

## **Accreditation Information**

PCOM is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104; 215-662-5606. The Commission on Higher Education is recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation. In 2005, the Commission approved the extension of the scope of institutional accreditation to PCOM's Georgia branch campus.

The College is also approved by the Department of Education of the Commonwealth of Pennsylvania, which granted recognition in 2004 to GA-PCOM as an approved PCOM branch campus. GA-PCOM is authorized by the Nonpublic Postsecondary Education Commission of Georgia as a branch campus of PCOM.

The doctor of osteopathic medicine programs at PCOM are accredited by the Commission on Osteopathic College Accreditation of the American Osteopathic Association.

Philadelphia College of Osteopathic Medicine School of Pharmacy's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education (ACPE),

135 S. LaSalle Street, Suite 4100 Chicago, IL 60503-4810, 312/664-3575, fax 312/664-4652, [www.acpe-accredit.org](http://www.acpe-accredit.org). ACPE accredits Doctor of Pharmacy programs offered by Colleges and Schools of Pharmacy in the United States and selected non-US sites. The accreditation term granted extends until June 30th, 2016, which is the customary term for a new program receiving Accreditation status.

PCOM's physician assistant program is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

The doctoral program in clinical psychology is accredited by the Committee for Accreditation of the American Psychological Association (APA), 202-336-5979; [www.apa.org/ed/accreditation](http://www.apa.org/ed/accreditation).

The doctoral, educational specialist and M.S. programs in school psychology are approved by the National Association of School Psychologists (NASP). The certification program in school psychology is approved by the Department of Education, Commonwealth of Pennsylvania.

Documents of accreditation are on file in the President's Office, with copies in the Office of the Senior Vice President for Academic Affairs, and may be seen upon request.

## Doctor of Osteopathic Medicine

The general objectives of the educational program are expressed as “core competencies” --- the domains of knowledge and skills in which all students must demonstrate competency to earn the degree, Doctor of Osteopathic Medicine:

- 1 Osteopathic principles and practice, which are established and incorporated in the development of skills.
- 2 Patient care that is compassionate, appropriate and effective for the treatment of health problems and the promotion of health.
- 3 Medical knowledge about established and evolving biomedical, clinical and cognate (e.g., epidemiological and social-behavioral) sciences and the application of this knowledge to patient care.
- 4 Practice-based learning and improvement that involves investigation and selfevaluation of patient care, appraisal and assimilation of scientific evidence, and improvements in patient care.
- 5 Interpersonal and communications skills that result in effective information exchange and teaming with patients, their families and other health professionals.
- 6 Professionalism, as manifested through a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population.
- 7 Systems-based practice, as manifested by actions that demonstrate an awareness of the larger context and system of health care and the ability to effectively call on system resources to provide optimal care.
- 8 Information literacy, as manifested by the capability to access, understand and apply biomedical information, and actions that demonstrate the skills necessary to utilize information technology tools to effectively access information from various resources and formats.

The Basic Sciences and Preclinical Years PCOM students begin preparation for the world of clinical medicine from their first day as medical students. The curriculum combines basic science and clinical course content with integrated courses such as Cellular and Molecular Basis of Medicine, as well as integrated approaches to the pharmacology, pathology, medicine and surgery related to respiratory, genitourinary, cardiovascular and gastrointestinal systems.

The first two years lay the foundation with intense concentration on the basic sciences, anatomy, biochemistry, molecular biology, neuroscience, physiology, microbiology, pathology and pharmacology, taught in integrated course units that emphasize clinical applications. PCOM also recognizes that medical practice is more than science. Coursework in ethics and patient communication helps the student relate well to patients, while content in medical law and public health prepares the student for the complex world of private practice.

The basic sciences are complemented by instruction in clinical subjects such as internal medicine, surgery, neurology, psychiatry, pediatrics, epidemiology, OB/GYN, family medicine, rehabilitation medicine, geriatrics, radiology, oncology and physical diagnosis. The principles and practice of osteopathic medicine are taught throughout the medical curriculum. All students attend small group sessions during the first and second year to develop communication and diagnostic skills. These special instructional activities include patient observation, case conferences and basic clinical skills workshops.

In addition, an active standardized patient and robotic simulation program introduces first and second year students to patient care through examinations of patient actors in a simulated practice setting, augmented by clinical exercises on high-tech human patient simulator manikins.

Clinical Education The last two years emphasize clinical training experiences. Philadelphia Campus students are assigned to clinical clerkships throughout the Commonwealth of Pennsylvania and neighboring states. This unique training network comprises 58 affiliated hospitals, five Healthcare Centers, numerous outpatient units and scores of physicians' offices. These clinical settings become teaching arms of the College; in effect, the Commonwealth is our campus. Students at the Georgia Campus are assigned to clinical clerkships throughout Georgia and the Southeast.

The program is designed to afford progressive student responsibility for all phases of patient care under the direction of experienced physicians. This includes history taking, physical examinations, daily patient rounds, lectures, conferences and case presentations. Students rotate through services in medicine, family practice, manipulative medicine, surgery, cardiology, OB/GYN, pediatrics, psychiatry, otorhinolaryngology and office-based preceptorships. On elective clerkships, students may choose to pursue special interests at other medical institutions anywhere across the nation. All students receive additional training in osteopathic manipulative medicine during the third year.

One objective of the College is to encourage graduates to practice in communities where health care services are most needed. Therefore, each student entering PCOM must be willing to accept clinical education assignments throughout the region. Each senior student serves at least eight weeks in an underserved community clerkship. An alternative rural elective is offered to a limited number of students, whereby the student may select an area of alternative health care delivery or a rural area of intense medical need. In the past, students have chosen studies in India, Israel, Africa, Appalachia and Indian Health Service sites.

### **Special Programs – Philadelphia Campus**

#### **DO/MBA**

In conjunction with Saint Joseph's University, a master of business administration degree may be earned by DO program students who concurrently complete a five-year course of study for the DO degree and a two-year program for the MBA.

Created in 1989 as the nation's first DO/MBA degree, the curriculum requires approximately 39-42 hours of MBA coursework during two summer sessions and four semesters of evening classes in the joint program. This program responds to the increasing need for business acumen in medical practice. It also prepares physicians for a wide range of emerging careers in medical administration.

#### **DO/MPH Program**

Students who have successfully completed their first year of study at PCOM may enter a special joint degree program in affiliation with Temple University, leading to a master of public health degree. Like the DO/MBA program, the master of public health track is a five-year program. The DO/MPH program specializes in community health education and prepares physicians to serve as public health officials and to fill positions in community, government and health care agencies. The master of public health degree also prepares students for eventual specialty training and certification in occupational or environmental medicine.

### **DO/MS/PhD in Health Policy**

Conducted in association with the University of the Sciences in Philadelphia, the DO/MS/PhD program in health policy studies allows PCOM students to augment their medical education with health policy studies leading to the master of science, with an option to progress to a research-based doctoral program. The program prepares students for positions of local or national leadership in health policy making and analysis through the study of research methods, epidemiology, economics, technology, statistics, law and public health policy. Graduates are trained to research and analyze issues affecting health care delivery and health status in a range of professional settings. The DO/MS/PhD program is a dual-degree track open to qualified first year DO students. Students interested in a non-research health policy program may opt for the MPH in health policy.

### **DO/MS in Forensic Medicine**

Students who have successfully completed their first year of medical study at PCOM may enter a special five-year degree program provided by PCOM's Department of Pathology, Microbiology, Immunology and Forensic Medicine, leading to a master of science in forensic medicine. Students complete forensic medicine graduate work through on-campus weekend courses and online instruction during an extended sophomore medical year.

The program provides a core foundation in the theory, principles, ethics, professional practice and legal aspects of forensic medicine. Students acquire skills in the technical aspects of death scene investigation, identifying, preserving and protecting custody of forensic evidence, differentiating accidental and intentional injuries in both living and dead persons, and determining potential forensic value of written and photographic records. The program also provides skills in the interpretation of research in forensics and skills in utilizing information technology to access information in the forensic sciences.

### **DO/MS in Organizational Development and Leadership (ODL)**

Students who have successfully completed their first year of medical study at PCOM may enter a special five-year degree program provided by PCOM's Department of Psychology, leading to a master of science degree in organizational development and leadership. Students complete graduate work through on campus evening class sessions and during an extended sophomore medical year.

The program is designed to incorporate psychological theory and research in teaching the basic skills and techniques of organizational leadership. The mission of the ODL program is to prepare leaders in the art and science of managing strategic change by teaching the competencies and skill sets for improving organizational performance and realizing human potential. A key training focus of the program is the development of program evaluation methods and the creation and use of performance-based outcome measures.

### **Undergraduate Fellowship in Osteopathic Manipulative Medicine**

The undergraduate OMM Fellowship seeks to assist in the development of the student into a highly skilled clinician in all aspects of osteopathic medicine. Students may enter the undergraduate fellowship after their second year of study. with Roxborough Memorial Hospital, Chestnut Hill Hospital and many others, approximately 125 PCOM interns and residents are currently in GME training.

## **Master of Arts (MA) in Healthcare Ethics**

This program responds to the increasing need for experts in ethics medical practice and prepares physicians for a wide range of applications of a background in ethics, including consulting, leadership of hospital ethics committees, and application of the expertise in their own medical practices. This degree combination will augment the medical curriculum by enabling PCOM medical graduates to better understand and address the ethical, cultural, and philosophical issues that influence health care and professional practice. The healthcare ethics curriculum will require 36 hours of graduate level coursework, including transfer and waived credit, taken during two summer sessions and four semesters of evening classes in the joint program, conducted in partnership with St. Joseph's University.

## **GRADUATE PROGRAMS**

### **Clinical Psychology – Doctor of Psychology (PsyD)**

PCOM's Psychology Department presents a practitioner-scholar program that prepares graduates for leadership roles in clinical psychology. The PsyD program is a multi-year American Psychological Association accredited curriculum designed for in-career professionals. The curriculum integrates the Department of Psychology's interdisciplinary core graduate courses, the competencies listed by the National Council of Schools of Professional Psychology, and the core areas of the American Psychological Association and the National Register. Successful completion of the program allows the graduate to qualify for the Examination for Professional Practice of Psychology (EPPP) for licensure as a psychologist. The PsyD program has four major components:

- 1 The sequence of courses, which includes a minimum of eight terms of practicum experience.
- 2 Passing the three-part comprehensive examination. Completion of the first two portions of the comprehensive examination makes students eligible to begin the dissertation process.
- 3 Completing a dissertation or final project.
- 4 Completing a clinical psychology internship. Successful completion of the first three years of coursework and the comprehensive examination confers doctoral candidate status on the PsyD student, who may then proceed to internship.

Upon completion of the comprehensive examination and admission to doctoral candidacy, students are awarded a master of science in clinical psychology.

