TEMPLE UNIVERSITY
SCHOOL OF
PODIATRIC MEDICINE
THE FOOT AND ANKLE INSTITUTE

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Welcome

Dear TUSPM Student:

On behalf of the faculty and staff of the Temple University School of Podiatric Medicine (TUSPM), I extend a warm welcome to you as you embark on a new academic year.

Returning students can expect greater challenges as you progress through a new stage of the curriculum. You are inching ever closer to your ultimate goal! Remember to take time for yourself to renew friendships and to maintain perspective amid the chaos of your rigorous academic schedules.

First year students may find their initiation into professional school particularly anxiety-producing. Many of you are new to the area, and most first year students are unfamiliar with the academic demands of a podiatric medical school curriculum. You needn't be fearful. Your academic background suggests that TUSPM is where you belong. Plan your schedule wisely, with an objective toward maintaining balance. You will be establishing friendships while you are here that will last a lifetime.

Make an effort to explore the Philadelphia area. You are within walking distance of the Independence Mall historic district, The Shops at Gallery Mall and numerous Columbus boulevard night spots. TUSPM is ideally situated for access to public transportation so that you may take advantage of the galleries, museums, professional sports teams and other great attractions that our City has to offer. And don't forget about our emerging Temple Owls football and men's basketball teams.

Our motto at TUSPM is "Where the Student Comes First." Our staff is sensitive to your concerns and we are here to assist and counsel you. I encourage you to use the services available to you on the TUSPM, main and Health Sciences Center campuses.

I wish you a healthy, happy and rewarding academic year. Please do not hesitate to call on us for assistance.

Sincerely,

David E. Martin,
Assistant Dean for Student Affairs

The handbook is a fair representation
of the policies in place at the time of its printing; changes may be made by the Administration and/or Faculty at any subsequent time.

TEMPLE UNIVERSITY SCHOOL OF PODIATRIC MEDICINE

2014/2015 Academic Year Calendar Schedule

First Year Class	**DATES**
Orientation Week	Wednesday, August 20 – Friday, August 21, 2014
Classes Begin	**Monday, August 25, 2014**
Holiday: Labor Day	Monday, September 1, 2014
Thanksgiving Recess	Thursday, November 27 – Sunday, November 30, 2014
Winter Recess	Saturday, December 13, 2014 – Thursday, January 1, 2015
Spring Recess	Saturday, February 28 - Sunday, March 8, 2015
Classes End	**Friday, May 8, 2015**
Holiday: Memorial Day	Monday, May 25, 2015
Re-examinations	June 1 – June 12, 2015
Second Year Class	**DATES**
Classes Begin	**Monday, August 11, 2014**
Holiday: Labor Day	Monday, September 1, 2014
Thanksgiving Recess	Thursday, November 27 – Sunday, November 30, 2014
Winter Recess	Saturday, December 13, 2014 – Sunday, January 4, 2015
Rite of Passage	April 10, 2015
Spring Recess	Saturday, February 28 – Sunday, March 5, 2015
Classes End	**Wednesday, April 8, 2015**
Holiday: Memorial Day	Monday, May 25, 2015
Re-examinations	May 1 – May 30, 2015
Third Year Class	**DATES**
Clinic Sessions Begins	Monday, June 2, 2014
Didactic Section Begins	Thursday, July 10, 2014
Holiday: Independence Day	Friday, July 4, 2014
Holiday: Labor Day	Monday, September 1, 2014
Thanksgiving Recess	Thursday, November 27 – Sunday, November 30, 2014
Didactic Section Ends	Friday, December 19, 2014
Block 1	Thursday, January 1 – Friday, January 30, 2015
Block 2	Monday, February 2 – Friday, February 27, 2015
Block 3	Monday, March 2 – Friday, March 27, 2015
Block 4	Tuesday, March 31 – Wednesday, April 29, 2015
Block 5	Monday, April 30 – Friday, May 29, 2015
Re-examinations	February 2 – February 28, 2015
Fourth Year Class	**DATES**
Graduation Ceremony	Tuesday, May 5, 2015

Fourth Year Rotation Schedule

June 2 – 28, 2014	**December 2 – 26, 2014**
July 1 – August 2, 2014	**January 1 – January 31, 2015**
August 4 – August 29, 2014	**February 2 – February 28, 2015**
September 2 – 26, 2014	**March 3- 28, 2015**
September 29–November 1, 2014	**March 31- April 18, 2015**
November 3- November 28, 2014	**April 21 – May 9, 2015**

“

“TO WHOM DO I GO FOR”

These numbers may be dialed directly from within the school using the four digit extension. For incoming calls, one must dial 215-625-extension.

WHAT	WHO	WHERE	
		ROOM	EXT
Academic Policies	Dr. Kieran Mahan	6th FL	5363
Admissions Counseling	Mr. David Martin	SAO/HC	5448
Address Change	Ms. Marva Brown	SAO/HC	5444
Allied Facilities	Dr. Samuel Spadone		5239
Associate Dean for Academic Affairs	Kieran Mahan	2nd Fl	5363
Health Services	Deborah Byrd	F&AI	5310
Academic Concerns – Bulletin Boards	Ms. Carol Krouse	2nd Fl	5362
Business Office	Terry Webster	6th Fl	5403
Billing	Loretta Ooten	6th Fl	5458
CASPR Information	Ms. Angel Haldeman	5th Fl	5361
Class Scheduling	Dr. Joshua Moore	6th Fl	5356
Clerkship Information	Ms. Carol Romano	5th Fl	5352
Clinical Education	Dr. Samuel Spadone		5239
Clinic Information	Ms. Deborah Byrd	1st Fl	5310
Clinical Schedules – 3rd & 4th Yr. PM	Ms. Deborah Byrd	1st Fl	5310
Continuing Education	Ms. Angel Haldeman	5th Fl	5361
Counseling Appointments – Academic	Dr. Kieran Mahan	2nd Fl	5363
Counseling Appointments – Personal	Main Campus		204-7276
Counseling Appointments – Educational	Dr. Samuel Spadone		5239
	DEPARTMENT CHAIRMEN		
Podiatric Medicine/Orthopedics	Dr. Leslie Robinson	3rd Fl	5391
Podiatric Surgery	Dr. Jane Pontious	2nd Fl	5351
Community Health & Aging	Dr. Samuel Spadone		5239
Biomechanics	Dr. Steve Pettineo	4th Fl	5417

Externships	Ms. Angel Haldeman	5th Fl	5361
Gait Study Center	Dr. Jinsup Song	2nd Fl	5366
Grades	Ms. Marva R.S. Brown	SAO/HC	5444
Graduate Placement	Ms. Angel Haldeman	5th Fl	5361
Housing	Mr. Jay Joshi	SAO/HC	5446
Health Insurance	Ms. Tamika Marsh	SAO/HC	5443
Library	Ms. Carol Vincent Mr.	6th Fl	5275
Lockers	Anthony Morris	6th Fl	5240
Lost and Found	Front Desk Reception	1st Floor	629-0300
Lounges:	Mr. Anthony Morris	3rd Fl	5240
Students Mail	Mr. Tyrone Evans	3rd Fl	5280-5281
Room	Mr. Joe Kelly	Lower Level	5241
Maintenance Problems	Dr. Larry Newman	F&AI	5259
Medical Director - Health Services	Ms. Kim Flood	2nd Fl	5381
Operating Room	Business Office	6th Fl	5401
Parking	Mr. Anthony Morris	6th Fl	5240
Area Facilities Manager		SAO/HC	5453
TUSPM Dean	Dr. John Mattiacci	6th Fl	5400
Director of Development	Mr. Joseph Leso	6th Fl	5410
Asst. Director of Development	Mr. Ryan Kipp	6th Fl	5248
Public Relations	Ms. Denise Krenski	6th Fl	5249
Registration	Ms. Marva R.S. Brown	SAO/HC	5444
Student Financial Services	Ms. Lisa Brooks	SAO/HC	5447

Room Scheduling

Conference rooms, Academic Calendar	Ms. Wanda Hicks	6th Fl	5251
Boardroom – Asst. to Dean	Ms. Marge McSorley	6th Fl	5399
Faculty Lounge	Mr. Anthony Morris	6th Floor	5240
Lecture Halls	Mr. Charles MacFarland	2nd floor	5272

Other Information

School Closing Number	KYW News Radio 1060	School # 181	
Tours of School & Admissions Info	Ms. Daisy Thompson	SAO/HC	5451
Transcripts	Ms. Marva R.S. Brown	SAO/HC	5444
Tuition Payments	Ms. Sue Grigley	6th Fl	5401
Vending	Front Desk Reception	1st Floor	0
Videotaping & Closed Circuit	Mr. Charles MacFarland	2nd Fl	5272
Control Director of Information	Robert Gallagher	6th Fl	5230
Services Computer Services	Charles Dawkins	6th Fl	5233
Computer Services	Bradley Mitchell	6th Fl	5211
Cash Operation	Susan Grigley	6th Fl	5401
Work Study	Iris Skinner	6th Fl	5231

MISSION STATEMENT

To educate highly qualified, ethical and professional podiatric medical students, who, upon completion of the curriculum, are prepared for licensure and entry into post-graduate medical education; and to advance our profession through quality patient care, community service and research.

VISION STATEMENT

We will graduate Doctors of Podiatric Medicine who are knowledgeable in all systems of the human body and their inter-relations in health and disease who are highly competent in the diagnosis and treatment of lower extremity pathologies.

We will establish the Foot and Ankle Institute as the pre-eminent center of excellence for the diagnosis and treatment of maladies of the lower extremity.

We will increase the body of knowledge of the lower extremity through research, scholarly publication and teaching.

A STATEMENT OF ACADEMIC INTEGRITY RIGHTS AND RESPONSIBILITIES FOR STUDENTS, FACULTY AND ADMINISTRATION

The Temple University School of Podiatric Medicine seeks excellence in the discovery and dissemination of knowledge. Inherent in this pursuit is the necessity for a proper orientation to the manner in which excellence is obtained. It must be gained with the full realization that the future of the institution and profession is borne by the quality of scholarship and intent of such accomplishments. All members of the School community are obligated to adhere strictly to the highest standards of integrity in study, research, instruction, evaluation and clinical practice.

It is presumed those who instruct and administer, observe such standards of integrity. Administrators and senior faculty members are presumed further to encourage these standards among their junior colleagues. Students are presumed to accept the concept of academic integrity and to seek to live by it. Students need the assurance by faculty and administrative action that those who work honestly will not suffer in comparison with the dishonest. Those who cannot or will not adopt the concept and practices of academic honesty do not belong within the School.

Particularly within a professional school environment the educational process must be perceived as a community enterprise. Interaction among faculty, students and administrators on individual and group levels must be based on mutual respect for each other's rights and needs. Of necessity this involves in the classroom professional judgment by faculty and should involve the encouragement without penalty of reasoned exception by students to the data or views offered.

The community atmosphere described above cannot be attained without a clear understanding of the rights each segment of the "community" possesses, as well as the paralleling obligations each has to insure the rights of others. The following code of obligations for students, faculty and administrators provides a model for communicating expectations relating to rights and responsibilities.

I. Student Obligations

A. Within a professional school the pressures placed on the student are much more demanding than those encountered in previous educational institutions. Despite these pressures, the student has an obligation to exhibit honesty and fairness in relations with faculty, administration and fellow students, and to respect the ethical standards of the podiatric profession.

B. To be familiar with all School policies as outlined in the ***Student Handbook*** and other publications.

C. To utilize course lectures by attending and participating in classes at TUSPM to the utmost of one's ability, because, as a health professional, all classroom material eventually presents itself to the doctor through his/her ultimate responsibility to the patient. To maintain a highly professional attitude as well as a professional appearance in accordance with established standards.

D. To be concerned with and/or take part in, when possible, committee and student government work aimed at functioning with the faculty and administration to improve the educational process.

E. To participate in the development of self-governing policies for the student body.

F. To utilize channels of communication when problems arise, and to participate in their resolution when possible.

G. To recognize faculty members and administrators as individuals with individual responsibilities and goals.

H. To maintain normal ethical standards for academic and professional conduct including that described in the Academic Standards, Article XIII.

II. Faculty Obligations

A faculty member accepts the obligation in relation to his/her students, to discharge duties in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community, as well as those of the podiatric profession.

Without limiting the application of the above principle, members of the faculty also are expected to conduct themselves in a professional manner, including the following:

A. To meet lectures, laboratories and clinical responsibilities when scheduled and on time.

B. To provide a course syllabus describing course objectives, course content and standards for evaluation (i.e., number of tests or other forms of evaluation and their values).

C. To be available at reasonable times for appointments with the students and to keep such appointments.

D. To prepare thoughtful and thorough presentations of material deemed necessary by the School for the awarding of the degree of Doctor of Podiatric Medicine.

E. To be life- long learners and maintain and update skills in order to provide quality didactic and clinical instruction.

F. To act as role models and mentors for the professional development of students.

G. To recognize, remediate and report unprofessional conduct utilizing the Professional Development forms.

H. To evaluate periodically student progress through use of written reports or examinations and to provide students with these evaluations within a week thereafter.

I. To submit clinical evaluations within two weeks after the completion of rotations. J. To

recognize students as individuals with individual needs and goals.

K. To review individually or collectively examinations and for the questions and answers to be made available within a week after examinations.

L. To base all academic evaluations upon good faith professional judgment. Evaluations of student performance should be based on materials for which the class has been advised they are responsible.

M. Academic evaluations should be based only on academic achievement. Factors which may not be used include race, sex, religion, age, national origin, political or cultural affiliation, handicap, life style and activities or behavior unrelated to the classroom.

N. To respect the confidentiality of information regarding a student contained in School records and to refrain from releasing such information, except in connection with intra-School business, or with student's consent, or as may be required by law.

O. Not to exploit their professional relationship with students for private advantage; and to refrain from soliciting the assistance of students for private purposes in a manner that infringes upon such students' freedom of choice.

P. To represent properly students and colleagues before professional groups and societies that will have import to the present and future of the student.

Q. To give appropriate recognition to contributions made by students to research, publication, service or other activities.

R. To refrain from any activity which involves risk to the health and safety of a student, except with the students' informed consent and, where applicable, in accordance with the School policy relating to the use of human subjects in experimentation.

S. To respect the dignity of students individually and collectively in the classroom and other academic contexts. Such "respect" assumes concern for the dignity of each student in a manner which exemplifies a future doctor-patient relationship (for example, the reprimanding of student-doctors in the presence of patients is not consistent with this obligation).

T. To participate in faculty committee assignments and other administrative duties consistent with each member's position and academic rank.

III. Administration Obligations

An administrator accepts the obligation in all relations to discharge duties in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community, as well as those of the podiatric profession.

Without limiting the application of the above principle, members of the administration are also expected to conduct themselves in a professional manner, including:

A. To establish procedures for record keeping that will maintain the students', faculty's and staff's rights to privacy.

B. To establish effective channels of communication for use by faculty, students and staff.

C. To carry out policies which have been adopted by the appropriate administrative offices within the University as recommended by the faculty, faculty/student committees and administrative officers.

D. To communicate and clarify School policies and procedures to the community.

E. To review periodically (or recommend review to the appropriate committees) established policies. F. To

administer areas of responsibility within approved budgetary limits.

G. To provide procedures for due process for all.

H. To create and sustain a milieu within the School so that each person can meet his/her responsibilities without disruption or harassment.

I. To insure all policies and procedures adhere to the principles of equal opportunity and to initiate affirmative action when appropriate.

J. To provide staff with periodic evaluations (at least annually) based on good-faith professional judgment of job performance.

K. To provide faculty with periodic evaluations of job performance (at least annually) using good-faith professional judgment and based on identified criteria.

L. To properly represent students and colleagues before professional groups and societies that will have import to the present and future of the student.

M. To give appropriate recognition to contributions made by students to research, publication, service or other activities.

N. Administrators should seek faculty and student evaluation of services and performances and provide a mechanism for such evaluations.

IV. Accreditation

The Temple University School of Podiatric Medicine is accredited by the Council on Podiatric Medical Education of the American Podiatric Medical Association and the entire Temple University is accredited by Middle States Association of Schools and Schools' Commission on Higher Education.

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Didactic Education

The faculty and administration at the Temple University School of Podiatric Medicine are committed to assisting students achieve success in a career of podiatric medicine.

At the same time, it is assumed students understand that to retain the privilege of matriculating they accept the responsibility for attaining adequate academic standards and exhibiting the professional qualifications demanded in the practice of podiatric medicine.

The standards which are detailed on the following pages are provided to clarify the academic expectations of the College and to enable the graduate to achieve the following dimensions which will contribute to a successful professional life.

Dimensions of the Graduating TUSPM Podiatrist

Dimension 1
Prevent, diagnose and manage diseases and disorders of the lower extremity which include the following systems: Circulatory, Musculoskeletal, Neurologic, Metabolic and Integument, all in a cost-effective manner.

Dimension 2
Assess medical conditions that affect the lower extremity and refer, as appropriate, those conditions identified during patient evaluation.

Dimension 3
Practice with professionalism, compassion, concern, and in an ethical fashion; regardless of the patients' social class, race or espoused needs.

Dimension 4
Demonstrate the ability to communicate with others and to function in a multi-disciplinary manner and/or interdisciplinary setting.

Dimension 5
To practice as well as manage individuals and populations in a variety of communities, health care settings, and living arrangements.

Dimension 6
Understand and practice up-to-date business skills in order to successfully manage a podiatric practice in a multitude of health delivery settings (to include billing, insurance, computer applications, etc.)

ARTICLE I. STUDENT DEFINITIONS

1. A full-time student is a student taking twenty or more of the credits offered for the year in which the student is enrolled.

2. A first, second, third or fourth year student is one who is matriculated in the specific year but who has not completed the same year's curriculum.

3. A resident is a graduate who is receiving postgraduate education in a hospital environment prior to a career in private practice and/or academic life.

4. A special student is one who is receiving instruction at the College, but is not taking the prescribed first, second, third or fourth year program (working on the first professional degree program).

5. Students are considered to be making satisfactory academic progress as long as they are working towards completion of the Doctor of Podiatric Medicine degree. The "Evaluation Process" and "Promotions" policies are presented in the Student Handbook, Articles VIII, IX and X.

ARTICLE II. REGISTRATION

1. All students must register at the beginning of each academic year. Students will be notified of the exact time and location of registration during the summer months.

    a. **It is the student's responsibility to update owlnet with any change in address or telephone numbers listed within the system with the exception of the permanent address. Permanent addresses can only be updated through the registrar's office. Change of address forms are located in the Student Affairs Office.**

2. Attendance at the prescribed registration period is required.

3. Students who do not turn in registration paperwork prior to the deadline will have a hold placed on their account and will not be registered for courses. A registration hold will keep students from receiving grades, matriculation verification and transcripts until the paperwork has been received.

4. It is the responsibility of students to obtain all required texts, notebooks, instruments and laboratory coats necessary in any subject. Without the required materials, the student is not considered duly registered.

5. Doctoral candidates from area colleges and universities may register for coursework at TUSPM. Registration forms can be obtained from the Office of Educational Affairs. A letter of recommendation from the graduate advisor or dean must accompany the completed registration form. Acceptance into a course will require prior approval by the course director, the Department Chairman and the Assistant Dean for Educational Affairs and will be based in part on resource availability. Tuition will be calculated as a percentage of the TUSPM full time tuition based on credit hours attempted. Withdrawal from a registered course must take place within one week (7 days) of the start of the course. After this time there will be no tuition refunds.

ARTICLE III. POLICY ON LEAVE OF ABSENCE/WITHDRAWAL

The curriculum is designed so that the educational experience is a continual process. Knowledge, skills and training received in one year provide the background for subsequent years. Ideally, the process should continue uninterrupted. However, it may be necessary for students to request a leave of absence for health or personal reasons. The status of the student upon readmission to the College will depend on the academic standing of the student at the time of leave, the duration of the leave and the reason for requesting a leave and the availability of seats. The student may be asked to repeat some courses or clinical experiences if the leave is considered to be an excessive amount of time. This will be determined by the Assistant Dean for Educational Affairs in consultation with the Associate Dean for Academic Affairs. Grades for courses completed prior to the date of the leave or withdrawal will be recorded on the student transcript.

1. ***Letter of Intent***

    a. **Withdrawal** – submit a letter to the Office of Educational Affairs stating intent to withdraw. **NOTE: Refunds, if applicable, will be calculated from the day the letter is received by the Registrar.**

    b. **Leave of Absence** - same as above, however, letter must include expected return date. After the student has submitted the letter, he/she will be referred to the Assistant Dean for Educational Affairs to discuss any terms/conditions for return. The Assistant Dean must approve the Leave of Absence and will establish the conditions for return. Students who wish to return the following academic year must notify the Office of Educational Affairs by March 1st.

2. **Business Office**

    All outstanding balances must be met or arrangements made through the Business Office for a payment plan. **NOTE: No records will be released if there is an outstanding balance.** The Business Office will notify the Registrar when balance is paid.

3. ***Financial Aid***

    Student contacts the Director of Financial Aid for an exit interview. This is required by Federal law.

4. ***Student Housing***

    If applicable, contact the Director of Student Housing and make arrangements for inspection of apartment and return of keys.

5. ***Final Sign Off***

    When completed, Withdrawal/Leave of Absence Checklist form must be returned to the Registrar's Office, along with the student's I.D. badge and any lab keys, etc. Student will receive a copy of completed form for his records

ARTICLE IV. LECTURE AND LABORATORY PERIODS

1. Lecture periods are designated as hours, but each hour consists of fifty minutes of lecture time and ten minutes of free time

2. The extent of the laboratory periods will be regulated by the curriculum and by the professor in charge of the course.

ARTICLE V. ATTENDANCE

1. Students are expected to attend all lectures and laboratory sessions. However, attendance remains at the discretion of the professor in charge of the course. The attendance policy must be announced (and explained) at the beginning of the course.

2. Attendance at **ALL** clinical assignments, allied facilities, office clerkships and externship programs is required.

   If a fourth year student takes an elective externship beyond those ordinarily required, that student is obligated to fulfill the commitment. Failure to do so will prevent the student from graduating.

3. Attendance at guest lectures, seminars, clinical pathology conferences and field trips is required.

4. Frequent absences from class, laboratory or clinic rotations which violate the regulations for that course may result in a failure for the course, and/or may also be reported by the Department Chairman to the Assistant Dean for Educational Affairs for disciplinary action. In these cases, the student will be provided a hearing before the **Committee on Academic and Professional Standards**. As a result of that hearing, the Committee will recommend a course of action to the faculty. The action will include, but not be limited to, exoneration, suspension or dismissal.

5. Students who register for elective courses will be permitted to drop the course no later than two weeks after the course begins.

6. Special schedules must be approved by the Assistant Dean for Educational Affairs prior to registration. All department chairs will be notified of the special schedules.

ARTICLE VI. EXAMINATION POLICY

A. **Examinations**

1. The value of the various examinations, including the final, shall be as the instructor deems advisable. Examination policies should be announced (and explained) at the beginning of the course.

2. Type and frequency of examinations shall be described in the course syllabus. In courses of two (2) or more credits, there must be at least two (2) examinations per term. A written paper may substitute for one (1) of the examinations as long as the weight given to the paper is at least thirty percent (30%) of the final grade.

3. Any student who, because of a certified illness (medical documentation required), fails to take an examination/quiz will be given a makeup examination/quiz at a time and place determined by the instructor within a week period or less.

4. Absence from clinical rotations on the day of an examination or quiz, when the student appears for the examination, will result in a penalty of ten (10) makeup days. The

student will be permitted to sit for the examination. Students who miss the entire day because of an excused illness will be required to make up the clinical rotation on a 1:1 ratio. A make-up examination will be schedule within thirty (30) days by the instructor.

5. A student shall not be admitted to the final examination in any subject unless class, clinical attendance and laboratory (or practical) work are satisfactory.

6. Final examinations must be given during the time regularly set aside for that purpose.

B. **Administration**

1. All exams will be administered under the Honor Code. Faculty will pass out the exams. Faculty will collect the exams at the end of the designated time. When appropriate, scrambled exams (two copies) will be utilized.

2. Books, papers, book bags and all electronic devices must be placed on the side or front of the room.

3. Seating charts will be posted prior to the exam; students must sit in the assigned seat.

4. Conversation, transmission or solicitation of any information between students, regardless of its nature, is forbidden, and will result in dismissal from the examination.

5. The correct interpretation of the question(s) is the responsibility of the student. A student may request questions be checked for ambiguity, incorrect answer, typographical error, etc. If valid, and if necessary, the proctor will announce any clarification to the entire class.

