

2008-2009

STUDENT HANDBOOK



DR. WILLIAM M. SCHOLL

COLLEGE OF PODIATRIC MEDICINE

Dr. William M. Scholl College of Podiatric Medicine at Rosalind Franklin University of Medicine and Science

2008-2009 Student Handbook

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Equal Opportunity

It is the policy of Rosalind Franklin University of Medicine and Science not to discriminate on the basis of race, sex, sexual orientation, color, creed, religion, national origin, disability or age in admissions or employment or in any programs or activities. It is the University's intent to comply with applicable statutes and regulations, including Title IX of the 1972 Education Amendments and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Both prohibit discrimination against individuals with disabilities by mandating a provision of reasonable accommodations to make programs and activities accessible to qualified disabled individuals. There are natural and legal limitations to what services can be provided. It is the University's goal to assist students in developing their potential in light of what is feasible and reasonable under the law. Inquiries may be directed to the Affirmative Action Office, 3333 Green Bay Road, North Chicago, Illinois 60064; 847-578-8645.

CHAPTER 1: INTRODUCTION

The Dr. William M. Scholl College of Podiatric Medicine at Rosalind Franklin University of Medicine and Science offers a four year professional program in didactic, laboratory and clinical instruction.

PURPOSE OF THE STUDENT HANDBOOK

The Student Handbook has been prepared to inform students of the rules, regulations, and requirements of the Dr. William M. Scholl College of Podiatric Medicine at Rosalind Franklin University of Medicine and Science. This Handbook will also provide information on the services the College offers and will inform the student of his/her rights and responsibilities.

The Scholl College of Podiatric Medicine Handbook supplements the Rosalind Franklin University of Medicine and Science Student Policies Handbook and the Honor Council Code of Ethics that apply equally to all students enrolled at Rosalind Franklin University of Medicine and Science and are available on the Rosalind Franklin University web site, <http://www.rosalindfranklin.edu/dnn/administration/Home/DOSA/tabid/478/Default.aspx/>.

The information contained herein implements and complements material found in the College Catalogue. This Handbook is provided for the student and is subject to change without notice or obligation as the College deems necessary or appropriate in order to achieve the objectives and purposes and properly conduct the business of the College. Students are required to comply with the provisions of this Handbook and other policies, regulations and procedures of the College as a condition of their enrollment during their enrollment.

The Student Handbook will be periodically revised to comply with the advancement of the College as it relates to all phases of podiatric medical education.

SCHOLL COLLEGE OF PODIATRIC MEDICINE VISION STATEMENT

The College will be recognized as America's leading center for the development of podiatric physicians, curricular innovation, the discovery and dissemination of knowledge in lower extremity health and the provision of exemplary service to health professionals and society at large.

MISSION

The primary mission of the College is:

- To educate those who will serve: the students
- To care for those in need: the community
- To discover and disseminate knowledge: the health care providers and patients
- To educate practicing providers: the providers of lower extremity health care

GOALS

- Goal 1. The College will be recognized as the national institution of choice for preparing providers of foot and ankle healthcare.
- Goal 2. The College will continually develop and consistently offer distinctive learning experiences for its podiatric physicians in training.
- Goal 3. The College will engage the community, the profession, and its own alumni to advance its clinical training, research and resource development effectiveness.
- Goal 4. The College will advance clinical practice, research, service and excellence in teaching to enhance the foot and ankle health of the nation.
- Goal 5. The College will invest in its facilities, faculty, scholarships and infrastructure while achieving a sound financial condition.

ACCREDITATION

The Dr. William M. Scholl College of Podiatric Medicine at Rosalind Franklin University of Medicine and Science is accredited by the Council on Podiatric Medical Education of the American Podiatric Medical Association. It is also accredited through Rosalind Franklin University by the Higher Learning Commission and through the University is a member of the North Central Association of Schools and Colleges.

The College is approved through the University by the Illinois Board of Higher Education and by the Illinois State Approving Agency for Veteran's Education.

The Dr. William M. Scholl College of Podiatric Medicine through Rosalind Franklin University is a member of the American Association of Colleges of Podiatric Medicine, the Association of Governing Boards of Universities and Colleges, and the Illinois Federation of Independent Colleges and Universities.

CHAPTER II: ACADEMIC POLICIES

A. GRADUATION REQUIREMENTS

1. The degree of Doctor of Podiatric Medicine (D.P.M.) is conferred upon students who:
 1. Have satisfactorily completed the D.P.M. curriculum as prescribed by the College
 2. Have discharged all financial obligations to the College and University
 3. NBPME Examinations
 - a. Have taken Parts I and II on the first date they are offered
 - b. Have reported Part I and Part II scores to the Dean
 - c. Have passed Parts I and II
 4. Clinical Comprehensive Examination (CCE)
 - a. Have taken the exam on the first offering
 - b. Have passed the CCE
 5. Have completed the Survey of Educational Program Effectiveness and the Student Services Survey.
 6. Have complied with all requirements and policies enacted by the College
 7. Have provided post-graduate training placement information to the Scholl College Clerkship and Residency Placement Office.
 8. Have been recommended for graduation by the Faculty and approved by the Board of Trustees of Rosalind Franklin University.
2. A student admitted to the College is expected to graduate in four academic years. The four academic periods will be consecutive except in cases of approved leaves of absence. **ALL DIDACTIC COURSE AND CLINICAL EXPERIENCE/CLERKSHIP REQUIREMENTS MUST BE SUCCESSFULLY COMPLETED BEFORE PROMOTION TO THE NEXT ACADEMIC YEAR CAN OCCUR.**
3. Students must complete the academic and clinical requirements and be eligible to earn their Doctor of Podiatric Medicine degree within six consecutive calendar years (72 months) from the date of first enrollment unless the student has been formally and continuously enrolled in the DPM/PhD program. A student enrolled in the DPM/PhD program must complete the podiatric medical degree requirements within six calendar years (72 months) exclusive of time spent in the graduate college portion of the program.
4. Graduation requirements must be fulfilled and documentation submitted one week before the date of graduation (i.e., no later than 4:30 PM CDT on the date which is seven calendar days prior to the date of graduation). Inability to meet this requirement will result in delay in the issuance of the diploma which may result in a delay in the start of their residency program.

B. CLASS HOURS

Classes are normally scheduled between the hours of 8:00 A.M. and 6:30 P.M., Monday through Friday. Classes may be cancelled or re-scheduled at the discretion of the class instructor in accordance with College policy. Special conferences and seminars also may be scheduled at other times.

C. COLLEGE ATTENDANCE POLICY

The University Policy on Secular and Religious Holidays is described in the Rosalind Franklin University Student Policies Handbook, a copy of which is available on the Division of Student Affairs website:
(<http://www.rosalindfranklin.edu/dnn/administration/Home/DOSA/tabid/478/Default.aspx>)

1. Didactic Course Attendance

For all courses, it is expected that students will attend didactic course lectures, workshops, and problem-based learning sessions. Students are required to attend all Basic Biomedical Sciences laboratories and examinations. Students in academic difficulty (as defined in Chapter II) are required to attend didactic course lectures. Students should refer to course syllabi and department manuals for more detailed information.

2. Clinical Experience/Clerkship Attendance

Attendance in clinical experiences is mandatory. Locations and hours will vary by clinical experience/clerkship program and are set by the department chair/program director or their designees.

If a student is going to be absent from a College-based experience, he/she must notify the appropriate Department.

A student who is assigned to an external clinical experience/clerkship must notify the program director and the Office of Clerkship and Residency Placement if he/she is going to be absent prior to the student's scheduled clinic time.

A student may be excused from a College clinical experience for religious holidays not to exceed two days per semester when two weeks advanced notice has been filed with the Assistant Dean of Clinical Sciences and the appropriate Chair. Make up of missed clinical experiences will be according to the applicable policy.

Absences may be made up only during the times established by the appropriate Department Chair for that experience.

3. Podiatric Clinical Skills & Reasoning Experiences

Trading of clinical days for the Podiatric Clinical Skills & Reasoning Experiences is discouraged, but under certain circumstances it is allowed with proper advance notice and approval of the Clinical Experience Coordinator and Chair. Forms to request trade of clinic days may be obtained in the Scholl College Clerkship and Residency Placement Office. Such requests should be submitted to the Clinical Experience Coordinator and Chair at least two weeks prior to the date of the trade.

