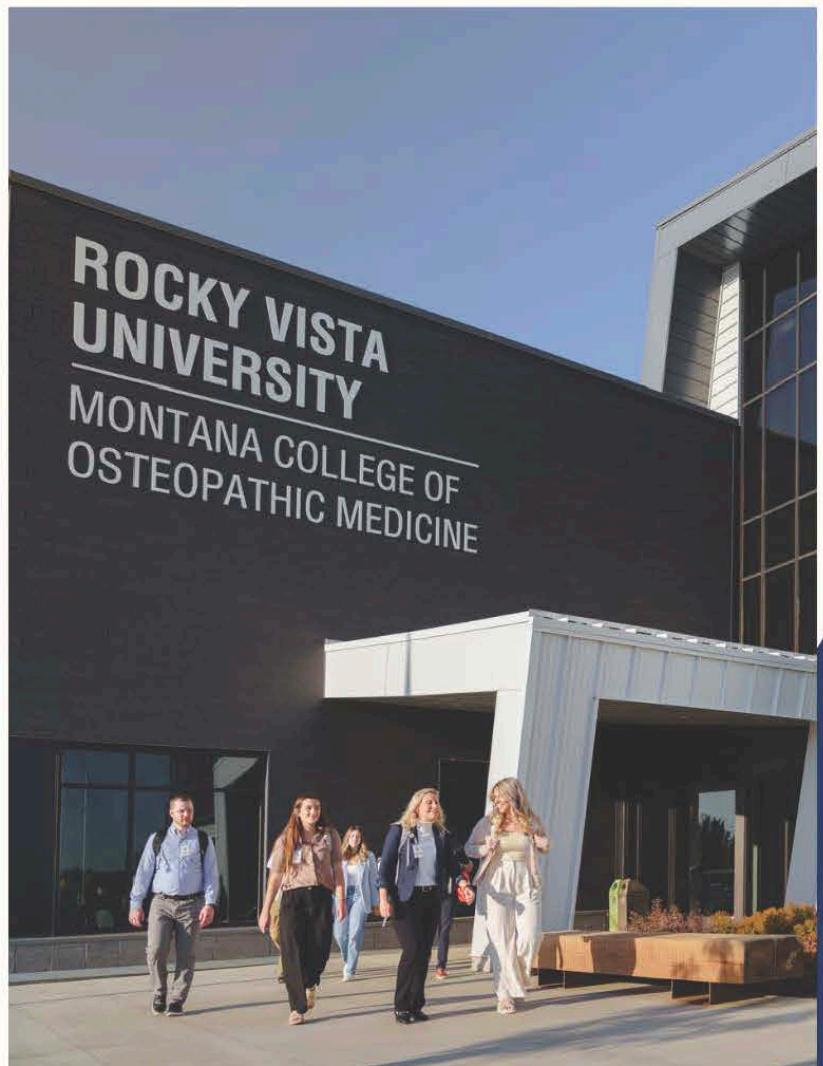




ROCKY VISTA UNIVERSITY

MONTANA COLLEGE OF OSTEOPATHIC MEDICINE



Academic Catalog
Academic Year 2025-2026

Table of Contents

Introduction	3	Grade Change Policy	19
A Message from the President	3	Health Records and Immunizations	19
About	4	Student Contact Information	20
Mission, Vision Statement and Core Values	4	Student Enrollment Status Changes	20
University Administration	4	Transcripts - Official and Unofficial	22
Accreditations	5	Transfer of Credit	22
Self-Evaluation	6	Verification of Enrollment	22
Institution Ownership	6	Outside State-Specific Consumer Protections	23
Facilities	6	California	23
University Policies	7	General Information	26
Anatomy Laboratory Expectation for Participants	7	A Message from the Dean	26
Attendance Records	8	Program Leadership	26
CLERY Act	8	Academic Calendar	27
Disabilities and Academic Accommodations	8	Introduction	27
Diversity Statement	10	Doctors of Osteopathic Medicine (DO)	27
Dress Code	10	Osteopathic Oath	27
Health Insurance Portability and Accountability Act (HIPAA)	11	Program Learning Outcomes	28
Non-Discrimination Statement	11	Admissions	28
Needlestick and Bloodborne Pathogen Exposure	12	Requirements for Admission	28
OSHA - Biosafety, Universal Precautions, and Bloodborne Pathogens	12	Application Process	29
Pregnant and Parenting Students Policy	12	Interview Process	29
Professional Liability and Workers' Compensation Insurance	13	Matriculation Process	29
Reservation of Power	13	Request for Deferment	30
Sexual Misconduct and NonDiscrimination Policy	13	Transfer of Credit Requests	31
Student Complaints	14	Academic Programs	31
Student Confidentiality and Conflict of Interest	14	Undergraduate Fellowship Program	31
Tardiness Definition	15	Tracks & Electives	32
The Family Educational Rights & Privacy Act (FERPA)	15	Curriculum	33
Title IX Policy	15	Pre-Clinical (OMS I & OMS II)	33
Student Financial Services	15	Curriculum Info	34
Tuition Refund Policy	15	Clinical Years (OMS III & OMS IV)	34
Student Financial Responsibility Policy	16	Clinical Clerkships Eligibility	34
Voter Registration	16	Clinical Clerkships Overview	35
Colorado Voter Registration	16	Course Descriptions	36
Montana Voter Registration	16	Electives	42
Utah Voter Registration	16	Academic Policies	43
Enhancing Your RVU Learning Experience By Successfully Interacting Across Cultural Differences	16	Academic Promotion	43
Student Educational Records	18	Academic Standings	44
Academic Records	18	Grading and Grade Point Average	45
Administrative Holds	18	Course Grades	46
Background Check and Drug Screen	18	Graduation Requirements for the Doctorate in Osteopathic Medicine	47
Course Registration	18	Financial Aid and Tuition	48
Degree Audits	18	Financial Aid	48
Diplomas	18	Satisfactory Academic Progress Standards for Financial Aid Eligibility	49
Grades	19	Student Health Insurance	51
Grade Point Average (GPA)	19	Tuition and Fees	51
Grade Reports	19		

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

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

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

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

Introduction

A Message from the President



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

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

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

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

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

Wishing each of you a successful year ahead.

Sincerely,

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

About

Mission, Vision Statement and Core Values

Mission

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

Vision Statement

Achieving New Heights in Medical Education.

Core Values

Collegiality

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

Compassion

The willingness to be engaged with the needs of others.

Diversity

The recognition, reflection, and representation of individual differences within a community including, but

not limited to culture, race, age, ethnicity or national origin, color, sex, gender, gender identity, sexual orientation, religious beliefs, spiritual practices, political beliefs, mental and physical ability, socioeconomic status, individual life experiences, or other ideologies.

Equity

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

Excellence

The commitment to exceed expectations in education.

Inclusivity

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

Innovation

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

Integrity

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

Service

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

University Administration

David Forstein, DO, FACOOG

President and Chief Executive Officer (CEO)

Kat Abernathy, MSOL, GPHR, PHR, CPA

Vice President of Human Resources
MSOL, Colorado State University Global

Heather Ferrill, DO, MS, MEdL

Vice President of Faculty Affairs and Dean of RVUCOM (Colorado and Utah)
DO, Michigan State University College of Osteopathic Medicine
MEdL, University of New England College of Osteopathic Medicine

David Irons, CPA, MBA

Vice President of Finance and Controller
CPA, State of Colorado
MBA, Colorado Technical University

Kyle LaValley, MBA

Vice President, Growth and Strategic Initiatives
MBA, Colorado State University, Pueblo

Kayla Manning, MBA

Vice President of Marketing and Enrollment
Management
MBA, University of Florida

Janna L. Oakes, PhD

Vice President of Institutional Effectiveness
PhD, University of Denver

Jesús Treviño, PhD

Vice President of Diversity, Equity, and Inclusion
PhD, University of California Los Angeles

Accreditations

University Accreditation

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

HLC accredits degree-granting post-secondary educational institutions in the United States. HLC is as an institutional accreditor, accrediting the institution as a whole. At its meeting on July 15, 2024, the Institutional Actions Council (IAC) of the Higher Learning Commission voted to continue the accreditation of Rocky Vista University with the next Reaffirmation of Accreditation in 2033-34. Institutional accreditation provides assurance that RVU provides a quality educational experience and conducts itself with integrity. For further information please contact the Higher Learning Commission at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604; or (800) 621-7440.

- [Letter of Accreditation \(PDF\)](#)
- [Accredited Higher Learning Commission – Verify Status Here](#)

Program & Center Accreditations

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

Doctor of Osteopathic Medicine

The Doctor of Osteopathic Medicine program offered at RVU's Colorado, Utah, and Montana campuses have been granted Accreditation – Continued status by the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association (AOA). For further information please contact COCA at 142 E. Ontario St., Chicago, IL 60611; or (800) 621-1773; email: predoc@osteopathic.org

- [Letter of Accreditation for RVUCOM \(Colorado and Utah\)](#)
- [RVUCOM Planned Class Size Increase October 8 2020 COCA EC Final Action](#)
- [Letter of Accreditation for RVU-MCOM \(Montana\)](#)



AMERICAN
OSTEOPATHIC ASSOCIATION

Doctor of Nurse Anesthesia Practice

The Council on Accreditation of Nurse Anesthesia Educational Programs (COA) has granted full seven-year initial accredited status to the Rocky Vista University Doctor of Nurse Anesthesia Practice program. Accredited status signifies that all of the COA's accreditation requirements have been met. Every nurse anesthesia program accredited by COA has a unique program code; the code for the Rocky Vista University Doctor of Nurse Anesthesia Practice Program is 523617. The COA will evaluate RVU's program again in 2030.

The program's accreditation may be verified at: <https://www.coacrna.org/programs-fellowships/accredited-programs-next-and-last-review-dates-and-last-accreditation-decisions/>.

- [2/19/2025 Accreditation Notification Letter](#)



Master of Physician Assistant Studies

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

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until

accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be **March 2033**. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

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

- [Letter of Accreditation \(PDF\)](#)



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

Rocky Vista University Surgical Simulation Center

RVU has the distinction of being recognized as a [Comprehensive Accredited Education Institute \(AEI\) by the American College of Surgeons](#) and is the only osteopathic medical school to receive this prestigious accreditation. This consortium of high-quality programs around the world sets the standard for excellence and innovation in simulation-based education. Our designation includes both Colorado and Utah campuses. For further information please click on the link below or contact the ACS at 633 N. Saint Clair Street, Chicago, IL 60611; or (312) 202-5000.

Website

- [Letter of Accreditation \(PDF\)](#)
- [2024 Annual Report Card \(PDF\)](#)



State Authorizations

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

Colorado Department of Higher Education

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

[State Authorization](#)

Montana University System

560 N. Park
PO Box 203201

Helena, MT 59620-3201
(406) 449-9124

[State Authorization](#)

Utah Department of Commerce

160 East 300 South
Salt Lake City, UT 84114
(801) 530-6601

[State Authorization](#)

Student Complaints

Rocky Vista University upholds high standards and expectations of professional conduct for all its community members. As with any institution that educates and employs a large number and variety of people, we may sometimes be challenged by conflicts, lack of clarity in policies, or problems that may arise from misunderstandings.

RVU encourages students and employees to first make attempts to resolve conflicts with the person with whom there is a dispute. When a desirable outcome cannot be reached by both parties, policies and processes pertaining to student complaints are described [here](#).

The accreditation policy can also be viewed here:

[Accreditation Standard Complaint Policy](#)

Self-Evaluation

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

Institution Ownership

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

Facilities

Colorado

Rocky Vista University is located in the City of Parker, Colorado, just 20 minutes from downtown Denver. Our Parker campus encompasses a state-of-the-art facility spanning 153,000 square feet. Our campus features three large auditoriums, a fully equipped simulation lab, a comprehensive medical library, a self-serve cafeteria,

an anatomy lab, an OPP lab, and a primary care health clinic. The health clinic is available to both students and the community, providing essential services and hands-on training opportunities to our students.

Utah

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

Montana

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

Key features of the RVU-MCOM campus facility include:

- Modern architecture capitalizing on natural light
- Innovative technology
- Immersion room simulations
- High-fidelity mannequins
- Hand-held ultrasound
- Group-based active learning spaces,
- Expansive anatomy lab for both cadavers and virtual reality

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

University Policies

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

Anatomy Laboratory Expectation for Participants

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

Colorado Campus

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

State Anatomical Board
Phone: (8 am–4 pm): [303-724-2410](tel:303-724-2410)
[Website](#)

Montana Campus

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

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

Utah Campus

Rocky Vista does not currently operate its own body donation program. Those individuals interested in

donating their bodies for the medical education of young doctors on our campus can donate through the [University of Utah's Body Donor Program](#) and request that your donation is sent to our campus.