6. Students not taking the exam are not permitted to enter the classroom while the exam is in progress.

7. Question challenges will be handled on a departmental basis.

C. **Procedure for Changing Examination Dates**

1. All change of date requests should be submitted no later than 7 days prior to the scheduled examination time
2. In order for a change in examination to be proposed to the Course Director, it must be voted by the class by a majority vote of 75%,
3. Once majority approval is obtained, the course representative will bring the proposal to the attention of the Course Director. The decision to change the exam is solely up to the discretion of the Course Director.
4. If the Course Director agrees, then he/she should notify the Chairman and administrative assistant of the department of the intent to change the examination.
5. The Course Director will then submit a request form to the Office of Educational Affairs for final approval of the Assistant Dean for Educational Affairs.
6. If approval is authorized notification will be given to the Chairman, administrative assistant, computer services and the A/V department by the Office of Educational Affairs
7. Any disregard for the policy stated above will result in rejection of the request.

D. **Learning Disability**

Students with a documented disability who require special accommodations will be permitted additional time.

Learning disabilities include, but are not limited to, dyslexia and attention deficit disorder. Documentation of a learning disability must be provided to the Office of Educational Affairs and the Assistant Dean for Student Affairs and approved by Disability Resource Services Examinations will be given at Disability Resource Services on the main campus.

For students requiring additional time for written examination, the accommodation established by the National Board of Podiatric Medical Examiners and the Medical College Admission Test Board will be adopted, namely, up to 1 ½ the amount of time normally allotted for a given examination will be permitted.

ARTICLE VII. STUDENT EVALUATION

1. Student clinical performance is evaluated in the third and fourth years by a uniform college Student Evaluation. The structure of this form will be available to the student body for study at the clinical departments.

2. Course evaluation will be completed as follows:

    a. Didactic/lecture courses for the first three years are to be reported as numerical grades on official transcripts. The passing grade in all courses is 70. Clinical practice and Externships will be shown as pass/fail, as will elective courses.

    b. Class rank will be based on grades achieved in didactic/lecture courses and will be reported as numbers. However, class rank will not appear on the transcript. This information will be released (i.e., to residency programs) upon authorization by the student after receiving an official request for the information.

    c. GPA's will be shown on the transcript.

3. Clinical evaluations are provided within 60 days of the completion of the rotation.

4. In didactic courses, incomplete (Inc.) grades must be converted to a specific grade within 30 days after the completion of the course. Incomplete grades not corrected within the 30 day period will be converted to failures.

5. An incomplete (Inc.) in the Podiatric Medicine, Podiatric Orthopedics and/or Podiatric Surgery clinical rotation must be removed before graduation.

6. Performance in external rotations are evaluated and graded on a pass-fail system. Grades are recorded on transcripts. See fourth year grading, incompletes and failures.

7. Failure of clinical rotations must be successfully completed before graduation.

ARTICLE VIII. PROMOTIONS

(Second, Third and Fourth Years)

1. A second year student failing more than 34 percent of the attempted credit hours per year or a third year student failing any combination of three didactic courses or rotations per year will be ineligible for re-examinations.

2. A student failing more than three courses per year or more than the allotted percentage will not be promoted to the next year. At the discretion of the Committee on Academic and Professional Standards (CAPS), the student may repeat the year or be dismissed from the College.

3. First, second and third year students who are eligible for re-examinations will be allowed the opportunity of one re-examination in each course failed.

4. Second year students who have not successfully completed all courses tested on the National Boards Part I will be ineligible to take Part I of the National Boards.

5. A student will be promoted only upon satisfactorily passing all clinical rotations. A failure in the Department of Podiatric Medicine, Podiatric Surgery or Podiatric Orthopedics clinical rotation must be remediated within 30 days of notification of failure, including the summer rotation (third) and fourth year students). A failure in the Department of Podiatric Medicine, Podiatric Surgery or Podiatric Orthopedics must be remediated prior graduation.

6. Failure in a clinical rotation for a second time may result in a repeat of the entire year's work or dismissal from the College, both at the discretion of the faculty.

7. Students who have not completed course, clinic, externship and/or clerkship requirements will receive either a failure or an incomplete. The decision will be made by the faculty member and will depend on the course requirement.

8. Fourth year students will not be graduated until clinic/conference absences, log/evaluation sheets, taped History and Physical examinations and related items have been satisfactorily completed and/or received by the clinical department chairmen (or designee).

9. No student will graduate or be promoted to the succeeding year without fulfilling all financial obligations to the School.

10. No student will graduate without passing Part I and sitting for part II of the National Boards of Podiatric Medical Examiners.

11. Barring extraordinary circumstances, students must sit for the APMLE Step 1 examination when first eligible to do so, usually during the summer after the second academic year. Students who do not sit for and pass the summer administration are barred from clinical training in any venue. Such students may continue with only the didactic portion of the curriculum until the end of the fall term. If the involved students pass the APMLE Step 1 autumn administration they will be reinstated into clinical training; clinic assignments missed during the interval between test results becoming available must be remediated during months normally allocated to vacation during the fourth academic year. Students who have not passed the APMLE Step 1 examination by December of their third academic year cannot make further progress toward the degree of Doctor of Podiatric Medicine until the examination is passed. Such students may either withdraw or take a leave of absence from the Temple University School of Podiatric Medicine at the end of the fall term of the third academic year, or register for Independent Study in Board Preparation each successive term until the examination is

passed and they are again able to make progress toward the degree. Students electing to register for independent study will be considered half-time for financial aid purposes. No student will be permitted to register for Independent Study in Board Preparation or remain on leave of absence while attempting to pass the APMLE Step 1 for more than one year. Students who have not passed the APMLE Step 1 examination by December of the year following their first attempt must withdraw from the School; those who do not do so voluntarily will be dismissed. Students who withdraw from the School while trying to pass the APMLE Step 1 may apply for readmission to the School only after they have successfully passed the examination but readmission is not guaranteed. In no event will students be considered for readmission if the total time required to earn their degree (including time not enrolled) exceeds the allowed maximum of six calendar years from first enrollment to graduation with the exception of dual degree students for whom the calendar year restriction will be extended by the normal additional time required to earn both degrees. Students must note that their eligibility to sit for the APMLE Step 1 examination while not enrolled in or on leave of absence from a School or College of Podiatric Medicine is subject to the policies of the National Board of Podiatric Medical Examiners which may change from time to time; it is the responsibility of any students considering withdrawal from the School to determine the APMLE's current policy on their own and act accordingly.

ARTICLE IX. PROMOTIONS

(First Year)

1. Students who fail attempted credits equal to or more than the threshold for dismissal (currently 42%) will be dismissed from the College without the benefit of a re-exam. At the discretion of the Committee on Academic and Professional Standards (CAPS), the student may be given the opportunity to repeat the year if extenuating circumstances justify such action.

2. Students who fail less than the dismissal threshold of attempted credits (see above) are permitted to take re-examinations in failed courses. .

3. A student failing a re-examination will be dismissed from the School.

4. No student will be promoted to the succeeding year without first fulfilling all financial obligations to the School.

ARTICLE X. RE-EXAMINATIONS AND REPETITION OF COURSES

1. If a first, second or third year student qualifies for a re-examination (see ARTICLEs VIII and IX), the examination may be taken only in the period set aside for that purpose.
2. Re-examination policy:

   a. Eligible students will be given one (1) re-examination per course.

   b. First, Second, and Third year students who are eligible for re-examinations will be notified by the Assistant Dean for Educational Affairs.

   Arrangements and appropriate follow-up for assistance remain the responsibility of the student.

3. In the first, second and third years, failure to pass a re-examination may result in dismissal, repeating the course, two or more courses, or the entire year -- all at the discretion of the Committee on Academic and Professional Standards (CAPS).

4. Failures corrected by re-examination will receive a transcript grade representing: a) the original failed grade and b) the grade on the re-examination. However, calculation of the cumulative grade point average and the class rank will be based on the failed course grade.

5. In instances of repeating the full course requirements of an entire year, the transcript will notate the year is being repeated. The grade earned the second attempt will be recorded and be used to calculate the grade point average and class rank.

6. The Committee on Academic and Professional Standard (CAPS) shall, at its discretion and with the approval of the faculty, allow a student to correct failing grades by repeating a course, in which case the grading standards set forth in Section 4 of ARTICLE X shall apply; or may require that the entire course requirements for the year be repeated in which case the grading standards of Section 5, ARTICLE X shall apply. In either instance, the student's class rank for the year and as a cumulative GPA will be established within the new class, of which he/she has become a member.

7. Failure to sit for a re-examination unless excused in advance by the course instructor will result in a failure for the examination.

ARTICLE XI. REPETITION OF A YEAR OR PORTION OF A YEAR

1. A student required to repeat any year or a portion of a year will be placed on academic probation. Failure of a course while on probation may result in dismissal. Grades will be reviewed at the end of each course by the Assistant Dean for Educational Affairs and CAPS. First year students repeating a year may not be eligible for re-examinations. CAPS will review the grades of each repeating student in order to determine eligibility for summer school or re-examinations.

ARTICLE XII. MAINTENANCE OF STUDENT PROFESSIONAL ACADEMIC STANDARDS AND CONDUCT

A. If suspicious or questionable conduct is observed during the administration of an examination, the following action may be taken by the faculty:

1. Elect the option of not informing the student until after the test is completed.

2. Confront and inform the student that he or she is engaging in a suspicious activity (describe the suspicious activity).

3. If the above activity continues, the instructor may remove the examination paper, and, at the discretion of the instructor, proceed as follows:

    a. give a zero for the examination, or

    b. give the re-examination for the material covered for the examination in question, or

c. bring charges to the CAPS committee

4. Regardless of any of the above actions, the incident is to be reported to the Assistant Dean for Educational Affairs.

5. While all cheating offenses must be reported to the Assistant Dean for Educational Affairs, a second offense by any student will automatically require a hearing before the CAPS Committee.

6. In rendering a decision, the responsibility and obligation of the CAPS committee is to ensure that due process is followed.

7. Each individual instructor, in conjunction with the department chairman, has the responsibility to deal with violation of these standards in a consistent fashion, including a charge against the student.

8. If a student observes suspicious or questionable conduct by another student during the administration of an examination, the student is to notify the Course instructor, department chairman or Assistant Dean for Educational Affairs.

9. Students found guilty of complicity during an incident of ethical or professional misconduct will be subject to discipline according to the Honor Code.

   The instructor can immediately take action without personal warning in any situation where the instructor has no doubt that a violation has occurred. The written statements in this section are adequate warning to the student regarding policy concerning unethical conduct.

   If questionable conduct including unethical behavior is suspected or observed surrounding any clinical experience the faculty member or clerkship director should contact the Office of Educational Affairs. The Assistant Dean for Educational Affairs may bring the issue to CAPS in addition to taking other punitive steps as outlined in the Externship Manual.

ARTICLE XIV. PROBATION

1. A student may be placed on probation for the following reasons:

   a. repeating a year or portion of a year of study.

   b. Unprofessional conduct as defined in the Rights and Responsibilities Section and ARTICLES XIV and XV of the Student Handbook.

2. A second offense while on probation may result in the suspension or dismissal of the student.

3. A student may not be graduated from the College while on probation.

ARTICLE XV. SUSPENSION OR DISMISSAL FROM THE COLLEGE

1. At the end of each course, grades will be submitted to the Assistant Dean for Educational Affairs.

   a. The Assistant Dean for Educational Affairs will review grades of each student. If a student is in academic difficulty, the Assistant Dean for Educational Affairs will consult

with the involved faculty member(s). Following the consultation, a decision will be rendered by the Assistant Dean according to guidelines for academic performance outlined in the Student Handbook.

b. Action taken by the Assistant Dean for Educational Affairs against a student may be appealed, by the student, to the Committee on Academic and Professional Standards.

2. Students are expected to maintain ethical standards of academic and clinical professional conduct. Violation of the standards may subject a student to suspension or expulsion from the college. Refer to the Student Honor Code or Externship Manual.

3. It must be understood clearly by all students that the faculty and administration of the College have the authority to drop any student from the rolls, or to refuse readmission at any time prior to graduation if circumstances of legal, moral, health, social or academic nature (i.e., examination improprieties) justify such an action. In such circumstances, normal due process will be followed.

4. A decision or recommendation for "dismissal" shall be understood to mean that the student is expelled and excluded from enrollment in the College. The student may make application to the College only after one full year from the time of dismissal and be subject to the selection process of the Admissions Committee.

5. The word "Dismissed (and date of official dismissal)" shall be printed on the transcript in the appropriate year and shall remain on the transcript even if the student is readmitted.

6. A decision or recommendation for "suspension" shall be understood to mean that the student is excluded from enrollment in the College for an expressed period of time, after which time the student may be reinstated into full enrollment. The letter of suspension shall be issued from the Office of the Dean and shall indicate the duration and dates of the suspension status, the conditions which will need to be satisfied for reinstatement, the time allowed for remediation of the conditions leading to the suspension and the date of expiration of the status after which the student shall be understood to be in a status of dismissal by default.

7. A student having been reinstated after an official suspension period shall be considered to be in a probationary status for one year following his/her reinstatement and shall be subject to the conditions of that status.

8. A student having been suspended shall have the word "Suspended" with the dates indicating the duration of that status printed on his/her transcript.

ARTICLE XVI. APPEALS

1. Academic decisions may be appealed by students, in writing, to the Committee on Academic and Professional standards within ten (10) working days after a decision on grades or disciplinary action has been taken by the faculty member. The person(s) making the appeal must be able to demonstrate sufficient cause for the appeal. Cause includes, but is not limited to:

    a. an individual problem that warrants consideration

    b. certain relevant evidence was not reviewed

    c. the sanction imposed was not in keeping with the gravity of the offense based on previous College procedures and policies.

2. ***Decision of the CAPS***

The student or faculty may appeal the decision of the CAPS by stating so in a letter to the Dean within ten (10) working days after the decision has been formalized in a letter.

The person(s) making the appeal must be able to demonstrate one or more of the following:

a. that he/she has not received due process

b. that certain relevant evidence was not reviewed

c. that the sanction imposed was not in keeping with the gravity of the offense based on previous College procedures and policies.

The appeal shall be limited to a review of the full report of the CAPS for the purpose of determining whether the Committee acted fairly in light of the charges and evidence presented at the hearing. The Dean may accept the report, change the sanction imposed, dismiss one or more of the charges entirely or impose additional restrictions.

The Dean will send notice of their recommendation to the student, to the Chairperson of the CAPS, the Associate Dean for Academic Affairs, the Director of Student Affairs, the Assistant Dean for Educational Affairs, and a copy for the student's file.

3. ***Appeal of A Grade***

Only a final course grade may be appealed. Concerns regarding individual assignments such as examinations, term projects/papers, lab grades, etc. are to be handled between the course instructor (or coordinator) and the student.

The appeal of a final grade **must be of a substantive nature**. The written appeal must contain material to support the student's contention of inappropriate grade assignment and must identify the specific outcome the appellant wishes to effect, with evidence to support the desired outcome.

Procedure: The following procedure is a student-initiated one and the responsibility to keep the action in progress rests primarily with the student. It is understood that the time frame stated must be adhered to and that in case of pending graduation this procedure would be made more expedient through mutual cooperation of all parties involved.

The following interpretations are used:

⇒ "Working days" refer to the regular work week; it does not include weekends or any holidays recognized by Temple University.

⇒ "Interested parties" refers to the faculty member assigning the grade and the student appealing the grade.

In the event that the interested faculty member in an appeal is administratively involved (a Department Chair or Dean) in any of the following steps; the next highest University authority shall designate an appropriate faculty member to carry out the responsibilities of that step.

<u>Step 1</u>

To appeal a final grade, the student must make an appointment and meet with the faculty member(s) assigning the grade within the first ten (10) class days of the next regular trimester

(fall, winter or spring). During this meeting, the student should state the evidence and reasons for student's perception of an ***unfair*** grade assignment. The instructor will review the matter, explain the grading procedure used and show how the grade in question was determined.

The faculty member will promptly tell the student of his/her decision, either orally or in writing.

If a student fails to meet at the arranged time, without good cause, the appeal will be determined against the student. Failure of the faculty member to meet at the agreed-upon time will automatically take the procedure to Step 2.

Step 2

If the student is dissatisfied with the faculty member's decision at Step 1, the student may appeal to the departmental Chair. This appeal must be in writing and must contain the information that describes the substantive nature if the appeal. The appeal must be made within 5 working days if receipt of faculty member's failure to comply with Step 1.

A meeting with the Chair must then be set-up. The Chair may request that the faculty member assigning the grade be present. If a student fails to meet at the arranged time, without good cause, the appeal will be determined against the student.

The Chair will attempt to resolve the dispute at this level, through either separate or joint meetings with the student and faculty involved. The Chair may it may not make a recommendation; however, it is not within the purview of the Chair to change a grade assigned by a faculty member.

Step 3

If the student is still dissatisfied, the student may appeal in writing 5 working days of the conclusion of Step 2 to the Committee on Academic and Professional Standards (CAPS), who will review the case. The CAPS will attempt to resolve the dispute through a joint meeting with the student and faculty member. The CAPS will make a recommendation; however, it is not within their purview to change the grade.

Step 4

If the student still is dissatisfied, the student may appeal in writing within 3 working days of the conclusion of Step 3 to the Dean, or his designee, who will review the case. In most instances, the appeal procedure will not go beyond this level. The Dean may request to meet with the student and/or faculty member, or may decide the appeal based on the information before him/her. The Dean, or his designee, may attempt to obtain an agreed-upon resolution, or may simply decide whether the grounds for appeal require an action different than that originally taken by the faculty member. (However, the Dean may not unilaterally change a grade assigned by the faculty member.)

Review and action, if any, by the Dean is the final step in the substantive grievance process.

ARTICLE XVII. PROCEDURE FOR STUDENT PROFESSIONAL DEVELOPMENT REPORTS

The purpose of this process is to establish a system for monitoring student behavior which is identified as detrimental to professional development.

1. Orientation sessions will be held with the faculty and the students to explain the Professional Development Report system. Additional forms will be available at the Educational Affairs office.

2. When a faculty member has observed behavior in a student that has a negative effect on the student's professional development, the faculty member should fill out the Professional Development Report, providing as much information as possible.

3. The Report will then be submitted to the Office of the Assistant Dean for Educational Affairs and should be marked **"Confidential"**. A copy of the report will also be sent to the student. The student may respond in writing addressing the incident. This response will become part of the file.

4. The Assistant Dean for Educational Affairs will review the report. These reports will then be maintained in a confidential file in the Dean's office. These files will not be part of the student's permanent records or transcripts. The files will be monitored by the Assistant to the Assistant Dean for Educational Affairs, and the Assistant Dean for Educational Affairs will be alerted when a third Report has been submitted on any one student.

5. Upon the receipt of a student's third Professional Development Report, the Dean will review the forms and may submit the information to the Committee on Academic and Professional Standards (CAPS) for their consideration.

6. The student will be notified by the Chairman of CAPS through the established procedures that his file is being reviewed by CAPS, and the student may come to the Assistant Dean for Educational Affairs' office to review his file.

7. The Committee will then render a decision as to what action should be taken. The student being considered may appeal the decision of the Committee through the appeal process currently in place.

8. The Assistant Dean for Educational Affairs maintains the right to exercise discretion with this policy. For example, the Dean may, upon the receipt of a single Report, refer the matter to the CAPS if it is felt the particular incident warrants immediate attention.

PROFESSIONAL DEVELOPMENT REPORT FORM

NAME OF STUDENT: _____

YEAR OF STUDENT TRAINING: _____

NAME OF EVALUATOR: _____

EVALUATOR'S POSITION AT TUSPM: _____

INCIDENT: (Be as specific as possible in describing the circumstances surrounding the incident being reported)

_____

_____

_____

_____

Have you ever had a problem with this student in the past?

YES NO

If your response was Yes, please explain briefly:

Did you discuss this incident with the student?

YES NO

Signature of Evaluator: _____

ARTICLE XVIII. PERSONAL APPEARANCE

1. Upon acceptance and enrollment in this School a student becomes not only a member of the college community, but also a member of the profession of podiatric medicine. In the process of becoming a doctor, a student begins to earn the respect of the general public. This respect, which is part of the essence of trust and confidence that a doctor must receive, depends on many factors, not the least of which is the personal appearance of the student.

2. If the student is well-groomed, the public (whether patients or visitors to the College) will probably receive a favorable impression of that student. An un-favorable impression reflects not only on the student, but also on the faculty, the College and the entire profession.

3. For these reasons, the college community (i.e., the students, faculty and administration) has formulated a set of guidelines on personal appearance. Adherence to these guidelines will nourish a healthy feeling of pride and self-esteem among all members of the college community. These guidelines are:

    a. A beard or mustache will be acceptable only if it is reasonably short and neatly trimmed at all times.

    b. Students may have long hair (preferably no longer than shoulder length) provided it is neat and clean.

    c. Under normal circumstances, students without a beard shall begin the day clean shaven.

    d. Students in the classroom are to be neat and comfortable. No male student may appear in public areas without a sport shirt/sweater and slacks. Female students are to wear a blouse/sweater and skirt/slacks or a dress. Public areas include clinics, hallways and library. Scrubs are permitted only in specific areas of the FAI. Entry to the Foot and Ankle Institute requires a collared shirt or turtleneck, a clean white clinic jacket, clean and/or polished shoes -- not tennis shoes or work shoes and for safety purposes, closed toe shoes are to be worn. Blue jeans are not acceptable in the Foot and Ankle Institute. Under special circumstances, i.e., laboratory in some of the biomedical sciences or casting areas, the instructor may give permission temporarily to disregard this requirement. Instructors will be responsible for justifying such variations from policy.

    e. All students shall wear the official School ID card upon the breast pocket of the white jacket or clothing at all times.

ARTICLE XIX. GRADUATION

1. Candidates for the degree of Doctor of Podiatric Medicine from this School must have completed the fully prescribed course of study for the degree and must be certified by the faculty as having met successfully the evaluation procedures required by that body. To receive a degree, every candidate in the judgment of the College must possess the personal qualifications and attributes necessary to engage in the practice of podiatric medicine. Delay of the conferring of a degree to any candidate may occur when the faculty of the College has not certified a student for graduation because in its discretion such a student is deemed unfit for the practice of podiatric medicine.

2. No student will graduate without first fulfilling all financial obligations to TUSPM.

3. A fourth year student may receive a diploma representing his/her graduating class provided all academic obligations to the College can be scheduled to be satisfactorily completed by September 1st following graduation. Should it become evident that these obligations cannot be satisfied until on or after September 1st, the student will graduate with the following year's class. In such cases, the student will participate in the appropriate graduation exercises.

4. **Requirements for Graduation**

   To qualify for graduation a student must:

   a. Be at least twenty-one years of age.

   b. Have completed the prescribed four-year curriculum to the satisfaction of the faculty.

   c. Have attended at least the last two years of the program "in residence" at the Temple University School of Podiatric Medicine.

   d. Have sent records of performance of Part I of the National Board of Podiatric Medical Examiners examination to the Registrar.

   e. Have sent records of performance of Part II of the National Board of Podiatric Medical examiners to the Registrar.

   f. Attend in person the annual commencement exercises.

5. Requirements for Licensure

   Requirements for licensure vary from state to state, and students are urged to become acquainted with the general and special requisites for practice in the state of intended practice. Information may be obtained by contacting the State Board of Podiatry Examiners in the appropriate state capital city.

ARTICLE XX. AMENDMENTS

The rules and regulations contained in the section on Academic Standards may be changed at any time by the College. Additions and amendments may be made to these regulations at any regular meeting of the faculty. Students will be notified of changes as soon as possible.

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Foot and Ankle Institute

This section is intended to serve only as a brief overview of the Foot and Ankle Institute. It includes an outline of the organization and structure as well as defines the policies regarding students.

PURPOSE

The purpose of the Institute is to train podiatric medical students and to provide quality foot and ankle medical and surgical care for the community.

ORGANIZATION OF THE INSTITUTE

The Institute is organized into two clinical departments: Podiatric Medicine/Orthopedics and Podiatric Surgery. Each of these departments functions separately yet interrelatedly and a description of each follows. In addition to these two departments, there are several diagnostic and therapeutic services, all playing an important role in the diagnosis and treatment of podiatric patients. These diagnostic and therapeutic services include: X-ray, Gait Study, Physical Medicine, Vascular testing, Sensory testing and the Orthotic Laboratory. Central Supply contains all the materials, instruments and medications needed for the functioning of all of the clinical sections.