There are no excused absences for the Podiatric Clinical Skills & Reasoning Experiences except religious holidays or the death of an immediate family member. Absences for second and third year clinical experiences will result in the issuance of a grade of incomplete if the absences have not been made up prior to the issuance of grades. All absences must be made up with approval of the Coordinator for the Podiatric Clinical Skills & Reasoning Experience.

4. P3 and P4 Clinical Experiences/Clerkships

- a. A student who is absent from any clinical experience/clerkship should report to the Clinical Experience Coordinator, Department Chair, or the clerkship director (whichever is applicable). The appropriate person should meet with the student to determine if the clinical absence is to be an excused absence or an unexcused absence.
- b. An excused absence is one that is due to an occurrence which is beyond the control of the student (illness, car accident, death in the family, etc.). Verification may be required.
- c. If the student receives two unexcused absences in one clinical experience/clerkship, the student may receive a failing grade. Students wishing to appeal the determination of unexcused absence may appeal that decision to the Assistant Dean of Clinical Sciences.
- d. Excused absences for clinical experiences/clerkships of four or six weeks duration will be treated as follows:
 - i. One excused absence, make-up time may or may not be required. However, if excused the student may be held responsible for material missed during the absence.
 - ii. Two to four excused absences: student must make up missed learning experiences.
 - iii. Five or more excused absences: the student may be issued a grade of Incomplete and the Department Chair and the Assistant Dean of Clinical Sciences will determine the means by which the student makes up his/her missed experiences.
- e. Excused absences for clinical experiences/clerkships of less than four weeks duration will be treated as follows:
 - i. Students must make up all missed learning experiences.

5. Residency Interviews/Visitations

For P4 year students only, time off for residency interviews will be granted according to the following procedures:

- a. Notification of intent to attend residency interviews must be made in writing to the appropriate Department Chair/Clerkship Director at least ten days prior to the interview date. Upon approval of the Department Chair/Clerkship Director, the form will be forwarded to the Assistant Dean of Clinical Sciences.
- b. Pre-excused absences for interviews will not result in make-up time if a signed and dated notice from the clerkship director is presented to the Assistant Dean of Clinical Sciences. Failure to do so will result in having to make-up the absence. The student will be held responsible for learning the material missed during the absence.
- c. The total excused time for interviews cannot exceed eight days during the fourth year.

- d. Students assigned on-campus may request time to attend interviews held at the College provided they return to their clinical assignments immediately following the interview. They may be absent no longer than one hour per interview and must bring to the clinician a signed and dated notice from the interviewer verifying attendance.
- e. Excused absences will be treated according to the Clinical Experience/Clerkship Attendance Policy.

D. EXAMINATIONS

A minimum of two examinations including the final are required for all courses. The Course Coordinator may schedule additional examinations or quizzes that are considered consistent with the objectives of the course, please review each course syllabi or examination schedule. Examinations are given on a fixed calendar of dates which cannot be changed except in extraordinary circumstances with the approval of the Course Coordinator, Department Chair and the Associate Dean of Academic Affairs. Requests for examination date changes must be accompanied by the signatures of every member of the class, signifying that the class is unanimous in wanting the examination date to be changed.

A student who is absent from an examination must notify the Course Coordinator before the time of the examination that he/she is unable to take the examination. Upon return to the College, the student must complete an "Absence From An Examination" form, explaining the reason for his/her absence and obtain the signature of the Course Coordinator and Department Chair on the form. The Course Coordinator and the Department Chair will determine whether or not the absence is excused or unexcused. "Absence From An Examination" forms may be obtained from each course's D2L site.

Missed examinations must be made up within no more than three weeks from the date of the original examination or during a designated period indicated on the appropriate schedule. Please consult each course syllabus for the time period stipulated by the course instructor for make-up examinations. Exceptions to this deadline must be approved by the appropriate Assistant Dean or Associate Dean.

The Course Director shall offer a post-examination review of each exam. The method for review is selected by the course director and announced in the course syllabus. One of the following methods of review should be used: (1) review of the exam during class, (2) return the full exam to students for self-study of incorrect responses, or (3) post the full exam with answers identified to allow students to self-study incorrect responses. Individual review of examinations through the Administrative Assistant will not be permitted.

E. STUDENT CONDUCT DURING EXAMINATIONS

1. Students are expected to conduct themselves according to the Student Honor Code.
2. Students shall not bring food or drinks into the examination room. Personal items must be placed out of reach in appropriate areas in each exam room as directed by the proctor. No head gear that hides the eyes may be worn during exams.

3. All electronic devices (cell phones, pagers, PDA's, headphones, other listening devices, or any device using cellular technology) must be turned off unless they are part of a University approved reasonable accommodation to a disability.
4. Calculators will be permitted only with the inspection and approval of the instructor.
5. Students shall not open the examination packet until so instructed by the head proctor. At this time, the students should be certain that the examination is complete, so that any corrections may be made.
6. Students shall not speak once the order to open the examination has been given.
7. Students shall not leave their seats until they have completed the examination.
8. Once out of their seats, students may make no changes on their answer sheets, and must turn in their answer sheets.
9. Students may be allowed to leave the examination room one at a time for a restroom break after signing the sign-in/sign-out sheet. The exam and answer sheet must be left with the proctor.
10. Students arriving late for an examination may not take the same examination if any students already have completed the examination and left the exam room. Students in this situation should complete an "Absence From An Examination" form.
11. Students arriving late for an examination when no other students have completed the examination and left the room may be given the same examination. However, it is up to the discretion of the head proctor to determine the amount of time that the student will be given to complete the examination. Depending upon the reason for the student's tardiness, the instructor may determine if the student will be given only the remainder of the time period to take the examination or the amount of the time equivalent to the full exam period.
12. The only questions that students may ask during an examination are questions relating to typographical errors.

6. STUDENT MISCONDUCT DURING EXAMINATIONS

During the administration of examinations:

1. Students shall not refer to any unauthorized materials, sources or devices;
or
2. Receive unauthorized assistance prior to or during the examination.

If the Course Coordinator and/or proctor observe a student violating either of the above policies they shall take the following actions:

1. Warn the student that they appear to be in violation of policy, or
2. Remove the examination from the student and at the completion of the examination, the Course Coordinator must submit charges of Academic Misconduct, in writing, to the Associate Dean of Academic Affairs and send a copy to the appropriate Department Chair. The Associate Dean of Academic Affairs shall forward the charges to the Academic Review and Promotion Committee (see committee description in Chapter V) which will investigate and make recommendations regarding disciplinary action to the Associate Dean of Academic Affairs. The Associate Dean of Academic Affairs will determine the final disciplinary action to be taken and convey the decision to the appropriate Department Chair, Course Coordinator, and Chair of the Academic Review and Promotion Committee, and the student.

If a student observes another student violating either of the above policies they must notify the Course Coordinator and/or proctor during the examination.

G. SECURITY AND INTEGRITY OF NATIONAL BOARD OF PODIATRIC MEDICINE EXAMINATIONS

Parts I, II, and III are used by State Boards to license Doctors of Podiatric Medicine. The security and integrity of the examinations are directly related to the credibility of the scores. The scores reflect whether the candidate possesses the knowledge and skills necessary to protect the public in the practice of podiatric medicine.

Therefore, the following policies were adopted to insure the items and the examinations remain secure.

- 1) All proprietary rights in the examinations, including copyright and trade secret are jointly held by the National Board of Podiatric Medical Examiners and the Chauncey Group International, Ltd. In order to protect the integrity of the examinations and to assure the validity of the scores that are reported, candidates must adhere to strict guidelines regarding proper conduct in handling these copyrighted, proprietary examinations. Any attempt to reproduce all or part of an examination is strictly prohibited by law. Such an attempt includes, but is not limited to: removing materials from the examination room; aiding others by any means in reconstructing any portion of an examination; or selling, distributing, receiving, or having unauthorized possession of any portion of an examination. Alleged copyright violations will be investigated and, if warranted, prosecuted to the fullest extent of the law. It should also be noted that examination scores may be invalidated in the event of this type of suspected breach.
- 2) Descriptions of unacceptable behavior which threaten the security of the examination:
 - a. Content of any question must not be disclosed after the examination administration.
 - b. Reconstructing examination items and/or responses in any format.

