D'YOUVILLE UNIVERSITY
OSTEOPATHIC MEDICINE

D'Youville University
College of Osteopathic Medicine

Student Handbook

2026–2027



DYU-COM STUDENT HANDBOOK

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Chapter 1: Welcome to DYU-COM



Welcome from the President

Welcome to D'Youville University, and to a defining moment in our history. As members of the inaugural class of the College of Osteopathic Medicine, you are not simply beginning your medical education, you are helping to build something that will shape the future of healthcare in Western New York and beyond.

At D'Youville, we believe that community is something we create together. From your first day, you are part of a university grounded in collaboration, innovation, and a deep commitment to service. The path you are beginning is rigorous, but it is also filled with purpose. You are preparing for a profession that demands not only knowledge and skill, but compassion, integrity, and the courage to lead.

You will learn in an environment designed for connection, across disciplines, across perspectives, and experiences. Surrounded by peers in healthcare and guided by dedicated faculty, you will be challenged to think broadly, work together, and grow into the kind of physicians our communities need.

As the first class, you will set the tone. You will define what it means to be a DYU-COM student and, in time, a DYU-COM graduate. That responsibility is significant, but so is the opportunity. The standards you establish, the culture you build, and the example you set will carry forward for generations of students who follow you. There will be moments that test you. In those moments, remember why you chose this path and who you are called to serve. Support one another, stay grounded in your purpose, and continue to build the kind of community that allows everyone to rise.

We are proud to welcome you to D'Youville and to this historic beginning. Your journey starts here, and the impact of what you build will extend far beyond it.

Warmly,

Lorrie A Clemo

Lorrie A. Clemo, PhD
President, D'Youville University



Welcome from the Dean

Today, you begin writing the first chapter in the history of the College of Osteopathic Medicine. The story of this university will forever include your names, your achievements, and your legacy. You are the first class to embark on this extraordinary journey, and with that distinction comes a unique opportunity. You will establish the standards of professionalism, collegiality, and excellence that will define this institution for generations. Support one another. Celebrate each other's successes. Learn from one another's perspectives and experiences. The strongest physicians are not those who succeed alone, but those who build communities of trust, respect, and shared purpose.

Medical school is far more than the study of anatomy, physiology, pathology, and clinical science. It is a transformative experience that will shape how you think, how you lead, and how you care for others. Over the next four years, you will be challenged academically, professionally, and personally. There will be days of uncertainty and moments when the road ahead seems difficult. During those times, remember why you chose this profession. Remember the desire that brought you here—the desire to heal, to serve, and to make a meaningful difference in the lives of patients and families.

As future osteopathic physicians, you are entering a profession founded on the principle that medicine is both a science and an art. You will learn to treat not just diseases, but people. You will develop an understanding of the profound connections between body, mind, and spirit. Most importantly, you will learn that every patient has a story, and that listening with empathy is as important as any diagnostic test or treatment plan.

You also begin your education at a time when healthcare faces remarkable challenges and opportunities. Communities across our nation continue to experience significant physician shortages, health disparities, and barriers to care. The world needs physicians who are innovative, collaborative, and committed to improving the health of all people. I have every confidence that the leaders sitting before me today will help meet those challenges and shape the future of healthcare.

On behalf of the faculty, staff, and leadership of D'Youville University College of Osteopathic Medicine, I want you to know that we are honored to accompany you on this journey. We believe in your potential, and we are committed to your success.

Welcome to D'Youville University College of Osteopathic Medicine, and welcome to the future of medicine.



Nick Camposeo, DO
Dean, D'Youville University, College of Osteopathic Medicine

About This Handbook

This handbook serves as the official guide to the academic policies, professional expectations, student support resources, and institutional procedures governing students enrolled in DYU-COM. Students are responsible for becoming familiar with the handbook and complying with all applicable University and College policies. The College reserves the right to revise handbook policies as needed to maintain compliance with accreditation standards, legal requirements, and institutional priorities.

Mission

D'Youville University College of Osteopathic Medicine (DYU-COM) prepares osteopathic physicians focused on service, equity, and the health and well-being of a diverse society.

Vision

DYU-COM will deliver innovative, inclusive, and collaborative osteopathic medical education that fosters service and promotes scholarly inquiry. DYU-COM graduates and physicians will foster healthy communities by focusing on the care of the whole person and paying attention to cultural diversity and health disparities.

Core Values

Innovation & Continuous Improvement: We embrace innovation and lifelong learning to adapt to the evolving healthcare landscape and improve patient outcomes.

Inclusivity & Diversity: We are committed to fostering a diverse, inclusive environment where all individuals are respected and empowered to succeed.

Integrity: We uphold the highest ethical standards, ensuring honesty, accountability, and professionalism in all academic and clinical settings.

Wellness: We prioritize the holistic well-being of our students, faculty, and patients, promoting mental, physical, and emotional health.

Caring: Compassionate, patient-centered care is at the heart of everything we do, ensuring that we address the whole person, not just the symptoms.

Service: We believe in serving others, especially underserved communities, through volunteerism, outreach, and a commitment to improving healthcare access.

Leadership: We cultivate leadership by empowering students to inspire, mentor, and collaborate within healthcare teams and the broader medical community.

Research: We foster a culture of inquiry, encouraging students to engage in research that advances medical knowledge and improves patient care.

Guiding Principles

- Student-centered learning
- Culturally responsive care
- Collaborative healthcare models
- Critical thinking and inquiry-based learning
- Ethical decision-making and lifelong learning
- Professional Accountability
- Respectful Learning Environment

Osteopathic Philosophy and Care

Osteopathic medicine emphasizes a holistic approach to care, recognizing the integrated unity of body, mind, and spirit. Osteopathic physicians (DOs) embrace evidence-based medicine (EBM) that applies the best medical evidence, patient preferences, and the experience and knowledge of an osteopathic physician, while also including the optimization of human functioning as a goal alongside the care of patients with disease. To achieve this goal, osteopathic physicians are educated in the latest medical treatments and technologies, as well as utilizing the body's inherent capacity for healing through lifestyle modifications (diet and exercise) and Osteopathic Manipulative Treatment (OMT).

Degree Awarded

DYU-COM graduates are awarded the Doctor of Osteopathic Medicine (DO) degree upon completing all academic, clinical, and professional requirements. All students must adhere to the Maximum Length of Degree Completion Policy, which requires students to graduate within six years of matriculation.

Accreditation

The Commission on College Accreditation (COCA) is the accrediting body recognized in the United States as the accreditor of osteopathic medical colleges and is responsible for the accreditation of DYU-COM. DYU-COM complies with all applicable standards established by COCA and applicable University policies governing osteopathic medical education.

For more information, questions, or concerns related to COCA, please visit https://osteopathic.org/accreditation/, write to 142 E. Ontario St., Chicago, IL 60611-2864, or call (312) 202-8000.

Professionalism Statement

Professionalism is a foundational expectation of every DYU-COM student. Expectations apply across classroom, laboratory, clinical, electronic communication, and public interactions. The full Professionalism policy, including the AOA Code of Ethics and Academic Integrity standards, is found in Chapter 4, Section 4.1.

Commitment to Student Success

DYU-COM is committed to providing academic advising, wellness resources, accessibility services, learning support, professional development, and individualized assistance. Students are encouraged to seek help early through the Assistant Dean for Student Services, Faculty Advisors, Learning Specialists, and University resources.

Handbook Revisions

The handbook is reviewed annually by SPPC in collaboration with Academic Affairs, Student Services, and University leadership. Approved revisions become effective upon authorization by the Dean's Council and acceptance by the President's Council.

Questions About Handbook Policies

If students have questions regarding policies contained within this handbook, they are encouraged to contact the Assistant Dean for Student Services for clarification and guidance.

Osteopathic Oath of Commitment

At the beginning of their studies, each student will sign a Pledge of Commitment to uphold the ethical standards of the osteopathic profession.

As members of the osteopathic medical profession, in an effort to instill loyalty and strengthen the profession, we recall the tenets on which this profession is founded: the dynamic interaction of body, mind and spirit; the body’s

ability to heal itself; the primary role of the musculoskeletal system; and preventive medicine as the key to maintain health. We recognize the work our predecessors have accomplished in building the profession, and we commit ourselves to continuing that work.

I pledge to:

- Provide compassionate, quality care to my patients;
- Partner with them to promote health;
- Display integrity and professionalism throughout my career;
- Advance the philosophy, practice, and science of osteopathic medicine;
- Continue lifelong learning;
- Support my profession with loyalty in action, word and deed; and
- Live each day as an example of what an osteopathic physician should be.

Osteopathic Oath

Upon graduation, and throughout their professional careers, osteopathic students and physicians recite the Osteopathic Oath adopted by the osteopathic profession in 1954. It affirms their loyalty to osteopathic practices and principles, to the osteopathic profession, and to the people and institutions in which they have attained their osteopathic medical education. Additionally, it affirms their dedication and loyalty to their patients and peers.

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

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

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

I will look with respect and esteem upon all those who have taught me my art. To my college I will be loyal and strive always for its best interests and for the interests of the students who will come after me. I will be ever alert to further the application of basic biologic truths to the healing arts and to develop the principles of osteopathy which were first enunciated by Andrew Taylor Still.

Chapter 2: Curricular Program

Program at a Glance

The DO program at D'Youville University is a four-year curriculum divided into two main phases.

Preclinical Medical Education (Years 1–2)

During the first two years, students build a strong foundation in the sciences that underpin medical practice. The curriculum emphasizes basic biologic sciences, including anatomy, physiology, pharmacology, and pathophysiology, to develop an understanding of the structure and function of the human body.

Students also engage in introductory clinical sciences, exploring core medical disciplines such as pulmonology, cardiology, immunology, and related fields. This integrated approach prepares learners to apply scientific principles to clinical scenarios.

In addition, the program highlights osteopathic clinical skills, fostering competency in physician-patient relationships, physical examination techniques, and Osteopathic Manipulative Treatment (OMT). These experiences ensure students begin developing the holistic, patient-centered approach central to osteopathic medicine.

Students must pass all Osteopathic Medical Student Year 1 (OMS1) and Year 2 (OMS2) courses and have taken COMLEX-USA Level 1 before starting rotations. Students who fail COMLEX Level 1 will not be allowed to begin rotations or will be removed from rotations until they pass.

The curriculum includes the following courses, aligned with each other and presented to enable optimized study according to the body system or medical specialty being studied:

Foundations of Medicine (FOM): This course includes all basic biological science curricular material.

Excellence in Clinical Practice (ECP): This course includes all physical examination skills, physician-patient relationship skills, ethics, evidence-based medicine (EBM) materials, and biostatistics.

Osteopathic Manipulative Medicine (OMM): This course contains all the osteopathic hands-on physical examination and OMT skills, as well as case-based learning and the application of osteopathic philosophy and practice.

Lifelong Learning and Community (L3C): This course includes web-based educational material through the LMS and community engagement and outreach experiences. It requires question completion and video content, and community engagement experiences are followed by a written narrative reflection.

Systems and Specialties (SAS): This course focuses upon each system and/or medical specialty being studied with special attention to the effects and interrelationships between each body system and the whole, as well as integration with the other longitudinal courses.

Clinical Medical Education (Years 3–4)

Clinical rotations provide practical experience in various medical specialties. Core rotations include:

- Emergency Medicine
- Family Medicine
- Internal Medicine
- Obstetrics and Gynecology
- Pediatrics
- Psychiatry
- Surgery

In addition to the core rotations, there are elective rotations, and students may also arrange audition rotations and sub-internship rotations.

The following courses are also required:

Lifelong Learning and Community (L3C): Continues web-based educational material and community engagement and outreach opportunities.