Patients are examined and treated through the interaction of 3rd/4th year students and residents with the clinical faculty. There are three patient care models within the Foot and Ankle Institute.

1. **Departmental Structure**

   During the morning, patients are scheduled according to a departmental structure.
   Diagnosis - Evaluation and Management of new patients Podiatric Medicine - Evaluation and Management of Primary Foot Care Problems Podiatric Medicine - Specialty sections

   Ulcer and Wound Care evaluation and management
   Podiatric Dermatology
   Pain and Arthritis Management
   Biomechanics-Evaluation and biomechanical management
   Surgery - Pre-op Evaluation and Post-op Management
   Physical Therapy

2. **General Regulations and Responsibilities**

   1. All patients in the Foot and Ankle Institute are cared for through the interaction of podiatric medical students with the clinical faculty.

   2. The faculty clinician is the responsible party for each patient under his/her care. He/she reviews all patients' histories, lab studies and x-rays, examines the patient and prescribes treatment. The clinician supervises and/or performs the prescribed treatment. The clinician must be present at all times for consultation and technical help and review the treatment before the patient is discharged. Students are not allowed to treat patients without a clinician present. Anyone found in violation of this will be subject to disciplinary action.

   3. Students must wear white coats with name tags. Men are to wear collared shirts or turtlenecks. All students must be neatly dressed and behave in a professional and decorous manner. Dungarees, shorts, sneakers, and sweat clothing are expressly prohibited during all hours when patients may be scheduled in the clinic. Clean and/or polished shoes <u>not</u> tennis

shoes or work shoes and for safety purposes, closed toe shoes are to be worn. Scrubs are not permitted to be worn during FAI clinic sessions that include patient interaction at any FAI sanctioned site, other than wound care.

4. It is the responsibility of the student to maintain his treatment station within a module and to follow proper infection control procedures.

5. There is no eating, drinking or smoking within treatment areas or hallways of the Foot and Ankle Institute.

6. Patients should not be left unattended in a raised or tilted treatment chair. Additionally, children should not be left unattended in treatment rooms or anywhere in the Foot & Ankle Institute.

7. All sharps (needles-scalpels) should not be left unattended with a patient in the room. (Dispose of appropriately if used, return to CSR if unused)

8. At no time should students copy patient charts or x-rays. All authorized copies will be made by the appropriate department (Medical Records or X-ray), with proper authorization

9. Prompt completion of electronic medical records (EMR) is required in all Foot and Ankle Institute areas. For more details concerning EMR, please consult the Clinic Manual.

10. No x-rays may be removed without proper authorization and must be returned to medical records. Failure to do so may cause suspension from the Foot and Ankle Institute.

FOOT AND ANKLE INSTITUTE OPERATION

Patients may call the appointment center (215) 238-6600 daily from 9:00 to 5:00. Medical appointments are scheduled during the following time slots (first appointment time to last appointment time). Appointment hours are subject to change without notice and student doctors are expected to stay until all patients have been treated and discharged.

Monday	8:30 AM – 4:00 PM
Tuesday	8:30 AM – 4:00 PM
Wednesday	8:30 AM – 4:00 PM
Thursday	8:30 AM – 4:00 PM
Friday	8:30 AM – 4:00 PM

Patient Care Sections

Diagnosis
Biomechanics/Orthopedics
Surgery
Physical Therapy
Podiatric Medicine (Specialty area)
Podiatric Medicine
Radiology

The morning clinical rotations are departmentalized with 3rd and 4th year students working jointly all year. The afternoon practice uses only 4th year students the first 6 months of the year and then 3rd and 4th year students are in afternoon sessions the second 6 months of the fiscal year.

DEPARTMENT DEFINITIONS

1. *Diagnosis*

This area of the Foot and Ankle Institute receives all new patients. A podiatric and medical history is elicited, and a thorough examination is conducted. This includes x-ray and clinical laboratory studies when indicated. Thereafter the patient can be referred to the modules of Podiatric Medicine, Podiatric Biomechanics, Podiatric Surgery or a specialty clinic for continued care.

2. *Podiatric Medicine*

This area of the Foot and Ankle Institute receives all patients in need of podiatric attention, exclusive of surgical intervention or Biomechanical care. The Department addresses itself therefore to conditions for vascular, neurologic, dermatologic or medical care, as would a general podiatric practice. The Medicine department is also responsible for the following areas: Wound Care Management, Peripheral Vascular Disease, Neurology, Dermatology, Radiology, Arthritis and Pain Management.

3. *Podiatric Biomechanics/Orthopedics*

The Department provides comprehensive examination, diagnosis and treatment of musculoskeletal diseases and deformities of the lower extremity by nonsurgical and biomechanical means. The Biomechanics/Orthopedics department is also responsible for Gait Study areas of the Foot & Ankle Institute and Orthotics Laboratory.

4. Physical Therapy

This section is responsible for assessment and management of physical therapy patients. This includes not only lower extremity conditions, but the entire body. Students participate in evaluation and management

5. Podiatric Surgery

This section is responsible for the pre-op assessment and post-op management of surgical patients. Surgical cases are scheduled at the operating suites of the school's Ambulatory Surgical Center.

6. Miscellaneous

There are various adjunct services:

1. Lower extremity MRI
2. Lymphedema pump clinic
3. DME services

EVALUATION

Students in the Foot and Ankle Institute are given a written evaluation at the completion of each clinical rotation to inform them of their professional progress and to resolve any problems they may be having. Clinicians are willing at any time to sit with a student to discuss the clinician's evaluations and to make any suggestions for improvement, if need be. All evaluations are confidential. Therefore copies will not be provided by department secretaries, however, they are readily available for the students' review. On completion of their assigned monthly rotations students will complete an evaluation of their rotations and Faculty.

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ATTENDANCE POLICY

The required timing, length and type of clinical experience during the third and fourth year program may change as a result of current curricular revision efforts. Approved amended clinical education requirements will be distributed in a separate document.

A. **Third Year Students**

Attendance is required unless approved in writing by the Office of Clinical Education.

Excused Absences

Third year students will be allowed three (3) excused morning absences for the academic year, June - December. Excused absences may be used for certain extreme academic reasons (such as failed Boards), sickness and religious holidays. Students cannot use excused absences for non-clinical volunteered activities or going to seminars. The Office of Clinical Education needs to be notified by 8:30 a.m., or as soon as reasonably possible in cases of sickness. The Clinical Education Office may request documentation of sickness. Failure to notify the Clinical Education Office of your absence will be considered **unexcused** and require make up on a **five to one basis.**

Third year students will be allowed 2 full days each month for the academic year, January through May. Excused absences may be used for certain extreme academic reasons (such as failed Boards), sickness and religious holidays. Students cannot use excused absences for non-clinical volunteered activities or going to seminars. The Office of Clinical Education needs to be notified by 8:30 a.m., or as soon as reasonably possible in cases of sickness. The Clinical Education Office may request documentation of sickness. Failure to notify the Clinical Education Office of your absence will be considered **unexcused** and require make up on a **five to one basis.**

Sickness is considered an excused absence. These absences need to be made up one for one. This includes absences from outside rotations. Failure to notify the Clinical Education Office of your absence will be considered **unexcused** and require make up on a **five to one basis.**

Advanced notification is needed for requesting excused absences. These absences need to be made up 1:1 at the discretion of the Clinical Education Office. They may not be used the day of an exam or quiz (except for sickness with written documentation). Any absence from the Foot and Ankle Institute the morning of an examination will be counted as an unexcused absence and will need to be made up on a 10:1 basis.

All absences from allied facilities or external assignments will be counted as Foot and Ankle Institute absences and will be handled the same way as the above absences. All makeup sessions are to be done during unassigned time; e.g. vacations.

All make-up sessions must be completed prior to your graduation from Temple University School of Podiatric Medicine.

Lateness

A late mark will be given to any student who is not on the Foot and Ankle Institute floor by 8:15 a.m. for Wound Care rotation and 8:45 a.m. for all other FAI rotations. Three late marks will constitute an absence and will be made up on a one for one basis. All makeup sessions must be completed prior to graduation, unless other arrangements are made.

Total Time Out From Clinic Rotations

Even with make-up days for excused absences, if a student misses 5 days during a 4 week departmental rotation (even if some were personal days), then they are in jeopardy of failing and having to repeat the rotation. This is at the discretion of the Assistant Dean.

Incomplete and/or Failing Grades

All Failed or Incomplete rotations will be reported to the Registrar and the Office of Clinical Education. The Office of Clinical Education will notify the student that until penalty days are remediated and/or evaluation sheets and log sheets are submitted, the student will be unable to receive their Diploma.

B. **Fourth Year Students - Foot and Ankle Institute**

Excused Absences

Fourth year students will be allowed 2 days off during each rotation. A total allowed is 6 days at their Foot and Ankle Institute rotations during the academic year. They may be used for academic reasons (such as residency interviews - documentation **must** be provided verifying the residency interview), sickness or religious holidays. **Permission for excused absences and religious holidays must be made seven days in advance**. Illness will need to be documented if requested by the Office of Clinical Education.

Makeup sessions for missed clinic are as follows:

Excused - one for one
Unexcused - five for one
Unexcused – ten for one before or after holiday

At no time may more than two students be absent from any department or rotation.

All requests for excused absences need to be submitted **at least one week** in advance. All makeup sessions are to be done during unassigned time; e.g. vacations.

Sickness is considered an excused absence. These absences need to be made up one for one. This includes absences from outside rotations. Failure to notify the Clinical Education Office of your absence will be considered **unexcused** and require make up on a **five to one basis.**

Lateness

A late mark will be given to any student who is not on the Foot and Ankle Institute floor by 8:15 a.m. for Wound Care rotation and 8:45 a.m. for all other FAI rotations. Three late marks will constitute an absence and will be made up on a one for one basis. All makeup sessions must be completed prior to graduation, unless other arrangements are made.

Total Time Out From Clinic Rotations

Even with make-up days for excused absences, if a student misses 5 days during a 4 week departmental rotation (even if some were personal days), then they are in jeopardy of failing and having to repeat the rotation. This is at the discretion of the Department Chair.

Incompletes and/or Failing Grades

All Failed or Incomplete rotations will be reported to the Registrar and the Office of Clinical Education. The Office of Clinical Education will notify the student that until penalty days are remediated and/or evaluation sheets and log sheets are submitted, the student will be unable to receive their diploma.

Students missed days must be made up by the fourth year. Departmental clinic or polyclinic time owed will be authorized by the Department Chair or Medical Director respectively and forwarded by him or his designee to Mary Gates for monitoring completion of makeup time. A copy will be forwarded to the Office of Clinical Education, to the attention of the Associate Dean for Technology and Medical Education. Students cannot graduate until **all** time is made up for **all** clinical areas.

C. **Fourth Year Students - Externships**

Attendance is mandatory at all activities associated with the site to which you are assigned. The hours and days of office and patient care activity are determined at the discretion of the Director. All absences, with the exception of illness, must have prior approval granted by the Assistant Dean for Educational Affairs

The Assistant Dean for Educational Affairs will, within limitations, determine how and when student absences will be made up. If absences are not made up to the satisfaction of the Assistant Dean by the end of a month and the student otherwise has a passing grade, then an "Incomplete" will be registered as the student grade for the rotation. The Office of Clinical Education will notify the student that they have 30 days to arrange to remediate any penalty days and/or submit evaluation and log sheets. If the student has already begun an external program, the Office of Clinical Education will notify the student (by certified letter) that they have 10 days of the date of the letter to make arrangements to remediate the grade, or return to the School on the first day of the following month for remediation. Any student who fails to return to TUSPM may be subject to suspension from the School.

Excused Absences

Excused absences may be granted on a per case basis with the approval of the Assistant Dean for Educational Affairs.

A written request must be submitted to the Assistant Dean for Educational Affairs and forwarded to the Externship Director as soon as possible before the anticipated absence.

Students reporting to an assignment more than one hour late will receive a half-day excused absence. (If you are more than one hour late, you will be assessed a half-day makeup session.)

Acceptable excuses shall be as follows: residency interview, repeating courses, repeating National Board exams, personal illness or death of an immediate family member (with written documentation by the Associate Dean for Academic Affairs or Assistant Dean for Educational Affairs.

Excused absences may be made up at a 1:1 ratio.

Unexcused Absences

Makeup sessions for missed externship days are as follows:

> **Excused - 1:1;**
> **Unexcused (before or after a holiday or on Exam Day) - 10:1**

Again, attendance is mandatory at all patient care activities. Unexcused absences will not be permitted and may result in a failing (F) grade for that month, in addition to a hearing by CAPS for misconduct will be requested if professional misconduct is suspected. A pattern of unexcused absences or serious breach of professional conduct could result in dismissal from the School for unprofessional conduct.

Personal Days

It is the discretion of the site Clinic Director to permit time off. Any personal time would need to be approved by the Externship Director in writing (a copy must be provided to the Office of Clinical Education - this is the students responsibility), and cannot exceed two days in any external rotation.

Total Time Out From External Rotations

Even with make-up days for excused absences, if a student misses 5 days during a 4 week departmental rotation (even if some were personal days), then they are in jeopardy of failing and repeating the rotation. This is at the discretion of the Externship Director.

Clerkships

The Department of Community Health and Aging clerkship rotation includes 1- four week or 2 – two week clerkships. The clerkship requires each student to spend at least 4 weeks in the office of a private podiatric practitioner.

The Practioner must be a practicing DPM in good standing with his/her medical board and not associated as faculty the College for more than 1 day per week. Dr. Spadone oversees the clerkship program.

– See him for further information.

D. RULES AND REQUIREMENTS

The fourth year curriculum has been designed to provide optimal cognitive and technical development while maintaining sufficient individual flexibility to meet and fulfill the essential requirements of the residency match process. Every student is responsible for planning their own year within the parameters of the scheduling process and the policies of the school.

The curriculum requires each student to successfully complete:

1 Rotation at TUSPM Surgery Clinic
1 Rotation at TUSPM Medicine Clinic
1 Rotation at TUSPM Orthopedics Clinic
2 Rotations in Medicine Specialty – Infectious Disease, Neurology, Orthopedics, Vascular Disease
1 Rotation in Community Podiatric Medicine (Clerkship)
4 Rotations in TUSPM Approved Externship Programs.

Two (2) Free Months (one of these months must be designated as a vacation month and will not be recorded on your transcript. You will receive extra credit on your transcript for completing a 5th externship during one of your free months, in addition to benefiting from the podiatric educational experience you will obtain from a fifth externship).

Summer Clinic

Summer Clinic is designed to include time in each of the Schools three major clinical divisions: Biomechanics, Surgery and Podiatric Medicine. Approximately one-third of the class is assigned each month. There are no substitutions for Summer Clinic, except for the Summer interns at Western Pennsylvania Hospital and St. Francis Medical Center (See Special Externship).

Biomechanics, Medicine and Surgery Clinics

Each student must successfully complete a full rotation in Biomechanics, Medicine (Diagnosis and P.I.), and Surgery. During these rotations, students will be required to adhere to departmental rules and regulations. In some cases, some clinically superior students will be given a chance to exempt from the Medicine or Surgery rotation.

E. ADMINISTRATION

The management of the fourth year curriculum is part of the responsibility of the Assistant Dean for Educational Affairs. The Externship Coordinator assists with the daily activities of the externship program. An externship committee, elected by the class, serves as a liaison to the Office of Clinical Education. The class is bound by the decisions developed through and by the Assistant Dean for Educational Affairs.

F. EDUCATIONAL OBJECTIVES

It is expected that the students cognitive, technical and analytical skills will continuously improve, that the knowledge base will be broadened and deepened, and that the interpersonal skills, attitudes and values will improve through the fourth year. At the minimum, the student should be able to manage all routine cases quickly, accurately, and efficiently.

It is not possible to designate a common curriculum for every program. Real limits inhibit each encounter, including the quality of patient mix, the expertise of the faculty, both clinically and educationally, and the students level of expertise. Each of these must be considered in developing an externship rotation. The following competencies must be met by a student and are the basis for student evaluation:

a. Participate in complete history and physical examinations.
b. Observe all podiatric surgery cases as assigned.
c. Observe/assist on all orthopedic, general surgical, general medicine procedures as assigned.
d. Participate/observe the post-operative management of podiatric patients under the direct supervision of the podiatric resident/physician.
e. Participate/observe the management of podiatric and general medicine patients under the supervision of an attending physician and resident, where applicable.
f. Participate in 24 hour emergency call under the supervision of the attending/resident physician.
g. Make at least one formal case presentation to staff, peers and/or members of the medical team.
h. Attend and participate in Podiatric Grand Rounds.
i. Attend all rotation-related conferences, presentations, and journal clubs, as well as assigned conferences in other specialty areas.

G. CURRICULUM STRUCTURE

The curriculum is a twelve (12) month program. Ordinarily, it begins the Monday following graduation and runs to the last work day in May. The curriculum is made up of twelve (12) month long units or rotations. Unless otherwise designated, each rotation begins and ends on the first and last working day of the given month. It should be noted that some programs will consider Saturday a working day. Similarly, you should assume that rotations which begin on a Friday, or end on a Monday or Tuesday, will require your attendance on those days.

Any Externship schedule changes must be approved by the Assistant Dean for Educational Affairs at lease one month in advance of your rotation. Some programs have specific guidelines for cancellation of externship rotations. Changes in your finalized schedule will be allowed only for certain academic reasons or in highly unusual circumstances. Travel, meals, car rental, housing, or expenses are not considered to be valid reasons for dropping an externship rotation. An Drop/Add form must be completed and submitted along with written proof of your need to change, to the Assistant Dean for Educational Affairs. This will be reviewed and either denied or approved. The Clinic Director will also need to approve the change.

Problems should first be addressed between the student and the Clinic Director. The Externship Secretary should be notified of a problem, but will not intervene unless necessary. If a problem is not resolvable at either of these levels, the Externship Coordinator will become involved and will need to work with the Assistant Dean for Educational Affairs

H. POLICIES

The following policies are to be followed by all students at all times during the fourth year. Failure to do so may result in a failing grade for the rotation and delay of graduation. In addition to the specific policies as written, use your common sense to conduct yourself in a manner befitting a professional.

a. Reporting to Site/Travel Time

   i. Students are expected to be at their sites on the first day of each month and to remain until the last day of each month (except for April and May rotations). Arriving late to or departing early from a site may negatively impact on your final clinical evaluation.

b. Holidays

   i. The holidays listed on the academic calendar for TUSPM and the Foot and Ankle Institute may fall on a month that is not recognized by all Clinic Directors. You may be expected to be present for patient care if the Director has office hours.

   ii. Students and the site Clinic Directors are expected to work together to make appropriate arrangements when conflicts arise.

c. Professional Conduct

In spite of our best efforts to instill appropriate attitudes and values in our students, there have been some incidents of professional misconduct. Violation of the TUSPM Academic Standards, Professional Conduct section described in your student handbook may result in an F@ as well as delaying or preventing graduation.

I. EVALUATION

Determination of Grades

Assessment of clinical performance is based on student competency in meeting course objectives. Components of clinical competency encompass all of the following:

a. Reliability, Punctuality and Personal Appearance
b. Initiative
c. Clinical Application of Knowledge
d. Quality of Differential Diagnosis Reasoning
e. Ability to Obtain History and Physical
f. Attitude Toward Patients
g. Interpersonal Skills with Faculty, Staff and peers
h. Technical Proficiency
i. Medical Records and Presentations

Competence is evaluated in each of the above areas. Minimum competence must be achieved in each area. Outstanding achievement in one area does not average out an insufficient level of competence in another area. The following grades may be given:

Pass - indicating competent performance in all areas.

Incomplete - indicating competent performance in one or more of the above areas. Failed externships must be repeated at the same or another facility as designated by the Assistant Dean for Medical Education.

Passing your externship rotation requires the timely completion and submission of four Patient Care Activity Sheets, Professional Communication Letters and a Student externship Evaluation form to the Office of Clinical Education. (See Evaluation Forms - Student Responsibility).

a. Evaluation Forms

i. Externship Director Responsibilities

The Externship Directors will sign a weekly Patient Care Activity Sheet, and provide an overall evaluation of student clinical performance for that same week. A summary student evaluation is received from the Externship Director at the end of the rotation.

ii. Student Responsibilities

1. Learning Assignments

Professional Communication Letters (must be typed)

One typed referral letter per week is required for one of the four week externship rotations. Each week requires a different type of correspondence, they are delineated below:

Week 1 - using one of the patients seen during Week 1, writing a letter to the referring primary care physician explaining the patients problem, as well as the diagnosis and treatment plan.

Week 2 - utilizing actual patient data from Week 2, write a professional letter which refers this patient to a medical specialist, such as a vascular surgeon, neurologist, orthopedic surgeon, etc. for work up and treatment of problem which is outside the podiatric physicians scope of practice.

Week 3 - write a letter (again using data from actual an patient seen during Week 3) to non-medical personnel such as a lawyer, social worker, or individual from an insurance company, who would have an interest in the patients medical needs or functional abilities.

Week 4 - write an educational letter to a patient (from Week 4) using a fictional name, but utilizing actual data and explain in laymens language his/her medical problem, as well as prognosis and treatment options.

Utilize the attached Guide to Writing Referral Letters in completing this assignment. Two sample letters are enclosed at the end of the guide. The professional communication letters may be sent in weekly or batched

together for Weeks 1 - 4 at the completion of the externship assignment along with your student externship evaluation.

2. Externship Evaluations

The final overall Student Program Evaluation should reflect your performance **through** Week 4. These student externship evaluations and professional communication letters (typed) are completed and received by the Office of Clinical Education no later than **two weeks** after the last day of the rotation.

It is your responsibility to ensure that your Externship Directors complete and submit your evaluations on time. Problems should be discussed with your Clinic Director. Persistent problems should be addressed to the Externship Coordinator.

Students will not receive a passing grade until all patient care activity forms, communication letters and students externship evaluations are completed.

STUDENTS ARE RESPONSIBLE FOR TURNING IN ALL PAPERWORK ON TIME.

J. CLINICAL INDEPENDENT STUDY

Students may elect to complete an independent study at a private practice, hospital or other patient care setting in order to observe and/or participate in clinical care.

Students will receive one credit hour for each 10 hours completed at the site. The extra credit will appear on your transcript. Students need to notify the Office of Clinical Education at least one month prior to the anticipated start of the clinical independent study and complete a brief Clinical Independent Study form in order to officially register for this elective program. Students not completing the forms will not be officially registered for this School sponsored independent study and will not have professional liability coverage.

Insurance coverage will only be extended to students and hospitals where there is an approved podiatric residency program. If a student will be rotating in a physicians office, the School will need a certificate of insurance from the physician at least one month prior to the beginning of the study period. This is the responsibility of the student (similar to Clerkship Program).

