

Western University of Health Sciences

College of Podiatric Medicine

**Doctor of Podiatric Medicine (DPM)
2026/2027 Catalog**

Conditions of Accuracy

The information within is accurate at the time of publication and reflects standard operating conditions for the academic year. Students are responsible for informing themselves of and satisfactorily meeting all requirements pertinent to their relationship with the University. Students and others who use this catalog should be aware that the information changes from time to time at the sole discretion of Western University of Health Sciences (WesternU) and that these changes might alter information contained in this publication. More current and complete information may be obtained in the appropriate department, school, or administrative offices. Some changes can also be found on the Western University of Health Sciences website. Western University of Health Sciences reserves the right at any time, without advance notice, to change any part of the catalog; no vested rights shall run or be created by the catalog, including the right to notice of any modification, novation, amendment, supplementation, or other change of any term, provision, or content of the catalog; such right of Western University of Health Sciences to enact changes shall include but not be limited to (a) attendance or curriculum requirements; (b) changes to tuition and fees; (c) changes in the academic calendar; (d) changes in admission and registration requirements; (e) changes in the regulations and requirements governing instruction in and graduation from Western University of Health Sciences; (f) changes of instructors and faculty; (g) changes of rules and regulations governing the students and student body organizations; (h) changes of on-campus facilities; (i) changes of extra-curricular student activities, programs, and offerings; (j) conduct or academic standing; and (k) changes of any other program or regulation affecting students or other interested parties. Western University of Health Sciences further reserves the right to make such changes should economic conditions, health conditions, changes in law, government orders, or a local, state, or national emergency make it necessary to do so. Such changes may supplement and supersede any inconsistent provisions found in this Catalog, and will be published using typical communication channels, including mail, email, publication to the university web site, press releases, and other channels as deemed appropriate. This catalog does not constitute a contract, or terms or conditions of contract between the student, staff, and/or faculty and Western University of Health Sciences.

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College of Podiatric Medicine

Doctor of Podiatric Medicine (DPM)

The College catalog serves as a supplement to the University catalog. The College faculty, staff, and students must abide by the content of the University catalog in addition to the College catalog. The 2026-2027 catalogs supersede previous versions, and all students are held responsible for the information contained in both the University and the College 2026-2027 catalogs.

Accreditation

Western University of Health Sciences College of Podiatric Medicine (WesternU CPM) was accredited by the Council on Podiatric Medical Education (CPME) in October 2012 in accordance with attainment of the educational standards and requirements set out by that agency. This status was achieved once the program of podiatric medicine was fully activated with students enrolled in all four years of the educational curriculum. Accreditation by the CPME is considered the best statement of good educational practice in the field of podiatric medicine. In April 2024, WesternU CPM was reaccredited for eight years.

Complaints Regarding Accreditation Standards

CPM is committed to meeting and exceeding the standards for accreditation of colleges of podiatric medicine as described by the American Podiatric Medical Association (APMA). A copy of the standards is available upon request from the Office of the Dean. A student who believes that CPM may not be in compliance with a standard of accreditation has the right to file a complaint through the following procedure:

- A written, dated, and signed complaint must be filed with the Office of the Dean, CPM.
- The Dean, or Dean's designee, will consult with an ad hoc committee of faculty and students to investigate the complaint.
- The results of the investigation shall include findings of fact, a determination of standard compliance or non-compliance, and recommended corrective actions. The results will be communicated in writing to the Dean, or Dean's designee, and to the student complainant.
- If corrective action is indicated, the Dean, or Dean's designee, will respond with a description/plan for such action within 30 days of receipt of the ad hoc committee's results.
- Records of all proceedings regarding complaints will be maintained by the Office of Pre-Clinical Education and Outcomes of CPM.
- In the event that the student is not satisfied with the ad hoc committee's determination and/or corrective action, the student may communicate their complaint to:

Director
Council on Podiatric Medical Education
11400 Rockville Pike; Suite 220
Rockville, MD 20852
(301) 581-9220

General Information

The Podiatric Medicine Philosophy

Podiatric medicine is both a profession as well as a medical specialty. Students are prepared to attain the necessary competencies for entry-level residency training through successful completion of a solid, thoughtfully orchestrated curriculum. Integration of the basic and clinical sciences allows students to form a foundation for future clinical practice. Patient care management protocols follow evidence-based medical principles that have been taught in the pre-clinical years. The development of critical thinking skills is emphasized at each level of the educational process, with research methodology woven throughout.

As the health care system in the United States continues to evolve, graduates of colleges of podiatric medicine must be able to assume a vital role as part of the medical health care team. To do so successfully, the scope of education at the professional level must be broad, comprehensive in content and include all of the resources found in any medical college program – both didactically and clinically.

We believe in promoting a culture of excellence in the advancement of research and biomedical sciences and in the promotion of the health and welfare of the community at large by utilizing a comprehensive approach to the management of the disease processes that adversely affect the lower extremities.

Finally, we believe that we must serve as advocates for patients around the world who deserve better podiatric education and care. We believe that services that are rendered to patients served by the college, its students and graduates, must be patient-focused, culturally and linguistically, and must include the interdisciplinary care offered by other specialists in the health science community. It is our belief that these actions are vital to the success of the WesternU's College of Podiatric Medicine.

Mission

The Mission of Western University of Health Sciences College of Podiatric Medicine is to mentor and educate students by providing innovative education experiences, including interprofessional patient care, in an inclusive, diverse and equitable environment, and inspiring a passion to improve the lives of others.

Core Competencies in Support of The College's Mission

- Academic excellence
- Innovative training practices
- Interprofessional education
- Compassion as health care providers
- Health care team integration

Additionally, the College aspires to excellence in producing students in:

- Medical knowledge

- Podiatric medical knowledge
- Patient-focused quality care
- Professionalism (Leadership)
- Research
- Interprofessional and Communication Skills
- Evidence-based learning
- Systems-based practice
- Lifelong learning

Curricular Outcomes/Goals

The goal of CPM's curriculum is to prepare every CPM student with the knowledge, attitudes, and skills to excel in postgraduate podiatric medicine and surgery residency training programs of their choice. Specifically, the student will develop the expected competencies to enable them to demonstrate:

- Knowledge of pre-clinical science (application of didactic knowledge to clinical setting);
- Prevention, recognition, diagnosis and management of systemic diseases and local disorders that adversely affect the foot, ankle, and lower extremity (LE), foot and ankle as seen in a podiatric medical practice;
- Development of professional ability to work with others, reflecting cultural competence, ethical behavior, humanistic behavior, compassion and concern for others;
- Demonstration of the ability to function as a member of an inter-professional team;
- Demonstration of the ability to understand research methodology and other scholarly activities;
- Demonstration of the ability to understand podiatric medical practice and delivery of care in the various health-delivery settings (private practice, hospital-based practice, and health care educational systems such as college and academic health science centers, free standing colleges of podiatric medicine, health maintenance organizations group practices and inter-disciplinary practice settings);
- Demonstrate practice habits and management techniques for quality patient care in a variety of communities, health care settings, and living arrangements;
- Pre-clinical science knowledge;
- Prevention, diagnosis, and management of diseases and disorders of the LE In a cost-effect manner;
- Assessment of medical (systemic) conditions affecting the LE and making appropriate referrals;

- Practicing with professionalism, compassion, and concern and in an ethical fashion regardless of a patient's background;
- Demonstration of the ability to communicate and work collaboratively with others to function in a professional manner in an interprofessional setting;
- Practice and management of patient care in a variety of communities, health care settings, and living arrangements;
- Demonstration and understanding of podiatric practice in a multitude of health-delivery settings; and
- Demonstration of the ability to understand research methodology and other scholarly activities.

Licensing and Board Certification

Podiatric physicians are licensed in all fifty (50) states, the District of Columbia, and Puerto Rico to treat the foot and its related or governing structures by medical, surgical or other means.

State licensing requirements generally include graduation from one of the nine schools and colleges accredited by the [Council on Podiatric Education](#) (CPME), passage of the [American Podiatric Medical Licensing Examinations](#) (APMLE), postgraduate training and written and oral examinations. APMLE board exams are taken in two parts while in podiatric medical school and a third part during their postgraduate training. Part I covers basic science areas and is generally taken at the conclusion of the second year. Part II has a written exam which covers clinical areas such as Medicine; Radiology; Orthopedics, Biomechanics and Sports Medicine; Anesthesia and Surgery; and Community Health, Jurisprudence, and Research. Part III is designed to determine whether a candidate's knowledge and clinical skills are adequate for safe, unsupervised practice. The Part III examination samples the candidate's clinical skills in evaluating, diagnosing, and treating patients. Examples of the application of knowledge may be measured through photographs, radiographs, and case presentations.

Podiatric physicians may also become certified in one or both specialty areas: podiatric medicine and foot and ankle surgery. National podiatric specialty boards grant certification to qualified podiatrists who have completed the specified educational requirements and who successfully complete the examination process set forth by the respective specialty certification boards.

For a list of state licensing board information please visit:

<https://www.fpmo.org/Resources/MemberBoardsInfo.aspx>

Optional Programs

Summer Readiness and Preparedness Course (SPaRC)

WesternU's Department of Learning Enhancement and Academic Development (LEAD) offers a multi-week program that provides attendees, within an interprofessional opportunity to prepare incoming students for the rigors of their program with an introduction to various curriculum topics including the skeletal system, gross anatomy, and pharmacology. The anatomy component focuses on the skeletal, muscular, cardiovascular, nervous, and other body systems. Additional lecture overviews to program-specific content are also provided. Academic skills presentations focus on enhancing study, test taking, and the development of EQ skills. Acceptance into this program is at the discretion of the coordinating

office. The course is elective and does not meet any specific requirements of the program curriculum. A separate tuition (\$400) is charged. For additional information, contact the Department of Learning Enhancement and Academic Development (LEAD).

Personal Competencies for Admission and Matriculation

A candidate for admission to the Doctor of Podiatric Medicine (DPM) program must possess, or be able to achieve through a reasonable accommodation, certain sensory and motor functions, that would enable them to carry out the activities described below. Upon matriculation to the program, the student must continue to possess, or be able to achieve through a reasonable accommodation, the personal competencies outlined below throughout their progression in Doctor of Podiatric Medicine (DPM) program. Graduation from the program signifies that the individual is prepared for entry-level podiatric medicine and surgery postgraduate training programs. It follows that graduates must have the knowledge and skills needed to function in a broad variety of clinical situations (medical and surgical) and to render comprehensive general medical and surgical care as well as podiatric medical and surgical patient care. The podiatric medical student must be able to integrate, consistently and accurately, all information received by all available means necessary. In addition, they must have the intellectual ability to learn, integrate, analyze, synthesize, and apply various types of information in a self-directed manner within the context of patient care.

A candidate for the DPM degree must exhibit abilities and skills which include but are not limited to the six areas identified below. For candidates or students who require a reasonable accommodation to meet the competencies outlined below, please contact the Harris Family Center for Disability and Health Policy (HFCDHP) at [Disability Accommodations \(e-mail\)](#) or (909) 469-5297 or visit the [HFCDHP web site](#). Accommodations must be approved by HFCDHP and are not provided retroactively (if approved after the start of the program/semester). Reasonable accommodation is determined on an individualized basis and may not result in an undue administrative or financial burden. A fundamental alteration of a course or program is not considered a reasonable accommodation

Under all circumstances, a candidate or student should be able to perform the following in a reasonably independent manner, with or without a reasonable accommodation:

Observation

Candidates and students must be able to observe demonstrations, experiments, and microscopic laboratory exercises. They must be able to accurately assess a patient's asymmetry, range of motion, and tissue/texture changes. The candidate must be able to acquire information from written documents, images, films, slides or video.

Communication

Candidates and students must be able to communicate professionally and effectively in both academic and health care settings. This requires the ability to understand, write, read, and speak fluent English to record information accurately and communicate effectively and sensitively with faculty and staff, patients, and members of the healthcare team. Candidates must be able to elicit information such as a medical history, examine patients, describe changes in mood, activity, and posture, perceive non-verbal communication, and correctly interpret the information obtained to develop an accurate patient care plan. Candidates must be able to communicate a patient's condition orally and in writing to others in the diagnosis and treatment process to include documenting patient encounters in an appropriate professionally written format that meets commonly accepted standards. Candidates must be able to

complete professional communication activities in an efficient manner considering the response time required to deliver optimal patient care services.

Motor

Candidates and students must have sufficient motor function to undertake classes, laboratories, and demonstrations. This includes cadaver dissection, microscopy, aseptic technique, and safe handling of microbiological specimens. Candidates and students are reasonably required to provide emergency treatment of patients to include palpation, auscultation, percussion, cardiopulmonary resuscitation, insertion of a variety of catheters, administration of intravenous medication, application of pressure to stop bleeding, opening of obstructed airways, suturing of simple wounds, closed manipulation of lower extremity fractures, intra-operative (open reduction with internal or external fixation-ORIF/OREF) of fractures, and other diagnostic and therapeutic modalities. Candidates and students must be able to perform a proper physical exam and other diagnostic maneuvers and treatments such as palliative care of foot and ankle problems, injections, orthotic impressions, taking and processing of pedal radiographs, and performance of soft tissue and osseous tissue surgical procedures, which require the proficient use of instruments such as scissors, clamps, scalpel, or drill. Candidates and students must be able to chart patient encounters, write prescriptions, and use computer technology. Candidates and students must have sufficient physical stamina to complete the rigorous didactic, laboratory, and clinical experiences.

Intellectual, Conceptual, Integrative, and Quantitative Abilities

Candidates and students must demonstrate problem-solving skills, which involve intellectual, conceptual, integrative, and quantitative abilities. Candidates must be able to consistently, quickly and accurately, memorize, measure, calculate, reason, analyze, synthesize, and transmit detailed and complex information across a variety of conditions, timeframes, and modalities (i.e., classroom, lab, small group, team and collaborative activities; individual study; preparation and presentation of reports; and use of computer technology). Candidates must engage in critical thinking and problem solving and be able to draw conclusions about three-dimensional spatial relationships and logical sequential relationships among events.

Behavioral and Social Attributes

Candidates must possess the maturity and emotional stability required for full utilization of their intellectual abilities, the exercise of sound judgment and the prompt completion of all academic and patient care responsibilities. Candidates and students must also demonstrate that they can develop mature, sensitive, and effective relationships with faculty, staff, colleagues, and patients. Candidates and students must be able to tolerate physically taxing workloads, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in patient care. Compassion, integrity, respect, concern for others, interpersonal skills, interest, and motivation are all personal qualities to be assessed during the admissions and educational processes. Candidates and students are expected to possess and be able to demonstrate the highest level of ethical and professional behavior. Candidates must be able to work effectively, respectfully, and professionally as part of the healthcare team, and to interact with patients, their families, and healthcare personnel in a courteous, professional, and respectful manner. Candidates must be able to contribute to collaborative, constructive learning environments; accept constructive feedback from others; and take personal responsibility for making appropriate positive changes.

Physical Health

To ensure compliance with California State Health Department requirements and exhibit exemplary commitment to the rights and integrity of all parties in the education of health care professional students, WesternU/CPM has established medical status credentialing requirements that must be completed prior to matriculation. In addition to the skills listed above, candidates for the DPM degree also must be sufficiently free of any serious communicable diseases. Medical status credentialing is designed to ensure that the safety of patients is not compromised while protecting the rights and safety of students as well. For more detailed information, contact the [Student/Employee Health Coordinator](#).

Admissions Policies and Procedures

WesternU CPM accepts applications from all qualified candidates. While grades and Medical College Admission Test (MCAT) scores are important in selecting candidates for admission and may suggest future academic success, the Admissions Committee recognizes that these statistics, by themselves, do not guarantee later success as a physician. Therefore, WesternU/CPM will take into consideration the non-academic criterion that is also important in making the selection for candidates to the CPM. Western University/CPM seeks to enhance its student population and will consider factors such as a well-rounded background, prior work experiences, college and health care professional's letters of recommendation, interest in and knowledge of podiatric medicine and each candidate's demonstrated professional promise. To ascertain these factors, an interview is required prior to any action being taken in regard to a candidate's application. The College may exercise its discretion to rely upon additional considerations as needed on an individualized basis. Admissions decisions are final and not subject to appeal.

Notice of Non-Discrimination and Equal Opportunity

In accordance with all applicable federal, state, and local laws, Western University of Health Sciences (WesternU) is committed to ensuring a campus community free from unlawful discrimination.

WesternU strictly prohibits unlawful discrimination in all its programs, activities, admissions, and employment. WesternU prohibits discrimination based on the following characteristics:

- Race (including traits associated with race, such as hair texture and protective hairstyles)
- Ethnicity, Color, and National Origin
- Immigration Status and Ancestry
- Sex, Gender, Gender Identity, and Gender Expression
- Sexual Orientation
- Physical or Mental Disability
- Age
- Religion (including religious dress and grooming practices)
- Medical Condition and Genetic Information
- Marital Status
- Pregnancy (including childbirth, breastfeeding, or related medical conditions)
- Military or Veteran Status
- Perceived Characteristics - Discrimination is prohibited if an individual is perceived to have any of the above characteristics.
- Association with Protected Groups – Discrimination based on association with a person or group with one or more protected characteristics is also prohibited.
- Other Legally Protected Classes – WesternU complies with all federal, state, and local laws, regulations, and ordinances regarding discrimination.

WesternU has designated the Associate Vice President for the [Office of Title IX and Equal Opportunity Compliance Initiatives \(OTIXEO\)](#) to coordinate WesternU's compliance with federal and state civil rights laws regarding protected characteristics. Inquiries about WesternU's prohibitions against discrimination, harassment, and retaliation can be directed to Associate Vice President (AVP) for the Office of Title IX and Equal Opportunity Compliance Initiatives (OTIXEO) or to the U.S. Department of Education, Office for Civil Rights.

Reasonable Accommodations during the Admissions Process

Candidates seeking accommodations during the admissions process, including Interview Day, must contact the Office of Admissions with sufficient advance notice for ^{HF}CDHP to evaluate the request and arrange any approved accommodations. Certain accommodations, however, require scheduling through external vendors and cannot be arranged on short notice or the day of the event. Requests submitted without sufficient advance notice may limit WesternU's ability to provide some accommodations for that activity; although ^{HF}CDHP and Admissions will continue to explore reasonable alternatives whenever possible. The Office of Admissions coordinates accommodation requests with ^{HF}CDHP. Admissions does not evaluate disability status or review medical documentation; its role is limited to referring applicants to ^{HF}CDHP and implementing ^{HF}CDHP approved accommodations for specific admissions activities. All requests for accommodations will be handled in a manner that is consistent with the university's policies and in full compliance with the ADA, ADAAA, Section 504 of the Rehabilitation Act, and applicable state laws. For additional information regarding ^{HF}CDHP's registration process, please refer to <https://www.westernu.edu/cdhp/registration-process/>, or review the *Student Disability Accommodation Process* section.

Minimum Application Requirements

The application requirements shown in this catalog apply to applicants who are seeking entry for the 2026/2027 academic year. Current admission and application requirements for the DPM program, including prerequisite coursework requirements, can be located on the [Prospective Student website](#).

