed in regard to student records.

The University reserves the right to preserve or inspect any information transmitted through or stored in its computers, including e-mail communications and individual login sessions without notice when:

- there is reasonable cause to believe the user has violated or is violating University guidelines or procedures;
- an account appears to be engaged in unusual or excessive activity;
- it is necessary to do so to protect the integrity, security, or functionality of the University's information technology resources or to protect the University from liability; and/or
- it is otherwise permitted or required by policy or law.

The University is not liable for the loss of or misappropriation of any private or personal information that may be stored on University resources.

## Professionalism Committee

The purpose of the Professionalism Committee is to serve as a focus of expertise and as a resource for recognizing exemplary professional behavior and for monitoring and improving lapses of professional behavior in students. The committee will manage lapses in student professionalism across all years of instruction. The primary function of the committee is to review Professionalism Improvement forms that have been submitted to the chair, gather information about the incident or issue, and offer a recommendation for remediation as appropriate. The committee will also monitor outcomes of remediation. Repeated or serious lapses, or failure to engage in remediation, may be reported to the Student Performance Committee (SPC) for further disciplinary action. The committee will also review exemplary professionalism forms and recognize outstanding examples of professionalism among students.

Examples of unprofessional behaviors that would warrant further action include repeated tardiness; non-inclusive or discriminatory behavior, offensive or inappropriate use of language, unexcused absence from a required activity; disruptive behavior in the classroom, clinical setting, or administrative setting; academic dishonesty; abdication of responsibility for patients, harassment, or violence.

The Professionalism Committee is a standing committee of the Student Performance Committee (SPC) that promotes professional behavior in students. The committee confidentially reviews and considers unprofessional allegations submitted on Professionalism Improvement Forms and offers remediation for the unprofessional behavior or violation of the honor code. The Chair of the Professionalism Committee will be a voting member of the SPC appointed by the Dean. The Associate Dean of Student Affairs will take lead in supporting to the student in meeting competency expectations for professionalism.

A Lapse of Professionalism allegation will be documented through the Professionalism Improvement Form (PIF), indicating that a student may need additional help developing or demonstrating professionalism skills. The cited student will be notified by the Office of Student Affairs.

A serious professionalism lapse or repeated lapses may lead to adverse academic actions, including failure of the relevant course/clerkship and may become part of the permanent record of the student as reported on the Medical Student Performance Evaluation (MSPE) or Program Director's Letter.

Any employee or student who is concerned about a student's professional behavior should give informal feedback to the student and make suggestions for improvement. However, if this is unsuccessful or inadequate improvement is seen, then the employee or student should submit a Professionalism Improvement Form (PIF), which will be forwarded to the Chair of the Professionalism Committee. The PIF should be submitted as close to the incident of concern as is practical. The identity of the employee or student submitting a PIF will remain confidential unless it is later required as part of a formal investigation.

If a student is uncomfortable submitting a PIF regarding another student, they should report this issue to the Assistant/ Associate Dean of Preclinical Education, Assistant/Associate Dean of Clinical Education, or the Assistant/ Associate Dean of Student Affairs, who may submit a PIF for the reporting student.

Initial minor lapses of professionalism can be handled by the Chair of the Professionalism Committee. However, repeated occurrences and/or failure to improve will necessitate discussion by the entire committee. Serious allegations may be referred to the SPC. The SPC may conduct further investigation and will make a recommendation to the Dean for final action.

## Professionalism Policy

Students are expected to demonstrate professional behavior in all aspects both within and outside the boundaries of the campus. Lapses of professionalism may be subject to investigation and disciplinary actions as necessary.

Elements of professionalism include integrity, honesty, communication, responsibility, duty, accountability, and respect for all human beings. Physicians, faculty, students, and staff participating in student education and patient care on the RVU campuses and affiliated sites are expected to aspire to these ideals. Professionalism lapses are managed via the Professionalism Committee. Remediation or referral will be determined by the Professionalism Committee. Repeated or serious professionalism lapses, or failure of the student to engage in remediation, may lead to adverse academic actions, up to and including dismissal. A serious lapse of professionalism is defined as abdication of responsibility for patients, cheating, harassment, violence, or failure to remediate previously cited professionalism issue. Examples of unprofessional behaviors that would warrant further action include repeated tardiness; non-inclusive or discriminatory behavior, offensive or inappropriate use of language, unexcused absence from a required activity; disruptive behavior in the classroom, clinical setting, or administrative setting; academic dishonesty; abdication of responsibility for patients, harassment, or violence.

All students and faculty must read and sign the Teacher – Learner Agreement.

See **Professionalism Committee** section for more information on committee purpose, function, and procedures.

## Statement of Student Rights and Responsibilities

The University upholds the highest standards of academic excellence. Each student has certain rights and responsibilities, including the following:

- Personal and intellectual freedom;
- Respect for the equal rights and dignity of all University community members;
- Dedication to the scholarly and educational purposes of the University;
- Participation in promoting and ensuring the academic quality and credibility of the institution; and
- Responsibility to comply with the legal and ethical standards of the University, the professional organizations and institutions with which it has partnered with the ethical standards of healthcare professions, as well as those of the local authorities, the state and national laws, and applicable rules and regulations.
- As a general policy standard, a Preponderance of Evidence standard will be applied to all University investigations. Under the preponderance standard, the burden of proof is met when the party with the burden convinces the fact-finder that there is a greater than 50% chance that the claim is true.

# Student Services

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## The Office of Inclusive Excellence

The Rocky Vista University Office of Inclusive Excellence is a resource for students, staff, and faculty regarding diversity, equity, and inclusion opportunities and challenges in healthcare education across the Colorado, Utah, and Montana campuses.

## The Frank Ritchel Ames Memorial Library

The Frank Ritchel Ames Memorial Library fosters information literacy by providing students with access and the skills necessary to use the most current and impactful medical information for the health of their future patients. Students, faculty, residents, and staff—in Colorado, Utah, Montana, or elsewhere—share access to the same digital collection, which contains books, journals, and databases necessary to learn and practice healthcare. All physical library locations provide access to print copies of required and recommended textbooks, as available. Library users can enjoy a warm and collegial space staffed by highly-trained information professionals who play a significant role in the development of future healthcare providers learning to practice medicine with compassion, integrity, and excellence.

## IT Support Services

The Office of Information Technology is available to assist students both on- and off-campus with technical issues they may encounter throughout enrollment. The support center, known as IT Support Services, is available Monday through Friday from 6:00 am until 6:00 pm MST.