### **School Psychology – Doctor of Psychology (PsyD)**

The PsyD in the School Psychology program is intended for specialist-level certified school psychologists and requires the MA or MS and specialist level training (minimum) of 60 graduate credits as a prerequisite. One 3-credit course in each of the core foundation areas including: ethics, research, statistics, psychometric theory, biological basis of behavior, cognitive-affective bases of behavior, social bases of behavior, and individual differences as well as courses in consultation and educational assessment is required. The doctoral program requires 57 credits beyond the specialist level, with coursework in professional school psychology, consultation/intervention, development, cognitive therapy, community psychology, assessment and electives. The school psychology program is a therapy-focused track with classes in a traditional evening on campus schedule. The program is NASP-approved and includes a specialty internship, colloquium and a final doctoral project.

### **School Psychology – Master of Science (MS)**

The Master of Science in School Psychology program is designed to provide students with a broad theoretical and practical background in psychology, child development, learning and research. It is a training program to prepare paraprofessionals in community and school settings that provide mental health services to children, youth and families. The program requires 36 credits of graduate study including 18 credits of residency and a comprehensive examination. The MS program is augmented by the specialist-level certification curriculum for students seeking state certification as school psychologists.

### **School Psychology – Educational Specialist (EdS)**

The certification curriculum serves school personnel, social workers and others with a master's degree in a field related to psychology or students who have completed the PCOM MS in School Psychology program. The program is an applied professional psychology curriculum focusing on the interrelation of school learning and social, emotional and behavioral functioning and requires 45 graduate credits beyond the master's degree. Upon completion of program requirements and a satisfactory score on the PRAXIS I exam, graduates can attain school psychologist certification by the Commonwealth of Pennsylvania and apply for national (NCSP) certification eligibility. The program is NASP approved.

### **Counseling and Clinical Health Psychology – Master of Science (MS)**

Graduates of the master of science in counseling and clinical health psychology program are prepared to provide evaluation, counseling and therapy services to clients in a variety of clinical settings with an emphasis on using psychological interventions in the treatment of medical problems. This two-year, 48-credit program trains mental health care providers to work in primary care settings, collaborating with the primary care physician utilizing a biopsychosocial model.

The MS curriculum, in conjunction with four certificates of advanced graduate studies (CAGS) courses, is designed to fulfill the course requirements for the Pennsylvania Licensed Professional Counselor Examination. Students may also elect a concentration in addictions and offender counseling. Applicants to the MS program must have a bachelor's degree from an accredited institution.

### **Organizational Development and Leadership – Master of Science (MS) and Certificate**

Designed for the working professional, the master of science in organizational development and leadership program prepares working professionals to use the theory, skills and techniques of organization building and leadership to become leaders in their field. The 36-credit master program and the 18-credit certificate program are designed to incorporate psychological theory and research in teaching the basic skills and techniques of organizational leadership. The mission of the ODL program is to prepare leaders in the art and science of managing strategic change by teaching the competencies and skill sets for improving organization performance and realizing human potential. A key training focus of the program is the development of program evaluation methods and the creation and use of performance-based outcome measures. Coordinated by the Department of Psychology, the coursework is scheduled in evenings and on weekends.

### **Biomedical Sciences –Master of Science (MS)**

The PCOM graduate program in biomedical sciences provides an opportunity for students with baccalaureate degrees to study the biomedical sciences as preparation for science careers or professional study. The program presents a broad content base in the basic biomedical sciences with a strong emphasis on human medicine and clinical applications of the material.

All students enter the program as candidates for the 2-year master of science degree. The program provides a strong base of biomedical content in the first year, followed by a concentration in the second year. Upon successful completion of the first year of the graduate program, students are awarded the Certificate of Graduate Study.

## **DO/PhD in Cellular and Molecular Biology**

The Joint DO/PhD Program is a collaborative initiative between the Philadelphia College of Osteopathic Medicine and the University of the Sciences in Philadelphia (USci).

The purpose of the Program is to provide a joint degree offering for students who wish to pursue physician-scientist careers and seeks to attract to PCOM those students with specialized career plans. The research-intensive program provides three full years of research fellowship training within the four-year osteopathic medical program. The three-year research component culminates in a research project and dissertation defense.

PCOM awards the Doctor of Osteopathic Medicine degree after successful completion of the DO Program. USci awards the Doctor of Philosophy degree upon successful completion of all requirements for the PhD in Cell and Molecular Biology Program, including dissertation defense and submission of a final manuscript for publication.

The DO/PhD Program is designed to train physician-scientists who will contribute to the fund of knowledge by conducting original, high quality scientific research with the perspective of a clinical practitioner. The program represents a critical link between bench and bedside by combining medical training with research training and will produce clinical scholar-practitioners who can make ongoing contributions to the osteopathic clinical, scientific and academic community

Students are accepted into the program as part of their original application to osteopathic medical school; hence acceptance to the DO and PhD components occurs simultaneously, with USci approving the acceptance into the PhD Program. Non-acceptance to the Joint DO/PhD Program does not preclude a student from being accepted to the DO program only, through the normal PCOM admission process.

For Information regarding admission: <http://www.pcom.edu/Admissions/admissions.html>



## **Doctor of Pharmacy**

### **Philosophy**

The PCOM School of Pharmacy – Georgia Campus curriculum emphasizes patient-centered care, a model consistent with the applied emphasis of PCOM's graduate and medical programs. The mission of the GA-PCOM PharmD program is to educate caring, proactive pharmacists according to a practice model in which the practitioner assumes responsibility for a patient's medication-related needs and is held accountable for this commitment. The program also responds to the need for pharmacists in the nation, the state of Georgia, and the southeastern region. The program educates pharmacists who prepare and provide drug products and assume responsibility for the rational use of drugs by contributing to the design, implementation, monitoring and modification of therapeutic plans that will achieve defined goals and improve therapeutic outcomes.

### **Educational Goals**

The GA-PCOM School of Pharmacy prepares generalist, entry-level pharmacists who are able to deliver high-quality pharmaceutical care. To achieve this mission, students must develop the knowledge, skills, and attitudes that enable them to competently: (a) provide population-based and patient-specific pharmaceutical care, (b) manage and use resources of the health care system, and (c) promote health improvement, wellness, and disease prevention. While preparing pharmacy practitioners is the primary mission of the Doctor of Pharmacy program, the program also provides an avenue by which students may explore a broad range of career opportunities. The program therefore aspires to foster interest in the creation of new knowledge to enhance patient health outcomes and quality of life and also to prepare students for further education.

### **Curriculum**

The program is configured in a curricular format in which students complete:

1. the pre-professional phase (3 or 4 years) of general education, biomedical and pre-pharmaceutical sciences instruction at undergraduate colleges
2. the last four years of pharmacy sciences and practice instruction at the GA-PCOM facility, as well as clinical experiences at clinical sites throughout Georgia and the southeast.

Each term is a 13 week period, corresponding to the calendar used by the PCOM Doctor of Osteopathic Medicine programs in both Philadelphia and Georgia. The extension of coursework over the three terms each academic year provides the opportunity for the across-the-curriculum development of skills. The curriculum is composed of courses in biomedical sciences, pharmaceutical sciences, social/behavioral/administrative sciences, and clinical sciences. A number of elective courses are available to allow students to enhance their knowledge of pharmacy-related topics in specific areas. There are five Introductory Pharmacy Practice Experiences (IPPE) in which students are given exposure to pharmacy practices in a variety of different practice sites and begin their hands-on experiences. The final year of the program consists of the Advanced Pharmacy Practice Experiences (APPE) in which students are required to complete eight different rotations. These rotations consist of five weeks in a particular pharmacy practice site.

Required rotations include:

- Medicine
- Ambulatory Care
- Hospital Practice
- Community Practice

Elective rotations will include rotations such as (but not limited to):

- Cardiology
- Infectious Diseases
- Pediatrics
- Compounding Pharmacy
- Pharmaceutical Industry Management

This curriculum, including active learning skills development time, is designed to develop the knowledge, professional skills, professional attitudes and values that are required for an entry-level pharmacist.

## **Tuition**

For the current Tuition Rate go to:

[http://www.pcom.edu/Administration/Administrative\\_Departments/Bursar\\_s\\_Office/do\\_tuition.html](http://www.pcom.edu/Administration/Administrative_Departments/Bursar_s_Office/do_tuition.html)

## **Other Costs**

**Costs that are calculated for full time enrollment. The combination of tuition, mandatory fees and other costs are used to create a financial aid budget to determine the maximum eligibility for aid. Indirect costs for living expenses are designed to provide you with allowable expenses for the purposes of budgeting. The student controls the actual costs.**

**Click on the link below to view estimated costs for each academic program:**

[http://www.pcom.edu/Financial\\_Aid/Cost\\_of\\_Attendance/CostOfAttendance-Main.html](http://www.pcom.edu/Financial_Aid/Cost_of_Attendance/CostOfAttendance-Main.html)

For PCOM book cost by program and cost for the current term, please go to:

<http://pcom.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&storeId=51556&langId=-1>

This information is maintained by the PCOM Barnes and Noble Bookstore

|             |    |    |    |
|-------------|----|----|----|
| Trespassing | 00 | 00 | 00 |
|-------------|----|----|----|

|                    |    |    |    |
|--------------------|----|----|----|
| All Other Offenses | 00 | 00 | 00 |
|--------------------|----|----|----|

**ROXBOROUGH HEALTH CARE CENTER**

|                 |    |    |    |
|-----------------|----|----|----|
| Larceny - Theft | 02 | 00 | 00 |
|-----------------|----|----|----|

|         |    |    |    |
|---------|----|----|----|
| Assault | 00 | 00 | 00 |
|---------|----|----|----|

|          |    |    |    |
|----------|----|----|----|
| Burglary | 00 | 00 | 00 |
|----------|----|----|----|

|                     |    |    |    |
|---------------------|----|----|----|
| Motor Vehicle Theft | 00 | 00 | 00 |
|---------------------|----|----|----|

|         |    |    |    |
|---------|----|----|----|
| Robbery | 00 | 00 | 00 |
|---------|----|----|----|

|           |    |    |    |
|-----------|----|----|----|
| Vandalism | 00 | 01 | 00 |
|-----------|----|----|----|

|              |    |    |    |
|--------------|----|----|----|
| Sex Offenses | 00 | 00 | 00 |
|--------------|----|----|----|

|                    |    |    |    |
|--------------------|----|----|----|
| Disorderly Conduct | 00 | 01 | 00 |
|--------------------|----|----|----|

|             |    |    |    |
|-------------|----|----|----|
| Hate Crimes | 00 | 00 | 00 |
|-------------|----|----|----|

|             |    |    |    |
|-------------|----|----|----|
| Trespassing | 00 | 00 | 00 |
|-------------|----|----|----|

|                    |    |    |    |
|--------------------|----|----|----|
| All Other Offenses | 00 | 01 | 00 |
|--------------------|----|----|----|