OMM5: Fulfills continued osteopathic educational needs in the third year, including a July OMT skill prep/review component geared toward clinical rotations, and a student-run journal on Osteopathic Principles and Practices (OPP) published each semester. Students must complete and pass CME and board-style questions on the journal material.

OMM6: Requires completion with a passing level of the CME-style questions of the Online OPP Journal produced for OMM5. Fourth-year students may continue to collaborate with third-year students on OMM5 OPP Journal material.

Research: Students are expected to fulfill a research course-level requirement during the third year; material created for OMM5 may be used to fulfill this requirement, and students may take a research month.

Core Competencies and Objectives

The DYU-COM curriculum is guided by the AACOM Core Competencies, endorsed by the American Osteopathic Association (AOA) and required by COCA. These competencies define what every osteopathic medical student should know and be able to do to enter residency and practice safely and effectively. By the time they graduate, DYU-COM students will be confident, compassionate, and skilled osteopathic physicians in the following:

1. Osteopathic Principles & Practice / Osteopathic Manipulative Medicine (OPP/OMM): Integrates osteopathic philosophy, structural examination, and evidence-based OMT into patient-centered care; identifies and treats somatic dysfunction safely; and effectively communicates osteopathic concepts to patients and healthcare teams.

2. Patient Care & Procedural Skills (PC): Provides compassionate, evidence-based, and equitable care; obtains accurate histories and performs comprehensive physical and structural examinations; develops differential diagnoses and management plans; interprets diagnostic studies; and performs essential procedures safely.

3. Medical Knowledge (MK): Applies foundational biomedical, social, and clinical sciences to explain health and disease; integrates anatomy, physiology, pathology, pharmacology, microbiology, immunology, and osteopathic principles into diagnostic and therapeutic decision-making.

4. Interpersonal & Communication Skills (COMM): Communicates clearly and empathetically with patients, families, and interprofessional teams; adapts communication to diverse backgrounds and health literacy needs; and presents clinical information accurately and professionally.

5. Professionalism (PROF): Demonstrates integrity, accountability, respect, compassion, and cultural humility; adheres to ethical principles; maintains personal wellness; and upholds the standards expected of osteopathic physicians.

6. Practice-Based Learning & Improvement (PBLI): Engages in continuous self-assessment and lifelong learning; evaluates and applies scientific evidence; incorporates feedback; and participates in quality improvement and patient safety initiatives.

7. Systems-Based Practice (SBP): Understands how healthcare systems influence patient and population outcomes; uses resources responsibly; addresses health inequities; advocates for patients; and collaborates to improve quality, safety, and value in healthcare.

Chapter 3: Academic Policies and Student Progress

3.1 Assessment and Grading

To promote student learning most effectively and without undue competitiveness or stress, DYU-COM operates on a pass/fail grading system. Years 1 and 2 are assessed as Pass/Fail. Years 3 and 4 are assessed as Honors/Pass/Fail.

In Years 1 and 2, Pass/Fail grades align with the NBOME Standards for awarding Pass/Fail grades on the COMLEX Level 1 exam at the end of Year 2. To help students and Faculty Advisors identify deficiencies and room for improvement, an internal grading system is implemented, and DYU-COM requires students to remediate any course where an individual's grade falls below 70%. Regardless of internal grade, students receive only a Pass (P) or Fail (F) designation on their transcript. This is clarified in course syllabi and communicated at orientation, upon matriculation, and at the start of each semester.

In Years 3 and 4, the additional grade of Honors (H) is available to students who meet the criteria for "recommending honors" on all graded assessments per the individual rotation syllabus. Assessment of performance compared to national cohorts is made through COMLEX-USA Levels 1 and 2-CE and the COMAT examination series.

Qualifying to Graduate with Honors

The designation of "Graduating with Honors" is determined by a cumulative average in the upper ten percent of the graduating class. The student will receive a diploma inscribed with "Honors."

3.2 Internal Grades and Official Transcript Grades

Internal grades do not appear on the official transcript. However, internal academic performance may be used in determining academic honors and in preparing Dean's Letters, the Medical Student Performance Evaluation (MSPE), residency recommendations, and other official institutional evaluations.

3.3 Incomplete Grades

The grade of Incomplete (IC) may be assigned to a student who is otherwise passing the course but is unable to complete all required coursework and/or examinations due to extenuating circumstances (such as illness, death in the family, or injury due to accident). The IC must normally be resolved within five (5) calendar days unless an alternate timeline has been approved by the Associate Dean for Pre-Clinical Education or the Associate Dean for Clinical Education. If the IC is not removed within the approved period, it will automatically change to a grade of F. In cases of illness or extreme circumstance, the IC may be changed to a grade of Withdrawal (W), with the approval of the Dean. A student with an IC on their transcript at the beginning of the third and/or fourth year will not be allowed to begin rotations until the IC has been removed through remediation of the coursework.

3.4 Academic At-Risk Program (AAP)

Any student who fails a course, an exam, or a unit within a block exam will be entered into the Academic At-Risk Program (AAP) and required to meet with the Course Director (CD) or Unit Director (UD) to discuss improvement strategies and student options. The AAP plan must be put in writing/PDF and agreed to with signatures, to be kept in the student's file. Options within the AAP plan include any combination of the following:

Content Expert Review Meeting(s): Meet with a content expert to assess interventional strategies specifically related to course material.

Learning Specialist Meeting(s): Meet with a learning specialist for identification and assessment of lifestyle interventions, study options and strategies, and time and stress management.

Wellness Interventions: If a student cites personal stressors or conditions that may be interfering with their studies, additional guidance is indicated.

Faculty Advisor Meeting(s): If the CD or UD finds the student would benefit from meeting with the Faculty Advisor more than the regularly scheduled meetings, a more robust schedule should be developed.

Associate Dean Meeting(s): The student may benefit from meeting with the appropriate Associate Dean of Preclinical or Clinical Medicine.

Students are released from the AAP once they have successfully completed or remediated a course.

3.5 Academic Probation

Students who score below 70% on a course assessment or final course grade will be required to complete remediation within seven (7) calendar days unless otherwise specified by the SPPC or the Associate Dean of Preclinical Medicine. Students who fail two courses or fail 20–39% of units (a specific discipline, body system, or specialty) within a block will be reviewed by the SPPC to determine whether the student may remediate the course or specific units or must repeat the year. A student who fails three or more courses, or fails more than 40% of units within a block in a semester, will not be allowed to remediate and will be reviewed by the SPPC to determine whether they will be allowed to repeat the year. A student who fails remediation for any course will be referred to the SPPC and placed on Academic Probation.

Any student who fails more than one course, or fails remediation of any course, will be placed on Academic Probation and reviewed by the SPPC. The student will remain on probation until all outstanding coursework, remediation requirements, and SPPC-mandated conditions are successfully completed.

Any student who has failed a total of eleven (11) credit hours throughout their medical education is subject to automatic dismissal from the College.

A student who fails a course while on Academic Probation will be dismissed from the program. This action is automatic and does not require a committee vote; the student may subsequently petition the SPPC for reinstatement. A student on Academic Probation may not hold a leadership position in the Student Government Association (SGA) or other campus organizations for the duration of the probationary period.

Course Failure Review and Decision-Making Process

Should a student fail to progress academically while enrolled in osteopathic medical school, and based on the totality of the student's academic performance while enrolled, the Student Progress and Professionalism Committee (SPPC) may recommend one of the following:

1. Repeating the entirety of the failed course's curricular year in the next academic year.
2. Academic Probation, applicable only for failure of a course midway through the curricular year and in such circumstances where remediation of the failed material is deemed possible by the SPPC.
3. Dismissal from the College.

Students approved for readmission after suspension, or a leave of absence, may also be required to repeat previously taken courses.

3.6 Process for Appealing Final Course Grades

A student may file an appeal to dispute a final course grade following the process outlined below:

1. The student must initiate a formal grade appeal process by submitting the entire complaint and evidence of course assessment deficiency or calculation error to the Course Director within ten (10) business days of the grade being posted.
2. The Course Director shall respond to the student in writing within five (5) business days of having received the form, using the submitted Course Grade Description (Pass, Fail, Honors, or Incomplete).
3. If the appeal is not resolved to the student's satisfaction, the student can submit the appeal form to the Associate Dean for Pre-Clinical Education (Years 1 and 2) or the Associate Dean for Clinical Education (Years 3 and 4) within two (2) business days of receiving the Course Director's decision.

4. The designated Associate Dean shall consider the appeal. After discussing it with the student and the Course Director, the Associate Dean will render a written decision on the Course Grade Appeal form, returned to the student within five (5) business days. Decisions made by the designated Associate Dean are final.
5. If the grade appeal is upheld, the designated Associate Dean shall notify the Registrar of any need to change the student's grade in official academic records. If the appeal is rejected, the appeal process is terminated and the matter is considered closed.

3.7 COMSAE and COMLEX-USA Testing Accommodations

NBOME accommodations are requested directly through NBOME. University accommodations do not automatically apply. Students who request accommodation for any Level of the COMLEX-USA examination series, or any other standardized exam, must apply directly to the National Board of Osteopathic Medical Examiners, Inc. (NBOME) within the timeframe designated by the NBOME. Students should be aware that the granting of accommodation during medical school does not guarantee the granting of accommodation on external or licensure examinations.

3.8 COMLEX-USA Level 1

Students must sit for the COMLEX-USA Level 1 examination before July 1 between Years 2 and 3. Before receiving their COMLEX-USA Level 1 result, all students, including those on appeal for failure to complete required coursework, may be considered provisional third-year students. Full third-year student status is granted upon successful completion of all required coursework and COMLEX-USA Level 1.

To sit for COMLEX-USA Level 1, a student must achieve a pre-identified passing score on a qualifying examination. D'Youville University will offer a proctored Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE), Phase 1 (or a similar exam selected by the College), and will determine the pre-identified passing score required before approval to sit for COMLEX-USA Level 1.

Failure of COMSAE Phase 1

Students have three attempts to achieve a minimum pre-identified score on the COMSAE Phase 1 exam. Students failing to meet the minimum score on the first attempt will not be permitted to take COMLEX-USA Level 1 and must meet with the SPPC, where they will be referred to their assigned Learning Specialist, and a plan of action will be created, then promptly schedule another COMSAE exam. The Associate Dean for Pre-Clinical Education will assign a modified course of study during which the student will be required to complete, at their own expense, a remedial program (such as Boards Boot Camp), previously approved by the Associate Dean and not to exceed 12 weeks in duration.

Failure of COMLEX-USA Level 1

Any student who fails COMLEX-USA Level 1 on the first attempt must meet with their assigned Faculty Advisor and Learning Specialist within fourteen (14) calendar days of receiving the failing result and must complete a remedial program prescribed by DYU-COM at their own expense (which may include Boards Boot Camp or another approved program, not to exceed 8 weeks). A student is permitted up to three attempts to pass COMLEX-USA Level 1 consistent with College policy; failure on the third attempt results in dismissal from the DO program.

3.9 COMLEX-USA Level 2

Students must schedule their COMLEX-USA Level 2 no later than March 15 of the OMS-III year and sit for the exam no later than September 1 of the OMS-IV year, unless otherwise approved by the Associate Dean of Clinical Education.

Failure of COMSAE Phase 2

Students have three attempts to achieve a minimum pre-identified score on the COMSAE Phase 2 exam. Students failing to meet the minimum score after two attempts will not be permitted to take COMLEX-USA Level 2.

Failure of COMLEX-USA Level 2

Any student who fails COMLEX-USA Level 2 on the first attempt must meet with their assigned Faculty Advisor and Learning Specialist within fourteen (14) calendar days of receiving the failing result. A student is permitted up to three attempts to pass COMLEX-USA Level 2 consistent with College policy; failure on the third attempt results in dismissal from the DO program.