Students can email [support@rvu.edu](mailto:support@rvu.edu) for assistance.

For general information regarding technology services, students can visit [support.rvu.edu](http://support.rvu.edu).

## Student Portal

Students are provided access to the University's Student Portal (MyUniversity) upon depositing with Rocky Vista University. The Student Portal provides students with access to the academic calendar, links to financial information, and Community Groups. Important news and alerts are also communicated through the Student Portal. After Matriculation, quick access to Grades for exams, quizzes, and other course assignments, as well as, final course grades are also available on the Student Portal, via the link to the Learning Management System (MyCourses - Canvas).

## MCOM Simulation in Medicine and Surgery (SIMS) Center

The mission of MCOM SIMS Center is to provide quality healthcare training opportunities through innovative interactive simulation activities to help improve patient safety and clinical outcomes. Simulation events and workshops occur regularly and utilize high-fidelity electronic manikins, human-worn task trainers, virtual reality simulated patients, live actor standardized patients, medical and surgical simulation labs.

The goals of the MCOM SIMS Center are to:

- Facilitate educational opportunities through innovative educational tools.
- Utilize simulation training equipment and modalities to improve students' patient care skills and clinical decision-making abilities.
- Provide simulated patient scenarios to include collaborative, team-based healthcare delivery to enhance students' patient care skills and critical thinking skills.
- Study the effectiveness of simulation training in medical education.
- Facilitate Interprofessional Education through simulated events with various healthcare professionals.

# Office of Testing

The Office of Testing (OOT) is in charge of preparing, administering, and processing scores for all written exams, quizzes, and rubrics-scored essay assignments, and providing score reports to faculty. The OOT is available to answer student questions about testing, provide technical assistance with testing software, arrange make-up exams and reviews for excused absences, and work with faculty, staff, and administration to ensure the quality and security of evaluation material.

The OOT designs the proctoring and administration of exams to meet the highest standards of academic integrity. With student cooperation, the Office of Testing seeks to provide the most secure, consistent, and low-distraction exam environment possible, modeled after the environment of NBME Board exams.

RVU uses ExamSoft™, a secure item banking and electronic testing software platform, to create and administer all written exams and quizzes. Students are required to own and maintain a laptop that meets the minimum requirements of Exemplify™, the exam taker application of ExamSoft. Those requirements are here: [Exemplify MSRs](#)

Requirements are subject to frequent change, so the OOT recommends that students check them before purchasing or updating a laptop for use at RVU. If a student has a last-minute issue with their personal laptop, the OOT has loaner laptops available to borrow. The OOT asks that students limit use of this option to emergencies and to no more than five times per student, per semester.

Please contact [officeoftesting@rvu.edu](mailto:officeoftesting@rvu.edu) for the Colorado and Utah campuses, or [MTOOT@rvu.edu](mailto:MTOOT@rvu.edu) for the Montana campus, with any questions, testing concerns, or to notify OOT of unexpected absences from testing events.

Detailed exam day instructions, best practices, and testing protocol for each program can be found on the [Office of Testing tab](#) under Students on MyVista.

## Print Center

The Print Center streamlines the University's print needs. It reduces outsourcing and incorporates additional services, including business card production, poster printing, lamination, binding, and more. RVU departments and students are able to send their print jobs directly to the Print Center through an online system and can pick them up at their convenience.

The Print Center is located at the Colorado campus on the second floor inside the library and is open Monday through Friday from 8:00 am to 5:00 pm MST. RVU Utah and RVU Montana print jobs are ordered online, processed in Colorado, and then shipped to the appropriate campus for pick up. The Print Center may be contacted through email at [printcenter@rvu.edu](mailto:printcenter@rvu.edu) or by phone at (720) 874-2459.

## Writing Center

The Rocky Vista University Writing Center assists writers in the development of effective written communication, assignments, and professional documents, offering guidance from start to finish—from brainstorming and outlining to revising and editing. To schedule an appointment, please complete their form at <https://www.rvu.edu/writing-center/>.

Through audience- and genre-centered instruction, specific feedback, and access to resources, the RVU Writing supports faculty and students alike.

One-on-one and small-group sessions are tailored to support students and build more accomplished writers in any type of written work, including:

- Reflective writing;
- Proposals, reports, and reviews;
- Abstracts and manuscripts;
- Personal statements; and,
- CVs, resumes, and other professional writing documents.

Sessions are designed to help students:

- Understand assignment expectations;
- Generate, organize, and develop ideas;
- Analyze, synthesize, and argue;
- Summarize, paraphrase, and document sources; and,
- Recognize and revise issues with grammar and syntax.

## Campus Safety & Security

### Campus Safety and Security

The Department of Campus Safety has several ways to ensure that the campus community remains a safe and secure learning environment, including CCTV surveillance cameras, an access-controlled facility, advanced fire control system, and the RAVE Emergency Notification System. The Campus Safety team is committed to providing safety and security services in a professional and consistent manner. RVU strives to provide these services with integrity, professionalism, and timeliness. Campus Safety personnel are present on campus from 6 a.m. to midnight, Monday – Friday and from 8 a.m. to midnight on Saturday & Sunday. They provide proactive patrols, safety escorts, investigations, crime prevention, and many other services. Students, staff, or faculty who witness a crime, accident, emergency, suspicious person, or any other emergency should promptly call the Department of Campus Safety at (406) 901-2722 or contact emergency services by dialing 911. The Department of Campus Safety should be informed of all 911 calls so assistance can be provided to local law enforcement and/or other emergency personnel.

Students, staff, and faculty will receive emergency notifications, including campus closures and weather delays via SMS text messages and email notifications. In the event a Timely Warning Notice is issued, the campus community will be notified as soon as possible through our Emergency Notification Systems in the form of SMS text messages, emails, and/or bull horn/public address system. Students, staff, and faculty will receive a text message notification of RVU campus closures or emergencies.

### CLERY Act

Rocky Vista University shares many of the same interests and concerns as other colleges and communities, including a concern about crime. The University has been fortunate not to have experienced a significant number of crimes, but one should not be misled into thinking the campus is crime-free. There is always the possibility of a criminal act occurring against a member of the RVU community despite the best efforts of the Safety and Security Department and the administrative staff. A truly safe campus can only be achieved through the shared responsibility of all members of the RVU community.