**SULLIVAN HEALTH CARE CENTER**

|                 |    |    |    |
|-----------------|----|----|----|
| Larceny - Theft | 00 | 00 | 00 |
|-----------------|----|----|----|

|         |    |    |    |
|---------|----|----|----|
| Assault | 00 | 00 | 00 |
|---------|----|----|----|

|          |    |    |    |
|----------|----|----|----|
| Burglary | 00 | 01 | 00 |
|----------|----|----|----|

|                     |    |    |    |
|---------------------|----|----|----|
| Motor Vehicle Theft | 00 | 00 | 00 |
|---------------------|----|----|----|

|         |    |    |    |
|---------|----|----|----|
| Robbery | 00 | 00 | 00 |
|---------|----|----|----|

|           |    |    |    |
|-----------|----|----|----|
| Vandalism | 00 | 00 | 00 |
|-----------|----|----|----|

|              |    |    |    |
|--------------|----|----|----|
| Sex Offenses | 00 | 00 | 00 |
|--------------|----|----|----|

|                    |    |    |    |
|--------------------|----|----|----|
| Disorderly Conduct | 00 | 00 | 00 |
|--------------------|----|----|----|

|             |    |    |    |
|-------------|----|----|----|
| Hate Crimes | 00 | 00 | 00 |
|-------------|----|----|----|

|             |    |    |    |
|-------------|----|----|----|
| Trespassing | 00 | 00 | 00 |
|-------------|----|----|----|

|                    |    |    |    |
|--------------------|----|----|----|
| All Other Offenses | 00 | 00 | 00 |
|--------------------|----|----|----|

**PCOM GEORGIA CAMPUS**

|                 |    |    |    |
|-----------------|----|----|----|
| Larceny - Theft | 02 | 03 | 00 |
|-----------------|----|----|----|

|         |    |    |    |
|---------|----|----|----|
| Assault | 00 | 00 | 00 |
|---------|----|----|----|

|          |    |    |    |
|----------|----|----|----|
| Burglary | 00 | 00 | 00 |
|----------|----|----|----|

|                     |    |    |    |
|---------------------|----|----|----|
| Motor Vehicle Theft | 00 | 00 | 00 |
|---------------------|----|----|----|

|         |    |    |    |
|---------|----|----|----|
| Robbery | 00 | 00 | 00 |
|---------|----|----|----|

|                    |    |    |    |
|--------------------|----|----|----|
| Vandalism          | 01 | 01 | 00 |
| Sex Offenses       | 00 | 00 | 00 |
| Disorderly Conduct | 02 | 05 | 05 |
| Hate Crimes        | 00 | 00 | 00 |
| Trespassing        | 04 | 02 | 00 |
| <br>               |    |    |    |
| All Other Offenses | 00 | 00 | 00 |

| <b>OFFENSES</b>                      | <b>2011</b> | <b>2012</b> | <b>2013</b> |
|--------------------------------------|-------------|-------------|-------------|
| <b>PCOM MAIN CAMPUS</b>              |             |             |             |
| Larceny - Theft                      | 01          | 15          | 12          |
| Assault                              | 00          | 00          | 01          |
| Burglary                             | 01          | 00          | 00          |
| Motor Vehicle Theft                  | 00          | 01          | 00          |
| Robbery                              | 00          | 00          | 00          |
| Vandalism                            | 00          | 05          | 00          |
| Sex Offenses                         | 00          | 00          | 00          |
| Disorderly Conduct                   | 00          | 00          | 00          |
| Hate Crimes                          | 00          | 00          | 00          |
| Trespassing                          | 00          | 00          | 00          |
| All Other Offense                    | 02          | 02          | 00          |
| <b>CAMBRIA HEALTH CARE CENTER</b>    |             |             |             |
| Larceny - Theft                      | 00          | 00          | 00          |
| Assault                              | 00          | 00          | 00          |
| Burglary                             | 00          | 00          | 00          |
| Motor Vehicle Theft                  | 00          | 00          | 00          |
| Robbery                              | 00          | 00          | 01          |
| Vandalism                            | 00          | 00          | 00          |
| Sex Offenses                         | 00          | 00          | 00          |
| Disorderly Conduct                   | 00          | 00          | 01          |
| Hate Crimes                          | 00          | 00          | 00          |
| Trespassing                          | 00          | 00          | 00          |
| All Other Offenses                   | 00          | 00          | 01          |
| <b>LANCASTER HEALTH CARE CENTER</b>  |             |             |             |
| Larceny - Theft                      | 00          | 00          | 00          |
| Assault                              | 00          | 00          | 00          |
| Burglary                             | 00          | 00          | 00          |
| Motor Vehicle Theft                  | 00          | 00          | 00          |
| Robbery                              | 00          | 00          | 00          |
| Vandalism                            | 00          | 00          | 00          |
| Sex Offenses                         | 00          | 00          | 00          |
| Disorderly Conduct                   | 00          | 00          | 00          |
| Hate Crimes                          | 00          | 00          | 00          |
| Trespassing                          | 00          | 00          | 00          |
| All Other Offenses                   | 00          | 00          | 00          |
| <b>ROXBOROUGH HEALTH CARE CENTER</b> |             |             |             |
| Larceny - Theft                      | 00          | 00          | 00          |
| Assault                              | 00          | 00          | 00          |
| Burglary                             | 00          | 00          | 00          |
| Motor Vehicle Theft                  | 00          | 00          | 00          |
| Robbery                              | 00          | 00          | 00          |
| Vandalism                            | 00          | 00          | 00          |
| Sex Offenses                         | 00          | 00          | 00          |
| Disorderly Conduct                   | 00          | 00          | 00          |
| Hate Crimes                          | 00          | 00          | 00          |

|             |    |    |    |
|-------------|----|----|----|
| Trespassing | 00 | 00 | 00 |
|-------------|----|----|----|

|                    |    |    |    |
|--------------------|----|----|----|
| All Other Offenses | 00 | 00 | 01 |
|--------------------|----|----|----|

**SULLIVAN HEALTH CARE CENTER**

|                 |    |    |    |
|-----------------|----|----|----|
| Larceny - Theft | 00 | 00 | 00 |
|-----------------|----|----|----|

|         |    |    |    |
|---------|----|----|----|
| Assault | 00 | 00 | 00 |
|---------|----|----|----|

|          |    |    |    |
|----------|----|----|----|
| Burglary | 00 | 00 | 00 |
|----------|----|----|----|

|                     |    |    |    |
|---------------------|----|----|----|
| Motor Vehicle Theft | 00 | 00 | 00 |
|---------------------|----|----|----|

|         |    |    |    |
|---------|----|----|----|
| Robbery | 00 | 00 | 00 |
|---------|----|----|----|

|           |    |    |    |
|-----------|----|----|----|
| Vandalism | 00 | 00 | 00 |
|-----------|----|----|----|

|              |    |    |    |
|--------------|----|----|----|
| Sex Offenses | 00 | 00 | 00 |
|--------------|----|----|----|

|                    |    |    |    |
|--------------------|----|----|----|
| Disorderly Conduct | 00 | 00 | 00 |
|--------------------|----|----|----|

|             |    |    |    |
|-------------|----|----|----|
| Hate Crimes | 00 | 00 | 00 |
|-------------|----|----|----|

|             |    |    |    |
|-------------|----|----|----|
| Trespassing | 00 | 00 | 00 |
|-------------|----|----|----|

|                    |    |    |    |
|--------------------|----|----|----|
| All Other Offenses | 00 | 00 | 00 |
|--------------------|----|----|----|

**PCOM GEORGIA CAMPUS**

|                 |    |    |    |
|-----------------|----|----|----|
| Larceny - Theft | 00 | 08 | 07 |
|-----------------|----|----|----|

|         |    |    |    |
|---------|----|----|----|
| Assault | 00 | 01 | 00 |
|---------|----|----|----|

|          |    |    |    |
|----------|----|----|----|
| Burglary | 00 | 02 | 00 |
|----------|----|----|----|

|                     |    |    |    |
|---------------------|----|----|----|
| Motor Vehicle Theft | 00 | 00 | 00 |
|---------------------|----|----|----|

|         |    |    |    |
|---------|----|----|----|
| Robbery | 00 | 00 | 00 |
|---------|----|----|----|

|           |    |    |    |
|-----------|----|----|----|
| Vandalism | 00 | 00 | 00 |
|-----------|----|----|----|

|              |    |    |    |
|--------------|----|----|----|
| Sex Offenses | 00 | 00 | 00 |
|--------------|----|----|----|

|                    |    |    |    |
|--------------------|----|----|----|
| Disorderly Conduct | 05 | 01 | 00 |
|--------------------|----|----|----|

|             |    |    |    |
|-------------|----|----|----|
| Hate Crimes | 00 | 00 | 00 |
|-------------|----|----|----|

|             |    |    |    |
|-------------|----|----|----|
| Trespassing | 00 | 00 | 00 |
|-------------|----|----|----|

|                    |    |    |    |
|--------------------|----|----|----|
| All Other Offenses | 00 | 00 | 00 |
|--------------------|----|----|----|

## Daily Crime Logs

In compliance with the Clery Act, the Department of Public Safety maintains a daily log of all crimes reported to Public Safety, whether occurring on campus, on a non-campus building or property, on public property or within the patrol jurisdiction of the Public Safety Department.

Philadelphia College of Osteopathic Medicine, Department of Security and Public Safety maintains a daily crime log that contains specific information pertaining to any and all crimes that occur within the college jurisdiction that are reported. The daily crime log may be viewed at Rowland Hall, Suite #232.

Certain information may be withheld from the crime log under specified circumstances, primarily information that would be jeopardizing the success of an investigation or the safety of a person in the investigation. Security and Public Safety Department makes the crime log for the most recent 60-day period open to public inspection during normal business hours, while crime logs containing material more than 60 days old are retained for seven years for public inspection upon two days' notice.

.....





## **PCOM CAMPUS EMERGENCY NOTIFICATION SYSTEM**

Philadelphia College of Osteopathic Medicine has implemented a new emergency notification system (P.E.N.S.) that will inform students, faculty and staff in the event of an emergency through phone text-messaging or e-mail.

The system uses e2Campus, a web-based, mass notification system that allows College administrators to send alerts instantly and simultaneously to students, faculty and staff's cell phone or e-mail simultaneously.

Providing this information is the best way to ensure that you will be reached in the event of an emergency. If you haven't registered, please take a few minutes now to register or update your contact information.

Access P.E.N.S. by clicking on the link below to create or update an account.

Students, please select an opt-out date closest to your graduation date. Faculty and staff, please select the furthest possible date (e.g. Dec 31 2011).

Please enter your Novell login name as your username.  
(e.g. JaneSm)

<http://www.e2campus.com/my/pcom/signup.htm>

All information is secure and confidential.

For financial aid information, please follow the link below:

[http://www.pcom.edu/Financial\\_Aid/financial\\_aid.html](http://www.pcom.edu/Financial_Aid/financial_aid.html)

---

# Philadelphia College of Osteopathic Medicine

## Code of Conduct Related to Student Loan Activities (Student Loan Activities Code)

---

### Policy Statement

Philadelphia College of Osteopathic Medicine (“PCOM”) as a participant in federal loan programs is required to have a code of conduct applicable to its officers, employees, and agents. The code of conduct requirements are set forth in the Higher Education Opportunity Act (“HEOA”) signed into law on August 14, 2008. PCOM has adopted a general Code of Conduct applicable to all members of the PCOM community, but the Code of Conduct Related to Student Loan Activities (“Student Loan Activities Code”) is an additional requirement specific to certain transactions and activities related to financial aid matters. In addition, the HEOA includes requirements related to publication of the Student Loan Activities Code and annual disclosures.