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

Kerry Peterson
Body Donor Program
520 Wakara Way, SLC, Utah 84112

Phone: (8 am–4 pm): 801-581-6728
Phone: (after hours, weekends, & holidays):
801-581-2121
Email: bodydonor@lists.utah.edu

[Website](#)

Attendance Records

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

CLERY Act

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

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

Every student, faculty, staff member, and visitor has an individual responsibility to be aware of their personal safety, to properly utilize college resources, to make positive choices, and to use common sense. Crimes, violations, hate crimes, suspicious persons or activity, and safety issues should be reported upon discovery through the appropriate channels as described in this Handbook. Please take the time to familiarize yourself with the emergency procedures and the important

information on the website. Updates, timely warnings, and important information regarding safety on campus will be communicated by emails, fliers, TV monitors, and other presentations.

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

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

Disabilities and Academic Accommodations

Disabilities and Academic Accommodations

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

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

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

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

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

Accommodations Request Process

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

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

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

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

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

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

Step 3: Welcome Meeting

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

Officer to understand how accommodations work within a medical education setting and what to expect relative to next steps in the process of establishing eligibility.

Step 4: Documentation Review and Notification of Eligibility Determination

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

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

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

Accommodation Renewal Process

Accommodations will generally remain effective for the duration of a student's active enrollment in an RVU program. However, when transferring from one program to another (i.e. from MSBS to RVUCOM, or from MMS to MCOM) students must request to renew their accommodations prior to the start of the new academic program. Failure to request a renewal of accommodations may delay timely implementation. To verify their intent to continue using accommodations in a new RVU program, students should complete the [Accommodation Renewal Request form](#) prior to the first day of the new academic year.

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

National Board Accommodations

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

ADA Accommodation Review Requests and Appeals

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

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

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

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

Diversity Statement

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

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

Diversity and Non-Discrimination Policy

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

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

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

Dress Code

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

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

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

The different learning and teaching environments at RVU may require different dress styles and what is appropriate for one setting may be inappropriate for other settings. (e.g., lab, lectures, lab, recreational activity). Regardless of the setting, all clothing should be neat, clean, and respectful of others. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear beyond normal functionality. Students are allowed to dress the full day for the learning experience that they are

engaged in; for example, if they are in lab they may wear lab attire for the entire day. However, lab attire that consists of shorts, sports bra, or bare chest should be covered by appropriate outerwear or clinically-appropriate scrubs while not in lab. Students practicing OMM skills outside of lab, may be permitted to wear lab appropriate clothing while practicing.

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

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

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

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

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

When on location at clinical training sites, students must adhere to the training site's dress code. Students

are required to reach out to each of their training sites one week prior to the beginning of each clerkship rotation to learn the appropriate attire.

Health Insurance Portability and Accountability Act (HIPAA)

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

All students at Rocky Vista University must complete a training course over the privacy laws that apply to the Health Professions to meet requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Annual refresher training is required as well. The HIPAA training is provided online, and information to access training will be provided at orientation. A score of 80% or better on the HIPAA training course is a requirement prior to entering RVU programs.

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

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

Non-Discrimination Statement

It is the policy of Rocky Vista University and all of its affiliated colleges and organizations not to engage in discrimination or harassment against any person

because of race, color, religion or creed, sex, gender, gender identity and expression, pregnancy, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, parental status, genetic information, sexual orientation, veteran status, political beliefs or affiliations, and to act in conformity with all applicable federal and state laws, orders and regulations, including the Civil Rights Act; the Americans with Disabilities Act; the Rehabilitation Act of 1973; and Title IX of the Education Amendments of 1972. This policy on nondiscrimination applies to admissions, enrollment, scholarships, loan programs, participation in University activities, employment, and access to, participation in, and treatment in all University centers, programs, and activities.

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

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

Needlestick and Bloodborne Pathogen Exposure

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

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

an exposure or needlestick injury, the student should submit all claims to the Human Resources Department for processing with Worker's Compensation.

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

OSHA - Biosafety, Universal Precautions, and Bloodborne Pathogens

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

Instructions for registering and logging onto the CITI website, and specific instructions on which courses are required, are provided annually by the Compliance Office.

Pregnant and Parenting Students Policy

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

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

Professional Liability and Workers' Compensation Insurance

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

Reservation of Power

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

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

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

Disclaimer

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

Sexual Misconduct and NonDiscrimination Policy

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

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

Compliance with this Policy is a term and condition of student enrollment and employment at the University.

Questions about this policy or Title IX can be directed to Associate Dean of Students in Montana (406) 901-2708, or to the Title IX coordinator (720) 874-2481.

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

Sexual Misconduct and NonDiscrimination Reporting, Investigating, and Hearing Procedures

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

For a full account of the University's reporting, investigation, and hearing procedures, please review the information on the RVU website

at: <https://www.rvu.edu/about/title-ix/>. Questions about this policy or Title IX can be directed to the Title IX Coordinator at (720) 874-2481.

Student Complaints

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

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

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

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

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

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

Student Complaints to Accrediting Bodies

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

Higher Learning Commission (HLC)

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

Colorado Department of Regulatory Agencies

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

Utah Department of Commerce, Division of Consumer Protection

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

Commission on Osteopathic College Accreditation of the American Osteopathic Association

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

ARC-PA

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

U.S. Department of Education Office for Civil Rights

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

Student Confidentiality and Conflict of Interest

In compliance with the COCA, HLC, ARC-PA, and DNAP relevant accreditation regulations, RVU is committed to ensuring the prevention of potential conflicts of interest for student academic advancement and the protection of student confidentiality in the clinical setting. Students seeking healthcare will not be placed in a position in which they could potentially be treated by any faculty or staff that have authority over their educational pursuits. Authority over a student's educational pursuits at RVU is defined by those RVU personnel who, including but not limited to, determine grades, ongoing status of academic standing, and academic advancement within the Program, College, or University, such as Deans, Program Directors, Department Directors, Course Directors or any other faculty who may have grading authority. Medical providers in any of the aforementioned roles will be precluded from providing medical care for a student unless specifically requested by the student. Neither

the principal faculty of the COM, MSBS, PA, or DNAP program, the PA or MSBS program directors, nor the COM or DNAP program medical directors will serve as healthcare providers for students. In all cases of emergency, care is provided by another faculty member or medical personnel. Further, RVU students participating in clinical training will not be involved in the medical care of other students, unless expressed permission is individually obtained from the student patient. Patient confidentiality will be guaranteed for all RVU students in all clinical settings.

Tardiness Definition

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

The Family Educational Rights & Privacy Act (FERPA)

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

Title IX Policy

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

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

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

You may also want to make an appointment to talk with one of RVU's Sexual Assault Advocate and Mental Health counselors. The counselor on the Colorado campus can be reached at (720) 875-2896, the counselor on the Utah campus can be reached at (435)

222-1270, and the counselor on the Montana campus can be reached at (406) 901-2752. Your conversation will remain confidential and will not be shared with the Title IX Coordinator, unless you waive your right to confidentiality.

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

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

Student Financial Services

Tuition Refund Policy

Purpose & Scope

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

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

Policy Statement

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

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

There are occasions when a recommendation and decision for Dismissal or Leave of Absence from a program's Student Assessment or Performance Committee, or from an administrative entity, may occur within the first four weeks of a semester based on

professionalism, performance, or other issues that occurred in the previous semester. These students are eligible for a 100% tuition refund for the current semester.

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

Roles & Responsibilities

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

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

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

*Updated 1.28.25

Student Financial Responsibility Policy

Financial responsibility is essential for students to maintain good standing, access University services, and to meet professional standards. Students with an outstanding balance greater than \$500 for more than 30 days after the payment due date will not be considered in good financial standing which could result in a Registration Hold or other academic restriction.

Please review the [Student Financial Responsibility](#)

[Policy](#) which outlines the University's expectations and processes pertaining to student financial obligations, including late payments and outstanding balances.

Voter Registration

Colorado Voter Registration

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

Montana Voter Registration

To vote in Montana, you must

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

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

Utah Voter Registration

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

Enhancing Your RVU Learning Experience By Successfully Interacting Across Cultural Differences

The curriculum at RVU is intended to expose students to cross-cultural and intergroup dynamics in the successful treatment of diverse patients or work

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

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

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

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

value and success. Examples include saying "Good morning", referring positively to the work of a person, showing genuine interest in someone's culture, or correctly remembering and pronouncing someone's name

Thus, when interacting:

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

8. Do not rely on your fellow students as the single source of all your diversity questions and education. Take responsibility for your own education by reading, researching, and talking to experts in the field.

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

Student Educational Records

Academic Records

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

Administrative Holds

A student who fails to meet obligations to the University may be placed on administrative hold, during which time he/she may not be allowed to register or receive a diploma. The student must settle financial accounts with the Office of Student Financial Services. For more information view the [Student Financial Responsibility Policy](#).

Background Check and Drug Screen

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

Students enrolled in the DO program will be required to complete an additional background check and 10-panel drug screen before they enter their third year and again

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

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

Course Registration

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

Degree Audits

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

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

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

Diplomas

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

Grades

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

Grade Point Average (GPA)

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

Grade Reports

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

Grade Change Policy

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

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

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

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

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

request, consult with the requesting faculty member for any clarifications, as needed, and confirm once the change is made.

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

Health Records and Immunizations

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

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

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

- If a TB skin test is positive: a chest x-ray must be completed every 2 years.
Annual update required. If TB is updated prior to the past TB expiring only 1 TB is required. If the TB expires a full two-step or blood draw is required.

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

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

Requests for Exemptions

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

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

Student Contact Information

Students must notify the Office of the Registrar of any changes in legal name, mailing address, phone

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

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

Student Enrollment Status Changes

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

Leave of Absence

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

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

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

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

Voluntary Leave of Absence

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

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

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

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

Non-Voluntary Leave of Absence

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

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

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

Sabbatical

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

Withdrawal

An involuntary withdrawal/dismissal is a University-initiated process that can occur for both academic (such as multiple course failures) and non-academic reasons (unprofessional conduct, violation of University policies, and/or violation of the Student Code of Conduct). In addition, students who fail to complete any

academically related activity for ten (10) consecutive days without notifying the Associate/Assistant Dean of Student Affairs shall be considered withdrawn.

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

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

Dismissal Policy and Right to Appeal

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

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

Readmission

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

Transcripts - Official and Unofficial

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

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

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

Transfer of Credit

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

Verification of Enrollment

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

Outside State-Specific Consumer Protections

California

California Resident Students Only

Rocky Vista University is a private institution and is approved to operate by the Bureau for Private Postsecondary Education.

As a matriculating California resident student, you are **required** to read the below section titled “Matriculation Agreement” and sign and return said section to the Admissions Office (admissions@rvu.edu).

As a prospective student, you are encouraged to review this catalog prior to signing a matriculation agreement. You are also encouraged to review the School Performance Fact Sheet (found at: <https://www.rvu.edu/about/institutional-effectiveness/institutional-research-reporting/institutional-snapshot/>), which must be provided to you prior to signing a matriculation agreement.

Credit Transfer:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION The transferability of credits you earn at Rocky Vista University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Doctor of Osteopathic Medicine you earn in the Doctor of Osteopathic Medicine program is also at the complete discretion of the institution to which you may seek to transfer. If the Doctor of Osteopathic Medicine that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Rocky Vista University to determine if your Doctor of Osteopathic Medicine will transfer.

Student Tuition Recovery Fund:

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency

program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss because of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution more than tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based

on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Matriculation Agreement

California Student Residents Only

As a matriculating California resident student, you are **required** to read, sign, and return this section to the Admissions Office (admissions@rvu.edu).

Institution:

Rocky Vista University

Program:

Doctor of Osteopathic Medicine, 199 credit hours

TOTAL CHARGES:

Current period of attendance (2024 – 2025): \$72,910

Estimated total charges for program: \$289,686

Total charges obligated to pay upon enrollment:
\$71,910

Schedule of Total Charges:

Tuition for RVUCOM for 2024-2025 is \$66,604. The following annual fees will also apply to all COM students: Student Health Insurance (OMS I: \$5,306; OMS II, OMS III, and OMS IV: \$5,178).