Candidates for admission to WesternU/CPM must meet the following requirements:

1. A minimum of ninety (90) semester hours, or one-hundred-thirty-five (135) quarter credit hours must be completed, at a regionally accredited college or university, by matriculation.
2. Completion of one academic year (or its equivalent) in English, biology, physics, inorganic chemistry and organic chemistry. All prerequisite courses must be complete with a competitive grade by the end of the spring term just prior to enrollment.
3. Recommended competitive overall science and overall grade point average of a one-year post-baccalaureate or a master's degree program science grade point average of a 3.25.
4. Applicants must submit their Medical College Admission Test (MCAT) with a competitive score. Scores are valid for three (3) years from the date of application. Information concerning this test may be obtained from the pre-professional advisor at one's college or directly from the MCAT Program Office. Applicants are encouraged to take the examination in the spring of their junior year. To be considered for admission, the MCAT examination must be taken no later than June of the entering year; however, an earlier test date is recommended.
 - a. USMLE Step 1 with a passing score may be used in lieu of the MCAT on a case-by-case basis.
5. Submit letters of recommendation as follows:
 - a. Recommended: One letter of recommendation from a podiatric physician (should not be a family member)
 - b. Optional: One letter of recommendation from your undergraduate institution's pre-professional committee or two letters of recommendation from science professors

Although not required, it is highly recommended that students consider courses in human anatomy, microbiology, histology, zoology, behavioral science, biochemistry, and/or genetics.

It is also recommended that applicants shadow a podiatric physician.

To better understand the typical candidate accepted by the College, please visit the [Competitive Candidate Profile](#) section of the Prospective Student website.

Minimum Enrollment Requirements

1. Completion of the equivalent of 8 semester, or 12 quarter, units (must be a full-year course sequence-not an introductory course) of general biology with lab, general physics with lab, organic chemistry with lab, and general or inorganic chemistry with lab; the equivalent of 6 semester, or 9 quarter, unit hours in English/English Composition. All prerequisite coursework must be completed by June 1 of the year the student plans to enter the program. Undergraduate studies, graduate studies and linkage programs must be undertaken at a regionally accredited institution or an institution that is recognized by the United States Department of Education.
2. One semester, or the equivalent, of biochemistry, human anatomy, physiology, microbiology, genetics, zoology, and behavioral science (psychology, sociology, marriage/family, etc.) is not required but highly recommended.
3. The College does not accept alternative educational experiences or other professional training to meet admissions requirements.

Candidates applying via a linkage program with a partner institution must meet ALL requirements of the contracted program.

AACPMAS

WesternU/CPM, as well as all other colleges of podiatric medicine, participates in the profession's centralized application service through the American Association of Colleges of Podiatric Medicine Application Service (AACPMAS). AACPM is located at 15850 Crabbs Branch Way, Suite 320, Rockville, Maryland, 20855. Individuals interested in applying to WesternU/CPM should visit the AACPMAS website at <https://aacpm.org/> for information and application materials. You may also learn more about the application process on the WesternU [Apply Now](#) web page. Applicants should also arrange to have official transcripts of all prior undergraduate, graduate, and professional school course work forwarded to AACPMAS.

Upon receipt of the initial application and transcript(s), AACPMAS will collate materials, verify grades and transmit standardized information to the applicant and to his or her designated podiatric medical colleges. AACPMAS takes no part in the evaluation or selection of applicants and does not review applications to determine if completed correctly. After WesternU/CPM Admissions Committee conducts a review of the AACPMAS application, they may request additional information from the applicant for further consideration. Any request for supplementary information must be returned within thirty (30) days to:

Western University of Health Sciences
DPM Admissions
309 E. Second Street
Pomona, California 91766-1854

Once the applicant's file is complete, the Admissions Committee reviews it to determine whether the applicant will be granted an interview. If an applicant is deemed promising, they will be invited to the campus at their own expense. Alternatively, applicants may interview remotely, although an on-campus interview is highly recommended. Each applicant will be contacted by the Office of Admissions to schedule a convenient interview date. The applicant interviewing on campus should plan to spend a full day on campus for orientation and the interview. Orientation consists of information on the curriculum, financial aid, student services, clinical rotations, lunch with a WesternU/CPM student and a tour of the facilities. A personal interview will take place with members of the Admissions Committee and/or faculty members from both basic and clinical sciences. The Admissions Committee evaluates the candidate's application and interview for acceptance to CPM. The applicant is then typically notified regarding the status of his or her application within two weeks of the interview.

Candidates accepted to WesternU/CPM must have a complete set of official transcripts mailed to the Admissions Office no later than June 1 for transcripts that were submitted to AACPMAS after the application was completed. Decisions of the Admissions Committee regarding the admission of applicants to its programs are final and are not subject to any appeal process.

Applicants with Foreign Coursework

Applicants must report coursework completed outside the United States and must submit their transcripts for evaluation to [a Western University of Health Sciences Approved Service](#) at the candidate's expense. A course-by-course evaluation is required, and all coursework must be designated as undergraduate, graduate, or professional. WesternU only honors evaluations from one of the above services. The official evaluation must be sent directly to AACPMAS. DPM Advanced Standing applicants should have their official evaluations sent directly to the Office of Admissions.

International Students

International students and any other applicants who are not U.S. citizens and who are living in the U.S. must provide proof of legal U.S. residency prior to matriculation. International applicants who require an F-1 student visa to study in the U.S. must contact the Office of International Students and Scholars within seven days of notification of an offer of admission. For more detailed information, please visit our web page for [International Students](#).

Acceptance Deposit

Candidates accepted to WesternU/CPM must pay a non-refundable acceptance deposit of \$1,000. The due date for this deposit is provided in the offer of acceptance letter. Upon matriculation, the entire \$1,000 is credited to the student's account. For candidates who are granted deferred admission to the DPM program an additional non-refundable \$1,000 deposit is required the following spring to hold a seat in next year's class. If an applicant fails to register, the \$1,000 deposit is forfeited.

Additionally, applicants selected for admission will be subject to the following:

Criminal Background Check During the Admissions Process

Your admission into the DPM program will be contingent upon a satisfactory criminal background check, which is to be completed and submitted prior to matriculation. The background check is required to verify that your history is consistent with the University's Standards of Student Conduct, and to ensure that you will be qualified to participate in the required clinical education experiences. The College of Podiatric Medicine reserves the right to rescind an offer of admission based on the results of a criminal background check or if it is not completed in a timely manner prior to matriculation.

If a criminal conviction or other relevant sanction is shown on a background check, hospital facilities and clinical sites have broad discretion to restrict an individual from being assigned to the facility/site for the rotation/clinical experience. Therefore, please be aware that certain convictions may prevent students from entering hospital facilities or clinical sites, which may directly hinder a student's ability to complete their academic program successfully. Furthermore, certain convictions may also prevent students from obtaining employment and/or licensure in the State of California or other states.

Applicants are advised to check with the appropriate State(s) licensing boards to determine whether their backgrounds may be a barrier to future licensing. Supplemental or additional background checks may be required during the course of the DPM program to meet the requirements of clinical education sites. Procedures for obtaining a background investigation will be provided to the student by the appropriate academic program staff. Students have an affirmative obligation to report all arrests and convictions to College of Podiatric Medicine administration to proactively identify solutions (if possible) and/or determine the impact on future licensure. For further information related to criminal background checks including those required during enrollment, please see the Criminal Background Investigations or Live Scan Fingerprinting section of this Catalog and the University Catalog.

Transfers from Other Schools

WesternU CPM does not currently accept transfer candidates from other Colleges of Podiatric Medicine to advance standing. Transfer applications from students studying at WesternU's College of Osteopathic Medicine of the Pacific will be considered on a case-by-case basis.

Transferability of Courses Taken at WesternU

Whether WesternU course credits transfer to another institution is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree or certificate you earn at WesternU is also at the complete discretion of the institution to which you may seek to transfer. Further information regarding the transferability of courses taken at WesternU can be found in the University catalog.

Doctor of Podiatric Medicine Advanced Standing Program

The Doctor of Podiatric Medicine Advanced-Standing Program grants a DPM degree to foreign-trained physicians who already hold a medical degree that is not from a U.S. or Canadian medical school. Students admitted to this program will be inserted into the third year of the traditional Doctor of Podiatric Medicine program.

Admissions Requirements

- 1) All applicants must already hold a medical degree from a medical school outside of the United States or Canada.

- 2) All applicants are encouraged to submit their score from the United States Medical Licensing Examination (USMLE) Step 1 exam, taken within previous 3 years. A passing score is not required.
- 3) All applicants must be proficient in English speaking and reading comprehension. All applicants whose native language is not English must submit an official ETS TOEFL score report as part of their application. A minimum score of seventy-nine (79) on the internet based TOEFL is required for admission. Scores for TOEFL tests taken more than two years prior to the application deadline will not be accepted.
 - a. Exceptions
 - i. The TOEFL exam will be waived for permanent and temporary residents of the United States who have completed at least six (6) semester credit hours of College English/English Composition from an accredited institution within the United States.
 1. English course taken at institutions in foreign countries whose native language is English will be accepted (e.g., Canada, Australia, Great Britain, New Zealand, and the British West Indies).

Application Components/Process

An online application must be submitted, along with a \$100.00 application fee, on or before the posted application deadline. Your application must also include:

- 1) Official transcripts for all coursework completed at U.S. colleges or universities.
- 2) All coursework taken from non-U.S. institutions must be submitted to an approved service for evaluation. Evaluation must include course-by-course evaluation with letter grades, pass/fail, or credit/no credit, and must specify which courses are considered undergraduate, graduate or professional. The evaluation service must submit the official evaluation directly to WesternU. Evaluations will not be accepted directly from the applicant.

The College will also give consideration to applicants, on a case-by-case basis, who are unable to provide independent, verified documentation due to extenuating circumstances (e.g., war, destruction of records by natural disasters or arson, violent changes in government, or any event outside the control of the student that negatively affects them, and which can be supported by appropriate evidence.).

- 3) Demonstration of English Language Proficiency (TOEFL Scores)
- 4) United States Medical Licensing Examination (USLME) Step1 Score Report (strongly encouraged but not required)
- 5) Letter of Recommendation
 - a. One (1) letter of recommendation from a medical school professor is required. The request for a letter of recommendation will be sent electronically to your selected recommender with the information you provide in your application.

6) Curriculum Vitae

- a. A current curriculum vitae with details of your current and/or past professional experiences.

Application components may be submitted at the time of application or after initial submission. All application components listed above must be received by the deadlines posted below before your candidacy for admission can be considered.

Application Timelines

Applicants seeking to begin the DPM Advanced Standing Program in June must submit their application and all required components by March 1st.

International Students

International students and any other applicants who are not U.S. citizens and who are living in the U.S. Must provide proof of legal residency prior to matriculation. International students are also required to provide proof of adequate personal funding for a single academic year prior to issuance of an I-20. For more detailed information, please visit [our web page](#).

Candidates accepted to DPM Advanced Standing program must pay a non-refundable acceptance deposit of \$1,000. The due date for this deposit is provided in the offer of acceptance letter. Upon matriculation, the entire \$1,000 is credited to the student's account. For candidates who are granted deferred admission to the DPM program an additional non-refundable \$1,000 deposit is required the following spring to hold a seat in the next year's class. If an applicant fails to register, the \$1,000 deposit is forfeited.

Registration

All WesternU students are required to register by the registration deadlines specified by the University Registrar. Registration dates are posted on the [Registrar's Office](#) website. Failure to register by the deadline may be grounds for administrative withdrawal. All students registering after the posted deadline will be assessed a \$30.00 per business day late fee.

Full tuition and fees and all prior debts must be paid in full on or by posted deadlines each academic year. Matriculation is subject to the satisfactory completion of all academic requirements and payment of all outstanding debts to the University. The receipt of the final transcript(s) from all colleges/universities attended and a physical examination with documentation of required immunizations (if applicable) prior to registration are additional requirements for incoming students.

Registration Late Fee Appeals

If you are assessed late fees for a registration period, you may submit an appeal to the Registrar. For additional information on the appeal process, please see the [Registration Late Fees](#) page on the Registrar's Office website.

Student Health Insurance Requirement

All full-time students at Western University of Health Sciences are required to have active health insurance while enrolled. All students are automatically assessed half of the entire year's insurance premium during Fall registration and are enrolled in the student health insurance plan until they submit proof of coverage that meets the University's requirements. Students that are not waived from the Student Health Insurance Requirement prior to the posted waiver deadline will remain enrolled in the student health insurance plan for the full academic year, and will be assessed the second half of the yearly student health insurance premium during Spring registration. For additional information on student health insurance requirements and/or waiving out of the student health insurance plan, please see the [Student Health Insurance page](#) on the Registrar's Office website.

New Student Orientation/Welcome Week

Attendance at all Orientation/Welcome Week activities is mandatory for all incoming first-year, repeating, and advanced standing students. Failure to attend any part of Orientation/Welcome Week without prior approval from the Office of Student Affairs may result in the rescindment of a student's acceptance offer. For additional information on Welcome Week activities for the College of Podiatric Medicine, please visit: <http://www.westernu.edu/students/welcome-week/> or contact CPMStudentAffairs@westernu.edu.

Student Initiated Changes in Enrollment Status

Voluntary Leave of Absence

A student may request a Voluntary Leave of Absence (LOA) with the occurrence of a medical emergency or illness, personal issues, financial hardship, military service, or pursuit of academic research opportunity. For additional information on requesting a Voluntary Leave of Absence, please see 'Student Initiated Changes in Enrollment Status' in the University Catalog, General Academic Policies and Procedures section.

Voluntary Withdrawal

A student may request to fully separate from WesternU at any time by submitting a Voluntary Withdrawal form. Students interested in initiating the Voluntary Withdrawal process must begin by contacting their

College Dean, or designee. The College will submit the signed Voluntary Withdrawal form to the Registrar's Office for processing and distribution. Please note that once processed, WesternU email address, MyPortal access, and all other online services are inactivated immediately following withdrawal from the University. For additional information on the Voluntary Withdrawal process, please see 'Student Initiated Changes in Enrollment Status' in the University Catalog, General Academic Policies and Procedures section.

Full-Time Status

All DPM and DPM-AS students enrolled in at least one class/rotation are considered full-time students.

Time Limits

The Doctor of Podiatric Medicine program is designed to be completed in four (4) years of full-time study. The requirements for the degree must be completed in a maximum of six (6) enrolled academic years in program as noted in [CPME 120 Standard and Requirements for Accrediting Colleges of Podiatric Medicine of the Council of Podiatric Medical Education](#). Students who are unable to meet the six (6) year time limit for the DPM program will be referred to the Student Performance Committee and will be subject to administrative withdrawal.

Administrative Withdrawal

Please see 'Administrative Withdrawal from University/Program' section in the University Catalog.

Tuition and Fees

By action of the Board of Trustees, DPM tuition and fees for the 2026/2027 academic year (subject to change) are as follows:

Institutional Fees

\$49,749.00	Annual Tuition
\$49,749.00	Annual Tuition (DPM Advanced Standing)
\$12,495	DPM Advanced Standing Didactic Coursework Fee (Year 1)
\$565.00	Lab Fee (All Students)
\$978.00	Student Service Fee (All Students)
\$40.00	Student Body Fee (Years 1 and 2)
\$20.00	Student Body Fee (Years 3 and 4)
\$475.00	Graduation Fee

Non-institutional Fees

\$40.00-\$75.00	Drug Screening (Approximate)
\$60.00-\$200.00	Criminal Background Check (Approximate)
\$75.00	Audience Response System Device
\$705.00-\$950.00	Required iPad (must be obtained as directed by the College)
\$75.00	Annual APMSA Member Fee
\$1,700.00	Medical Equipment (Year 1)
\$187.00	Board Preparation Software (Years 1 and 2)
\$600.00	Medical Equipment (Years 2 and 3)
\$800.00	Required and Recommended Texts (Fall)
\$300.00	Required and Recommended Texts (Spring)
\$45.00	Anatomy Supplies (Gloves, Scrubs, Dissection Kit) – Year 1 Only
\$210.00	Software required for ISSM 3 and ISSM 4 - Year 2 Only
\$30.00	Registration Late Fee (Per Business Day)
\$50.00	Late Payment Fee (per month)
\$235.00	Annual Parking Permit (Auto)
\$118.00	Annual Parking Permit (Motorcycle)
\$40.00	Locker Key Replacement Fee
\$10.00	Student ID Replacement Fee
\$TBD	Breakage Fee (Replacement Cost)

Modified Curriculum/Repeated Coursework Tuition Rates

Students enrolled in a modified DPM curriculum or who are directed to repeat one or more courses but not the entire academic year are charged a per credit hour tuition rate. This rate is calculated by dividing the total credit hours required for a class year by the annual tuition. The per credit hour rates for 2026/2027 academic year are shown below:

\$904.53	DPM Year 1 Modified Curriculum Per Credit Hour Charge
\$938.66	DPM Year 2 Modified Curriculum Per Credit Hour Charge
\$1,058.49	DPM Year 3 Modified Curriculum Per Credit Hour Charge
\$1,156.95	DPM Year 4 Modified Curriculum Per Credit Hour Charge
\$1,069.87	DPM Adv. Standing Year 1 Modified Curriculum Per Credit Hour Charge
\$1,156.95	DPM Adv. Standing Year 2 Modified Curriculum Per Credit Hour Charge

Additional DPM Program Education Requirements

All students are required to have a laptop computer with internet access; specifications are available at <https://www.westernu.edu/computing/computing-students/>. Upon matriculation, an iPad will be distributed to you. It contains software needed for your WesternU-specific education. If you already own a recent issue iPad, you may contact CPMStudentAffairs@westernu.edu to ascertain whether or not the iPad you already own has sufficient memory and capability to run the necessary programs. If not, you will be required to obtain the WesternU distributed device.

National Board Fees

The College requires all DPM students to take and pass Part I and Part II of the American Podiatric Medical Licensing Examination (APMLE). Exam fees are updated regularly and subject to change by APMLE. They can be found online at <https://www.apmle.com/>.

Clinical Rotations Expenses

During the third and fourth years of the curriculum, some students may elect to do some clinical rotations away from the Pomona area, which is a self-imposed expense. In addition, students are required to return to campus several times during the clinical years for various educational experiences, conferences, etc. Any travel, food, housing, or other expenses incurred by these activities or plans are the student's responsibility. Some rotations done at or through other institutions (e.g., certain hospitals or other medical schools) may involve application fees and/or other charges. Such rotations are elective; consequently, these fees are the student's responsibility.

Shelf Examination Repeat and OSCE Repeat Fees

If the Shelf Exam is required, students who fail one or more post-rotation discipline-specific examination(s) will be permitted to take the exam for a second attempt. If the student fails the second attempt, they will be required to meet with the Student Performance Committee (SPC), and they will be placed on academic suspension until the examination is successfully repeated. If a student's shelf exam is not completed within ninety (90) days, they may be sent to the SPC. A student who fails the shelf examination on the third attempt will fail the rotation, must present before the SPC, and will be required to repeat a rotation in the same discipline in its entirety.

Students who fail one or more post-rotation discipline-specific Objective Structured Clinical Examination (OSCE) will be required to remediate each failed OSCE. A student who fails one or more OSCE's on the second attempt will be placed on academic suspension until the examination is successfully repeated. If a student's OSCE exam is not completed within 90 days they may be sent to SPC for appropriate disciplinary action. A student who fails the OSCE examination on the third attempt will fail the rotation, must present before the SPC, and will be required to repeat a rotation in the same discipline in its entirety.

Requirements for the Pre-OSCE and OSCE include white coat, ID badge, laptop including Ethernet cables and WiFi capabilities, and on-time arrival. Additionally, it is highly suggested that the students bring power cords to ensure computer functioning throughout the duration of the examination. Students who do not meet these requirements fail the rotation and are subject to the same repeat requirements as previously outlined.

General Academic Policies and Procedures

Academic policies and procedures outlined in this section and subsequent sections of the catalog apply to all DPM students, including transfer students and students admitted to the DPM Advanced Standing program.

Student Disability Accommodation Process

The Harris Family Center for Disability and Health Policy (^{HF}CDHP) values the uniqueness of each student as an integral member of our diverse WesternU community and is the designated office responsible for determining and approving reasonable academic modifications or accommodations. WesternU does not discriminate on the basis of disability and complies with Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act (ADA), and applicable state laws.