- c. No part of the examination may be copied or reproduced in part or whole by any means whatsoever, including memorization.
- d. Receiving or providing unauthorized information about the content of an examination.
- e. Transmitting test questions in any form.
- f. Seeking and/or obtaining unauthorized access to examination materials.
- g. Any unauthorized reproduction by any means, including reconstruction through memorization, and the dissemination of copyrighted examination materials.

H. ROSALIND FRANKLIN UNIVERSITY TRANSCRIPT GRADE RECORDING

The following grades are used by Rosalind Franklin University: Scholl College reserves the right to use or not use any of these categories.

A	High Achievement
B	Above Average Achievement
C	Average Achievement
D	Below Average, but Passing
P	Pass
F	Fail
C*	Pass (via remediation)
W	Withdrawal
WP	Withdrawal/Passing
WF	Withdrawal/Failing
PP	Pass by Proficiency Exam
*H	Honors
I	Incomplete
#	Graded at Sequence End
IP	In Progress
R	Registered for Research
NC	No Credit Given
+	Same Course as Taken by Medical Students
AU	Course Audited

*H (Honors) Grades shall be awarded to no more than 15% of the students enrolled in any one Scholl College course or clerkship/clinical experience.

I. INCOMPLETE

An incomplete grade will be issued to students who have failed to complete the course requirements due to illness, personal hardship, or an approved short term leave of absence.

A course incomplete must be removed by the completion of the remediation period or the "I" will be converted to an "F."

For students who are given an “I” in clinical experiences, arrangements must be made with the Clinical Experience Coordinators within 21 days after the end of the assignment. The Assistant Dean for Clinical Sciences and the Associate Dean of Academic Affairs must be notified of these arrangements. Failure to make these arrangements within 21 days from the end of the clinical experience may result in the conversion of the “I” to an “F”. See FAILURES below for procedures concerning failures.

Exceptions to these deadlines must be approved by the Associate Dean of Academic Affairs.

J. GRADE CHANGES

All grade changes must be signed by the Course Coordinator and the Department Chairperson (or Assistant or Associate Dean in the event that the Course Coordinator is the Department Chairperson). A course grade may be changed no later than 42 calendar days after the final examination. Grade changes involving remediation must be made within 30 days following the final remedial examination or as necessary to meet promotion requirements.

K. FAILURES

1. Midcourse Failure

Each time a student completes a scheduled exam in a didactic course his or her average grade in the course shall be recalculated. At any time a student’s average grade falls below the passing level in the course, the Course Coordinator shall inform the appropriate Department Chair. Department Chairs shall keep complete and updated records of all students failing courses in his or her department and forward such records to the Dean, the Associate Dean of Academic Affairs, and the Director of Academic Support Services for RFUMS each time the records are updated. The Course Coordinator and/or the Director of Academic Support will send a letter to any student failing a course informing the student of his or her failing status and requesting the student to make an appointment with the Course Coordinator and/or Director of Academic Support to discuss the student’s performance in the course and to counsel him or her on how to improve and provide appropriate referrals. The meetings with the Course Coordinator and the Director are mandatory. Brief written records of these meetings shall be kept by the Course Coordinator and/or Director of Academic Support. Failure to meet with the Course Coordinator and/or Director will result in the student’s name being forwarded to the appropriate Department Chair who shall schedule a meeting with the student.

The College provides a program of tutoring in the areas of Basic Biomedical Sciences and Clinical Sciences. Information may be obtained from the Office of Academic Support Services in the Division of Student Affairs. Students are encouraged to utilize the tutoring services provided by the College during times of genuine need, but are cautioned to be judicious in the amount of time requested of a tutor. It is mandatory that students in academic difficulty utilize these tutorial services. The Course Coordinator and/or Department Chair reserve the right to restrict the number of hours of tutorial assistance provided so that help may be offered to as many students as possible.

2. Recorded Failure

Any student who completes a didactic course or clinical experience/clerkship with a failing grade shall receive a grade of “F” on his or her transcript and shall be notified by the department through the student’s University email account. Said student’s name shall be forwarded to the Associate Dean of Academic Affairs who shall schedule a meeting with the student.

3. Academic Difficulty

Any student who receives one or two “F’s” on his/her transcript shall be considered to be in academic difficulty. Said student shall not be allowed to be employed by the College or University or hold student office. The Associate Dean of Academic Affairs and Dean shall be informed of all students in academic difficulty and it shall be the Associate Dean of Academic Affairs’ responsibility to enforce the rules concerning student employment and holding student office. A student in academic difficulty may be required to attend a hearing before the Academic Review and Promotion Committee for the purpose of evaluating the student’s academic performance to date. The meeting may include the Course Coordinators or designees at the Academic Review and Promotion Committee’s request. At this point the recommendations available to the Academic Review and Promotion Committee include, but are not restricted to, continuing in the program in academic difficulty with recommendations for improving the student's performance, or voluntary withdrawal. The recommendations shall be forwarded to the Associate Dean of Academic Affairs who shall inform the student of his/her decision. The Associate Dean of Academic Affairs shall inform the Chair of the Academic Review and Promotion Committee and all Course Coordinators involved with the student of his/her decision.

4. Three or More Failures

Any student who receives three “F’s” on his/her transcript shall be withdrawn from all remaining courses and clinical experiences/clerkships and be required to attend a hearing before the Academic Review and Promotion Committee for the purpose of evaluating the student’s academic performance to date and making recommendations to the Associate Dean of Academic Affairs concerning the student’s eligibility to continue in the program. The meeting may include the Course Coordinators or designees at the Academic Review and Promotion Committee's request. At this point the recommendations available to the Academic Review and Promotion Committee include, but are not restricted to, leave of absence, voluntary withdrawal, and dismissal. The recommendations shall be forwarded to the Associate Dean of Academic Affairs who shall inform the student of his/her decision. The Associate Dean of Academic Affairs shall inform the Chair of the Academic Review and Promotion Committee and all Course Coordinators involved with the student of his/her decision.

In the case where the recommendation of the Academic Review and Promotion Committee is for dismissal and the recommendation is upheld by the Associate Dean of Academic Affairs, the student may appeal to the Dean whose decision shall be final. Appeals must be submitted in writing to the Dean within 10 business days of the student’s notification of the Associate Dean of Academic Affairs’ decision.

A student must present all information he/she wishes the Academic Review and Promotion Committee to consider during the meeting or in advance of the meeting. If the student appeals the decision upheld by the Associate Dean for Academic Affairs, only the information provided to the committee will be considered by the Dean during the appeal process, unless new information (information unknown or unavailable at the time of the Academic Review and Promotion Committee) is discovered.

L. REMEDIATION AND REEXAMINATION

1. A student who receives an “F” in a didactic course or clinical experience/clerkship must remediate the course concerned before he or she can be promoted. Students needing to remediate an “F” must contact the Course Coordinator. The Course Coordinator shall develop a remediation program for the student and forward a copy to the Department Chair and the appropriate Assistant or Associate Dean. The remediation program should include, but is not restricted to, a period of directed study and a comprehensive examination. The remediation period and examination dates for first and second year didactic courses and/or clinical experiences/clerkships shall be indicated in the respective schedules. For third year clinical experiences/clerkships, the remediation begins upon receipt of an “F” and ends at the start of the third year advanced clinical experiences/clerkships. Successful remediation of clinical experiences/clerkships must be completed before promotion to the next year, and the clinical experiences/clerkships that occur between May and December of the third year must be completed prior to progression to the advanced clinical experiences/clerkships offered from January through April of the third year. A fourth year student receiving an “F” for a clinical experience/clerkship must successfully complete a remediation program developed by the Associate Dean of Academic Affairs.
2. Students will be allowed to remediate two concurrent "F's".
3. Upon successful completion of remediation, the “F” will be removed in favor of a “C” with an asterisk (C*) indicating the student originally failed the course. The original failing grade will not be used to compute GPA or determine class rank.
4. Upon failure of remediation or if the student fails to complete remediation, the “F” shall stand. The student failing remediation shall be required to attend a hearing before the Academic Review and Promotion Committee for the purpose of evaluating the student’s academic performance to date and making recommendations to the Associate Dean of Academic Affairs concerning the student’s eligibility to continue in the program. The meeting may include the Course Coordinators or designees at the Committee's request. At this point the recommendations available to the Academic Review and Promotion Committee include, but are not restricted to, an additional opportunity to remediate by exam, return and repeat all failed courses, or dismissal. If the Academic Review and Promotion Committee recommends that a student return to repeat any or all of an academic year, that student shall be placed in the incoming appropriate class on a space available basis. The College reserves the right to notify a student that space is available up to the first day of classes.
5. With the approval of the Department Chair and Associate Dean, students with failures may remediate by passing a comparable course at another institution. Any student who repeats a

didactic course or clinical experience who previously failed and receives an "F" will be immediately considered for dismissal by the Academic Review and Promotion Committee.