The University is committed to maintaining a safe environment to support a healthy, learning-centered campus. This commitment includes making necessary physical improvements that promote safety and well-being; the revision and updating of policies, procedures, and rules; and an obligation to hold accountable those who choose to commit crimes or violate rules and regulations.

Every student, faculty, staff member, and visitor has an individual responsibility to be aware of their personal safety, to properly utilize college resources, to make positive choices, and to use common sense. Crimes, violations, hate crimes, suspicious persons or activity, and safety issues should be reported upon discovery through the appropriate channels as described in this Handbook. Please take the time to familiarize yourself with the emergency procedures and the important information on the website. Updates, timely warnings, and important information regarding safety on campus will be communicated by emails, fliers, TV monitors, and other presentations.

For more information, view the [RVU Annual Security Report](#).

To obtain a copy of the Daily Crime Log, please visit the Security Office on any of the campuses.

### Firearms, Weapons, and Other Prohibited Items Policy

The purpose of this policy is to establish restrictions regarding the possession, carry, transportation and storage of firearms and weapons and other dangerous items on Rocky Vista University properties or areas of responsibilities. This policy applies to all RVU students, faculty, staff, guests, visitors and contractors.

Possession of firearms, ammunition, explosives, fireworks, and/or other dangerous weapons, which may cause fear, alarm, or threat to another person within or upon the grounds, buildings, or other facilities of RVU or at any RVU-sponsored or supervised functions or events is prohibited.

However, if the individual is legally permitted to transport, possess, purchase, receive, transfer, or store the firearm in the state of the RVU location where they are working, studying, or visiting, it is allowable for the firearm(s) to be stored in the individual's private vehicle in the University parking lot. The firearm must be locked securely in the motor vehicle or in a locked container attached to the motor vehicle while the motor vehicle is not occupied; and the firearm is not in plain view from the outside of the motor vehicle. Any employee or student who intends to have a permitted firearm in their vehicle while in the University parking lot must complete a disclosure form, available at the Department of Campus Safety and Security. If the weapon is a loaded handgun, employee or student must provide proof on the form that the employee or student has a concealed carry permit valid in the state of the RVU location where they are working or attending school. In no event may a person store or possess a loaded rifle, shotgun, or muzzle-loading rifle in a vehicle in the University parking lot.

**Purpose and Scope:**

The purpose of this policy is to establish restrictions regarding the possession, carry, transportation and storage of firearms and weapons and other dangerous items on Rocky Vista University properties or areas of responsibilities. This policy applies to all RVU students, faculty, staff, guests, visitors and contractors.

**Policy Statement:**

Possession of firearms, ammunition, explosives, fireworks, and/or other dangerous weapons, which may cause fear, alarm, or threat to another person within or upon the grounds, buildings, or other facilities of RVU or at any RVU-sponsored or supervised functions or events is prohibited.

However, if the individual is legally permitted to transport, possess, purchase, receive, transfer, or store the firearm in the state of the RVU location where they are working, studying, or visiting, it is allowable for the firearm(s) to be stored in the individual's private vehicle in the University parking lot. The firearm must be locked securely in the motor vehicle or in a locked container attached to the motor vehicle while the motor vehicle is not occupied; and the firearm is not in plain view from the outside of the motor vehicle. Any employee or student who intends to have a permitted firearm in their vehicle while in the University parking lot must complete a disclosure form, available at the Department of Campus Safety and Security. If the weapon is a loaded handgun, employee or student must provide proof on the form that the employee or student has a concealed carry permit valid in the state of the RVU location where they are working or attending school. . In no event may a person store or possess a loaded rifle, shotgun, or muzzle-loading rifle in a vehicle in the University parking lot.

Any person(s) in violation of this policy shall be subject to University disciplinary action and/or criminal charges.

*Exception to this policy would be granted to city, state, or federal law enforcement officers on RVU property for official business.*

**Other Prohibited Weapons or Dangerous Items:**

RVU disallows the following items within its facilities due to existing RVU policies, fire safety laws, as well as federal, state, and local laws. Possession of any of the following items may result in seizure and/or destruction of the items by an RVU representative and may result in disciplinary action:

- Rifles, weapons, ammunition and related paraphernalia, BB guns and air guns.
- Narcotics, recreational or illicit drugs and drug-related items.
- Explosive materials.
- Realistic replicas of firearms or other weapons.
- Gasoline, kerosene and other fuels.
- Firecrackers and fireworks.
- Combustible decorations.
- Candles, lanterns, incense, etc. (No open flames).
- Toxic and hazardous chemicals, except cleaning chemicals and approved lab chemicals.
- Unauthorized cooking equipment (i.e., grills, toaster ovens, hot pots, hot plates, fry pans, etc.).
- Immersion heaters.
- Any other items that may affect the safety or security of the University.

**Additional Information:**

Employees or students who are aware of violations of this policy are required to report such violations to the Department of Campus Safety and Security.

**Clinical Rotations:**

Students on Clinical Rotations must learn and adhere to the policy of the facility in which they are rotating, as RVU policy does not supersede any outside facility's policies in this regard.

The most current version of this policy may be found in the [RVU Policy Repository](#).

## Lost and Found Policy

This policy is intended to ensure that items reported lost or found are properly accounted for and, in the case of items found, returned to their rightful owners, donated, recycled, or disposed of.

The Department of Campus Safety and Security (CSS) will receive and collect lost and found items and store them in the property room until claimed by the owner or for a period of 90 days. After 90 days, any unclaimed property will be donated, recycled, or destroyed.

All found Property must be logged into the Automated Records Management System (ARMS) and assigned a property tag. When an item is claimed, a release of property waiver must be completed and signed before any item is returned to the owner. The waiver is to be filed in an appropriate folder and the ARMS entry must be updated. Items turned in will be held for a period of 90 days from date of intake. At the determination of the CSS Manager or designee, all remaining unclaimed items will be purged from the inventory by one of the following methods: donated, recycled, destroyed, or returned to the finder. Cash money turned in to CSS will be logged by the same process and will be secured within the property room. Unclaimed money will be distributed to the Student Government Association (SGA) at the conclusion of the current 90-day period.

Security will not hold the following items: Clothing, notes, notebooks, coffee mugs, thermoses, water bottles, plates, bowls, eating utensils, food, or drinks.

Any items collected as evidence will be given to the CSS Manager or designee, to be stored in a secure location until handed over to law enforcement for further investigation.