^{HF}CDHP's role in the accommodation process is to engage in an interactive process and to provide students with disabilities with the legally mandated and necessary support to afford equal access to the University's programs and activities. Only accommodations approved through ^{HF}CDHP constitute official reasonable accommodations under the ADA and Section 504. Instructional personnel may, at their discretion, provide temporary or informal academic flexibility; however, such measures do not replace or supersede the formal accommodation review and approval process administered by ^{HF}CDHP.

A student's disclosure of a disability or health-related condition alerts the University to a potential need for accommodation; however, students must complete the ^{HF}CDHP registration process for accommodations to be formally reviewed, approved, and implemented. Disclosure of a disability or the submission of documentation in response to a process or procedure established by their respective college or program, does not, by itself, constitute a formal request for accommodations.

Students must be able to perform all the essential functions of the program with or without reasonable accommodation. Essential functions are defined in the program's published personal competencies and are assessed on an individualized basis through the interactive process.

The University will provide reasonable accommodations but is not required to make modifications that would fundamentally alter the nature of essential requirements of a program, result in an undue burden, or pose a direct threat to the health or safety of others. A fundamental alteration of a course or program is not considered a reasonable accommodation.

Students must adhere to the enrollment and documentation procedures set forth by ^{HF}CDHP to formally request accommodation. In the event a student discloses a disability to instructional personnel or administrators outside of ^{HF}CDHP, the student will be referred to ^{HF}CDHP for guidance on the accommodation request process. Requests for academic consideration related to circumstances other than the student's own disability (e.g., family bereavement or common illness) are not considered requests for reasonable accommodation under the ^{HF}CDHP Provision of Academic Accommodation(s) Policy and Procedure, the ADA, or Section 504 and are governed by separate institutional or program policies.

Accommodation determinations for clinical, laboratory, and experiential education are made on an individualized basis and may involve coordination with clinical training sites. Approved accommodations must be consistent with program requirements, personal competencies, and patient safety obligations. The availability and implementation of accommodations in clinical settings may vary by site and setting. Requests are reviewed on an individual basis in accordance with applicable law. Accommodations are implemented prospectively following approval by ^{HF}CDHP.

Students may file a grievance with ^{HF}CDHP regarding the denial or implementation of disability accommodations or concerns about access or discrimination. Grievances should be submitted promptly, no later than 30 calendar days from the decision or activity being appealed. Filing a grievance will not result in retaliation. Information, including the right to file with the U.S. Department of Education Office for Civil Rights, is available at <https://www.westernu.edu/cdhp/grievance-procedures/>.

To request accommodations and initiate the interactive process at WesternU, students are encouraged to visit <https://www.westernu.edu/cdhp/> to learn more about the registration process, requirements for disability documentation, and to complete the Student Intake Form. ^{HF}CDHP will promptly engage with students in the interactive process to review and implement accommodation requests. All inquiries are handled confidentially, and students may obtain general information without registering.

To schedule an appointment with ^{HF}CDHP, please email disabilityaccommodations@westernu.edu. For the Pomona campus, students may call (909) 469-5441, or visit in person at 309 E. Second Street, Building 390, Pomona CA, 91766. Center hours are Monday through Friday, from 8:00 a.m. to 5:00 pm. For more information, please visit <https://www.westernu.edu/cdhp/>.

Videotaping, Audiotaping, Still Photography and Digitized Note Taking in Laboratories and Lecture Halls, or Associated Academic Activities

Videotaping, audiotaping, still photography and digital note taking are not permitted in the University laboratories, lecture halls, or clinical sites without the expressed permission of the involved instructor or through approved accommodations from the ^{HF}CDHP office. For further details, please refer to this policy in the University Catalog.

Criminal Background Investigations or Live Scan Fingerprinting

To meet state and industry specific requirements, hospital facilities, school districts, and clinical sites, may require students to complete criminal background checks, including Live Scan fingerprinting, prior to beginning rotations/clinical experiences and/or during their enrollment at WesternU. Consequently, to assure patient safety, students admitted to programs with clinical training requirements will be required to complete a criminal background check prior to matriculation and/or as a component of the scheduling of the rotation/clinical experiences.

If a criminal conviction or other relevant sanction is shown on a background check, hospital facilities and clinical sites have broad discretion to restrict an individual from being assigned to the facility/site for the rotation/clinical experience. Therefore, please be aware that certain convictions may prevent students from entering hospital facilities or clinical sites, which may directly hinder a student's ability to complete their academic program successfully. Furthermore, certain convictions may also prevent students from obtaining licensure in the State of California or other states.

Students are advised to check with the appropriate State(s) licensing boards to determine whether their backgrounds may be a barrier to future licensing. Supplemental or additional background checks may be required during the course of enrollment to meet the requirements of clinical education sites. Procedures for obtaining a background investigation will be provided to the student by the appropriate academic program staff. Students have an affirmative obligation to report all arrests and convictions to their College administration to proactively identify solutions (if possible) and/or determine the impact on future licensure. For further information related to criminal convictions, please see the Standards of Student Conduct section in the University Catalog.

Drug Screenings

WesternU students who are required to complete clinical rotations as part of their program of study may be subject to drug testing as a condition of placement at clinical rotation sites. In accordance with the [Drug and Alcohol on Campus Policy](#), students who receive a positive drug test result will be required to take affirmative steps to validate that result by submitting appropriate documentation within the timeframe and manner specified by the Student and Employee Health Office (SEHO). The illegal or unauthorized use or abuse of drugs that impair a student's ability to perform academically or disrupts others in the performance of their work or academic endeavors is strictly prohibited. Any failure to comply with a validation directive from SEHO may result in a referral to the Office of Student Conduct and Professionalism. Further, any failure to appropriately validate a positive drug test may be considered a violation of the [Drug and Alcohol on Campus Policy](#) and will be referred for to the Office of Student Conduct and Professionalism. Any student who violates this policy will be subject to disciplinary action, up to and including dismissal from their program of study.

Drugs and Alcohol on Campus Policy

The Drugs and Alcohol on Campus Policy can be found in the University Catalog. Students will be required to complete a drug screening along with a background check on an annual basis to be permitted to begin any clinical practice experiences. This is in addition to what is outlined in the University or College Catalog. Students are expected to be aware of, and abide by, both University and applicable College policies. For further information related to Drug Screening, please review the [Drugs and Alcohol Policy](#) and the Student Health and Safety section in the University Catalog.

Computer Technology

All students are required to have a laptop computer with reliable internet access; specifications are available at <https://www.westernu.edu/computing/new-students/> Upon matriculation, an iPad will be distributed to students in the DPM program. DPM-AS students will not receive an iPad. It contains software needed for your WesternU-specific education. If you already own a recent issue iPad, you may contact CPMStudentAffairs@westernu.edu to ascertain whether or not the iPad you already own has sufficient memory and capability to run the necessary programs. If not, you will be required to obtain the WesternU distributed device.

The laptops will be used for e-mail communication with classmates and faculty, for accessing computer- and server-based course information, instructional software, online bibliographic databases, electronic bibliographies, and for participating in course exercises/activities/exams. Laptop computers will be needed by students on campus as well as at their local residences and when rotating in off-campus courses/rotations; therefore, laptop computers are required instead of desktop models. Students will also need an iPad in order to take select examinations and for use in select learning activities.

Academic Advisement

Students will be assigned a faculty mentor upon matriculation. The faculty mentor-student mentee relationship can become one of the most valuable aspects of medical education. It provides an opportunity to develop sustained individual contacts between faculty and students on both academic and personal levels. To schedule a meeting with a faculty mentor, students should send an email to their faculty mentor.

If either the student or the faculty mentor does not find the relationship helpful, either is free to seek a change. If a student wishes to change faculty mentors, they should identify a preferred faculty mentor and ask if they are willing and able to take them on as a mentee. If they agree, the student should contact CPMStudentAffairs@westernu.edu, copy their new mentor, and request that their mentor on record be officially changed. The Office of Student Affairs (OSA) can also make mentor recommendations if a student is not sure whom to select. If a faculty member wishes to change mentees, they should email OSA to request that the student in question be assigned to another mentor.

Supportive Learning Environment

Podiatric medical students have a right to have support and assistance from WesternU/CPM in maintaining a climate conducive to thinking and learning. University teaching reflects consideration for the dignity of students and their rights as persons. Podiatric medical student or faculty mistreatment in the course of the teacher-learner environment will not be tolerated. Examples of behaviors or situations that are **unacceptable** include, but are not limited to:

- Discrimination, harassment or retaliation, as defined under WesternU policies or procedures
- Sexual harassment or sexual misconduct, as defined under WesternU policies or procedures
- Unwanted physical contact
- Verbal abuse, profanity or demeaning comments
- Inappropriate or unprofessional criticism which belittles, embarrasses or humiliates
- Unreasonable requests for a student to perform personal services
- Grading used to punish or reward a student for nonacademic activities rather than to evaluate performance
- A pattern of intentional neglect or intentional lack of communication
- Requiring students to perform tasks beyond their level of competency without supervision

Information about reporting allegations of sexual misconduct by WesternU students, employees, or third parties can be found in the Sexual and Gender-Based Harassment, Interpersonal Violence, and Other Sexual Misconduct (SIM) Policy. Please refer to [WesternU's Title IX Resource](#) page for further information.

Information about reporting allegations of discrimination and harassment by WesternU students, employees, or third parties can be found in the Equal Opportunity and Civil Rights (EOCR) Policy. Please refer to [WesternU's Title IX Resource](#) page for further information.

Information about reporting allegations of hazing can be found in the Anti Hazing Policy. Please refer to [WesternU's Title IX Resource](#) page for further information.

Attendance and Absences

The DPM is a full-time, in-person program requiring students to be present and available to fulfill their academic responsibilities including coursework, clinical activities, and other academic responsibilities as directed by the College of Podiatric Medicine.

Students are expected to participate fully in all scheduled classroom, laboratory, small group, practicum, and clinical education activities. In person attendance is required for all mandatory sessions and students are responsible for all course content regardless of whether they attend the session or not.

Failure to meet attendance requirements in courses where attendance is graded or required as a threshold criterion may constitute a failure to meet Standards of Academic Progress and may result in referral to the Student Performance Committee under the Evaluation of Student Performance (Academic Hearing Process). Non-compliance with attendance requirements which reflect a pattern of frequent and/or unexcused absences may result in the student being referred to the Student Performance Committee for appropriate action which may include disciplinary action including failure of a course, repeating a course, or dismissal from the program. The attendance policy for on-campus courses is monitored by the OSA. Decisions related to whether an absence is excused or unexcused are final and not subject to appeal.

Students are required to be present for all scheduled examinations. Students are to refer to the course syllabi regarding the applicable policies. If a student arrives later than what the course syllabus indicates, without prior approval from the OSA, it will be considered an absence. The student is required to go to the OSA, where it will be determined if the student is permitted to take the exam in the remaining allotted time or if they will be required to take a make-up examination. The OSA will then determine if the absence is excused or unexcused.

If a student needs to be excused for any length of time, the request must be submitted using the [Time-Off Request \(TOR\)](#) via SharePoint. A student, who cannot attend an exam due to an unavoidable circumstance, should contact the OSA and as soon as possible prior to administration of the exam, and submit an absence request through SharePoint with a written explanation of the absence. Students must provide appropriate documentation for their absence within 72 hours. Documentation must be submitted through their originally submitted TOR via SharePoint.

If a student misses an examination, the OSA will determine whether the absence is excused or unexcused. If the absence is excused, the student will be permitted to take a make-up examination, the nature and time of which will be at the discretion of the OAA.

If an absence is excused, the student will be eligible for full credit for the examination unless stated otherwise in the syllabi. If an absence is deemed unexcused (e.g., failure to show up for a written or practical examination without a valid excuse as determined by the OSA and the Course Instructor/System Coordinator), a make-up exam may be given, subject to the approval of the SPC. Should the SPC determine that the student may sit for the make-up examination the maximum score that the student can achieve on the examination will be 70%. Should the SPC determine that the student is not eligible to sit for the

make-up examination, the student would receive a zero (0) for that examination. If a missed exam cannot be made up before the end of the course, an 'I' grade may be assigned to allow grades for the rest of the class to be submitted to the Office of the Registrar on schedule.

Detailed policies for attendance and absences during the third and fourth years are published in the CPM Clinical Rotations Manual.

The OSA can only grant time-off for the reasons outlined below. In addition, OSA cannot consider time-off requests unless you submit the required documentation covering all dates for which you were or plan to be absent. The nature of the documentation will be determined by the reason for the absence and will be defined by the OSA. Typical examples include:

- A primary care practitioner's note, entrance/discharge papers or hospital bill for self or family member
- A program for wedding events (as a participant), funeral, religious ceremony or graduation
- A conference agenda when attending a health professional or leadership conference
- A copy of the invitation to a residency interview
- A receipt for car problems like the purchase of a car battery or confirmation of a tow
- A screenshot of a weather app showing the concerning weather conditions or a weather advisory alert (either rain or fire).

If a medical condition or disability requires accommodations, such as more than the allowed absences per academic year, the student should complete the ^{HF}CDHP registration process as soon as possible. ^{HF}CDHP is the authorized entity at WesternU to approve reasonable accommodations under the ADA and Section 504. Registration includes the interactive process, which may include implementation of appropriate accommodations. The TOR process does not constitute an authorization of reasonable accommodations and cannot serve as a substitute for the ^{HF}CDHP registration process.

Timeframe for Submitting Requests

Planned absences (known in advance of the curricular activity): Examples include scheduled religious observances, conferences, immediate family weddings/funerals/graduations, surgeries, and other medical procedures that cannot be done during academic breaks. The request for time off and all necessary documentation must be submitted via the [Time-Off Request \(TOR\)](#) on SharePoint at the beginning of the semester or no less than thirty (30) calendar days prior for preclinical students. The request for time off and all necessary documentation must be submitted via the [Time-Off Request \(TOR\)](#) on SharePoint at the beginning of the semester or no less than sixty (60) calendar days prior for clinical students.

Unplanned absences (known just prior to the curricular activity): Examples of this category include acute personal illness, a traffic accident, or death of a family member. Students should contact the OSA and Course Instructor/System Coordinator as soon as possible prior to the scheduled curricular activity and submit an absence request through the TOR with a written explanation of the absence. If documentation is not available at the time the absence request is submitted, it must be uploaded to SharePoint within seventy-two (72) hours. Requests may not be approved if documentation is received after 72 hours, resulting in the forfeiture of makeup work.

Conference Travel

If approved for conference travel, students are eligible for make-up work if the activity occurred during their time away from campus. If approved, the student is only excused for the exam itself and must attend all other curricular activities for the day. To be considered for conference travel, students must additionally meet the following criteria:

- Be in good academic and conduct standing with the college/university
- Submitted request for time off via SharePoint no less than 30 days prior to departure

If you are financially supported by any university entity, you must also submit the [Student Travel Notification Form](#) prior to travelling.

Make-Up Work

If upon review of the documentation it is determined that the absence is excused, the appropriate departments will be notified that the student is authorized for a make-up examination. A make-up examination is offered for all major examinations and is typically scheduled within 48-72 business hours of the original examination or as the Office of Academic Affairs (OAA) specifies. Students unable to make-up the work at the scheduled sessions, the student must take an incomplete in the course and fulfill course requirements in the time the Office Academic Affairs specifies. Some courses/systems have built-in leeway for missing a class or a quiz (e.g., the lowest quiz or grade is dropped) and no make-up is offered, even if the absence is excused. The nature of the make-up work is at the discretion of the Course Director. Consult the course syllabus for the make-up policy for each course. A student with an excused absence will receive full credit for their performance on the make-up activity. Students must contact the OAA through TDX to work out the details of make-up work.

If there is more than one examination in the course, the student may take the subsequent examination(s) even if he or she was not able to make up the missed examination. If the student does not feel ready to take subsequent examinations due to the incident that caused the initial absence, the student should discuss his or her concerns with the Office of Student Affairs. If approved, the student will be allowed to complete the remaining course requirements at the end of the academic year.

If documentation is not provided within the established timeframe of 72 hours once TOR was submitted, (see above); the student will not be allowed to complete the make-up activity. However, if later the absence is excused, the student will be able to take an incomplete in the course and make-up the incomplete work before the end of the academic year.

If a student fails to take a make-up or remediation examination at the designated time (without approval), the student will receive a summary failure (a score of zero) for that examination and will be referred to the SPC.

Details regarding clinical rotations curricular absences can be found in the Clinical Education manual.

Requesting Religious Accommodation

In keeping with the University's commitment to humanism, WesternU recognizes and supports the provision of academic reasonable accommodation based on a person's sincerely held religious belief. A reasonable accommodation is one that can be implemented without materially interfering with the

University's legitimate educational or operational objectives. The most common request for academic religious accommodation concerns class attendance during the observance of major religious holy days and celebrations.

Students wishing to be excused from class attendance for religious observances must submit a written request to the official WesternU email address of the instructor prior to their absence and receive a written response from the instructor acknowledging receipt prior to any absence as stated in the policy above. Alternative request methods, including but not limited to verbal communication, text messages, hard copy letters, notes, phone calls, and voicemail, will not be accepted. Students are responsible for satisfying all academic requirements for a course as defined by the instructor.

It is the responsibility of the student to inform the instructor(s) about requests for excused absences within the first two weeks of the class each semester after reviewing course syllabi for potential scheduling conflicts. If such conflicts occur during the first two weeks of classes in the semester, the student must notify the instructor(s), in writing at least three calendar days (72 hours) before the date that they will be absent.

The faculty of WesternU shall accommodate students wishing to observe religious holidays when such observances require students to be absent from any curricular activities. It is the responsibility of the instructor(s) to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed due to the absence.

Religious accommodation requests are not limited to holiday observances and may arise from a wide range of faith-based practices and commitments, including but not limited to scheduled prayer, dietary restrictions, fasting periods, religiously mandated dress or grooming, ritual purification practices, and deeply held theological or philosophical beliefs. Because the nature and scope of such requests vary considerably, each will be evaluated individually based on its particular circumstances. In such instances, students should contact the CPM Office of Student Affairs by emailing cpmstudentaffairs@westernu.edu to discuss such religious accommodation requests. The Office of Humanism is available as a resource throughout this process and may be engaged as circumstances warrant.

Retaliation is Prohibited. The University prohibits retaliation against students who request a religious accommodation or who participate in an approved accommodation. An employee who violates this anti-retaliation provision may be subject to discipline, up to and including termination.

Grievance Procedure: In the event that agreement cannot be reached regarding an academic religious accommodation, the student should bring the issue to the relevant college dean and to the Office of Student Success and Student Life via email studentlife@westernu.edu for review and resolution as applicable. If advice in resolving the issue is needed, the Office of Humanism will be consulted, as appropriate.

Academic Requirements for Student Leaders

Students must be in good academic and professional/conduct standing in order to apply for and maintain eligibility for Student Leadership Role(s). All Class Officers are strongly encouraged to connect early and consistently with the Director of Students Affairs, CPM Learning Skills Specialist, and LEAD Specialists for coaching and support.

Students are to remove themselves from all leadership roles in co-curricular activities associated with the University and/or with professional associations if they are no longer eligible for the position. Students who are in violation of this policy may be referred to the Office of Student Conduct and Professionalism.

Examination Policies

For most examinations, students will sit in assigned seats, unless prior arrangements have been made with the Office of Academic Affairs (OAA). Examinations will be administered in the form of a computer-based exam, paper exam, practical exam, and/or oral exam. During scheduled examination hours, students will not be allowed to leave the exam room except in an emergency or as excused by a proctor. If a student is excused to leave the room temporarily, a proctor will accompany the student. The student's examination will be held until his or her return. No additional time will be granted for student's time out of the examination room.