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

STUDENT'S RIGHT TO CANCEL:

The student has the right to cancel the matriculation agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Tuition Refund Policy:

Found under "[Tuition Refund Policy](#)" in the student catalog/handbook.

Requirements and Procedures for Official Withdrawal:

Found under "[Student Enrollment Status Changes](#)" in the student catalog/handbook.

School Performance Fact Sheet Statement:

Prior to signing this matriculation agreement, you must be given a catalog or brochure and a School Performance Fact Sheet (found at: <https://www.rvu.edu/about/institutional-effectiveness/institutional-research-reporting/institutional-snapshot/>), which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding

completion rates, placement rates, license examination passage rates, salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

(Signature)

(Initial)

(Date)

Signatory Statement:

The matriculation agreement is legally binding when signed by the student and accepted by the institution.

By signing the matriculation agreement, I understand that this is a legally binding contract. My signature on the agreement certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Contact/Complaints:

Any question(s) a student may have regarding this catalog or matriculation agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

P.O. Box 980818

1747 North Market Boulevard, Suite 225

Sacramento, CA 95834

<https://www.bppe.ca.gov/>

Phone: (888) – 370 – 7589

Fax: (916) – 263 – 1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) – 370 – 7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: <https://www.bppe.ca.gov/enforcement/complaint.shtml>.

content added 10.9.24

General Information

A Message from the Dean

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



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

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

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

Sincerely,

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

Program Leadership

John E. Moore, DO, MPH, DABFM, FAAFP
Dean

DO, Nova Southeastern University College of Osteopathic Medicine
MPH, University of West Florida

Preclinical Education

Ben Wilde, DO, FAAFP
Assistant Dean of Preclinical Education
Associate Professor of Family Medicine
DO, Arizona College of Osteopathic Medicine

Miriam Donohue, PhD
Director of Preclinical Education
Associate Professor of Anatomy and Neuroanatomy
PhD, SUNY Upstate Medical University
Postdoctoral Fellowship, SUNY Upstate Medical University

Michele (Mischa) Coleman, DO
Discipline Director of OMM
Assistant Professor of OMM
DO, Kansas City University College of Osteopathic Medicine

W. Michael Zawada, PhD
Chair, Department of Biomedical Sciences
Professor of Physiology
PhD, University of Arkansas for Medical Sciences

Dennis Kinder, MD
Chair, Department of Clinical Sciences
Associate Professor of Internal Medicine
MD, University of Washington

Carol A. Penn, DO, MA, DABOM, FACOPF
Director of Tracks and Electives
Assistant Professor of Family Medicine
DO, Rowan University School of Osteopathic Medicine

Clinical Education

Mark C. Lee, MD, FACP
Assistant Dean of Clinical Education and GME
Professor of Internal Medicine
MD, Chicago Medical School

Student Affairs

Terri B. Blevins, EdD, MA
Associate Dean of Student Affairs
EdD, University of Colorado
MA, University of Iowa

Simulation

Becky Anglin, DNP
Director of Simulation

DNP (educational leadership), American Sentinel University
MSN, University of Phoenix

Academic Calendar

Fall 2025 Semester

- **OMS I and II Classes:**
July 21, 2025 - December 19, 2025

Spring 2025 Semester

- **OMS I and II Classes:**
January 5, 2026 - June 12, 2026

*All dates are subject to change. Refer to block schedule for dates of specific classes.

Holidays

- Labor Day (no classes): September 1, 2025
- Thanksgiving Break (no classes): November 27-28, 2025
- Winter Break (no classes): December 22 2025-January 4, 2026
- Martin Luther King, Jr. Day (no classes): January 19, 2026
- President's Day (no classes): February 16, 2026
- Spring Break (no classes): March 23-27, 2026
- Memorial Day (no classes): May 25, 2026
- Independence Day (no classes): July 4, 2026

** Holidays and time off depend upon the service requirements of scheduled clerkships.

Introduction

Doctors of Osteopathic Medicine (DO)

Osteopathic medicine, established in the United States in the 1860s by Dr. Andrew Taylor Still, is a distinctive form of healthcare that emphasizes a holistic body-mind-spirit approach. Doctors of Osteopathic Medicine (DOs) are fully licensed physicians authorized to practice medicine and surgery in all 50 states. While DOs are represented in every medical specialty, they have traditionally emphasized primary care.

DOs partner with their patients to promote health, prevent disease, and treat acute and chronic conditions. Their education encompasses comprehensive training in the biological sciences, medicine, surgery, and obstetrics. Additionally, DOs

receive specialized training in holistic and preventive medicine, and the interrelationship of body systems, particularly the neuromusculoskeletal system.

A unique aspect of osteopathic training is Osteopathic Manipulative Treatment (OMT), specialized hands-on techniques used to diagnose and treat various conditions. By integrating OMT with conventional medical management option such as medication, surgery, and other healthcare modalities, DOs provide some of the most comprehensive care available in medicine today.

The practice of osteopathic medicine is founded on the following Osteopathic Tenets:

1. The body is a unit; the person is a unity of body, mind, and spirit.
2. The body is capable of self-regulation, self-healing, and health maintenance.
3. Structure and function are reciprocally interrelated.
4. Rational treatment is based on an understanding of these principles: body unity, self-regulation, and the interrelationship of structure and function.

These tenets guide DOs in their holistic approach to patient care, emphasizing the integration of all body systems to promote overall health and well-being.

Osteopathic Oath

This modern version of the Hippocratic Oath for administration to osteopathic college graduates was initiated by a suggestion from Frank E. MacCracken, DO, of California to his state society. Within a year, the suggestion went from the state to the national association, and a committee was formed under the Associated Colleges of Osteopathy to prepare the text. Members of that committee included Dr. MacCracken, as chairman, and Drs. R.C. McCaughan, Walter V. Goodfellow, and Edward T. Abbott. The first version was used from 1938 until 1954, at which time minor amendments were adopted.

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 nefarious 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 and my profession, 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 osteopathic medicine which were first enunciated by Andrew Taylor Still.

Program Learning Outcomes

The Rocky Vista University - Montana College of Osteopathic Medicine (RVU-MCOM) has established the following program learning outcomes, which are based upon the American Osteopathic Association (AOA) seven core competencies:

RVU-MCOM Program Learning Outcomes (PLOs):

1. Apply osteopathic principles and practices to patient care. (Osteopathic Philosophy & Osteopathic Manipulative Medicine)
2. Apply knowledge of biomedical sciences to clinical medicine. (Medical Knowledge)
3. Perform comprehensive patient care utilizing best practices of osteopathic medicine. (Patient Care)
4. Utilize effective communication skills to support positive patient-centered and inter-professional relationships. (Interpersonal & Communication Skills)
5. Uphold the RVU Code of Conduct and the principles of the Osteopathic Oath. (Professionalism)
6. Evaluate patient-care practices through critical thinking using evidence-based medical principles. (Practice-Based Learning & Improvement)
7. Analyze health systems science to deliver individualized patient care. (Systems-Based Practice)

Admissions

Requirements for Admission

(Montana Campus)

The Rocky Vista University (RVU) Office of Admissions processes applications to the RVUCOM and MCOM programs. This admissions policy establishes the criteria and procedures used by the RVU Admissions Department in the evaluation of applicants to the Doctor of Osteopathic Medicine programs.

RVU utilizes a comprehensive and holistic approach in evaluating each candidate in a fair and consistent manner. Applicants must meet all published prerequisites and minimum requirements and follow all the appropriate processes.

The minimum requirements for admission include:

- A bachelor's degree or higher from a U.S. regionally accredited college or university must be completed prior to matriculation (exceptions may be made and will be reviewed on a case-by-case basis; including exceptions that pertain to faith-based and/or strong international universities).

In the event of coursework completed at foreign institutions, official detailed course-by-course evaluations must be completed by an approved agency. Please see the list of approved agencies in the RVU Student Handbook and Catalog, under 'Matriculation' section.

- Minimum prerequisite course work that must be completed prior to matriculation includes:
 - Biology (8 semester hours including lab)
 - General Chemistry (8 semester hours including lab)
 - Organic Chemistry (8 semester hours including lab)
 - Physics (8 semester hours including lab)
 - English or Literature (6 semester hours)
 - Biochemistry (3 semester hours)

No grade below a "C" will be considered to fulfill requirements. C- is considered below a C and will not fulfill requirements. Additional upper-division coursework such as Human Anatomy, Physiology, Genetics, and Cellular Biology is highly recommended.

- A minimum science and cumulative GPA of 3.0 as calculated on the AACOMAS application.
- MCOM is requiring candidates to take the Medical College Admission Test (MCAT). Candidates are

required to take the Medical College Admission Test (MCAT) within 3 years prior to matriculation. There is no minimum required score.

- Letters of Recommendations (submitted to AACOMAS). Three required letters include:
 - A credentialed healthcare provider (DO, MD, PA, or NP) who supervised the candidate's work (voluntary or paid) in a clinical setting.
 - An academic reference (order of preference to include Pre-Med Advisor or Committee, Basic Science Faculty, or anyone who can speak to the candidate's ability to successfully complete a rigorous medical school curriculum).
 - A letter of the candidate's choice.
 - **Note, only the maximum number of six (6) letters submitted through AACOMAS will be considered. The Office of Admissions is not able to accept letters of recommendation sent directly to MCOM or from any other letter service, such as Interfolio or VirtualEvals.**
- Students must provide official transcripts from all colleges attended where a degree was earned prior to matriculation. In the event of coursework completed at foreign institutions, the applicant must submit official detailed course-by-course evaluations completed by an approved agency. A list of these agencies is available in the University Handbook & Catalog.

International students: MCOM welcomes international applications. Demonstrated English language proficiency is required during the virtual interview; preference will be given to applicants who have previously attended a regionally-accredited college or university in the U.S.

Application Process

(Montana Campus)

MCOM participates in the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS) for the receipt and processing of applications. Applications are submitted electronically through [AACOMAS](#). AACOMAS processes applications within approximately 3-6 weeks. This timeframe may vary depending on the time it takes to receive an applicant's transcripts and the volume of applications being processed. Applications are evaluated on a rolling basis, therefore it is in an applicant's best interest to apply early in the process. Once an applicant's AACOMAS application is received, it is evaluated to determine if the minimum requirements have been met.

Applicants meeting the minimum requirements will receive an email containing login information to complete their supplemental application and pay the

supplemental fee. Candidates who initially do not meet the minimum academic requirements are welcome to resubmit updated information through AACOMAS. Candidates resubmitting qualifying information will then be invited to proceed through the process upon verification that the minimum requirements have been met. Applicants awarded an AACOMAS fee waiver will be granted a fee waiver for MCOM's supplemental fee. Fee waivers will also be granted for active duty military, veterans, as well as immediate family members. For submission instructions on the fee waiver, [click here](#).

An applicant's file is considered complete upon the receipt of the AACOMAS application, supplemental materials, processing fee, and letters of recommendation (letters submitted with applications from previous years will not be transferred).

The Office of Admissions reviews all completed files and notifies applicants of their interview status. All applicants invited for an interview are given the choice of several interview dates.

Interview Process

Applicants' academic qualifications will be pre-screened by the RVU Office of Admissions and interviews will be offered to competitive applicants. Applicant interviews will be conducted virtually and an official campus visit day will be offered to accepted students. The virtual interviews will be approximately 30 minutes in length conducted by a two-person panel of the MCOM team. Interviewers will have access to the applicant's personal statement, supplemental application, and letters of recommendation. However, the interviewers will be blinded to the applicants' grades and MCAT scores. All interviewers' recommendations will be evaluated post-interview by the MCOM Admissions Committee with the final decision made by the Dean.

The Admissions Committee meets at least once a month to make a recommendation to the Dean relative to each applicant's status. The recommendation can be to offer an acceptance, to place the applicant on the alternate list, or to deny admission. The final decision will be made by the Dean.

Matriculation Process

All acceptance offers are provisional pending the successful completion of all conditions set forth in the matriculation agreement including:

- Completion of all prerequisite coursework and documentation that a minimum of a bachelor's degree has been earned from a U.S. regionally accredited college or university.
- Payment of non-refundable deposits totaling \$2,000 on or prior to the date designated in the

matriculation agreement. MCOM follows the guidelines set forth by the American Association of Colleges of Osteopathic Medicine (AACOM) relative to deposit due dates. Deposits will be applied to tuition.