---

### Reason for Policy

The HEOA program participation agreement which must be executed by all institutions participating in Title IV financial aid programs, including student loan programs, requires a code of conduct with which the institution’s officers, employees, and agents shall comply. Such code must prohibit a conflict of interest with the responsibilities of an officer, employee, or agent of an institution with respect to such loans, and include the provisions set forth in the HEOA related to conflicts. The law further specifies that the code shall be displayed prominently on the institution’s website and that all institutional officers, employees and agents with responsibilities related to such loans be annually informed of the provisions of the code of conduct.

---

## Scope

The Student Loan Activities Code is applicable to all PCOM officers, employees and agents and, with respect to provisions of this code dealing with decisions of the Board of Trustees of PCOM regarding education loans, to the members of the Board of Trustees.

The Student Loan Activities Code shall be distributed annually to all PCOM trustees, and to all officers, employees and agents with responsibilities related to student loan activities.

---

## Student Loan Activities Code

Philadelphia College of Osteopathic Medicine hereby adopts the following provisions from the HEOA, Section 493 as its Code of Conduct Related to Student Loan Activities and will annually inform all PCOM officers, employees, and agents with responsibilities for student loan activities and decisions of the provisions of this code. This code is supplemental to existing PCOM policies related to conflicts of interest and conduct.

- (1) BAN ON REVENUE-SHARING ARRANGEMENTS.—
  - (A) PROHIBITION.—PCOM shall not enter into, and no officer, employee or agent of PCOM shall cause or permit PCOM to enter into any revenue-sharing arrangement with any lender.
  - (B) DEFINITION.—For purposes of this paragraph, the term ‘revenue-sharing arrangement’ means an arrangement between an institution and a lender under which—
    - (i) a lender provides or issues a loan that is made, insured, or guaranteed under this title to students attending the institution or to the families of such students; and
    - (ii) the institution recommends the lender or the loan products of the lender and in exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to the institution, an officer or employee of the institution, or an agent.
- (2) GIFT BAN.—
  - (A) PROHIBITION.—No officer or employee of PCOM who is employed in the financial aid office of PCOM or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans.

(B) DEFINITION OF GIFT.—

(i) IN GENERAL.—In this paragraph, the term ‘gift’ means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimus amount, (i.e., a monetary value of \$25.00 or less). The term includes a gift of services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.

(ii) EXCEPTIONS.—The term ‘gift’ shall not include any of the following:

(I) Standard material, activities, or programs on issues related to a loan, default aversion, default prevention, or financial literacy, such as a brochure, a workshop, or training.

(II) Food, refreshments, training, or informational material furnished to an officer or employee, or to an agent, as an integral part of a training session that is designed to improve the service of a lender, guarantor, or servicer of education loans to PCOM, if such training contributes to the professional development of the officer, employee, or agent of PCOM.

(III) Favorable terms, conditions, and borrower benefits on an education loan provided to a student employed by PCOM if such terms, conditions, or benefits are comparable to those provided to all students of PCOM.

(IV) Entrance and exit counseling services provided to borrowers to meet PCOM’s responsibilities for entrance and exit counseling as required by subsections (b) and (l) of section 485 of the HEOA, as long as—

(aa) PCOM’s staff are in control of the counseling, (whether in person or via electronic capabilities); and

(bb) such counseling does not promote the products or services of any specific lender.

(V) Philanthropic contributions to PCOM from a lender, servicer, or guarantor of education loans that are unrelated to education loans or any contribution from any lender, guarantor, or servicer that is not made in exchange for any advantage related to education loans.

(VI) State education grants, scholarships, or financial aid funds administered by or on behalf of a State.

(ii) RULE FOR GIFTS TO FAMILY MEMBERS.—For purposes of this paragraph, a gift to a family member of an officer or employee

of PCOM, to a family member of an agent, or to any other individual based on that individual's relationship with the officer, employee, or agent, shall be considered a gift to the officer, employee, or agent if—

- (I) the gift is given with the knowledge and acquiescence of the officer, employee, or agent; and
- (II) the officer, employee, or agent has reason to believe the gift was given because of the official position of the officer, employee, or agent.

(3) CONTRACTING ARRANGEMENTS PROHIBITED.—

(A) PROHIBITIONS.—An officer or employee who is employed in the financial aid office of PCOM or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans. No officer, employee, or agent of PCOM who performs paid or unpaid service on a board of directors of a lender, guarantor or servicer of education loans may participate in any decision of the Board of Trustees of PCOM regarding education loans at PCOM. No officer, employee or contractor of any lender who serves on the Board of Trustees of PCOM may participate in any decision of the Board of Trustees of PCOM regarding education loans at PCOM.

(B) EXCEPTIONS.—Nothing in this subsection shall be construed as prohibiting—

- (i) an officer or employee of PCOM who is not employed in PCOM's financial aid office and who does not otherwise have responsibilities with respect to education loans, or an agent who does not have responsibilities with respect to education loans, from performing paid or unpaid service on a board of directors of a lender, guarantor, or servicer of education loans;
- (ii) an officer or employee of PCOM who is not employed in PCOM's financial aid office but who has responsibility with respect to education loans as a result of a position held at PCOM, or an agent who has responsibility with respect to education loans, from performing paid or unpaid service on a board of directors of a lender, guarantor, or servicer of education loans; or
- (iii) an officer, employee, or contractor of a lender, guarantor, or servicer of education loans from serving on the Board of Trustees of PCOM.

---

## Sanctions

Violations of PCOM policies, including the failure to avoid a prohibited activity or disclose a conflict of interest in timely manner, will be dealt with in accordance with applicable PCOM policies and procedures, which may include disciplinary actions up to and including termination.

---

## Web Address for this Policy

[Policy Web Address]

---

## Related Information

[link to PCOM Code of Conduct]

-Federal Higher Education Opportunity Act (HEOA) August, 2008

---

## History

This policy was created in 2009 and restated in 2010 to comply with the HEOA Act of 2008.

## Refund Policy

If a student withdraws from classes within seven weeks from the start of the term, a pro-rata refund or tuition credit may be authorized. In the case of full withdrawals, the effective date of the withdrawal is the date on which the student filed with the dean a written notification of withdrawal or a request for a leave of absence. For courses not conducted on a weekly schedule, summer sessions, and for clinical clerkships in the DO and Physician Assistant programs, the refund is prorated according to the percent of the clerkships or course completed as indicated in parentheses below.

### REFUND SCHEDULE

| <b>Withdrawal Within:</b>   | <b>Tuition Owed</b> | <b>Credit</b> |
|---|---------------------|---------------|
| 1st week of class<br>(up to 5% of instructional time)   | 0%                  | 100%          |
| 2nd week of class<br>(more than 5% but no more than 10% of instructional time)                    | 10%                 | 90%           |
| 3 <sup>rd</sup> & 4th week of class<br>(more than 10% but no more than 25% of instructional time) | 25%                 | 75%           |
| 5th through 7th week of class<br>(more than 25% but no more than 50% of instructional time)       | 50%                 | 50%           |
| After 7 <sup>th</sup> week of class   | 100%                | 0%            |

No fee or portion of a fee is refundable. The refund policy is subject to change at the discretion of the Board of Trustees, but in no instance will such a change become retroactive.

All federal financial aid funds are credited or returned in compliance with the Federal Return Policy schedule.

In special circumstances, including medical/family emergency, military reservist activation, or academic dismissal (or denial of academic appeal) based on a previous term's academic performance, the Senior Vice President for Academic Affairs and/or the Chief Financial Officer may authorize a full refund of tuition or a refund greater than what is applicable according to the refund policy.

### Return of Title IV Funds

The Financial Aid Office is required by federal program guidelines to recalculate federal financial aid eligibility for students who withdraw, drop out, are



dismissed, or take a leave of absence prior to completing more than 60 percent of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the College prior to completing more than 60 percent of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100 percent of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term. If a student earned less aid than was disbursed, the College would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the College.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement that must be paid within 120 days of the student's withdrawal. The College must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Perkins Loans
- Federal Graduate (PLUS) Loans
- Other assistance under this Title for which return of funds is required

## Copyright Policy

It is the policy of Philadelphia College of Osteopathic Medicine to comply with the U.S. Copyright Act of 1976. All PCOM faculty, staff, students are expected to act as responsible users of the copyrighted works of others which includes making informed decisions based on the fair use exemptions to the copyright laws.

U.S. laws protect the rights of individuals regarding their own works. The penalties for violation of copyright law can range from college sanctions to civil and criminal prosecution. Persons who copy and distribute copyrighted material without legal permission may be found liable for civil or criminal copyright infringement. Civil penalties for federal copyright infringement provide for significant financial compensation for damages such as \$150,000 for each willful act. Criminal penalties can be up to five years in prison and \$250,000 in fines. The College cannot protect students, faculty or staff from a copyright complaint, and the college may also be required by law to disclose information to a complainant for use in pursuing legal action. Copyright infringement may also result in college-imposed sanctions for misconduct.

Federal copyright law protects “original works of authorship fixed in any tangible medium,” which includes works of literature, music, drama, film, sculpture, visual art, architecture, and other creative media. (Title 17, U.S.Code, Section 101.) Most works published after 1923 (except those authored by the U.S. Government) should be presumed to be copyright protected, unless there is information or notice from the copyright holder that the work is in the public domain. Works published prior to March 1, 1989, generally require a copyright notice to be protected, but those published on or after March 1, 1989 are not required for copyright protection. [Copyright Office Circular 22](#) explains how to determine the copyright status of a work.

The doctrine of "Fair Use" (section 107 of the U.S. copyright law) in limited situations permits the use of a copyrighted work, including reproducing portions of that work, without the copyright owner's permission. Section 107 of the Copyright Act establishes four basic factors to be examined in determining whether a use constitutes a "Fair Use" under the copyright law. These factors are:

- a) The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- b) The nature of the copyrighted work;
- c) The amount and substantiality of the portion of the work used in relation to the copyrighted work as a whole; and
- d) The effect of the use in question upon the potential market for or value of the copyrighted work.

No factor is determinative of a person's right to use a copyrighted work without permission. Educational use alone is not sufficient to make the use in question a fair one.

Photocopies or other reproductions can be furnished only under certain conditions, if they will be used solely for private individual study, scholarship, or research. Use of the reproduction for other purposes may make the user liable for copyright infringement.

PCOM reserves the right to refuse to accept a copying request, if, in its judgment, fulfillment of the order would involve violation of copyright law. (17 U.S.C. 207, and under title 17 of the U.S. Code as amended by Pub. Law 94-553: 108, 702. Dated August 9, 1977).