CLERKSHIP DIRECTORY

PROGRAM	CITY	STATE
Beth Israel Hospital Deaconess Medical Center	Boston	MA
Bon Secours of New Jersey	Hoboken	NJ
Botsford General Hospital	Farmington Hills	MI
Broadwest Surgical Center-St. Mary Medical Center	Merrillville	IN
Cabrini Medical Center	New York	NY
Cambridge Hospital	Cambridge	MA
Christiania Care Health Services	Wilmington	DE
Community Medical Center	Scranton	PA
Cooper Hospital	Camden	NJ
DVAMC – Atlanta	Atlanta	GA
DVAMC - Baltimore	Baltimore	MD
DVAMC – Boston	Boston	MA
DVAMC - Coatsville	Washington	DC
DVAMC – Dayton	Dayton	OH
DVAMC - Denver	Denver	CO
DVAMC – East Orange	East Orange	NJ
DVAMC – Fort Meade	Fort Meade	SD
DVAMC – Hines	Hines	IL
DVAMC - Huntingdon	Huntingdon	WV
DVAMC - Lebanon	Lebanon	PA
DVAMC – Leavenworth	Leavenworth	KS
DVAMC - Minneapolis	Minneapolis	MN
DVAMC - Montrose	Montrose	NY
DVAMC - New York	New York	NY
DVAMC - Northport	Northport	NY
DVAMC – Palo Alto	Palo Alto	CA
DVAMC - Philadelphia	Philadelphia	PA
DVAMC – Phoenix	Phoenix	AZ
DVAMC - Richmond	Richmond	VA
DVAMC - Salt Lake City	Salt Lake City	UT
DVAMC - Tucson	Tucson	AZ
DVAMC - Yale/West Haven	West Haven	CT
Eastern Virginia Medical School	Virginia Beach	VA
Englewood Hospital & Medical Center	Englewood	NJ
Florida Hospital Orlando East	Orlando	FL
Frankford Hospital	Philadelphia	PA
Genesys Regional Medical Center	Grand Blanc	MI
Germantown Hospital	Philadelphia	PA
Graduate Hospital	Philadelphia	PA
Grant Medical Center	Columbus	OH

Gundersen Luthern Medical Foundation	LaCrosse	WI
Hennepin County Medical Center	Minneapolis	MN
Holllywood Medical Center	Hollywood	FL
Houston Podiatric Foundation	Kingwood	TX
Jamaica Hospital Medical Center	Jamaica	NY
J.F.K. Medical Center	Atlantis	FL
John Peter Smith Hospital	Ft. Worth	TX
Kaiser Oakland	Oakland	CA
Kaiser Vallejo	Vallejo	CA
Kaiser Walnut Creek	Martinez	CA
Kendall Medical Center	Miami	FL
Kennedy Memorial Hospitals-University Medical Ctr.	Cherry Hill	NJ
Kern Hospital	Warren	MI
Kessler Memorial Hospital	Hammonton	NJ
Kindred Hospital	Louisville	KY
Lakeside Hospital	Metairie	LA
Legacy Portland Hospitals	Portland	OR
Long Island Jewish Medical Center	New Hyde Park	NY
Loretto Hospital	Chicago	IL
Lutheran Medical Center	Brooklyn	NY
Martin Army Community Hospital	Ft. Benning	GA
Medical Center of Beaver	Beaver	PA
Medical Center of Independence	Independence	MO
Memorial Hospital of Rhode Island	Pawtucket	RI
Metro West Medical Center	Framingham	MA
Millcreek Community Hospital	Erie	PA
Mineral Area Regional Medical Center	Farmington	MO
Monrovia Community Hospital	Monrovia	CA
Morristown Memorial Hospital	Morristown	NJ
Mt. Sinai Medical Center	Miami Beach	FL
MultiCare Foot and Ankle Residency	Tacoma	WA
New York Methodist Hospital	Brooklyn	NY
North Platte Foot Clinic	North Platte	NE
Northern Virginia Podiatric Residency Program	Falls Church	VA
Northlake Medical Center	Tucker	GA
Northridge Hospital Medical Center	Van Nuys	CA
Oakwood Health Care System	Deerborn	MI
Our Lady of Lourdes Memorial Hospital	Binghamton	NY
Palmetto General Hospital	Hialeah	FL
Passaic Beth Israel Hospital	Passaic	NJ
POH Medical Center	Pontiac	MI
Presbyterian Medical Center	Philadelphia	PA
Presbyterian/St. Luke Medical Center	Denver	CO
Providence Hospital	Southfield	MI
Roger Williams Medical Center	Cranston	RI
Roxborough Memorial Hospital	Philadelphia	PA
Rush North Shore Medical Center	Skokie	IL
Sacred Heart Hospital	Chicago	IL
Saint Barnabas Hospital	Bronx	NY
Scripps Mercy Hospital	San Diego	CA
Springfield Hospital	Springfield	PA

St. Barnabas Medical Center	Livingston	NJ
St. Francis Health System	Pittsburgh	PA
St. Joseph's Hospital-North Philadelphia Health Sys.	Philadelphia	PA
St. Joseph's Regional Medical Center	South Bend	IN
St. Mary's Medical Center	San Francisco	CA
St. Michael's Medical Center	Newark	NJ
St. Vincent Charity Hospital	Cleveland	OH
St. Vincent Hospital	Worchester	MA
Swedish Medical Center	Seattle	WA
Temple East	Philadelphia	PA
Temple University Hospital	Philadelphia	PA
University of Medicine and Dentistry of New Jersey	Newark	NJ
University of Texas Health Sciences Center	San Antonio	TX
UPMC South Side	Pittsburgh	PA
U.S. Air Force Base at Eglin	Eglin AFB	FL
U.S. Army – Eisenhower Medical Center	Fort Gordon	GA
U.S. Naval Hospital - Bethesda	Bethesda	MD
U.S. Naval Hospital - Portsmouth	Portsmouth	VA
Washington Hospital Center	Washington	DC
Westchester General Hospital	Miami	FL
West Jersey Health System	Camden	NJ
Western Medical Center	Santa Ana	CA
Western Pennsylvania Hospital	Pittsburgh	PA
Winona Memorial Hospital	Indianapolis	IN

These programs serve to increase students' clinical exposure to various types of facilities within the community to provide a more meaningful institutional involvement by students in podiatric medicine. Students are afforded an opportunity to see both podiatric and medical management of patients in various types of community settings.

An updated list can be obtained from the Clerkship Coordinator

SECTION 5 COLLEGE POLICIES

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Code of Ethics

Honor Code

INTRODUCTION

Society grants to academic communities such as the Temple University School of Podiatric Medicine (TUSPM) freedom of expression and the freedom of inquiry that has been found over the history of higher education in the United States to be important to education and research. In accepting these freedoms, our students accept responsibilities for upholding the standards that guide us in the

exercise of these freedoms. The various and complex external controls, such as fraud and misconduct rules, that continue to evolve cannot, by themselves, guarantee high standards. The standards must be nurtured by individuals with a sense of honor, integrity, and intellectual honesty. It is incumbent upon this community to provide an environment which fosters these attributes in all of its members.

By voluntarily joining the TUSPM community, we accept agreed upon principles of behavior embodied in the "Statement of Academic Integrity: Rights and Responsibilities of Students, Faculty and Administration" ("Code of Ethics"). Adherence to these principles by all students will foster an appropriate academic and professional environment.

The Code of Ethics is not an attempt to supplant a student's own sense of honor, but rather to define a minimal standard to which all will be held accountable.

There are two basic implications in the Code of Ethics. First, it assumes that the student has such personal integrity as neither to be dishonest nor to encourage others to be dishonest. Second, it implies that the same integrity that prevents the student from being dishonest compels the students not to allow any violation of the Code of Ethics which is observed to go unchecked. The student physician will be expected to take an active role in ensuring that others, as well as himself/herself, uphold the spirit and letter of the Code of Ethics. Each student has the responsibility to participate in the enforcement of the Code. When in the presence of a violation, a student has the responsibility to leave the area where the violation is occurring, or if appropriate, to intervene or confront the violation so that the behavior stops, and/or to contact appropriate TUSPM staff, so that the violation may be confronted. Failure to demand ethical behavior of others or failure to take appropriate action is considered a violation of the Code of Ethics in and of itself.

The responsibility of the individual student to support the Code of Ethics parallels the responsibility of the individual physician to maintain the high medical standards of the profession by persistent efforts to eliminate unethical practices of medicine. By accepting responsibility of the Code of Ethics, we confirm our intent to strive for personal integrity and to uphold the honor of our profession as a whole.

Code of Ethics

We, the TUSPM community, affirm the Code of Ethics as it appears in the current Student Handbook for all members of our community:

CODE OF ETHICS VIOLATIONS

We believe the following to be some examples of the types of violations of the Code of Ethics for which a student may be brought before CAPS. The types of Code of Ethics violations generally fall into one of three categories: Academic Dishonesty violations, Violations of Student Physician/Patient Relationship and Non-Academic Misconduct Violations.

I. **Academic Dishonesty**

A. Academic dishonesty is prohibited at the TUSPM. It is considered a serious offense because it diminishes the quality of scholarship, makes accurate evaluation of student progress impossible, and defrauds those in society who must depend on the knowledge and integrity of the institution, its faculty, and its students. Academic dishonesty is defined as obtaining or seeking to obtain an unfair academic advantage for oneself or any other student. It includes (but is not limited to) lying, cheating, stealing, or engaging in dishonest conduct in the course of or related to any academic

exercise.

B. By signing the registration form at the beginning of the academic year, each student has agreed to abide by the Code of Ethics and rules of enforcement as described in the Student Handbook and established by the Temple University School of Podiatric Medicine.

I. Cheating

Cheating includes, but is not limited to, the following:

a. Using or attempting to use books, notes, study aids, calculators, or any other documents, devices, or information in any academic exercise without prior authorization from the professor.

b. Copying or attempting to copy from another person's paper, report, laboratory work, research, computer program, or other work material in any academic exercise. This includes knowingly allowing others to copy one's own work.

c. Procuring or using tests or examinations or any other information regarding the content of a test or examination before the scheduled exercise, without prior authorization by the professor.

d. Conducting oneself in an inappropriate manner during an examination, including unauthorized communication and altering of visual aids during any academic exercise.

e. Discussing the contents of examinations with students who have not yet taken the examination.

f. Sending a substitute to take one's examination or to perform one's field or laboratory work; acting as a substitute for another student at any examination or field or laboratory assignment. This includes allowing others to conduct one's research or prepare one's work without prior authorization.

g. Unless otherwise instructed, failing to turn in an identified examination paper and any other distributed material prior to leaving the examination room, whether or not the exam questions have been answered.

2. **Fabrication**

Fabrication includes, but is not limited to, the following:

a. Inventing or making up data, research, laboratory results, information, or procedures involving research or patient care.

b. Inventing a record or portion thereof regarding research, extracurricular activities, or clinical experiences.

c. Including information on one's curriculum vitae which one knows to be false.

3. **Falsification**

a. Altering or changing grades, returned examinations (to claim they were erroneously graded), or any other academic records.

b. Altering the record of experimental procedures, data, or results.

c. Altering the record of or reporting false information regarding research, extracurricular, or clinical experiences.

d. Claiming someone else's work as one's own or signing someone else's signature or identification on an academic record or patient's chart.

4. **Plagiarism**

Plagiarism includes, but is not limited to, the following:

a. Representing the words or ideas of someone else as one's own in any academic exercise.

b. Submitting as one's own paper or learning assignment written by another person.

c. Reproducing someone else's words by written or verbal means without giving appropriate credit to that person.

5. **Complicity**

Complicity in Academic Dishonesty includes, but is not limited to, helping or attempting to help commit an academic dishonesty violation and helping to conceal, or to allow such violation to remain concealed by not disclosing the same when the student has knowledge of such violation or reason to know of that such violation has occurred.

Violations of Student Physician/Patient Relationship

C. A cardinal obligation of the student physician is to respect the integrity of all patients. This includes recognizing the confidential nature of communications, both written and verbal, with the patient and with those with whom one discusses the patient's care. Conduct in any interaction concerning patients should be completely above reproach.

D. The student has an obligation to recognize that the hospital and medical records of the patients are legal documents and that reasonable care should be taken when marking on these records. Under no circumstances should false information be recorded, items noted of which the student has no direct knowledge, or no records ever be altered.

Non-Academic Misconduct

E. Non-academic misconduct as used herein includes, but is not limited to, the following:

1. Physical abuse, verbal abuse, threats, intimidation, embarrassment, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person. Notwithstanding the foregoing, sexual abuse or harassment shall be dealt with separately under TUSPM Sexual Harassment Policy. However, the procedures for investigating and taking disciplinary action for sexual abuse or sexual harassment when the person alleged to have inflicted the abuse or harassment is a student at TUSPM shall be dealt with under this Honor Code.

2. Hazing, defined as an act or situation which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

3. Unauthorized possession, duplication, or use of keys to any TUSPM premises or unauthorized entry to or use of TUSPM facilities.

4. Use, possession, or distribution of controlled substances or alcohol, except as expressly permitted under medical supervision and as permitted by the law, possession and use of paraphernalia to assist in use of illegal substances, or being under the influence of a controlled substance or public intoxication.

5. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals.

6. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on premises or at functions sponsored by, or participated in by, TUSPM.

7. Theft or other abuse of computer time, including but not limited to:

   i. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

   ii. Unauthorized transfer of a file.

   iii. Unauthorized use of another individual's identification and password.

   iv. Use of computing facilities to interfere with the work of another student, faculty member, or TUSPM employee, to send obscene or abusive messages, or to interfere with the normal operations of the TUSPM computer systems.

8. Actual or attempted thief from or damage to TUSPM property or premises or property of a member of the TUSPM community.

9. Failure to comply with the direction of TUSPM officials, such as Security, Physical Facilities and Student Life staff, in the performance of their duties.

10. All forms of non-academic dishonesty, including knowingly furnishing false information to TUSPM, forgery, or alteration or fraudulent use of TUSPM documents, records or instruments of identification.

11. Disruption or obstruction of TUSPM administration, disciplinary proceedings, or activities.

12. Aiding, abetting or procuring another person to conduct a Code of Ethics violation.

FINANCIAL OBLIGATIONS AND REFUND POLICY

STUDENT BILLING:

All student invoices for tuition and fees and other miscellaneous charges are computed and e-mailed from the Office of Student Financial Services (SFS) on the 2nd floor of Carnell Hall on Temple University's main campus. Housing related charges, including rent, telephone, utilities and other charges are computed and invoiced by the Office of Student Housing on the 4th floor of the Student Activities Center on main campus. All amounts due are payable on the due date stated on the invoice.

Payments and inquiries may be made in the TUSPM Business Office located on the 6th floor of the School Building, adjacent to the Charles E. Krausz Library. The Business Office is open to students from 8:30 a.m. to 5:00 p.m., Monday through Friday. You may contact the Business Office by phone at (215) 625-5401.

PARKING

A limited number of parking spaces are available to students in the lot operated for TUSPM. Parkway, Inc. manages the lot on Cherry Street, between 8th and 9th Streets. Daily parking arrangements for this lot may be made at the Parkway both, located directly adjacent to the Foot and Ankle Institute entrance

DEBT MANAGEMENT COUNSELING SERVICES:

Information on budgeting and financial planning both during podiatric medical school and after can be obtained through the SFS Office. The office is also responsible for compliance of the Entrance and Exit interviewing process for students who receive Federal Student Loan Program assistance while attending school. A financial counselor will meet with students during attendance and prior to graduation to discuss rights and responsibilities under the programs, and the students' obligations in repaying all loans.

**NOTE- It is an administrative policy of Temple University School of Podiatric Medicine that all medical students who are recipients of federal student loan assistance will be required to attend mandatory debt management programs as stipulated by the Department of Student Financial Services, and coordinated through the Office of Student Affairs in the School of Podiatric Medicine. A hold may be placed on a student's records, which would prevent the receipt of any University services if a student fails to attend a mandatory program or fails to schedule a substitute session. This policy was developed to ensure that all student loan recipients receive quality counseling and education regarding the terms of their loans, the amounts borrowed, and their responsibility in repayment.

PAYMENT PLANS:

A podiatric medical school education is a big expense. The Financial Counselor in the Office of Student Affairs will work with you on planning ahead to pay your tuition bills without interrupting your education. There are two payment plans available to students to assist them in paying their tuition. A financial counselor in the Student Affairs office can work with students in determining if a payment plan is right for them. A basic description of the two plans follows.

Temple Easy Payment Plan

If you are unable to pay the full amount owed before the semester starts, or have demonstrated expected financial aid covering your charges, you will automatically be enrolled in the TEPP plan. Payment of 25% of the total amount due will be required plus a $10.00 installment fee. (If you are enrolled or register within two weeks of the start of the semester the initial required payment would be 50%). The balance must be paid in up to 3 more monthly installments (only two installments if you enroll during the later time period), each accompanied by a $10.00 installment fee. TEPP is interest free.

Temple Installment Payment

This is a 10-month pre-payment plan designed to help students meet current and future expenses totaling at least $1,000.00. There is a $45.00 annual application fee and payments begin in May. TIPP is interest free.

REFUND POLICY:

Students are eligible to receive a 100 percent refund of tuition costs for any withdrawal within the first two (2) weeks of the semester. There are **no** refunds of tuition and fees after that time, except as outlined in the University's Tuition Refund Policy for medical reasons or death.

In addition, students who withdraw or take leave after the first two (2) weeks are responsible for payment of all tuition and fees. Any award of TUSPM first year and/or Merit Scholarships or Awards will be pro-rated from the first day of the semester to the date of withdraw. Students who withdraw forfeit their right to previous awards should they return to TUSPM at a later date.

THIRD PARTY BILLING:

The SFS Office can assist you in coordinating your tuition payments if you are being sponsored by an outside agency. However, ultimately the third party payee is responsible for covering your tuition bill.

REFUND REQUESTS:

Refunds from student loan checks or other sources of financial aid are coordinated through the SFS Office. Student Financial Services can assist you in checking on the status of your student loans, your estimated refund for living expenses, to help you plan your budget. In the event you are issued a refund check by the University and it is lost, the SFS Office can also work with you to replace it.

Policy on Confidentiality of Student Records (F.E.R.P.A.)

The Family Educational Rights and Privacy Act ("FERPA") is a federal law governing privacy rights in school records to students and to dependent students' parents. FERPA assures students of two things: that they have rights to access and review school records; and that an educational institution where the students are or have been in attendance will protect the confidentiality of the students' education records.

I. TO WHOM DO THESE GUIDELINES APPLY?

FERPA applies only to "students who are or have been in attendance at a school of [an educational] agency or . . . institution." In other words, the Act applies to students presently enrolled and to alumni, but not to applicants who have not been admitted to the University. The Act also applies only to living students or alumni; no privacy rights exist under FERPA for deceased individuals.

II. TO WHAT RECORDS DO THESE GUIDELINES APPLY?

FERPA requires that the University keep as confidential records about students that contain personally identifiable information. Such records are called "education records." FERPA defines "education records" as "records, files, documents, and other materials which . . . contain information directly related to a student" and "are maintained by an educational agency or institution."

The types of education records typically maintained by the University include academic records such as applications, transcripts, advising records, letters of evaluation and other personal records such as work-study and financial records. The offices which maintain such records may include the Deans' Offices of the various colleges and schools within the University and all their academic advising offices, the Registrar's Office, the Registrar's Office of the School of Law, the Office of the Dean of Students, the Career Development Office, all offices of admissions within the various schools and colleges, the Office of Financial Aid, and the Office of Student Financial Services. A listing of some of the offices responsible for maintaining education records is attached as Appendix A.

1 This document was revised in June, 2000. Significant changes from prior version are indicated in bold typeface.

2 FERPA was enacted in 1968 and was amended in 1990. The text FERPA, also referred to as the "Buckley Amendment," appears at 20 U.S.C. § 1232g. Federal regulations, which implement FERPA, appear at 34 C.F.R. part 99.

The term "education records" does not include:

- Personal files of faculty and administrative personnel that are in the maker's sole possession and which are not accessible or revealed to any other person except a temporary substitute;
- law enforcement records that are maintained by Temple University's law enforcement unit that were created by that law enforcement unit for the purpose of law enforcement;
- employment records relating to a university employee who also is a student so long as the employment records relate exclusively to that individual's capacity as an employee; or
- medical, psychiatric or psychological records created and used only for the treatment of a student and which are available only to those providing the treatment.

The term "education records" also does not include "directory information." Directory information is information which generally would not be considered harmful or an invasion of privacy if disclosed. Temple University defines directory information as:

- **The student's name;**
- **street address;**
- **email address;**
- **confirmation of enrollment status (full-time/part-time);**
- **dates of attendance;**
- **degree received;**
- **awards received *(e.g.*, Dean's List);**
- **major or field of study;**
- **participation to officially recognized activities and sports; and**
- **weight and height of members of athletic teams.**

3 Please note that, in compliance with a 1997 federal statute designed to advance military recruiting. Temple may release dates of birth to the military unless the student notifies Temple that he or she wishes this information withheld.

Any Temple student may withhold disclosure of any or all directory information by notifying, in writing, the office of the Dean of Students within two weeks after the annual

publication of the annual notices referred to in Section VIII of these Guidelines.

III. WHICH RECORDS MAY BE DISCLOSED TO STUDENTS?

Students always have the right to review education and all other records that pertain to them with the exception of the following records:

- Education records regarding another student even though that information is kept on a record containing information about the requesting student. In that situation, each student has a right to inspect only the information about himself or herself.
- Confidential evaluations of students placed in education records prior to January 1, 1975;
- Evaluations to which students have waived their right to access; and
- The financial records and related financial information of students' parents. Any University office maintaining such records shall either store such records in a file separate from records subject to

review or conspicuously stamp such records
"CONFIDENTIAL - NOT TO BE RELEASED"

If a student files a request to inspect or review his or her own records for a model request, the office maintaining the records will remove documents which fall within the preceding four categories of documents from the file before producing the file to the student.

IV. WHAT IS THE PROCEDURE FOR A STUDENT TO REVIEW HIS OR HER RECORDS?

In order to review education records, the student must submit a dated, written, and signed request along with proper identification to the office that maintains the records. A suggested model for this request is attached as Appendix C. A specially designated person within that office shall give the student a written confirmation of receipt of the request and shall inform the student when the requested records will be made available. The records will be made available to the student no later than 45 days after receipt of the request.

4 Students may waive their rights of access to confidential evaluations placed in education records after January 1, 1975, provided, however, that: (1) the student must, upon request, be notified of the name of each person who has submitted such a confidential evaluation; (2) such evaluations may be used only for the purpose intended; and (3) a waiver may not be required as a precondition of admission to the University or receipt from the University of financial aid or other services or benefits. A suggested model for this waiver is attached as Appendix B.

On the specified date, the student shall display proper identification and may inspect and review the file under the supervision of the designated person within the office having custody of the record.

If a student requests a copy of one or more of such records, the requested copies, with limited exceptions (for instance, a copy of education records for a student upon whose records a financial, academic or disciplinary hold exists), shall be transmitted to the student upon payment
of a fee often cents per page.

V. HOW CAN A STUDENT SEEK AMENDMENT OF HIS OR HER RECORD(S)?

A student may seek amendment of the content of records on the grounds that the records are inaccurate, misleading, or in violation of the student's privacy or other rights. A student may not seek amendment regarding the correctness of an assigned grade; the student may only seek amendment regarding the accuracy of the recording of the grade.

A student's first step in seeking amendment of a record is to inform the person who supervised the review of the file and to try to resolve the problem through informal discussions with that person and, if necessary, with the supervisor of the office maintaining the record.

If no agreement is reached through informal discussions, the student may submit a written request for a hearing to the Office of University Counsel. That request must specify which
records the student claims are inaccurate) misleading, or in violation of the privacy or other rights of the student.

If the University Counsel's review of the hearing request and file does not result in agreement with the student's claim, then the Vice President for Academic Affairs shall appoint a hearing officer to preside over the matter. The appointed hearing officer must be a University official with no direct interest in the outcome of the hearing. Unless the student withdraws the request or asks for a delay, the hearing shall be held within a reasonable time of the University Counsel's receipt of the hearing request.

The hearing officer or his or her designee must give the student or the student's parent notice of the date, time, and place of the hearing reasonably in advance of the hearing. At the hearing, the student shall have the opportunity to present evidence in support of the claim. A student may be represented and/or accompanied by counsel or by anyone else the student selects. If the student chooses to bring counsel, however, the student must pay his or her own legal fees.

The hearing officer shall render a decision in writing within a reasonable period of time after the hearing. The decision shall be based solely on the evidence presented at the hearing, and will include a summary of the evidence and the reasons for the decision.

If the hearing officer denies the request for amendment, the student shall be informed of his or her right to insert in the record a written comment regarding the allegedly inappropriate information, or why he or she disagrees with the hearing officer's ultimate decision, or both.
That explanation shall be maintained as part of the student's record and shall be disclosed whenever the record is disclosed.

VI. WHICH RECORDS MAY BE DISCLOSED TO PERSONS OTHER THAN STUDENTS?

Personally identifiable information generally will not be released from an education record without the student's or the dependent student's parent's written consent. The student may, however, authorize in writing the disclosure of records containing personally-identifiable information to a specified class of organizations or persons. A suggested model for authorization to disclose records and waiver is attached as Appendix C. In addition, Temple University does not sell lists of names of its students or alumni, nor does it respond to requests for such lists, except upon the approval of the President or the President's designee.

Despite the general rule prohibiting disclosure without a student's consent, FERPA does authorize release of education records without the student's consent in certain limited circumstances:

- to individual's seeking only directory information;
- to Temple University officials with a legitimate educational interest in seeing the records. The term "officials" generally includes faculty, administration and clerical employees who manage student record information, who act in the student's educational interest, or who have a demonstrated need to know the contents of the records. Specifically, the term "officials" includes a person employed by the University in an administrative, supervisory, academic, research, or support staff position; a member of the Board of Trustees; a person employed by or under contract to the University to perform a special task, such as an attorney or auditor; a person who is employed by a law enforcement unit; or a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
- to officials of other post-secondary educational institutions in which the student seeks enrollment or intends to enroll. In this situation, the University will make a reasonable attempt to notify the student of the intended transfer of records and shall, upon request, give the student the opportunity to receive a copy of the records and to have a hearing, if one is requested, to seek amendment of the content of such records;
- to authorized federal officials auditing or evaluating federally or state-supported education programs and to state officials to whom information from student records is required by statute to be disclosed;

5 The University will notify the student, in writing, of the intended transfer, court order or subpoena. Only one such notice will be sent to the student's last address on file with the Registrar, or to the student's address listed on the order or subpoena, if any. It is the student's responsibility to keep a current address on file with the Registrar.