OAA will allow one restroom break after two hours of examination time. This will mean no breaks for exams that are scheduled for two hours or less and one break for exams over two to four hours in duration. The "time clock" will continue for any break taken during the scheduled exam time (e.g., no additional time will be granted if a student takes a break during the exam). If you have a medical condition that may affect your need for more breaks, you will need to communicate with the Harris Family Center for Disability and Health Policy (^HCDHP) about potential accommodations.

Once a student finishes an exam and leaves the examination room, he or she will not be permitted to re-enter the room until the examination is complete. All students' belongings, such as, but not limited to, cell phones, smart devices with or without recording ability notebooks, calculators, headwear and headsets, will be kept in front of the room. All technology (excluding laptops) must be turned completely off for the duration of all exams and not used for any reason. No food or drink (except label-free bottled water) will be allowed during examinations.

No student questions related to the exam or its content will be answered during the examination period. Students are permitted to point out typographical or computer errors in the examination.

Students who miss an examination with a documented TOR may not be in or near the designated testing area during or immediately following the examination period. Students who violate this policy will be referred to the Office of Student Conduct and Professionalism.

If curriculum is given virtually, students are required to follow the testing protocols sent out from The Office of Academic Affairs (OAA). Students who may need accommodations based on testing protocols must contact ^HCDHP in a timely manner in order to implement available options prior to any exam.

Irrespective of the manner or method of testing, students are expected to comply with all examination or testing protocols issued at the time of examinations. OAA houses all testing or examination protocols for the College. Students may contact OAA if they have questions related to an examination or testing protocol. The College and OAA reserve the right to modify testing or examination protocols, as appropriate, including but not limited to necessary edits required based on the method of testing (online, hybrid, virtual, etc.). In instances where an examination or testing protocol has been modified, OAA will notify the students accordingly.

Violations of Examination Policies

Cheating, or actions that give the appearance of cheating, will not be tolerated. It is the responsibility of the student to avoid, rigorously, any situation that could unfairly increase their personal examination score or change (increase or decrease) any other student's examination score.

Students are not to discuss examination questions with other students during any examination, whether it is administered all at once, in segments, or over extended periods. Additionally, students are not allowed to discuss the examination with those who have not yet taken the examination.

If an examination proctor, (including a faculty member, fellow or teaching assistant administering a practical examination) observes a student behaving in a way that could be perceived as cheating, the proctor has the authority to refer the situation to the OAA, which may result in the student being referred to the Office of Student Conduct and Professionalism.

If a student observes a suspected violation during an examination, he or she should report this to the proctor and course coordinator rather than personally attempt an intervention. The proctor will determine what immediate action should be taken, with respect to the examination.

The College employs the use of various technologies for the delivery and assessment of the curriculum in many of the pre-clinical courses. Each student is bound by the Honor Code when using any means to record answers on all assessments. Any sharing of responses among classmates will be considered academic dishonesty (cheating) and a violation of the student honor code, which will be referred to the Office of Student Conduct and Professionalism. Any allegation that a student has violated these standards may be referred to the Office of Student Conduct and Professionalism.

National Boards (Licensing Examinations)

All students must take and pass APMLE Part I and take APMLE Part II prior to graduation. Failure to pass the APMLE Part I board exam will result in the student being placed on academic probation. Students who fail any portion of the APMLE board exams are required to meet with their faculty mentor, CPM Learning Skills Specialist, The Dean, or Dean's designee, within one week of receiving the failing score. Students are permitted three attempts to pass the APMLE exams. Students who fail the APMLE Part I or Part II exam on the third attempt are referred to SPC and are subject to dismissal. CPM has established the following policies and procedures:

APMLE Part I

- All students must take part I of the APMLE at the first available sitting offered by the APMLE in their third-year unless it is determined by the Dean, or Dean's designee, that the student is not eligible. Failure to meet this deadline will result in the student being referred to the SPC and may result in probation. Part I may be taken at an APMLE approved testing center of the student's choice.
- Students who fail the APMLE Part 1 exam during the Summer administration date(s) of the third-year, and/or their first attempt, whichever occurs first, will enter a remediation track within PM8055.
- CPM will permit three attempts on Part I.
- Passage of the APMLE Part 1 exam is required in order to advance academically.
- Students who fail their first attempt of the APMLE exam will be placed on academic probation.

- Students who fail the APMLE Part I exam during the Fall administration date(s) of their third-year, and/or their second time, whichever occurs first, will be removed from rotations and placed on academic suspension.
- Students on academic suspension and/or academic probation due to failure on the APMLE Part I exam must satisfactorily meet all requirements of any mandatory board remediation process and pass the APMLE Part I exam.
- Passing the APMLE Part I exam is required to advance in the curriculum and it is a graduation requirement.

Students who fail the second attempt will be referred to the SPC for review.

Students who fail Part I APMLE on all three attempts will be referred to SPC and subject to dismissal from CPM.

Students who fail Part I APMLE on all three attempts will be subject to dismissal from CPM.

APMLE Part II

- All fourth-year students are required to take the APMLE Part II exam at the first available sitting offered in their 4th year (typically January) unless it is determined by the Dean, or Dean’s designee, that the student is not eligible. Failure to meet this deadline will result in the student being referred to the SPC and may result in probation.
- The APMLE Part II may be taken at an APMLE-approved testing center of the student’s choice.
- The Office of Clinical Rotations & Graduate Placement will allow up to three business days away from a clinical rotation/clerkship for a student to take the APMLE Part II.
- The Office of Clinical Rotations & Graduate Placement will notify each student’s rotation/clerkship site of their “approved” absence to take the APMLE Part II examination after the student notifies the Office of Clinical Education of the date of his or her examination.
- Students shall not notify the rotation/clerkship directly. Additional time away from the clinical rotation site to take the APMLE Part II will not be routinely authorized.
- Students who fail their APMLE Part II exam on the first attempt will enter a remediation track within PM8555, be placed on academic probation, and may be removed from rotations.
- Students must repeat the examination (second attempt) at the next possible iteration allowable by the APMLE.
- Students who fail the second attempt will be referred to the SPC for review. The SPC will recommend the outcome to the Dean, or the Dean’s designee, for a final decision.
- CPM permits three attempts on APMLE Part II. Should a student fail the second attempt, the student will be removed from clinical rotations, the student will be placed on academic probation and referred to SPC. The SPC will make a recommendation to the Dean for a final decision regarding timing of the third and final attempt to pass the APMLE Part II, continuance on clinical rotations, the mandatory programming to assist with exam preparation, and the Dean will determine (1) if the student is eligible to take APMLE Part II third and final attempt at the next time the test is administered or if the student will postpone the third and final attempt until the following year, (2) potential for return to clinical rotations, and (3) the extent of the exam review programming the student will be required to participate in. The decision will be based on a meeting with the student and the SPC’s recommendation.
- According to AACPM regulations, students who pass the APMLE Part II exam on the first or second attempt will continue with the match. However, students who fail the second attempt will not be

allowed to participate in the match, instead scrambling for an open position post-match should they pass the third attempt during the next test administration. If the student chooses to take a leave of absence, taking the third and final attempt with the next cohort, then they will repeat residency interviews and participate in the match the following year should they pass the exam.

Students who fail APMLE Part II on all three attempts will be referred to SPC. The SPC will make a recommendation to the Dean ranging from allowing the student to graduate to dismissal from CPM. If the student is allowed to graduate despite failing APMLE Part II exam on all three attempts, the student is unable to obtain a residency program or a state license to practice podiatric medicine.

Requesting Testing Accommodations for APMLE

Students may request testing accommodations when taking the APMLE. If a student has established accommodations with the University, the CPM Dean listed on the application will be notified and will review and approve the request as needed.

If a student is requesting reasonable accommodations when taking the APMLE, they must follow the process outlined below:

- When completing the APMLE application at [Meazure Learning](#), students should select "Yes" on the ADA screen and specify the reasonable accommodations they are requesting.
- The **CPM Dean listed on the application** will be sent the request for review and, if the student has accommodations approved by HFCDHP which are in alignment with what the accommodations being requested for the APMLE the Dean will approve the request.
- If the student does not have established reasonable accommodations with the University, the CPM Dean, or the Dean's assigned delegate, will instruct them to submit supporting documentation (e.g., a doctor's note on letterhead detailing the requested accommodations) directly to Meazure Learning for approval. Students must email their supporting documentation to candidatesupport@meazurelearning.com. Once received, Meazure Learning will review the request, update the candidate's application, and resubmit it for the University's final approval. The school approver (The College Dean or their assigned delegate) will be notified of the change in the application status via email and review and approve the application. The application will not be completed or approved until this step is fulfilled.

Requests for reasonable accommodations must be submitted no later than 45 days prior to opening of the candidate's preferred testing window and candidates must submit their scheduling request at least 30 days prior to their preferred test date within the testing window.

Tutorial Assistance Program

A Tutorial Assistance Program (TAP) has been established to assist students experiencing academic difficulty. Students will be recommended for this program by a faculty mentor, professor, the CPM Learning Skills Specialist, or the Director of Student Affairs. Students may self-identify to TAP to receive assistance. Tutors are experienced students who are in good academic standing and are identified through an on-line [interest form](#) as well as faculty/staff recommendation. The TAP department typically uses group tutoring. TAP support is contingent upon availability of tutors and the support of the college program. For assistance, contact the Department of Learning Enhancement and Academic Development

Students who receive a final numeric score below 70% in a course by failing a remediation exam, or a cumulative numeric score below 70%, will be reviewed by the members of the SPC. Where deemed appropriate, the SPC, after consultation with the course instructor, system coordinator, faculty mentor, and any other individuals they feel can provide insight into the student's academic performance, may recommend any of the following options to the Dean or the Dean's designee, who will make the final determination.:

- Take an examination or an assessment.
- Repeat the course or rotation.
- Repeat the academic year.
- Dismissal from the University.

The score/grade achieved by remediation will be the score/grade recorded except that the highest score/grade a student may earn by options 1 or 2 (above) is a score of 70% in the first two years and a "RPASS" in the last two years. The score/grade achieved by remediation will be re-recorded on the transcript along with the original score/grade. Numerical scores or grades earned during an attempted remediation of a course, system or clinical rotation will be reviewed critically by the SPC and the Dean of CPM, or Dean's designee.

In the case that the remediation exam date is scheduled prior to the students' scheduled SPC meeting date, the students is to partake in the remediation exam as invited to do so by the Office of Academic Affairs. The student will still need to meet with the SPC committee. Final decisions about the student academic status will still be determined through the SPC Committee and Dean's Office.

If a student is directed to repeat a course, the grade for repeated course will be recorded on the official transcript. Only the most recent grade received for a repeated course will be included in the student's GPA calculation. Students will be charged full tuition for repeated coursework.

Decisions regarding remediation will be made on an individual basis after considering all pertinent circumstances. The decision will be made by the Dean of CPM, or Dean's designee, based upon the recommendation of the SPC. The Committee will base its recommendation on the student's academic record and other considerations after consultation with the student's faculty mentor, course instructor, and system coordinator, clinical preceptor and the student involved, as is appropriate. A student who is required to remediate a course must be notified in writing by the Dean of CPM (or their designee) at least 15 business days prior to the remediation date, or within 15 business days after the close of the academic year in which the student is presently enrolled, whichever comes first. Notification must be sent either by Certified Mail or hand-delivered to the student and must be acknowledged with the signatures of the Dean or their designee and the student.

Exam Remediation Policy

Students will be charged full tuition for repeated courses.

Remediation Process

For the Foundations of Medicine courses, students are expected to pass all barrier/threshold assessments. For all other courses, students are expected to pass with an overall percentage equal to or greater than 70%. Students who do not pass will have the opportunity to remediate.

1. **Initial Examination** – The first attempt at a course assessment.
2. **Retake Examination** – Retake examinations are not offered in all courses. Please refer to course syllabi. In courses in which a Retake is offered, if a student does not pass the initial exam, they will be allowed one retake.
3. **Remediation Examination** – In courses in which a Retake is not offered, and a student does not pass the initial exam they may attempt remediation through an exam. In courses in which a Retake is offered, and a student does not pass the Retake, they may attempt remediation through a remediation exam.

Remediation Limits

Students may remediate no more than **two courses per academic year**. Students exceeding this limit may be subject to review by the Student Performance Committee (SPC) for further academic standing determinations, including but not limited to repeating the academic year on probation or dismissal from the program.

Student Injuries and Illnesses in Clinical Settings

In the event of a student injury or illness (e.g., needle stick, puncture wound, slip/fall, etc.) during a clinical experience the following should be followed:

- Students are to immediately notify their preceptor and their College's Clinical Rotations Office. As soon as possible, students are to submit an Incident Report (https://webapp.westernu.edu/incident_report).
- Obtain medical treatment (e.g., blood draw). It is the student's choice where they obtain medical treatment. They can do so, if possible, at the clinical site, Urgent Care, local hospital or from their primary care provider.

Follow-up care should be continued at the contracted clinical facility as needed and ordered by the evaluating health care professional. Expenses incurred are to be submitted to the student's personal insurance as the primary coverage and to the university as the secondary insurance, for the reported incident only. The [Incident Report Form](#) can be found on the university website and must be completed by the student and/or faculty and submitted electronically. There may also be a requirement to fill out a more detailed report within the student's program of study (please refer to specific program clinical handbook).

Protocol for Input on Matters of Student Concern

When an issue or dispute arises between students, the issue/dispute resolution process starts with communication among the involved students. If a satisfactory resolution is not arrived at that level, the matter should then be addressed with the faculty advisor. If the problem is not resolved at the faculty advisor/course director level, the matter should be brought to the appropriate college's Student Affairs personnel, then the College Dean, or Dean's designee. If the matter has not been resolved at those levels, the final arbiter is the Provost.

When an incident arises involving a faculty member, the first step in the issue/dispute resolution process is discussion with the faculty member. If the matter is not satisfactorily resolved at that level, then the matter should be referred to the Department Chair, then Dean, or Dean's designee, in that order. The final arbiter is the Provost. Please note that grade appeals cannot be handled under this protocol.

When an incident arises involving a staff member, the dispute resolution process begins with the Supervisor/Department Chair followed by the Dean, or Dean's designee. The Office of Human Resources is the final arbiter.

Failure to follow this sequence of steps will only serve to delay the appropriate resolution of the issue or dispute as the matter will only be referred back to the correct level in this chain of responsibility. Specific college policies regarding issue/dispute resolution are indicated in the appropriate sections of this catalog.

NBPME Grievance Policy

All students taking the licensing examination should have a fair and just examination, which includes the examination construct and the testing experience. Students who experience an event that causes them to believe that the licensing examination, the methods of administering the examination or the testing facilities were unfair in some way have a right to file a complaint with the NBPME. However, CPM requires that any student wishing to file a grievance with NBPME first meet with the Dean, or their designee, to discuss the grievance. This meeting should occur within 10 business days (2 weeks) from the date of the examination. Prior to the meeting, the student shall submit to the Dean, or Dean's designee, a detailed explanation of the events that occurred via email.

The Dean, or Dean's designee, will discuss the events that apply to the student's concern(s) with the student and help the student formulate the best plan to reach a desirable outcome. If this involves filing a grievance with NBPME, then the student and Dean, or Dean's designee, will discuss the process to ensure the student files the grievance appropriately. In addition, the Dean, or Dean's designee, will advocate for all students with legitimate grievances by communicating the grievance directly with the NBPME Executive Director and/or NBPME leadership. This is not limited to students who do not pass the examination since any student may have an unfavorable experience.

CPM Guest Speakers and Visitors on Campus Policy

This policy applies to the request and approval of all Guest Speakers invited to participate in college curricular and non-curricular activities, including but not limited to: CPM Conference week, Student Club events under the control of CPM students, CPM Research symposia, University events where CPM invites a DPM, industry partner, or sponsor to participate, and CPM-invited Campus Visitors including, but not limited to, potential industry partners, donors, or other interested parties in developing a relationship with the college

Guest Speakers are defined as podiatric physicians or other guests with expertise in a specific topic who are invited to provide a lecture or workshop in a curricular or non-curricular program for three instances or fewer in an Academic Year, whether compensated or uncompensated. A visitor is any person not registered as a WesternU student, employed by WesternU, or employed as a contracted vendor for the University and includes but is not limited to non-registered students, friends and acquaintances, spouses, children of WesternU employees and students, guest speakers, and WesternU-sanctioned event participants. More information regarding Campus Visitors can be found in the applicable section in the University Catalog and in the [Visitors to Campus policy](#).

A student requesting a Guest Speaker should complete the [Student Club Guest Speaker Request Form](#) to the Director of Student Affairs who will discuss the request with the Dean, or their designee, who is responsible for determining if the request is approved. If approved, the student may proceed with inviting the speaker. Should the request be denied, the student will be notified of the decision and the rationale for the decision by the Director of Student Affairs. This form must be submitted 30 days prior to the event to allow for the approval process and so that the speaker has a minimum of four weeks to schedule any necessary travel. If the form submitted is incomplete, the requestor will be notified, and the form must be resubmitted.

If a Guest Speaker will be compensated for speaking services, they are limited to providing compensated speaking services for three (3) days or less in an Academic Year. Individuals who are current WesternU students, or current or former WesternU employees are ineligible to provide services as a Guest Speaker. Note that all requests for compensated Guest Speakers must be approved in advance by the Office of Legal Affairs. In addition:

1. **Conflict-of-Interest Form:** The proposed Guest Speaker must complete a Conflict-of-Interest Disclosure Form and provide it to the requestor. If the speaker has provided compensated speaking services within the previous six (6) months and completed a Conflict-of-Interest Disclosure Form during that engagement, the previously completed form may be resubmitted, provided it was dated within six (6) months of the new request.
2. **Initial College Review:** The request form and completed Conflict of Interest Disclosure Form shall first be submitted to the Dean or the Dean's designee for preliminary review and confirmation.
3. **Submission to Office of Legal Affairs (OLA):** After College-level review and receipt of the completed Conflict of Interest Disclosure Form, the College must submit the request and supporting documentation to the Office of Legal Affairs for advance review and approval at least 2 weeks prior to the scheduled event.
4. **Final Approval and Invitation:** The Guest Speaker may not be formally invited or confirmed until approval has been received from the Office of Legal Affairs.

Visitor conduct must not interfere with WesternU educational or working environments. Presence in WesternU classrooms, lecture halls, and labs is limited to those students enrolled in the course, their instructors and/or aides, and Visitors with a legitimate academic purpose. WesternU faculty and instructors must ensure that the individuals present in their classes are enrolled students and/or those who have been invited for specific authorized purposes.

Visitors must abide by WesternU policies, procedures, and rules, including rules governing employee and student conduct. Campus tours involving large outside groups (e.g., prospective students) of visitors being conducted, the College designee (e.g., Student Affairs) overseeing these tours will be responsible for distributing and accounting for the Guest Badges that their College has been issued for this purpose.

CPM Student Travel Policy

The College may provide travel awards funding to support current students at WesternU College of Podiatric Medicine participating in professional meetings, and related events. To qualify for funding, a student must meet the following requirements:

- Student must be in good academic standing at the time of application and travel.
- Student must be currently enrolled as an active status student with the college.

- A Time-Off Request (TOR) must be submitted and approved no later than 60 days prior to the intended travel date. Failure to obtain TOR approval by the deadline will disqualify the student from receiving a travel award.
- Students holding leadership positions within the College, including but not limited to class officers and club presidents, are required to maintain their on-campus presence when leadership responsibilities conflict with proposed travel. Exceptions will be considered on a case-by-case basis and require written approval from the Office of Student Affairs.
- You must apply for funding prior to the meeting. Funds cannot be used for a meeting already held.