## Personal Safety and Security

Rocky Vista University, together with the clinical site and the student, share the responsibility for ensuring that adequate policies and procedures are in place regarding the safety and security of the students and faculty in all locations where instruction occurs. This includes sites where clinical rotations occur, as well as off-site training locations for University-sponsored events.

Students will be encouraged to become familiar with all safety and security policies in effect at all sites and off-campus events. Finally, all preceptors will be expected to communicate their site-specific policies and safety considerations with students and faculty involved at their location.

RVU as an educational institute falls under the jurisdiction of the [Clery Act](#). The annual security report can be found by taking the hyperlink.

## Student ID Badge Policy

University policy requires all students obtain and carry their RVU Student ID Badge while on campus. It is primarily used for identification, entry into the RVU buildings, for verification of RVU status, and for using University services, such as access to the building. The badge may be obtained at the Security Office on each campus.

Completion of the Critical Student Information Survey is required to obtain the RVU Student ID Badge. Use of the badge by anyone other than the person to whom it was issued is strictly prohibited. The cardholder is responsible for any and all losses associated with their card. RVU Student ID Badges are the property of RVU and must be returned on request.

It is the responsibility of the University to ensure the safety and security of all its students and employees. All students are expected to wear their RVU ID Badge at all times when in RVU buildings. Current students may request the replacement of ID badges according to the following information.

Campus Safety and Security will issue one (1) ID badge at no charge to current employees and students; however, subsequent requests to replace additional ID badges will result in a fee of \$10 each. Replacement for ID badges will be referred to the Safety and Security Department and payment will be made through the Finance Department prior to the creation of a new ID badge.

## Marketing and Communications

The RVU Marketing Department provides many services for members of the RVU community:

### RVU Branding Guidelines and Logo Files

At Rocky Vista University, maintaining a strong and unified brand identity across all communication channels is a top priority. Our [brand page](#) serves as a comprehensive resource, empowering every member of the RVU community to present a consistent and cohesive brand image in all marketing and communication endeavors.

We encourage you to frequent this hub to stay informed about the latest updates to our brand guidelines.

### Marketing Approvals

For all marketing materials, both internal and external, please adhere to the University's brand guidelines. Requests can be submitted to the marketing department at RVU via email at [marketing@rvu.edu](mailto:marketing@rvu.edu). Please provide a detailed description of the proposed material, along with relevant design files and mock-ups. Kindly allow 5 business days for feedback or approval.

All designs should incorporate an approved university logo. The RVU logo should be prominently displayed, unaltered, and unobstructed. Logo size should be appropriate and maintain its integrity across different formats and platforms. Designs should utilize the designated fonts and colors specified in the RVU branding guidelines.

### Press Releases

If students, faculty, or staff would like to have a press release created and distributed about an event or accomplishment (either individually or departmentally), please submit your request to [marketing@rvu.edu](mailto:marketing@rvu.edu).

### Peak to Peak Post

The Peak to Peak Post serves as a cross-campus, RVU-wide internal newsletter, delivering crucial updates, upcoming events, and Inclusive Excellence resources, all while highlighting and honoring the achievements of our faculty, staff, and administrators across all campuses and programs.

The editors of Peak to Peak welcome input and active engagement from the community to shape each unique issue. To contribute or be featured in future newsletters, please fill out our communication [request form](#).

### Event Marketing

When students or clubs are holding events, they can contact Marketing for assistance in planning, materials (such as fliers), and/or social media and regular media marketing. Requests can be made to [marketing@rvu.edu](mailto:marketing@rvu.edu).

### Apparel and Products

Marketing approval is required for any apparel or merchandise that students or employees would like to produce that uses the RVU logo, wordmark, mascot, or any other reference to the University or its programs. Approval requests can be made to [marketing@rvu.edu](mailto:marketing@rvu.edu). RVU branded merchandise can be purchased from [Shop.RVU.edu](http://Shop.RVU.edu).

### Website

The Marketing Department is responsible for maintaining and updating the RVU website. If a student or employee has suggestions or revisions for the website, they should contact [marketing@rvu.edu](mailto:marketing@rvu.edu).

# Email Signature Policy

RVU utilizes a standardized email signature for students and employees, in order to maintain consistent branding for the University, to exhibit professionalism, and to identify spam emails. The Marketing Department is responsible for ensuring the appropriate branding and representation of the University. Examples and instructions for setting it up are provided during orientation.

# Social Media Policy

The Rocky Vista University (RVU) social media policy is established to ensure that all social media activity representing the University is conducted in a manner that upholds RVU's mission, vision, and core values. This policy applies to all members of the RVU Community, including employees, students, alumni, and designated external representatives, who manage or contribute to social media accounts on behalf of the University. The policy is necessary to guide the professional and responsible use of social media, protect the University's brand and reputation, and ensure compliance with applicable laws and University policies.

For the purpose of this policy, "social media" refers to, but is not limited to, blogs (web-based journals) and microblogs (e.g., Tumblr); collaborative websites (e.g., Wikipedia, etc.); message boards; social networking sites (e.g., Facebook, Instagram, GroupMe, LinkedIn, X, Snapchat, Pinterest, WhatsApp); social networking features (University Portal); podcasts (multimedia distributed over the internet); video sharing (e.g., YouTube, TikTok); and photo sharing (e.g., Instagram, Facebook).

## Policy

RVU authorizes the creation and use of approved University social media accounts, provided such use is professional (i.e., HIPAA and FERPA compliant), protects the reputation and brand of the University, is owned and operated under RVU or approved by RVU Marketing, and complies with RVU policies, applicable laws, and regulations.

RVU encourages respectful and constructive interactions among users and with the institution on its social media channels and within comment threads of RVU content. Users are reminded that their posts and comments on RVU's platforms are publicly visible. As such, they should be appropriate for all audiences and reflective of RVU's values.

RVU is not responsible for content posted by visitors on its social media channels. RVU reserves the right to screen and remove any content deemed inappropriate, including but not limited to offensive language; political endorsements; content that harasses, abuses, threatens, or otherwise violates the rights of others; advertisements, promotions, or other commercial content that sells products or services; any outside links; or spam. RVU also reserves the right to block and/or remove users and any associated content who violate this policy.

## Requirements

The Marketing Department maintains, manages, and owns the official Rocky Vista University social media accounts. RVU is the exclusive owner of all RVU trademarks, branded merchandise, and related logos and imagery. Employees and students may not use the RVU logo without an approval ID from the Marketing Department. Visual identity standards must Page 2 OFFICIAL UNIVERSITY POLICY be properly adhered to by following RVU visual identity guidelines at <https://www.rvu.edu/brand/>. The RVU Marketing Department will oversee and monitor all RVU owned and approved accounts to ensure the following maintenance and updates are maintained.