- Successful passage of a drug screen and background check. Both services are to be scheduled and managed through PreCheck and are to be completed by the dates specified on the matriculation agreement. An applicant who has a deficiency or abnormality discovered on either screening will be referred to a sub-committee for further investigation.
- Completion of required medical and immunization documents are to be scheduled and managed through SentryMD (the medical record division of PreCheck) and to be completed by the dates specified on the matriculation agreement.
- Submission of a waiver demonstrating proof of medical insurance coverage or enrollment in the plan provided by the University.
- Submission of a waiver stating they meet the technical standards (any questions pertaining to whether a standard is met or if reasonable accommodations are required, must be addressed with the Associate Dean of Student Affairs), have read, understand, and agree to adhere to the policy set forth in the statement for students of MCOM regarding physical exposure in classroom activities and participation in osteopathic manipulative medicine and physical exam courses, and understand and agree to adhere to MCOM's Code of Student Conduct.
- Submission of transcripts from all colleges and universities attended where a degree was earned. MCOM will accept transcripts submitted as part of the AACOMAS application. In the event of an earned degree isn't posted prior to matriculation, a letter will be required from the university registrar confirming that the requirements for graduation have been met and indicating when the degree will be posted on the transcript. Official transcripts must be sent to MCOM as soon as the degree is posted.
- In the event of course work completed at foreign institutions, official detailed course by course evaluations completed by an approved agency must be submitted. Official evaluations must be included with the AACOMAS application and, in the case of a degree earned, the evaluation must reflect that the degree is equivalent to a degree earned at a regionally accredited US college or university. Please see website or AACOMAS site for a list of acceptable agencies. These agencies include:
 - **World Education Services, Inc.**
(212) 966-6311
 - **AACRAO**
(202) 296-3359

- **Educational Credential Evaluators, Inc.**
(414) 289-3400

- **Josef Silny & Associates, Inc.**
(305) 273-1616

- Official evaluations must be included with the AACOMAS application and, in the case of a degree earned, the evaluation must reflect that the degree is equivalent to a degree earned at a regionally accredited US college or university.
- Any other requirements set forth in the matriculation agreement.

MCOM plans to matriculate a class of 160 students in 2025 and beyond.

Request for Deferral

Eligibility for Deferral: Only students who have been admitted, received an official acceptance letter from an RVU program, and have fully deposited may request a deferral. Deferral requests will be considered on a case-by-case basis, reviewed by the appropriate dean or program director. Some cases may necessitate additional documentation require students to provide supporting documentation.

Deferral Request Procedure: Students who wish to request a deferral must submit a written request, via email, to the Program Admissions Leadership. The request must include the following:

1. Student's full name and contact information, including current phone number, address, and email.
2. The reason for the deferral request, along with relevant supporting documentation (e.g., medical documentation, official military orders, etc.).
3. Written commitment to the start date for the next enrolled class start date.
4. All deferral requests will be reviewed by the Program Admissions Leadership; if eligibility is determined, requests may be presented to the appropriate Dean or Program Director for a final decision. A decision will be communicated to the student in writing within 30 days of the request submission.
5. Requests may not be considered if received less than 30 days prior to the program's start.
6. Exceptions to requests may be approved by Program Deans or Directors.

Deferral Duration: Deferral may be granted for a maximum of one academic year, per program. If approved, the student's enrollment will be automatically deferred to the approved start date. If deferral is granted for medical reasons, students may need to provide proof of medical clearance by a medical

professional before the deferred start date. Proof of medical clearance shall be determined by the Dean or Program Director.

Requirements to Confirm Deferral:

1. Have already submitted the full deposit amount, as specified on the student's matriculation agreement. The deposit will be applied to tuition.
2. Submit a \$500 nonrefundable administrative fee.
3. Complete all requirements as specified in the student's matriculation agreement. Date sensitive materials should be completed in the spring prior to matriculation. (Students may be required to do another background check or drug screen prior to matriculating. Additionally, students must finish all required health records and immunizations to comply.)
4. Students will not have to submit another application or re-interview.

Transfer of Credit Requests

Each medical school's curriculum is unique and based upon that school's longitudinal timetable; leveraging course work that builds upon previously learned precepts. In alignment with established practice in graduate medical education, Rocky Vista University does not recruit transfer students or accept transfer credit from other institutions except as specifically outlined below. The Transfer of Credit policy outlined applies to all RVU campus locations.

Limited circumstances may warrant a student enrolled in a college of osteopathic medicine to seek transfer to another institution. Only credits from medical schools and colleges accredited by the American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA) will be considered. RVU will not consider transfer requests from students enrolled in a foreign medical school or LCME accredited program.

- Transfers from one college of osteopathic medicine to another shall require that at a minimum the last two years of instruction be completed within RVU.
- Transfer may be considered, and transfer credits may be given only if the student is in good standing and eligible for readmission to the college of osteopathic medicine attended.
- Credit is only given for completed courses with grades of 70 percent (C) or greater.
- RVU transcripts will reflect the cumulative credit hours transferred in from the previous medical school. Information regarding grades or class rank from the previous school will not be reflected on the RVU transcript.

- Students who transfer into RVU will not receive a class rank.

Anyone wishing to request a transfer to RVU must:

- Provide a written statement outlining reasons for the request for transfer, to be sent to the Vice President of Enrollment Management.
- Provide a letter from the Dean of the transferring institution verifying that the student is in good standing and is eligible to continue.
- Submit a copy of their AACOMAS application.
- Meet all admission requirements to Rocky Vista University's Doctor of Osteopathic program.
 - Submit official transcripts of all college work, including transcripts from the medical school showing the successful completion of the first two years.
 - Submit MCAT scores and letters of recommendation.
- Submit national board scores, USMLE Step 1 scores, and pass COMLEX-USA Level 1 prior to starting rotations.
- Pass a background check and drug screen.
- Submit required medical forms.

Decisions regarding transfer are made by the Dean of the appropriate program and will be based on factors including academic record, circumstances leading to the transfer request, available space, and admission standards.

Academic Programs

Fellowships

Undergraduate Fellowship Program

Pre-Doctoral Osteopathic Teaching Fellowship

The Pre-Doctoral Osteopathic Teaching Fellowship (OTF) program is designed to develop students' skills in teaching over four prominent domains: osteopathic manipulation and other osteopathic clinical skills, clinical ultrasound, anatomy, and the use of medical simulation in learning. Osteopathic Teaching Fellows may be assigned responsibilities as a discipline lead in one of these four domains, but they will be expected to assist teaching in all MCOM labs (i.e., Osteopathic Clinical Skills (OCS) and anatomy) and across all four domains as appropriate and as resources allow. Fellows will have the opportunity to increase their proficiency in osteopathic manipulative treatment (OMT), anatomical dissection/prosection, ultrasound, simulation events, and other skills necessary for their assigned focus. They will learn to teach, evaluate &

develop curriculum, including how to design and deliver learning modules and engaged learning sessions. In addition, Fellows may maintain and further develop their clinical skills through regular participation in clinical activities, site TBD. Fellows will complete at least one scholarly project during the fellowship.

The Osteopathic Teaching Fellowship is a highly competitive program requiring students to undergo an application and interview process. Students who will be an OMS III or OMS IV during the next academic year are encouraged to apply.

Each fellow must remain in good academic standing prior to the start of the fellowship year. OMS-IV Fellows must pass all clinical clerkship rotations. OMS-III Fellows must take COMLEX-USA Level 1 by the start of the Fellowship.

Failure of COMLEX Level 1 or any clinical rotation after the contract has been signed will result in probation until a remediation program has been completed. Failure of the remediation program may result in invalidation of this Fellowship contract and the forfeiture of all benefits of the Fellowship.

Participation in the Pre-Doctoral Osteopathic Teaching Fellowship extends the student's time at RVU by one year. The OTF Program will occur during Year 3 for OMS-III Fellows and during Year 4 for OMS-IV Fellows. Upon completion of the one year program requirements, the Fellows will resume their Clinical Clerkship Rotations.

A Pre-Doctoral Osteopathic Teaching Fellowship certificate of completion will be awarded at graduation.

Tracks & Electives

Tracks and Electives at MCOM:

The MCOM Tracks and Electives program strives to create and deliver optional curricular programming strategically crafted to offer students an opportunity for inspiring educational experiences in a variety of healthcare areas as they endeavor to serve patients in diverse communities with compassion, integrity, and excellence. Elective courses and tracks are offered as a mechanism to enhance student education beyond the core osteopathic curriculum.

Upon completion of the educational activities offered through Tracks Electives, students will be able to:

- Demonstrate professional competence in learning or enriching experiences offered through MCOM tracks or electives.

- Apply relevant contextual information (social, methodological, and/or cultural) to health care practices.

- Engage in expanded opportunities within areas of specific health care practice. Full course descriptions can be found under the Course Descriptions tab.

Tracks

Tracks are optional, curricular programs outside of the core curriculum offered through the Department of Tracks Electives.

Tracks will appear on the student's transcript as a Concentration. Successful Track Completion will be acknowledged on a student's Dean's Letter and their transcript.

Students who successfully complete a track will also receive a sash worn to wear at graduation. Beginning the second CARES block of the first semester of OMS 1, students will elect to participate in a track at MCOM.

The educational objectives and contents of each track are in addition to the required core curricula and are outlined in the Track Overviews.

Electives

Elective courses are optional, curricular courses that offer educational experiences outside of the core curriculum. Other than by exception, elective courses will be delivered and completed during CARES blocks.

Elective courses are open to all MCOM medical students of any year who do not need to complete academic remediation. Students can enroll in an elective course even if they have not elected to complete a track.

Students may also enroll in an elective course outside of their elected track as long as the course does not conflict with their track completion requirements.

Military Medicine at MCOM:

The Military Medicine track provides an overview and introduction to 1st and 2nd year students regarding clinical scenarios commonly faced by military medical officers, preparation for military medicine residencies, and education on military lifestyle integration. Students may also have the opportunity to liaison with leaders, educators, and military officers at U.S. posts, bases, medical centers, hospitals, and other sites in order to achieve the goals and objectives of the Pro-gram.

This track spans 3.5 years of the military student members' educational experience at RVU, beginning in the second semester of the 1st year. This includes the three semesters of structured academics during the first two years, and ongoing mentoring, residency match preparation and research opportunities during the clinical years.

The Military Medicine track includes immersion-based experiential reality training, Tactical Combat Casualty Care (TCCC), information sessions, and experiences related to Medical Corps Officer military obligations. Focused discussions include topics such as leadership, discipline, military environments, field exercises, disaster response, and triage/evacuation in combat environments on land, sea and air. Expert guests, military officers, and appropriate civilian physicians, and teachers will be hosted virtually and on campuses. This Program collaborates with other MCOM Special Tracks where synergies are evident and possible.

Research Education Academic Leadership Medicine

The field of academic medicine encompasses expertise in the areas of research, education, and leadership as it applies to clinical medicine. With the expansion of medical schools and residency programs in the United States there is a growing demand for well-trained academic physicians who will lead in complex and diverse healthcare settings.

Students in this specialty track will learn about various, multi-faceted topics in research, medical education, organized medicine, health policy, diversity, health disparities, and leadership development. Students will receive training to be an effective scholar, public speaker, educator, health advocate, and physician leader. Contemporary health challenges require that leaders understand how to lead teams, understand diverse groups, build coalitions, and be attentive to communities. Students in this track will be asked to declare their concentration capstone after their second semester.

Medical Research Breakthroughs	Shapes the Future of Medicine	Advances Patient Care
Research and innovation are at the core of what we do. From NICUs to the cancer research that's saved 3.8 million lives since 1991 — it all starts in academic medicine.	More diverse medical teams make better decisions — and have better patient outcomes. That's why we're working to ensure tomorrow's doctors have the innovative training they need to improve health everywhere.	Academic medicine is where expert patient care and innovation come together to save lives. In fact, patients treated at teaching hospitals have 20% higher odds of survival than at nonteaching hospitals.

Global Rural Wilderness Underserved Tribal Medicine

The focus of the GRWUT Track is developing well rounded medical students who will be able to thrive in diverse communities and environments whether serving in global, rural, wilderness, underserved or tribal areas. We will be combining the best of this intersection with a particular emphasis on global health bi-directionality, and how we can extrapolate from international lessons learned and apply them to solve problems in rural, wilderness, underserved communities and tribal health here in Montana.