- to persons processing students' financial aid applications to determine a student's eligibility, the appropriate amount of aid, the conditions that should be set for aid, or for the enforcement of such conditions;
- to organizations conducting studies for educational agencies in connection with predictive tests, student aid programs, and the improvement of instruction. In such a situation, however, the University will ensure take reasonable steps so that (a) the study does not personally identify parents and students to anyone other than representatives of these organizations; and (b) the organizations will destroy the information when it is no longer needed for the study;
- to accrediting organizations carrying out their accrediting functions;
- to the parents of a student who is dependent on those parents for federal income tax purposes;
- in an emergency, to appropriate persons if the knowledge of information from a student's records is necessary to protect the health or safety of the student or other persons;
- to comply with a judicial order or lawfully issued subpoena unless the court orders that the existence or contents of the subpoena not be disclosed. Before complying with the order or subpoena, however, the University will make a reasonable effort to notify the student of the order or subpoena;
- to an alleged victim of any crime of violence, the results of any disciplinary proceeding conducted by Temple University against the alleged perpetrator of such crime with respect to such crime.

Records of disciplinary hearings may only be disclosed with the student's written consent, under legal compulsion, or in cases where the safety of persons is involved.

VII. WHAT NOTICE MUST BE GIVEN TO STUDENTS THAT DISCLOSURE WAS OR WILL BE MADE TO PERSONS OTHER THAN STUDENTS?

Consistent with Section VI, when a student's records or information from such records are disclosed to any organization, agency, or individual, a transmittal letter will be sent to the recipient of the records informing the recipient that such records or information are not to be disclosed to any other party without the prior written consent of the student. In addition, the recipient will be notified in writing that, if compliance with this requirement is not acceptable, all records must be returned unopened to the University.

Each office which maintains education records shall keep with the records of each student a form which lists, with exceptions stated below, the names of all parties who have requested or received education records, and the legitimate interests that the parties had in making the requests or obtaining the information. If the recipient indicates that he or she intends to make further disclosures that will continue to meet the requirements of FERPA, the record maintained by the University will include the names of the additional parties to which the receiving party may disclose the information and the legitimate interests that each of those additional parties has in requesting or obtaining the information.

The requirement of maintaining the form discussed in the preceding paragraph does not apply to disclosures to Temple University officials described elsewhere in this document, to the apply to disclosures to Temple University officials described elsewhere in this document, to the student or to the dependent student's parent or to individuals to whom disclosure has been specifically authorized by the student.

VIII. GENERAL PROVISIONS

These Guidelines and a copy of FERPA and of the related federal regulations that implement FERPA will be available at registration headquarters during regular registration periods. In addition, copies of the Guidelines may be found in the office of the Dean of Students in the Student Activities Center and is accessible through the Temple website (www.temple.edu).

An annual notification of rights under FERPA will be given to students in attendance at the University. At the least, this notification will consist of a notice in the "Temple News."

If a student feels that the University has failed to comply in some way with FERPA or with federal regulations implementing FERPA, and the student believes that the University has failed to answer his or her compliant satisfactorily, he or she has the right to file a complaint containing specific allegations of fact giving reasonable cause to believe that a violation of FERPA or its implementing regulations has occurred, with the Family Policy Compliance Office, United States Department of Education, Washington, D.C. 20202-4605.

Dated; June 2000

ARTICLE II. TYPE, LOCATION, AND CUSTODIAN OF EDUCATIONAL RECORDS

Type	Location	Custodian
Admissions Records	Student Records Office Stud. Afrs., 1st Fl. Hous. Comp. 8th at Race Street	Student Records Official
Academic Records (current students)	(same as above)	(same as above)
Microfiched Records (former students)	(same as above)	(same as above)
Disciplinary Records	Student Records Office	(same as above)
	Educational Affairs Ofc. Academic Building 8th at Race Streets	Assistant Dean for Educational Affairs
Financial Records	Student Financial Services Office Student Affairs, 1st Fl Hous. Comp.	Director, Financial Aid
Placement Records	Graduate Placement Office Academic Bldg.	Graduate Placement Coordinator
Health Records	Temple University Health Services Broad & Berks Mall	Custodian, Student Health Services

I. Disclosure of Educational Records

A. Disclosure to Faculty and Administrative Officers of the Institution

1. Faculty and administrative officers of the institution who have a legitimate educational interest in the material and demonstrate a need to know are permitted to examine the academic records of any student.

2. The contents of the official folder of a student may not be sent outside the Office for Student Affairs except in circumstances specifically authorized by the Student Records Office. Normally, a permanent record should never leave the Office, since copies can readily be prepared.

B. Disclosure to Government Agencies

1. The following may be released to properly identified representatives of federal, state, or local government agencies if expressly requested:

   a. Directory information (name, enrollment status & dates of attendance, address confirmation)

   b. Verification of date, place of birth and Social Security number. c.

   Verification of signature.

   d. Verification of name and address of parent or guardian.

2. Concerning the release of further information, it should be noted that governmental investigative agencies, as such, have no inherent legal right to access to student files and records. When additional information is requested, this normally will be released only on written authorization from the student. If such authorization is not given, the information will be released only on a court order or subpoena.

3. The School will supply student deferment certificates to the Selective Service System only with the written permission of the student.

C. Disclosure to Parents and Agencies

1. Transcript or grade reports will not be released to parents or guardians without prior written approval from the student.

2. Requests from a philanthropic organization supporting a student should not be honored without prior written approval from the student.

3. Requests from research organizations making statistical studies may be honored without the prior written approval of the student, provided students are not identified by name or in any other identifiable way on the data transmitted.

D. Disclosure to Comply with a Judicial Order or Lawfully Issued Subpoena.

If a subpoena is served, the student whose record is being subpoenaed will be notified and the subpoena referred to the School's legal counsel.

E. Disclosure in Response to Telephone Inquiries

1. **At the School's discretion**, the following information may be released, as it is deemed to be part of the public record (see definition of "Directory Information"). However, address and telephone information **will not** be given out under most circumstances:

    a. Student's name, whether or not currently enrolled, and in which class.

    b. Dates of enrollment.

    c. Degree(s) earned, if any, major or field of concentration and honors received.

2. A student's written request for non-disclosure will take precedence **unless** a health or other emergency situation is involved. Urgent requests for student information, such as address, telephone number or immediate whereabouts, based on apparent emergency should be handled by the Office for Student Affairs.

F. Disclosure to Other Individuals, External Agencies, Organizations, Misc.
(For example, residency programs, State Boards)

1. Information furnished to other individuals and organizations should be limited to those items listed under "Telephone Inquiries" unless the request is accompanied by an information or transcript release signed by the student.

2. The foregoing guidelines are applicable to handling any request for academic information about students or former students received by any member of the faculty, administration or clerical staff. The guidelines are intended to protect the individual's right of privacy and the confidentiality of academic records throughout the institution.

3. All School personnel should be alert to refer promptly to the Student Records Office requests for transcripts, certifications or other information which that office typically provides. Faculty members and various institutional offices should restrict their responses to acknowledging, when appropriate, the receipt of requests for student information, or limit their response to that information germane to their sphere of responsibility or their relationship to the student, for example, faculty advisor, major professor, etc.

G. Disclosure to the Student

1. Students are entitled to copies of their TUSPM transcript or other academic records from this school. **NOTE: This does NOT include high school or other School transcripts.** Any transcript issued to a student should include the notation: "Student Copy".

2. Students have the right to inspect their academic files and are entitled to an explanation of any information recorded. Students wishing to review their files should do so by appointment. Walk-in requests will not be honored. When the original is shown, examination is permitted only under conditions which will prevent any alteration, mutilation or removal.

3. Students **may not** inspect and review the following as outlined by the Act: The financial statement of the student's parents, letters and statements of recommendation for which the student has waived his/her right of access or which were placed in file before January 1, 1975, those records which are excluded from the F.E.R.P.A. definition of education records (i.e., records containing information about more than one student).

4. There may be conditions, such as unmet financial obligations, violations of non- academic regulations, etc., under which the School will withhold grade reports, transcripts, certifications or other information about a student.

H. Record of Requests for Disclosure

TUSPM will maintain a record of all requests for and/or disclosure of personally identifiable information from a student's education record. The records of requests, whether granted or not, shall include the names and addresses of the person(s) who requested the information and their legitimate interests in the information. Records of requests and disclosures **need not be maintained** for:

1. those requests made by students for their own use;

2. those disclosures made in response to written requests from students;

3. those made by school officials;

4. those specified as Directory Information.

I. Correction of Educational Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Challenges should be made in writing and submitted to the Office of Student Records. The student should identify the part of the record he/she wants changed and specify why it is believed to be inaccurate, misleading, or in violation of his/her privacy or rights.

2. It will be the responsibility of the appropriate Student Affairs personnel (Associate Dean, Student Records Office) to determine the validity of the challenge and make a written response, specifying the action taken.

3. Should a factual error be found in any materials, the Student Affairs official will be authorized to make the appropriate correction. Should the student wish further action, a request may be made for a hearing before the Committee on Academic and Professional Standards.

4. Students are entitled to one copy of any TUSPM material contained in their files (including AACPMAS application). **NOTE: This does NOT include high school or other School transcripts.** Costs, if necessary, are the responsibility of the student.

5. The office official in charge of a particular student file may catalog materials as **INACTIVE**. At the discretion of the official in charge, **INACTIVE** records remain in the file but need not be circulated. These **INACTIVE** records may be viewed by the students.

6. In the event material in a student's file may be considered defamatory, incorrect, outdated, in violation of the law or opinionated, the appropriate Student Affairs official will so notify both the student and the submitter. If both parties cannot agree to a revision of the material or its removal, either party may request that the question(s) be submitted to legal counsel for resolution.

J. Student Directories

Circulation of the **Student Directory**, published as a supplement to the **Student Handbook**, is limited to the School community and not to be made available to any outside, unauthorized agencies.

Students have the opportunity to direct that an address and/or telephone number be omitted from the Student Directory by checking off the appropriate box on the registration form. This is not to be confused with non-disclosure of directory information.

II. FINANCIAL AID FILES

A. The Student Financial Services Office maintains a financial aid file for each enrolled student who submits application materials for financial assistance during any given academic year. Each file consists of the following documents:

1. Institutional financial aid application;
2. FAFSA (Free Application for Federal Student Aid);
3. Student and/or spouse's 1040 and parents' 1040 or non-filing statements;
4. Records of awards and loans;

5. Any other written material submitted by student in support of a claim for aid;
6. Correspondence from or on behalf of the student's application for financial aid;

B. The financial aid file is open only to the student and authorized School personnel. It may not be removed from the Student Financial Services Office; however, the student may request copies of file items.

C. The individual Financial Aid File is retained for three (3) years following the student's actual or expected date of graduation and then is destroyed.

D. In order for a student to be eligible for Subsidized Federal Stafford, Unsubsidized Federal Stafford, and Federal Perkins Loans, he or she must be enrolled for at least half time status or more. To be eligible for Perkins and HPSL, a student must enrolled as a full time student. If a student is repeating coursework, he/she will be ineligible for HPSL.

If a student drops below full-time status, he or she is not eligible for financial aid. All agencies will be notified and the student will enter repayment status.

III. COUNSELING

E. It is not uncommon for a student to experience concerns. If you are a student of TUSPM the Tuttleman Counseling Services offers you support for your mental, emotional and vocational concerns. A wide range of assistance is available including counseling, support groups, literature and educational programs. To learn more go to the link at Tuttleman Counseling Services at http://temple.edu/life-at-temple/health-and-wellness.

F. The School cannot emphasize strongly enough the right of every student to assume confidentiality when discussing personal matters with any counselor or member of the faculty or administration.

G.. If a student has any questions regarding the confidential nature of a discussion with a counselor or member of the faculty or administration, the student is advised to request a clarification from the person involved.

Affirmative Action Plan

The Temple University School of Podiatric Medicine does not discriminate on the basis of race, color, national origin, religion, sex, age or disability in any of its programs, activities, admission or employment practices.

This state of nondiscrimination is in accordance with the regulations implementing Titles VI and VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

The Affirmative Action Officer and Section 504 Coordinator for students of the Temple University School of Podiatric Medicine is:

Assistant Dean for Student Affairs
Temple University School of Podiatric Medicine
Philadelphia, PA 19107
(215) 625-5448

The School's EEO Officer and Section 504 Coordinator for non-students is:

Associate Dean for Finance and Administration
Temple University School of Podiatric Medicine
Philadelphia, PA 19107
(215) 625-5232

The School's Title IX Coordinator for students of the Temple University School of Podiatric Medicine and non-students is:

Associate Dean for Finance and Administration
Temple University School of Podiatric Medicine
Philadelphia, PA 19107
(215) 625-5232

Grievance Policy

Grievance Policy/Board of Appeal

Concerns of discrimination based on race, color, national origin, sex, age or disability should be presented to the alleged perpetrator. This may be between a student and any member of the School community including but not limited to a School employee, faculty member or another student.

If the matter remains unresolved, you should follow these steps (except for sexual harassment, for which there are special procedures):

A. **Written grievance with Assistant Dean for Student Affairs.** If you are not satisfied after your discussion with the accused, you may file a written grievance with the Associate Dean for Students Affairs. You are expected to do this within seven (7) calendar days of the incident which gave rise to the grievance or when you knew or should have known about it. Untimely grievances will not be processed.

   Your written grievance should state what the problem is, what the relevant facts are in your opinion, and what the School is to do about it. The Assistant Dean for Student Affairs will investigate and respond to your grievance in writing within seven (7) calendar days of receiving it.

B. **Meeting with the Assistant Dean for Student Affairs.** If you are not satisfied with the written response, you may within seven (7) calendar days request a meeting with the Assistant Dean for Student Affairs and anyone else involved to discuss the problem. At this meeting you may have another student present to assist you or give evidence.

C. **Board of Appeal.** A Board of appeal has been established for all students who are dissatisfied with a decision by the Assistant Dean for Student Affairs after the foregoing steps are completed.

   The Board of Appeal is not constituted to rule on matters of School policy or procedure. Rather, its sole duty is to insure a route of appeal in those circumstances in which the student believes he has not been treated in a manner consistent with School policies and procedures and wishes to have the case reviewed further by the Board of Appeal. The President will appoint seven (7) members to serve on the Board, plus two alternates (4 students, 2 faculty, 1 staff).

Procedures

A. The student should submit a written request for a hearing before the Board of Appeals to the Director Assistant Dean for Student Affairs, within seven (7) calendar days of the meeting described above.

B. The Assistant Dean for Student Affairs will forward the request to the chair of the Board of Appeal, who will convene a meeting of the Board within fourteen (14) calendar days of the receipt of the Request for a Hearing.

C. The Board of Appeal will promptly meet to consider the matter, and send its findings and recommendations to the Dean of the School, within three (3) days of the Hearing.

D. The Dean will make the final determination of the resolution of the problem and communicate it in writing to the student within (7) days of receiving the recommendation of the Board of Appeal.

Board of Appeals

A. The Board of Appeals shall be constituted by seven (7) members appointed by the Dean of the School. A Five (5) member panel is the majority of members present shall constitute a quorum necessary to act officially. The Board shall elect its own officers to include at least a chairperson and a Secretary.

1. The Chair shall conduct the meeting and have the authority to decide what testimony, discussion or questions are germane to the issue.

2. The Secretary shall notify all significant parties of the time of the hearing and take minutes of the proceedings. The Secretary may provide for a tape recording of the proceedings. The Secretary shall provide a copy of the Findings and Recommendations to all parties present at the hearing and the President of the School who will also receive pertinent records and minutes.

3. All members of the Board of Appeals shall have the authority to request pertinent documents necessary for them to make their decision.

B. The Board of Appeals members shall enter into a hearing with an attitude of impartiality and fairness in order to receive necessary and sufficient facts in the matter, listen to and evaluate testimony, receive and evaluate documentation and safeguard the rights of the grievant, the School and all significant parties.

C. The grievant shall have the right to hear and bear testimony, confront and be confronted, require necessary witnesses to be present who have been named in the Request for a Hearing previously submitted.

D. The significant parties named in the Request for a Hearing whom the Chair has seen to be instrumental or affected by the problem and who have been notified of the proceeding, shall have the right to hear and bear testimony, confront and be confronted, require necessary witnesses to be present and question significant parties to the issue.

E. Structure of the Hearing

1. The Hearing shall be called to order promptly at the appointed time.

2. The Chair shall inform the meeting of the scope and limitations of the Board of appeals authority and the order of proceedings.

3. The Order of Proceedings:

a. The Chair shall read the Request for a Hearing and ask the Grievant if there are additions or corrections he/she wishes to make to the statement.

b. All who wish to respond are asked to identify themselves and the Chair will then recognize them in that order.

c. The grievant will be afforded the opportunity to name witnesses or documents to be presented on their behalf. The Chair will recognize this testimony in the order in which it was named.

d. Each significant party will be afforded the same opportunity as in c. above. e. The

Board of Appeals members shall be afforded the opportunity to question any significant party in turn.

f. Any significant party may identify themselves to question any other significant party. They shall be recognized in the order in which they have identified themselves.

g. After all questions have been answered the Chairman will dismiss all parties except the Board members.

h. The Board will review the record, and have general discussion of the issues raised.

i. Specific recommendations will be written as they are determined by motion and vote. In the event of dissenting opinions, the majority opinion will be written first with the count of the vote following. Where at least 1/3 of the members agree on a dissenting opinion, it shall be written as the minority opinion.

j. A document called Findings and Recommendations of the Board of Appeals on (Date) in the Matter of (The names of the Aggrieved) shall be submitted to the Dean of the School and sent to all who participated in the proceeding within three (3) working days after the Hearing.

The Dean of the School will determine the final resolution of the matter and inform all concerned of his decisions by letter within seven (7) calendar days after he has received the record.

Alcohol, Drug, Firearms and Smoking Policies

Recognizing the health and fire dangers, not only to smokers, but to those in proximity to them, the School maintains a smoke-free environment in all its buildings. All smokers must observe "no smoking" regulations.

There will be no alcoholic beverages consumed anywhere on School property including the ground and parking lot, except in individual student apartments within the Housing Complex unless prior written approval has been obtained from the Office of Student Affairs. This prohibition **includes** study and recreation areas within the Complex. Students in violation of this regulation will be referred to the Associate Dean for Academic Affairs for possible suspension or dismissal.

The use or possession of any narcotic drug or other controlled substance for which the user does not have a current, valid prescription is strictly forbidden. Any student in violation of this regulation will be referred to the Associate Dean for Academic Affairs and may also be reported to law enforcement authorities.

Of course, firearms of any variety are strictly forbidden anywhere on School property, even if properly licensed. Students in violation of this regulation will be referred to the Associate Dean for Academic Affairs for possible suspension or dismissal.

Any student who thinks he/she may have a substance abuse problem should seek help immediately from the Student Affairs office. Professional counseling services are available, and the records of all such assistance are strictly confidential.

Students seeking such counseling are assured their request for assistance will not be considered in any way an admission of participation in a proscribed activity and no sanctions of any type will be imposed.

The possession and use of fireworks are illegal under the laws of the Commonwealth of Pennsylvania. Any student found in possession of fireworks of any type will be referred to the Committee on Academic and Professional Standards.

TEMPLE UNIVERSITY DRUG AND ALCOHOL POLICY

Scope of Policy

This Policy applies to all Temple University students.

Statement of Purpose

Temple University seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety and welfare of all members of its community. Members of the University community are expected to conduct themselves in a manner in which they do not cause harm to themselves or others, and that they neither break laws nor contribute to the delinquency of others. In keeping with these objectives, the University has established the following policy governing the unlawful use, consumption, possession, distribution and manufacture of illicit drugs and alcohol on University property or as part of University activities. The unlawful use of controlled substances (drugs) and alcohol misuse and abuse represent a danger to the health of a student which may result in serious injury or death, and also poses risks to the health and safety of others in the University community. Health risks associated with the use of illicit drugs and abuse of alcohol are varied. Among the many risks to the individual are brain damage, cirrhosis of the liver, cancer, ulcers, heart ailments, impotence, fetal alcohol syndrome, depression, paranoia, memory loss, blackouts, psychological and emotional problems, hypertension, eating disorders, loss of coordination, poor vision, and gastrointestinal problems.

Federal law requires the University to notify annually all students of the University's policy concerning drug and alcohol use, possible sanctions that may be imposed by the University and law enforcement agencies, the health risks associated with drug and alcohol use, and available counseling and treatment.

Policy

General Policy Statement on Drug and Alcohol Use

Temple University strictly prohibits the unlawful possession, use, consumption, distribution or manufacture of drugs and alcohol on University property, or as part of any University activity. A violation of this policy will subject the student to the range of sanctions, including, but not limited to, expulsion, as outlined in the Student Code of Conduct.

Additional Prohibitions

The University's Student Code of Conduct and policies approved by the President after consultation with the cognizant Vice President and relevant administrative departments (e.g., Recreation Services, Intercollegiate Athletics) and affiliated groups (e.g., Greek Letter organizations) contain additional requirements and prohibitions regarding the use of drugs and alcohol. A violation of any of these policies will subject the student to discipline, including, but not limited to, expulsion.

Legal Sanctions

Any student who violates this policy also will be subject to criminal prosecution under applicable local, state, and federal laws.

Penalties for Violations of Relevant Drug and Alcohol Statutes

A description of the applicable legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol is published annually by Campus Safety Services in "You & Campus Safety."

Counseling and Treatment

Students in need of confidential drug or alcohol counseling may access the following resources through the University's Tuttleman Counseling Services (215-204-7276):

Campus Alcohol and Substance Awareness (CASA)
Psychiatric Services
Psychological Services

Parental Notification

The Dean of Students will notify parents/guardians of students under the age of 21 of alcohol/drug violations involving the student. Campus Safety Services will notify parents/guardians of students under the age of 21 upon issuing a citation for an alcohol violation.

Annual Review

The following departments will be represented on the University's Drug and Alcohol Policy Review Team: Campus Safety Services, University Disciplinary Committee, University Counsel, Dean of Students, Campus Alcohol and Substance Awareness, Student Health Services, Recreation Services, Intercollegiate Athletics, Greek Life and
the Provost's Office. Annually, the Team will review this Policy to determine its effectiveness and recommend any necessary changes.

Amendments

The President or his/her designee is authorized to amend this policy in response to changes in legal requirements or otherwise to effectuate its purpose.

Effect on Prior Policies

This policy supercedes and replaces all prior student drug and alcohol policies.

TEMPLE UNIVERSITY SMOKING POLICY

Scope of Policy

The Surgeon General of the United States has determined that cigarette smoking causes over 350,000 preventable deaths annually in this country. More than 19% of all absenteeism is attributable to smoking-relating illnesses. Furthermore, numerous studies have concluded that smoking adversely affects the health of those persons who are "passively" exposed to tobacco smoke as well. Increased risk of cancer,
impaired lung function, bronchitis, pneumonia, and other respiratory illnesses have been documented in individuals passively exposed to tobacco smoke. Eye irritation, nasal congestion and aggravation of existing health conditions have also been recorded in those "passively" exposed to smoking.
In view of these and similar findings and in the interest of protecting the health and well-being of the entire Temple University community, Temple University has adopted the following policy statement on smoking.

Policy

I. General Policy Statement on Smoking

Temple University is committed to providing a smoke-free environment for everyone at Temple. All University facilities are designated as non-smoking effective July 1, 1990. Effective September 1, 2003, smoking is also prohibited within 25 feet of a main entrance, exit or operable window of a University building. In addition, all indoor Temple University sponsored activities taking place in facilities not owned or operated by Temple University will be smoke-free in those areas under Temple's control. This policy will be enforced according to established University policies and procedures.

II. Related Policies

Smoking is prohibited in all University-owned vehicles. The University bans all sales of cigarettes and other tobacco products through any University- controlled unit, including vending machines. Subject to constitutional limitations, advertising of tobacco products is prohibited in Temple publications.