3.10 NBOME COMAT Examinations

Third-year students must pass an end-of-rotation examination, the Comprehensive Osteopathic Medical Achievement Test (COMAT), after each core rotation. These exams serve to prepare students for COMLEX-USA Level 2.

DYU-COM's last four years of COMLEX-USA Level 1, Level 2, and Level 3 first-time pass rates are published on its website at: https://www.dyu.edu/academics/schools-and-departments/proposed-college-osteopathic-medicine/student-success-data

3.11 Student Promotion

Students are eligible for promotion upon successful completion of all academic, clinical, professional, technical, and institutional requirements established by DYU-COM. Promotion decisions are based on satisfactory academic progress and compliance with College policies. When applicable, the SPPC reviews student records and makes recommendations regarding promotion.

Students must pass all courses in any academic year (and not be placed under suspension, probation, or a modified course of study) to be promoted to the subsequent year. To be eligible for promotion to Year 3, students must have a passing score on the COMLEX-USA Level 1 Exam.

Students can begin Year 3 while awaiting a passing score on the COMLEX-USA Level 1 exam; these individuals are designated provisional OMS-III students until they receive a passing score, at which point they are awarded full OMS-III status. All students must take the COMLEX-USA Level 1 Exam by July 1 of Year 3.

3.12 Graduation Requirements

Students must successfully complete all requirements for the Doctor of Osteopathic Medicine degree, including required coursework, institutional standards, required national licensing examinations, fulfillment of financial and administrative obligations, and completion of all degree requirements within six (6) years of matriculation unless otherwise approved. A student who has completed all required credit hours and successfully passed all academic requirements will be granted the DO degree provided the student has met all of the following:

- Attendance at AOA/COCA Accredited College: completed the entire curriculum at the accredited DYU-COM.
- Compliance with all Legal, Financial Requirements, and Obligations, including returning any DYU-COM-owned property and equipment.
- Graduation Ceremony attendance in person, at which the DO degree is conferred and the Osteopathic Oath is taken (exceptions granted at the Dean's discretion).
- Passage of Levels 1 and 2 of the COMLEX-USA examination series administered by the NBOME.
- Demonstration of the ethical, personal, and professional qualities necessary for the successful and continued study and practice of osteopathic medicine.
- Satisfaction of all Technical Standards outlined in the technical standards policy.
- Demonstrated suitability for the practice of osteopathic medicine, evidenced by responsibility for patient care and integrity in clinical activities.
- Completion of all graduation requirements within six (6) years of matriculation, per COCA standards.
- Completion of the AACOM Survey of Graduating Seniors.

Formal Recommendation for Graduation

Recommendation for graduation is subject to institutional approval. The list of graduates is sent to the DYU-COM Faculty Senate for conferral at their meeting; the Faculty Senate sends the approved list to the Dean; the Dean delivers a resolution to the President; the President delivers a resolution to the Board of Trustees; and the Board of Trustees votes to officially confer degrees.

Special Notes and Qualifications

Degrees are not awarded solely upon completion of any prescribed number of courses, or upon passing a prescribed number of examinations, but, in addition, when the faculty believes the student has attained sufficient maturity of thought and proficiency. Matriculation and enrollment do not guarantee the issuance of a degree without satisfactorily meeting the curriculum and degree requirements.

Chapter 4: Professional Expectations, Student Responsibilities, and Accommodations

4.1 Professionalism, Student Conduct, and Accountability

Professionalism is a foundational expectation of every DYU-COM student. Students are expected to demonstrate integrity, accountability, respect, ethical conduct, compassion, responsibility, and a commitment to lifelong learning in all academic, clinical, research, and community settings.

Professional Expectations

Students are expected to conduct themselves professionally at all times and to demonstrate honesty, integrity, accountability, respect, reliability, ethical behavior, and responsibility in every aspect of the educational program. These expectations apply across classroom, laboratory, clinical, electronic communication, and public interactions.

Statement of Ethics

Professional conduct is expected in all interactions with patients, peers, faculty, staff, clinical partners, and members of the public. Students are expected to uphold the standards of the osteopathic profession throughout their enrollment.

American Osteopathic Association (AOA) Code of Ethics

DYU-COM adopts the American Osteopathic Association Code of Ethics as the ethical standard governing student professional conduct. Students are expected to know, understand, and abide by the full Code of Ethics throughout their medical education.

Students are responsible for understanding and complying with the AOA Code of Ethics, available at https://osteopathic.org/about/leadership/aoa-governance-documents/code-of-ethics/.

Student Conduct and Accountability

Students are expected to conduct themselves professionally, with integrity and honesty, meeting all course requirements and maintaining academic integrity. Violations of academic integrity include, but are not limited to, the following:

Plagiarism: The presentation of another's writing or ideas as one's own without appropriate citation.

Cheating: The use or provision of any unauthorized assistance when completing an examination or individual assignment.

Falsification: The fabrication of signatures, notes, reports, data, or other academic information; submission of reports, papers, or examinations prepared by another person; including purchasing or selling term papers or other academic materials.

Procurement: The distribution or acceptance of prior or current laboratory assignments, examinations, or other academic materials without permission of the instructor.

Co-submission: The submission, without permission of the instructor, of academically required materials previously or contemporaneously submitted in whole or in substantial part in another course.

In addition to academic integrity, students are expected to conduct themselves lawfully and professionally at all times, including outside the classroom and clinical setting. General conduct expectations include, but are not limited to, refraining from violence or threats of violence, harassment or discrimination, illegal drug use, and criminal activity, consistent with the University's general conduct guidelines and DYU-COM's Criminal Background Check and Drug Screening policy (Section 4.9).

Violations of academic integrity, professionalism, or general conduct expectations may result in a range of outcomes, up to and including a warning, remediation, probation, suspension, or dismissal from the program, as determined by the SPPC.

A breach of professionalism, academic integrity, or general conduct expectations may be reported by any member of the DYU-COM community — faculty, staff, or students — directly to the appropriate Associate Dean, Clinical or Preclinical, or Assistant Dean of Student Affairs. The appropriate Dean will meet with the student to discuss the alleged misconduct. The administrative assistant to the SPPC will contact the student to schedule the meeting. The student may bring a support person to the meeting; however, legal representation is not permitted.

Concerns involving suspected criminal behavior, or other conduct or compliance concerns, may also be reported through Maxient, the University's official incident reporting system, at https://www.dyu.edu/academics/schools-and-departments/college-osteopathic-medicine/report-concern. Reports may be submitted confidentially or anonymously and are automatically routed to the appropriate reviewer based on the nature of the concern.

DYU-COM Statement of Ethics and Academic Freedom

As students engaged in a profession that depends upon freedom for their health and integrity, all members of the DYU-COM community share a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom. All students of DYU-COM shall:

- Be guided by a deep conviction of the worth and dignity of all human life.
- Pursue the advancement of knowledge and lifelong learning.
- Seek and communicate truth.
- Promote student learning and pursue excellence in medical education.
- Promote scholarly competence and integrity.
- Practice intellectual honesty in teaching, scholarly activities, and research.
- Protect the academic freedom of students and faculty.
- Uphold the scholarly and ethical standards of the profession.
- Demonstrate respect for students as individuals.
- Avoid any exploitation, harassment, or discriminatory treatment of colleagues.
- Respect and defend the free inquiry of associates' exchange of ideas.
- Seek to be an effective teacher and scholar.

4.2 Technical Standards

Some aspects of the osteopathic curriculum deemed essential to the acquisition of knowledge include the demonstration of basic skills requisite for the practice of osteopathic medicine. Osteopathic medical students are unique in their need to be able to utilize osteopathic manipulative treatment techniques. Dexterity is a necessary component of the osteopathic curriculum.

In partnership with the Office of Accessibility Services, DYU-COM follows its parent institution's (D'Youville University) student handbook, policies, and procedures to make every effort to provide reasonable accommodations for students with accessibility needs. If you need to request accommodation, please contact the Assistant Dean for Student Services for assistance, or contact the D'Youville University Office of Accessibility Services directly.

Additional Requirements and Expectations

D'Youville University promotes service, compassion, and leadership in its mission. All DYU-COM students are expected to actively participate in community service, be proponents of and strive to understand the five models of osteopathic care foundational to Osteopathic Principles and Practices (OPP), and recognize the importance of leadership in the community and healthcare teams.

Every applicant must demonstrate the intellectual, moral, social, ethical, physical, and psychological capabilities required to complete the osteopathic curriculum and achieve the necessary competencies as defined by the DYU-COM faculty. Each student must be an independent learner, capable of effectively integrating, analyzing, and synthesizing information and implementing information into clinical care.

Minimal Technical and Ability Standards

Every applicant who seeks admission to DYU-COM is expected to possess the intellectual, moral, social, ethical, physical, and psychological capabilities required to undertake the entire curriculum and achieve the levels of competence required by the faculty of DYU-COM. All osteopathic medical students must be able to meet or exceed the following minimal technical and ability standards with reasonable accommodations:

Professionalism: Candidates and students must possess the skill, competence, or character expected of an osteopathic physician. Candidates and students must tolerate physically and mentally taxing workloads, adapt to changing environments, display flexibility, and learn to function despite uncertainties inherent in treating patients' problems. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation will be assessed during admissions and throughout the undergraduate osteopathic medical education curriculum. Osteopathic medical students at DYU-COM must demonstrate respect for individuals and groups with consideration to the diversity of race, color, ethnicity, sex, gender, marital status, sexual orientation, gender identity, or expression, national or ethnic origin, age, disability, creed or religion. Specific personal characteristics are expected of a physician. These include integrity, compassion, interpersonal skills, patience, and motivation.

Observation: Candidates and students must have sufficient vision to observe demonstrations, experiments, and laboratory exercises in the basic sciences. They must be able to observe a patient accurately at a distance and nearby. Adequate visual capabilities to assess structural asymmetries, range of motion, and tissue texture changes are essential.

Communication: Candidates and students must be able to speak, hear, and observe to elicit information, examine patients, describe changes in mood, activity, and posture, and perceive non-verbal communication. Communication includes not only speech but also reading and writing. Oral and written communication with all healthcare team members must be effective and efficient.

Motor Function: Candidates and students must have sufficient motor function to execute movements reasonably required to provide patients with osteopathic physical examination skills, general care, OMT, and emergency treatment. Examples of emergency treatment reasonably required by physicians are cardiopulmonary resuscitation, administration of intravenous medication, application of pressure to stop bleeding, opening of obstructed airways, and suturing of simple wounds. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

Sensory: Since osteopathic medical candidates and students require significant ability in their sensory skills, it will be necessary to evaluate for candidacy those individuals who have significant tactile sensory or proprioceptive disabilities. This includes, but is not limited to, individuals with previous burns, malformations of upper extremities, cicatrix formation, and sensory-motor or special sensory deficits.

Strength and Mobility: Osteopathic manipulative medical treatment often requires considerable upper extremity and body strength. Therefore, individuals with significant limitations in these areas would be unlikely to succeed. They must also have the strength and mobility to perform maneuvers like CPR in an emergency situation.

Visual Integration: Adequate visual capability is essential for accurately assessing asymmetry, range of motion, and tissue characteristics, and for integrating findings into patient evaluation and treatment.

Intellectual, Conceptual, Integrative, and Quantitative Abilities: Candidates must demonstrate proficiency in quantitative measurement skills and reasoning, analytical thinking, and problem-solving, as well as the ability to understand three-dimensional and spatial relationships.