This includes three semesters of structured academics during the first two years- beginning the second semester of year 1. There is ongoing mentoring, residency match preparation, and research opportunities during the clinical years. Additionally, participants will be equipped to recognize health care disparities and social determinants of health across a broad range of populations. Expert guests, physicians, and teachers will be hosted virtu-ally and on campus.

This program collaborates with other MCOM Tracks where synergies are evident and possible. Students will complete their GRWUT Track with a capstone project that identifies a concentration in one of the GRWUT are-as: global, rural, wilderness, underserved and/or tribal medicine. This focus area will be acknowledged as their concentration on their Dean's Letter.

Curriculum

Pre-Clinical (OMS I & OMS II)

Pre-Clinical Curriculum

OMS I - Semester One - Fall

Item #	Title	Credits
MOM 1001	Foundations I	3
MOM 1011	Osteopathic Clinical Skills I	7
MOM 1021	Molecular and Cellular Mechanisms	3
MOM 1031	Musculoskeletal System I	6
MOM 1041	Cardiovascular/Respiratory System I	5
MOM 1051	Microbiology, Immunology, and Infectious Disease	5

OMS I - Semester Two - Spring

Item #	Title	Credits
MOM 1012	Osteopathic Clinical Skills II	7
MOM 1065	Gastrointestinal/Renal System I	6
MOM 1081	Endocrine/Reproductive System I	5
MOM 1091	Neuroscience System I	8
MOM 1101	Transition to Clinical Medicine	4

OMS II - Semester One - Fall

Item #	Title	Credits
MOM 2002	Foundations II	2
MOM 2013	Osteopathic Clinical Skills III	7
MOM 2015	Behavioral Health	2
MOM 2042	Cardiovascular/Respiratory System II	6
MOM 2062	Gastrointestinal System II	4
MOM 2072	Renal System II	5
MOM 2081	Pre-Clinical Capstone I	1

OMS II - Semester Two - Spring

Item #	Title	Credits
MOM 2014	Osteopathic Clinical Skills IV	7
MOM 2032	Musculoskeletal System II	3
MOM 2066	Hematologic/Lymphatic System II	3
MOM 2085	Endocrine/Reproductive System II	6
MOM 2091	Pre-Clinical Capstone II	1
MOM 2092	Neuroscience System II	4
Total Credits		110

Curriculum Info

The design of the curriculum is based on a proven systems-based integrated academic model. It emphasizes interdisciplinary collaboration, guiding students to develop a holistic, and more importantly, an osteopathic approach to medicine. During the pre-clinical years, each system is studied twice, first with an emphasis on normal form and function in Year 1, followed by an emphasis on pathophysiology and a clinical approach to each system in Year 2. Basic biomedical science disciplines are integrated with clinical sciences in a fashion that reflects clinical relevancy, rather than broken down into individual segregated disciplines. The overall curriculum is scheduled in system-based blocks with intervening periods dedicated to Clinical, Academic, Reflection, Enrichment, Scholarly Activity, and Integration (CARES-I). During CARES-I students have opportunities to integrate knowledge and to shift their focus to wellness, electives, tracks, and research.

Weekly schedules follow a format of faculty guided Student Directed Learning during most mornings and

group Active Learning Sessions most afternoons. Assessments are formative and summative with an emphasis on learning of material and skill competency. MCOM continually correlates basic scientific information and methodology with fundamental clinical application.

Students are exposed to clinical settings and simulation beginning in their first semester and continuing throughout the first two years of coursework, giving them the opportunity to prepare for the “real world” of medicine. We believe that by adding early clinical exposure, simulation, and active learning in team or small group settings, we strengthen students’ ability to think critically, solve clinical problems and develop the skills required for continual learning throughout their careers. Professionalism and ethics are key components for a physician and are emphasized throughout the entire curricular experience at MCOM.

Third and fourth-year students are placed at one of our regional centers throughout the state and region to ensure continuity and coordination of clinical education within RVU’s vast and growing clinical training network. The competency-based curriculum is designed to fulfill our mission of training students who are competent and ready to enter graduate medical education and training, with an emphasis on preparing students to become primary care physicians.

MCOM has a dedicated faculty; established affiliations with medical centers, hospitals, and health care systems; a structured and supported rural medicine program; and a mission to educate the finest osteopathic physicians possible.

Clinical Years (OMS III & OMS IV)

Clinical Clerkships Eligibility

To be eligible to participate in clinical clerkships, students must have completed all required preclinical courses, achieve a passing score for COMPLEX I, and complete the Fundamentals of Clinical Osteopathic Medicine course. Students must have current health insurance, all required immunizations and antibody titers documented, be currently negative on TB testing or have followed current COM guidelines if a positive test is present and completed any clinical site or COM-mandated related training and testing, including RVU-approved background screening and drug testing (MRO verified).

Documentation of this information must be on file with the Office of Clinical Education at least 60 days prior to the start of clinical clerkships.

All procedures, protocols, and other requirements for clinical clerkships are found in the MCOM Clinical Education Manual for OMS III and OMS IV students. Students will receive this document prior to starting clinical clerkships. It is student's responsibility to follow all the policies and procedures in the manual.

Notice of Health Records and Criminal Background Checks

Students who have a background check that indicates prior criminal behavior may have difficulty obtaining clinical clerkship sites. Complete disclosure of all criminal activities (including alcohol related, traffic violations, and all misdemeanors, etc.) is required, whether these activities occur prior to or during medical school training. This information must be disclosed to the Associate/Assistant Dean of Student Affairs even if expunged or dismissed. Failure to do so may lead to immediate dismissal from the medical school. This information will also be provided Clinical Education administrative team for the purpose of facilitating credentialing.

The school cannot be held responsible for the lack of availability of clinical clerkship sites, based upon the decision of another entity to exclude students due to a criminal background check. In addition, hospitals reserve the right to exclude any medical student from clinical clerkships based upon perceived health risks and vaccination status. The University cannot guarantee clinical student clerkships if a student has a current infectious disease that could potentially pose a health risk to patients.

Advanced Cardiovascular Life Support (ACLS) & Basic Life Support (BLS)

Prior to and throughout clinical clerkships (OMS III and OMS IV), students are required to maintain current certifications in both Advanced Cardiovascular Life Support (ACLS) and Basic Life Support (BLS). On-campus training may be offered. For more information, contact the Department of Clinical Education.

Distribution of Clerkship Assignments

Clinical clerkship sites are located in Montana with a several clinical training sites in Wyoming, Idaho, South Dakota, North Dakota, Washington, Alaska, and others as needed. Clerkship templates are determined by lottery during the second year. The clerkship site assignment list is issued to students prior to beginning clerkships each year. All assignments are considered final. A student may request to change his or her assigned clerkship 90 days prior to the start of the clerkship; however, there is no guarantee that the

change will be possible. Any questions or concerns should be directed to the Department of Clinical Education.

Clinical Clerkships Overview

Core and Required Clinical Clerkships

Core and Required Clinical Clerkships in mandatory discipline areas take place as 35+ patient contact hours per week. Clerkships take place typically within the students' clerkship site region at hospitals, private offices, and clinics where RVU-MCOM has formal affiliation agreements. Students are assigned to supervising preceptors for each clerkship. Supervising preceptors are credentialed adjunct faculty of Rocky Vista University. The Department of Clinical Education receives credentialing information from prospective physicians, reviews this information and, if appropriate, will grant the physician's request to be a preceptor for the university at an academic ranking established in accordance with established RVU policy. Credentialing policy can be found in Appendix C.

The Department of Clinical Education communicates with each clerkship supervising preceptor about the students who will rotate with the preceptor and the dates that each student will be at the preceptor's site. This communication includes student and clerkship specific information for the Preceptor and their staff, including expectations of student-patient care interaction and preceptor assessment of student performance in such encounters. Preceptors are expected to provide students with formative feedback regularly during the clerkship, with a summative evaluation given to the student in writing at the conclusion of the clerkship.

While on core and required clerkships, students participate in discipline specific Engaged Learning Sessions (ELS) facilitated by the RVU Clerkship Directors, via virtual platforms. Weekly Engaged Learning Sessions (ELS) are crucial for helping students integrate and apply the core concepts learned during asynchronous didactic sessions. The virtual ELS are designed to foster case-based, active learning and to prepare students for the NBME subject exams at the end of each core rotation.

A prerequisite to clinical training, students will experience a course in Fundamentals in Clinical Osteopathic Medicine in which students will work with subject matter experts and simulation to develop critical thinking skills.

With more than 350 students on Clerkships at any one-time, clinical Clerkships involve many different sites, people, hospitals, clinics and physicians, thus requiring

a complex scheduling process. RVU-MCOM's clinical locations span the mountain west region, with additional sites across the nation. The number of students assigned to each clerkship is determined by mutual agreement of Hospital Administrators, Preceptors, and the Department of Clinical Education. Therefore, flexibility on assigned Clerkships is limited. RVU-MCOM reserves the right to change a student's clerkship, subjects and schedule at any time as required due to preceptor and clerkship site availability. Those students so affected will be notified of any changes, and an appropriate replacement clerkship will be offered to the affected student.

Despite apparent Clerkship openings, there will be little opportunity for change once a Clerkship has been scheduled. Clerkships may not be cancelled or changed within 45 days of the start date. The student may not attend a Clerkship that has not been approved by the Department of Clinical Education. Credit may not be earned for such a Clerkship and the student will not be covered by malpractice insurance.

Students in clerkships in clinical settings shall be referred to as "Student Doctor ____". If students have a doctorate in any field, they cannot use that title in any settings related to their education.

Elective Clinical Clerkships

Elective clinical clerkships allow students to expand their medical education in areas directly related to their career path. When available, students may choose in-network clerkships in specialties to fulfill elective requirements. Each clinical coordinator will contact their students regarding their interests and identify in-network opportunities based on Preceptor availability. Fulfilling a medical specialty interest may require students to travel in order to augment students' preparation for residency training.

Elective clerkships generally range from one to eight weeks. Elective clerkships are requested by the student and arranged in conjunction with their assigned clinical coordinator at the approval of the Office of Clinical Education.

Audition Clerkships

Students are required to complete clinical training that best prepares them for residency. During the first half of the fourth year (OMS IV), students are required to complete a minimum of two audition clerkships at residency programs, though more are encouraged. The clerkships chosen must have approval of the appropriate Dean of Clinical Education or designee.

Course Descriptions

If the course description is missing, please contact the Office of the Registrar.

MOM 1001: Foundations I

This course is intended to build the foundations for a successful medical school experience using teambuilding, interpersonal interaction, reflective practice, critical listening and reading, community engagement, and hands-on skills practice. Week one includes important orientation sessions and activities centered on belonging, growth mindset, problem- and team-based learning, wellness, and resiliency. Week two emulates the format of the preclinical curriculum with student-directed learning and engaged learning sessions (e.g., labs, team-based learning, etc.) focused on foundational elements of evidence-based medicine, ethics, humanism, and health systems science.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 3

Prerequisites

None

MOM 1011: Osteopathic Clinical Skills I

The Osteopathic Clinical Skills I course is the first of a four-part clinical medicine course designed to help medical students develop the knowledge, skills, and attitudes essential to becoming a competent osteopathic physician. The course centers on three integrated domains:

1. Principles of Clinical Medicine (PCM)
2. Osteopathic Manipulative Medicine (OMM)
3. Clinical Ultrasound (US)

In each of these three domains, students will build upon previously-learned scientific knowledge, clinical concepts, and haptic skills. Students will demonstrate knowledge and skill competency through written exams and observational assessments, including standardized patient (SP) encounters. Clinical reasoning and attitudes will be assessed by the SPs and faculty during clinical simulation and small group activities with peers. Throughout this course, principles of medical ethics, evidence-based medicine, health systems science, lifestyle medicine, professionalism, and interpersonal skills will be taught, reinforced, and assessed.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 7

Prerequisites

None

MOM 1012: Osteopathic Clinical Skills II

The Osteopathic Clinical Skills II course is the second of a four-part clinical medicine course designed to help medical students develop the knowledge, skills, and attitudes essential to becoming a competent osteopathic physician. The course centers on three integrated domains:

1. Principles of Clinical Medicine (PCM)
2. Osteopathic Manipulative Medicine (OMM)
3. Clinical Ultrasound (US)

In each of these three domains, students will build upon previously-learned scientific knowledge, clinical concepts, and haptic skills. Students will demonstrate knowledge and skill competency through written exams and observational assessments, including standardized patient (SP) encounters. Clinical reasoning and attitudes will be assessed by the SPs and faculty during clinical simulation and small group activities with peers. Throughout this course, principles of medical ethics, evidence-based medicine, health systems science, lifestyle medicine, professionalism, and interpersonal skills will be taught, reinforced, and assessed.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 7

Prerequisites

None

MOM 1021: Molecular and Cellular Mechanisms

Molecular and Cellular Mechanisms course is an intensive, multidisciplinary course that incorporates the fundamental aspects of cell and molecular biology, biochemistry, genetics, research methods, and histology. This course promotes student learning of the biochemical, molecular and cellular mechanisms underlying normal development, physiology, and metabolism, thus providing a foundation for understanding functional defects and disease processes.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 3

Prerequisites

None

MOM 1031: Musculoskeletal System I

The Musculoskeletal System I course is an intensive, multidisciplinary course focused on the normal structure and function of the musculoskeletal system, as well as the biomedical science that underlies disorders associated with skeletal muscle, bone, cartilage, vasculature, and peripheral nerves. Elements will include embryology, histology, physiology, biochemistry, pharmacology, neuroanatomy, and gross anatomy of the musculoskeletal system.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 6

Prerequisites

None

MOM 1041: Cardiovascular/Respiratory System I

The Cardiovascular/Respiratory System I course is an intensive, multidisciplinary course focused on the normal structure and function of the cardiovascular/respiratory system, as well as the biomedical science that underlies disorders associated with this system.