III.Implementation

It is the responsibility of all University students, faculty, administrators, staff and visitors to cooperate in achieving the goal of this policy.

IV. Enforcement

1. The University's enforcement of the smoking policy for all students will be as follows: Smoking in University facilities is a minor violation under the University Code of Conduct. Violation of the policy on smoking will be handled in the same way as other minor violations of the Code.
2. The University's enforcement of the smoking policy for resident students in University housing facilities will be as follows: Violations of the University's smoking policy by residential students in University housing facilities will be addressed by the residential judicial system.
3. Outside of University housing facilities, enforcement of the University's smoking policy for residential students will be the same as for all other students, as detailed above.
4. For University employees, this policy will be enforced according to applicable rules and regulations.

V. Limited Policy Exceptions

1. When University property is leased to another person or entity, the lease may provide for exceptions as permitted by law.

VI. Effective Date

This policy statement is effective July 1, 1990.

VII. Prior Related Policies

This policy supercedes and replaces all prior policies on this subject matter, including without limitation the Policy on Smoking in Pearson and McGonigle Halls, issued by the Office of the President on October 18, 1988.

Faculty and Student Relationships

The power disparity between faculty members and their students makes such relationships subject to exploitation, both actual and perceived. The respect and trust accorded a member of the faculty by a student as well as the power exercised by faculty in giving grades or recommendations for future study and employment make voluntary consent by the student suspect.

Individuals should be aware that consensual sexual or romantic relationships can result in claims of sexual harassment because the voluntariness of the consent may be questioned when a power differential exists. If a sexual harassment claim subsequently is filed, the argument that the relationship was consensual will be evaluated in light of this power differential.

Some relationships involve inherent conflicts of interest that cannot be eliminated. Therefore, sexual or romantic relationships between instructors and students currently in their classes and between faculty advisors and their current advisees are always prohibited whether or not the relationships are consensual.

With respect to relationships and conduct between students and faculty, instructors, advisors, athletic coaches and others, Temple University's Sexual Harassment Policy provides:

> With reference to behavior between an instructor and students of that instructor, no instructor shall make a sexually suggestive or intimidating remark, ask a student for a date or sexual favor, or in other ways make asexual advance to the student. While a student is a student of a particular instructor, any sort of sexual or romantic advances or relationship between the student and the particular instructor is prohibited.
>
> A student is a student of a particular instructor:
>
> > (i) when a student is registered in a course taught by the instructor and has not yet received a final grade, or
> >
> > (ii) when a student is assigned to be advised by a particular instructor or academic advisor, whether the instructor is serving as an undergraduate advisor, graduate advisor, or member of a thesis or dissertation committee, or
> >
> > (iii) at other times when an instructor has a relationship with a student such that a student's activities at the university are being supervised or evaluated by the instructor, or
> >
> > (iv) at other times when an advisor, athletic coach, physician, laboratory operator or other similar individual has a relationship with a student such that the student's activities at the university are being supervised or evaluated by that person. The relationships covered by this paragraph include, but are not limited to, medical residents and physicians and student members of athletic teams and Athletic Department coaches.
>
> There are, in addition, faculty/student relationships that are less clear because, although the faculty member does not have direct responsibility for the student, the faculty member may indirectly affect the student's academic evaluation or career opportunities. Such situations exist, for instance,

when a faculty member serves on the fellowship committee in a graduate student's department. In such cases, careful adherence to the following ethical principles is required:

(i) an instructor must desist from expressions of sexual or romantic interest if there is any indication that such interest is unwelcome by the student,

(ii) no instructor may indicate, explicitly or implicitly, that an academic reward or punishment could result from the student's reaction to an instructor's sexual or romantic advances,

(iii) if a consensual sexual and/or romantic relationship develops between a student and instructor, the instructor should not thereafter take part in any activity that involves evaluation of the student's academic work or progress, without prior permission by the student's dean for good cause shown.

Any person who feels he or she has been subject to harassment in violation of this policy or otherwise believes that a violation of this policy has occurred can make an informal complaint to the Associate Dean for Finance and Administration, the Dean, or any Sexual Harassment Ombudsperson (a list of Ombudspersons may be found on the Temple University website at www.temple.edu/eoc/ombudspersons.htm. A formal complaint may be made by contacting the Office of Equal Opportunity Compliance.

All members of the Temple University community must review and abide by Temple University's Sexual Harassment Policy and the Policy on Preventing and Addressing Discrimination and Harassment, located on the Temple University Policies website at policies.temple.edu. Relationships between student workers and Temple University employees (including faculty) is subject to Temple University's policy on Conflict of Interest: Employment of Relatives, Nepotism and Consensual Romantic Relationships, Section 11.6.

Anti-harassment, Including Sexual Harassment

Temple University is committed to creating and maintaining an educational and work environment free of all forms of harassment, including harassment based on an individual's age, color, disability, marital status, national or ethnic origin, race, religion, sex, sexual orientation, gender identity, genetic information, or veteran, familial, or domestic or sexual violence victim status. The university advises each member of the university community that harassment is prohibited both by law and by university policy. In the event an employee or a student believes he or she is being harassed outside the Temple University environment by another Temple University employee or student, Temple University will make every effort to assist the individual in reporting the conduct to appropriate authorities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, dissemination of sexually offensive or suggestive written, recorded or electronically transmitted messages, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity.

- submission to or rejection of such conduct is used as a basis for an employment-related, educational or other decision affecting an individual.

- such conduct substantially interferes with an individual's work, educational performance or equal access to the university's resources and opportunities.

- such conduct creates an intimidating, hostile or abusive work or educational environment.

Any employee or student engaging in any type of harassment in violation of this policy will be subject to disciplinary action, up to and including termination of employment or dismissal from the podiatric medical

program. Any supervisor who has knowledge of such behavior yet takes no action to end it and/or report the conduct to the Office of Equal Opportunity Compliance and/or the Human Resources Department is also subject to disciplinary action, up to and including termination of employment. Retaliatory actions will be subject to disciplinary action, up to and including discharge. A copy of the Sexual Harassment Policy is located on the Temple University Policies website at policies.temple.edu.

Resources in the Philadelphia Area for Sexual Assault

Women Organized Against Rape (WOAR)
215-985-3333 24-hour hotline

Thomas Jefferson University Hospital
215-955-6540
Emergency Department, Code R
10th and Samson Street
Philadelphia, Pa (available 24 hours)

Episcopal Hospital, 215-427-7287
Emergency Room, Code R
Front Street and Lehigh Avenue (available 24 hours)

If you would like additional services, support or information, please do not hesitate to consult with the resources listed above

TEMPLE UNIVERSITY AIDS POLICY

Education

Consistent with its educational mission, Temple University will implement coordinated, University-wide educational programs concerning HIV infection and AIDS. The programs will emphasize the importance of prevention and precautions; that the virus is not casually transmitted; proven modes of transmission; the need for confidentiality for those infected and compassion for those ill; and University and community resources for information, testing, and treatment. These programs will be designed to reach the broad spectrum of persons within the University community.

Non-Discrimination

Consistent with its existent non-discrimination policies, Temple University will not discriminate on the basis of an individual's HIV status.

Specifically, no person shall be subject to adverse employment actions solely because of no-job related handicap, and reasonable efforts will be made to accommodate an employee with HIV disease consistent with the then-current state of scientific knowledge on transmission of the disease; nor shall any person be denied academic admission, access to Temple University programs, facilities events, services, or any benefits
provided by the University solely on the basis of HIV status. HIV status shall be deemed to include actual or perceived HIV positively, or any condition related to Acquired Immune Deficiency Syndrome (AIDS), an individual's being suspect of having such virus or conditions, or an individual's association with any person having or believed to have said virus or conditions.

Consistent with its existent non-discrimination policies, Temple University's policy of non-discrimination shall be applied to all instances described above except in those instances when it shall be determined that reasonable accommodations are not available to insure a person's ability to participate fully in programs or positions, or when a person by reason of his/her HIV infection or AIDS related condition poses, according to available medical information, a direct threat to the health or safety of themselves or others associated with the University.

HIV Testing

Temple University will require no test for or verification of the HIV status of any person for employment, academic admissions, access to Temple University programs, facilities, events, services, or for any benefits provided to University employees or students. Tests conducted for HIV diagnostic purposes by any University health care facility should occur only with written informed consent and with pre-and post-test counseling.

Confidentiality

Temple University shall, consistent with applicable law, maintain the confidentiality of all University records documenting and information concerning the HIV status or AIDS related conditions of University students and employees to the same degree that confidentiality is afforded to other medical records of University students and employees. The University recognizes that a person's HIV status is a private matter. Therefore, any necessary internal and external communications regarding benefits, reasonable accommodations or other issues relating to an employee or student's HIV status or AIDS related conditions shall be made in a manner consistent with the confidentiality of such information.

Temple University HIV Policy and Procedure Committee

The Temple University HIV Policy and Procedure Committee, as appointed by the President, will meet on an ongoing and as needed basis so that the University will remain responsive to the changing nature of the epidemic. The Committee will meet to consider additional policies, evaluate procedures, and resolve problems which may emerge as the AIDS epidemic intensifies; and to evaluate and oversee the educational programs. The Committee will be comprised of administrators, faculty, staff, students, University Counsel and Health Sciences representatives, including persons expert in infectious diseases.

(Temple University 7/2/03)

Student responsibility regarding unapproved attendance at patient/care surgery:

My Signature below indicates that I have been informed that at the present time, TUSPM is not providing insurance coverage for malpractice or work related injury/exposure incidents resulting from my attendance at a medical or hospital site visit that is **not** a TUSPM externship or scheduled rotation.

I am not allowed to scrub in or provide direct patient care. My attendance is purely observations and I assume all personal and financial responsibility for my attendance.

Student Signature _____ Date

Employee/Student Injury

REPORTING PROCEDURES

All injuries to employees should be reported immediately to their supervisors. If the supervisor is not available it should be reported to the office of the Director of Business Affairs. Student injuries should be reported to the faculty member in charge of the class or clinic assignment. If they are not available, it should be reported to the Director of Student Affairs.

An incident report should be completed by the supervisor. The Incident Report is obtained from Kim Flood (Risk Manager) or Nikki Scullon (Clinic), completed and returned to Risk Manager.

The staff/faculty in the Foot and Ankle Institute may only administer First Aid Care. If care is required beyond those measures, the injured person will be sent to **Temple University Hospital's** emergency room.

All injuries involving blood exposure from another individual e.g. patient needle stick or splatter should be handled in similar fashion. Blood exposure incidents require special forms to be completed. Please see TUSPM risk manager or Foot and Ankle Institute Clinic Director for assistance. Blood exposure injuries are treated initially at Temple University Hospital Occupational Health or Temple University Hospital emergency room. Follow up is at Student Health. **Students,** you must present your insurance card at the time of treatment.

Channels of Communication and Student Complaint Policy

I. **Channels of Communication**

Whenever an individual or class is confronted by a problem, there is a meaningful and proper avenue through which all relevant discussion can be channeled. These three categories will help to differentiate the proper source of relief for problems.

A. **School Policies, Rules and Regulations**

1. Class Committee, Faculty Advisors
2. Class Officers
3. PPMSA
4. School Advisory Committee

B. **Personal and General Problems**

1. Student Facilitator and Big Brothers/Sisters
2. Group Faculty Advisors
3. Appropriate Student Affairs Office Staff Members
4. Assistant Dean for Student Affairs

C. **Curriculum and Class Content**

1. Class Committee
2. Course Professor
3. Faculty Advisor
4. Department Chairman
5. Assistant Dean for Educational Affairs
6. Associate Dean for Academic Affairs

Please note, the steps, as presented, do not preclude going directly to one of the deans, particularly if the problem involves personal concerns.

II. Student Complaint Policy

The School has established the protocol below to address student concerns, questions and complaints. The use of this policy will help to improve communications and the overall academic environment. It will provide a simple mechanism for responding to legitimate issues raised by students. In addition, it will help to insure the integrity of the established policies and procedures of the School.

A. INFORMAL PROCEDURE FOR ADDRESSING STUDENT QUESTIONS, CONCERNS OR COMPLAINTS

1. If a student has a question or concern, he/she should first discuss the matter with the individual who is directly responsible for the problem or administering the area of concern. If the issue is not resolved, then the student should discuss it with the appropriate supervisor, and then, if necessary, with the Associate Dean responsible for that area.

   Examples:
   A problem in a course should first be discussed with the course director, then the department chairperson, next the Assistant Dean for Educational Affairs and finally the Associate Dean for Academic Affairs.

   Questions about tuition bills should be discussed with the Assistant Director of Business Affairs.

2. If a student is uncertain about the appropriate individual to contact, he/she should discuss the matter with the Assistant Dean for Educational Affairs or the Director for Student Affairs who will indicate the proper chain of command.

3. Problems relating to an area covered by an existing School policy will be handled by the protocol outlined for that policy.

4. In the case in which an informal complaint is unresolved following the meeting with the Associate Dean, it may then be handled as a formal complaint. In this instance a written and signed complaint should be submitted to the appropriate Associate Dean. The Associate Dean will investigate the matter and then present the issue to the Senior Officers group for discussion and to determine what action, if any, is required. The student will be informed of the nature of the action in writing within 30 calendar days.

B. **PROCEDURE FOR ADDRESSING FORMAL COMPLAINTS**

1. Written and signed complaints of a substantive nature relating to the quality of the institution or its academic program should be submitted to the Assistant Dean for Educational Affairs. These complaints will be forwarded to the appropriate Associate Dean.

2. The Associate Dean will investigate the matter and determine what if any action is required. The Associate Deans may discuss the issue with the Administrative Council prior to determining a course of action. The Associate Dean will reply to the student in writing within 30 calendar days. A copy of this response as well as the original complaint will be on file in the Office of Educational Affairs.

3. All employees of the School, including faculty, administrators and executives are encouraged to respond courteously, promptly and with the intent to explain or resolve the issue or problem. If the individual receiving the complaint lacks the ability or authority to address the issue, he/she should refer the student to the individual with the first level of authority and the ability to deal with the problem.

4. Students are encouraged to state the complaint clearly and constructively with the understanding that the length of time required for a response will vary depending on the complexity of the issue.

CHE/MSA Complaint Policy

The Commission on Higher Education of the Middle States Association (CHA/MSA) has adopted a procedure to process complaints submitted to the Commission against affiliated institutions. *A copy of this policy is available in the Office of Educational Affairs, ext. 5252* **or may be obtained by request from the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, (215) 662-5606.**

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Charles E. Krausz Library

Location: 6th Floor

Telephone: (215) 629-0300 ext. 6047 (For direct lines, see staff listed below)

Hours:

ACADEMIC YEAR		SUMMER	
Days	**Hours**	**Days**	**Hours**
M. T. W. Th.	8 am - 11:30 pm	**M. T. W. Th.**	8 am - 9:00 pm
Friday	8 am – 5:00 pm	**Friday**	8 am – 5:00 pm
Saturday	9 am - 5:00 pm	**Saturday**	9 am - 5:00 pm
Sunday	12 noon – 10:30pm	**Sunday**	Closed
HOLIDAY and **VACATION** schedules vary. Signs are always posted in the Library in advance.			

STAFF:

Head Librarian**,** Carolann Vincent (215) 625-5275
Bibliographic Asst., Joseph Idell (215) 265 5276

I. SERVICES AND EXPECTATIONS

The Charles E. Krausz Library provides reference service, literature searching, interlibrary loan and document delivery, and library instruction. Ask any member of the library staff for help with any of your information needs.

The Krausz Library is open to the students, faculty, alumni, and staff of Temple University. Students, alumni, and residents of other medical and podiatric schools may arrange with the Head Librarian for library access and borrowing privileges.

The library is primarily a place for individual study. It is not an appropriate place for socializing. Patrons are asked to respect the quiet atmosphere of the library.

FOOD AND DRINKS ARE NOT PERMITTED IN THE LIBRARY

Library users share responsibility for keeping the library neat. Please dispose of trash. The

library staff is open to suggestions for materials to be purchased. If you have a comment or a question, please speak to the Head Librarian.

Gifts: The Library always welcomes gifts of books or journals. They will be incorporated in to the collection where appropriate or be made available for students to take.

II. CIRCULATION POLICIES:

A. TYPES OF MATERIAL AND LOAN PERIODS

GENERAL COLLECTION: Loan period of two weeks; books may be renewed once, either in person or by phone, providing that no one has put a hold request on the book.

RESERVE BOOKS: These items are shelved in the Library Office. They may be signed out for use in the library for two hours at a time.

REFERENCE BOOKS: Do not circulate.

BOUND PERIODICALS: Do not circulate.

UNBOUND PERIODICALS: Do not circulate.

VIDEOTAPES: Do not circulate.

Note: In order to allow fair use of materials in heavy demand, the library staff may restrict the circulation of some resources.

B. ADVANCE RESERVATIONS

If a library item is checked out, it may be reserved. Ask at the Circulation Desk to have the book held.

C. OVERDUE PENALTIES

Students who do not return their books in a timely manner will be billed for the cost of the book(s) plus a processing fee(s).

D. A patron borrowing from other Temple University libraries may accrue fines that will cause suspension of borrowing privileges at all Temple University libraries. Any fines accrued must also be paid at the original lending libraries.

III. PERIODICALS:

. Holding are in the Diamond Catalog.

Journal of Foot & Ankle Surgery, Foot & Ankle International, Journal of Foot & Ankle Surgery, and the current issue of Journal of the American Podiatric Medical Association are held in the reserve section.
Current issues of journals are shelved in the Periodical Reading area.

Back issues are shelved in the Bound Periodicals Section of the stacks in alphabetical order.
The Library has access to many periodicals online, these are listed in the Diamond catalog.

IV. VIDEOTAPES

Videotapes are shelved in Call Number order on the wall to the right of the Computer Learning Center. Videotapes are included in the Library online catalog.

Videotapes are all 3/4" tapes. Tapes are viewed in one of the five video carrels in the Computer Learning Center. Ask for a key for a video carrel at the Circulation Desk.

V. KRAUSZ LIBRARY ONLINE CATALOG

The Library's holdings are included in Temple University's Diamond Online Catalog. Searching can be performed by the author, title, or subject.. The catalog is searchable for books, journals, and videos.

VI. COMPUTER LAB

The Computer Lab has six PC's, an electric typewriter, and video equipment. This equipment is for TUSPM student use only. The Library has wireless technology, so you may use laptop computers. The Library has a laptop lending program for in-house use and computers maybe taking out overnight. A scanner is available for student use in the library.

FOOD AND DRINK ARE NOT PERMITTED IN THE COMPUTER LEARNING CENTER AT ANY TIME.

VII. ONLINE DATABASES

ONLINE PUBLIC ACCESS CATALOG

The OPAC area now consists of four computer terminals providing access to major medical databases. In addition, Temple University's Diamond Catalog -----
- through its electronic resources option - offers a complete line of non-medical databases, such as ABI, ERIC, Lexis-Nexus, etc.

A. PUBMED

PUBMED is available via the internet. Terminals in the Computer Lab and the OPAC area can be used to access PUBMED. PUMBED is the NLM online database.

B. ONLINE JOURNALS

Online journals are available through a variety of sources, such as EBSCO Online, OVID full text and the Temple University Libraries Diamond Catalog.

Full Textbooks Online: Are available in MD Consult, Access Medicine and the R2 Library from Rittenhouse.

C. OVID

OVID has available a number of medical and scientific databases. Medline, Healthstar, Sports Medicine, etc.

The Library provides mediated searches for patrons who are interested in this fee-based service.

D. MD Consult

More than 35 core medical textbooks are available on MD CONSULT. The entire collection or a specific textbook can be searched.

Drug information and practice guidelines are also available.

If requested, instruction may be offered on any of the above databases.

E. Access Medicine

Enclosed here are Harrison's online Langer series of Educational text in Basic Science & medicine and Usmle - made easy. (Board Exams)

This is just a few of the online resources available in the library, visit the library to learn more of what is available.

VIII. PHOTOCOPYING

The copy card is activated by either cash or by Diamond Dollars. The charge is 10 cents for copies.

IX. INTERLIBRARY LOAN

Interlibrary loans are provided to faculty, students and staff of the Temple University School of Podiatric Medicine. There is no charge for this service.

The library fax machine is for use by library staff. Students will be allowed to fax as long as it does **not** interfere with normal library operations.

X. LIBRARY INSTRUCTION

Library staff members are always happy to provide instruction on how to use the library and its resources. Such instruction may be given as a presentation to a small groups by appointment, or to individuals as needed.

LIBRARY STAFF ARE ALWAYS AVAILABLE FOR ASSISTANCE.

THE PATRON'S NEEDS ALWAYS COME FIRST.

Contents

Student Services.....

Student Financial Services .....
Student Records .....
Development & Alumni Relations.....
Student Health Insurance .....
Learning Center .....
Counseling .....
Psychiatric Emergency Services .....

Student Health Service.....

I. Medical Services .....
II. Podiatric Services.....

Student Services – Located in Student Housing Bldg.

STUDENT FINANCIAL SERVICES – Housing Building

Information on all of the student financial assistance programs at TUSPM is available in the Student Financial Services Office. The office is located in Student Affairs, which is on the first floor of the Student Housing Complex. A complete Financial Aid Application Package is available in the Office of Student Financial Services.

STUDENT DATA & RECORDS – Housing Building

Registration, transcript, grade-reporting and credentialing services including, but not limited to, enrollment verification are provided through this office

DEVELOPMENT & ALUMNI RELATIONS – School 6th Floor

While the TUSPM Alumni/ae Association exists primarily to meet the needs of our graduates, the Association also helps TUSPM students whenever possible.

In addition to serving the needs of the School's alumni/ae, the Development Office is also responsible for coordinating fund-raising efforts on behalf of TUSPM. For information on the different ways to contribute to the School or how to fundraise for your class or student organization, please contact the Development Office on the sixth floor or call 215-625-5410.

HEALTH INSURANCE

It is very important to have Health Insurance.

Please note: paying the University Services Fee does not mean you have Health Insurance. You must Waive or Enroll in the Insurance Plan EVERY YEAR!!!

Health Insurance Options include:

Your Parents' Insurance Plan: Some students are covered under their parents' insurance plan as long as they are full-time students under the age of 26. You should encourage your parents to keep you on their plan, even if they ask you to contribute to the expense.

In addition, if you are from out-of-the-area, you should check with your insurance company to see if they would cover medical expenses incurred in the Philadelphia area.

You should ask for a copy of your insurance card so that you can show it when you go for care.

University-Sponsored Health Insurance Plans: Temple offers University-sponsored health insurance plans. Please visit the Human Resources website (to waive or enroll) or call 215-926-2270 for more information.

If you choose an HMO plan, you can still see Student Health Services (SHS) for routine care. However, you will also need to choose a non-SHS primary care provider (PCP). This provider will need to approve any specialist, lab work, or x-ray referrals in order for your insurance to pay the associated costs.

Low Cost Insurance Plans: If you cannot afford the student insurance offered by Temple University, there are other programs providing low cost insurance coverage to uninsured or unemployed people.

Some community resources can help you understand what you may be eligible for, including:

Philadelphia Citizens for Children and Youth (215) 563-5848
Philadelphia Unemployment Project (215) 557-0822
Pennsylvania Department of Public Welfare: Office of Medical Assistance Programs (for PA residents) (717) 787-1870
Philadelphia Department of Public Health

All students are charged for health insurance on their tuition bills, it is up to the student to waive the health insurance or enroll in the plan. Students must enroll or waive their insurance every year.

LEARNING CENTER – School Building

Tutors are available in room 413 every Wednesday from 4:00 PM to 7:00 PM. Students may drop in for various types of academic assistance, including: tips on studying, test-taking, being quizzed by a tutor, and more.

COUNSELING – Temple University Main Campus of Health Science Center

Counseling services are available on main campus and are strictly confidential. To make an appointment call Tuttleman Counseling Services at 215-204-7276 or www.temple.edu/counseling

PSYCHIATRIC SERVICES

IN *EMERGENCY* SITUATIONS

During Work Hours

Psychiatric Emergency Services at Temple Hospital.
The phone number is the Crisis Response Center (215) 707-2577

After Work Hours

Call the Psychiatric Emergency Services at Temple Hospital (215) 707-2577.

Resident Services Director – Will Fenton 215-625-5446

Student Health Service

Student health services are provided through Temple University at both the Main Campus and the Health Sciences Campus.

The center at the Main Campus is located at 1801 Liacouras Walk and can be reached by the Temple shuttle service. The telephone number for the student health center is 204-7500.