M. ACADEMIC MISCONDUCT PROCEDURE

Students are subject to disciplinary action by the College Administration for violations of academic policies, procedures or regulations. Accusations of violations will be considered by the Academic Review and Promotion Committee.

Violations of academic policies and procedures shall include, but not be limited to:

- a) Providing false information on applications for admission, financial aid, etc.
- b) Referring to unauthorized materials, sources or devices during an examination
- c) Providing or receiving unauthorized assistance prior to or during an examination
- d) Depending on aid or providing aid prohibited by an instructor in the research, preparation, creation, writing, performing or publication of work to be submitted for credit or evaluation
- e) Submitting work of another person in a manner which represents the work to be one's own, or knowingly permitting one's work to be submitted by another without the instructor's authorization
- f) Attempting to influence or change one's academic/clinical evaluation for reasons other than merit

Allegations of Academic Misconduct may be directed to the Associate Dean of Academic Affairs by any person. The Associate Dean of Academic Affairs shall present written charges to the student, either by personal delivery or by mail delivery to the student's last known residential address as recorded in the files of the Registrar, by certified mail, return receipt requested. Said written charges shall specify the policies, regulations, or procedures of the College which are alleged to have been violated by the student. Said charges shall advise the student of the names of known witnesses who have relevant knowledge of facts relating to the issues in contention, as well as identifying any documents which allegedly support the charges against the student. A copy of the charges shall also be sent to the Chair of the Academic Review and Promotion Committee.

Within seven (7) working days after receipt of a copy of the written charges by the Chair of the Academic Review and Promotion Committee, the Chair shall issue written notice to the student of the date, time and place of the hearing on the written charges.

The student shall submit to the Chair of the Academic Review and Promotion Committee within ten (10) working days after the receipt of the notice of hearing, a written statement setting forth any alleged defenses which the student has to the written charges; said statement shall contain the names of alleged witnesses who have relevant knowledge of facts relating to the issues in contention, as well as identifying any documents which allegedly support such defenses.

The hearing date before the Academic Review and Promotion Committee shall be held not later than fourteen (14) working days after the time designated for the student's response to the written charges. All time limits may be waived by mutual agreement of the student and the College or unilaterally by the Academic Review and Promotion Committee for good cause shown.

The student shall be entitled to be present at all sessions of the Academic Review and Promotion Committee when evidence is being received. The members of the Academic Review and Promotion Committee and the student shall have the right, within reasonable limits, to question witnesses. When all evidence has been received the student shall have the right to make an argument in support of his/her position. A full stenographic transcript or recording by electronic device may be taken to aid the writing of the minutes.

Following the conclusion of the hearing, the Academic Review and Promotion Committee shall promptly make its explicit findings of fact on each charge, its conclusions and its recommendations. Copies of such findings, conclusions and recommendations shall be forwarded to the Associate Dean of Academic Affairs. The Associate Dean of Academic Affairs shall then make his/her determination and communicate said decision to the student, Chair of the Academic Review and Promotion Committee, Department Chairs, appropriate Course Directors and appropriate Deans. If the decision is dismissal, the student may appeal the decision in writing to the Dean within ten (10) working days of notification.

A student must present all information he/she wishes the Academic Review and Promotion Committee to consider during the meeting or in advance of the meeting. If the student appeals the decision upheld by the Associate Dean for Academic Affairs, only the information provided to the committee will be considered by the Dean during the appeal process, unless new information (information unknown or unavailable at the time of the Academic Review and Promotion Committee) is discovered.

N. DISCIPLINARY ACTION

Disciplinary actions include, but are not limited to:

1. OFFICIAL WARNING

This level of disciplinary action consists of an official letter of reprimand to the student warning him/her that any further misconduct will result in more serious disciplinary action. The official warning is deemed appropriate in cases of misconduct of a minor nature, as determined by the College.

2. DISCIPLINARY PROBATION

This level of disciplinary action involves placing the student on probation for a specified period of time, usually less than one academic year. A letter is sent to the student informing him/her that any further misconduct may result in suspension or dismissal from the College. At the time that the student is placed on probation, he/she is required to sign a disciplinary action disposition statement to the effect that he/she understands that any further misconduct on his/her part may result in suspension or dismissal from the College.

Students who are placed on disciplinary probation may not hold office in any student government organization or be employed by the College or University. A student holding office who is placed on disciplinary probation must be removed from the office while on probation; a student employed by the College or University must cease employment while on probation. Disciplinary Probation is noted on the student's transcript.

3. DISCIPLINARY SUSPENSION

Suspension refers to involuntary severance from the College for a stated period of time. During the period of suspension that student may not be involved in any College/University related academic or social activities. Disciplinary suspension is noted on the student's transcript.

4. DISCIPLINARY DISMISSAL

Dismissal refers to permanent involuntary severance from the College/University. It is also noted on the student's transcripts.

O. LEAVE OF ABSENCE

Students in the Scholl College of Podiatric Medicine are expected to maintain continuity and due diligence in meeting the performance expected of them throughout their podiatric medical school career. In particular, they are expected to meet the College Attendance Policy described on page 6 of this Handbook.

When, for any reason a student will not be able to participate fully in student activities for three weeks or longer, he/she must request a Leave of Absence. Request for Leave of Absence forms are available from the Director for Academic Support Services. Students requesting a Leave of Absence must comply with the Rosalind Franklin University Leave of Absence and Withdrawal Policy.

Leaves of Absence may be approved for periods not exceeding one (1) calendar year.

Petitions for Leaves of Absence for health related reasons involving students and/or their immediate family must be submitted in writing together with a letter from a physician or clinical psychologist which stipulates that a medical condition of such a nature exists that a leave of absence is recommended.

Fully completed Request for Leave of Absence forms must be submitted to the Office of Academic Support in the Division of Student Affairs. The Director for Academic Support will review the request and make a recommendation to the Dean who will approve such requests on an individual basis. The Director for Academic Support will inform the student in writing if the request has been approved.

At least three (3) months in advance of the anticipated date of resumption of training, the student must submit a completed Application for Return From Leave of Absence petition to the Scholl College Office of Student Services.

In all cases of an approved Leave of Absence for health related reasons, the student will not be permitted to return to his/her scheduled activities unless and until a physician or clinical psychologist has certified in writing that the student is competent to resume a full academic load in the College and/or the situation which led to the initial leave has been successfully addressed.

Once a student has taken the final examination in a course the grade for that course will be recorded on the student's transcript even if the student is subsequently granted a Leave of Absence. A Leave of Absence will not be granted if requested within 2 weeks of the clinical/course final examination.

P. MATERNITY/PATERNITY LEAVE POLICY

A student wishing to take a maternity/paternity leave must put his/her request in writing to the Dean, specifying the dates needed for the leave. The student will assume responsibility for any clinic time missed. A pregnant student or a student whose spouse is pregnant, in need of special examination procedures must notify the course instructor in advance of the examination. Appeal for special consideration may be made to the Office of the Dean.