Elements will include embryology, histology, physiology, biochemistry, pharmacology, neuroanatomy, and gross anatomy of the cardiovascular/respiratory system.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 5

Prerequisites

None

MOM 1051: Microbiology, Immunology, and Infectious Disease

The Hematology/Immunology components of the course emphasize the fundamental knowledge necessary to understand the normal function of hematopoiesis, hemostasis and the immune system. It is designed to provide the student with an overview of these systems, including the aberrant processes that lead to hematopathology and immunopathogenesis.

The Microbiology and Infectious Disease components provide a foundational introduction to pathogens, pathogenic mechanisms, and infectious diseases. The course integrates immunology content and how it relates to the body's reactions to pathogens.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 5

Prerequisites

None

MOM 1065: Gastrointestinal/Renal System I

The Gastrointestinal/Renal System I course is an intensive, multidisciplinary course focused on the normal structure and function of the gastrointestinal, hepatobiliary, and renal systems, as well as the biomedical science that underlies disorders associated with these systems. Elements will include embryology, histology, physiology, biochemistry, neuroanatomy, and gross anatomy.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 6

MOM 1081: Endocrine/Reproductive System I

The Endocrine/Reproductive System I course is an intensive, multidisciplinary course focused on the normal structure and function of the endocrine/reproductive system, as well as the biomedical science that underlies disorders associated with this system. Elements will include embryology, histology, physiology, biochemistry, neuroanatomy, and gross anatomy of the endocrine and reproductive systems.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 5

Prerequisites

None

MOM 1091: Neuroscience System I

The Neuroscience System I course is an intensive, multidisciplinary course focused on the normal structure and function of the neurologic system, head and neck anatomy, as well as the biomedical science that underlies disorders associated with this system.

[Elements will include embryology, histology, physiology, biochemistry, pharmacology, neuroradiology, behavioral neuroscience, neuroanatomy, and gross anatomy of the neurologic system.](#)

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 8

Prerequisites

None

MOM 1101: Transition to Clinical Medicine

Transition to Clinical Medicine is a multidisciplinary introduction to pathologic processes. Elements will include pathophysiology, immunology, tissue injury, and neoplasms. Molecular/cellular biologic mechanisms, including genetic aspects, and mechanisms of health and disease will be illustrated.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 4

Prerequisites

None

MOM 2002: Foundations II

This course is intended to expand on the foundations for a successful medical school experience using teambuilding, interpersonal interaction, reflective practice, critical listening and reading, community engagement, and hands-on skills practice. This course will integrate evidence-based medicine, ethics, humanism, and health systems science, as well as introduce the general principles of pharmacology (i.e., pharmacodynamics, pharmacokinetics, drug biotransformation, and clinical trials).

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 2

Prerequisites

None

MOM 2013: Osteopathic Clinical Skills III

The Osteopathic Clinical Skills III course is the third of a four-part clinical medicine course designed to help medical students develop the knowledge, skills, and attitudes essential to becoming a competent osteopathic physician. The course centers on three integrated domains:

1. Principles of Clinical Medicine (PCM)
2. Osteopathic Manipulative Medicine (OMM)
3. Clinical Ultrasound (US)

In each of these three domains, students will build upon previously learned scientific knowledge, clinical concepts, and haptic skills. Students will demonstrate knowledge and skill competency through written exams and observational assessments, including standardized patient (SP) encounters. Clinical reasoning and attitudes will be assessed by the SPs and faculty during clinical simulation and small group activities with peers. Throughout this course, principles of medical ethics, evidence-based medicine, health systems science, lifestyle medicine, professionalism, and interpersonal skills will be taught, reinforced, and assessed.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 7

Prerequisites

None

MOM 2014: Osteopathic Clinical Skills IV

The Osteopathic Clinical Skills IV course is the last of a four-part clinical medicine course designed to help medical students develop the knowledge, skills, and attitudes essential to becoming a competent osteopathic physician. The course centers on three integrated domains:

1. Principles of Clinical Medicine (PCM)
2. Osteopathic Manipulative Medicine (OMM)
3. Clinical Ultrasound (US)

In each of these three domains, students will build upon previously-learned scientific knowledge, clinical concepts, and haptic skills. Students will demonstrate knowledge and skill competency through written exams and observational assessments, including standardized patient (SP) encounters. Clinical reasoning and attitudes will be assessed by the SPs and faculty during clinical simulation and small group activities with peers. Throughout this course, principles of medical ethics, evidence-based medicine, health systems science, lifestyle medicine, professionalism, and interpersonal skills will be taught, reinforced, and assessed.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 7

Prerequisites

None

MOM 2015: Behavioral Health

The Behavioral Health course provides students with a thorough presentation of the medical specialty of psychiatry. The course introduces foundational concepts including the diagnostic manual, the psychiatric interview, laboratory and imaging studies in psychiatry, and developmental psychology. Psychiatric diagnoses including epidemiology, criteria, relevant neuroanatomy, and approved treatment options including psychopharmacology will be highlighted. Additional topics including psychotherapies, interventional psychiatry, complimentary and integrative modalities, safety assessments, psychiatric hospitalization, and population specific treatment will be considered.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 2

Prerequisites

None

MOM 2032: Musculoskeletal System II

The Musculoskeletal System II course is an intensive, multidisciplinary course focused on pathophysiology, pharmacology, diagnosis, and treatment of major disorders of the musculoskeletal and integumentary systems. After the course, each student will recognize presenting signs and symptoms, formulate differential diagnoses, and produce appropriate treatment plans.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 3

Prerequisites

None

MOM 2042: Cardiovascular/Respiratory System II

The Cardiovascular/Respiratory System II course is an intensive, multidisciplinary course focused on pathophysiology, pharmacology, diagnosis, and treatment of major disorders of the cardiovascular/respiratory system. After the course, each student will recognize presenting signs and symptoms, formulate differential diagnoses, and produce appropriate treatment plans.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 6

Prerequisites

None

MOM 2056: Reproductive System II

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 3

Prerequisites

None

MOM 2062: Gastrointestinal System II

The Gastrointestinal System II course is an intensive, multidisciplinary course focused on pathophysiology, pharmacology, diagnosis, and treatment of major disorders of the gastrointestinal, hepatobiliary, and pancreatic systems. After the course, each student will recognize presenting signs and symptoms, formulate differential diagnoses, and produce appropriate treatment plans.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 4

Prerequisites

None

MOM 2066: Hematologic/Lymphatic System II

The Hematologic/Lymphatic System II course is an intensive, multidisciplinary course focused on pathophysiology, pharmacology, diagnosis, and treatment of major disorders of hematopathology and immunopathogenesis. All blood cell lines will be discussed in the context of pathophysiology and pathology of both non-neoplastic and neoplastic diseases. After the course, each student will recognize presenting signs and symptoms, formulate differential diagnoses, and produce appropriate treatment plans.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 3

Prerequisites

None

MOM 2072: Renal System II

The Renal System II course is an intensive, multidisciplinary course focused on pathophysiology, pharmacology, diagnosis, and treatment of major disorders of the renal system. After the course, each student will recognize presenting signs and symptoms, formulate differential diagnoses, and produce appropriate treatment plans.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 5

Prerequisites

None

MOM 2081: Pre-Clinical Capstone I

This course is designed to prepare students for successful completion of the COMLEX Level 1 exam and the USMLE Step 1 exam. This course will focus on material review, exam preparation, and exam taking strategies in addition to allowing for dedicated board study time.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 1

Prerequisites

None

MOM 2085: Endocrine/Reproductive System II

The Endocrine/Reproductive System II course is an intensive, multidisciplinary course focused on pathophysiology, pharmacology, diagnosis, and treatment of major disorders of the endocrine and reproductive systems. After the course, each student will recognize presenting signs and symptoms, formulate differential diagnoses, and produce appropriate treatment plans.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 6

Prerequisites

None

MOM 2085: Endocrine/Reproductive System II

The Endocrine/Reproductive System II course is an intensive, multidisciplinary course focused on pathophysiology, pharmacology, diagnosis, and treatment of major disorders of the endocrine and reproductive systems. After the course, each student will recognize presenting signs and symptoms, formulate differential diagnoses, and produce appropriate treatment plans.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 6

MOM 2092: Neuroscience System II

The Neuroscience System II course is an intensive, multidisciplinary course focused on pathophysiology, pharmacology, diagnosis, and treatment of major disorders of the neurologic system. Relevant and necessary neuroanatomy, neurophysiology, neurohistology, neuroembryology, and neuroradiology are discussed. After the course, each student will recognize presenting signs and symptoms, formulate differential diagnoses, and produce appropriate treatment plans.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 4

Prerequisites

None

Electives

GLB 5150: Medical Outreach Elective

This is an RVU-MCOM Medical Outreach/Cultural Immersion elective opportunity, open to first- and second-year students as an elective course and to third- and fourth-year medical students for elective clinical credit. All students participating on any trip must have academic approval and complete a Travel File which is maintained within the Department of Clinical Sciences.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 2

HUM 5501: REAL Medicine Fundamentals I

Research, Education, Academic, Leadership (REAL) Medicine Fundamentals I: Critical Appraisal of Literature course is designed to teach students valuable literature appraisal techniques to keep up with research developments in your field. These skills include being able to quickly discern an article's probable impact and value.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 0.5

Prerequisites

*REQUIRED Core Content for Award of REAL Medicine Concentration

HUM 5502: REAL Medicine II

Research, Education, Academic, Leadership (REAL) Medicine II introduces students to topics in research, medical education, and leadership development. Expanding on content from REAL Medicine Fundamentals I, this course will continue to help students develop as researchers and leaders. This course is part of the required Core Content for the Award of REAL Medicine Concentration.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 1

Prerequisites

*REQUIRED Core Content for Award of REAL Medicine Concentration

IMT 5101: Integrative Medicine

Integrative Medicine I introduces students to integrative medicine which is an approach to healthcare that focuses on all aspects of your health and well-being including the physical, emotional, spiritual, and mental. This course ties the application of integrative medicine closely to the 1st tenet of osteopathic principles: the body is a unit, the person is a unit of body, mind, and spirit.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 1

MIL 5111: Military Medicine Fundamentals- Service Cultures and Officer Basics

Military Medicine Fundamentals – Service Cultures and Officer Basics serves as the first and foundational block in the Military Medicine Track, introducing participants to military culture and traditions, federal law governing the Department of Defense, and the Ethics and Laws of War. This course is part of the required Core Content for the Award of Military Medicine Concentration.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 1

Prerequisites

*REQUIRED Core Content for Award of Military Medicine Concentration

MIL 5112: Military Medicine II- Mass Casualty Events, Medical Planning, and Combat Care

Military Medicine II – Mass Casualty Events, Medical Planning, & Combat Care serves as the second block in the Military Medicine Track, expanding upon key military medicine concepts including triage, mass casualty events, medical planning and ongoing Tactical Combat Casualty Care (TCCC). This course is part of the required Core Content for the Award of Military Medicine Concentration.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 1

MOM 5001: Models of Transformation in Healthcare

This 0.5-hour credit elective course, Models of Transformation in Healthcare 1, is designed to introduce Osteopathic Medical students to crucial aspects of physician wellness through mind-body medicine skills. The course encompasses two main components: "Physician Wellness: Mind-Body Skills for Osteopathic Medical Students" and "Ways to Break the Habit of Being Yourself: Guided Imagery for the 1st Year Medical Student."