### **PEER-TO-PEER FILE-SHARING**

The College has implemented measures within the PCOM information system that prevent the use of Peer to Peer file sharing applications on all campus network computers. However, students should be aware of the implications and risks of using such applications on personal computers.

Copying or distributing copyrighted media such as songs, movies, software, video games, text and pictures, without authorization from the copyright owner may constitute copyright infringement. The *Copyright Owner* has the right to control, within certain limits, how their works are published, distributed, and sold, and the correlative right to be paid for the use of a work. A number of copyright infringement lawsuits and subpoenas have been filed by major companies and their respective industry associations, including the Recording Industry Association of America (RIAA), the Motion Pictures Association of America (MPAA) and the Software & Information Industry Association (SIIA). Federal copyright law entitles the copyright holders to seek statutory damages of up to \$150,000 for each act of willful infringement (for example, each song or movie illegally copied or distributed).

#### **Resources:**

Educause - Copyrights <[http://www.educause.edu/Browse/645?PARENT\\_ID=252](http://www.educause.edu/Browse/645?PARENT_ID=252)>

U.S. Copyright Office - DMCA Summary <<http://www.copyright.gov/legislation/dmca.pdf>>

### **ALTERNATIVES TO ILLEGAL DOWNLOADING**

Below are lists of sites that offer free or inexpensive products that can be used as alternatives to illegal downloading:

Clipart:

<http://www.coolarchive.com/>

<http://www.mediabuilder.com/>

<http://www.barrysclipart.com/>

Fonts:

<http://www.blambot.com>

<http://www.fonts.com>

<http://www.fontshop.com/index.cfm>

Photos:

<http://www.freefoto.com/>

<http://www.istockphoto.com/>

Music:

<http://www.iTunes.com/>

<http://www.MusicMatch.com/>

<http://www.rhapsody.com/>

<http://www.napster.com/>

<http://music.msn.com/>

<http://music.yahoo.com/unlimited/>

## **INTELLECTUAL PROPERTY**

The rights of an individual in regard to his or her own oral presentations, visual productions, computer programs, graphics, etc. must be honored. Faculty, fellow students, and other presenters are under no obligation to permit the recording or duplication of their presentations or academic material. Video cameras are not permitted in any classroom or lab without the expressed written consent of the Campus Dean's Office and the instructor.

Number of degrees and certificates awarded, by level and race/ethnicity and gender: 2012-13

**Total**

| Race/ethnicity and Gender                 | Certificates Below Bachelor's | Certificates Above Bachelor's | Associate's | Bachelor's | Master's | Doctor's research/scholarship | Doctor's professional practice | Doctor's other |
|---|-------------------------------|-------------------------------|-------------|------------|----------|-------------------------------|--------------------------------|----------------|
| Grand total                               | 0                             | 154                           | 0           | 0          | 195      | 0                             | 399                            | 0              |
| American Indian or Alaska Native          | 0                             | 0                             | 0           | 0          | 0        | 0                             | 2                              | 0              |
| Asian                                     | 0                             | 6                             | 0           | 0          | 10       | 0                             | 47                             | 0              |
| Black or African American                 | 0                             | 21                            | 0           | 0          | 41       | 0                             | 37                             | 0              |
| Hispanic or Latino                        | 0                             | 2                             | 0           | 0          | 7        | 0                             | 12                             | 0              |
| Native Hawaiian or Other Pacific Islander | 0                             | 0                             | 0           | 0          | 0        | 0                             | 1                              | 0              |
| White                                     | 0                             | 61                            | 0           | 0          | 121      | 0                             | 268                            | 0              |
| Two or more races                         | 0                             | 39                            | 0           | 0          | 11       | 0                             | 22                             | 0              |
| Race/ethnicity unknown                    | 0                             | 24                            | 0           | 0          | 4        | 0                             | 8                              | 0              |
| Nonresident alien                         | 0                             | 1                             | 0           | 0          | 1        | 0                             | 2                              | 0              |

**Men**

| Race/ethnicity and Gender                 | Certificates Below Bachelor's | Certificates Above Bachelor's | Associate's | Bachelor's | Master's | Doctor's research/scholarship | Doctor's professional practice | Doctor's other |
|---|-------------------------------|-------------------------------|-------------|------------|----------|-------------------------------|--------------------------------|----------------|
| Grand total                               | 0                             | 57                            | 0           | 0          | 41       | 0                             | 181                            | 0              |
| American Indian or Alaska Native          | 0                             | 0                             | 0           | 0          | 0        | 0                             | 0                              | 0              |
| Asian                                     | 0                             | 3                             | 0           | 0          | 2        | 0                             | 21                             | 0              |
| Black or African American                 | 0                             | 9                             | 0           | 0          | 7        | 0                             | 12                             | 0              |
| Hispanic or Latino                        | 0                             | 0                             | 0           | 0          | 1        | 0                             | 5                              | 0              |
| Native Hawaiian or Other Pacific Islander | 0                             | 0                             | 0           | 0          | 0        | 0                             | 0                              | 0              |
| White                                     | 0                             | 18                            | 0           | 0          | 28       | 0                             | 131                            | 0              |
| Two or more races                         | 0                             | 16                            | 0           | 0          | 1        | 0                             | 8                              | 0              |
| Race/ethnicity unknown                    | 0                             | 11                            | 0           | 0          | 1        | 0                             | 3                              | 0              |
| Nonresident alien                         | 0                             | 0                             | 0           | 0          | 1        | 0                             | 1                              | 0              |

**Women**

| Race/ethnicity and Gender        | Certificates Below Bachelor's | Certificates Above Bachelor's | Associate's | Bachelor's | Master's | Doctor's research/scholarship | Doctor's professional practice | Doctor's other |
|----------------------------------|-------------------------------|-------------------------------|-------------|------------|----------|-------------------------------|--------------------------------|----------------|
| Grand total                      | 0                             | 97                            | 0           | 0          | 154      | 0                             | 218                            | 0              |
| American Indian or Alaska Native | 0                             | 0                             | 0           | 0          | 0        | 0                             | 2                              | 0              |
| Asian                            | 0                             | 3                             | 0           | 0          | 8        | 0                             | 26                             | 0              |

|   |   |    |   |   |    |   |     |   |
|---|---|----|---|---|----|---|-----|---|
| Black or African American                 | 0 | 12 | 0 | 0 | 34 | 0 | 25  | 0 |
| Hispanic or Latino                        | 0 | 2  | 0 | 0 | 6  | 0 | 7   | 0 |
| Native Hawaiian or Other Pacific Islander | 0 | 0  | 0 | 0 | 0  | 0 | 1   | 0 |
| White                                     | 0 | 43 | 0 | 0 | 93 | 0 | 137 | 0 |
| Two or more races                         | 0 | 23 | 0 | 0 | 10 | 0 | 14  | 0 |
| Race/ethnicity unknown                    | 0 | 13 | 0 | 0 | 3  | 0 | 5   | 0 |
| Nonresident alien                         | 0 | 1  | 0 | 0 | 0  | 0 | 1   | 0 |

**Number of degrees and certificates awarded, by level and program: 2012-13**

| Program  | Certificates Below Bachelor's | Certificates Above Bachelor's | Associate's | Bachelor's | Master's | Doctor's research/scholarship | Doctor's professional practice | Doctor's other |
|--|-------------------------------|-------------------------------|-------------|------------|----------|-------------------------------|--------------------------------|----------------|
| Grand total  | -                             | 154                           | -           | -          | 195      | -                             | 399                            | -              |
| Psychology   | -                             | 32                            | -           | -          | 51       | -                             | 51                             | -              |
| Homeland Security, Law Enforcement, Firefighting, and Related Protective Service | -                             | -                             | -           | -          | 26       | -                             | -                              | -              |
| Health Professions and Related Programs  | -                             | 122                           | -           | -          | 95       | -                             | 348                            | -              |
| Business, Management, Marketing, and Related Support Services                    | -                             | -                             | -           | -          | 23       | -                             | -                              | -              |

GRAND TOTAL BY FIRST MAJOR

| 99.0000 Summary Grand Totals                   | Award Level | Nonresident alien | Hispanic Latino | American Indian or Alaska Native | Asian | Black or African American | Native Hawaiian or Other Pacific Islander | White | Two or more Races | Race/ethnicity unknown | Total | PY Total |
|--|-------------|-------------------|-----------------|----------------------------------|-------|---------------------------|---|-------|-------------------|------------------------|-------|----------|
| <b>Postbaccalaureate certificates</b>          | <b>6</b>    |                   |                 |                                  |       |                           |   |       |                   |                        |       |          |
| Men  |             | 0                 | 2               | 0                                | 8     | 28                        | 0   | 6     | 4                 | 0                      | 48    | 33       |
| Women  |             | 0                 | 2               | 0                                | 4     | 26                        | 1   | 21    | 7                 | 0                      | 61    | 50       |
| <b>Total</b>                                   |             | 0                 | 4               | 0                                | 12    | 54                        | 1   | 27    | 11                | 0                      | 109   | 83       |
| <b>Master's degree</b>                         | <b>7</b>    |                   |                 |                                  |       |                           |   |       |                   |                        |       |          |
| Men  |             | 0                 | 0               | 0                                | 2     | 7                         | 0   | 13    | 3                 | 1                      | 26    | 59       |
| Women  |             | 1                 | 3               | 0                                | 12    | 36                        | 2   | 97    | 4                 | 0                      | 155   | 126      |
| <b>Total</b>                                   |             | 1                 | 3               | 0                                | 14    | 43                        | 2   | 110   | 7                 | 1                      | 181   | 185      |
| <b>Post-Master's certificates</b>              | <b>8</b>    |                   |                 |                                  |       |                           |   |       |                   |                        |       |          |
| Men  |             | 0                 | 0               | 0                                | 0     | 1                         | 0   | 3     | 0                 | 0                      | 4     | 3        |
| Women  |             | 0                 | 0               | 0                                | 0     | 5                         | 0   | 19    | 0                 | 0                      | 24    | 15       |
| <b>Total</b>                                   |             | 0                 | 0               | 0                                | 0     | 6                         | 0   | 22    | 0                 | 0                      | 28    | 18       |
| <b>Doctor's degree - professional practice</b> | <b>18</b>   |                   |                 |                                  |       |                           |   |       |                   |                        |       |          |
| Men  |             | 0                 | 1               | 0                                | 20    | 7                         | 2   | 124   | 2                 | 1                      | 157   | 145      |
| Women  |             | 2                 | 7               | 0                                | 29    | 21                        | 0   | 166   | 1                 | 4                      | 230   | 206      |
| <b>Total</b>                                   |             | 2                 | 8               | 0                                | 49    | 28                        | 2   | 290   | 3                 | 5                      | 387   | 351      |

|                   |  |   |    |   |    |     |   |     |    |   |     |     |
|-------------------|--|---|----|---|----|-----|---|-----|----|---|-----|-----|
| Grand Total Men   |  | 0 | 3  | 0 | 30 | 43  | 2 | 146 | 9  | 2 | 235 | 240 |
| Grand Total Women |  | 3 | 12 | 0 | 45 | 88  | 3 | 303 | 12 | 4 | 470 | 397 |
| Grand Total       |  | 3 | 15 | 0 | 75 | 131 | 5 | 449 | 21 | 6 | 705 | 637 |