Q. WITHDRAWAL

1. Voluntary Withdrawal

A student who wishes to voluntarily withdraw from the College for any reason must submit a completed Rosalind Franklin University Request for Withdrawal form obtainable from the Office of Academic Support in the Division of Student Affairs. The effective date of the withdrawal will be the date on which the completed form, together with the student's ID card and mailbox key (if applicable) are received in the Office of Academic Support. Once a student has taken the final examination in a course the grade for that course will be recorded on the student's transcript even if the student subsequently voluntarily withdraws from the College.

2. Involuntary Withdrawal

When a student has stopped attending a class/clinic that requires mandatory attendance for a prolonged period of time (e.g., ten consecutive class/clinic days) he/she will be sent a letter via certified mail to the student's last known address in an attempt to determine the situation. A student who stops attending said classes/clinic for a prolonged period of time without notifying the appropriate administrative offices of his/her situation will be involuntarily withdrawn from the College.

R. TRANSFER OF SCHOOLS WITHIN THE UNIVERSITY

It is the University's Policy that students may not internally transfer from one school to another school until the student has completed their current program of study.

S. PROCEDURES FOR QUESTIONS AND CONCERNS

A member of the student body first should direct questions concerning any class activity to the instructor of record involved. In the classroom or clinic any problem should be brought to the attention of the instructor in charge of the course at a personal meeting. He/she will then have the opportunity to correct the problems. If no satisfactory solution is reached, the

student may then bring this matter to the attention of the Department Chair. If an agreement is not reached, the student may seek review of the matter by the Assistant Dean of Clinical Sciences if it involves the Clinical Sciences or the Associate Dean of Academic Affairs if it involves the Basic Sciences. If satisfactory resolution of a Clinical Science problem is not reached at the Assistant Dean of Clinical Sciences level, the matter may be forwarded to the Associate Dean of Academic Affairs. If a grade is involved, the Chair's decision shall remain final, except in the case where the course coordinator is the Department Chair. In this case, the final decision rests with the Associate Dean of Academic Affairs.

T. PROFESSIONAL RELATIONS BETWEEN FACULTY/STAFF AND STUDENTS

Professional relations between faculty/staff and students are a valuable and important part of the learning process and contribute greatly to the desired collegial atmosphere at the College. Interpersonal relationships in a professional environment, however, always create the potential for an appearance of favoritism or other impropriety. While good judgment and discretion will often determine what is appropriate under any particular circumstance, the College disfavors activities between faculty/staff and students that can be construed as other than a professional relationship.

U. POLICY ON EMAIL COMMUNICATION WITH STUDENTS

Each student is provided with a Rosalind Franklin University email account. This will be the primary medium of communication between the faculty/administration and the students. It is the student's responsibility to regularly check his/her account for important messages. This applies to those students away from campus on clinical experiences/clerkships as well as to on-campus students.

It is the University's policy that the email signature block for business-related correspondence should only contain identifying and contact information of the sender. The signature block should not include items of a personal nature, such as, but not limited to, personal beliefs or opinions, statements of philosophy, religious or inspirational sayings or quotes, clip art or graphics, etc. However, please note that this policy relating to signature block does not interfere with the content of the email message itself, which often contains or reflects statements of personal beliefs, opinions, philosophy, etc. of the author or others.

CHAPTER III: BACCALAUREATE DEGREE

The Dr. William M. Scholl College of Podiatric Medicine at Rosalind Franklin University offers the degree of Bachelor of Science in Biological Sciences which is issued upon completion of the Basic Science courses of the PM1 year at Scholl College to students who have fulfilled the General Education requirements at their pre-podiatry colleges/universities as indicated below. The Bachelor of Science degree is issued during the second semester of the student's second year for enrolled students who have fulfilled the degree requirements and during the second semester of what would have been the student's second year for students who no longer are enrolled.

General Education Requirements:

Previous coursework credit which must have been granted by an accredited undergraduate institution prior to attendance at Scholl College, with not more than 90 quarter hours (or the equivalent) from an accredited two year institution:

Fine Arts (including Art, Music, Performing Arts)/ **Humanities** (including English, Humanities, Foreign Language & Literature, Linguistics, Philosophy, Speech, Women's Studies):18*

* not less than 12 quarter hours in Humanities

Behavioral/Social Sciences (including Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology):..... 18

Natural/Physical Sciences (All with a laboratory component):

Biology	18
Inorganic Chemistry	12
Organic Chemistry	12
Physics	12
Mathematics (Math, Statistics, Calculus, etc.)	4.5
Miscellaneous Elective Courses	40.5

SCPM Quarter Hours for Biology Major **45**

Total Hours: **180**

Courses for the Biology Major (all of which must be taken at Scholl College)

Scholl College 1st Year Courses, 45 hours of which are the minimum requirements for the Biology major:

MCBA 500 A&B Clinical Anatomy	9
PBBS 502 A&B Biochemistry	7
PBBS 503 A&B Structure and Function	11
PBBS 504 A&B Neurosciences	5
PBBS 505 A&B Microbiology & Immunology	7
PBBS 506 A&B Lower Extremity Anatomy	8
Total First Year Hours	47

Additional requirements for the Bachelor of Science Degree:

1. Satisfactory completion of at least 47 quarter hours of Basic Biomedical Science courses from the PM1 year at the Scholl College that will constitute the degree major;
2. Minimum PM1 year grade point average of 2.00 (A=4.00) and be in good academic standing at the conclusion of the first year at Scholl College.
3. In addition to the above requirements, the Bachelor of Science recipient must have completed a minimum of 135 quarter hours of accredited college work **of which at least 45 hours must be at senior college level in addition to those hours taken at Scholl College.** These 135 quarter hours of accredited college work must meet General Education requirements as stipulated above.

(Students already holding a baccalaureate degree in Biology are not eligible to receive the B.S. degree in Biological Sciences from Scholl College.)

Students must formally apply to the Office of the Registrar for the baccalaureate degree and pay the required fee in effect at the time of application for the degree.

CHAPTER IV: STUDENT REGULATIONS

In addition to those rights insured by the Constitution of the United States and those limitations imposed by federal, state, and local laws, there are special rights and responsibilities acquired by students as members of the Dr. William M. Scholl College of Podiatric Medicine at Rosalind Franklin University community. The exercise of these rights and responsibilities is an important part of the development of the full potential of the student as an individual and as a member of the podiatric medical profession.

The College maintains and encourages freedom within the bounds of the law and professional ethics in the realm of teaching, research, and publication.

In order for a student to assume his/her rightful place in the College and University community the student must be aware of his/her responsibilities and privileges. To implement these objectives, the following policies are maintained:

A. STATEMENT OF RIGHTS AND RESPONSIBILITIES

1. Freedom of Access to Higher Education
 - a. Admission to the College and disbursement of financial aid are free from any unlawful consideration related to sex, race, color, creed, age, disability, veteran status, national origin, or political belief in accordance with the University's Equal Educational Opportunity policy.
2. The facilities and services of the College are open to all enrolled students in accordance with adopted and approved rules and regulations.
3. Academic Freedom
 - a. Freedom is accorded the student in research, presentation of ideas and the right to question subject matter under discussion.
 - b. Students are free to take reasoned exception to the data or to the views offered in any course of study and to reserve judgment about matters of opinion.
 - c. The basis for evaluation of the student in granting academic credit will be the attainment of knowledge and skills and demonstration of professional standards of conduct in the student's performance in the classroom and clinics.
 - d. Students have protection against prejudicial or unfair academic evaluation through a process of appeal.
4. Student Educational Records

Student educational records will be released to individuals outside the College subject to the provisions of the Family Educational Rights and Privacy Act and Rosalind Franklin University policy.

5. Freedom of Inquiry and Expression

a. Students are free of censorship in publication or statements to the public, providing these actions are within the bounds of the law and professional ethics. Students are free from censorship in the publication and dissemination of their views and opinions so long as these are represented as the view of the specific students and not the views of the College or its representatives.

b. Students are free to, and are encouraged to express their views through established channels on issues of institutional policy and on matters of general interest to the student body.

c. Students are free to assemble and to demonstrate and protest in an orderly fashion without interfering with the normal and orderly operations of the College and recognizing the rights and privileges of other students, faculty, and administrators to pursue their legitimate goals.

d. Students have the responsibility to recognize and support the policy statements of the College.