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 0.5

Prerequisites

None

MOM 5580: Independent Study-Caring for the Underserved

Students' interests are wonderfully diverse and varied. This makes it challenging for MCOM to provide sufficient instruction on all the potential desired topics within the time allotted for instruction. In response to this common challenge, this elective course permits the enrolled students to select a single subtopic within the GRWUT track (Global Medicine, Rural Medicine, Wilderness Medicine, Urban Underserved, or Tribal Medicine) with which they will design a focused study.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 0.5

Prerequisites

None

RWM 5101: Rural Medicine I

This elective course exposes students to the unique challenges and opportunities inherent in rural healthcare delivery. Students will consider work perspectives and experiences from multiple rural physicians. They will also identify and investigate healthcare issues unique to rural areas through a journal review. These identified topics and issues are presented by each student to the class followed by a discussion exploring their potential solutions and barriers.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 0.5

Prerequisites

none

RWM 5110: Wilderness Medicine I

Wilderness Medicine is a three-part elective course series is crafted to equip participants with the essential knowledge and skills needed to provide informed medical care in remote and wilderness settings. Wilderness Medicine I focuses on medical emergencies.

Program

Doctor of Osteopathic Medicine (MCOM)

Credits 0.5

Academic Policies

**Note: See Student Handbook for detailed procedures.*

Academic Promotion

Promotion is defined as progression from one academic year to the next. A student must satisfactorily complete all course requirements in the preceding academic year in order to progress to the next academic year and to be considered as making satisfactory academic progress.

General Program Advising (Academic)

The Directors of Preclinical Education provide student support upon matriculation, general guidance throughout Years 1 and 2, and referral to additional support services when needed. Students are encouraged to initially seek guidance from their course syllabus, professor, or course director should course-specific questions arise. Access to Director of Preclinical Education contact information can be found via the University Learning Management System.

OMS I to OMS II

Students who have completed the following requirements will be eligible to be promoted to the second year (OMS II) of the program:

- Successful completion of all required OMS I coursework
- Documentation of current health insurance on file with the Office of Student Financial Services

OMS II to OMS III

Students who have completed the following requirements will be eligible to be promoted to the third year (OMS III) and begin clinical clerkship rotations:

- Successful completion of all required OMS I and OMS II curriculum
- Successful completion of the Preclinical Capstone II Course
- Achieve a passing score on COMLEX Level 1 by the July score release date
- Updated background check on file
- Updated and negative drug screening on file
- Documentation of all required health records on file

OMS III to OMS IV

Students who have completed the following requirements will be eligible to be promoted to the fourth year (OMS IV) of the program:

- Successful completion of all OMS III core and required clinical clerkships by the last day of academic year
- Updated background check on file
- Updated and negative drug screening on file
- Documentation of all required health records (including current PPD) on file
- Documentation of current health insurance on file with the Office of Student Financial Services

Students who fail to complete any requirement may not be allowed to engage in audition clerkships until the requirements are completed and they are certified for the fourth year (OMS IV) of studies. To participate in the NRMP Match, students must achieve a passing COMLEX level 2 score before the rank order list deadline to be certified.

Academic Standings

Policy

Student academic progress and academic standing levels will be monitored by the Preclinical Education and Student Affairs Departments. Students who earn a passing final grade in every administered course and meet expectations for professional conduct will be considered in “**Good Academic Standing**” and will be

eligible to progress to the next phase of the curriculum, provided the student is not subject to any other restrictions or preconditions stating otherwise.

The Professionalism Committee may recommend an alternative academic status based on any violations of the Code of Student Conduct or professional conduct.

Academic Status

Good Academic Standing

Criteria:

- Passing final grade in each course taken
- No current or unresolved violations of professional behavior

Limitations:

- None provided the student is not subject to any other restrictions or preconditions stating otherwise.

Reporting:

- Status will be reported as “Good Academic Standing” on academic status queries from external entities.

Good Academic Standing - At Risk

Criteria (any one of the following):

- One course failure in an academic year
- Student previously in “Not in Good Academic Standing”
- Student returning from a leave of absence
- Student in a repeat year
- Recommendation of the Student Performance Committee via recommendation of the Professionalism Committee

Limitations:

- None, provided the student is not subject to any other restrictions or preconditions stating otherwise.
- May be subject to such other limitations, restrictions and/or preconditions as determined by the Professionalism Committee, the Student Performance Committee, and/or Dean or their designee.

Exit Criteria:

- Completion of the academic year with no additional course failures or violations of professionalism. Students who have passed remediation and/or satisfied requirements set forth by the Professionalism Committee will start the next academic year in Good Academic Standing, provided the student is not subject to any other restrictions or preconditions stating otherwise.
- For students previously in “Not in Good Academic Standing”, successful completion of the preclinical years by passing all courses, remediation, and/or meeting the requirements set forth by the Professionalism Committee will result in starting the clinical years in “Good Academic Standing” provided the student is not subject to any other restrictions or preconditions stating otherwise.

Requirements:

- Mandatory meeting(s) with the Student Success Team
- May be subject to such requirements as determined by the Student Success Team, Professionalism Committee, the Student Performance Committee, and/or Dean or their designee.

Reporting:

- Status will be reported as “Good Academic Standing” on academic status queries from external entities. (At Risk nomenclature will not be reported to external entities)

Not in Good Academic Standing

Criteria (any one of the following):

- Two course failures in an academic year
- Recommendation of the Student Performance Committee via recommendation of the Professionalism Committee

Limitations:

- Not eligible to participate in electives
- Not eligible to hold leadership positions in student clubs/organizations
- May be subject to such other limitations, restrictions and/or preconditions as determined by the Dean.

Exit Criteria:

- Completion of all required remediation or completion of requirements set forth by the Dean. Students will then be placed in “Good Academic Standing-At Risk” status and absent any other issues, and provided the student is not subject to any other restrictions or preconditions stating otherwise, the student will remain in this status for the remainder of their preclinical years.

Requirements:

- Mandatory meeting with the Student Performance Committee, who will make recommendations to the Dean.
- May be subject to such other requirements or dismissal as determined by the Dean.

Reporting:

- Status will be reported as “Not in Good Academic Standing” on academic status queries from external organizations.

Grading and Grade Point Average

Grade point averages (GPA) are based on a 100-point scale. The GPA is calculated by dividing quality points by GPA credit hours (pass/fail coursework is already excluded). The GPA will be a two-digit number with two decimal places and will not be rounded.

Incomplete Coursework

In the preclinical phase, a course grade of “Incomplete” will only be granted when approved by the appropriate Director of Preclinical Education (DPCE). Requests for an Incomplete that are denied by a DPCE may be appealed to the Assistant/Associate Dean of Preclinical Education, who is the final level of appeal. Incomplete grades must be completed by the designated deadline, or they will result in a course failure. Incomplete coursework must be completed before progressing to the next academic year.

In the clinical years, repeated tardiness, an unapproved absence, or any absences more than 3 days may result in a grade of incomplete, and the student may be required to repeat the entire clinical clerkship rotation.

Quality Points

Quality points are the cumulative points used to calculate the grade point average and class rank. Only courses with numeric final scores contribute to quality points.

For courses where a numeric score is assigned, the value is used to calculate the quality points. For example, a final grade of 85.2 earned in a 2-credit course will award 170.4 quality points ($85.2 \times 2 = 170.4$).

Class Ranking

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

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

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

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

Course Grades

Understanding how Rocky Vista University calculates grades, quality points, class rank, and academic standing is important throughout enrollment.

Explanation of Grades

The Preclinical Curriculum: MCOM requires a score of 70 or above to pass all courses; any score below 70.0 is failing.

Final course grades on the student's transcript will only be shown as an Honors ("H"), Pass ("P"), or Fail ("F") grade. For numerically scored courses, any student achieving a score $\geq 90.0\%$ will receive an Honors ("H") course grade on the transcript. Students scoring between 70.0 and 89.9% will receive Pass ("P") course

grade on the transcript. Those receiving a score of $< 70.0\%$ will receive a Fail ("F") course grade on the transcript. By convention, the Learning Management System (LMS) reports a 3-digit numeric score to represent the final course score percentage and is converted to an H, P, or F on the transcript. For example, an "89.9%" course score is submitted by the LMS as a "899" and reported on the transcript as a "P". Some courses at MCOM do not accumulate numeric scores. For these courses, an Honors, Pass or Fail is assigned not only for the transcript but also for the course, and these grades do not contribute to the determination of quality points or class rank.

For the majority of MCOM courses in the preclinical years, if an overall course mean falls below 83%, whole raw course points will be added to each student's overall course grade such that the course mean is adjusted to as close to an 83% as possible, without exceeding an 83%.

Clinical Education

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

H: Honors
HP: High Pass
P: Pass
F: Fail
Px: Pass with Remediation

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

The final grade for the clinical rotation is calculated using a weighted combination of three key components:

1. **NBME Subject (Shelf) Exam – 50%**
The NBME exam score is normalized to account for exam difficulty and the performance of the student cohort. This ensures a fair and standardized assessment across different testing periods. Minimum passing threshold range are recommended by NBME with a target of 7.5th percentile or higher.
2. **Preceptor Evaluations – 30%**
Preceptors Assessment Rubric evaluates students based on patient care, medical knowledge, practice-based learning, and systems-based practice in real-world clinical settings. Multiple evaluations from different supervising preceptors who worked with the student may be factored into a composite final evaluation. These composite scores will be calculated as a pro-rata conversion of quarterly normalized evaluation data.
3. **Professionalism and Communication – 20%**
This category evaluates students on professionalism, ethical behavior, communication with patients and healthcare teams, and engagement in the Clinical Education Curriculum (e.g. asynchronous didactics and Engaged Learning Sessions, Clinical Experience Learning Logs (CELL), SMART Goals).
 - Preceptor Assessment Rubric composite scores related to professionalism and communication assessment are utilized to calculate as a pro-rata conversion of quarterly normalized evaluation data (e.g. 10% of total grade calculation).
 - Professionalism & Communication Rubric scores are utilized to calculate as a pro-rata conversion of quarterly normalized evaluation data (e.g. 10% of total grade calculation)

Minimum Performance Requirements for Passing

To pass the clerkship, students must:

- Score at or above the bottom 5th percentile on the NBME Subject Exam
- Meet expectations (or higher) on all mandatory assignments, evaluations, and professionalism criteria
- Complete the required documentation (e.g., Clinical Experience Learning Logs, SMART Goals)

Graduation Requirements for the Doctorate in Osteopathic Medicine

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

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

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

Students must complete all the requirements for graduation, including the passing of required

examinations within six (6) years of their initial matriculation into the COM, or they may be dismissed from the COM.

Degrees are not awarded solely upon the completion of any prescribed number of courses, or upon passing a prescribed number of examinations, but, in addition, when the faculty believes the student has attained sufficient maturity of thought and proficiency. Matriculation and enrollment does not guarantee the issuance of a degree without satisfactorily meeting the aforementioned curriculum and degree requirements. The process is as follows: 1) The list of graduates is sent to the faculty senate for conferral at their meeting; 2) the faculty senate sends the approved list of graduates to the Dean; 3) the Dean delivers a resolution to the Board of Trustees; 4) the Board of Trustees will vote and officially confer degrees.

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

All students participating in the College of Osteopathic Medicine commencement ceremony must conform to the regalia requirements for their degree as set forth in the [COMMENCEMENT REGALIA AND GRADUATION ADORNMENTS](#) university policy.

Financial Aid and Tuition

Financial Aid

The Office of Student Financial Services is available to assist students with finding the financial resources needed to achieve their educational goals. While the primary responsibility for meeting educational costs rests with the student, the Office of Student Financial Services can help students bridge the gap between the cost of their education and their own financial resources.

The Office of Student Financial Services at RVU is committed to the highest standards of professional conduct. It is our goal to provide information and advice determined solely by the best interests of our students. You can find a copy of our Financial Aid Code of Conduct on the RVU website.