Behavioral and Social Abilities: Candidates and students must maintain emotional stability to exercise sound judgment, complete responsibilities promptly, and build mature, respectful relationships with patients and colleagues. They must tolerate demanding workloads, adapt to changing environments, and function effectively despite uncertainty. Personal qualities such as compassion, integrity, interpersonal skills, and motivation will be evaluated during admission and throughout the educational process.

Americans with Disabilities Act (ADA)

In accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and other applicable laws, the D'Youville University College of Osteopathic Medicine shall provide reasonable accommodations for otherwise qualified students with verified physical, psychological, and/or learning disabilities.

The intent of this policy is to provide each student with equal opportunities to achieve academic success while creating an equitable environment conducive to learning. In doing so, however, the D'Youville University College of Osteopathic Medicine shall maintain the integrity of its curriculum and preserve those elements deemed essential to acquiring knowledge in all areas of osteopathic medicine, including osteopathic manipulative medicine (OMM). For example, technology-related accommodations may be made for students with a disability in some of these areas, but a candidate must be able to perform reasonably independently.

Students seeking accommodation should contact the University's Office of Accessibility Resources, located on the third floor of the Montante Family Library, at disabilityservices@dyu.edu (https://www.dyu.edu/academics/academic-resources/office-accessibility-resources).

Accommodation requests must be made well in advance of the need for the accommodation. Accommodations are not retroactive: a request for accommodation does not apply to, and cannot change the outcome of, any assessment, examination, or academic action that occurred before the accommodation was approved and implemented. For example, if a student fails an examination before an accommodation has been requested and approved, that failure will stand.

4.3 Class Attendance

Attendance and active participation are essential components of the Doctor of Osteopathic Medicine curriculum. All osteopathic medical students are expected to attend all required academic and educational activities, including lectures, laboratories, case-based learning sessions, small-group learning sessions, clinical rotations, physical examination sessions, Objective Structured Clinical Examinations (OSCEs), simulation activities, learning consolidation activities, and other required instructional experiences.

Students are responsible for all material presented during required learning activities, regardless of attendance.

Students who are unable to attend a required learning activity because of a medical condition, religious observance, or other approved circumstance must notify the appropriate Course Director as soon as reasonably possible and comply with all applicable College policies regarding absences and make-up work.

Inclement Weather

In inclement weather or emergency situations, D'Youville University does not ordinarily cancel classes. Instead, instructional activities may transition to synchronous virtual instruction when appropriate. Laboratory sessions that cannot be conducted virtually will be rescheduled, and students are expected to attend the rescheduled sessions.

DYU-COM will notify students of class cancellations, campus closures, or instructional changes through the University's emergency alert system. Students are automatically enrolled to receive University Emergency Alerts through Everbridge and are responsible for maintaining current contact information. Additional notifications may also be posted through official University communication channels.

Faculty should communicate any course-specific procedures related to inclement weather within the course syllabus and advise students regarding instructional expectations if classes transition to a virtual format. If a class cannot reasonably be conducted virtually, alternative instructional arrangements will be communicated by the course faculty.

Student doctors participating in clinical rotations are expected to follow the inclement weather and operational policies of their assigned clinical site. If the clinical site remains open, students are expected to report as scheduled unless otherwise directed by the clinical site or the College of Osteopathic Medicine.

Active Participation

Active participation is expected in all required educational activities. Students are expected to arrive prepared, engage appropriately in classroom discussions, laboratories, simulation exercises, clinical learning activities, and other instructional experiences, and demonstrate professional behavior consistent with the expectations of DYU-COM.

4.4 Photography, Personal Devices, and Social Media Policy

DYU-COM is committed to protecting the privacy, dignity, and confidentiality of patients, standardized patients, students, faculty, staff, and the broader DYU-COM community. This policy governs the use of personal photography, recording devices, and social media in connection with academic, clinical, and campus activities, and supports the College's compliance with the Health Insurance Portability and Accountability Act (HIPAA) and other applicable privacy laws.

Photography and Recording in Clinical, Laboratory, and Didactic Settings

Students are prohibited from using personal devices, including smartphones, tablets, cameras, and wearable technology, to photograph, record, or otherwise capture images, video, or audio of patients, standardized patients, cadavers, specimens, protected health information (PHI), or any other clinical or didactic material while participating in clinical rotations, anatomy or OMM laboratories, clinical skills sessions, OSCEs, or other academic activities, unless expressly authorized in advance by the supervising Course Director, faculty member, or clinical preceptor for an approved academic purpose.

Unauthorized photography or recording in these settings may constitute a violation of HIPAA and other applicable state and federal privacy laws, and may expose the student, DYU-COM, and affiliated clinical training sites to legal liability. Students who obtain authorization for a legitimate academic purpose, such as an approved research project or educational presentation, must also obtain any additional consent required by the clinical site, faculty member, or patient, and must follow all site-specific privacy and technology policies.

Campus Photography and Personal Use

Students may take personal photographs or videos on campus for non-academic purposes, such as at social or student-organization events, provided that such images do not include patients, standardized patients, PHI, or any individual who has not given their consent to being photographed. Students should be mindful that other members of the DYU-COM community may not wish to be photographed and should honor such requests.

Only Marketing and Communications staff, or individuals expressly authorized by DYU-COM, may capture photography or video intended for official promotional, recruitment, or marketing purposes.

Social Media

Students are personally responsible for the content they post on personal social media accounts. Students should recognize that such content, even when posted from a personal account or device, may reflect upon the student individually as well as upon DYU-COM and the osteopathic medical profession.

- Students may not post photographs, videos, descriptions, or any other content depicting patients, standardized patients, cadavers, PHI, or clinical experiences on any social media platform, regardless of privacy settings, without express written authorization from DYU-COM and, where applicable, documented patient consent.
- Students may not post photographs, videos, or other content depicting DYU-COM's campus, classrooms, laboratories, or clinical training sites, or any identifiable students, faculty, or staff, for commercial, promotional, or social media purposes without prior written permission from the University.
- Students are expected to exercise sound professional judgment in all public and online communications, consistent with the professionalism expectations outlined in Section 4.1 and the AOA Code of Ethics.

Violations

Violations of this policy may be reported to the appropriate Associate Dean and referred to the Student Progress and Professionalism Committee (SPPC) for review. Violations may result in disciplinary action up to and including dismissal from the program, independent of any additional legal or regulatory consequences, including potential HIPAA penalties, that may result from the unauthorized use or disclosure of protected health information.

4.5 Dress Code

Professional appearance is an important component of medical education and reflects the standards expected of future physicians. Students are expected to maintain a neat, clean, and professional appearance while on campus and during all educational activities. Dress requirements may vary depending on the learning environment.

General Campus Attire (Smart Casual)

Unless otherwise specified, students are expected to wear smart casual attire during lectures and other campus activities.

Appropriate attire includes:

- Clean, well-maintained clothing suitable for a professional academic setting
- Nice jeans (without rips or excessive distressing), khakis, slacks, or comparable attire
- Appropriate shirts, sweaters, or blouses
- Clean, closed-toe shoes or clean athletic shoes
- Solid-color scrubs (no prints) are permitted

The following are not permitted:

- Sweatpants, athletic wear, pajamas, shorts, or spandex
- Leggings unless covered by a top extending to mid-thigh
- Midriff, halter, tube, spaghetti-strap, or excessively low-cut tops
- Ripped or excessively distressed jeans
- Clothing displaying profanity or other inappropriate or offensive content
- Flip-flops, sport sandals, beach shoes, work boots, or excessively casual footwear
- Hats, caps, or hoods indoors, except for religious head coverings
- Headphones or earbuds during instructional activities unless specifically permitted by faculty

Osteopathic Manipulative Medicine (OMM) and Physical Diagnosis Laboratories

Because physical examination and osteopathic manipulative medicine require visualization and palpation of anatomical structures, students must wear attire that allows appropriate access to the body region being examined.

Required attire includes:

- Shorts several inches above the knee (no jean shorts, cargo shorts, cut-offs, spandex, or knee-length shorts)
- A T-shirt
- Students serving as patients may be required to remove their T-shirt. Those wearing undergarments must wear a sports bra or bathing suit top that allows exposure of the spine and ribs.
- Shoes must be removed when serving as the patient on examination tables.
- Cover-ups may be worn over body regions not being examined but must be removed as needed for instruction.
- Scrubs or other course director-approved apparel may be worn over laboratory attire when not serving as the patient.

Hats or head coverings (other than those worn for religious purposes) are not permitted. Religious head coverings should be adjusted, when necessary, to allow appropriate examination and palpation of the area being evaluated while maintaining respect for religious practices.

Students must arrive appropriately dressed and prepared before the start of each laboratory session. Failure to comply with laboratory attire requirements may prevent participation.

Anatomy Laboratory

Students must wear:

- Solid-color scrubs (no prints; blue or black are recommended)
- Closed-toe shoes

Additional personal protective equipment (PPE) may be required as directed by course faculty.

Clinical Skills and OSCEs

Students are expected to wear business casual attire with their white coat.

Appropriate attire includes:

- Dress slacks or khakis
- Professional shirt, blouse, or sweater
- Professional closed-toe dress shoes

Jeans, athletic shoes, and excessively casual attire are not permitted unless otherwise directed by course faculty.

Identification

For safety and security purposes, students are required to wear their DYU-COM-issued photo identification badge while on campus and during all required educational and clinical activities unless otherwise directed.

4.6 Virtual Learning Expectations

At DYU-COM, osteopathic medical students are expected to uphold the highest standards of professionalism in all learning environments, including virtual and online settings. Attending virtual classes or meetings via Zoom should be regarded with the same level of seriousness as in-person attendance. Students must adhere to the same behavioral expectations, dress code, and participation standards regardless of whether they engage in coursework on campus or remotely.

Students should prepare for virtual classes like in-person sessions to foster an effective and professional learning environment. This includes dressing appropriately, having necessary course materials on hand, and positioning themselves in a distraction-free area conducive to learning.

Laptops or computers should be used for optimal connectivity, and students should ensure their audio functions properly, using headphones if needed. Reviewing the class syllabus, checking faculty announcements, and engaging actively through participation tools such as chat, polls, and verbal discussion is essential. Keeping cameras turned on during class is required unless otherwise directed by faculty, as it promotes engagement and accountability. Additionally, students should minimize distractions by muting themselves when not speaking, putting away phones, and closing unrelated applications.

Students are expected to remain fully present during virtual sessions, avoiding multitasking such as driving, eating, or socializing in class. Logging in without actively participating or failing to respond when called upon is unprofessional and disrupts the learning environment. Cameras should be positioned properly to show the student's face clearly, and participation in discussions is encouraged to enhance engagement and comprehension. Technical issues should be addressed proactively by contacting faculty, IT support, or relevant departments to ensure a seamless learning experience.

For remote testing, students must comply with all proctoring, identification, and testing-environment requirements communicated by the course director or testing platform, in addition to the expectations above.

4.7 Religious Observances

D'Youville University recognizes the diverse faith traditions represented among its campus community and supports the rights of faculty, staff, and students to observe according to these traditions. These may include more holidays than can be captured adequately in a list. In addition, some observances vary by tradition and by country and may be defined by a variety of calendars.

All D'Youville offices are asked to be sensitive to the needs of faculty, staff, and students who are observing a religious holiday when scheduling meetings and events.

Students are asked to consider that it is more difficult to arrange appropriate accommodations in some kinds of courses — for example, those that have certain types of laboratories or a significant experiential learning component — so students should consider their need for accommodation for religious observances as they plan their schedule each semester. Students anticipating such absences are asked to make plans with their instructors within the first two weeks of each semester (even when the exact date of the day will not be known until later). Students who miss class are still responsible for all work covered in the courses taken, and it is the student's responsibility to complete work early, or make alternate arrangements with the course instructor, if due dates or required work will be missed because of a religious observance. Although it is the students' responsibility to identify their needs for accommodation regarding religious practice, we ask all faculty members to create an atmosphere where such a request is welcome.