B. IMMUNIZATIONS

To be eligible to participate in any clinical programs with the hospitals affiliated with RFUMS, each student must provide written evidence that she/he has met the immunization requirements outlined in the Student Immunization History Form sent to each newly admitted applicant. **IMMUNIZATION COMPLIANCE IS REQUIRED AT THE TIME OF MATRICULATION.** Students who do not meet these requirements prior to matriculation will be responsible for the full cost of their immunizations and will be excluded from classes.

C. IMMUNIZATION RECORDS

An increasing number of the external hospital and clinical training sites where students are assigned require that the student submit proof of having a variety of immunizations. Students should check with the Scholl College Clerkship and Residency Placement Office to determine which programs require such proof.

D. DISABILITY INSURANCE

All enrolled students of the Dr. William M. Scholl College of Podiatric Medicine are required to participate in the disability insurance program offered through the American Association of Colleges of Podiatric Medicine.

F. HONOR COUNCIL

Among the goals of the Rosalind Franklin University is the promotion of a sense of ethics among its future graduates. The Rosalind Franklin University of Medicine and Science Honor Council supports and abides by an Honor Constitution in the belief that it will provide guidance for the development of responsible, self-regulation of present and future behavior.

The University Honor Council, which consists of 12 members, including two elected representatives from the first year class and two elected representatives from the second year class, fulfills and follows the Judicial Code according to certain mandates to ensure

that the Policies of the University are maintained by conducting a fair hearing of the violations of rules and policies of the University. Honor Council Members are charged with the right and responsibility in violations of the Honor Code (e.g., academic dishonesty or unprofessional behavior) specifically brought to their attention to serve as “fact finders” in cases of academic misconduct. The Honor Council adheres to the existing RFUMS Honor Council Fact Finding Procedures

In addressing a claim of a violation of the Honor Code, the claim, including its facts, merit, severity, and potential punitive outcome is formally summarized in letter format by the Honor Council Fact Finders. The letter is signed by the Honor Council Fact Finders and delivered confidentially to the Director of Academic Support Services who will then forward it on to the Associate Dean of Academic Affairs. A sealed copy of the claim summary is kept in the locked Honor Council filing cabinet.

The Associate Dean of Academic Affairs shall then make her determination and communicate said decision to the student. If the decision is dismissal, the student may appeal the decision in writing to the Dean within ten (10) working days of notification.

<http://www.rosalindfranklin.edu/dnn/portals/18/documents/studentSites/honorcouncil/index.html>

G. STATEMENT OF PROFESSIONAL CONDUCT

Students are expected to adhere to all existing University policies regarding professional conduct and standards.

Cultivating an atmosphere in which all individuals display toward one another respect, integrity, empathy, high ethical standards and professional conduct is a commitment at the Dr. William M. Scholl College of Podiatric Medicine at Rosalind Franklin University.

Professionalism is defined at Scholl College as the quality of having a genuine interest in and respect for all individuals, whether co-workers, students, patients, or members of the community and aiding them to the best of one’s ability in a consistently courteous, sincere, and honest manner, maintaining confidentiality in necessary circumstances.

All members of the Scholl College community are expected to conduct themselves in a professional manner, displaying the requisite characteristics not only in action, but also in attitude. Such professional conduct enhances an atmosphere of learning and efficiency of operation that helps fulfill the mission of the institution.

Because harmonious relationships of any group can be maintained only if the rights and obligations of all its members are recognized and protected, the following policies are established as an aid to clarify the observances of acceptable conduct and the consequences associated with violations.

H. DRESS CODE

Appropriate attire, cleanliness and neatness are expected at all times.

I. RFU HEALTH SYSTEMS PROFESSIONALISM AND DRESS CODE

Overview:

Public expectation of you as a student physician, and as a representative of the profession of medicine, is considerably higher than you might realize. Although you are not yet a doctor, you will nonetheless be expected to conduct yourself in a manner expected of a physician.

This extends to personal grooming and the clothing you wear. It is important to dress in a manner that is respectful to your professors, classmates, medical center faculty, staff and the patients with whom you come in contact. The dress code is intended to contribute to your overall professional development, to make you aware that there is a standard of professional dress that should be adhered to in order to have a more effective transition into the professional workplace.

Dress Code:

Students must remember that this is a professional school, and as such, it is expected that students display an appropriate level of judgment with regard to personal hygiene, grooming and dress.

The dress code will be in place on a daily basis. Students are expected to dress professionally and to wear their white coats when interacting with real and standardized patients in the Essential of Clinical Reasoning course setting. You will be given your own white coat at the annual White Coat ceremony prior to the start of your clinical education.

The following will be considered unprofessional, inappropriate attire for Rosalind Franklin University Health System:

- 1). Do not wear wrinkled, dirty, stained, clothing, clothing with holes, cuts or any unsafe attire, clothes must fit properly, be clean and pressed.
- 2). Headwear such as, hats, caps, sweatbands, bandannas are inappropriate worn inside.
(Wearing headgear for medical or religious reasons is acceptable, but may require documentation).
- 3). Do not wear crop or bare midriff tops, spaghetti strap blouses, halter tops, skirts more than 4" above the knee, shorts of any style. Revealing clothes of any style is inappropriate while providing patient care.
- 4). Do not wear clothing with inappropriate pictures or slogans.
- 5). Do not wear thong style shoes, flip-flops, or any shoe without an enclosed toe, this is a safety issue.

Name Badges:

Rosalind Franklin University ID badges must be worn at all times with the name and photo clearly visible at lapel level. A lab coat with a name on it will not replace the ID badge.

Hair:

Hair, beards, and mustaches must be clean and neatly kept. Students and staff involved in direct patient care that wear long hair, including loose multiple braids should be styled off the shoulders, pulled back and secured. Extreme hair colors, styles and ornaments should not be worn in a professional health care setting.

Cosmetics:

Cosmetics should be used in moderation.

Fragrances/Perfumes:

Perfumes, aftershave, heavy fragrances should not be worn as many people are sensitive to these and may become nauseated, or experience respiratory distress when exposed to chemical scents or odors.

Jewelry:

Jewelry should be conservative in style and kept to a minimum to prevent loss or injury. All jewelry will be required to be removed while participating in surgical cases. Dangling earrings, dangling bracelets/bangles should not be worn by students or staff involved in direct patient care. Wristwatches may be worn. Rings may be worn, but will be required to be removed while participating in surgical cases.

Fingernails:

Fingernails must be clean, short and neatly trimmed. Clear or light colored nail polish is best.

Lab Coats/Short White Coats:

Lab and student short white coats are to be clean and neatly pressed, with no holes, stains or missing buttons.

J. OTHER MISCONDUCT

The following policies are provided as an aid to clarify the observance of acceptable conduct. The following behavior may lead to disciplinary action by the College administrators:

- Indulging, during a class, seminar or other educational assignments, in conduct which is so disruptive as to infringe upon the rights of the instructor or fellow students
- Forgery, misrepresentation, alteration, or misuse of College or University documents, records, or identification cards
- Theft, abuse, malicious misuse, damage, alteration or destruction of College or University property located within the College or University
- Setting off a false fire alarm or setting fire to the contents of a building, the property of others, or to a building proper, as an act of arson, prank or through careless smoking or the use, misuse, or abuse of unauthorized or authorized appliances
- Abuse or harassment of, assault and battery upon, or the threat of violence against any members of the College or University community
- Disorderly or malicious conduct on campus or while engaged in activity representing the College or University
- Any violation of the rights and freedom of other members of the College or University community

- Violating the canons of ethics for the profession of podiatric medicine
- Violation of any duly established rules and regulations of the College or University
- Violation of any laws of the land which violation evidences a lack of ethics or professionalism as determined by the College or University

K. DISCIPLINARY ACTION

Disciplinary actions include but are not limited to:

1. Official Warning
2. Disciplinary Probation
3. Disciplinary Suspension
4. Disciplinary Dismissal

Each of the foregoing categories of disciplinary action is further described on page 16-17 of this Handbook.