|                      |  |   |    |   |    |    |    |     |    |    |  |     |
|----------------------|--|---|----|---|----|----|----|-----|----|----|--|-----|
| PY Grand Total Men   |  | 0 | 6  | 1 | 12 | 13 | 13 | 187 | 6  | 2  |  | 240 |
| PY Grand Total Women |  | 3 | 7  | 0 | 27 | 49 | 16 | 275 | 11 | 9  |  | 397 |
| PY Grand Total       |  | 3 | 13 | 1 | 39 | 62 | 29 | 462 | 17 | 11 |  | 637 |

|                         |             |
|-------------------------|-------------|
| <b>TOTAL ENROLLMENT</b> | <b>2736</b> |
|-------------------------|-------------|

|                                  |             |
|----------------------------------|-------------|
| <b>TOTAL PHILADELPHIA CAMPUS</b> | <b>1762</b> |
| <b>TOTAL GEORGIA CAMPUS</b>      | <b>974</b>  |

| <b>ENROLLMENT BY PROGRAM</b>                                  | <b># STUDENTS</b> |
|---|-------------------|
| <b>GRADUATE GEORGIA CAMPUS</b>                                |                   |
| Biomedical Science MS - Georgia Campus                        | 116               |
| Organizational Development & Leadership MS-Georgia Campus     | 20                |
| <b>TOTAL GRADUATE GEORGIA CAMPUS</b>                          | <b>136</b>        |
| <b>GRADUATE PHILADELPHIA CAMPUS</b>                           |                   |
| Biomedical Science MS - Philadelphia Campus                   | 92                |
| Physicians Assistant Studies MS                               | 111               |
| Forensic Medicine MS  | 70                |
| Organizational Development & Leadership - Philadelphia Campus | 39                |
| School Psychology MS  | 18                |
| School Psychology EdS   | 54                |
| School Psychology PsyD  | 59                |
| Counseling & Clinical Health Psychology                       | 76                |
| Clinical Psychology PsyD                                      | 145               |
| Post Doctoral Psychology                                      | 1                 |
| CAGS  | 5                 |
| Certificate ODL   | 5                 |
| Respecialization School PSYD                                  | 1                 |
| <b>TOTAL GRADUATE PHILADELPHIA CAMPUS</b>                     | <b>676</b>        |
| <b>TOTAL GRADUATE ENROLLMENT</b>                              | <b>812</b>        |
| <b>PHARMACY</b>   |                   |
| <b>CLASS OF 2014 - PHARMD Georgia</b>                         | <b>73</b>         |
| <b>CLASS OF 2015 - PHARMD Georgia</b>                         | <b>81</b>         |
| <b>CLASS OF 2016 - PHARMD Georgia</b>                         | <b>110</b>        |
| <b>CLASS OF 2017 - PHARMD Georgia</b>                         | <b>101</b>        |
| <b>TOTAL PHARMD GEORGIA CAMPUS</b>                            | <b>365</b>        |
| <b>DOCTOR OF OSTEOPATHIC MEDICINE</b>                         |                   |
| <b>CLASS OF 2014 -Philadelphia Campus</b>                     | <b>278</b>        |
| <b>CLASS OF 2015 -Philadelphia Campus</b>                     | <b>260</b>        |
| <b>CLASS OF 2016 -Philadelphia Campus</b>                     | <b>270</b>        |
| <b>CLASS OF 2017 -Philadelphia Campus</b>                     | <b>278</b>        |
| <b>TOTAL DO PHILADELPHIA CAMPUS</b>                           | <b>1086</b>       |
| <b>CLASS OF 2014 - Georgia Campus</b>                         | <b>73</b>         |
| <b>CLASS OF 2015 - Georgia Campus</b>                         | <b>130</b>        |
| <b>CLASS OF 2016 - Georgia Campus</b>                         | <b>129</b>        |
| <b>CLASS OF 2017 - Georgia Campus</b>                         | <b>141</b>        |
| <b>TOTAL DO GEORGIA CAMPUS</b>                                | <b>473</b>        |
| <b>TOTAL DO ENROLLMENT</b>                                    | <b>1559</b>       |

| <b>ETHNICITY</b>               | <b>FEMALE</b> | <b>MALE</b> |
|--------------------------------|---------------|-------------|
| American Indian/Alaskan Native | 2             | 1           |
| Asian                          | 47            | 39          |
| Asian Indian                   | 15            | 20          |
| Black (Non-Hispanic)           | 203           | 105         |
| Chinese                        | 10            | 9           |
| Cuban                          | 1             | 3           |
| Filipino                       | 4             | 5           |
| Hawaiian                       | 0             | 1           |
| Indian or Pakistani            | 16            | 15          |
| Japanese                       | 0             | 1           |
| Korean                         | 13            | 11          |
| Mexican-American or Chicano    | 7             | 2           |
| Multiple Races                 | 202           | 176         |
| Other Asian                    | 5             | 11          |
| Other Hispanic                 | 10            | 5           |
| Other Pacific Islander         | 1             | 0           |
| Pakistani                      | 1             | 4           |
| Puerto Rican (Commonwealth)    | 7             | 2           |
| Puerto Rican (Mainland)        | 1             | 0           |
| Southeast Asian-not Vietnamese | 3             | 2           |
| Unidentified                   | 55            | 41          |
| Vietnamese                     | 11            | 7           |
| White (Non-Hispanic)           | 918           | 744         |
| <b>TOTAL FEMALE</b>            | <b>1532</b>   |             |
| <b>TOTAL MALE</b>              |               | <b>1204</b> |



## **Vaccination Policies**

### **Health Insurance**

PCOM requires all students to be covered by health insurance, either through our student group policy or under a private insurance (parent, spouse, etc) with comparable coverage. To verify comparable coverage, students will be required to file a waiver each year, during the annual July Open Enrollment, identifying the other insurance.

PCOM's group health insurance plans for students, their spouses and/or dependent children under 19 are available through Independence Blue Cross. Students may enroll in the student group plan during the annual July open enrollment period. Payment of the premium for coverage is billed in installments with tuition bills each term.

If a student chooses to not enroll in PCOM's insurance plan, a waiver must be filed each year to verify that the student has obtained comparable insurance coverage. Waiver forms and additional information about PCOM's health insurance plan is available on the Health Insurance Channel on Nucleus.

Questions about coverage may be directed to the Office of Student Affairs at 215-871-6870

### **Malpractice Insurance Coverage for All Students**

Students are fully covered by Philadelphia College of Osteopathic Medicine's professional malpractice insurance while on all officially assigned hospital and health care center clerkships, preceptorships, and electives approved by the College.

First and Second Year students participating in clinical opportunities outside of the regular curriculum are covered by PCOM's malpractice insurance provided the clinical opportunity has the approval of the Director of Clinical Education and/or Senior Vice President for Academic Affairs.

## **STUDENT HEALTH SERVICES**

### **PHILADELPHIA CAMPUS**

There are several PCOM Health Care Centers in the community for students to utilize for primary care treatment. Charges will be submitted to the student's health insurance company for payment; charges not covered by insurance are the responsibility of the student. The list of PCOM Health Centers are listed below.

Family Medicine - Rowland Hall  
4190 City Avenue, Suite 315  
Philadelphia, PA 19131  
(215) 871-6380

Roxborough HCC  
5830 Henry Avenue  
Philadelphia, PA 19128  
(215) 483-3800

Lancaster Avenue HCC  
4148 Lancaster Avenue  
Philadelphia, PA 19104  
(215) 662-0119

Cambria Street HCC  
2100 W Cambria Street  
Philadelphia, PA 19132  
(215) 578-3300

## **GEORGIA CAMPUS**

Students at the GA-PCOM campus are referred to the following physicians for medical treatment:

Loganville Family  
Medicine  
William Delp, Jr., DO  
(770) 466-8672

North Atlanta Medical  
Associates  
Patricia Haibach, DO  
(770) 934-7876 (Decatur)  
(678) 473-4777 (Duluth)

Suwanee Dental Care  
W.B. Williams, DMD  
(770) 614-7300

Emory Dept. of Family  
Medicine  
Susan Schayes, MD  
(770) 452-3370

Southern Orthopaedic  
Specialists  
Brian Morgan, MD  
Gary Levensgood, MD  
(678) 957-0757

Suwanee Family Dentistry  
Tina Heil, DMD  
(678) 714-2380

Suwanee Family Physician  
John Shih, DO  
(770) 831-8191

St. Joseph's Urology  
Nikhil Shah  
(404) 255-3822

Eye 1<sup>st</sup> Vision and Laser  
James Stewart, OD  
Dennis Matzkin, MD  
(770) 623-3931

Tri-County Internal  
Medicine  
Robert Dambach, DO  
(770) 945-1990

North Atlanta  
Dermatology  
Charles Douchy, MD  
(770) 814-8222

Anderson Family Medical  
Larry W. Anderson, DO  
(706) 265-1335

## **Vaccinations**

All students are required to complete all necessary health/physical examination forms and to have all immunizations and health-related records completed by the deadlines set by the Office of Student Wellness. Vaccinations are required, upon initial enrollment, for all students who have contact with patients, clients, school students or whose program requires laboratory instruction. Psychology students must document immunizations prior to the clinical component of the academic program. Students in the Organizational Development and Leadership program are not required to document immunizations.

Required Documentation of Vaccinations:

|                      |   |   |
|----------------------|---|---|
| Measles:             | 2 | doses live virus vaccine after 1967           |
| Tetanus:             |   | within past two years                         |
| Rubella              | 2 | doses   |
| Tuberculin Skin Test |   | within past 6-12 months                       |
| 2-step PPD           |   | required of Pharmacy students only            |
| Polio                | 4 | doses   |
| Diphtheria Pertussis |   | within past 2 years                           |
| Mumps                |   | 1 dose mumps vaccine                          |
| Hepatitis B          |   | 3 doses plus titer – can be waived in writing |

## **Drug and Alcohol Policies**

### **COLLEGE POLICY ON DRUG AND ALCOHOL ABUSE**

It is the policy of PCOM to maintain an environment that is free of substance abuse by students, faculty and employees. The policy includes the following:

- a. Prohibition Against Unlawful Presence of Controlled Substances on Campus (refer to campus policy section of this handbook).
- b. Prohibition Against the Unauthorized Presence of Alcoholic Beverages (refer to campus policy section of this handbook).
- c. Prohibition Against Being Under the Influence of any Controlled Substance at off-campus classes, seminars or off campus on clerkships or internships.

When a student is suspected of being under the influence of alcohol or drugs, that student will be reported to the Student Affairs and appropriate actions will be taken. This may include referral to counseling support programs, suspension or termination of enrollment at PCOM.

#### **SUPPORT AVAILABLE**

Graduate and professional education can be a time of great stress. A student may be unable to successfully adapt to these stresses and engage in potentially harmful coping mechanisms such as alcohol or drug abuse. The College Policy on Drug and Alcohol Abuse represents the intent of the College to enable students to resolve substance abuse problems by requesting and receiving compassionate, confidential professional assistance.