Students may apply for funding by submitting a completed [Student Research & Travel Funding Application](#) along with all supporting documentation to CPMStudentAffairs@westernu.edu. Applications will be reviewed by the Office of Student Affairs and the Project Manager, in consultation with the Dean's Office, if necessary. Travel awards are contingent upon availability of funds and after providing evidence of effort to obtain external funding.

Eligible expenses include:

- Meals (if conference should include overnight stay – up to \$79 per day, if no overnight stay up to \$25 per day) and must not include alcoholic beverages. Receipts must be itemized.
- Lodging
- Travel to/from airport to lodging or conference site (must include a map of route taken and include starting and destination address)
- Parking fees
- Mileage (must include a map of route taken with miles listed and include starting and destination addresses)
- Other small travel expenses that don't fall under lodging or meals, such as baggage fees

Details regarding allowable amounts of expenses and other information can be found in the Office of Student Affairs Student Travel Guidelines document. Email the CPM Office of Student Affairs (CPMStudentAffairs@westernu.edu) for a copy of the guideline.

Students must submit itemized receipts related to the travel within two weeks after returning. The college will not accept receipts without itemization of the purchased goods or services. Receipts with any alcohol items will not be reimbursed. All expenses should be submitted using the CPM Office of Student Affairs Student Travel Reimbursement Form. Students who receive travel grants shall provide a brief written report or presentation summarizing their experience, including key events and topics discussed, benefits of attendance, and how the knowledge gained will affect and/or contribute to the College community. This report shall be submitted to the Office of Student Affairs for review with the Dean, or their designee. Students should be prepared to present this information if requested by the College.

CPM Student Research Fund Allowance Policy

The College may provide research conference grant funding to support current students at the WesternU College of Podiatric Medicine presenting research at a local, regional, or national conference. This fund aims to offset the cost of presenting as an author of original research work at an academic conference. Students must apply for funding prior to the meeting. Funds cannot be used for a conference that has already been held. Additionally, students cannot receive funds from this particular fund and another internal funding source for the same presentation To qualify for Student Research Funds, a student must meet the following requirements:

- Student must be in good academic standing at the time of application and travel.
- Student must be currently enrolled as an active status student with the college.
- A Time-Off Request (TOR) must be submitted and approved no later than 60 days prior to the intended travel date. Failure to obtain TOR approval by the deadline will disqualify the student from receiving a travel award.
- Must be one of the presenting authors of the work accepted at an academic conference (poster, oral presentation, workshop, or educational session).
- The research must be original work while enrolled at WesternU CPM.
- Must have been accepted to present at a local, regional, or national academic conference.
- Must not have received research grant funding from CPM in the same academic year for another academic conference. This does not include funding from any non-CPM resources, (e.g., Executive SGA, ACFAS Western region)
- Students must meet WesternU [branding requirements for poster preparation](#)

Students may apply for funding by submitting a formal request to CPMStudentAffairs@westernu.edu. The request should include the following information: student's full name and class cohort, name of the academic conference that has accepted the student's work, academic conference acceptance notification, date on which student is scheduled to present, title of the student's original scholarly work and the full names of any co-authors and their titles/rank, a copy of the student's scholarly work in a PDF or Word Document scientific report format, and confirmation of funding the student applied for, and funding received, from non-CPM resources. Requests must be submitted at least 45 days before the conference date. Applications will be evaluated based on the scholarly merit of the work being presented, potential educational and career impact for the student, relevance of the conference to the field of podiatric medicine and surgery, and research faculty mentor support and participation. The research faculty must be a WesternU faculty member

Eligible expenses include poster printing and other similar production costs and conference registration fees. The funding amount available is up to \$100, contingent upon availability and is directly provided to the student who submitted the application. Funding is awarded to only one student per accepted original scholarly work, even if there are multiple co-authors. Students may be reimbursed after travel and presentation takes place.

Students must submit itemized receipts related to the production cost of the presentation. The College will not accept receipts without itemization of the purchased goods or services. Students must also submit proof of conference registration and payment. If funding is available, then payments covering eligible expenses are made following all post-travel requirements are met. Once the poster is accepted at a conference, the student may coordinate the poster printing with the Director of Research prior to the conference so that the student does not incur expenses for the poster printing. This will allow the college to pay for the poster printing directly, thus preventing the student from incurring the out-of-pocket expense.

Anatomy Lab Rules

Lab safety and responsibility are of paramount importance for students in the medical anatomy lab. DPM Students will receive an orientation to the Anatomy Lab provided by faculty prior to their first Anatomy Lab activity. After orientation by Anatomy faculty, only DPM students are entrusted with badge access to the Western University of Health Sciences (WesternU) COMP Anatomy Labs (according to their campus).

Students MUST follow all rules of the Anatomy Lab at all times. Failure to do so may result in dismissal from the Anatomy Lab and may affect your ability to pass curriculum. DPM students are expected to respect the donor patients at all times.

- Gloves must always be used when touching donors.
- Never remove models or imaging studies from the lab. Do not touch imaging studies or pathology specimens.
- Be gentle with the articulated skeletons/models/etc. Always wash the plastic models clean with soap and water after use and dry thoroughly with paper towels.
- Keep the Lab clean and tidy. Always clean up after yourself and your group.
- When done viewing a donor patient, always cover it up completely, use the wetting solution, and zip the bag closed/close the cover.
- If you notice anything unusual about your donor, including potential mold, please alert the Anatomy Lab or Willd Body Director immediately.
- ABSOLUTELY NO photos or filming are permitted in the Anatomy Lab unless you have express written permission from the Anatomy Lab Director or an Anatomy faculty member for research purposes.

Dress Code: Dress code is scrubs or clothes you don't mind getting dirty; long pants to the ankles, and shirts to the hips with sleeves at least to the elbows (recommend long sleeves); close-toed shoes with no heel, and long hair tied back. Lab coats and face masks are optional. Eye protection is required as per faculty direction dependent on the lab activities.

Food and Drink: No food or drink is ever allowed in the lab. There is no smoking or vaping allowed in the anatomy lab. This is a regulation of the federal and state Occupational Safety and Health Administrations (OSHA).

Injury: Report any injury or chemical exposure to Lab Director or Manager immediately and fill out an incident form (QR code in lab). You will be oriented to the following, so be sure you can locate: handwash sinks, first aid kit, eyewash station, and exits.

Required Safety Warning: Since the anatomy lab may contain some formaldehyde fumes, the Occupational Safety and Health Administration requires us to give everyone who is to be in the lab the following warning:

Formaldehyde is toxic by inhalation and if swallowed. It is an irritant to the eyes, respiratory system, and skin. It may cause cancer. Repeated or prolonged exposure increases the risk.

Chemical Sensitivity: Students are advised to use a respirator if they find themselves sensitive to the Anatomy Lab environment (frequent eye watering, respiratory discomfort). There may be a respirator for your use, or you may need to purchase one; please consult with the Anatomy Lab Director. Students who are pregnant, trying for pregnancy, or breast-feeding will want to consult with their OB-GYN or PCP on use of a respirator. Please note there may not be other options available if a student cannot attend live, in-person Anatomy Labs.

Fire Escapes: You will be oriented to the fire escapes in each campus' anatomy lab. In the event of an earthquake or fire, you will be directed by faculty and/or lab staff. Do NOT use the elevators to exit if there is a fire or earthquake as power may be lost during these emergencies, leaving you stranded.

Video Surveillance: There is 24-hour video surveillance of Anatomy Labs, which is recorded. This is in place to protect the donors.

Cleaning: During orientation students will be instructed in how to clean their station and around their station. This includes wiping down surfaces, washing and drying dissection tools, putting donor tissue in tissue bins, putting paper towels and scalpel blade wrappers in the trash, putting used scalpel blades in a sharps container, and sweeping the floor around the station. Always use the proper sinks for washing tools. Stack stools in the proper place after use. If your donor has an ID tag, do not remove it. Do not remove labels from tables. Follow all directions of your Willied Body staff and Anatomy faculty.

Human Remains: Only human remains are permitted in the COMP anatomy lab. Non-human remains are not allowed (please contact the College of Veterinary Medicine).

Visitors in the Anatomy Lab

DPM students or any other non-anatomy faculty may bring visitors to the lab ONLY if they have obtained the prior written approval from the Chairman of Anatomy and Body Donation Program Director **and** complied with the Visitors on Campus policy. Visitor requests must be submitted through the online Anatomy Lab Use Request system, which is available upon request from the Chair or Vice-Chair/Directors of the Anatomy Labs. Requests are reviewed promptly by the Chair/Vice-Chair of Anatomy, and the request granted, granted with modifications, or denied. All visitors must sign and return a liability form which is sent after approval of a Lab Use Request.

Authorized Visitors are defined as any person who is not a current DPM student at WesternU, or an Anatomy Faculty of these colleges who has obtained the prior written approval from the Chairman of Anatomy and Body Donation Program Director. If a DPM student obtains appropriate approval to bring in a visitor, such student is at all times responsible for the acts of their visitor and it is such student's responsibility to ensure the anatomy lab rules are followed.

Any Authorized Visitor(s) must always be accompanied by a faculty or pre-approved designated student(s) (by the Lab Director or Chairperson). Tour leader must enter the lab first to alert individuals who may be inside to cease all dissection activities and make sure all donors are properly covered prior to visitors entering the lab. Visitor access is limited to the main entry. Students are never permitted to bring in casual visitors.

Authorized Visitors are never allowed to be inside the lab unsupervised.

No one under age 16 is allowed in the Anatomy Lab at any time. Any visitors ages 16-18 require a signed parental consent form which must be submitted to the Director of the Body Donation Program (Director) or his/her designee prior to entry into the lab.

Authorized Visitors are not allowed to dissect or hold dissection tools. While supervised, Authorized Visitors may be guided to palpate anatomical structures during tours on embalmed donors. Visitors are not permitted to view the embalming process.

Contacts: The COMP Anatomy Lab Director is Dr. Tierra Nalley, tnalley@westernu.edu, and the Willed Body Director for COMP is Steven Nichols, snicols@westernu.edu, 909-706-3467. Dr. Mohammad Elsalanty is the WesternU faculty with oversight of both the COMP and WesternU HCOM Anatomy labs.

Service Animals on Campus

In accordance with university policy and the Americans with Disabilities Act (ADA), individuals with disabilities are permitted to bring service animals, as defined under the ADA. Emotional support animals and pets are generally prohibited on campus and at clinical rotation sites. Students seeking further information should consult the Animals on University Property Policy, available at <https://www.westernu.edu/cdhp/service-emotional-support-animals/>, or contact the ^HFCDHP for additional guidance at disabilityaccommodations@westernu.edu.

Standards of Academic Integrity, Professionalism, and Student Conduct (“Standards of Student Conduct”)

The Standards of Student Conduct encompass three components: the Standards of Academic Integrity, the Standards of Professionalism, and the Standards of Student Conduct. Collectively, these three components are referred to as the Standards of Student Conduct and are located in the [University Catalog](#). Students are expected to make themselves aware of and abide by the expectations contained in the Standards of Student Conduct and related policy statements. Ignorance is not a justification for violating the Standards of Student Conduct.

Because of the professional nature of a graduate health degree program, WesternU expects a higher standard of student conduct. The Standards of Student Conduct articulates violations that are most common and/or readily identifiable. Conduct violating the Standards of Student Conduct that are not specifically mentioned may still be subject to disciplinary action. Any questions regarding interpretation of the Standards of Student Conduct defined in the University Catalog should be referred to the Office of Student Conduct and Professionalism.

The College level Standards of Student are outlined below are in addition to those outlined in the University Catalog. Students are expected to be aware of, and abide by, both University and applicable College policies.

Before Welcome Week, all first-year students will sign a copy of the CPM Handbook Student Agreement, CPM Student Honor Code, and CPM Student Pledge. By signing this document, students acknowledge that their entry into the study of podiatric medicine joins them to a profession that conducts itself according to a long-standing moral and ethical code. Further, students affirm that they will strive in all efforts to meet these standards for the betterment of the profession and the patients it serves. Students will be prompt, successfully perform their academic coursework and comport themselves in a professional manner.

CPM Student Honor Code

“As future health care providers, students of WesternU/CPM will conduct themselves with honesty, integrity, and professionalism. Students may not cheat, deceive, steal, or tolerate anyone who does”. Violations of this policy will be considered a violation of Standards of Student Conduct and may result in a referral to the Office of Student Conduct and Professionalism.

CPM Student Code of Ethics

The following code of ethics will be adopted by every WesternU/CPM student:

I understand that it is a great privilege to study Podiatric medicine. Over the course of my training, I will assume extraordinary responsibility for the health and well-being of others. This undertaking requires that I uphold the highest standards of ethical and compassionate behavior. Accordingly, I have adopted the following statement of principles to guide me throughout my academic, clinical, and research work. I will strive to uphold both the spirit and the letter of this code in my years at WesternU/CPM and throughout my podiatric medical career.

Honesty

- I will maintain the highest standards of academic honesty.

- I will truthfully represent myself as a podiatric medical student at all times to patients, health care providers, College Faculty, Administration, and Staff.
- I will neither give nor receive aid in examinations or assignments unless expressly permitted by the instructor.
- I will follow the testing outlines provided by the Office of Academic Affairs for exams.
- I will be truthful with patients and will report accurately all historical and physical findings, test results, and other information pertinent to the care of the patient.
- I will be truthful with patients, the College Faculty, Administration, and Staff.
- I will conduct research in an unbiased manner, report results truthfully, and appropriately credit ideas developed, and work done by others.

Confidentiality

- I will regard confidentiality as a central obligation of patient care.
- I will limit discussions of patients to members of the health care team in settings removed from the public ear (e.g. not in elevators, hallways, cafeterias, etc.).

Respect for Others

- I will uphold a classroom atmosphere conducive to learning.
- I will interact with instructors, peers, administration, and staff in a considerate and cooperative manner.
- I will treat patients and their families with respect and dignity in both their presence and in discussions with other members of the health care team.
- I will interact with patients in a way that ensures their privacy and respects their modesty.
- I will interact with all members of the health care team, instructors, peers, The College Administration, and Staff in a considerate and cooperative manner.
- I will not tolerate discrimination based on race, gender, religion, sexual orientation, age, disability, or socioeconomic status.
- I will judge my colleagues fairly and attempt to resolve conflicts in a manner that respects the dignity of every person involved.

Responsibility

- I will conduct myself professionally--in my demeanor, use of language and appearance--in the presence of patients, in the classroom, and in health care settings.

- I will conduct myself in a professional manner with patients, faculty, staff, or other employees of WesternU/CPM.
- I will set patient care as the highest priority in the clinical setting.
- I will recognize my own limitations and will seek help when my level of experience is inadequate to handle a situation on my own.
- I will not use alcohol or drugs (including but not limited to cannabis) in any way that could interfere with my clinical responsibilities.
- I will not use my professional position to engage in romantic or sexual relationships with patients or members of their families.
- I will participate fully in the enforcement of this statement of principles. I realize that failure to take appropriate action is itself a violation of the principles.

Expectations of Faculty, Residents and Fellows

- I have the right to expect clear guidelines regarding assignments and examinations, as well as to have testing environments that are conducive to academic honesty.
- I cannot be compelled to and will not perform procedures or examinations which I feel are unethical or beyond the level of my training.
- I have the right not to be harassed or subjected to romantic or sexual overtures from those who are supervising my work.
- I have the right to be challenged to learn, but not abused or humiliated.

CPM Safety Pledge

I pledge to do my part to keep our community in good health as I return to the City of Pomona, CA and to the WesternU offsite location.

I understand I have a role in the fight against COVID-19 and commit to responsible actions and to being an accountable member of my community. I pledge to demonstrate personal integrity, respect for others, and support my university and surrounding communities by practicing:

- **PHYSICAL DISTANCING** in accordance with CDC recommendations, I will maintain six feet of physical separation from others whenever possible.
- **UTILIZATION of FACE MASKS/COVERINGS** when in a public setting where social distancing is difficult or not possible to maintain. I will wear a mask at all times when around people who don't live in my household to reduce the risk of spreading the virus.

- **HAND WASHING** often with soap and water for at least 20 seconds.
- **PRACTICE CARE** for others by staying home when I am sick, except to seek medical care.
- **TESTING** by getting a COVID-19 test if I have symptoms of COVID-19, have been in close contact with someone who is a confirmed COVID-19 case, or if my healthcare provider or local health department refers me to testing.
- **COMPLIANCE** with all campus safety guidelines asked of me by staff and faculty, regarding vaccination, PPE and isolation techniques while working in my hands-on curriculum environment to ensure the safety of myself and my peers that will help create a safe environment for learning critical hands-on skills.
- **NON-JUDGMENTAL UNDERSTANDING** and support for my peers, faculty and staff as well as anyone who may have come in contact with the virus.

I understand that I am bound by my integrity to honor this pledge to the best of my ability, not from fear of university action, but by my oath to encourage health and well-being. I will choose to demonstrate my commitment to improving the health of others through my words as well as my actions.

By taking the pledge to keep WesternU CPM in good health, I accept responsibility for myself and my actions and will do my best to prevent the spread of COVID-19. Violations of this policy will be considered a violation of Standards of Student Conduct and may result in a referral to the Office of Student Conduct and Professionalism.

CPM Dress Code

The purpose of the College's dress code is to standardize the dress of students to promote professional standards with regard to safety, cleanliness, comfort, and image. All articles of clothing worn on campus, or any affiliated site must be clean, professional, and in good repair.

The dress code requirement must be adhered to while students are on campus or in clinical rotations. Certain courses and rotations may require specific dress (examples: scrubs for anatomy lab and professional dress for Clinical Rotations). Students are expected to be familiar with dress requirements for all curricular elements as detailed in the course syllabi, Clinical Education Manual, or as directed by faculty. While on clinical rotations, students are also expected to abide by dress requirements of the preceptors and affiliated facility.

Special Note: Any student who may require a religious accommodation of the CPM Dress Code may do so by contacting the CPM Office of Student Affairs by emailing cpmstudentaffairs@westernu.edu to discuss such religious accommodation requests. The Office of Humanism is available as a resource throughout this process and may be engaged as circumstances warrant. In the event that agreement cannot be reached regarding an academic religious accommodation, the student should bring the issue to the relevant College dean and to the Office of Student Success and Student Life via email studentlife@westernu.edu for review and resolution as applicable. If advice in resolving the issue is needed, the Office of Humanism will be consulted, as appropriate.

Violations of this policy will be considered a violation of Standards of Student Conduct and may result in a referral to the Office of Student Conduct and Professionalism.

Social Media and Digital Conduct Policy

The College of Podiatric Medicine (CPM) Social Media Policy establishes expectations for professional behavior across all digital platforms. This policy applies to all students in active and/or matriculated status and governs online conduct that may impact patients, peers, faculty, clinical sites, the University, and the profession of podiatric medicine.

This policy operates in conjunction with the Western University of Health Sciences University Catalog, including institutional conduct standards and confidentiality requirements. Students are required to review and comply with the Standards of Professionalism outlined in the University Catalog, as these standards apply to both in-person and online conduct.

Students may not post or share any content referencing patients, students, faculty, preceptors, clinical sites, or partners without prior written approval from Western University of Health Sciences College of Podiatric Medicine. This includes private or temporary posts on any digital platform. De-identification does not remove this prohibition if individuals or sites are reasonably identifiable.

Examples of prohibited actions include, but are not limited to the following:

- Posting clinical images (even without faces)
- Discussing patient encounters or clinical experiences online
- Tagging or geolocating clinical sites
- Posting content that implies institutional endorsement
- Recording lectures, labs, or clinical environments without permission

Violations constitute breaches of WesternU Standards of Professionalism, Academic Integrity, and Student Conduct, which can be found in the Student Handbook. Reports may come from faculty, staff, peers, or external partners.