Faculty are asked to make reasonable accommodation for students' observance needs. A reasonable accommodation is any adjustment that will allow a student to practice their religion. This may mean any adjustment in attendance requirements and/or the academic environment that will not result in undue hardship, including providing an opportunity to make up any examination, study, or work requirement that is missed because of an absence due to a religious observance, provided the instructor has been notified no later than the end of the second week of classes for regular session classes. Students are still responsible for satisfying all academic objectives, requirements, and prerequisites as defined by the instructor and/or by DYU-COM.

Undue Hardship is a request, practice, procedure, or financial cost which faculty determine unreasonably interferes with academic requirements or essential job functions at the University. Faculty will be required to provide a rationale whenever an undue hardship is determined.

Osteopathic Manipulative Medicine (OMM) and Physical Diagnosis labs are critical to the Osteopathic Medical curriculum, and each student must participate fully.

The student and their instructor should develop mutually agreed upon and reasonable accommodations. If such accommodations cannot be developed, the student is encouraged to explore the next appropriate steps in filing an institutional grievance.

4.8 Student Health Insurance

All students must carry adequate health insurance during their attendance at DYU-COM, and proof of coverage is required. Mid-year termination of student health insurance is not permitted.

4.9 Criminal Background Checks and Drug Screening

DYU-COM requires criminal background checks and drug screenings to promote a safe learning environment and to meet the requirements of affiliated healthcare institutions. These requirements apply throughout a student's medical education and are a condition of enrollment and participation in clinical education.

Prematriculation

Following acceptance, accepted students are required to create a Complio account and complete a criminal background check and drug screening through DISA Healthcare Technology prior to matriculation. The cost of these screenings is the responsibility of the applicant. Screening information, compliance status, and results are available through Complio (https://www.dyu.edu/campus-life/support-services/student-health-information/submit-your-health-history).

Criminal Background Check

Accepted students who have a misdemeanor or felony conviction, or pending criminal charges prior to matriculation, must promptly notify the Office of Admissions within 24 hours, regardless of the legal outcome.

Criminal background check results or disclosed legal matters that may impact an accepted student's ability to matriculate will be reviewed by the Admissions Committee. Failure to disclose complete and accurate information may result in rescission of an offer of admission or other appropriate action.

Drug Screening

Drug screenings are conducted using the current DISA Healthcare Technology testing panel.

Drug screening results are reviewed in accordance with DISA Healthcare Technology's established procedures and applicable regulatory requirements. Accepted students may be required to provide documentation regarding prescribed medications or other information requested as part of the review process.

A verified positive drug screening, refusal to test, adulterated or substituted specimen, excessively dilute specimen, or other confirmed abnormal result will be reviewed by the Admissions Committee. The accepted student may be required to complete additional review or testing, including a repeat drug screening at their own expense.

If the repeat screening confirms a positive result, or if the accepted student fails to complete the required screening or otherwise comply with the screening process, the offer of admission may be rescinded.

During Enrollment (Preclinical Years 1–2)

Students are expected to uphold the highest standards of professionalism, ethical conduct, and personal responsibility throughout their medical education.

Any arrest, criminal charge, citation, summons, indictment, or other criminal legal matter occurring after matriculation must be reported to the Office of Student Services within 24 hours, regardless of the legal outcome.

Additional criminal background checks or drug screenings may be required during the preclinical years if required by DYU-COM or an affiliated educational or clinical partner.

Failure to complete a required screening, report required legal matters, or comply with College requirements may result in referral to the Student Progress and Professionalism Committee (SPPC) and may lead to disciplinary action, including suspension or dismissal.

Clinical Education (Years 3–4)

Prior to the start of clinical education, students will be required to complete an additional criminal background check and drug screening. This screening will be coordinated by DYU-COM and provided at the College's expense.

Students may also be required to complete additional criminal background checks or drug screenings if required by an affiliated clinical training site.

Failure to meet the requirements of an affiliated clinical training site may delay or prevent participation in required clinical rotations. Because successful completion of all required clinical experiences is a graduation requirement, students who are unable to meet these requirements may be unable to progress in the curriculum or complete the Doctor of Osteopathic Medicine degree.

Controlled Substance Policy

Students must comply with all applicable federal and New York State laws regarding controlled substances, as well as the policies of D'Youville University and its affiliated clinical training sites.

Drug screenings are conducted using the current DISA Healthcare Technology testing panel. Although certain substances, including recreational marijuana, may be legal under New York State law or in other jurisdictions, their use may still be prohibited under federal law or by affiliated clinical training sites. Students are responsible for ensuring they remain eligible to participate in all required educational and clinical activities.

After matriculation, verified positive drug screening results, refusal to submit to testing, adulterated or substituted specimens, excessively dilute specimens, or any attempt to interfere with the testing process will be referred to the Student Progress and Professionalism Committee (SPPC) for review.

The student may be required to provide documentation supporting the lawful use of prescription medication or other information requested as part of the review. Following its review, the SPPC may recommend appropriate academic or disciplinary action, including:

1. Additional evaluation or assessment;
2. Restrictions on participation in educational or clinical activities;
3. Removal from clinical education;
4. Administrative leave or suspension; or
5. Dismissal from the program.

Affiliated clinical training sites may establish criminal background check and drug screening requirements that are more restrictive than those of DYU-COM and may deny or revoke a student's eligibility to participate in clinical training based on screening results or criminal background findings.

4.10 Basic Life Support (BLS)/ACLS Certification

The DYU-COM curriculum includes BLS and ACLS training prior to starting rotations as part of the third-year preparatory course material. However, students are encouraged to attain BLS certification prior to or at any point during their matriculation at DYU-COM.

4.11 Physical Examination and Immunization Requirements

All students must submit a complete medical history and physical examination form prior to matriculation, documented and signed by a licensed physician. Students must also provide proof of required immunizations in compliance with DYU-COM standards and clinical site requirements. Documentation must be submitted using Complio (https://www.dyu.edu/campus-life/support-services/student-health-information/submit-your-health-history), the College's private and secured software that maintains the documents for internal use and to be shared with the rotation site.

Students are responsible for ensuring that all immunization and clinical compliance requirements remain current throughout their enrollment. Failure to maintain updated records may result in:

- A hold on academic registration and delay in academic progression
- Ineligibility for participation in clinical activities
- Disciplinary action, up to and including dismissal in cases of non-compliance

Chapter 5: Student Rights, Due Process, and Governance

Purpose: This chapter defines the administrative processes that protect student rights and govern changes in academic status.

5.1 Student Rights

D'Youville University provides all students access to the Student Code of Conduct & Handbook through the main institutional website. This document outlines student rights, responsibilities, and important policies for community members. Students are encouraged to review the Student Handbook in full and are accountable for all of its contents.

DYU-COM defines the rights of students to receive a high-quality education, access support services, and be treated with fairness and dignity. Equally, it underscores the responsibilities students bear in upholding the standards of academic integrity, professional conduct, and ethical behavior expected of future osteopathic physicians. By articulating these rights and responsibilities, DYU-COM aims to cultivate a culture of accountability and respect, ensuring that all students are equipped to succeed both in their education and in their future medical careers.

Students have the following rights:

- The right to be treated respectfully and professionally.
- The right to due process.
- The right to reasonably have access to faculty, staff, and administration.
- The right to reasonably have access to all available DYU-COM learning resources.

Students have the following responsibilities:

- The responsibility to always act respectfully and professionally.
- The responsibility to learn through in-class and independent study.
- The responsibility to abide by and adhere to all DYU-COM's policies and procedures.
- The responsibility to adhere to all syllabi directives and coursework instructions.
- The responsibility to pay any tuition and fees due to DYU-COM.
- The responsibility to follow any directives, instructions, or orders from DYU-COM faculty, staff, administration, or parent institution.

5.2 Due Process

The policies and procedures described in this chapter are intended to summarize and operationalize D'Youville University and DYU-COM's commitment to due process for students. In the event of any inconsistency, the University's Student Due Process Policies, as approved and maintained by the institution, shall serve as the authoritative source. DYU-COM applies these policies consistently to ensure fairness, transparency, and alignment with institutional and accreditation standards.

When a student seeks to challenge a decision, they must first attempt to informally resolve the situation and, if such informal attempts fail, may then file a formal appeal, as applicable. The DYU-COM formal and alternate appeal policies are explained in detail in section 5.4.

Appeals

The Assistant Dean for Student Services shall act as the coordinator of the appeal process. Should a student or faculty member have any questions concerning the appeal process (including how to file an appeal), they are encouraged to contact the Assistant Dean for Student Services. The Assistant Dean for Student Services is empowered to make adjustments or decisions related to the time schedule or other technical requirements of the appeal process to fulfill its purpose in a comprehensive manner, with particular attention to expediting decisions that have direct and immediate consequences upon a student's academic status. Any such adjustments will be communicated to all parties to ensure their awareness and cooperation.

Informal Resolution

Wherever and whenever possible, the student should first attempt to rectify the situation by dealing directly with the faculty member or committee who made the decision. This should be done within two (2) working days of the incident in question, and the informal resolution process shall not exceed five (5) working days from the incident.

If no direct resolution is reached, the student may request consultation and mediation by the Chair or the Chair's designee. If the process of consultation and informal resolution fails, then the formal or alternate appeal process may begin.

5.3 Student Progress and Professionalism Committee (SPPC)

The Student Progress and Professionalism Committee (SPPC) is the standing committee responsible for reviewing student academic progress and professionalism concerns and for making recommendations regarding remediation, probation, course repetition, dismissal, and reinstatement following a Leave of Absence.

5.4 Appeals

Formal Appeal Procedure

If the student seeks to challenge a decision or action that has a significant academic consequence (i.e., probation, suspension, dismissal, or other significant change in academic status) and remains unsatisfied after completing the informal resolution steps described in Section 5.2, the student may file a formal appeal by submitting a written complaint to the Chair within five (5) working days of the decision or action being challenged. Regardless of the outcome of the informal resolution process, the written complaint must be filed within five (5) working days, otherwise it is untimely and will not be accepted or considered. Upon receipt of a formal appeal, the Chair shall provide a copy of the written complaint to the Assistant Dean for Student Services.

The written complaint must state the specific violation of DYU-COM policy, rule, or direction being challenged, along with full detail regarding the alleged violation and the remedy sought, and the dates on which attempts at informal resolution took place. The faculty member or committee against whom the complaint has been filed will be notified within two (2) working days of the filing of the complaint.

In cases involving allegations of improper academic evaluation (such as a grade), the student must demonstrate clearly and convincingly that the faculty member did not comply with the syllabus or other stated requirements of the course.

After receiving the written appeal, the Chair shall call a special meeting of the Dean's Council, which will be responsible for reviewing and rendering a determination regarding the appeal. If a member of the Dean's Council was directly involved in the decision being appealed, that member shall be replaced by an alternate, as designated by the Dean.

The procedures used by the Dean's Council shall include, at a minimum, the opportunity for the student and the relevant faculty to meet with the Dean's Council and make a statement; submit other supporting statements; submit documents; and submit other information to support their position. The student may be accompanied by a member of the D'Youville University community acting as a support person; this support person cannot be a parent or guardian of the student, may not speak for the student, and participation of attorneys in the appeal process is not permitted. The student is responsible for speaking, submitting statements, and presenting other information on their own behalf.