CHAPTER V: FACULTY AND STUDENT ORGANIZATION

A. STANDING COMMITTEES OF SCHOLL COLLEGE

The Committees listed below are the Standing Committees of the Faculty Academic Assembly that relate to students and/or the educational program. The Dean or his/her designee shall select a Chair for each standing committee from among its Faculty members. It is recommended that Chairs not serve terms longer than 5 years; larger committees may consider using a Vice-Chair or Co-Chairs for the purpose of succession. These Committees may have non-voting advisory members, or voting ex officio members. In order to avoid a possible conflict of interest, the Assistant Deans or Associate Deans may not serve as members on the Academic Review and Promotion Committee, and the Faculty Appointments, Promotions, and Tenure Committee.

Student and/or Education Related Standing Committees:

1. Academic Review and Promotion Committee. This Committee shall review and evaluate records of students in academic difficulty in didactic courses or in clinical experiences/clerkships and recommend appropriate action to the Associate Dean of Academic Affairs. The Committee shall also evaluate any charges of academic misconduct against students and make recommendations to the Associate Dean of Academic Affairs. In addition, the Committee shall serve as an advising and recommending body to the Associate Dean of Academic Affairs and Dean concerning College policy in the areas pertinent to the responsibilities of the Committee.

The Committee shall consist of representative faculty from the Clinical Sciences and Basic Biomedical Science Departments, and a third year student representative recommended by the Illinois Podiatric Medical Students' Association (IPMSA) President. University personnel and counselors may be advisory members of the Committee. (Refer to Chapter I of the the Handbook for further details about this committee).

2. Clinical Advisory Committee. This Committee shall review matters concerning the clinical programs and make recommendations to the Associate Dean of Academic Affairs.

The Committee shall consist of the Assistant Dean of Clinical Sciences, one faculty representative from each of the Clinical Science Departments, and two elected student representatives from each of the second, third and fourth year classes. All of the latter shall be voting members. If necessary, clinic personnel may be invited to attend meetings in an advisory role.

3. Curriculum Committee. This Committee shall review the College curriculum, syllabi, and methods of instruction; determine the relative emphasis to be given to various elements of the educational program; determine the academic requirements for the degrees offered by the College; participate in the College's assessment program; and make recommendations to the Dean.

The voting members of the Committee shall consist of the Associate Dean of Curriculum and Assessment, the Assistant Dean of Clinical Sciences, the Associate

Dean of Academic Affairs, Clinical Sciences and Basic Biomedical Sciences
Department Chairs, Faculty members from Basic Biomedical Sciences and Clinical
Sciences Departments, the Associate Dean of Clerkship and Residency Placement, the
Director of Clerkship and Residency Placement, and an elected student representative
from each class.

4. Assessment Committee. The Assessment Committee has the responsibility to develop the student learning outcomes and programmatic outcomes for the College, develop and monitor the College assessment plan, and make recommendations for programmatic improvement to the Dean.

The Committee consists of the Associate Dean of Curriculum and Assessment, Assistant Dean of Clinical Sciences, Department Chairs of Basic Biomedical Sciences and Clinical Sciences, the Associate Dean of Clerkship and Residency Placement, the Associate Dean of Academic Affairs, the Coordinator of Clerkship & Residency Placement, and the student representative to the Curriculum Committee from the second year class.

5. Swanson Scholar Committee. This Committee shall oversee an educational track that allows selected students to participate in research activities while they obtain their Doctorate in Podiatric Medicine. The Committee shall develop selection criteria, select students to participate, and monitor their progress. The Committee shall recommend to the Scholl Academic Assembly the degree of D.P.M. "with honors" for those students who have completed the Swanson Scholar Program requirements.

The Committee shall consist of representative faculty from the Clinical Sciences and Basic Biomedical Sciences Departments, and when possible, a podiatrist from outside the College who is involved in research, and a non-voting student representative who is appointed by the IPMSA. The Chair of the Research Department and Associate Dean of Research will be non-voting advisory members.

6. Admissions Committee. This Committee shall interview and recommend for admission to the College those applicants who display the mental, physical and psychological abilities that are necessary to undertake the educational program. The Committee shall also review the admissions requirements and policies, and recommend changes to the Administration.

The Committee shall consist of representative faculty from the Clinical Sciences and Basic Biomedical Sciences Departments. The Assistant Dean of Clinical Affairs for Scholl College serves as Chair of the Committee, and only votes to break a tie. The Director of Recruitment serves as an ex-officio member of the Committee and provides the necessary staff support.

7. Student Scholarship Committee. This Committee shall develop the selection criteria for the endowed or restricted fund scholarships, the private-funded scholarships, and the Scholl Distinguished Scholar and Merit Scholar Awards. The Committee shall select the scholarship recipients from student applicants who meet the selection criteria.

The Committee shall consist of representative faculty from the Clinical Sciences and Basic Biomedical Sciences Departments. The Director for Academic Support

Services, the University Director of Financial Aid and the business office's Director of Student Services serve as ex-officio members of the Committee and provide the necessary staff support.

B. OTHER COMMITTEES

Membership of faculty on other University or College Committees or Ad Hoc Committees shall be recommended by the Scholl Academic Assembly Advisory Committee to the Dean. When appropriate, the Advisory Committee will also recommend the Chair of the Committee from among the Faculty membership. The Chairs of these committees will be appointed by the Dean or his/her designee, except as noted.

C. STUDENT GOVERNANCE

The students of the Dr. William M. Scholl College of Podiatric Medicine at Rosalind Franklin University accept as their primary goal the preparation to assume public service as licensed podiatric physicians. However, it is the student's obligation to take advantage of other opportunities for learning and skill development provided by the College. The College provides the coursework and clinical learning opportunities which have been recognized as necessary and sufficient for collegiate level preparation of doctors of podiatric medicine.

AMERICAN PODIATRIC MEDICAL STUDENT'S ASSOCIATION

The American Podiatric Medical Student's Association (APMSA) is the official national organization representing all students in good standing enrolled in colleges of podiatric medicine. By virtue of their enrollment at a college of podiatric medicine, all students are members of the Association. APMSA functions to provide a forum to discuss problems, to further the profession of podiatric medicine on a national level, and to establish the means for obtaining desired goals.

Formed at a conference in Chicago early in the 1950's, the structure of the APMSA allows for equal representation from each of the colleges of podiatric medicine. Each first year class elects a delegate and an alternate (every third year). In addition, each college sends their student body president to the APMSA House of Delegates, with the junior and senior representatives from the Board of Trustees.

In an effort to remain abreast of current policies and to keep current on an ever growing and changing profession, the APMSA maintains liaisons with a number of other associations and councils affiliated with podiatric medicine. The primary duty of each representative is to keep his/her class abreast of the issues pertinent to them.

APMSA membership brings with it a number of benefits to members. These benefits are outlined on the APMSA web site, www.apmsa.org.

ORGANIZATIONAL LIASIONS

In an effort to remain abreast of current policies and procedures and to keep current with an ever-growing and changing profession, the APMSA maintains liaisons with a number of other associations and councils affiliated with podiatric and allopathic medicine.

APMA Political Action Committee (APMAPAC)
American Podiatric Medical Association Board of Trustees (BOT)
American Association of Colleges of Podiatric Medicine (AACPM)
Council of Teaching Hospitals (COTH)
Council on Podiatric Medical Education (CPME)
National Board of Podiatric Medical Examiners (NBPME)
Corporate Advisory Board (CAB)
American Medical Students Association (AMSA)
APMA's Educational Foundation
Student National Podiatric Medical Association (SNPMA)
American Academy of Podiatric Practice Management
American Society of Podiatric Medical Assistants
American Board of Podiatric Orthopedics and Primary Podiatric Medicine (ABPOPPM)
American Board of Podiatric Surgery (ABPS)

APMSA believes it is the professional responsibility of the podiatric medical student to unite in the common cause of maintaining the high standards of podiatric medical education, initiate positive changes within the profession, and to continually strive for improvement in our nation's podiatric health care delivery. The leaders of the Association urge you to participate in the future of podiatric medicine. Since it is your future, get involved on a local or national level. "Growth Through Unity" is our motto and should be our goal as well.