Students may contact the CPM Office of Student Affairs at cpmstudentaffairs@westernu.edu with any questions regarding this policy. Violations of this policy will be considered a violation of Standards of Student Conduct and may result in a referral to the Office of Student Conduct and Professionalism.

Professionalism Concerns and Non-Disciplinary Interventions

The College of Podiatric Medicine recognizes that professional behavior is a core competency of graduate health professions education. Accordingly, the College may evaluate reports that raises professionalism concerns, including but not limited to *professional demeanor, accountability, respect, effective interpersonal skills, and ethical behavior*. Upon identifying such concerns, the College retains discretion to determine the appropriate response and course of action, provided that resulting action constitutes a non-disciplinary measures, which may include but is not limited to mentoring, coaching, a written advisement, a Professional Behavior Improvement Plan, or other non-disciplinary approaches. These measures are educational in nature and are intended to serve as constructive interventions and/or advisements designed to support the student's professional development. Non-disciplinary measures do

not constitute, and shall not be construed as, formal sanctions as defined under the Standards of Student Conduct set forth in the University Catalog.

Students are expected to engage in good faith with any non-disciplinary measures implemented by the College. A student's failure or refusal to comply with such measures may result in a referral to the Office of Student Conduct and Professionalism for further review pursuant to the applicable University student conduct process.

Reporting Violations to the Office of Student Conduct and Professionalism

Western University of Health Sciences has centralized the student conduct process under the **Office of Student Conduct and Professionalism**. Previously, student conduct matters were managed at the college level; all such matters are now handled centrally by the Office of Student Conduct and Professionalism to ensure a consistent, fair, and transparent process across all colleges and programs.

All student conduct reports, including concerns related to alleged violations of the Standards of Academic Integrity, Professionalism or Student Conduct, contained in this College Catalog and the University Catalog should be submitted directly to the Office of Student Conduct and Professionalism using the [WesternU Student Conduct and Professionalism Incident Report Form](#). The Office of Student Conduct and Professionalism will review each report and determine the appropriate course of action in accordance with University policies and procedures.

Students, faculty, staff, and administrators are encouraged to direct any questions about the conduct process to the Office of Student Conduct and Professionalism. Additional information regarding the Office of Student Conduct and Professionalism and the Student Conduct Process is available in the University Catalog.

Standards of Academic Progress

Students must maintain a cumulative numeric score of at least 70% on a yearly basis and be on pace for completion of the program to be considered making satisfactory academic and professional progress. A final numeric score below 70% during the first two years, or any single numeric score below 70% in the last two years, or failure on Part I of the American Podiatric Medical Licensing Exam (APMLE) must be remediated for promotion or graduation. Students must complete all classes, rotations, and coursework within six years to be considered making satisfactory academic progress. DPM Advanced Standing students must complete all classes, rotations, and coursework within three years to be considered making satisfactory academic progress.

Student Performance Committee

The Student Performance Committee (SPC) is typically comprised of the committee chair, five faculty members, and the following ex officio members: The Director of Student Affairs, a representative from the Office of Academic Affairs, a representative from the office of clinical education (for clinical education cases), LEAD, and the SPC Staff Support. The SPC shall review the performance and comprehensive evidence of progress of students who are pursuing the DPM degree. Particular attention will be given to students in academic difficulty, as their grades are made available to the Committee by the Office of Academic Affairs. The SPC will also receive reports from the Office of Student Conduct & Professionalism of students whose conduct is deemed unsatisfactory as determined through the student conduct process outlined in the University Catalog. Appropriate student conduct is defined by the University's and College's Standards of Student Conduct standards and handled in alignment with the Student Conduct Procedures in the University Catalog. For purposes of clarification, "performance" is defined as those

activities of a professional or academic nature that negatively affect or impair the continued ability of a WesternU/CPM student to matriculate, successfully, within CPM. The office of the Dean may provide additional input to this process.

The SPC may recommend to the Dean, or Dean's designee, any of the following courses of action: promotion, academic probation, remediation, repeat of the academic year, dismissal from the College, academic suspension, and other appropriate recommendations. It may also recommend that no action be taken. The SPC also has the responsibility of recommending to the Dean, or Dean's designee, the awarding of the DPM degree to all students who satisfactorily complete all requirements for graduation as stated in the University Catalog.

An academic hearing occurs when a student remediates a course for failing to achieve a numeric score of at least 70% or if a student is/has been subject to remediation in two or more courses per academic year. Exceeding this limit of remediated courses may lead to serious academic standing determinations, including but not limited to repeating the academic year on probation or dismissal from the program. During an academic hearing, the student will be notified in writing of the hearing date and provided an opportunity to present to the Student Performance Committee (SPC).

According to the Exam Remediation Policy set out above, students may remediate no more than two courses per academic year. If a student exceeds this limit, they will be subject to review by the SPC for further academic standing determinations.

Students will be charged full tuition for any repeated courses.

All recommendations of the SPC shall be in writing to the Dean, or Dean's designee. The OSA will notify the students in cases of probation. The Dean, or Dean's designee, will notify students of the status of their leave of absence (LOA) requests. The Dean, or Dean's designee, will notify the students in cases of remediation, suspension, dismissal, or repeating of the academic year..

The SPC is not authorized to evaluate medical conditions or disabilities through its review process. Evaluating medical information and disability-related claims is designated exclusively to the ^{HF}CDHP office, not the SPC. If you have a medical condition or disability that you believe is relevant to your academic situation, you should complete the [^{HF}CDHP Student Intake Form](#) as soon as possible. Submitting this form initiates the interactive process with ^{HF}CDHP and, if appropriate, the implementation of reasonable accommodations (which are not retroactive). The ^{HF}CDHP accommodation process is separate from and independent of the SPC review process.

Promotion

Promotion is defined as academic and professional progression from one academic year or program phase to the next. The SPC will recommend students to the Dean of CPM, or Dean's designee, for promotion. The SPC may not recommend a student for progression from one academic year to the next with an outstanding grade of "I", "U", "M", or "NCR" in a required course, final numeric score of less than 70%, or a yearly cumulative numeric score of less than 70%.

An essential element of the academic program is professionalism. Professionalism will be emphasized throughout the curriculum and is a stand-alone element in determining academic advancement and achievement. When considering a student for promotion, ethical, professional, and personal conduct will

also be taken into consideration (see 'Standards of Academic Integrity, Professionalism, and Student Conduct' section of the University Catalog).

A student will be promoted if all academic, legal, and financial requirements of the University, as stated in the University Catalog, have been satisfied. All academic requirements must be met within a maximum of six academic years as a condition for recommendation for graduation.

Graduation

A student will be recommended for the Doctor of Podiatric Medicine degree provided the student:

- Is not on probation or suspension, has completed all prescribed academic and clinical requirements with a cumulative grade point average of above 70%, and has no outstanding grade of "I," "NCR," or "FAIL".
- Has completed all Interprofessional Education (IPE) activities required for graduation. DPM 2027 and 2028 students must complete 4 credits of IPE 5000, 5100, 6000, and 6100. DPM 2028 students must complete 2 credits of IPE 5000 and 5100. DPM 2030 students must participate in designated IPE co-curricular activities throughout their first year to fulfill this graduation requirement. DPM-AS students are not required to complete Interprofessional Education.
- Has successfully taken and passed the APMLE Part I and taken APMLE Part II.
- Has demonstrated no serious deficiencies in ethical, professional or personal conduct, as defined in the Standards of Student Conduct, which would make it inappropriate to award the degree of Doctor of Podiatric Medicine.
- Has complied with all the legal and financial requirements of the University as stated in the University Catalog.
- Successfully completed Conference Week in the first year.
- Has attended in person and participated in the commencement ceremony at which time the DPM degree is conferred. Unless special permission has been granted by the Dean, or Dean's designee, each student must participate in their respective commencement ceremony. If the Dean, or Dean's designee, grants special permission for excusal from commencement, the graduate shall be required to present themselves to the Dean, or Dean's designee, or their designee at another specified date to take their profession's oath before their diploma will be released. Requests for excusal will only be granted for extenuating circumstances, such as a prior military commitment.

Students may participate in commencement activities provided they will complete all requirements of the program by December 31 of that calendar year. No student will receive his or her degree until the student has completed all requirements for graduation. Degrees will be dated as appropriate to completion date.

Adverse Actions

Academic Probation

Students may be placed on Academic Probation for the following reasons (these are in addition to the reasons listed in the 'Satisfactory Academic Progress' section of the University Catalog):

- Inadequate academic progress as determined by the SPC. These include, but are not limited to, receiving a numeric score less than 70% in any course, a failing grade during clinical rotations, or a grade of NCR in a required CR/NCR course.
- A cumulative percentage score of less than 70%.
- Being subject to remediation two or more times in an academic year
- Failing to pass APMLE Part 1 examination.
- Failing to take APMLE Part 2 examination.
- When directed to repeat a year for academic reasons.
- Failure to perform in a professional manner.
- Failure to adhere to attendance requirements and/or policies.

When a student is placed on academic probation, they will be notified in writing and the reasons will be stated. Notification will be sent by Email, Secured Portal, Certified Mail or hand-delivered and acknowledged by signatures of the student and the Dean, or Dean's designee. Copies of the letter will be placed in the student's permanent file and distributed to the Chair of the SPC and the student's faculty mentor. The (SPC) will consider when the terms of the academic probation have been satisfied and recommend to the Dean, or Dean's designee, that probation can be rescinded.

On campus, students on academic probation must meet with their faculty mentor at least once a month. Off campus, students on probation must contact their faculty mentor once a month. It is the student's responsibility to contact the faculty mentor to arrange these meetings.

If a student fails any course, regardless of the number of credit hours, this failing grade will require a mandatory probationary action. The academic probation will take place immediately. Should the student fail additional course whether on probation or just removed from academic probation, this act will render the student subject to immediate dismissal from the DPM program.

A first- or second-year student on academic probation for a score less than 70% in the first semester will be removed from probation provided they have regained a cumulative score of at least a 70% and has remediated the course.

A first- or second-year student will be removed from academic probation once reviewed and approved by the SPC and the Dean, or Dean's designee, when all scores below 70% have been remediated satisfactorily according to the following Remediation section.

A third- or fourth-year student on academic probation because of a clinical grade below 70% or "Fail" grade must meet with the SPC. Upon recommendation of the SPC to the Dean, or Dean's designee, the student may be allowed to remediate the rotation. Students who fail any portion of APMLE examination twice will be recommended for a remedial course of action under the direction of the Dean, or Dean's designee, and Clinical Affairs. (see section "National Boards (Licensing Exams)").

Conduct Probation

Conduct Probation is defined as a period, specified by the Office of Student Conduct and Professionalism, during which the student's conduct will be closely monitored due to a violation of the Standards of Student Conduct.

The terms of conduct probation will be specified at the time the student is placed on conduct probation. When a student is placed on conduct probation, they will be notified in writing and the notification will be sent electronically to the student's WesternU email address. Copies of the letter will be placed in the student's educational record and distributed to the Chair of the Student Performance Committee, the College Dean, and the student's Faculty Advisor. The Office of Student Conduct and Professionalism will consider when the terms of the conduct probation have been satisfied and recommend rescission of the conduct probation. A student on conduct probation may not serve as an officer of any official University or College club or organization and should not engage in time-consuming extracurricular activities.

Financial Aid Warning Policy (Title IV and Title VII)

Academic Probation Policy. If a student is not making Satisfactory Academic Progress (SAP) they will be placed on "Financial Aid Warning" status for the next payment period and continue to receive financial aid for that period. Financial Aid is any financial assistance offered to the student for paying for their education, such as loans, scholarships, Federal Work-Study, Grants and stipends (based on the criteria of the stipend). Students who fail to make SAP by the end of that payment period lose financial aid eligibility.

It is the policy of the Financial Aid Office (FAO) that once a student has been placed on academic probation for not meeting SAP standards as defined by the College, the Financial Aid Office will automatically place the student in a Financial Aid Warning status. During the next academic term if the student does not meet SAP standards and the College places the student on academic suspension the student will no longer be eligible for financial aid. If the student appeals the academic suspension and the appeal is approved, financial aid will be reinstated. If the student is directed to audit courses, those courses will not be charged tuition for the audited courses. Students that are required to repeat coursework are encouraged to meet with a financial aid counselor with respect to their financial aid eligibility.

Repeat Coursework and Federal Financial Aid Eligibility. Federal regulations governing repeat coursework apply to all students undergraduate, graduate, and professional under the definition of a full-time student in 34 CFR 668.2(b). For term-based programs (not subscription-based), a student's full-time workload may include repeating previously passed coursework, but only one repetition of a previously passed course may be counted toward enrollment status and paid with Title IV aid.

For financial aid purposes, a course is considered “passed” if the student earns a grade of D or better, regardless of the institution’s academic standards. For example, while many graduate programs require a B or better to meet academic requirements, the Department of Education (ED) considers a D passing for Title IV eligibility. In addition to letter grades, the non-letter grades Credit (CR) and Pass (P) are also considered passing by ED for Title IV purposes.

Non-letter grades such as Unsatisfactory (U), Incomplete (I), No Pass (NP), No Credit (NCR), In Progress (IP), and Withdrawal (W) are not considered passing by ED and therefore do not count as successful completion for Title IV eligibility.

Once a course is considered passed, it may be repeated only once with federal aid. This policy does not require institutions to change their academic grading standards, but it does limit how many times a previously passed course may be included in enrollment status for financial aid purposes.

Students who are considering repeating a course should consult with the Financial Aid Office to understand how this may affect their aid eligibility and ensure compliance with federal guidelines.

Remediation: Financial Aid Policy. If the student, at the end of the academic year, is still considered to be making unsatisfactory progress and must remediate, they are removed from the list of eligible Title IV and Title VII financial aid recipients. Remediation of courses during the summer is not covered by any financial aid and cannot be considered an expense item for the following year. Students will attend at their own expense. Appropriate tuition and fees will be determined by the Treasurer/Chief Financial Officer in consultation with the Provost and the Dean of Podiatric Medicine, or Dean’s designee.

Temporary Suspension of Student Clinical Privileges

The University recognizes that student participation in clinical education occurs within environments where patient safety, clinical integrity, and professional standards are paramount. Accordingly, a College Dean or designee is authorized to immediately suspend a student's clinical privileges where there exists a reasonable basis to believe that the student's continued presence in a clinical setting poses a risk to patient safety.

A suspension of clinical privileges is an interim administrative action and does not constitute a final disciplinary determination or academic sanction. The suspension shall take effect immediately upon the decision of the Dean or designee and is not subject to appeal. This action shall remain in place pending referral to and resolution by the appropriate body (i.e., the College SPC for academic matters or the Office of Student Conduct and Professionalism for conduct matters), whose determination shall supersede and replace the temporary suspension. In the event a student appeals the outcome reached by the appropriate body, the temporary suspension may remain in effect pending the resolution of that appeal.

The College shall provide the student with written notice of the suspension as soon as practicable, which shall include a brief statement of the basis for the suspension and the anticipated next steps (i.e. referral to the College Student Performance Committee for academic matters or referral to the Office of Student Conduct and Professionalism). A suspension of clinical privileges may affect a student's ability to satisfy program requirements, complete required clinical hours, or progress within their program. The College shall make reasonable efforts to advise the student of the potential academic impact of the suspension and any available options for remediation or make-up, subject to program requirements and accreditation standards. The University makes no guarantee that suspended clinical hours or experiences can be recovered within a student's originally anticipated program timeline. A temporary suspension of clinical

privileges will remain in place until the conclusion of the academic or conduct process and any related appeals.

Academic Suspension

Students who are deemed unable to continue in the curriculum due to inadequate performance and are required to repeat a given academic year or portion thereof will be placed on academic suspension through such time as they can resume their studies by starting the courses the student is required to repeat. Throughout the time the student is academically suspended, he or she is also on academic probation, and remains on academic probation until all coursework has been satisfactorily remediated. A student may not receive financial aid during any time of a suspension.

Conduct Suspension

A conduct suspension is a period of time when a student is barred from enrollment in an academic program because of a violation of applicable University or College conduct policies. The duration of the conduct suspension will be communicated to the student at the time the suspension is imposed, either as a specified period of time or until the student has satisfactorily completed all the terms and conditions imposed to remedy the violation. A student may not receive financial aid during any time of suspension.

Summary Suspension

Actions that threaten or endanger, in any way, the personal safety, and/or well-being of self or others, or that disrupt or interfere with the orderly operation of the College or University are cause for immediate disciplinary action. Either the University President, Provost, or Dean, or Dean's designee, has the authority to summarily suspend a student when the student admits to guilt or when, in the opinion of these entities, such action is appropriate to protect the health or safety of any individual, or to preserve the orderly operation of the University. Further details regarding the summary suspension action can be found in the University Catalog.

Dismissal

The University may require withdrawal at any time it deems necessary to safeguard its standards of scholarship, conduct, and orderly operation. Examples of reasons a student may be dismissed include, but are not limited to the following:

- Receiving a cumulative numeric score of less than 70% at the end of the first or second year.
- Receiving final percentage scores below 70% in two or more courses totaling more than 25% of the total credit hours for the first or second year.
 - The Committee may recommend dismissal for a student receiving a final percentage score below 70% in two or more courses, even if the total unsatisfactory credit hours do not exceed 25% of the total credit hours for the first or second years. See the University Catalog section titled 'Dismissal' for more information.
- Receiving numeric scores of below 70% in two or more clinical rotations in one academic year.
- Receiving a final percentage score of below 70% in a remediation or clinical rotation.
- Failing to pass the APMLE Part I examination after three attempts.
- Failing any additional course while on academic probation because of a prior failure of a course.
- Violating University and/or College student conduct standards, policies, or procedures, in alignment with the University's Student Conduct Procedures (See University Catalog)

Student Appeal Process

The Dean of CPM, or Dean's designee, has the authority to make decisions regarding a student's status in matters of academic suspension, academic progression/promotion, and graduation. Any change in the

Dean's, or Dean's designee's, decision regarding a student's status will be provided to the student in writing. If a student wishes, they may request an appointment with the Dean, or Dean's designee, to review the final decision prior to filing an appeal with the University Provost. If the Dean, or Dean's designee, then makes any changes to the student's status, it will again be communicated to the student in writing. Students may request an appeal of the Dean's, or Dean's designee's, decision to the Provost by following the process defined in the 'Student Appeal Process' section of the University Catalog. Decisions related to the imposition of academic probation and any associated terms/conditions of such probation, or administrative withdrawal are considered final and not appealable to the Provost (See University Catalog, Student Appeal Process).

Evaluation and Grading

Pre-Clinical Grading Scale

<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
90-100%	Excellent	90-100
80-89%	Good	80-89
70-79%	Satisfactory	70-79
Below 70%	Unsatisfactory	0-69
CR	Credit	N/A
NCR	No Credit	N/A

ADMINISTRATIVE GRADES

<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
AU	Audit	N/A
I	Incomplete	N/A
W	Withdrawal	N/A
M	Missing	N/A
WPC	Waived for Prior Credit	N/A

Clinical Grading Scale

All clerkships/clinical rotations, both required core and elective, are evaluated utilizing an Honors, High Pass, Pass, RPass or Fail system. Honors, Pass, RPass and Fail will be the only grades that will appear on the transcript in years 3 and 4 of the DPM program. Internally, for purposes of calculating class rank and GPA, the following system will be used for students completing coursework in years 3 and 4.