The center at the Health Sciences Campus is located in the Faculty Center/Student Activities Center and can also be reached by the Temple shuttle Service. The telephone number for the Health Sciences Campus is 707-4088.

I. MEDICAL SERVICES

The Health Centers provide episodic care. All diagnostic and consultative specialized services as well as afterhours Emergency Room visits, are the financial responsibility of the student. No appointments are required, except for immunizations, and there may be a minimal waiting time. The services are available Monday through Friday, 8:30 am to 4:30 pm and spouses are not included in this service.

A BROCHURE DESCRIBING ALL SERVICES IN GREATER DETAIL WILL BE DISTRIBUTED SEPERATELY.

II. PODIATRIC SERVICES

Students in need of podiatric care should register at the College Foot and Ankle Institute. Podiatric services will be provided at no cost to the student or spouse with the exception of orthotics and similar purchasable items, which will be charged at a cost rate.

SECTION 8 STUDENT ORGANIZATIONS

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American Podiatric Medical Students' Association.....

Student Council, Club and APMSA Officers .....

Class Officers .....

TEMPLE UNIVERISTY SCHOOL OF PODIATRIC MEDICINE
STUDENT COUNCIL CONSTITUTION

The officers of the Temple University School of Podiatric Medicine Student Council (abbreviated TUSPM-SC), as defined by this Constitution, consists of the President, President Elect, Executive Secretary, Parliamentarian, and Treasurer. The balance of the voting membership of the Student Council consists of the President, Vice-President, American Podiatric Medical Students' Association Representative and the TUSPM-SC Representative of each of the four classes. It shall also include the American Podiatric Medical Students' Association
Alternate Delegate, Chairman of the Election Committee, a student representative to the Pennsylvania Podiatric Medical Association (PPMA), a student representative to the New Jersey Podiatric Medical Society (NJPMS), and the Past President of TUSPM-SC. The Presidents of all registered Clubs and Organizations on campus also have a voting right. Student Council meetings are open to any student who wishes to attend, and notices are posted in advance of each meeting.

Temple University School of Podiatric Medicine
Student Council

Executive Officers

President President-
Elect
Executive Secretary
Parliamentarian
Treasurer

Additional Voting Members

Past President
APMSA Delegates (1st-4th year delegates and an alternate delegate)
PPMA Representative
NJPMS Representative Chairman of
the Election Committee AAWP
President
ACFAS President
SNPMA President
Diabetes President
APWCA President
ACFAOM President
CPSA President
Pediatrics President
Radiology President
AAPPM President
AAPSM President

Class Representatives

President*
Vice President*
Secretary
Treasurer
Student Council Representative*
Social Chair
Curriculum Board Rep

*Of the Class Representatives, only the President, Vice President and Student Council Representative are considered voting members of the TUSPM Student Council.

CONSTITUTION OF THE TEMPLE UNIVERSITY SCHOOL OF PODIATRIC MEDICINE STUDENT COUNCIL

PREAMBLE

We, the students of the Temple University School of Podiatric Medicine, in order to unite for the mutual benefit of the student body and Temple University School of Podiatric Medicine, to strengthen the desire of every student to expand his/her knowledge to further relation among students, faculty and administration, to establish liaison between students and the American Podiatric Medical Students' Association and to act as the official student governing body, do hereby establish this constitution.

Duly elected officers, representing any group of students, implicitly represent the group in their words, actions, and testimony by virtue of winning the election. They are given full license, within the scope of their elected office, to represent said group to the best of their ability and judgment.

ARTICLE I. NAME AND MEMBERSHIP

1. **NAME**

Be it hereby known that the name of this organization shall be the Temple University School of Podiatric Medicine Student Council, an affiliated organization of the American Podiatric Medical Students' Association, the Pennsylvania and New Jersey State Podiatric Medical Associations, and all affiliated parent organizations of represented clubs within the Student Council. The official abbreviation of the organization shall be the TUSPM-SC and in this document, it shall hereinafter be referred to as Student Council.

2. **MEMBERSHIP**

Membership to the Student Council shall be limited to duly registered students of the Temple University School of Podiatric Medicine, who have paid the membership fee, are in good academic standing, and have not invalidated their right to membership by infraction of the rules set forth by the Student Council. All Student Council Officers shall hold equal voting rights. No officer may hold two voting positions within the Student Council during his/her term in office. Unless otherwise specified, all members of the Student body shall be eligible to hold office in TUSPM-SC.

ARTICE II. EXECUTIVE OFFICERS

The elected executive officers of the Student Council shall be the President, President-Elect, Executive Secretary, Parliamentarian, and Treasurer. Each elected officer of the Student Council shall serve a term of one (1) year (with the exception of the President-Elect serving a two year term), assuming his/her duties at the April monthly meeting of their election year. If any executive officer is unable to hold his/her office for reasons of health or otherwise, the mechanism of replacement shall be:

a. If there is less than one academic semester remaining to the term of office, an appointment may be made by the President and be further approved by a ¾ majority vote by Student Council.

b. If there is a full academic term remaining to the term of said office, the appointment must be made by way of a general election of the student body. This officer shall take office immediately and shall be subject to the same qualifications as outlined above.

1. PRESIDENT

The President of the Student Council shall be a member in good standing of the third year class at the time of his/her term of office.

The duties and powers of the President shall be:

a. To serve as the chief executive officer of the Student Council

b. To preside over meetings of the Student Council acting as a non-partial party with non-voting rights.

c. To appoint such subcommittees of the Student Council as shall be necessary for the proper function of the Student Council.

d. To serve as a voting member when not presiding over general Student Council meetings at which a vote is taking place (i.e. during Executive Council meetings), and to act as a non-official member of all subcommittees of the Student Council.

e. To make appointments as directed by the Constitution and to make such additional appointments as may be felt necessary from time to time with the approval of the Student Council.

f. To call Student Council meetings and elections as directed by the Constitution.

g. To serve as an official student representative of the Student Council.

h. To authorize expenditures, along with the Treasurer, not to exceed the allotted budget set forth by the Student Council. Refer to **ARTICLE XI. DISBURSEMENT OF FUNDS.**

i. To exercise such other powers as may be necessary for the just and proper operation of the Student Council in the best interest of the school and the student body as directed by the Constitution.

j. To train and educate the President-Elect while in their “in-elect” position.

k. To serve as a representative on the Temple University School of Podiatric Medicine Board of Trustees and the Alumni Association to represent student interests and concerns when asked.

l. To serve on the Presidents' Council and in the House of Delegates of the American Podiatric Medical Students' Association meetings and execute directives made at the APMSA meetings.

m. To serve as a member of the Temple University Health Science Campus Student Government Board.

n. To serve as a representative for the TUSPM-SC Executive Committee, as well as, serve as a member of the TUSPM-SC Executive Committee.

The term of office of the President shall be one (1) year, and he/she shall not be eligible for re-election. The office of President shall not be eligible for election unless due to the vacancy or expulsion of the current President. When the President-Elect is appointed, he/she shall serve a two-year term. Upon completion of the term of President-Elect, he/she shall automatically take on position of the President.

2. PRESIDENT-ELECT

The President-Elect of the Student Council shall be a member in good standing of the second year class at the time of his/her term of office. The President-Elect shall perform the duties of the President in the absence of the President. In the case of disability of the President, the President-Elect shall preside over proceedings dealing with the replacement of said officer.

Other duties of the President-Elect shall be:

a. To serve as a voting member of the Student Council.

b. To coordinate the formation of all subordinate committees of the Student Council and to report on the same to the Student Council. An exception to this would be made if a representative of a particular committee were present to make a report to the Student Council.

c. To be responsible for the organization of all TUSPM-SC Clubs including the disbursement of Allocations **(APPENDIX H; APPENDIX G)** and the collection of End of the Month Reports **(APPENDIX A).**

d. To work with committee chairmen and TUSPM-SC Club Presidents in forming goals for each committee or club to accomplish, to see that each committee or club is taking positive steps toward achieving its goals.

e. To hold bi-semester meetings with all TUSPM-SC Club Presidents to review such goals and progresses of their respective clubs.

f. To preside over any portion of meetings of the Student Council in which the President wishes to take an active part in the discussions or is involved in an election.

g. To serve as the Chair of the TUSPM Fundraising Committee. The Committee shall consist of each of the Class Vice Presidents. For Fundraising Guidelines, Application, and Monopolies see **APPENDIX B**.

h. To organize, via committee, the Beginning of the Year party (for 1st year students), the End of the Year Party (for 2nd year students), the Annual Spring Formal Event, i.e. the *Spring Ligament* and the American Red Cross Blood Drive.

i. To attend the President's Council and House of Delegates of the American Podiatric Medical Students' Association meetings with the current President and, when necessary, execute directives made at the APMSA meetings.

j. To be responsible for the organization of the TUSPM APMSA Basketball Teams (one male and one female) and facilitate communication with the Host School Chairperson(s).

k. To serve as a member of the Temple University Health Sciences Campus Student Government Board.

l. To serve as a member of the TUSPM-SC Executive Committee.

3. EXECUTIVE SECRETARY

The Executive Secretary of the Student Council shall be a member in good standing of the second or third year class at the time of his/her term of office.

The duties of the Executive Secretary shall be:

a. To serve as a voting member of the Student Council.

b. To execute and maintain typewritten records of the proceedings of the Student Council and to mail/email them out to all voting members within a reasonable time period following a meeting, but prior to the following months meeting.*

c. To record minutes of any sub-committee meetings, and to report these minutes at the following Student Council meeting.*

d. To hold an official copy of the Constitution with all newly approved changes and to make available at all TUSPM-SC meetings.*

e. To maintain, in a separate and orderly fashion, any motion made at a meeting and to present that motion to the Student Council before a vote takes place ensuring that the motion is in accordance with the TUSPM-SC Constitution.*

f. To compose the Agenda for the monthly TUSPM-SC meetings, and to provide them at such meetings. **Refer to ARTICLE VI. MEETINGS; 2. ORDER OF BUSINESS.**

g. To advertise, via signage and emails, all upcoming meetings and activities of the TUSPM-SC, at least five (5) days prior to the meeting and any changes or updates in the interim.

h. To serve as a member of the TUSPM-SC Executive Committee.

*In executing these duties, it is permitted that the Executive Secretary be able to use a computer/lap-top during meetings.

4. **PARLIAMENTARIAN**

The Parliamentarian of the Student Council shall be a member in good standing of the second or third year class during his/her term of office.

The duties of the Parliamentarian shall be:

a. To serve as a non-voting member of the Student Council when presiding over parliamentary procedures of that meeting at the time the vote is taking place.

b. To carry on such correspondence necessary to create goodwill among various chapters of the American Podiatric Medical Students' Association.

c. To ensure that meetings are run in accordance with proper parliamentary procedures as described in **Roberts Rules of Order**: **APPENDIX F** (summary).

d. To organize the Student Council Executive Officer Yearbook Photo with the Yearbook editor-in-chief.

e. To record attendance at all TUSPM-SC meetings.

f. To notify voting members of recorded absences and execute the attendance policy. Please refer to **ARTICLE VI. MEETINGS; 6. ATTENDANCE** for policy.

g. To be responsible for the maintenance and upkeep of the TUSPM-SC website.

h. To serve as a member of the TUSPM-SC Executive Committee.

5. TREASURER

The Treasurer of the Student Council shall be a member in good standing of the second or third year class during his/her term of office.

The duties of the Treasurer shall be:

a. To serve as a voting member of the Student Council.

b. To present a budget to the Student Council; give an accurate written financial report at meetings of the Student Council.

c. To collect and disburse the monies of the Student Council and establish an account in the name of the Student Council as directed by the Student Council.

d. To prepare an annual financial report of the Student Council to be published publicly by the Student Council.

e. To authorize expenditures, along with the President, not to exceed a limit set by the Student Council. Refer to **ARTICLE X. DISBURSEMENT OF FUNDS.**

f. To serve as a member of the TUSPM-SC Executive Committee.

ARTICLE III. VOTING MEMBERS

In addition to the Executive Officers, voting Officers of the Student Council shall be the Past President of the TUSPM-SC, the President, Vice President and Student Council Liaison for the 1st, 2nd, 3rd and 4th year classes. The 1st, 2nd, 3rd, 4th and alternate delegates to the American Podiatric Medical Student Association, the Pennsylvania Podiatric Medical Association Representative, the New Jersey Podiatric Medical Society Representative and the Chairman of the Elections committee are also voting members of the TUSPM-SC.

Additional voting members of the Student Council include the President of the following clubs/organizations: American Association of Women in Podiatry (AAWP), American College of Foot and Ankle Surgeons (ACFAS), Student National Podiatric Medical Association (SNPMA), Diabetes Club, American Podiatric Wound Care Association (APWCA), American College of Foot and Ankle Orthopedic Medicine (ACFAOM), Christian Podiatric Student Association (CPSA), Pediatrics Club, Radiology Club, American Association of Podiatric Practice Management (AAPPM), and American Academy of Podiatric Sports Medicine (AAPSM).

These additional voting members of the Student Council shall serve a term of one (1) year, (with the exception of some Club Officer positions according to each clubs constitution; Refer to **APPENDIX C** for Club Constitutions) assuming his/her duties at the April TUSPM-SC monthly meeting of their election year. If any elected officer is unable to hold his/her office for reasons of health or otherwise, the mechanism of replacement shall be the same as that for

Executive Officers. There shall be no mode of replacement if the office of the Past President is vacated. Club constitutions for this procedure will trump this Constitution, but in the event that a club has not provided for such circumstances, the procedures will be based on this Constitution.

1. **PAST-PRESIDENT**

The Past-President of the TUSPM-SC shall have a seat on the Student Council. He/she shall serve as a voting member of the Student Council, and he/she shall act as a consultant on matters encountered during his/her administration or in any other advisory capacity required.

2. **AMERICAN PODIATRIC MEDICAL STUDENT ASSOCIATION DELEGATES AND ALTERNATE DELEGATE**

DELEGATE RESPONSIBILITIES (NATIONAL AND LOCAL)

All APMSA delegates and alternates are elected to represent their class by voting within the APMSA House of Delegates (HOD). Each delegate has an equal responsibility to represent the carried and unified opinion of the APMSA. It is therefore inappropriate for delegates/alternates to use their title and/or position to voice opinions other than the carried and unified opinion of the APMSA.

That all APMSA delegates and/or alternates may express the opinions of their constituents or their personal opinions that may contradict the opinion of the APMSA HOD without repercussion as long as they clarify that it is not the opinion of the APMSA HOD or the APMSA. When a letter is written, the APMSA Executive Committee must be informed prior to dissemination. This does not apply to Executive Committee members or to delegates when serving in their liaison positions.

FIRST YEAR DELEGATE/ALTERNATE

a. Responsibilities at the national level include: attending APMSA HOD meetings, communicating issues within their respective class, attending the APMSA Orientation Conference, collecting and maintaining class contact information for the APMSA database, and when invited, attending the PPAC Leadership conference in the Washington, D.C. area in the spring.

b. Responsibilities at the TUSPM level include: attending TUSPM Student Council meetings, attending Class Officer meetings, making regular announcements of issues concerning APMSA and podiatric medicine, participating in local APMSA fundraisers and events, assisting the second year delegate with suppliers fair, assisting with the APMSA Residency Survey and maintaining the APMSA office.

SECOND YEAR DELEGATE/ALTERNATE

a. Responsibilities at the national level include: attending APMSA HOD meetings, communicating issues with their respective class, when invited, attending the PPAC leadership conference in the Washington, D.C. area in the spring, serving as the CAB student representative for the school, and mainintaining class information for the APMSA database. The delegate must also be responsible for coordinating the APMSA Resident

Fair, distributing all APMSA materials and publications, coordinating the Scrubs Program and the CROCS Program for the school.

b. Responsibilities at the TUSPM level include: attending TUSPM Student Council meetings, attending Class Officer meetings, making regular announcements of issues concerning APMSA and podiatric medicine, maintaining the first and second year database and making an APMSA presentation to the first year students at orientation in the fall. The delegate must also be responsible for coordinating the annual APMSA Visitation Day and Dinner, holding elections for the first year delegate, serving as the regional editor of *First Step*, serving as a mentor to the first year delegate/alternate, scheduling and coordinating local delegation meetings, assisting with the APMSA Residency Survey and coordinating the annual suppliers fair.

THIRD YEAR DELEGATE/ALTERNATE

a. Responsibilities at the national level include: attending APMSA HOD meetings, communicating issues with their respective class, serving on the APMSA Graduation Handbook Committee and maintaining class contact information for the APMSA database.

b. Responsibilities at the TUSPM level include: attending TUSPM Student Council meetings, attending class officer meetings, making regular announcements of issues concerning APMSA and podiatric medicine, participating in local APMSA fundraisers and events, maintaining the third and fourth year database, assisting with the APMSA Residency Survey and maintaining the local APMSA budget and checking account.

FOURTH YEAR DELEGATE/ALTERNATE

a. Responsibilities at the national level include: obtaining residency placement information of classmates, serving as the main contact for class contact information for the APMSA database, attending APMSA HOD meetings, and communicating issues with the class.

b. Responsibilities at the TUSPM level include: attending TUSPM Student Council meetings and serving in an advisory capacity to the local delegation.

3. **PENNSYLVANIA PODIATRIC MEDICAL ASSOCIATION REPRESENTATIVE (PPMA)**

The Pennsylvania Podiatric Medical Association Representative shall be a member in good standing at the time of his/her term of office. The responsibilities of the Pennsylvania Podiatric Medical Association Representative shall be:

a. To serve as a voting member of the Student Council.

b. To serve as the official Student Representative to the PPMA and attend their meetings.

c. To report all activities at these meetings to the TUSPM-SC.

d. To seek funding from the PPMA for attendance to the Annual Podiatric Political Action Campaign (PPAC) Leadership Conference, in Washington DC.

4. **NEW JERSEY PODIATRIC MEDICAL SOCIETY REPRESENTATIVE (NJPMS)**

The New Jersey Podiatric Medical Society Representative shall be a member in good standing at the time of his/her term of office. The responsibilities of the New Jersey Podiatric Medical Society Representative shall be:

a. To serve as a voting member of the Student Council.

b. To serve as the official Student Representative to the NJPMS and attend their meetings.

c. To report all activities at these meetings to the TUSPM-SC.

d. To seek funding from the NJPMS for attendance to the Annual Podiatric Political Action Campaign (PPAC) Leadership Conference, in Washington DC.

5. **CHAIRMAN OF THE ELECTION COMMITTEE**

The Chairman of the Election Committee shall be a member in good standing at the time of his/her term of office. The responsibilities of the Chairman of the Election Committee shall be:

a. To serve as a voting member of the Student Council

b. To compose an elections committee following guidelines for the committee as outlined in **ARTICLE V. ELECTIONS; 1. CONTROL**.

c. To assure adherence to all elections policies and procedures as outlined in **ARTICLE V. ELECTIONS** and **APPENDIX E**.

d. To report all activities of the Elections Committee to the TUSPM-SC

6. **CLUB PRESIDENTS**

The Club Presidents of any TUSPM Student Council registered club shall be a member in good standing at the time of his/her term of office. The responsibilities of the Club Presidents shall be:

a. To serve as a voting member of the Student Council

b. To serve as the official Student Representative to their respective club and attend their meetings.

c. To serve as a member of their respective club in the capacity described by their constitution **(APPENDIX C).**

d. To ensure compliance by their club to all **Club Guidelines (APPENDIX I).**

*Let it be known that in the event that policies and procedures are not in place in each club Constitution, this Constitution will serve as the governing force.

7. **"IN-ELECT" POSITIONS**

The officers will be elected in March. Between this time and the April TUSPM-SC meeting, the officers will be designated "in-elect."

a. The "in-elect" position has the duty to learn all his/her duties of the forthcoming position. The "in-elect" officer must attend all subsequent meetings of TUSPM-SC.

b. The "in-elect" position has no voting rights, unless he/she holds a previous position that entitles them to vote during the interim. The "in-elect" officer takes the designated office during the monthly meeting in April.

c. The Executive President-Elect will refer to **ARTICLE II. EXECUTIVE OFFICERS; 2. President-Elect** for additional responsibilities.

ARTICLE IV. THE STUDENT COUNCIL

1. **AUTHORITY**

Be it herby known that final authority on all matters concerning TUSPM-SC shall rest with a majority vote of the Student Council.

2. **MEMBERSHIP**

There shall be thirty-seven (37) Student Council members (five executive, one Past President, five APMSA delegates/alternate, two state representatives, one elections chair, twelve class officers, and eleven club Presidents). Among which, only thirty-five shall have voting privileges. (TUSPM-SC President and TUSPM-SC Parliamentarian are non-voting members

when presiding over meetings. Refer to **ARTICLE II. EXECUTIVE OFFICERS SECTION 1B AND 4A.**)

*Executive Officers

1. TUSPM-SC President*
2. TUSPM-SC President Elect*
3. TUSPM-SC Parliamentarian*
4. TUSPM-SC Treasurer*
5. TUSPM-SC Executive Secretary*
6. TUSPM-SC Past President
9. APMSA Representative from each class (4)
10. APMSA alternate (1)
11. PPMA Representative
12. NJPMS Representative
13. Chairman of the Election Committee
14. President from each class (4)
15. Vice-President from each class (4)
16. TUSPM-SC Rep from each class (4)
17. TUSPM-SC Club Presidents (11)

During the summer meetings, the chairperson of the First-Year Orientation Committee shall act as voting members to the Student Council on behalf of the incoming first year class. Their duties will terminate upon the appointment of the first year class' officers.

Any student of the TUSPM Student Body may present a motion to the floor; however, a Student Council member must second the motion, in order to be considered. For proper presentation of a motion, **Roberts Rules of Order** must be followed. (Refer to **APPENDIX F**).

Fourth year class only: If the Class President, Vice-President, APMSA Representative and/or the TUSPM-SC Representative are unable to attend any meetings of the Student Council, a student from the **fourth year class**, designated by the Class President, may assume the vote of the absent class officer or representative. The Class President must alert the Parliamentarian of such occurrence prior to the Student Council meeting.

3. **MEETINGS**

The Student Council shall meet at a regularly scheduled time, the first Thursday of every month at 5:00pm in the fall semester and 5:30pm in the spring semester. The President shall have the right to call additional meetings, as he/she deems necessary. The President shall have the right to cancel and/or reschedule any meeting.

4. **QUORUM**

Twenty (20) Student Council Officers shall constitute a quorum.

5. **FUNCTIONS AND POWERS**

The Student Council, being the policy-making body, shall have the following functions and powers:

a. The Student Council shall have the final and supreme authority concerning the policies and properties and conduct of TUSPM-SC

b. The Student Council shall establish rules for granting of official recognition to students and student organizations.

c. The Student Council shall establish rules for the granting of awards according to such criteria as will be established by the proper subcommittee of Student Council. See **APPENDIX D** regarding Student Council Awards.

d. The Student Council shall establish rules and regulations governing the method of nomination and the manner of election of the officers of the Student Council.

e. The Student Council shall coordinate all committees in the best interest of the student body.

f. The Student Council shall levy all assessments, approve budgets and exercise all control over the financial activities of the Student Council.

g. The Student Council shall approve the bylaws of all subordinate divisions of the Student Council.

h. The Student Council shall strive for the betterment of the education provided for any or all of the classes and shall fairly and adequately lend its support to the students on their behalf in matters of dealing with the faculty and administration on education matters.

i. The President of the Second year class, in accordance with the Elections Chair, shall have the responsibility of introducing the class officer structure and positions to the first year class. The election date and time will be decided upon by the Elections Committee (First Year Class Elections shall take place before the first week of October). **First Year Class Only:** APMSA elections shall occur by the third week of October.

j. The newly elected Student Council Officers must go through a formal orientation that includes their responsibilities for the upcoming year and learning **Roberts's Rules of Order (APPENDIX F).**

k. Prior to the voting on of a motion, the President or the Secretary will read back the motion to the Student Council and an opportunity for ensuring that the motion is in accordance with the TUSPM-SC Constitution will ensue.

6. **LIMITATION TO THE AUTHORITY OF THE STUDENT COUNCIL**

Upon the presentation to the President of a petition signed by forty-percent (40%) of the members of the Student Body, any act of the Student Council, except actions taken on budgets, appropriations, and/or expenditures of funds, must be submitted to a vote by the entire Student Body, provided such a petition be presented within two (2) weeks of the passage of the act or rules. The President shall then call a special meeting of the Student Council within one (1) week of the presentation of the petition. At said meeting the act in question shall be discussed openly

and a general election shall be scheduled by the President, to be held not less that one (1) nor more than two (2) weeks following the date of the meeting. Concurrence of at least two-thirds (2/3) of the members voting shall be necessary to repeal the act.