## Account Maintenance and Updates

1. Regular Updates: Official RVU social media accounts will be updated regularly, outlined during the initial setup of the account. Accounts or pages that remain inactive for three months or more may be deactivated or deleted.
2. Administrator Changes: If there is a change in account or page administrators, the new administrator must notify the Marketing Department within one month. Failure to do so may result in account deactivation.
3. Content Responsibility: The account or page administrator is responsible for ensuring that posts accurately reflect RVU's core values. Social media communications must comply with all applicable University policies.
4. User Access: The account or page administrators are responsible for ensuring the proper review, maintenance, and establishment of user roles and responsibilities within the selected platform; and conducting regular audits that include but are not limited to: datetimestamps of access by user, datetimestamp of content accessed by user, datetimestamp of any data downloaded by user, and/or provisioning/deprovisioning of accounts.

## Approval and Branding Requirements

1. Merchandise Sales: Any merchandise sold via social media accounts or pages must be pre-approved by the RVU Marketing Department.
2. Naming Conventions: All social media accounts representing RVU must adhere to University naming conventions for consistent branding across platforms.
  1. Handles (Usernames): Accounts on platforms such as Twitter or Instagram should end with "RVU" (e.g., @LibraryRVU).
  2. Full Name Display: Accounts on platforms like Facebook or LinkedIn must start with "Rocky Vista University" (e.g., "Rocky Vista University Founders Library").

## Professional Conduct and Content Guidelines

1. Code of Conduct: Students should refer to the Code of Conduct in the Student Handbook, and employees should consult the Appropriate Conduct and Discipline section of the Employee Handbook to guide decisions about what is and isn't appropriate to post on social media. Negative or unprofessional behavior online may result in consequences like those for in-person behavior.
2. Content that violates RVU's conduct expectations includes but is not limited to:
  1. Evidence of drug use
  2. Evidence of criminal activity
  3. Evidence of medical malpractice
  4. Violation of patients' rights
  5. Evidence of workplace abuses (such as theft, harassment, or dishonesty)
  6. Evidence of academic fraud or abuses (cheating or dishonesty)
  7. In the interest of collegiality and inclusion, employees and students may not disparage other students, employees, or schools. RVU is a community and encourages everyone to act as such.
3. Content Focus: Posts must be service- or education-based, supporting the objectives of the student club, interest group, track, or department. Posts about student life or RVU culture are permitted if appropriate. Departments and tracks should avoid engaging in political or sensitive topics through affiliated user sites, as they represent RVU. Student clubs, interest groups, and fellows should exercise good judgment in determining appropriate and professional content and avoiding cultural appropriation.
4. Copyright: Respect copyright and fair use policies. When posting content, individuals must ensure they have the right to share it, especially if it involves third-party materials. If unsure about posts that may infringe on the copyright and intellectual property rights of others, contact the Marketing Department for further guidance.
  1. The following credits must be included when using photos or videos owned or provided by the Marketing Department: "Photos courtesy of Marketing Department at Rocky Vista University."

## Media Inquiries and Confidentiality

1. Media Requests: Requests for information or interviews by the media must be referred to the Vice President of Marketing and Enrollment Management. Individual employees or students may not speak to the press on behalf of RVU without prior authorization.
2. Confidential Information: Do not post proprietary or confidential information about RVU, including student, alumni, employee, contractor, or partner information or RVU proprietary information, including course content and test information. Be mindful of FERPA regulations and ensure that no personally identifiable student education records are disclosed through social media. Information collected in connection with research may be protected under a Nondisclosure Agreement, research protocol, or other applicable law or agreement.
  1. Any student in photographs that will be posted on social media sites must sign a photo release form before the photo may be posted. Copies of the photo release form can be requested from the Marketing Department.

## Authorization and Oversight

1. Posting Authority: Authorization is required to post on behalf of RVU or speak on behalf of the University in the social media space. This includes University departments, programs, and student organizations. An approval to post can be rescinded at any time.
  1. Personal testimonials and opinions should be presented in first-person, i.e., "My experience..." or "I think..." For further guidelines, see "Posting on Personal Sites" below.
2. RVU Marketing or IT Department Access: The RVU Marketing or Information Technology (IT) Department may request access to any official RVU social media site. Administrators must comply with such requests to ensure oversight and adherence to University policies.

## Compliance with Platform Rules

1. Platform-Specific Rules: Follow all rules and regulations specific to each social media platform used (e.g., Facebook (TM), X (formerly Twitter) (TM), LinkedIn (TM), etc.).
2. Compliance with University Policies: Communications on social media sites for University purposes must follow all applicable RVU policies.

## Posting on Personal Sites

1. Sharing University News: Employees are encouraged to share RVU news and events that are a matter of public record on their personal social media sites, preferably by linking directly to the source to avoid copyright infringement.
2. Personal Opinions: When sharing views about RVU, make it clear statements are personal views and not on behalf of the University. A disclaimer, such as "The views expressed on this [blog; website] are my own and do not reflect the views of my employer," may be appropriate.
3. University Logo Usage: Do not use the RVU logo on personal social media sites.

# Student Affairs

## Student Services

The Department of Student Affairs is dedicated to fostering a supportive and enriching environment for all students. Student Affairs provides a wide range of resources, opportunities and services designed to enhance the overall student experience. From fostering personal growth to facilitating professional development, and from ensuring student success to cultivating leadership abilities, their initiatives cover a wide spectrum of needs. Building an inclusive community is essential for creating an environment where every student feels valued and supported.

## Career Advising and Planning

As a future osteopathic physician, you are embarking on a fulfilling and impactful journey. At MCOM, we understand that the journey to becoming a physician is not just about acquiring knowledge; it's also about shaping your future career path in medicine. We are dedicated to fostering your personal and professional growth, ensuring that you are well-prepared to excel in the rapidly evolving world of medicine.