<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
HON	Honors (91-100%)	100.00
HPASS	High Pass (81-90%)	90.00
PASS	Pass (70-80%)	80.00
RPASS	Remediated Pass (70%)	70.00
FAIL	Fail (69% or less)	69.00

ADMINISTRATIVE GRADES

<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
AU	Audit	N/A
I	Incomplete	N/A
M	Missing	N/A
TR	Transfer	N/A
W	Withdrawal	N/A
WPC	Waived for Prior Credit	N/A

Evaluation of Students on Clinical Rotations

The “clinical faculty member of record” is the physician to whom the student is assigned for a given rotation according to the Rotations Office records. That physician is responsible for the rotation evaluation, which does not include assigning a rotation grade. Grades are determined by Clinical Rotation Committee based on the rotation evaluation and the OSCE results.

Recording of Clinical Grades

For any reason other than a clerical error, no grade may be changed more than twenty (20) business days after the Clinical Rotations Office reports it to the Registrar. Within those twenty (20) days, a grade may be changed only if the Rotations Office receives a signed statement from the preceptor specifying that such a clerical error had occurred.

Audit

An "AU" (Audit) is assigned to a student who is enrolled in a course, attends class activities but does not complete examinations and does not receive course credit. However, under certain circumstances, at the discretion of the College Dean, or Dean's Designee, a student who is repeating or undergoing remediation may be required to complete course examinations and/or other required work products while auditing the course for no grade. In some cases, students may be charged to audit a course. For more information, please refer to the University Catalog.

Missing Grades

A grade of "M" (Missing) will be assigned by the Registrar's Office if a student's grade is not available by the deadline for grade submission. An "M" grade is not included in the GPA calculation and will be replaced by the grade earned in the course once submitted by the course director/instructor. If the grade earned is not reported within six calendar months of the course end date, the grade of "M" will be converted to an unsatisfactory/no credit grade, contingent upon the course's grading scale. "M" grades should not be used by the program in place of an Incomplete ("I") grade.

Remediation (Pre-Clinical)

In cases where remediation of a pre-clinical course is necessary, passing remediation grades will be reported with the initial earned grade with a slash mark 70 to indicate a remediation occurred (e.g., 68/70).

Remediation (Clinical)

A failed rotation must be remediated by completing a comparable rotation. The percentage score assigned for obtaining a Pass on a remediated/repeated rotation following a failing grade will be set at 70% for class rank and GPA computation. Both the original course grade as well as the remediated grade will appear on the transcript, but only the remediated passing score of 70% will be used in GPA and class rank computations.

Incomplete Grade, "I"

An incomplete grade, "I," indicates that a student has not been able to finish all required work for issuance of a letter grade within the normally scheduled time of the course. An "I" is not counted in the grade point calculations until a letter grade is issued to replace the "I." A grade must be submitted before the student registers for the next academic term, unless other arrangements are made with the instructor, the Dean, or Dean's designee, and Clinical Affairs. Replacement of an "I" will be under the direction of the instructor with the approval of the Dean or their designee. It is to the student's advantage to arrange to make up any incomplete work as soon as possible. If the incomplete grade, "I," is not replaced by the conclusion of the next semester or within the otherwise specified period, the incomplete, "I," will become a Failure.

Incomplete Rotations

If a student leaves a rotation before it is finished without the permission of the Dean, or Dean's designee, or is asked to leave a rotation by the Assistant or Associate Dean of Clinical Education & Graduate Placement, the Dean, or Dean's designee, or the core rotation site director, a score of "FAIL" on that rotation may be assigned by the Assistant or Associate Dean in consultation with the Dean of the CPM, or Dean's designee.

Credit Courses (CR/NCR)

Courses graded for Credit/No Credit are those designated by the faculty as courses required for promotion but not assigned numeric scores. The student must satisfy the requirements of these courses to receive credit.

Repeated Grades

In cases where a course is repeated, both the initial and subsequent grades will be noted on the official transcript, with only the most recent grade factored into the GPA calculation.

Cumulative Numeric Scores (GPA)

The cumulative numeric score will be calculated at the end of each semester of the curriculum with the average of all course numeric scores weighted by the number of course credit hours attempted. If a course or clinical rotation is repeated or remediated, only the last score earned enters into the computation of the cumulative numeric score/grade point average, but the original numeric score remains on the student's transcript. After completion of the second-year program, a student with a cumulative numeric score of 75% or less may have all third-year clinical rotations assigned by the Assistant Dean of Clinical Education or their designee, in consultation with the Dean, or Dean's designee.

Grade Reports

Official grades are turned in to the Registrar from the Dean of CPM, or Dean's designee, at which time the Student Portal, my.westernu.edu, is updated. Official grade reports and unofficial transcripts will be available on the Student Portal throughout the academic year. For more information on how to access the Student Portal, visit the Registrar's website. Additionally, non-official grade information is available through the Academic Progress Portal. A cumulative numeric score will be calculated and posted on the transcript. Class ranking is also available upon request in the Registrar's Office.

Credit Hour Calculation

Courses are rated at one credit hour for each 15 hours of lecture or 30 hours of laboratory and/or practice sessions. One credit hour will be assigned for each 40-hour week of clinical rotations.

Grade Appeals/Changes

No numeric score will be changed unless the instructor certifies in writing to the appropriate Dean for Preclinical Education, or their designee, and the Registrar that an error in computing or recording the score occurred. Changes are also recorded when the student has remediated a numeric score of below 70% or an Unsatisfactory grade after being directed to do so by the appropriate Dean for Preclinical Education, or their designee, of the College of Podiatric Medicine.

For on-campus courses, students have a maximum of ten (10) business days from the time examination results are returned to them to bring any errors or irregularities in grading to the attention of the instructor. All recorded scores remain on the official transcript unless a clerical error has occurred.

Remediated scores are re-recorded along with the original numeric score in the first two years. Only the remediated score is calculated into the cumulative numeric score.

For third- and fourth-year students, no score will be changed after one month from the time the grade is recorded in the Office of the Registrar. Within the above-designated timeline, grade changes for clinical rotations will be considered only under the following three conditions:

- When the Office of Clinical Rotations receives a signed written statement from the preceptor specifying that a clerical error has been made regarding a score, and that the purpose of the change is to correct that clerical error.
- When the preceptor to whom the student was assigned submits a signed written request to have the score changed. The request must include justification for making the change.
- When a remediation process that has been directed by the members of SPC and authorized by the Dean, or Dean's designee, is completed and a written evaluation is received in the Office of Clinical Rotations.

All score changes must have the approval of the CPM Assistant Dean of Clinical Education or their designee. The student should make every effort to discuss their evaluation(s) with the assigned preceptor(s) prior to leaving the clinical rotation.

The final arbiter of any grade appeal is the Dean or their designee.

Curriculum Organization

The curriculum at CPM is a four-year, full-time academic and clinical program leading to granting the DPM degree. This curriculum stresses the interdependence of the biological, clinical, behavioral and social sciences. The emphasis is on educating physicians for general and podiatric medicine and surgery. CPM's educational program is centered on the basic concepts of general and podiatric medicine.

CPM identifies and develops the knowledge, the cognitive and psychomotor skills and the personal and professional behaviors required of a podiatric physician and surgeon to provide competent and comprehensive health care to all members of a family on a continuing basis.

Implementation

Clinical faculty and hospitals will implement the curriculum in a manner that balances the learning needs of the students and the educational resources available at the site including clinical situations, lectures, grand rounds, academic teaching conferences, workshops, skills labs and other activities encountered during clinical rotations. Clinical faculty and sites are encouraged to use a variety of teaching techniques including observation, monitored participation, video and audio recordings, computers, readings, individual discussions and presentations by students, faculty and others to enhance learning.

Summer Readiness and Preparedness Course (SPaRC)

WesternU's Department of Learning Enhancement and Academic Development (LEAD) offers a 3-week program that provides attendees with an introduction to biochemistry, genetics, microbiology/immunology. This optional introductory preparatory program is available to incoming DPM students. Students will purchase a workbook and remit a tuition fee of \$400. (See course description for PM 5001 below for additional information.)

Non-Clinical Experiences

Non-clinical experiences like conferences, tumor boards, quality assurance meetings, hospital committees, etc., are important for students to observe in order to help them understand and appreciate the full spectrum of activities expected of physicians. Supervising physicians are encouraged to invite students to participate in as many non-clinical experiences as are practical.

Procedural Skills

Part of the College's expectation is that students will gain a knowledge and understanding of various procedural skills. In addition to proficiency in the manual aspects of procedural skills, the College expects that the student will understand the indications, contraindications, risks, benefits, and alternatives for various procedures. Student performance of any procedure on a patient must be under the direct supervision of the assigned clinical faculty or their professional designee.

Clinical Rotations

The third- and fourth-year clinical clerkships are mandatory, 12 block rotations for each academic year. Each year's curriculum may be completed in any order as determined by the Office of Clinical Rotations. The minimum length of a rotation is four weeks. Rotations may not be split. In the third and fourth years, core sites for each student will be determined by the Clinical Rotations team. Students may express a preference for core rotation sites, but the College makes no guarantees preferences can be honored. Students may elect to rotate at offsite programs during the elective Podiatric Medicine, Surgery, and Biomechanics clerkship block with approval by the Clinical Rotations Committee. This rotation occurs in both the third and fourth academic years.

Rotation Office

The Dean, or Dean's designee, and the External Rotation Coordinator are dedicated to providing students with the best possible clinical educational experience and providing an exceptional service to everyone with whom they interact. The Office of Clinical Rotations will assist CPM and its students with planning for and completion of their clinical training in the third and fourth years of their educational experience.

Pre-Clinical Curriculum

Year 1

Year 1, Fall Semester		
Course	Title	Credit Hours
PM 5000	Introduction to the Study of Medicine (ISOM)	7.00
PM 5005	Integrated Skills for the Study of Medicine 1 (ISSM 1)	3.00
PM 5090	Podiatric Medicine Principles and Practice 1 (PMP 1)	4.00
PM 5100	Foundations of Medicine 1 (FOM 1)	6.00
PM 5200	Foundations of Medicine 2 (FOM 2)	7.00
Semester Total:		27.00
Year 1, Spring Semester		
Course	Title	Credit Hours
PM 5105	Integrated Skills for the Study of Medicine 2 (ISSM 2)	3.00
PM 5190	Podiatric Medicine Principles and Practice 2 (PMP 2)	4.00
PM 5300	Foundations of Medicine 3 (FOM 3)	11.00
PM 5400	Foundations of Medicine 4 (FOM 4)	10.00
Semester Total:		28.00
Year 1 Total:		55.00

Year 1 (Intensive Summer Anatomy Students – ISAC)

Year 1, Summer Semester		
Course	Title	Credit Hours
PM 5002	Intensive Summer Anatomy Course	0.00
PM 5005A	Integrated Skills for the Study of Medicine 1 (ISSM 1A)	1.00
Semester Total:		1.00
Year 1, Fall Semester		
Course	Title	Credit Hours
PM 5000	Introduction to the Study of Medicine (ISOM)	7.00
PM 5003A	ISAC Facilitation (Fall)	0.00
PM 5005B	Integrated Skills for the Study of Medicine 1 (ISSM 1B)	2.00
PM 5090	Podiatric Medicine Principles and Practice 1 (PMP 1)	4.00
PM 5100	Foundations of Medicine 1 (FOM 1)	6.00
PM 5200	Foundations of Medicine 2 (FOM 2)	7.00
Semester Total:		26.00
Year 1, Spring Semester		
Course	Title	Credit Hours
PM 5003B	ISAC Facilitation (ISAC Spring)	0.00
PM 5105	Integrated Skills for the Study of Medicine 2 (ISSM 2)	3.00
PM 5190	Podiatric Medicine Principles and Practice 2 (PMP 2)	4.00
PM 5300	Foundations of Medicine 3 (FOM 3)	11.00
PM 5400	Foundations of Medicine 4 (FOM 4)	10.00
Semester Total:		28.00
Year 1 Total:		55.00

Year 2

Year 2, Fall Semester		
Course	Title	Credit Hours
PM 6005	Integrated Skills for the Study of Medicine 3 (ISSM 3)	3.00
PM 6090	Podiatric Medicine Principles and Practice 3 (PMP 3)	3.50
PM 6100	Foundations of Medicine 5 (FOM 5)	12.50
PM 6200	Foundations of Medicine 6 (FOM 6)	7.00
Semester Total:		26.00
Year 2, Spring Semester		
Course	Title	Credit Hours
PM 6105	Integrated Skills for the Study of Medicine 4 (ISSM 4)	6.00
PM 6190	Podiatric Medicine Principles and Practice 4 (PMP 4)	4.00
PM 6300	Foundations of Medicine 7 (FOM 7)	10.00
PM 6400	Foundations of Medicine 8 (FOM 8)	7.00
Semester Total:		27.00
Year 2 Total:		53.00

Clinical Curriculum

Year 3

Year 3, Summer/Fall/Spring Semester		
Course	Title	Credit Hours
PM 7010	General Medicine (Inpatient Medicine)	4.00
PM 7020	Internal/Outpatient Medicine (Medicine Sub-Specialty) I	4.00
PM 7021	Podiatric Medicine, Surgery and Biomechanics/Orthopedics I	4.00
PM 7030	Surgery I	4.00
PM 7050	Surgical Elective I (Sub-Specialty Surgery)	4.00
PM 7060	Podiatric Medicine, Surgery and Biomechanics/Orthopedics II	8.00
PM 7070	Podiatric Medicine, Surgery and Biomechanics/Orthopedics III	4.00
PM 7080	Elective I – Pod Medicine, Surgery and Biomechanics/Orthopedics	4.00
PM 7090	Elective II – Pod Medicine, Surgery and Biomechanics/Orthopedics	4.00
PM 7095	Clinical Medicine Elective	4.00
PM 8055	Advanced Study of Skills in Medicine I	3.00
Year 3 Total:		47.00

Year 4

Year 4, Summer/Fall/Spring Semester		
Course	Title	Credit Hours
PM 7510	General/Internal Medicine	4.00
PM 7521	Surgical Elective II (Sub-Specialty Surgery)	4.00
PM 7530	Surgery II (Sub-Specialty)	4.00
PM 7545	Podiatric Medicine, Surgery and Biomechanics/Orthopedics III	4.00
PM 7550	Elective Pediatrics/Medicine Subspecialty	4.00
PM 7560	Elective Pod Medicine, Surgery, and Biomechanics/Orthopedics III	4.00
PM 7570	Elective Pod Medicine, Surgery, and Biomechanics/Orthopedics IV	4.00
PM 7580	Elective Pod Medicine, Surgery, and Biomechanics/Orthopedics V	4.00
PM 7590	Elective Pod Medicine, Surgery, and Biomechanics/Orthopedics VI	4.00
PM 8555	Advanced Study of Skills in Medicine II	7.00
Year 4 Total:		43.00

DPM Advanced Standing Program

Year 1

Year 1, Summer/Fall/Spring Semester		
Course	Title	Credit Hours
PM 5090	Podiatric Medicine Principles and Practice 1 (PMP 1)	4.00
PM 5190	Podiatric Medicine Principles and Practice 2 (PMP 2)	4.00
PM 6090	Podiatric Medicine Principles and Practice 3 (PMP 3)	3.50
PM 6190	Podiatric Medicine Principles and Practice 4 (PMP 4)	4.00
PM 7020	Internal/Outpatient Medicine (Medicine Sub-Specialty) I	4.00
PM 7030	Surgery I	4.00
PM 7060	Podiatric Medicine, Surgery and Biomechanics/Orthopedics I	8.00
PM 7070	Podiatric Medicine, Surgery and Biomechanics/Orthopedics II	4.00
PM 7080	Elective I – Pod Medicine, Surgery and Biomechanics/Orthopedics	4.00
PM 7090	Elective II – Pod Medicine, Surgery and Biomechanics/Orthopedics	4.00
PM 8055	Advanced Study of Skills in Medicine I	3.00
Year 1 Total:		46.50

Year 2

Year 2, Summer/Fall/Spring Semester		
Course	Title	Credit Hours
PM 7510	General/Internal Medicine	4.00
PM 7521	Surgical Elective II (Sub-Specialty Surgery)	4.00
PM 7530	Surgery II (Sub-Specialty)	4.00
PM 7545	Podiatric Medicine, Surgery and Biomechanics/Orthopedics III	4.00
PM 7550	Elective Pediatrics/Medicine Subspecialty	4.00
PM 7560	Elective Pod Medicine, Surgery, and Biomechanics/Orthopedics III	4.00
PM 7570	Elective Pod Medicine, Surgery, and Biomechanics/Orthopedics IV	4.00
PM 7580	Elective Pod Medicine, Surgery, and Biomechanics/Orthopedics V	4.00
PM 7590	Elective Pod Medicine, Surgery, and Biomechanics/Orthopedics VI	4.00
PM 8555	Advanced Study of Skills in Medicine II	7.00
Year 4 Total:		43.00

Course Descriptions

Courses listed in this catalog are subject to change through normal academic channels. New courses and changes in existing course work are initiated by the appropriate disciplines, departments or programs, approved by the Curriculum Committee, the faculty, the Dean of CPM, or Dean's designee, and the Provost. CPM uses a combination of numeric scores and letter grades. A numeric score—listed as a percentage—is used in the PMS I and II years and a 4-value letter grade is used in the last two years.

IPE 5000 An Interprofessional Approach I (1.0 credit hour, CR/NCR)

This course is a required university seminar for all first-year health professional students. This course will introduce professions across various fields with content related to roles, responsibilities, team, teamwork, communication, values and ethics. Introductory level content related to cultural humility, social determinants of health, and health systems will be explored. Activities in this course may include exposure level asynchronous lectures, interactive health professions program exposure, and in-person group/team experiences. Experiences will integrate elements common to all professionals such as ethical, behavioral, social, and psychological. This course is a graduation requirement for all health professional programs with attendance required. Absences may be excused but this does not exclude students from the responsibilities associated with the course and required for its completion.

IPE 5100 An Interprofessional Approach II (1.0 credit hour, CR/NCR)

This course is a required university seminar for all first-year health professional students. Working in interprofessional teams, this course builds upon the knowledge and experience gained in the IPE 5000 course. Activities in this course may include asynchronous lectures, clinical scenario role-playing, synchronous discussion sessions, in-person/group team experiences, health events. Experiences will integrate elements common to all professionals such as ethical, behavioral, social, and psychological with increasing levels of complexity. This course is a graduation requirement for all health professional programs with attendance required. Absences may be excused but this does not exclude students from the responsibilities associated with the course and required for its completion.

IPE 6000 Interprofessional Team Training in Health Care I (1.0 credit hour, CR/NCR)

IPE 6000 will continue to build upon the knowledge from the IPE 5000 series but will elevate learning activities deeper in the immersion phase expanding upon knowledge gained in previous IPE courses with additional community health event planning experiences to apply advanced tools and strategies that are crucial in working as a collaborative healthcare team. Activities in this course include immersion phase level activities such as asynchronous recorded lectures, mock patient experiences, synchronous discussion sessions, in-person/group team experiences related to health systems, patient advocacy, health event planning, and/or interprofessional research exposure. This course is a graduation requirement for all health professional programs with attendance required. Absences may be excused but this does not exclude students from the responsibilities associated with the course and required for its completion.

IPE 6100 Interprofessional Team Training in Health Care II (1.0 credit hour, CR/NCR)

This course continues to build on experiences in IPE 6000. In a culminating semester for the foundational IPE course series, students will deepen their knowledge gained in prior IPE courses and the current IPE 6100 entry-level content via asynchronous lecture and through activities that can include health event planning, community health learning event, team/group in-person experiences related to health systems, patient advocacy, and/or interprofessional research exposure. This course is a graduation requirement for all health professional programs with attendance required. Absences may be excused but this does not exclude students from the responsibilities associated with the course and required for its completion.