In an effort to help our students and to protect patients and others from the harm that an impaired student may cause, PCOM's goals include:

1. Providing effective and compassionate assistance to the impaired student before irreversible harm is done to his/her health, educational process, eligibility for licensure, or ability to function competently upon graduation.
2. Providing a means by which the impaired student may request and receive confidential professional assistance without stigma or penalty, and thereby encourage self-reporting and personal responsibility.
3. Enabling the impaired student to confront his/her problem and, where feasible, receive effective therapy with minimal disruption of the student's education.
4. Establishing a process that focuses on counseling and therapy as a front-line approach before disciplinary action is necessary.

#### **SEEKING HELP**

Students at the Philadelphia Campus concerned about their own potential substance abuse should contact the Asst. Dean for Student Affairs or the College psychiatrist at 215-871-6870.

Students on the Georgia Campus concerned about their own potential substance abuse should

contact the Coordinator for Student Affairs at 678-225-7534 or the Talbot Recovery Center at 800-445-4232 or 770-994-0185.

### **Reports by Concerned Individuals**

If a student suspects impairment of another student, Philadelphia Campus students should seek guidance from the Assistant Dean for Student Affairs or the Campus Psychiatrist. Students on the Georgia Campus should seek guidance from the Student Affairs Coordinator.

### **General Detection of the Impaired Student**

At the discretion of the Senior VP for Academic Affairs, a student may be required to submit to psychological assessment and/or a urine and/or blood screening to detect alcohol abuse or the presence of illegal drugs based on reasonable suspicion of impairment. Medical professionals will perform such assessments and toxicology tests with reports sent in confidence to the Senior VP for Academic Affairs, at no cost to the student. If such screening measures detect impairment, the Senior VP for Academic Affairs may remand the matter to the Student Professional Conduct Committee. Students who have declined an assessment and/or recovery plan will automatically be remanded to the Student Professional Conduct Committee for dismissal proceedings.

In accordance with the College Disciplinary Policy, any student found guilty of the use, sale or distribution of illegal drugs, either on-campus or off-campus will be subject to permanent termination of enrollment.

## **LEGAL SANCTIONS**

PCOM is in compliance with all applicable federal, state and local drug and alcohol laws, and vehicle codes. Any student convicted of a drug-related offense will be suspended which includes immediate termination of all forms of financial aid.

All students should be aware of the legal sanctions under state, local, and federal law for the unlawful possession or distribution of prescription or illicit drugs and alcohol, as well as the health risks associated with abuse of controlled substances or alcohol. The following is a review of the legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol:

### **DRUGS**

#### **PENNSYLVANIA STATE LAW:**

1. The Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. C.S.A. 780-101 et seq., sets up five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from thirty days imprisonment, \$500 fine, or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to fifteen years or \$250,000 or both for

the manufacture or delivery of a Schedule I or II narcotic. A person over eighteen years of age who is convicted for violating The Controlled Substance, Drug, Device and Cosmetic Act, shall be sentenced to a minimum of at least one year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which a university is located, the person shall be sentenced to an additional minimum sentence of at least two years total confinement.

2. The Pharmacy Act of 1961, 63 Pa. C.S.A. 390-8 makes it unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, a \$5,000 fine, or both.

3. The Vehicle Code, 75 PA, C.S.A. 3101 et seq., which was amended effective July 1, 1977, prohibits driving under the influence of alcohol or a controlled substance, or both, if the driver thereby is rendered incapable of safe driving. A police officer is empowered to arrest without a warrant any person whom he or she has probable cause to believe has committed a violation, even though the officer may not have been present when the violation was committed. A person so arrested is deemed to have consented to a test of breath or blood for the purpose of determining alcoholic content, and if a violation is found it carries the penalties of a misdemeanor of the second degree, which includes imprisonment for a maximum of thirty days.

### **GEORGIA STATE LAW:**

"Controlled Substances" This broad category of illegal substance is defined in Drug schedules I-V, Official Code of Georgia Annotated (O.C.G.A.), Sections 16-13-25 to 16-13-29.1, including a long list of chemical compounds, opiates, hallucinogens, derivatives, isomers and other materials. The State Board of Pharmacy may add new materials to the list as required.

"Dangerous Drugs" This is an even broader category of illegal substance and is defined in O.C.G.A. 16-13-71, describing hundreds of chemicals and other compounds. The Georgia General Assembly may add drugs to the list as required.

A chart detailing the penalties for violating Georgia's Controlled Substances and Dangerous Drugs law is in the Appendix of this handbook. A summary of the criminal penalties is listed below.

### **Criminal Punishment**

a. *"First offender" treatment for mere possession of minor amounts of a controlled substance or dangerous drug.* A person never before convicted of possession of a small amount of the above material may, at the judge's sole discretion, be afforded first-offender treatment, resulting in no

entry of a plea of guilty and no record of any conviction, if the defendant successfully completes a court-monitored comprehensive rehabilitative program (O.C.G.A. 16-13-2(a)).

- b. *Possession of one ounce or less of marijuana.* Imprisonment for 12 months or less and/or a fine not to exceed \$1,000, or "public works" (community services) not to exceed 12 months (O.C.G.A. 16-13-2(b)).
- c. *Possession, manufacture or distribution of controlled substances.* This is punishable by confinement of up to 30 years in prison and fines of up to \$1 million, depending on the schedule sequence of the controlled substance involved, as well as the amount (See O.C.G.A. Section 16-13-30 and Section 16-13-31). The manufacture, distribution or possession with intent to distribute any controlled substance or marijuana within 1,000 feet of an elementary or secondary school, park, playground, recreation center, housing project or drug-free commercial zone can result in up to 40 years in prison with a fine of up to \$40,000 (See O.C.G.A. Section 16-13-32.4, 16-13-32.5 and 16-13-32.6). A detailed chart outlining the state penalties for crimes involving various controlled substances is available in the Student Affairs office.

## **Federal Laws**

1. The Federal drug laws, The Controlled Substances Act, 21 U.S.C. 801 et seq., are similar to the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, but contain, for the most part, more severe penalties. Schedules of controlled substance are established, and it is made unlawful knowingly or intentionally to manufacture, distribute, dispense, or possess with intent to distribute or dispense a controlled substance. If the quantity of controlled substance is large (e.g. 1,000 kg of a mixture or substance containing marijuana), the maximum penalties are life imprisonment, a \$4,000,000 fine, or both. Lesser quantities of controlled substance (e.g. 100 kg of a mixture or substance containing marijuana) result in maximum penalties of life imprisonment, a \$2,000,000 fine, or both. The distribution of small amounts of marijuana for no remuneration or simple possession of a controlled substance carries a maximum of one year's imprisonment, a \$5,000 fine, or both, with the penalties for the second offense doubling. Probation without conviction is possible for first offenders. Distribution to persons under the age of twenty-one by persons eighteen or older carries double or triple penalties. Double penalties also apply to the distribution or manufacture of a controlled substance in or on or within 1,000 feet of the property of a school or college.
2. Students who have been convicted under state or federal law involving the possession or sale of a controlled substance, are ineligible for federal student aid for specific periods (ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender).

## **B. Alcohol**

1. The Pennsylvania Liquor Code, 47 Pa., C.S.A., 1-101 et seq., controls the possession and sale of alcoholic beverages within the Commonwealth. The Code as well as portions of the

Pennsylvania Statutes pertaining to crimes and offenses involving minors, 18 Pa., C.S.A. 6307 et seq., provide the following:

2. It is a summary offense for a person under the age of twenty-one to attempt to purchase, consume, possess or knowingly and intentionally transport any liquor or malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for 90 days, a fine up to \$300 and imprisonment for up to 90 days; for a second offense, suspension of driving privileges for one year, a fine up to \$500, and imprisonment for up to one year; for subsequent offense, suspension of driving privileges for two years, a fine up to \$500 and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.
3. It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under the age of twenty-one). "Furnish" means to supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. Penalty for a first violation is \$1,000; \$2,500 for each subsequent violation; imprisonment for up to one year for any violation.
4. It is a crime for any person under twenty-one years of age to possess an identification card falsely identifying that person as being twenty-one years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties are stated in (2) above.
5. It is a crime intentionally, knowingly or recklessly to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is \$1,000 for first violation; \$2,500 for subsequent violations; imprisonment for up to one year for any violation.
6. It is a crime to misrepresent one's age knowingly and falsely to obtain liquor or malt or brewed beverages. Penalties are as stated in (1) above.
7. It is a crime knowingly, willfully and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
8. It is a crime to hire, request or induce any minor to purchase liquor or malt or beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
9. Sales without a license or purchases from an unlicensed source of liquor or malt or brewed beverages are prohibited.
10. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control Board regulations. The University will cooperate with the appropriate law enforcement authorities for violations of any of the above-mentioned laws by an employee in the workplace or student.
11. The use in any advertisement of alcoholic beverages of any subject matter, language or slogan directed to minors to promote consumption of alcoholic beverages is prohibited.
12. No advertisement of alcoholic beverages shall be permitted, either directly or indirectly, in any booklet, program, book, yearbook, magazine, newspaper, periodical, brochure, circular, or other similar publication, published by, for, or on behalf of any educational institution.

## **DRUG CONVICTION AND FINANCIAL AID ELIGIBILITY**



### **Substance Abuse Question on the Free Application for Federal Student Aid (FAFSA)**

Question 23 on the FAFSA form asks if the student has ever been convicted of a drug related offense. Failure to answer this question will automatically disqualify the student from receiving Federal aid. Falsely answering this question, if discovered, could result in fines up to \$20,000, imprisonment, or both.

Under the Higher Education Act, a student may become ineligible for federal student aid upon conviction of any offense involving the possession or sale of illegal drugs while receiving Title IV federal financial aid. Federal aid includes Federal Direct Loans, Federal Direct PLUS Loans, Federal Direct Graduate PLUS Loans, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal ACG Grants, Federal SMART Grants, Federal TEACH Grants, Federal Work Study, and Perkins Loans.

### **FEDERAL FINANCIAL AID PENALTIES FOR DRUG CONVICTIONS**

#### **Possession of Illegal Drugs:**

First Offense: 1 year ineligibility from the date of conviction

Second Offense: 2 years ineligibility from the date of conviction

Third and Subsequent Offenses: Indefinite ineligibility from the date of conviction

#### **Sale of Illegal Drugs:**

First Offense: 2 years ineligibility from the date of conviction

Second and Subsequent Offenses: Indefinite ineligibility from the date of conviction

### **CONVICTIONS DURING ENROLLMENT**

According to the United States Department of Education, if a student is convicted of a drug offense after receiving Federal aid, he or she must notify the Financial Aid Department immediately and that student will be ineligible for further aid and required to pay back all aid received after the conviction.

### **REGAINING ELIGIBILITY**

A student can regain eligibility for federal student aid funds by successfully completing a drug rehabilitation program. To be sufficient to reinstate financial aid eligibility, the program must: include at least 2 unannounced drug tests AND be recognized as a Federal, State, or local government agency program. A student will regain eligibility on the date of successfully completing the program.