APMSA DELEGATE ELECTION

Each first year class will elect a delegate for their class to the APMSA and every third year (next in 2011-2012) an alternate will be elected from the first year class. Individuals interested in the position are required to speak to all current APMSA representatives before the election.

The delegate will represent his/her class for the four years during his/her education. The APMSA holds a midwinter meeting and a summer meeting in conjunction with the APMA national meeting, where the delegate and alternate (if applicable) will represent his/her class and school in the most professional and effective manner.

The election of the delegate will be conducted by the Illinois Podiatric Medical Student's Association (IPMSA) and the local APMSA, during October of the first year. All students of the Scholl College are eligible to vote for the position. The delegate will be elected by winning greater than 50% of the votes. If an alternate is to be elected, then the individual with the next highest number of votes will be designated as the alternate. A copy of the delegate responsibilities is maintained in the APMSA office. Failure to maintain these responsibilities will result in the enforcement of impeachment proceedings as outlined in the IPMSA Constitution and Bylaws under Article IX-Impeachment and Recall.

ILLINOIS PODIATRIC MEDICAL STUDENTS' ASSOCIATION (IPMSA)

The IPMSA serves as the student government for the Dr. William M. Scholl College of Podiatric Medicine at Rosalind Franklin University of Medicine & Science and is an affiliate of the American Podiatric Medical Student's Association (APMSA). The IPMSA oversees all Scholl student organizations and acts as a liaison to faculty and administration. A signature event for the IPMSA is the annual Mid-Winter Seminar. Held in late January, the Mid-Winter Seminar is an opportunity for area practicing podiatrists to earn continuing medical education credits. The two day seminar is run by the IPMSA and student volunteers, and all proceeds are used for various events or items that will benefit Scholl students.

RFUMS STUDENT COUNCIL

Student Council is the student governing body at Rosalind Franklin University. The Executive Student Council consists of a President, Vice President, Treasurer, Secretary, and Technology Officer who helps to represent students on campus. There is also a Student Dean Cabinet within Student Council who helps to discuss inter-professional issues and funding on campus. Student Council's mission is to advocate the needs of students, promote unity between all student and faculty of the four colleges, and to serve as a means to organize and run student events. Student Council works cooperatively with the Office of Student Development to allocate student activities fees to student organizations, classes, and special interests each year. Monthly Student Council meetings are held to update all students on new issues and activities on campus, gather input from student council representatives, and recognize student leaders for their accomplishments. There are over 80 student organizations and classes that are governed by Student Council. For questions regarding current student organizations or leadership opportunities, contact the Office of Student Development.

CHAPTER V: STUDENT SERVICES

A. DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs supports the academic success of all RFUMS students by fostering their professional, mental, physical, and social development and by enhancing the quality of campus life. We provide programs and services to augment students' ability to learn and develop life skills necessary to become productive and caring members of our global society. There are several different areas within the Division of Student Affairs to assist students, including Student Housing, Student Development, Academic Support Services, Student Wellness, Student Health, and Multicultural Affairs. Please visit the Division of Student Affairs at:

<http://www.rosalindfranklin.edu/dnn/administration/Home/DOSA/tabid/478/Default.aspx>

B. SCHOLARSHIPS

The Scholl College of Podiatric Medicine offers one of the largest scholarship programs available in podiatric medical education. The program is administered by the Scholl Scholarship Committee. For information on Scholarships and the application process, please visit the Scholl Scholarship website at:

<http://www.rosalindfranklin.edu/dnn/scholl/Home/SchollCollegeofPodiatricMedicine/StudentServices/ScholarshipInformation/tabid/2213/Default.aspx>

All scholarship recipients are required to attend the Scholl Scholarship Benefit held each spring in conjunction with the Midwest Podiatry Conference.

Scholarship Committee Guidelines:

1. Full tuition or partial tuition scholarship recipients are not eligible for other scholarships.
2. Only one scholarship will be awarded to a student.
3. Scholarships are awarded from the largest amount to the smallest amount so that the most deserving recipients are awarded the most money.

C. FINANCIAL AID

The College is committed to assisting all enrolled students in their efforts to obtain adequate financial assistance to enable them to successfully complete their educational programs. Full details of the Scholl College and Rosalind Franklin University Financial Aid and Scholarship programs are included on the Financial Aid website at:

<http://www.rosalindfranklin.edu/dnn/administration/FacultyStaff/FacultyStaff/FinancialAid/tabid/1942/Default.aspx>

D. STUDENT LOCKERS

Students are assigned their own individual locker each year. Books, briefcases, instruments, etc. are to be kept in the lockers and not left in classrooms, corridors, or clinical areas. First year students are assigned lockers in the Anatomy area. These lockers must be cleared out at the end of the first year of the curriculum.

Second and third year students are assigned lockers on the lower level of the Health Sciences Building. Third year students must clear out their lockers at the end of the didactic portion of the third year.

E. OFFICIAL PHOTOGRAPHS

Third year students must arrange for a formal portrait sitting with the University Photography Department before the end of the didactic portion of the third year of the curriculum. These photographs are used for the official class composite at the time of graduation. Students may, but are not required to, purchase sets of photographs for use with residency applications.

F. STUDENT ORGANIZATIONS

Scholl College encourages participation in student activities as an excellent way to experience personal growth, meet new friends, share common interests with other students, faculty and staff, as well as have some fun outside the classroom. There are over 80 student organizations at RFUMS and a complete listing can be obtained from the Office of Student Development in the Division of Student Affairs. Below is a list of several of the Scholl specific organizations.

Alpha Gamma Kappa (AGK)

The AGK is a professional fraternity committed to enhancing the SCPM experience through group outings and special programming.

American Academy of Podiatric Sports Medicine (AAPSM)

The AAPSM strives to promote education and the enhancement of knowledge in the field of podiatric sports medicine. Students are provided an opportunity to advance their understanding of evaluation, treatment, management, and prevention of lower extremity injuries in sports and fitness through educational seminars and workshops.

American Association of Women Podiatrists (AAWP)

The AAWP seeks to further the art and science of podiatric medicine; to promote interests common to women podiatrists and the public; to aid and encourage women, pre-podiatry, podiatry, and post graduate podiatry students in the study, practice, and advancement of the profession through education and research; and to make more visible the talents, training, work, and efforts of women podiatrists.

American College of Foot and Ankle Orthopedics and Medicine (ACFAOM)

The ACFAOM brings together those students wishing to increase their knowledge of podiatric orthopedics and primary podiatric medicine. This organization supplements and enhances study in applied biomechanics and primary podiatric medicine and provides programs that allow application of podiatric biomechanics and primary podiatric medical skills.

American College of Foot and Ankle Surgeons (ACFAS)

The ACFAS exists in order to unite students wishing to increase their knowledge of podiatric surgery and procedures. The sole purpose of the Student Chapter of the

American College of Foot and Ankle Surgeons shall be to supplement the course of study in surgery by sponsoring for its members workshops, speakers, journals and communication with members of the American College of Foot and Ankle Surgeons.

Durlacher Chapter of the Pi Delta Honor Society

The purpose of the Durlacher Chapter of Pi Delta Honor Society is to stimulate scholarship in podiatric medicine and the related health sciences for the advancement of the profession.

Kappa Tau Epsilon Podiatric Medical Fraternity (KTE)

This fraternity was founded to enhance the inter- and intra-professional, academic, and social experiences of any student interested in benefiting from and furthering the goals of KTE. This is provided to our members through various workshops, practice practicals, journal clubs, case presentations and social events which aid in developing students into more well rounded and educated members of our chosen profession. Membership is open to all students of SCPM upon payment of dues each fiscal year (and a one time initiation fee for new members).

Practice Management Club

The Practice Management Club supplements related courses of study in, increases the awareness of, and educates the podiatric medical student in the area of podiatric practice management.

Student National Podiatric Medical Association (SNPMA)

The SNPMA unites to promote student ethnic equality, and to effectuate harmonious fellowship between students of all backgrounds and heritages at the SCPM; to maintain and sustain a high degree of professionalism amongst the students; to promote the recruitment and retention of ethnic minority students; and to provide a channel of communication between minority students, school administration, and members of the Student National Podiatric Medical Association on the local and national level.