Through personalized one-on-one career counseling sessions, workshops, networking events, and access to a wealth of career information, we will offer you the support you need to pursue a rewarding career in the field of osteopathic medicine. The road to residency is a developmental process that involves four key phases:

- Understanding Yourself
- Exploring Options
- Choosing a Specialty
- Preparing for residency

MCOM career advisors offer a holistic approach towards helping students prepare for fulfilling careers in osteopathic medicine. Career advisors work collaboratively with students to answer questions and concerns regarding the career decision-making process. Career-specific programming and individualized career counseling sessions help students understand their own preferences and interests, learn about the 160+ specialties, and create and build CVs in their pre-clinical years, and, during clinical years, understand competitiveness for specialties, prepare for audition externships, interviews, and residency. Students will have access to a site with useful career resources, including a roadmap outlining important steps to take each year as they prepare for residency and work toward achieving their professional goals.

Reach out with career questions or schedule an appointment today!

Current students can [schedule an appointment here](#) or with the Department of Student Affairs.

# Disabilities and Academic Accommodations

Rocky Vista University recognizes disability as an integral part of diversity and is committed to creating an inclusive and equitable educational environment for students with disabilities. Students are required to meet the technical standards set forth by the college/program in which they are enrolled, with or without reasonable accommodations. RVU complies with federal and state law prohibiting discrimination against any applicant or enrolled student on the basis of race, color, religion, sexual preference, age, disability, or other protected status. In accordance with its obligations under the Americans with Disabilities Act of 1990 and Section 5.04 of the Rehabilitation Act of 1973, RVU does not discriminate against qualified individuals with disabilities in admission or in access to programs and activities.

Students who may qualify for accommodations include those who have received accommodations previously or who have been diagnosed with a condition impacting one or more major life activities (such as caring for oneself, performing manual tasks, learning, walking, seeing, hearing, breathing, and working). Although students with temporary illness or injury are not considered disabled by law, every reasonable effort to accommodate their needs will be exercised.

If you feel you meet these criteria or would like to discuss your eligibility for accommodations, you are encouraged to complete our registration form.

Requests for accommodations and services are evaluated on an individual, case-by-case basis and are dependent on a student's functional limitations within a given environment. Through an interactive dialog facilitated by Disability Services, all relevant factors, including the impact of the disability on the student's access to a course or a program, supporting clinical or diagnostic documentation, and the relevant learning outcomes of the given program, will be considered. Requests for accommodations that would result in an alteration of the fundamental nature or learning outcome of a course or a program are not reasonable and will not be approved.

Clinical documentation or other diagnostic information submitted to Disability Services is kept confidential and is released to a third party only with the student's written permission or as required by law. General information about a student's disability and accommodation request/s, however, may be shared with other RVU officials or, in limited circumstances, with third parties who have a legitimate educational need to know. The student's disabilities file is maintained by the RVU Disability Officer and is held separately from the student's official academic record.

Students requesting accommodations must follow the process outlined below.

## Accommodations Request Process

### Step 1: Complete the Initial Accommodation Request Form

It is the student's responsibility to initiate the process with Disability Services as soon as possible after committing to attend RVU, in order to ensure timely approval and implementation of approved accommodations. While requests may be submitted at any point throughout the year, students should consider that the interactive process, including documentation review and eligibility notification, typically requires two (2) weeks. Incomplete documentation may delay the review process.

### Step 2: Schedule an Appointment with Disability Services

After submitting your Initial Accommodation Request Form, you will receive an email with a link to schedule your Welcome Meeting with Disability Services.

Meetings can be held virtually for students on either campus or in-person for students on the Utah campus.

Our first priority is meeting with you. Please do not delay submitting your request due to documentation concerns. The Disability Officer will discuss acceptable types of documentation during your Welcome Meeting, if you are initially unsure what you may submit.

### Step 3: Welcome Meeting

The Welcome Meeting is the beginning of an interactive process in which the Disability Officer will talk with you about disability-related barriers you may be experiencing, any history of accommodations you may have, as well as

possible accommodations that may be reasonable and appropriate in your situation. You will also have the opportunity to ask questions, provide information and otherwise engage with the Disability Officer to understand how accommodations work within a medical education setting and what to expect relative to next steps in the process of establishing your eligibility.

#### **Step 4: Documentation Review and Notification of Eligibility Determination**

Upon receipt of the Initial Contact Form-Request for Accommodations and other supporting documentation, the student's eligibility for accommodations will be reviewed and the student will receive a Notification of Eligibility Determination. The eligibility notification will specify the accommodations for which the student has been approved, and copies will be sent to the Office of Testing and appropriate RVU officials. Once approved for accommodations, the Testing Center will send out instructions for the administration and location of exams with accommodations.

Sometimes a student may be asked to provide additional comprehensive documentation/information if previous documentation is outdated or does not include sufficient relevant information to determine the impact of the disability. Last-minute submission of documentation may result in unavoidable delays in consideration of requested services.

Please note that accommodations granted by the University are not applicable retroactively and will not affect past administrative or academic actions, or past performance evaluations and examinations.

#### **Annual Accommodation Renewal Process**

Students must request to renew their accommodations at the start of each academic year. Failure to request a renewal of accommodations may delay timely implementation. In order to verify their intent to continue using accommodations in subsequent academic years, students should complete the Accommodation Renewal Request Form prior to the first day of Fall semester instruction.

#### **National Board Accommodations**

Students seeking accommodations for licensure exams (USMLE, COMLEX, and PANCE) must directly petition the National Board of Medical Examiners (NBME), the National Board of Osteopathic Medical Examiners (NBOME), or the National Commission on the Certification of Physician Assistants (NCCPA).

#### **ADA Accommodation Review Request**

If you have concerns about the support provided by Disability Services or related procedures, or if you believe that you have been denied reasonable accommodations as requested, we recommend initiating a conversation with the Disability Officer to discuss your concerns. If the matter remains unresolved or if you disagree with a determination reached by the Disability Officer, you may appeal the decision by submitting an Accessibility Grievance Form. This form will be reviewed by the ADA Committee, and you will be contacted within seven (7) days of submission. You will then be given an opportunity to share additional details regarding your specific situation and the reason for your appeal request.

If a student is denied accommodations by the ADA Committee, the student can appeal the decision to the Associate/Assistant Dean of Student Affairs.

## **Educational Learning Support**

The Department of Student Affairs provides educational support designed to enhance student learning at MCOM. Services are offered through individual consultation tailored to meet the individualized academic needs of the student and integrated with the course curricula. Regularly scheduled small and large group sessions provide evidence-based learning strategies to prepare and enhance academic performance. Services include study skills assessment along with intervention strategies, tutoring, ADA accommodations and preparation for licensure exams.