PM 5000 Introduction to the Study of Medicine (ISOM) (7.0 credit hours)

The Introduction to the Study of Medicine provides a first look at the fundamental basic science and clinical concepts that will allow a student to succeed in learning the foundations of medicine.

PM 5001 Summer Preparedness and Readiness Course (SPaRC) (0 credit hours, CR/NCR)

In an interprofessional environment, the SPaRC prepares incoming students for the rigors of their program with an introduction to various curriculum topics including the skeletal system, gross anatomy lecture and cadaver lab, and pharmacology. Additional lecture overviews to program-specific content are also provided. Academic skills presentations focus on enhancing study, test taking, time management and the development of EQ skills. Acceptance into this program is at the discretion of the coordinating office. The course is elective and does not meet any specific requirements of the program curriculum. For additional information, contact the Department of Learning Enhancement and Academic Development (LEAD).

PM 5002 – Intensive Summer Anatomy Course (0.0 credit hours, CR/NCR)

The intensive summer anatomy version provides students with an understanding of the superficial and deep anatomical structures and their arrangement to one another while emphasizing normal function and clinical features of the human body. Through laboratory dissections of cadavers, students will learn the language of anatomy and clinically important relationships. Particular attention will be paid to the neurovascular bundles throughout the entire body. In addition to dissections, models, radiographs, clinical presentations and special demonstrations are employed to emphasize current clinically relevant structures and presentations.

The sum total of this fast-paced course is that students will be able to identify all the bones, organs, muscles, arteries, veins, nerves and lymphatic structures needed to be successful in the subsequent podiatric curriculum, and will be able to identify the anatomical defects, injuries, and malformations implicit in the clinical conditions interspersed within the dissection, labs, lectures, and examinations. Students are selected for this course based on GPA and MCAT scores, as well as previous course work in anatomy. No separate fee is charged as the student registers for medical school upon matriculation into this course.

PM 5003A ISAC Facilitation (0.0 credit hours, CR/NCR)

Prerequisites: Completion PM 5002 with a final percentage score of 80% or higher and permission of the Course Director. Students enrolled in this elective course will assist the other first-year podiatric medicine students in the dissection of cadavers and otherwise aid students in the Foundations of Medicine courses. Other types of teaching assistance, including prosecting difficult-to-identify structures, may also be required.

PM 5003B ISAC Facilitation (0.0 credit hours, CR/NCR)

Continuation of PM 5003A.

PM 5005 Integrated Skills for the Study of Medicine 1 (ISSM 1) (3.0 credit hours)

The ISSM series of courses supports CPM's mission of preparing student to become technically competent and critical thinkers who are humanistic, professional, lifelong learners, and compassionate physicians who are prepared for graduate medical education. This course also helps to prepare students for the APMLE Boards Part 1 examination. Board-style cumulative exams are given at the end of each semester to provide formative feedback to students on their board preparations. High yield board topic reviews are conducted annually. Critical partnerships for these course goals include CPM's Department of LEAD, and faculty mentors to guide students through study and test taking skills, professional development, career

counseling, and provide the tools students will require to be successful podiatric physicians. Professional development guidance and opportunities are also provided by the Office of Student Affairs. Please refer to syllabi for any information regarding Conference Week.

PM 5005A Integrated Skills for the Study of Medicine 1A (ISSM 1A) (1.0 credit hours)

The ISSM series of courses supports CPM's mission of preparing student to become technically competent and critical thinkers who are humanistic, professional, lifelong learners, and compassionate physicians who are prepared for graduate medical education. This course also helps to prepare students for the APMLE Boards Part 1 examination. Board-style cumulative exams are given at the end of each semester to provide formative feedback to students on their board preparations. High yield board topic reviews are conducted annually. Critical partnerships for these course goals include CPM' Department of LEAD, and faculty mentors to guide students through study and test taking skills, professional development, career counseling, and provide the tools students will require to be successful podiatric physicians. Professional development guidance and opportunities are also provided by the Office of Student Affairs. Please refer to syllabi for any information regarding Conference Week. Students enrolled in the intensive summer anatomy course enroll in a two-semester series of PM 5000: PM 5005A and PM 5005B. The final grade for both courses is calculated at the completion of PM 5005B.

PM 5005B Integrated Skills for the Study of Medicine 1B (ISSM 1B) (2.0 credit hours)

Continuation of PM 5005A.

PM 5090 Podiatric Medicine, Principles, and Practice 1 (PMP 1) (4.0 credit hours)

This course presents an introduction to foundational concepts in lower extremity anatomy, surface anatomy, podiatric radiology, and biomechanics from an evidence-based perspective. Delivery modalities include lectures, hands-on workshops and live or virtual lab experiences. Content from this course is reinforced in later PMP courses where students will learn how to critique relevant information and expand their understanding and use of this foundational information in the assessment and decision-making process of patient care.

PM 5100 Foundations of Medicine 1 (FOM 1) (6.0 credit hours)

The Foundations of Medicine course series provides students with foundational basic science that is integrated with clinical science, creating a high-yield experience relevant for a future practicing clinician. The series covers core basic science principles and all human health systems in a spiral learning process that allows students to layer complex concepts as they progress while reinforcing foundational concepts. Delivery modalities include lectures, hands-on skills workshops, use of standardized patients, and live or virtual lab experiences. These courses integrate the needed knowledge, skills, and attitudes to prepare a student to become a whole physician who specializes in podiatric medicine and surgery.

PM 5105 Integrated Skills for the Study of Medicine 2 (ISSM 2) (3.0 credit hours)

Continuation of PM 5005B and PM 5005.

PM 5190 Podiatric Medicine, Principles, and Practice 2 (PMP 2) (4.00 credit hours)

Prerequisite PM 5090. The course introduces the principles of a clinical approach to the management of a variety of common conditions affecting the foot, ankle and lower extremity from an evidence-based medicine perspective. This is accomplished by layering podiatric principles in medicine, biomechanics, and surgery with management principles for problem solving and quality patient care. This course builds on the foundations introduced in PM 5090. Students will learn how to critique relevant information and

understand strategies for clinical decision-making, which will help them develop a pattern to lifelong learning.

PM 5200 Foundations of Medicine 2 (FOM 2) (7.0 credit hours)

Continuation of PM 5100.

PM 5300 Foundations of Medicine 3 (FOM 3) (11.0 credit hours)

Continuation of PM 5200.

PM 5400 Foundations of Medicine 4 (FOM 4) (10.0 credit hours)

Continuation of PM 5300.

PM 6005 Integrated Skills for the Study of Medicine 3 (ISSM 3) (3.0 credit hours)

Continuation of PM 5105.

PM 6090 Podiatric Medicine, Principles, and Practice 3 (PMP 3) (3.50 credit hours)

Prerequisite PM 5190. The course expands the principles of a clinical approach to the management of more complex conditions affecting the foot, ankle and lower extremity from an evidence-based medicine perspective. The course continues to layer podiatric principles in medicine, biomechanics, and surgery with management principles for problem solving and quality patient care. This course builds on the foundations introduced in PM 5090 and PM 5190. Students continue to learn how to critique relevant information and understand strategies for clinical decision-making, which will help them develop a pattern to lifelong learning.

PM 6100 Foundations of Medicine 5 (FOM 5) (12.5 credit hours)

This course marks the start of the Foundations of Medicine courses for second year podiatric medical students and provides them with the more complex basic sciences, including pathophysiology, microbiology, and pharmacology, as well as advanced health systems sciences as they relate to body systems. These courses continue to integrate the needed knowledge, skills, and attitudes to prepare a student to become a podiatric physician.

PM 6105 Integrated Skills for the Study of Medicine 4 (ISSM 4) (6.0 credit hours)

Continuation of PM 6005.

PM 6190 Podiatric Medicine, Principles, and Practice 4 (PMP 4) (4.0 credit hours)

Prerequisite PM 6090. The course further expands the principles of a clinical approach to the management of highly complex conditions affecting the foot, ankle and lower extremity from an evidence-based medicine perspective. The course continues to layer podiatric principles in medicine, biomechanics, and surgery with management principles for problem solving and quality patient care. This course builds on the foundations introduced in PM 5090, PM 5190 and PM 6090. Students continue learning how to critique relevant information, understand and apply strategies for clinical decision-making, which will help them develop a pattern to lifelong learning.

PM 6200 Foundations of Medicine 6 (FOM 6) (7.00 credit hours)

Continuation of PM 6100.

PM 6300 Foundations of Medicine 7 (FOM 7) (10.0 credit hours)

Continuation of PM 6200.

PM 6400 Foundations of Medicine 8 (FOM 8) (7.00 credit hours)

Continuation of PM 6300.

PM 7010 General Medicine (Inpatient Medicine) (4.0 credit hours, HON/HPASS/PASS/FAIL)

This course provides supervised clinical education in family medicine, including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and inter-professional communication. In subsequent courses in this series, students are exposed to progressive involvement and independence in patient management.

PM 7020 Internal/Outpatient Medicine I (4.0 credit hours, HON/HPASS/PASS/FAIL)

This course provides supervised clinical education in general internal medicine and/or in an internal medicine sub-specialty such as gastroenterology, pulmonology, or cardiology. Expected competencies include clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and inter-professional communication. In subsequent courses in this series, students are exposed to progressive involvement and independence in patient management.

PM 7021 Internal Medicine II (Medicine Subspecialty) (4.0 credit hours, HON/HPASS/PASS/FAIL)

This course provides supervised clinical education in general internal medicine or in an internal medicine subspecialty such as gastroenterology, pulmonology, or cardiology. Expected competencies include clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and inter-professional communication. In subsequent courses in this series, students are exposed to progressive involvement and independence in patient management.

PM 7030 Surgery I (4.0 credit hours, HON/HPASS/PASS/FAIL)

This course provides supervised clinical education in general/vascular surgery including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and inter-professional communication. In subsequent courses in this series, students are exposed to progressive involvement and independence in patient management.

PM 7050 Surgical Elective (Sub-Specialty Surgery) (4.0 credit hours, HON/HPASS/PASS/FAIL)

This course provides supervised clinical education in one of the surgical clinical Subspecialties including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and inter-professional communication.

PM 7060 Podiatric Medicine, Surgery, and Biomechanics/Orthopedics I (8.0 credit hours, HON/HPASS/PASS/FAIL)

This course provides supervised clinical education in podiatric medicine, surgery, and biomechanics/orthopedics. The student will be afforded progressive experiences in their development of technical/procedural skills in all phases of podiatric medicine surgery and biomechanics. Emphasis will be placed on development of clinical management, technical/procedural skills, patient education, and interpretation of diagnostic data, management plans, and inter-professional communication. Throughout the course, the tools essential to becoming a competent podiatric physician and life-long learner are emphasized.

**PM 7070 Podiatric Medicine, Surgery, and Biomechanics/Orthopedics II
(4.0 credit hours, HON/HPASS/PASS/FAIL)**

Prerequisite: PM 7060. Continuation of PM 7060.

**PM 7080 Elective Podiatric Medicine, Surgery, and Biomechanics/Orthopedics (Externship I)
(4.0 credit hours, HON/HPASS/PASS/FAIL)**

Continuation of PM 7060, which can be completed at an affiliated rotation offsite.

**PM 7090 Elective Podiatric Medicine, Surgery, and Biomechanics/Orthopedics (Externship II)
(4.0 credit hours, HON/HPASS/PASS/FAIL)**

Continuation of PM 7080, which can be completed at an affiliated rotation offsite.

PM 7095 Clinical Medicine Elective (4.0 credit hours, HON/HPASS/PASS/FAIL)

This course provides supervised clinical education in general/family medicine in the inpatient setting, including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and inter-professional communication.

PM 7510 General/Internal Medicine (4.0 credit hours, HON/HPASS/PASS/FAIL)

This course provides supervised clinical education in general/family medicine in an inpatient setting, including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and inter-professional communication. In subsequent courses in this series, students are exposed to progressive involvement and independence in patient management. This rotation will serve as a sub-internship for students.

PM 7521 Surgical Elective II (Subspecialty Surgery) (4.0 – 6.0 credit hours, HON/HPASS/PASS/FAIL)

This course provides supervised clinical education in general surgery or one of the surgical subspecialties such as ophthalmology, orthopedic surgery, urology, cardiovascular surgery, vascular surgery, interventional radiology, plastic/hand surgery, or neurosurgery. Expected competencies include clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and interprofessional communication. In subsequent courses in this series, students are exposed to progressive involvement and independence in patient management. This rotation will serve as a sub-internship for students.

PM 7530 Surgery II (Sub-internship) (4.0 credit hours, HON/HPASS/PASS/FAIL)

This course provides supervised clinical education in general/vascular surgery. Expected competencies include clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and inter-professional communication. In subsequent courses in this series, students are exposed to progressive involvement and independence in patient management. This rotation will serve as a sub-internship for students.

**PM 7545 Podiatric Medicine, Surgery, and Biomechanics/Orthopedics III
(4.0 credit hours, HON/HPASS/PASS/FAIL)**

This course provides supervised clinical education in podiatric medicine, surgery, and biomechanics/orthopedics. The student will be afforded advanced progressive experiences in their development of technical procedural skills in all phases of podiatric medicine surgery and biomechanics. Emphasis will be placed on development of clinical management, technical/procedural skills, patient education, and interpretation of diagnostic data, management plans, and inter-professional communication. Throughout the course, the tools essential to becoming a competent podiatric physician

and life-long learner are emphasized. The goal is to help the student to successfully transition into a post-graduate resident and eventual podiatric practice.

PM 7550 Elective - Pediatrics/Medicine Subspecialty (4.0 credit hours, HON/HPASS/PASS/FAIL)

This course provides supervised clinical education in general internal medicine or in one of the internal medicine subspecialties such as gastroenterology, pulmonology, neurology, endocrinology, cardiology, infectious diseases or geriatrics or pediatrics, including clinical management, technical and procedural skills, interpretation of diagnostic data, patient education, development of diagnostic and management plans, and inter-professional communication.

PM 7560 Elective - Podiatric Medicine, Surgery, and Biomechanics/Orthopedics (Externship IV) (4.0 credit hours, HON/HPASS/PASS/FAIL)

Continuation of PM 7545.

PM 7570 Elective Podiatric Medicine, Surgery, and Biomechanics/Orthopedics (Externship V) (4.0 credit hours, HON/HPASS/PASS/FAIL)

Continuation of PM 7560.

PM 7580 Elective Podiatric Medicine, Surgery, and Biomechanics/Orthopedics (Externship VI) (4.0 credit hours, HON/HPASS/PASS/FAIL)

Continuation of PM 7570.

PM 7590 Elective Podiatric Medicine, Surgery and Biomechanics/Orthopedics (Externship VII) (4.0 credit hours, HON/HPASS/PASS/FAIL)

Continuation of PM 7580.

PM 8055 Advanced Study of Skills in Medicine I (3.0 credit hours, HON/HPASS/PASS/FAIL)

The Advanced Study of Skills in Medicine I course builds upon the knowledge and skill learned during the two previous years at CPM. The goal is to help the student to successfully transition into clerkships during the fourth year, postgraduate resident training and podiatric practice. This is accomplished by enabling the student to apply general knowledge to specific clinical applications. In addition, Advanced Study of Skills in Medicine I emphasizes medical professionalism and helps the students sharpen skills that are vital to life-long learning. Information is presented through one or more modalities including online and/or on-campus sessions. Successful completion of Advanced Study of Skills in Medicine I is a requirement for graduation and for students entering the PMS4 year of training.

PM 8555 Advanced Study of Skills in Medicine II (3.0 credit hours, HON/HPASS/PASS/FAIL)

The Fourth Year Didactic Program will provide students with additional knowledge and skill to complement the clinical experience. The knowledge obtained from PMP I – IV will be refined through these sessions.

Students will utilize skills in both written and oral presentation and apply them during the didactic sessions. Complex critical thinking and higher cognitive level reasoning skills are to be applied during discussions that will take place in each session. It is also expected that the fourth-year podiatric medical student will exhibit a level of professionalism and self-motivation appropriate for the expectations and practices of each didactic session.

The didactic program will occur in December and January and be taught utilizing several learning formats including: virtual doctors office, lecture, student-led presentations on historical medical articles and other

activities. Students are expected to be prepared for each session by reading appropriate articles and other materials. Students are to review materials related to each topic assigned. If needed, students are expected to seek additional literature in order to further understand topics discussed during each session. Students are encouraged to work closely with their peers, residents and attending for feedback and support as they develop their fundamental knowledge of podiatric medicine, surgery and biomechanics. Outcomes previously used during the preclinical curriculum in the students' first, second and third years will be utilized to maintain consistency throughout students' first 4 years of education.

Honors and Awards

The following awards are considered for presentation to DPM students annually:

ABPM Graduate Merit Award
ACPM Scholar Award
Arthur Madorsky MD Memorial Scholarship
Bako Medical Education Foundation Endowed Scholarship Blaine Labs Award
California Podiatric Medical Association Scholarship
Commander Kim Voth Wound Care Endowed Scholarship
David Shofler DPM Memorial Scholarship
Dean's Leadership and Service Award
Dean's List
Dean's Vision Award
East West Scholarship
Extremities Editor's Choice Award
Franklin Kase Endowed Scholarship
Gary P. Jolly Lifelong Learner Award
Greg Allen Memorial Scholarship
Imhotep Scholarship
Lawrence Family Scholarship
Louis T. Bogy Award
Michael L. Stone, DPM Outstanding Professional Conduct Award
Oliver Foster Scholarship
Osman B. Beller M.D. & Naomi Beller
President's Society Award
Richard A. Bond Endowed Scholarship
Towne & Gown Golf Classic Scholarship
WesternU Alumni Association Scholarship

Academic Calendar

Summer 2026B	
May 26-29, 2026	Orientation/Welcome Week DPM-AS (Year 1)
June 1, 2026	Summer Classes/Rotations Begin (Years 3, 4, & DPM-AS Years 1 and 2)
June 19, 2026	Juneteenth Holiday – No Classes
June 15, 2026	ISAC Course Begins (Year 1, ISAC Students)
July 4, 2026	Independence Day Observed – No Classes*
July 31, 2026	ISAC Course End (Year 1, ISAC Students)
August 9, 2026	Summer Classes/Rotations Begin (Years 3, 4, & DPM-AS Years 1 and 2)
Fall 2026	
August 3-7, 2026	Orientation/Welcome Week (Year 1)
August 7, 2026	White Coat Ceremony (Year 1)
August 10, 2026	Fall Classes Begin (All DPM and DPM-AS Cohorts)
September 7, 2026	Labor Day – No Classes*
October 12, 2026	Indigenous Peoples’ Day – No Classes*
November 11, 2026	Veterans Day – No Classes*
November 25, 2026	Thanksgiving Recess Begins @ 5:00 p.m.*
November 30, 2026	Fall Classes Resume (Years 1 and 2)
December 18, 2026	Fall Classes End (Years 1 and 2) @ 5:00 p.m.*
January 3, 2027	Fall Classes/Rotations End (Years 3, 4, & DPM-AS Years 1 and 2)
Spring 2027	
January 4, 2027	Spring Classes Begin (All DPM and DPM-AS Cohorts)
January 18, 2027	Martin Luther King Jr. Day – No Classes*
February 15, 2027	Presidents’ Day – No Classes*
March 22, 2027	Spring Break Begins (Years 1 and 2)
March 29, 2027	Spring Classes Resume (Years 1 and 2)
May 21, 2027	Spring Rotations End (Year 4, DPM-AS Year 2)
May 28, 2027	Spring Rotations End (Years 1, 2, 3, & DPM-AS Year 1)
May 31, 2027	Memorial Day – No Classes*

**Students in clinical rotations observe their preceptor’s hours, which may include working on federal holidays.*