There shall be an audio recording of any meetings held by the Dean's Council with the student concerning the appeal. The audio recording, as well as any meeting notes, statements, or other information submitted or collected, shall be maintained by the COM for six (6) years.

A written determination of the appeal will be issued by the Dean's Council, setting forth the rationale for the determination. The Dean's Council shall have the authority to uphold the decision being challenged or send the decision back to the faculty member or committee for reconsideration. Normally, no more than five (5) working days should elapse between the filing of an appeal and the issuance of the written determination, absent exigent circumstances requiring an extension approved by the Assistant Dean for Student Services. Delivery of the written determination shall be made by certified mail and email to the addresses of record, and a copy shall be maintained by the COM for six (6) years.

The student has the right to appeal the Dean's Council's determination to the Dean. If the student has previously appealed a decision that was sent for reconsideration by the Dean's Council, any further appeal following reconsideration may be made directly to the Dean.

Appeals to the Dean can be made on four grounds only, which must be stated in writing and submitted to the Dean within five (5) working days of the student's receipt of the Dean's Council's written determination:

1. The Dean's Council's decision is contrary to policy, rules, or written directives of the COM.
2. The Dean's Council's decision violated stated procedural guarantees, and that alleged violation prevented fundamental fairness. Immaterial procedural errors will not support an appeal.
3. The Dean's Council's decision was rendered without the benefit of significant new factual material not available at the time of that decision; however, information knowingly withheld from the prior proceeding by the appealing student will not support an appeal.
4. Significant mitigating circumstances exist which may warrant modification of the decision reached by the Dean's Council.

Following receipt of an appeal, the Dean will review the written determination of the Dean's Council as well as all materials in the appeal file. The Dean may, but is not required to, hold further meetings regarding the appeal. The Dean shall have the authority to uphold the decision being appealed, reverse the decision, or send the decision for further consideration by the appropriate faculty member or committee. The Dean's decision will be issued within ten (10) working days of the student's submission of the appeal, delivered by certified mail and email to the addresses of record, and maintained by the School for six (6) years. The Dean's decision concerning the appeal is final.

Alternate Appeal Procedure

If the student seeks to challenge a decision or action that does not have significant academic consequence (such as a grade dispute that does not result in probation, suspension, dismissal, or other significant change in academic status), and remains unsatisfied after completing the informal resolution steps, the same filing timelines, documentation requirements, and notice requirements described in the Formal Appeal Procedure apply.

The complaint shall be evaluated after the student and the faculty member are provided the opportunity to make a statement to the Dean's Council (either in writing or at a meeting, if a meeting is deemed necessary by the Dean's Council) and submit supporting documents. There shall be an audio recording of any meetings held by the Dean's Council with the student concerning the appeal. Records related to the appeal shall be maintained by the College for six (6) years.

Following evaluation of the statements and supporting documentation, a written determination of the appeal will be issued by the Dean's Council, setting forth the rationale for the determination. Normally, no more than ten (10) working days should elapse between the filing of an appeal and the issuance of the written determination, absent exigent circumstances requiring an extension approved by the Assistant Dean for Student Services. Delivery of the written determination shall be made by certified mail and email to the addresses of record, and a copy shall be maintained by DYU-COM for six (6) years. The determination issued by the Dean's Council is final.

5.5 Student Complaints and Grievances

Complaints of Discrimination or Harassment

D'Youville University provides equal opportunity to all students. The University does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other protected status with respect to its academic programs, policies, and practices.

Should a student advance an appeal under the procedures in Section 5.4 that alleges discrimination or harassment on the basis of race, color, national origin, sex, disability, age, or any other protected status, the Assistant Dean of Student Affairs will immediately notify the Title IX Coordinator and/or the Coordinator of Disability Services. Students are also encouraged to directly consult with the Title IX Coordinator and/or the Coordinator of Disability Services when seeking to file an appeal related to discrimination or harassment.

Further, if a student's appeal relates to Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, or the obligations of the University or the COM under those laws. Refer to Section 4.2 of handbook for ADA guidance,

Policy for Student Grievances

D'Youville and its staff strive to improve student services and welcome input regarding our policies and procedures. All student concerns or complaints should be written and directed to the appropriate department or division office. If the response does not adequately address a student's concerns, the complainant is encouraged to contact the Assistant Dean of Student Services for all other concerns.

All written concerns or complaints should be accompanied by relevant documentation. Appropriate University leadership will review the documents and the circumstances with the appropriate area and will either respond personally to the complaint or direct the appropriate member of the University to do so.

Please note: due to federal regulations (FERPA), the University generally only corresponds with students, not parents or guardians.

5.6 Leave of Absence

A voluntary Leave of Absence (LOA) may be granted from DYU-COM for one of the following reasons:

1. A medical emergency;
2. A financial emergency;
3. Maternity;
4. A call to military service;
5. Pursuit of an academic endeavor other than the regular classroom work, either on campus or at another recognized teaching facility; or
6. Other personal mitigating circumstances beyond the student's control.

A Leave of Absence is typically granted for one academic term or one academic year but is determined based upon the student's academic progression, including when prerequisite coursework is offered and the point in the curriculum at which the leave occurs. If additional time is necessary, the student may request an extension by submitting an additional Withdrawal/Leave of Absence Request Form.

5.7 Return from Leave and Reinstatement

Prior to reinstatement from any approved Leave of Absence, the student must complete and submit a Request to Return from a Leave of Absence form available through DYU-COM. The completed form must include all required departmental approvals and be submitted to the appropriate DYU-COM administrative office before the student's anticipated return date.

The Student Progress and Professionalism Committee (SPPC) will review all requests for reinstatement and determine the student's eligibility to return and any conditions associated with reinstatement.

Students returning from a medical Leave of Absence must provide written medical clearance from their treating healthcare provider. DYU-COM reserves the right to require an additional medical evaluation or clearance by a healthcare provider designated by the College before approving the student's return.

Any Leave of Absence extending beyond three months requires completion of the following before the student may be reinstated:

- A Request to Return from a Leave of Absence;
- A national criminal background check; and
- A controlled substance drug and alcohol screening.

5.8 Withdrawal

Withdrawal refers to the act, whether voluntary or involuntary, of ceasing participation in all courses. Withdrawals may occur independently of, or in connection with, a student's Leave of Absence, suspension, dismissal, or other administrative action resulting in a change to the student's schedule or enrollment status. If the withdrawal procedure is completed mid-semester, all courses for which the student is currently enrolled will be assigned the grade of 'W.' No tuition refund will be made unless the student officially withdraws or is dismissed at least seven (7) calendar days prior to the start of the academic year, or at least seven (7) calendar days prior to the start of the student's current term, whichever is applicable; see Chapter 7, Section 7.6 for the full Cancellation and Refund Policy. Students remain academically and financially responsible for all courses for which they have enrolled until the withdrawal procedure has been finalized with the Registrar's office. Due to the variability of potential circumstances, time off needed from clinical rotations for emergencies is reviewed by the Office of Clinical Medical Education on a case-by-case basis.

Voluntary Withdrawal

Voluntary withdrawal will be considered effective on the date the written intent of withdrawal is received. The procedure is not complete until the written intent is properly filed with the University.

Discontinuance of attendance, notifying instructors, or mere telephone contact with University personnel does not constitute an official withdrawal.

Late Withdrawal Procedures

The student should contact their course director(s) as soon as possible after the circumstance has occurred. Once the course director(s) determine that the student may meet the requirements for a petition for late withdrawal, the approval process is as follows:

1. The student should complete and submit the late withdrawal form and prepare all supporting documentation to be considered as evidence.
2. If the circumstance prevents the student from completing the written petition, the student or designee should notify the Office of Student Services.
3. The student will be notified of a decision via email to their D'Youville email account. Students should follow up with Student Accounts and Financial Aid regarding how the approved petition may impact their financial aid or charges for the semester.
4. The decision is final and there is no further appeal.

Chapter 6: Student Services and Student Success

6.1 Advising

Each student will be assigned to a Faculty Advisor. These advisors include full-time and part-time preclinical and clinical faculty, medical college administrative leaders, and clinical preceptors. Students will be strongly encouraged to meet their Faculty Advisor at the beginning and middle of each semester to discuss progress in all their courses. Guidance about study skills such as group study, time management, self-analysis, learning consolidation, and self-care will be provided. The learning styles of all students will be assessed according to the Feldman-Silverman model of visual, auditory, and kinesthetic preference and discussed with the Faculty Advisor.

6.2 Academic Support

Learning specialists are available to help guide students through adjustments in time management, academic difficulties, and learning strategies.

See also Chapter 3, Section 3.4 (Academic At-Risk Program), which describes the structured academic support process for students who fail a course, an exam, or a unit within a block exam.

6.3 Student Success

DYU-COM is committed to providing academic advising, wellness resources, accessibility services, learning support, professional development, and individualized assistance. Students are encouraged to seek help early through the Assistant Dean for Student Services, Faculty Advisors, Learning Specialists, and University resources. See Chapter 1, "Commitment to Student Success," for the College's full statement of this commitment.

6.4 Accessibility Services

In partnership with the Office of Accessibility Services, DYU-COM follows its parent institution's (D'Youville University) student handbook, policies, and procedures to make every effort to provide reasonable accommodations for students with accessibility needs. If a student needs to request accommodation, they should contact the Assistant Dean for Student Services for assistance, or contact the D'Youville University Office of Accessibility Services directly. See Chapter 4, Section 4.2 (Technical Standards) for the Americans with Disabilities Act (ADA) policy governing accommodations within the osteopathic curriculum.

6.5 Wellness

The Wellness Lodge

Located in the D'Youville University Koessler Administration Building, The Wellness Lodge offers students a supportive environment to explore various aspects of mental health care. The space features in-person mental health counseling, crisis service advocates, wellness program coordinators, and peer leaders.

The Wellness Lodge also offers a range of wellness programs, including yoga, art therapy, weekly massage therapy, mindfulness and guided meditation workshops, and other special events throughout the semester. All student classes are free.

6.6 Counseling

All D'Youville students have free access to SaintsCare, the University's telehealth platform for mental health services. Students can connect with SaintsCare at timelycare.com/dyouville or by downloading the TimelyCare higher ed app. SaintsCare provides three primary services:

TalkNow: 24/7, on-demand access to mental health professionals for immediate support.

Scheduled Counseling: Arrange sessions with licensed counselors at the student's convenience.

Health Coaching: Consult a nutrition specialist to adopt healthier lifestyle habits.

6.7 Other Student Support Services

Student Housing

D'Youville University offers a variety of housing options for graduate and doctoral students. These options include apartment and loft style living that are appropriate for students within professional programs and include modern amenities. Students interested in exploring available options are encouraged to contact the Office of Student Engagement & Housing by email at housing@dyu.edu to learn more and complete a housing application.

Student housing is not guaranteed for graduate and doctoral students and space is limited. D'Youville University does not endorse or promote housing options that are not operated by the institution.

Cultural Enrichment Center (CEC)

The Cultural Enrichment Center is here to support those with marginalized identities and to teach those with privilege how to use that privilege to lift the voices of others. Its top priority is finding a community and having a sense of belonging on campus.

IT Pulse Center (Information Technology Department)

In support of D'Youville University's teaching, research, and public service mission, the university's computing and information resources are made available to the university community of students, faculty, and staff. These resources are provided to the greatest extent possible, balancing the needs for convenience, reliability, and security to support academic excellence.

Troubleshooting assistance is provided over the phone and in person during business hours. Students are required to ensure that their workstations are in working order prior to receiving configuration assistance. Tech Support staff will not rebuild student computers, and students must sign a waiver if they want to drop off their workstations to receive troubleshooting assistance from Tech Support.