#### **One-on-One Consultation**

- Confidential individual consultation regarding evidence-based study strategies, time management, and academic performance
- Evaluate effectiveness of current study practices
- Structured intervention to increase learning productivity and efficiency

- Individual preparation for courses, clerkships, and licensure examinations
- Referrals to on campus professionals
- Information about resources to enhance learning
- Learning disabilities referrals

### **Board Review Prep**

- Developing individualized study plans
- Resources
- Study prep sessions by faculty and outside experts

### **Assessment/Individualized Educational Guidance and Planning**

- Study skills strategies
- Test-taking strategies
- Time management strategies
- Reading
- Resources
- Additional support services

You can schedule an appointment at the Department of Student Affairs.

## **Physical and Mental Health**

Students at Rocky Vista University may seek diagnostic, preventative, and therapeutic health services at the provider of their choice.

Information is provided on this website as a resource to assist students in seeking health care services that are available both on campus and off-campus.

### **Physical and Mental Health Resources List**

#### **Urgent Mental Health Support**

Call WellConnect at 866-640-4777 to access this service. It is available 24/7/365.

#### **Urgent Physical Health Support**

Montana – Call 911

[All resources are available here](#)

## **Tutoring Services**

### **Tutoring Services at MCOM**

The team of MCOM Tutors are brought together by a shared demonstration of academic excellence in pre-clinical courses, interest in medical education, and supporting the efforts of peers. Tutors serve in a consultative capacity to assist students in their supplemental learning needs. In this regard, effort is made to tailor services in a way that uses learning strategies to meet the needs of pre-clinical students.

### **Services Offered**

- **One-to-One Virtual Consultation:** Every learner is unique, and Individual Course Tutors (ICT) are available to provide customized assistance. To schedule an appointment with an ICT, access [Navigate](#).
- **Topic Review Presentations:** Tutors will present weekly 'high yield' topic review content at the end of each week, tips, and considerations for success. Watch for announcements regarding dates and times for topic review content in the Teams MCOM Tutor Hub.

- **Virtual Semester Preview Sessions:** To help students anticipate specific challenges and needs of courses, tutors provide informative sessions at the beginning of each term or block with helpful information, resources, and tips for success. Watch for announcements regarding dates and times.

To contact the tutoring team, you can email [mttutoring@rvu.edu](mailto:mttutoring@rvu.edu)

# Student Associations, Clubs and Organizations

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Below is the list of clubs currently offered at MCOM:

Pediatrics

Dermatology

Asian Student Association

SAMOPS

Osteopathic Manipulative Medicine Interest Group

Christian Medical & Dental Assoc

American College of Osteopathic Physical Medicine and Rehab

Anesthesia Interest Group

Radiology Interest Group

American College of Family Physicians

College of Osteopathic Surgeons - Medical Student Section

Orthopedics Interest Group

Medical Student Pride Alliance

OBGYN

Student Osteopathic Medical Association

Student National Medical Association

Outreach and Mutual Aid Interest Group

Students for the Advancement of Geriatric Education

Pathology Interest Group

Internal Medicine

Neurology

American Medical Women Association

Salt and Light Club

Emergency Medicine Interest Group

Latin Medical Student Association

Infectious Disease/Oncology Interest Group

Psych SIGN

Ultrasound Interest Group

Student Government Association

## Appendix: Student Resources

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### Student Services Quick-Reference Guide

Questions or concerns regarding...	Refer to...
Academic Standing/Class Rank/GPA	Director of Preclinical Education (DO); Program Director (MSBS and PA); Registrar (all programs)
ADA Accommodations	Educational Support/Student Affairs
Background Checks/Drug Screening/Health Records	Registrar
Career Advising	Advisor/Student Affairs/Clinical Education
Clinical Clerkships	Clinical Rotation Coordinator/Clinical Education
Coursework Grades	Course Director/Faculty
Enrollment Verification/Letter of Good Standing	Registrar
ExamSoft	Office of Testing
Financial Aid	Student Financial Services
Health Insurance (student)	Student Financial Services
Leave of Absence	Associate/Assistant Dean of Student Affairs (DO); Program Director (MSBS and PA)
Library Holdings/Databases/Collections	Library
Medical School Performance Evaluation (MSPE)	Registrar
Mental Health Counseling	Counselor/Student Affairs
MyVista Student Portal	IT Help Desk
Name Changes (legal)	Registrar
Organizing Events	Student Life/Student Affairs
Parking Pass	Security
Peer Mentors	Student Life/Student Affairs
Printing on Campus	Print Center
Scholarships	Student Financial Services
Student Clubs/Organizations	Student Life/Student Affairs
Student ID	Security
Transcripts	Registrar
Tuition and Fees	Student Financial Services
Tutoring/Study Resources	Educational Support/Student Affairs
VSLO/ERAS	Registrar/Faculty Advisor
Wireless Internet Access	IT Help Desk
Withdrawals	Associate/Assistant Dean of Student Affairs (DO); Program Director (MSBS or PA)
Sexual Misconduct	Title IX Coordinator

Complaints (of a Serious Nature) RVU Website Under Student Complaints

### Frequently Used Terms

Acronym or Term	Meaning
AAMC	Association of American Medical Colleges
ACLS	Advanced Cardiovascular Life Support (certification)
AACOM	American Association of Colleges of Osteopathic Medicine
AACOMAS	The centralized online application service for US colleges of osteopathic medicine
AOA	American Osteopathic Association
ARC-PA	Accreditation Review Commission on Education for the Physician Assistant
BLS	Basic Life Support (certification)