MCOM students will be eligible to apply to participate in Federal Financial Aid programs once the University

obtains Title IV eligibility. Current students should anticipate financing their educational costs with a combination of private loans, scholarships and their own resources. The financial ability of applicants to complete their education at the University is important because of the limited number of positions available in each class. Applicants should have specific plans for financing each year of education, including tuition, fees, living expenses, books, equipment, clinical rotation travel, expenses related to taking COMLEX or other professional examinations, and miscellaneous expenses.

We actively encourage applicants to explore all other avenues of financing and to keep the total amount of student loan borrowing to the minimum needed to cover their cost of attendance.

Although currently unavailable, GI Bill® Benefits could be available for qualified students in the near future.

For more information on scholarships see the website: <https://www.rvu.edu/admissions/financial-aid/scholarships/do/>

Students must complete the Rocky Vista University institutional applications if they wish to apply for any RVU scholarships. Detailed information regarding the financial aid application procedure is posted on the website.

RVU and the RVU Alumni Association also award scholarships to each incoming class. Descriptions of the scholarship criteria and applications are posted annually, during the spring prior to matriculation, on the University website. Scholarship applicants must complete a separate application and supply all required supporting documentation for individual scholarships by the deadline. Award recipients will be announced in July. Please see the RVU website or contact the Office of Student Financial Services for more information.

Prior Credit Policy for GI Bill® Recipients: In accordance with Title 38 USC 3675, all GI Bill® recipients or eligible dependents who use GI Bill® Benefits for this training are required to bring in documentation of all previous training credit and education. GI Bill® recipients are required to submit all prior training transcripts, including military transcripts, to the institution for review. This institution will review all prior credit and maintain a record of such training in the students VA file. VA students' records must be kept for 3 years following the ending date of the last period certified to VA. Referenced law: Title 38 CFR 21.4209(f).

VA Pending Payment Policy:

“In accordance with section 103, Public Law 115-407, Rocky Vista University will not penalize or limit the participation of students covered under the Chapter 33

Post-9/11 GI Bill® or Chapter 31 Veteran Readiness & Employment (VR&E) while awaiting the payment of tuition and fees by the US Department of Veterans Affairs. The University will not drop covered students for non-payment.

1. To be a covered individual, RVU will require students to self-identify and provide the following documentation:
 1. Certification of Eligibility; or
 2. VA Form 28-1905; and
 3. Request for Extension of Tuition and Fees Deadline Form.
2. If a student fails to send, at a minimum their Certificate of Eligibility, they will not be certified for VA Educational Benefits and will be subject to the standard charges associated with the program they are attending.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

All new students are required to meet with a financial aid counselor or attend an informational meeting with the Office of Student Financial Services within their first semester. Continuing students during their second year are also required to do an annual financial aid training. In addition, once MCOM becomes Title IV eligible, there will be additional requirements of all students who have received any type of educational loan.

The maximum amount a student may receive from all sources of financial aid is limited to their annual Cost of Attendance (COA). The Cost of Attendance includes tuition, fees, books, supplies, health insurance, room and board, transportation and personal expenses. The costs required to take professional exams will be included in the COA for the appropriate years. The COA is an estimate of the cost of attending RVU and maintaining a modest but adequate standard of living. An individual student's actual costs may be higher or lower depending upon the choices he or she makes. A COA does not include living expenses for a student's spouse or other dependents. Cost of Attendance budgets are published annually and are available upon request from the Office of Financial Aid.

Satisfactory Academic Progress Standards for Financial Aid Eligibility

Federal regulations require that Rocky Vista University Montana College of Osteopathic Medicine (MCOM) establish, publish and apply standards of Satisfactory Academic Progress (SAP) which students

enrolled in the University must meet. This document represents the satisfactory academic progress policy standards adopted by MCOM for financial aid eligibility. This policy applies to all MCOM students including those applying for or currently receiving Federal, State, or any other institutional financial assistance.

The academic requirements for the Doctor of Osteopathic Medicine (D.O.) degree include the satisfactory completion of the curriculum designated by the University. Academic progress requires both quantitative and qualitative measurement. Academic records will be reviewed at the end of each term to determine if the student is making satisfactory progress towards their degree.

Time Frame for Completion (Quantitative Measures of Academic Progress):

Maximum Timeframe: The normal timeframe for completion of required coursework for the D.O. degree is four academic years. Students are expected to make progress towards their degree during each term and must complete their degree within 150% of the published program length (six years). If at any point in time it is determined that a student cannot complete their program of study within six years, the student will become ineligible for aid and will need to submit an appeal.

The progress of each student is reviewed by the Student Performance Committee (SPC). Due to academic or personal issues, a student may require more than four years to complete their degree. In such situations, the Office of Student Affairs may establish an individual academic plan for the student or may require the student to repeat a year. The University will monitor the progress of each student to determine if the student is making sufficient progress to meet the time limits as specified.

Pace of Progression: Students must complete at least 67% of their total attempted credit hours. To calculate the pace at which a student is progressing, divide the total number of hours the student has successfully completed by the total number they have attempted.

Grade Point Average (Qualitative Measures of Academic Progress):

Grades for all courses are reported as Honors/Pass/Fail, based on a final course score that is typically on a zero to 100 scale. A student is required to maintain a cumulative GPA of 70 or above in order to maintain satisfactory academic progress for financial aid. At the end of the 2nd academic year, the student must have a GPA of at least 70% in order to meet SAP. For purposes of measuring satisfactory academic progress for financial aid, and financial aid purposes only, a grade of Pass is considered the equivalent of receiving a 70% or better in that class.

Leaves of Absence: For Title IV purposes only, periods of approved Leaves of Absence will not count toward the six-year maximum time frame. A student may not receive financial assistance during a Leave of Absence.

Repeated Coursework: A passed course may not be repeated unless approved by the Dean. If a course has been repeated, the original grade received in a course will not count toward the student's GPA but will be included in the quantitative assessment. Students who repeat coursework must still complete their degree within six years of matriculation.

Withdrawal/Incomplete/In Progress: Courses in which a student earned a grade of Incomplete (IN), Work In Progress (WIP), In Progress (IP), Withdrawal (W), or the equivalent, will count toward hours attempted but not earned for maximum timeframe and pace of progression but will not be included in the qualitative measure.

Grade Changes: Once an official grade is received for an Incomplete (IN), Work In Progress (WIP), or In Progress (IP) course, the student should notify the Office of Student Financial Services so the SAP status can be reevaluated.

Noncredit Remedial Courses: RVU does not offer non-credit remedial courses.

Transfer Students: Students who are accepted for transfer from other medical schools will be evaluated with respect to levels of academic progress attained, and the remaining years required to complete their degree at MCOM will be determined. The Assistant/Associate Dean of Student Affairs or their designee will make that determination and will notify the Office of Student Financial Services of the length of time the student will need to complete their degree. Transfer credits will count as both attempted and completed hours and will count toward the maximum timeframe.

Change in Program or Pursuit of a Second Degree: If a student changes their program of study or chooses to pursue a second degree, credits and grades that do not count toward the new program will not be included in the SAP determination.

Summer Terms: The DO program does not offer summer terms; therefore, it will not be included in the SAP assessment.

COMLEX Exams: Students are required to pass COMLEX Level 1 and COMLEX Level 2-CE to graduate from the RVU-MCOM Doctor of Osteopathic program. Those who do not pass the COMLEX Level 1 and/or COMLEX Level 2-CE exams may appear before the SPC who will make a recommendation addressing their academic progress to the Dean. If allowed to continue in their clinical clerkships pending successfully

passing of a COMLEX exam, the student will be considered to be maintaining satisfactory academic progress for financial aid.

Students who do not pass the COMLEX Level 1 and/or COMLEX Level 2-CE exams and are placed on a Leave of Absence are not eligible to receive financial aid during their leave but may regain eligibility if allowed to return to their clinical rotations by the Assistant/Associate Dean for Clinical Education.

See the "Academic Policies" section of the RVU Student Handbook and Catalog for more detailed information on COMLEX and USMLE exam policy.

Financial Aid Warning:

Rocky Vista University will use the standardized definition of Financial Aid Warning which is defined by the U.S. Department of Education as follows:

Financial Aid Warning is a "status a school assigns to a student who is failing to make satisfactory academic progress. The school reinstates eligibility for aid for one payment period and may do so without a student appeal."

Financial Aid Probation:

Rocky Vista University will use the standardized definition of Financial Aid Probation which is defined by the U.S. Department of Education as follows:

Financial Aid Probation is a "status a school assigns to a student who is failing to make satisfactory academic progress and who successfully appeals. Eligibility for aid may be reinstated for one payment period."

Note that the COM may have a different definition of "academic probation." Refer to the Student Handbook and Catalog for more information on academic probation.

Procedure:

The Office of Student Financial Services will review the full academic progress of each financial aid recipient at the end of each term, prior to the disbursement of financial aid for the subsequent term. The student's entire academic record will be reviewed, which will also include any periods of enrollment that the student did not receive financial aid assistance. SAP review is not complete until all qualitative and quantitative measures have been reviewed.

Any student who fails to maintain satisfactory academic progress as defined by this policy will be placed on Financial Aid Warning for one term. During that term, the student will continue to be eligible for aid. At the end of a term during which a student is on Financial Aid Warning, if the student still fails to meet any of the

requirements, the student will become ineligible for aid and may submit an appeal to the Office of Student Financial Services. The Office of Student Financial Services will send a written notice to students who have not made satisfactory academic progress for financial aid.

Reestablishing Eligibility:

Appeals: A student may submit a written appeal documenting mitigating circumstances (e.g., serious illness of student or family member, death of a relative), within seven (7) calendar days of the determination of their unsatisfactory academic progress.

Appeals should be sent to the Office of Student Financial Services and will be reviewed by the RVU Financial Aid Appeals Committee within ten (10) calendar days of receipt of the appeal. The student will receive written notification of the committee's decision within seven (7) calendar days. Decisions of the Financial Aid Appeals Committee may be appealed to the Rocky Vista University Provost.

Appeals should be submitted to the Office of Student Financial Services and must include:

1. A written statement from student which documents:
 - The reason(s) for failure to meet the standards of academic progress for financial aid eligibility.
 - What has changed in the student's situation that would allow the student to bring their academic progress up to required standards.
2. A letter or academic plan from the SPC and/or the Assistant/Associate Dean of Student Affairs. The academic plan must ensure that the student is able to meet SAP standards by a specific point in time.

If the appeal is granted, and it is determined that the student should be able to meet SAP standards by the end of the subsequent payment period, they may be placed on financial aid probation without an academic plan. The student's progress must be reviewed at the end of their probationary period. If the student is meeting the SAP requirements, they will go back into good standing. If the student does not meet the SAP requirements, they will again become ineligible for financial aid with the opportunity to re-appeal.

If the appeal is granted, and it is determined that the student will require more than one payment period to meet SAP standards, they may be placed on probation with an academic plan in place. The student's progress will be reviewed at the end of each payment period as is required of a student on probation status. If the student is meeting the requirements of their academic plan, the student is eligible to receive financial aid funds as long as the student continues to

meet those requirements. Students must appeal to change their plan. If the student does not meet the requirements of their academic plan, they will again become ineligible for financial aid with the opportunity to re-appeal.

Students who are not making satisfactory academic progress, who do not submit an appeal or have their appeal request denied, may regain eligibility only by taking action that brings them into compliance with MCOM's satisfactory progress standards.

Any exceptions to this policy will be made on an individual basis and in compliance with federal, state and local regulations governing financial aid.

Student Health Insurance

All students are required to obtain health insurance prior to matriculation and to maintain health insurance throughout their time of enrollment at the University. Students must participate in the University-sponsored health insurance program or submit an approved waiver with documentation of alternative equivalent coverage. If a student's insurance expires during the academic year, they must obtain a new waiver form with proof of new insurance at least 30 days before their old insurance expires. The current cost of the Student Health Insurance program may be obtained from the Office of Student Financial Services. Any student who has a lapse of health insurance coverage will be summarily removed from classes and/or clerkships and may be subject to dismissal.

For additional information and updates please reference the RVU website at <https://www.rvu.edu/financial-aid/>.

Tuition and Fees

Tuition for MCOM for 2025-2026 \$69,736. The following annual fees will also apply to all COM students:

Student Health Insurance

- **OMS I to OMS III: \$5,310***

**All students are required to have health insurance. This charge is pending with the state. Students will be automatically enrolled in and billed for the RVU Student Health Insurance Plan unless they provide evidence of equivalent coverage prior to the waiver deadline date. Please contact the Office of Student Financial Services for more information.*