Students can collaborate with classmates in the state-of-the-art IT Tech Lounge (Help Desk). The on-site Tech Support Team is available to support a variety of IT issues for all students, faculty, and staff and is staffed with knowledgeable IT professionals committed to providing the highest level of support possible. All requests are given direct attention, with every effort made to respond as soon as possible.

Generative AI Policy

Given the widespread availability of ChatGPT and any similar AI tool and its prominent capabilities for disrupting current and future workforce landscapes, and in consideration of D'Youville University's educational mission, D'Youville University's current stance is to permit the use of ChatGPT on campus networks and devices and to provide opportunities for training in its safe and ethical usage.

It should be clarified that ChatGPT is an artificial intelligence platform that is not owned or operated by D'Youville University. All usage of ChatGPT on D'Youville networks or D'Youville-owned devices is done voluntarily and at the user's risk. By using ChatGPT, individuals agree to hold D'Youville harmless for participating with ChatGPT. Individuals also acknowledge and accept the risks to data privacy and intellectual property associated with voluntarily sharing data and information with a third-party platform.

D'Youville retains the right to block ChatGPT or any similar AI tool usage partially or fully on its network and/or devices without notice. However, it is not D'Youville's intention to do so unless there is a belief that ChatGPT access poses an imminent risk to the institution, such as network security, business processes and operations, or record retention.

Chapter 7: Financial Aid and Student Financial Services

7.1 Financial Aid Counseling

Financial aid counseling resources are available to students to answer questions and provide support related to financial aid and debt management. DYU-COM takes seriously the importance of prospective students understanding the financial demands of medical education. Contact studentfinancialservices@dyu.edu or call 716-829-7500 with any questions.

7.2 Tuition and Fees

D'Youville University reviews tuition rates for all programs on an annual basis. Rates are determined based on multiple factors with consideration given to balancing costs with affordability.

7.3 Comprehensive Education Fee

The Comprehensive Education Fee includes, but is not limited to, Labs, Student Activities, Student Services, and Technology (not computer). Health Service is optional.

7.4 Additional Information

Tuition and Fees are charged at a flat yearly rate, regardless of the actual hours in which a student is enrolled. The academic term includes the full academic year, so all courses taken during the academic year are covered. Tuition is billed twice a year; half of the cost of tuition and fees is billed each fall and spring semester.

For the most accurate and up-to-date information about tuition and fees, please visit the DYU-COM website. For all additional information and policies related to financial aid and student accounts, please see https://www.dyu.edu/cost-aid, or direct student account-related questions to 716-829-7500 or studentaccounts@dyu.edu.

7.5 Refunds

All student tuition and fee refunds are disbursed electronically through the Nelnet Campus Commerce platform. Nelnet Campus Commerce offers convenient choices to receive a refund in a safe and timely manner. Students may select a refund choice through their Self-Service portal and enter the required personal and contact information for the refund method they have chosen. Students can also review their refund history from the school. Nelnet Campus Commerce will contact students via text or email based on the contact preferences they have made when they have a refund ready for disbursement.

Refund choices include:

Direct Deposit: Deposits to the student's current checking or savings account. Funds available in 2–3 days. Direct deposit is only permitted to U.S. banks.

Paper Check: Delivered via mail to U.S. addresses. Check received in 7–10 days. Paper checks are sent directly from Nelnet Campus Commerce and not from D'Youville University. Refunds must be approved by the Student Accounts Office and cannot be generated until all financial aid posts to a student account.

7.6 Cancellation and Refund Policy

Cancellation of enrollment can be made in person, by electronic mail, or by Certified Mail. In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received. Refunds will be issued within 30 days of termination of a student's enrollment or receipt of a Cancellation Notice from the student.

Cancellation or withdrawal communications should be directed to the attention of the Associate Dean for Admission in the College of Osteopathic Medicine.

Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

Tuition and Fees

A student may be refunded tuition and fees only if the student officially withdraws or is dismissed at least seven (7) calendar days prior to the start of the academic year, or at least seven (7) calendar days prior to the start of the student's current term, whichever is applicable. No tuition refund will be made once this period has passed.

Acceptance Fees

The acceptance deposit will not be refunded for accepted medical students after April 1, 2026. Prior to April 1, 2026, applicants have within seven (7) calendar days of depositing to request a deposit refund. During the Fall 2027 enrollment cycle and beyond, all acceptance deposits are non-refundable.

7.7 Student Loan Borrower Procedures

Student loan borrowers who officially withdraw or are dismissed will return funds to their private loan lender according to the following schedule:

- 100% of total loan disbursement received, if a student officially withdraws or is dismissed before the end of the first week of classes during the Drop/Add period of each term.
- 90% of total loan disbursement received, after any institutional balance is paid, if a student officially withdraws or is dismissed before the end of the second week of classes of each term.
- 80% of total loan disbursement received, after any institutional balance is paid, if a student officially withdraws or is dismissed before the end of the third week of classes of each term.

7.8 Refund of Credit Balance Upon Receipt of Loans

It is common for students to obtain and accept loans in excess of the tuition and fees due to D'Youville University to fund other living expenses or indirect costs of attendance. Credit balances on student accounts after the posting of loans or financial aid are remitted to students within 14 calendar days.

7.9 Contact Information

The D'Youville University refund program is administered by Nelnet Campus Commerce. All questions about refund choices may be directed to Nelnet directly at 800-609-8056. For Student Account related questions and information, please contact 716-829-7500 or studentaccounts@dyu.edu.

Chapter 8: Student Organizations and Activities

An essential part of student life at DYU-COM is student organizations. Medical student organizations play a vital role in the life of medical students. Student organizations allow for local and national-level participation within the medical community. Students are encouraged to be actively involved in at least one organization, and some can be members of several. DYU-COM students may serve as officers or committee members at the state, regional, or national level. All student clubs must have a faculty advisor and be registered with the Office of Student Affairs. The goals of student organizations are related to the Mission of DYU-COM and the osteopathic profession.

8.1 Student Government and Leadership

The DYU-COM Student Government Association (COM-SGA) represents the interests of medical students, organizing events and providing leadership opportunities.

8.2 Student Osteopathic Medical Association (SOMA)

DYU-COM will have a chapter of the Student Osteopathic Medical Association, which offers students opportunities for leadership, advocacy, professional development, networking, and participation in national programming in osteopathic medicine. DYU-COM encourages all osteopathic medical students to engage with SOMA, as it advocates for osteopathic medical students and the profession.

8.3 Medical Specialty Clubs

Students may join clubs related to specific medical specialties, such as the Family Medicine Club, Surgery Interest Group, and Pediatrics Club.

8.4 Student Wellness and Health Clubs

Consistent with the DYU-COM mission, students may join and create clubs that support their own, as well as the community's, wellness and health. Additionally, all such created clubs are expected to participate in a community activity or outreach. Collaboration with other student clubs to achieve the community activity or outreach objectives is encouraged.

8.5 Research Opportunities and Fellowships

The College of Osteopathic Medicine offers research opportunities in collaboration with faculty members. Students may also apply for research fellowships in osteopathic medicine and related fields.

8.6 Conferences and Continuing Medical Education

Students are encouraged to attend national osteopathic conferences such as the American Osteopathic Association (AOA) Conference and the Student Osteopathic Medical Association (SOMA) Conference.

Chapter 9: Emergency Situations

9.1 Campus Emergencies

In case of on-campus emergencies, students must immediately contact Campus Safety at 716-829-7777, the primary point of contact for managing incidents, or dial 911 if additional assistance is needed.

D'Youville University's Campus Safety Department is a non-sworn safety department that enforces D'Youville University policies, observes, reports, and works closely with Buffalo Police on matters pertaining to New York State laws and local City of Buffalo ordinances. The Campus Safety Dispatch Center is located on the first floor of the D'Youville Academic Center (DAC).

Campus Safety Officers patrol the D'Youville campus and surrounding area at all hours, including inside buildings and outside patrol zones. This includes, but is not limited to, parking lots and surrounding perimeter streets covered with a marked D'Youville Public Safety vehicle unit, police mountain bike-equipped Bike Patrol units, and foot patrols.

D'Youville Campus Safety offers all students, faculty, staff, and visitors the ability to receive a 'Safety Escort' 24 hours a day. The escort area includes the entire D'Youville campus (buildings and parking lots) as well as off-property locations within 2 blocks. A Safety Escort or emergency report can be requested by calling the main safety dispatch line: 716-829-7550.

9.2 Emergency Communications

DYU-COM will notify students of class cancellations, campus closures, or instructional changes through the University's emergency alert system. As a member of D'Youville University, students are automatically registered to receive Emergency Alerts, which are important, time-sensitive messages. Students who want to update or change their account information should go into their My D'Youville account, search Campus Safety, click on the Everbridge Emergency Alert Program, and follow the instructions. Notifications will also be posted on the D'Youville University website.

See also Chapter 4, Section 4.3 (Class Attendance), which describes how instructional activities are handled during inclement weather and other emergency situations.

9.3 Behavioral Health Crises

Students experiencing a behavioral health crisis, on or off campus, have free access to SaintsCare, the University's telehealth platform, which provides TalkNow — 24/7, on-demand access to mental health professionals for immediate support. See Chapter 6, Section 6.6 (Counseling) for full details on SaintsCare's services.

In the event of an on-campus behavioral health emergency, students should contact Campus Safety at 716-829-7777 or dial 911, consistent with the general on-campus emergency procedure above.

9.4 Off-Campus Emergency Resources

In the event of an off-campus emergency, students should follow the rotation site's protocols, seek immediate care, and inform the Assistant Dean for Student Services or their faculty advisor about the incident, including details and actions taken. Additionally, students must report incidents to the Associate Dean of Clinical Medicine as soon as possible.

Student support services extend to off-site rotations to ensure continued academic, professional, and personal well-being. Students in off-site rotations have access to:

Remote Mental Health Counseling: The SaintsCare platform provides 24/7 mental health support and scheduled counseling for all students, including those in off-site locations.

Faculty Advisor Consultations: Students can continue meeting with their faculty advisors via phone or video conferencing.

IT and Technical Support: Students experiencing technical difficulties can contact the IT Pulse Center through the university portal or via ithelp@dyu.edu.

Emergency Facilities: DYU-COM maintains and makes available a list of 24/7 emergency medical and psychiatric facilities that serve the location of all rotation sites.

9.5 Crisis Counseling Information

SaintsCare's TalkNow service provides 24/7, on-demand access to mental health professionals for immediate support, available at timelycare.com/dyouville or through the TimelyCare higher ed app, for students both on campus and at off-site rotations. See Chapter 6, Section 6.6 (Counseling) for the full range of SaintsCare services.

9.6 Emergency Contacts

- Campus Safety (on-campus emergencies): 716-829-7777
- Emergency services: 911
- Safety Escort / emergency report dispatch line: 716-829-7550
- IT Pulse Center (technical difficulties during off-site rotations): ithelp@dyu.edu
- SaintsCare TalkNow (24/7 mental health support): timelycare.com/dyouville

9.7 Cross-References to Student Services

For non-emergency wellness, counseling, advising, and other student support needs, see Chapter 6, Student Services and Student Success. For financial aid counseling and student account matters, see Chapter 7, Financial Aid and Student Financial Services.

Appendix A: Glossary of Acronyms

The following acronyms and abbreviations are used throughout this handbook, listed alphabetically for quick reference.