## **Transfer of Credits**

### **Doctor of Osteopathic Medicine Programs**

PCOM does not routinely accept transfer students; however, a transfer application may be considered under extenuating circumstances and depending on places available in the class. Consideration will be given only to a student who is in good standing at an AOA-accredited college of osteopathic medicine or who is eligible for re-admission to the previously attended college of osteopathic medicine. The initial request for transfer must originate from the dean of the college or university from which the student wishes to transfer and must be directed to the dean of the PCOM campus to which he or she is applying. Application materials must be submitted and a formal interview with the Faculty Committee on Admissions will be required. If accepted, a transfer student will be given credit for courses successfully passed at the previous college that meet PCOM's curriculum requirements.

### **Physician Assistant Program**

The physician assistant program does not offer advanced placement based upon transfer of credits for academic work completed at other institutions of higher learning or upon credit for experiential learning. Applications are not accepted from graduates of medical schools.

### **Biomedical Sciences Graduate Program**

Students may be able to obtain credit for comparable academic work completed at other accredited institutions of higher education. Up to six (6) credits may be transferred; all credits must have been earned with a grade of B or better. All decisions regarding such advanced standing are made on a case by case basis by the Program Director and the Vice President for Graduate Programs and Planning.

### **Counseling and Clinical Health Psychology**

A maximum of six (6) credits for graduate courses taken at accredited colleges within the last five years may be applied toward the M.S. program credit requirements pending approval from the Program Director. Students must submit course syllabi, instructor credentials, textbooks used, and official transcripts to the Program Director when applying for transfer credit. Only classes for which the student received a grade of 'B' (3.0) or better will be considered for credit transfer. The acceptance of transferred credits is subject to the approval of the Program Director.

### **Master of Science and Educational Specialist in School Psychology**

A maximum of six (6) credits for graduate courses taken at accredited colleges within the last five years may be applied toward the M.S. program credit requirements pending approval from

the Program Director. Students must submit course syllabi, instructor credentials, textbooks used, and official transcripts to the Program Director when applying for transfer credit. Only graduate-level courses for which the student received a grade of 'B' (3.0) or better will be considered for credit transfer. The acceptance of transferred credits will be subject to the approval of the Program Director. While the student may be exempt from taking a minimum of two courses, he/she is still responsible for the material when taking Comprehensive finals/exams.

### **Organizational Development and Leadership Program**

A maximum of six (6) credits for graduate course study completed at an accredited institution or in an accredited program within the past five (5) years may be applied toward the ODL degree requirements. Written approval from the Program Director is required for acceptance of non-ODL graduate credits in meeting degree requirements. Students requesting credit transfer must submit to the Program Director a copy of the course syllabus and the official transcript of each course completed. Academic course grades of at least 'B' (3.0) or 'pass' are the minimum level of acceptance. In most cases, transferred graduate credits will be used to meet Elective course requirements.

### **Forensic Medicine Program**

In the Department of Pathology, Microbiology, Immunology & Forensic Medicine students may be able to obtain advanced placement based upon transfer of credits for academic work completed at other institutions of higher learning up to *six (6) graduate credits* with a letter grade of "B" or better. Decisions regarding such advanced standing are made on a case-by-case basis at the discretion of the Department Chair and the Medical Director and/or Forensic Medicine Director.

### **Doctor of Psychology Programs**

The PsyD in Clinical Psychology program does not accept transfer credits. Students who have taken a required course prior to matriculation or who believe that through study and experience they have mastered the requisite knowledge may request to waive a required course. The waiver should be discussed with the Program Director, and the student should request the course syllabus and reading list from the Course Instructor. The "Request for Course Waiver" form must be submitted to the Director of the Psy.D. program and must give the reason for the request for a waiver at least two weeks prior to the start of the course in discussion. The Director will determine whether the student is permitted to take a waiver exam. The waiver examination will be graded as "Waiver" or "No Waiver" by the Director of the Psy.D. program and one other faculty member. Only one exemption examination may be taken per course. There is no penalty for not receiving a waiver. Students may waive a maximum of two courses.

Being exempt from/waiving a required course does not lessen the number of credits a student must take, but rather allows the student to take elective courses in place of the waived courses.

Given that the students in the Psy.D. Program in School Psychology are already trained at the Ed.S. or Certification level, all students will be able to transfer credits from their Ed.S. or Certification training into the Psy.D. program. Students will transfer a minimum of 48 credits, with no more than 12 of those credits being field experience. When transferring credits, it is important to assess previous training according to the NASP practice and training domains in

order to identify any deficits in current competencies. To accomplish this, all Psy.D. students must complete the *Transfer Course Documentation Form*. This form will be completed by each student and then reviewed and approved by his or her faculty advisor. In cases where students have not had specific course work in each domain, they are asked to attach to the *Transfer Course Documentation Form* a narrative describing how they achieved competence in the specific area or to remediate by taking the needed course(s) -

## **School of Pharmacy**

Georgia Campus does not routinely accept transfer students; however, a transfer application may be considered under extenuating circumstances and depending on places available in the class. Consideration will be given only to a student who is in good standing at an ACPE-accredited college or school of pharmacy who is eligible for re-admission to the previously attended college or school. The initial request for transfer must originate from the dean of the college or school of pharmacy from which the student wishes to transfer and must be directed to the dean of the PCOM School of Pharmacy – Georgia Campus. Application materials must be submitted and a formal interview with the Admissions Committee will be required. If accepted, a transfer student will be given credit for courses successfully passed at the previous college that meet PCOM's curriculum requirements. A minimum of two years must be completed at PCOM for a student to be eligible to receive the PharmD degree.

## **Conflict of Interest and Conduct Policy**

### **CONFLICT OF INTEREST AND DISCLOSURE**

All PCOM community members are required to promptly report any conduct which a reasonable person would, in good faith, suspect to be fraudulent, unlawful, improper or erroneous, or in violation of the PCOM Code of Conduct, or other PCOM Standards of Conduct.

PCOM has developed a disclosure program to assist in the effective implementation of its compliance objectives, by encouraging individuals to raise compliance concerns for internal investigation. The Health Care Compliance Committee and Health Care Compliance Officer oversee PCOM's compliance with the legal and regulatory requirements applicable to its health care-related operations, as well as with PCOM's internal written standards of conduct. The Institutional Compliance Committee and Institutional Compliance Officer implement and oversee PCOM's compliance with the legal and regulatory requirements applicable to its institutional operations, as well as with PCOM's internal written standards of conduct.

### **REPORTING HOTLINE**

PCOM has established an anonymous Reporting Hotline for receiving compliance reports. **The Reporting Hotline number is (877) 874-8416.**

The Reporting Hotline is accessible 24 hours a day, 365 days a year for any individual wishing to report a concern. The Reporting Hotline number is posted in conspicuous locations throughout the PCOM campus and in the Healthcare Centers.

Concerns reported on the Reporting Hotline will be received and documented by the Compliance Officer with oversight responsibility for the operational area(s) involved, and presented to the Audit Committee, in accordance with the Disclosure Policy.

Anonymous complaints may be made in writing to either Compliance Officer, at the address below:

[Health Care] or [Institutional] Compliance Officer  
Philadelphia College of Osteopathic Medicine  
4190 City Avenue, Philadelphia, PA, 19131

## **Policy of Fairness and Equal Opportunity**

PCOM policy prohibits discrimination on the basis of age, race, color, gender, gender identity, national origin, ancestry, sexual orientation, religion, creed, disability, or marital status. This policy applies in recruitment and admission of students, employment of faculty and staff, and scholarship and loan programs. This policy is also followed in the operation of all other programs, activities, and services of the college.

Philadelphia College of Osteopathic Medicine subscribes to the principles and adheres to the requirements of state and federal law pertaining to civil rights and equal opportunity, in accordance with the requirements of Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and the Age Discrimination Act of 1975, as amended.

Evidence of practices inconsistent with this policy should be reported to the Director of Human Resources, who is the designated coordinator of PCOM's nondiscrimination program. Inquiries regarding compliance with the sex discrimination provisions of Title IX may also be directed to the Assistant for Civil Rights, Department of Education, and Washington, D.C.

## **Students with Disabilities**

### **DISABILITY ACCOMMODATIONS**

PCOM is committed to providing equal access and reasonable accommodations to students with disabilities. Any requests for special accommodations must be requested and approved by the Assistant Dean for Student Affairs prior to the start of each term.

Forms and guidelines for documentation are available from the Office of Student Affairs on both campuses. The request must stipulate accommodations to be considered for the entire course of study at the College, and must be approved IN ADVANCE of receiving the accommodation.

Students requiring accommodations are advised to contact the Office of Student Affairs on either campus as soon as possible to begin the formal request process.

If you have not been tested for a learning disability, but you suspect you might have a learning problem, the Office of Student Affairs can provide you with a list of licensed agencies qualified to perform the diagnostic evaluation. The cost is paid for by the student. PCOM does not provide learning disability testing.

#### **How do I apply for Disability Accommodations?**

If you indicated on the technical standards form that you need special accommodations, you will be receiving a packet with required forms and documentation.

Students in need of special testing or learning accommodations will need to complete these forms and documentation to acquire accommodations. We will work with you to ensure that your documentation is complete, and that your accommodations are met. If you have questions, feel free to call (215) 871-6870.

Required Gainful Employment Data for Certificate Programs:

Clinical Health Psychology:

[http://www.pcom.edu/Financial\\_Aid/eod/Postdoc\\_in\\_Clinical\\_Health\\_Psych/Gedt.html](http://www.pcom.edu/Financial_Aid/eod/Postdoc_in_Clinical_Health_Psych/Gedt.html)

Clinical Neuropsychology:

[http://www.pcom.edu/Financial\\_Aid/eod/Postdoc\\_in\\_Clinical\\_Neuropsychology/Gedt.html](http://www.pcom.edu/Financial_Aid/eod/Postdoc_in_Clinical_Neuropsychology/Gedt.html)



|                          |     |      |     |      |
|--------------------------|-----|------|-----|------|
| timeframe                |     |      |     |      |
| Job Placement percentage | 88% | 100% | 94% | 100% |

## **State Departments of Education Complaint Information**

Philadelphia College of Osteopathic Medicine is authorized by the Pennsylvania Department of Education and the Georgia Nonpublic Postsecondary Education Commission. These state education agencies have a formal process for complaints regarding noncompliance with state regulations. In accordance with the Higher Education Opportunity Act, the following contact information is provided for both agencies:

### **Commonwealth of Pennsylvania**

Bureau of Postsecondary and Adult Education  
Pennsylvania Department of Education  
333 Market Street, 12th Floor  
Harrisburg, PA 17126-0333  
Fax: 717-772-3622

### **State of Georgia**

Nonpublic Postsecondary Education Commission  
2082 East Exchange Place  
Suite 220  
Tucker, GA 30084-5305  
770-414-3300  
770-414-3309 (FAX)