Acronym or Term	Meaning
Basic Science Curriculum (BSC)	A required classroom session in which faculty stress application of previous basic science material to clinical case scenarios. The emphasis is on application, integration, and interaction between faculty and students versus passive learning.
Careers in Medicine	AAMC program that provides students with access to information about medical specialties, preparation for residency and practice options to maximize career potential.
Class Rank	A measure of how a student's performance compares to other students in the same class/program. Class rank is calculated based on total number of quality points earned.
Clinical Integration Session (CIS)	A required classroom session in which faculty stress application of previous material to clinical case scenarios. The emphasis is on application, integration, and interaction between faculty and students versus passive learning.
COCA	Commission on Osteopathic College Accreditation
COMLEX	Comprehensive Osteopathic Medical Licensing Examination
CV	Curriculum Vitae; a short account of one's career and qualifications
DEIB	Diversity, Equity, Inclusion, and Belonging
DSA	Designated Student Assignment; a "self-study" assignment created by an identified faculty member consisting of a specific reading assignment, learning objectives, and examination questions that will not be accompanied by a lecture of laboratory session. Students are held responsible for DSA assignments during a CIS, quizzes, and examinations.
ECE	Early Clinical Experience
ERAS	The Electronic Residency Application System is an AAMC application that offers a centralized online application service used to apply to residency programs.
Examination	A summative evaluation of student learning outcomes delivered via proctored written format, computerized format, or practical format.
ExamSoft/ Exemplify	Exam software used to provide a secure and stable testing environment for students.
Exxat	New software portal used to manage clinical clerkship rotations throughout the PA program and clerkships through the third and fourth years of the DO program.
Fellowship	The fellowship program is a 12-month training program integrated within the DO student's third and fourth clinical clerkship years. An additional year is added to the student's osteopathic medical training to accommodate his/her clinical clerkship and fellowship obligations. The fellowship program affords students the opportunity to teach the science and art of osteopathic principles and practice, simulation or anatomy.
FERPA	Family Educational Rights and Privacy Act of 1974, which is a federal law that protects the privacy of and access to personal student educational information
Global Block Schedule (GBS)	Basic schedule of when courses in the DO program run each semester. This schedule does not provide detailed information regarding start and end times or assigned classroom
GME	Graduate Medical Education
Grade Point Average (GPA)	An indication of a student's academic achievement while enrolled at RVU. GPA is calculated as the total number of quality points received over a given period divided by the total number of credits attempted
HIPAA	Health Insurance Portability and Accountability Act of 1996 is United States legislation that provides data privacy and security provisions for safeguarding medical information.
HLC	The Higher Learning Commission; RVU's current institutional accreditor
IPE	Interprofessional Education; occasions when two or more professions learn with, from and about each other to improve collaboration and the quality of care
IRB	Institutional Review Board for Human Subjects Research
Laboratory	A minimum 50-60-minute session in a laboratory or clinical setting that requires "hands on" instruction
Lecture	A standard didactic presentation involving direct faculty instruction in a classroom setting, lasting a minimum of 50 minutes. Each hour of lecture (50 minutes) assumes a minimum of two (2) hours of out-of-class student work.
LMS	Learning Management System; a software application for the administration, documentation, tracking, reporting and delivery of educational courses. RVU currently utilizes an integrated LMS that can be accessed directly through MyVista.
LOR	Letter of Recommendation, typically written by a faculty member or preceptor (author). Used when applying for clinical clerkship clerkships and/or residency applications.
Lottery	Managed by the Department of Clinical Education, the Lottery is the Distribution of Clerkship Assignments process in which current OMS II student doctors are assigned a geographical region to complete core clinical clerkships during OMS III and, if necessary, OMS IV.
MODS	The Medical Operational Data System used to complete the initial electronic portion of the Military GME application
MSPE	Medical School Performance Evaluation; can also be referred to as a Dean's Letter. Honest and objective document summarizes a student's personal attributes, experiences, academic accomplishments, and summative evaluation. All fourth-year medical students will have their MSPE composed and finalized before October 1st of each year and uploaded into ERAS by the Office of the Registrar.
MyVista	RVU's online portal where students, faculty, and staff can log into and access important program, financial, campus, and educational information, as needed.
NBME	National Board of Medical Examiners (administers the USMLE exams)
NBOME	National Board of Osteopathic Medical Examiners (administers the COMLEX exams)
New Innovations	System used to manage clinical clerkship clerkships throughout the third and fourth years of the DO program.
NMS	National Matching Services; service that manages the osteopathic match (among others)
NRMP	National Resident Matching Program; service that manages the allopathic match
OMM	Osteopathic Manipulative Medicine
OPP	Osteopathic Principles and Practice
OSCE	Objective Structured Clinical Examination

Acronym or Term	Meaning
Post-Exam Review (PER)	Faculty-led review of examination questions and results following a major examination.
Preceptor	A practicing physician who gives personal instruction, training, and supervision to a medical student or young physician (assigned for each clinical clerkship clerkship).
Quality Points	The cumulative points earned in a given program for coursework completed and grade(s) earned. Points are calculated by multiplying the numeric grade (in the DO program) or the assigned quality points based on the letter grade (MSBS program) by the number of credit hours for the course.
Remediation	The opportunity to remedy a previously-failed attempt
Rocky the Fighting Prairie Dog	RVU's mascot for the Colorado campus
Rocky the Roadrunner	RVU's mascot for the Southern Utah campus
RVUCOM	Rocky Vista University College of Osteopathic Medicine
RVUCOM-SU	Rocky Vista University College of Osteopathic Medicine - Southern Utah
San Francisco Match	Residency and Fellowship matching service for select specialties.
Semester Credit Hour (SCH)	A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximate no less than 45 hours of instructional/non-instructional time for every one (1) credit.
Shadowing	Opportunity available to students to observe the daily life of a doctor and obtain insight from professionals about their experiences and how they view their field
Shelf Exam	Required exam administered by the Office of Clinical Education after the completion of each Core Clerkship.
SOAP Notes	An acronym for subjective, objective, assessment, and plan, a SOAP note is a method of documentation employed by healthcare providers to write out notes in a patient's chart
Standardized Patient (SP)	Someone who has been trained to portray, in a consistent, standardized manner, a patient in a medical situation
Titer/Titer Lab Report	A titer (pronounced TIE-der) is a laboratory test that measures the presence and amount of antibodies in blood. If the test is positive (above a particular known value) the individual has immunity. If the test is negative (no immunity) or equivocal (not enough immunity) you need to be vaccinated. A Titer Lab Report is generated by the lab that tested the blood sample. The Titer Lab Report must include the test type, exact values (reference range), signature, and date to be acceptable.
Tracks	Extracurricular admission-based concentrations within the DO program that invite students to explore and experience a particular area of medicine closely.
Transcript	An official record of a student's work, showing courses taken and grades achieved
Urology Match	Residency match program for medical students seeking residency in Urology
USMLE	United States Medical Licensing Examination
Visiting Student Learning Opportunities (VSLO)	The AAMC VSLO program merged two existing visiting student programs: the Visiting Student Opportunities (VSLO) Application Service (VSAS®) program that focused exclusively on U.S. domestic (formerly VSAS) away electives and the Global Health Learning Opportunities (GHLO®) program that facilitated international mobility into the U.S., from the U.S. to electives abroad, and from one non-U.S. location to another.

## Outside State-Specific Consumer Protections

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