Acronym	Definition
AACOM	American Association of Colleges of Osteopathic Medicine
AAP	Academic At-Risk Program
ACLS	Advanced Cardiovascular Life Support
ADA	Americans with Disabilities Act
AOA	American Osteopathic Association
BLS	Basic Life Support
CD	Course Director
CEC	Cultural Enrichment Center
CME	Continuing Medical Education
COCA	Commission on College Accreditation
COM-SGA	DYU-COM Student Government Association
COMAT	Comprehensive Osteopathic Medical Achievement Test
COMLEX-USA	Comprehensive Osteopathic Medical Licensing Examination-USA
COMM	Interpersonal & Communication Skills (AACOM core competency)
COMSAE	Comprehensive Osteopathic Medical Self-Assessment Examination
DAC	D'Youville Academic Center
DISA	DISA Healthcare Technology (third-party background check and drug screening vendor)
DO	Doctor of Osteopathic Medicine
DYU-COM	D'Youville University College of Osteopathic Medicine
EBM	Evidence-Based Medicine
ECP	Excellence in Clinical Practice (preclinical course)
FERPA	Family Educational Rights and Privacy Act
FOM	Foundations of Medicine (preclinical course)
IC	Incomplete (grade designation)
L3C	Lifelong Learning and Community (course)
LMS	Learning Management System
LOA	Leave of Absence

Acronym	Definition
MK	Medical Knowledge (AACOM core competency)
MSPE	Medical Student Performance Evaluation ("Dean's Letter")
NBOME	National Board of Osteopathic Medical Examiners
OMM	Osteopathic Manipulative Medicine
OMS1 / OMS2 / OMS-III / OMS-IV	Osteopathic Medical Student, Year 1 / Year 2 / Year 3 / Year 4
OMT	Osteopathic Manipulative Treatment
OPP	Osteopathic Principles and Practice(s)
PBLI	Practice-Based Learning & Improvement (AACOM core competency)
PC	Patient Care & Procedural Skills (AACOM core competency)
PPE	Personal Protective Equipment
PROF	Professionalism (AACOM core competency)
SAS	Systems and Specialties (course)
SBP	Systems-Based Practice (AACOM core competency)
SOMA	Student Osteopathic Medical Association
SPPC	Student Progress and Professionalism Committee
UD	Unit Director

D’Youville University

College of Osteopathic Medicine

Student Handbook 2026–2027

Supplement

Updated October 23, 2026

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About This Supplement

This supplement adds to and expands sections of the D'Youville University College of Osteopathic Medicine (COM) Student Handbook for the 2026–2027 academic year. Each section below carries the number of the Student Handbook section it adds to or expands, so it can be read alongside the corresponding handbook section.

3.5 Academic Probation — Course Remediation

A passing course grade is one that meets the minimum threshold of 70%. Courses with grades below 70% require remediation, following the timelines, Academic At-Risk Program (AAP) process, and Student Progress and Professionalism Committee (SPPC) review described in Handbook §3.4 and §3.5.

Only one remediation is allowed for any course. A student who fails remediation is referred to the SPPC and placed on Academic Probation, as described in §3.5.

3.8 COMLEX-USA Level 1

- **Eligibility:** Students must complete all requirements of the OMS I and OMS II curriculum and receive DYU-COM attestation of good academic and professional standing.
- **Qualifying exam:** Students must achieve a pre-identified passing score on a qualifying exam, such as the proctored COMSAE Phase 1 or a similar exam selected by DYU-COM. The University sets the passing score.
- **Failure of COMSAE Phase 1:** Students have three attempts to reach the minimum score. A student who does not meet it on the first attempt may not take COMLEX-USA Level 1 and must meet with the SPPC, which refers the student to their Learning Specialist for a plan of action. The student then completes a remedial program of no more than 12 weeks, at their own expense, as described in §3.8.
- **Attempts:** Students have up to three attempts to pass COMLEX-USA Level 1. Failure on the third attempt results in automatic dismissal from the DO program.
- **Clinical clerkships:** A student who fails COMLEX-USA Level 1 may not participate in clinical clerkships until they retake the exam and pass.
- **Remedial program:** A student who fails on the first attempt must meet with their Faculty Advisor and Learning Specialist within 14 calendar days and complete a remedial program prescribed by DYU-COM, at their own expense. This may include Boards Boot Camp or another approved program of no more than 8 weeks.

3.9 COMLEX-USA Level 2-CE, Level 2-PE, and Level 3

COMLEX-USA Level 2-CE

- **Scheduling:** Students must schedule Level 2-CE no later than March 15 of the OMS-III year and sit for it no later than September 1 of the OMS-IV year, unless otherwise approved by the Associate Dean of Clinical Education.
- **Eligibility:** Students must complete all required core clinical clerkships of the OMS III curriculum and receive DYU-COM attestation of good academic and professional standing.

- **Attempts:** Students have up to three attempts to pass Level 2-CE. Failure on the third attempt results in automatic dismissal from the DO program.

COMLEX-USA Level 2-PE

The NBOME suspended Level 2-PE indefinitely in February 2021 and formally discontinued it in June 2022. Clinical skills proficiency is now verified by attestation from the COM Dean.

COMLEX-USA Level 3

Candidates are eligible for Level 3 after they pass Level 2-CE and the Level 2-PE equivalent, graduate from the COM with a DO degree (attested by the Dean), and receive attestation of good academic and professional standing from the Residency Program Director of an ACGME-accredited program.

3.11 Student Promotion (Student Assessment and Promotions)

The general promotion rule and Year 3 requirements remain as written in Handbook §3.11. The additions below are new.

Promotion to Year 2 (OMS II): Requires successful completion of all required OMS I coursework, good financial standing, and current health insurance documentation.

Good academic standing: A student is generally in good academic standing if they:

- have no more than one outstanding course remediation,
- have satisfactorily completed all required coursework to date, with a passing grade (minimum 70%) in each course,
- have completed all required board exams on schedule, and
- have achieved the minimum GPA for their program, if applicable.

3.13 Recusal of Health Care Providers from Student Assessment and Promotion

It is the policy of DYU-COM that any faculty member who is a health care professional with a previous or ongoing therapeutic relationship with an osteopathic medical student must recuse themselves from all activities involved in the assessment, grading, and promotion of that student.

4.3.1 Excused Absence Documentation and Makeup Work

When a student is unable to attend a required examination, laboratory session, or other assessed learning activity because of illness or injury, the student must follow the notification and documentation process below. The Course Director retains final authority over course policy, including whether makeup work is allowed and the terms under which it is to be completed.

- **Notify the Course Director:** As soon as reasonably possible, the student must notify the Course Director for the affected course that illness or injury is preventing attendance, copying the Assistant Dean of Student Services on this notification so that the Assistant Dean of Student Services is kept informed throughout the process.

- **Medical documentation:** The student must be evaluated by a licensed medical professional and obtain written documentation of that evaluation within 48 hours of the missed examination, laboratory session, or other assessed activity for which makeup work is being authorized.
- **Submission of documentation:** The medical documentation must be submitted to the Assistant Dean of Student Services within 72 hours of the missed activity. The Assistant Dean of Student Services will then copy the Course Director and verify the absence, so that the Course Director may proceed under their course policies regarding makeup work.
- **Makeup examination:** A student with an excused absence must make up the missed examination. All makeup work must be completed within five (5) business days of the missed examination, at a date and time scheduled at the convenience of the Course Director, unless an alternate timeline is set under Extreme Circumstances below. A student who misses a scheduled makeup examination will receive an automatic grade of zero (0) for that examination.

Failure to meet either timeline may result in the absence being treated as unexcused, and the College's standard policies regarding unexcused absences and missed assessments will apply. The Course Director, in consultation with the Assistant Dean of Student Services as needed, determines whether the documentation supports an excused absence and what makeup work, if any, is authorized.

Extreme Circumstances

The 48-hour and 72-hour timelines above are not intended to apply where a student is facing an extreme circumstance — such as the death of an immediate family member, a serious accident, or a traumatic event — that reasonably prevents timely notification or documentation. In these situations, the student, or someone on the student's behalf, should contact the Assistant Dean of Student Services directly as soon as reasonably possible. The Assistant Dean of Student Services will work individually with the student to determine an appropriate and reasonable timeline for notification, documentation, and makeup work, and will coordinate directly with the relevant Course Director(s), who retain final authority over makeup arrangements for their course. Extreme circumstances must be documented and coordinated with Student Services and the Dean's Office for any makeup work.

Students and families are not required to disclose specific medical or personal details beyond what is necessary for the Assistant Dean of Student Services and Course Director to make this determination.

4.4 Photography, Personal Devices, and Social Media Policy — Social Media

You are personally responsible for any of your social media activity conducted with a D'Youville email address or on a University website or page, and/or which can be traced back to a University domain, and/or which uses the University's equipment or property, and/or which expressly or implicitly identifies you as a student of the University. If, from a post, it is clear you are a D'Youville student, or if you mention the University, or it is reasonably clear you are referring to the University or a position taken by the University, and also express a political opinion or an opinion regarding the University's positions or actions, the post must specifically note that the opinion expressed is your personal opinion and not D'Youville's position.

4.8 Student Health Insurance

DYU-COM automatically enrolls each student in a student health insurance plan provided through a partnership with Haylor, Freyer & Coon.

Students who already have their own health insurance plan may waive this coverage by submitting proof of adequate insurance through the student portal.

5.9 Privacy of Education Records (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law governing the privacy of student education records. It sets the institution's obligations for releasing education records and for providing access to them for legitimate educational needs.

FERPA also requires that students be given access to their own education records for inspection and review.

Students with additional questions about their rights under FERPA, including how to request access to their records, are encouraged to visit the university's FERPA FAQs and Privacy Policy page.

6.1–6.2 Advising and Academic Support (Academic Counseling and Availability)

Every COM student is assigned a faculty advisor or mentor. Students first meet their advisor during orientation and then meet with them a minimum of two times per semester.

Additional academic counseling is available through Student Support Services in the Learning Resource Center (LRC). LRC academic support is available typically four days a week, from 10 a.m. to 6 p.m.

In addition to regularly scheduled office hours, faculty spend several hours each week in the LRC. This gives students direct access to faculty for questions about course content.

6.5–6.6 Wellness and Counseling (Mental Health Services)

Students are encouraged to reach out to the Wellness Lodge and other on-campus mental health services.

- **Wellness Lodge:** Licensed counselors provide fully confidential counseling and support services.
- **Psychology Doctoral Program located in the D'Youville Academic Center (DAC):** Offers counseling services, group therapy programs, and psychological testing, typically at no cost or minimal cost to students.

Students are encouraged to use both resources. A full list of campus and community support services is available on the student resource card: [Resource card — link to be added].

6.7 Health Services (Physical Health Services)

Students have access to health and wellness services on campus through the university's health hubs.

- **Catholic Health Clinic (on-campus hub):** Available to students by appointment.

- **Vital Pharmacy:** Operated by the D'Youville University School of Pharmacy, providing pharmacy services on campus.

Community and 24/7 resources:

- **Crisis Services (Erie County):** 24-hour hotline **716-834-3131**.
- **SaintsCare:** The University's free telehealth platform, including TalkNow for 24/7 on-demand mental health support. timelycare.com/dyouville or the TimelyCare higher ed app. See also Handbook §6.6 Counseling.

6.8 Career Counseling and Residency Preparation

Career counseling for COM students is provided by preclinical faculty who have previously practiced clinically, clinical faculty, chairpersons, COM associate deans, and the Dean.

Learning sessions for students and faculty are available on COMLEX, certifications, medical careers, CV writing, ERAS, the Match, graduate medical education (GME), and licensing.

Students complete mandatory OSCEs, have access to mock interviews for residency, and are encouraged to attend residency fairs. In the fourth year, students complete a course in Residency Preparation and are allotted multiple electives for audition rotations.

Students have access to faculty to help coordinate and organize their rank list for the Match and for participation in the Supplemental Offer and Acceptance Program (SOAP) as needed.