Upon presentation to the President of a Petition signed by at least fifty-percent (50%) of the members of the Student Council requesting action upon any matter within the jurisdiction of the Student Council, the Student Council must consider the proposal within two (2) weeks after the submittal.

ARTICLE V. ELECTIONS

1. CONTROL

The control of all TUPSM-SC Executive, Class, and Club officer elections (with exception to the APMSA elections, see special notes below) shall rest with the Election Committee. The Election Committee shall consist of an Elections Chair (elected position), one student from the first and second years' class, and a third student from any class (voluntary positions). Thus, the Election Committee will be comprised of four students. Election Committee members, excluding the Elections Chair, are non-voting members of the Student Council and due to their duties are not eligible for any other position within the Student Council. A minimum of two Election Committee members are required to be present for all elections and a minimum of three members for the TUSPM-SC Executive Officer selection. The President or President-Elect must also be present at all elections.

It is the utmost responsibility of the Election Committee that all elections, held within its jurisdiction, are held fairly and justly. If any member of the Election Committee questions the validity of any election he/she is responsible to report the incident to the President and/or President-Elect of TUSPM-SC. Whereupon, elections may be re-run and be monitored by the President of the TUSPM-SC. Students may also question the validity of any race and are also required to report incidents to the President and President-Elect of the TUSPM-SC.

PROCEDURE FOR CONTESTING AN ELECTION

The contestation must be submitted handwritten, signed and dated, including an outline of the details of the contested issue(s). This must be submitted to the President, President-Elect, or Elections Committee Chair within 48 hours of the election.

After receipt of a properly submitted contestation, a meeting of the TUSPM-SC Executive Officers shall be called, with an additional attendee being the Elections Committee Chair, unless they are directly named as a party in or to the contestation.

The opening of the meeting shall be a session open to involved parties, not to exceed 10-15 minutes, allowing such parties to verbally express their points to the Executive Committee. After this point, the meeting shall move into closed session, with only the persons named above in attendance. The President-Elect is ultimately responsible for the time, manner and structure of this meeting, including notifying involved parties, reserving room space, etc.

Separate meetings must be held for separate unrelated contested issues.

The meeting must be held within 72 hours after receipt of the properly submitted contestation.

A decision will be rendered based on a majority vote of the members in the closed session. The decision rendered is final and no appeals may be made.

If a revote is commanded, the President-Elect is responsible for notifying the organization within 25 hours of the decision, with the revote to be held before the next TUSPM-SC meeting. However, no less that 24 hours notice of schedule shall be given and all attempts shall be made to accommodate all parties within reason. The President and President-Elect of the TUSPM-SC shall conduct the revote.

SPECIAL NOTES:

The Professors/Clinicians of the Year (P/COY) Elections shall be the responsibility of the TUSPM-SC President-Elect and Spring Ligament Committee Members. Each class is permitted to select no more than two P/COY recipients with simple majority determining the winners.

APMSA Basketball Chairpersons: Chairpersons for the APMSA Basketball tournament are needed on years where the Basketball Tournament is held at TUSPM. The Chairpersons shall consist of the SC Executive Committee Members as well as the entire APMSA Student Delegation. In the event that additional assistance is needed, the members of the Basketball teams shall fulfill this duty.

APMSA Basketball Teams: The teams are limited to one men's team and one women's team, unless the tournament is held at TUSPM, where there can be only one additional men's and one additional women's team. Each team will select a "Captain" to serve as a representative between the team and the Chairpersons. It is the responsibility of the teams to coordinate travel arrangements and hotel accommodations when the tournament is held at a location other than TUSPM. The TUSPM-SC President-Elect is responsible for facilitating communication between the team "Captains" and the host school.

Other matters concerning the APMSA Basketball Chairpersons: As long as the team(s) receive(s) funding from the Financial Services office, additional funding requests may not be made to the Student Council. However, the team(s) will be eligible for emergency funding requests, only to be considered with adequate documentation of fundraising efforts. The amount Student Council may allot of any emergency funding request may not exceed the amount proven to be fundraised by that individual team.

APMSA Elections: During orientation the TUSPM delegates will present a brief introduction to the APMSA describing the open position to incoming first years. The first year class is given a more detailed presentation about the APMSA and the specific duties of the APMSA delegate. This presentation is organized by the second year delegate sometime before class officer elections at the discretion of the second year delegate but must be at least three weeks before the election. At this meeting they are told of the responsibilities and duties of the APMSA Delegate. The class is also told that they will be electing a delegate to the APMSA (it is determined whether an alternate will be selected by the senior APMSA delegates). Applications for the position are then handed out to those students interested. These are due back two weeks before the election.

The senior APMSA delegates read these applications and those who have shown an interest in the position are academically investigated. No specific scores or grades are asked for, but within the application it is asked if the applicant averages 70% or above in all their classes. The applicant is on the honor code to be truthful concerning their academic status. This is to determine if the applicant is in good academic standing, which is a prerequisite.

The election is held between the second half of October and the end of the first week in November at the discretion of the second year delegate. This gives the class time to get to know their fellow students and have their first set of exams. The election will be coordinated with the TUSPM-SC Elections Committee. The candidates are to give a speech, for no longer than 7 minutes unless stipulated by the second year APMSA Delegate, and are expected to answer questions from the senior APMSA delegates and from the class. The vote by the class is done by preprinted secret ballots (with each candidates name on it). The winner must be elected by a 51% margin. If an alternate is to be chosen, a new vote will be held among the remaining candidates with the aforementioned stipulations.

Course Representative Elections shall be the responsibility of the Class President (simple majority shall determine the winner).

Restrictions to running for TUSPM-SC Positions – Executive, Club, Class or other:

a. If you run for an Executive position on Student Council and win, you cannot run for Class Council positions and you cannot run for President of any club. The exception being the TUSPM-SC President-Elect: If you run for an win this position you cannot run for any other officer position (class, club or other) due to a conflict of interest.

b. If you run for an Executive position on Student Council and lose, you are able to run for a class, club or other officer position.

c. No student may run for two positions that would provide them with two TUSPM-SC votes. (E.g. You cannot be the President or President-Elect of two clubs and you cannot be the President of a club and hold the position of class President, Vice President or SC Representative.)

d. If you run and are elected as President of one club and Vice President of another club, you will only be permitted to vote for the club which you are President of at the SC meetings, even if you are there representing both clubs. It may be in the best interest of both clubs for a student to run for only one of these positions.

e. All students running for a position, opposed, must be present at the time of the elections, or their name will be scratched from the voting ballot.

f. All students running for a position must speak with the individual currently holding that position, or they will not be eligible to run.

2. **TIME OF ELECTIONS**

The elections for officers of the Student Council shall be held during March before the first of April, the date and time to be established by the Election Committee. The separate class elections shall follow the general TUSPM-SC elections also in March, before the first of April, at different times. All Club Elections shall be held in accordance with each club's Constitution (**APPEDIX C)**, with all elections completed by the end of March, in order to begin elected duties at the April TUSPM-SC monthly meeting. It is also the responsibility of the Election Committee to notify the entire student body of all elections. Once an election date has been established, it is not subject to change unless extreme circumstance arise (subject to approval by the TUSPM-SC or Club and the Election Committee).

Terms of any office within the Student Council shall begin at the April monthly meeting (Student Council) of their elected year and end in the April monthly meeting of the following Year. However, APMSA officers retain their position until they graduate (assuming a normal four year matriculation).

3. **MANNER OF ELECTIONS**

All voting in the Student Council election shall be done by secret ballot and is subject to the approval of the Election Committee. Information on the specific procedures for an election can be found in **APPENDIX E**.

Campaigning shall be limited to word of mouth.

The election committee is responsible for posting a list of open positions for each election, (in their respective rooms for class elections and the third floor lounge for TUSPM-SC executive officer, and club elections), ten days before a scheduled election in order for students to write in and declare their candidacy. All nominations must be on the open position list one (1) day prior to elections, and "write-in" voting is prohibited. Only Election Committee members are permitted to remove the open position list and, thus, closing the ballot for that election.

All speeches for all elections shall be limited to five minutes. APMSA Elections Only: APMSA elections shall be limited to 7 minutes unless stipulated by the second year APMSA representative.

Election winners shall be determined by simple majority vote. If in an election for any of the officer positions, two candidates receive the same number of votes, then a run-off election shall be held between the two candidates receiving the same number of votes. This election shall be held within one week following the general election. Campaigning by the two candidates in the run-off election shall be limited to the official close of the school day prior to the run-off election. Run-off election speeches shall be limited to three minutes. A simple majority shall determine the winner of a run-off election. Notification of the date and time of the run-off election to the student body shall be the responsibility of the Election Committee.

4. **STUDENT COUNCIL: EXECUTIVE OFFICERS RECALL**

a. **Impeachment: Call for Recall**
Two-thirds (2/3) of the Student Council Officers must be present for impeachment (at least 25 people). Of those, two-thirds (2/3) must vote in favor for impeachment in order for it to proceed to recall (at least 17 people).

b. **Recall**
Any officer of the Student Council shall be subject to recall by presentation to the Student Council of a petition stating the reasons for recall. Two thirds (2/3) of the Student Council must be present for a vote on recall. Of those two thirds (2/3) must vote in favor of recall. The officer in question must have the opportunity to speak in his/her defense.

5. **STUDENT COUNCIL: CLASS OFFICERS RECALL**

a. **Impeachment: Call for Recall**
Same as the Student Council: Executive Officer Recall

b. **Recall**
Same as the Student Council: Executive Officer Recall

6. STUDENT COUNCIL: CLUB OFFICERS RECALL

a. **Impeachment: Call for Recall**
Same as the Student Council: Executive Officer Recall, unless otherwise stated in the Club Constitution (Refer to **APPEDIX C**)

b. **Recall**
Same as the Student Council: Executive Officer Recall, unless otherwise stated in the Club Constitution (Refer to **APPPEDIX C**)

7. RESIGNATIONS

Upon the resignation of any Student Council Officer, an election will be held no later than twenty-one (21) days after the effective date of his/her resignation. No class shall have the privilege of voting for the vacated position if the said class was not eligible to vote prior to the resignation of any Executive Officer. This will also apply to Club Officers unless otherwise stated in the Club Constitution (Refer to **APPENDIX C**).

8. **CLUB ELECTIONS**

All club elections are the responsibility of the individual Clubs, overseen by the Elections Committee. Clubs are required to notify the Election Committee of any up-coming election at least one month in advance to allow for accommodation of schedules. It is the responsibility of each Club to provide the Elections Committee with a list of its paid members. It is the responsibility of the Election Committee to make sure only members of the organization (as defined in the club's constitution) are allowed to vote.

9. **NOTIFICATION OF RESULTS**

It is the responsibility of the Election Committee to post the names of newly elected officials and their positions. Class election results shall be posted in their corresponding rooms whereas Club and TUSPM-SC Executive Officer's election results shall be posted in the third floor lounge. Actual results for a given position are available to candidates only (candidates can only request results from their race, the information that will be divulged includes: the number of votes tallied on their behalf and the total number of votes tallied for that particular race).

ARTICLE VI. MEETINGS

1. **FREQUENCY**

General meetings of the entire Student Council shall be held:

a. The first Thursday of every month from September through April

b. At the President's initiative

c. Upon a majority vote of the Student Council

d. Upon written petition of at least twenty-five (25) officers of the Student Council

2. **ORDER OF BUSINESS**

The order of business of the Student Council meetings shall be:

I. OPENING PROTOCOL
- a. Call to Order
- b. Role Call
- c. Approval of Previous Meeting Minutes

II. EXECUTIVE REPORTS
- a. Presidents Report
- b. Treasures Report

III. COMMITTEE/SPECIAL REPORTS
- a. APMSA Report
- b. PPMA Report
- c. NJPMS Report

IV. CLUB/ORGANIZATION REPORTS
- a. AAWP Report
- b. ACFAS
- c. SNPMA
- d. Diabetes
- e. APWCA
- f. ACFAOM
- g. CPSA
- h. Pediatrics
- i. Radiology
- j. AAPPM
- k. AAPSM

V. CLASS REPORTS
- a. 4th year class
- b. 3rd year class
- c. 2nd year class
- d. 1st year class

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. CLOSING PROTOCOL
- a. Announcements and Farewell
- b. Fridge Cleaning
- c. Upcoming meeting dates

IX. ADJOURNMENT

3. **VOTING BY PROXY**

Voting by proxy is prohibited at any and all meetings of the Student Council with the exception of the fourth year class **(ARTICLE IV; 2. MEMBERSHIP)**, and the exception of Club Presidents who may permit another Club Officer to vote in their absence, if said officer is not already in attendance for another position. In all the above-mentioned situations, the Student Council Parliamentarian must be notified at least 24 hours in advance of the meeting.

4. **RULES OF ORDER**

The rules contained in **Robert's Rules of Order** **(APPENDIX F)** shall govern the meetings of the Student Council and other organizations of the Student Council, and in all cases to which they are applicable and in which they are not inconsistent with this Constitution, the special rules of the Student Council or the Constitution of the APMSA. The Student Council will not consider or entertain any resolutions, statements, or any other submission that has been tendered anonymously.

5. **CLOSED SESSIONS**

The Student Council or any other organization of the Student Council may hold closed sessions as deemed necessary.

6. **ATTENDANCE**

The TUSPM-SC sees attendance at regularly scheduled meetings as being mandatory for all Student Council Officers and voting members. At the discretion of the elected officers, the Parliamentarian will be directed to draft a letter to the Student Council member who has missed an "unexcused" meeting, as well as report this to the Executive Officers. If this member misses another "unexcused" meeting, their voting privileges will be revoked for the remainder of the academic year (September – April constitutes an academic year). An officer may petition the Student Council if extenuating circumstances exist.

If the officer believes his/her absence is excusable he/she must submit in writing within two days of absence to the Parliamentarian the reasoning for his/her absence. If a written excuse is not received within the designated time the absence will be considered unexcused.

Due to outside rotations all Fourth Year officers are excused from all Student Council meetings.

All other students are allowed to miss a total of 2 meetings (1 unexcused and 1 excused).

Excused Students: Health, death in the family, clinic patient etc. The Student Council Parliamentarian and/or President will determine the validity of excuses. If the Officer does not agree with the decision he/she may petition the Student Council.

7. **SEATING**

Voting members of the Student Council are required to be seated in the first 3 rows (with the exception of Club Presidents) of the meeting room facing the Executive Officers who reside at the front of the room. Each voting member is required to sit with other members of their class to distinguish themselves. Club Presidents will fill in behind the class delegations. Non-voting members and guests of the Student Council will fill in behind the Club Presidents.

ARTICLE VII. STARTING SCHOOL SPONSORED CLUBS AND ORGANIZATIONS

1. APPLICATIONS AND APPROVAL

All clubs and organizations that wish to be acknowledged as an official organization of TUSPM-SC, must fill out an application located in **APPENDIX G**. Applications must be filled out legibly with all requested information including a typewritten Constitution. A copy of all approved Constitutions will be available from the Executive Secretary and new Constitutions will be added as the Club is approved and has completed their probationary period under the Health Science Campus Government Board. All approved clubs and organizations fall within the jurisdiction of the Student Council and are subject to dissolution or budget penalties if rules set forth in this Constitution are not followed. Any student or faculty member may report inappropriate actions of any club to the current TUSPM-SC President. Recognition as a TUSPM-SC club is dependent upon approval of the Organization through the Health Science Center Student Activities Office.

2. BENEFITS OF APPROVAL

a. Recognition as an official club of TUSPM-SC

b. Use of all Temple University Facilities as deemed available to all official clubs by Temple University (Certain Conditions and Special Rules May Apply (e.g. main campus events have special Rules concerning alcohol consumption)).

c. All approved TUSPM-SC Clubs may apply for an annual budget (see **APPENDIX G** for Re-registration and Allocations Request forms).

d. Web space on the TUSPM-SC website as well as the ability to post news and/or events.

e. To serve as a voting member of Student Council, through the vote of President.

ARTICLE VIII. AMENDMENTS AND INTERPRETATION

1. AMENDMENTS

The proposal for an amendment to this Constitution must be formulated in writing and submitted to the President. The President shall then call for a meeting of the Student Council at least ten (10) days after the presentation of the amendment. Notice of the meeting and a full statement of the proposed amendment shall be posted during this ten-day period by the Executive Secretary. A favorable decision by a least two-thirds (25 voting members) will result in adoption of the amendment.

Proposed amendments to this Constitution must be presented in the following format:

Date of Proposal
Name of the Individual Presenting the Amendment
Constitutional Wording – including page number, article number, section number
Proposed Changes/Additions
Reason for Amending the Constitution

The only event in which this process does not need to be followed is when the Constitution is up for review (See #3 below), and in that case, the Constitution in its entirety is posted and individual items that have been changed/added are not itemized.

Amendments to the APMSA Policies/Procedures/Elections can only be proposed by an APMSA Delegate, as these Policies/Procedures/Elections fall under the parent organizations policies and procedures.

2. **INTERPRETATION**
The Student Council shall govern all questions of interpretation of this constitution.

3. **CONSTITUTIONAL REVIEW**
The Student Council shall review the contents of this Constitution and amend it every two years. However, as an amendment to the Constitution is approved by a two-thirds vote, the Constitution will be updated by the Executive Secretary.

ARTICLE IX. CONVENTIONS

1. **ATTENDANCE**
The following shall apply to attendance at conventions

a. The Student Council shall choose all delegates

b. The number of delegates and the level of funding will be decided by the Student Council.

ARTICLE X. DUES

Students at the Temple University School of Podiatric Medicine shall pay an annual fee to the TUSPM-SC as billed on the tuition bill. This money shall be used to fund the regular business of the TUSPM-SC as well as club and school-wide events.

ARTICLE XI. DISBURSEMENT OF FUNDS

1. All checks will be disbursed within five (5) school days and be signed by the Treasurer with acknowledgement of the President. Full financial reports with all available receipts must be provided for reimbursement by TUSPM-SC.

2. Disbursement of funds to individuals, for example the individual(s) who fund the End of the Year Party, must validate all receipts used to finance the event with the President and Treasurer and will not be reimbursed over the allotted budget of the event without the approval of the Student Council.

ARTICLE XII. APMSA

1. All colleges of Podiatric Medicine have representation in the APMSA. The representatives from Temple University School of Podiatric Medicine are:

a. One (1) representative from each class

b. One alternate for the school elected on an as needed basis.

c. President of the TUSPM-SC

d. President-Elect of the TUSPM-SC

2. All Representatives to APMSA are responsible for complying with the APMSA Constitution and by-laws as well as their duties stated in the TUSPM-SC Constitution.

3. TUSPM-SC shall pay expenses of the first year, second year, and alternate APMSA representatives, as well as the TUSPM-SC President and TUSPM-SC President Elect to attend semi-annual national meetings. These expenses are travel to and from the meetings, lodging and a per diem based on the location of the meeting, to be determined by the President and Treasurer. The travel and per diem expenses are reimbursed prior to the event, with lodging reimbursed following the event with valid receipts.

RESPONSIBILITIES OF THE CLASS OFFICERS

This section briefly describes the responsibilities of the 1st, 2nd, 3rd, and 4th year Class Officers.

PRESIDENT

- The President of the class shall be a member of said class and be in good standing at the time of his/her term of office.
- Shall serve as chief executive officer of the class
- Shall preside at all meetings and shall be a member ex-officio of all class committees
- Shall perform all such other duties, as customary and preliminary usage required by this office.
- Shall appoint all class committees, name the chair, and instruct them as to their duties as necessary for the proper functioning of the class.
- Shall exercise such powers as may be necessary for the just and proper operation in the best interest of the class, school, and the student body as directed by the constitution.
- Shall set up course representative elections
- Shall call meetings and special meetings through the secretary as provided by the constitution
- Shall attend all TUSPM-SC and Executive class council meetings
- Shall render reports to the TUSPM-SC at the monthly general meetings
- Shall create a communications channel for professors, Academic Affairs Office, Student Affairs Office, Registrars, Financial Aid Office and Clinic.
- The President shall keep the Class and Class Officers informed of all business of the class

VICE PRESIDENT

- The Vice President of the class shall be a member of said class and be in good standing at the time of his/her term of office.
- Shall serve the class as the Fundraiser Coordinator
- Shall serve as a member of the Fundraising Committee
- Shall preside in the absence of the President
- Will exercise all of the duties of the President when the President is absent or unable to perform his/her duties
- Shall attend all TUSPM-SC and Executive class council meetings

SECRETARY

- The secretary of the class shall be a member of said class and be in good standing at the time of his/her term of office.
- Shall keep an accurate typewritten record of the proceedings of all meetings and post the minutes when required.

- Shall record all communications of the class and keep them on file.
- Shall serve as a liaison between all class secretaries and the Student Council.
- Shall file all copies of all letters he/she have officially written.
- Shall notify all class Executive officers of meetings
- Shall call roll at meetings and keep a record of the same
- Shall convey announcements, letters, and voice mails on the behalf of class officer
- Shall attend all Executive class council meetings

TREASURER

- The treasurer of the class shall be a member of said class and be in good standing at the time of his/her term of office
- Shall be responsible for the financial records of the class
- Shall keep a separate account in the name of the class in such bank(s) as the class may designate
- Shall be responsible for the safe keeping of all bills paid by the class and record the check number thereon
- That, at each regular meeting of the class Executive officers, gives an accurate, typewritten financial report of the receipts and the disbursements of the class.
- The books shall be opened to inspection by the President or the class or the class as a whole
- In the event of fundraising the Treasurer will assume the role of coordinating cash expenditures.
- Shall attend all Executive class council meetings

TUSPM-SC REPRESENTATIVE

- The TUSPM-SC Representative of the class shall be a member of said class and be in good standing at the time of his/her term of office.
- Shall attend all TUSPM-SC and Executive class council meetings
- Must make timely reports regarding the TUSPM-SC meetings to the class as well as place minutes of the TUSPM-SC meetings on the board of their classroom
- Shall keep the class updated with regards to changes occurring within the school and any other miscellaneous information.

SOCIAL CHAIR

- The social chair of the class shall be a member of said class and be in good standing at the time of his/her term of office.
- Shall make general announcements of activities occurring outside of school (local events etc).
- Shall set up and run class functions and try to coordinate these activities with the duties of the social chairs in other classes.
- Shall attend all Executive class council meetings

CURRICULUM BOARD REPRESENTATIVE

- The curriculum board representative shall be a member of said class and be in good standing at the time of his/her term of office.
- Shall attend University Curriculum Board meetings and report minutes at TUSPM-SC meetings
- Shall attend all Executive class council meetings

APPENDIX A: END OF MONTH REPORT

TEMPLE UNIVERSITY SCHOOL OF PODIATRIC MEDICINE
STUDENT COUNCIL CLUB REPORTS

Club_____
Month/Year_____
Representative_____
_____

Past Month's Activities/Meetings (detailed description)

_____
_____
_____
_____
_____
_____
_____
_____

Upcoming Activities/Meetings

_____
_____
_____
_____
_____
_____
_____
_____
_____

Numbers From Most Previous Meeting/Activities ***PLEASE** include a copy of the sign-in sheet from the meetings held in the previous month*

This form should be handed into the Student Council President-Elect by the last Thursday of every month. This form must be handed in even if no meeting or event has occurred in the prior month. Failure to comply with above requirement will result in penalty as stated in Appendix I of the TUSPM SC Constitution.

The monthly report will be collected during months of the academic year (September-April). If an organization has an official meeting during May-August, report of the meeting must be detailed in the first monthly report in September.

APPENDIX B: FUNDRAISING

Fundraising Guidelines

All fundraising on the TUSPM Campus is overseen by the Student Council regardless of if the fundraising event is affiliated with a registered club/organization.

Fundraisers are approved on a first-come, first-serves basis, as are monopolies. As monopolies are approved by the Fundraising Committee, they will be added to the Constitution and an email will be sent to all voting members of the Student Council, alerting them of the recently approved monopoly.

All forms must be signed by each member of the fundraising committee (Class Vice Presidents – with the exception of the fourth year vice president when they are off site) and submitted to the Student Council President-Elect (Fundraising Committee Chair) for final approval.

Over the summer months, to be defined as May, June, July and August, the Fundraising Committee will do their best to approve fundraisers and monopolies via email. The President, since he/she will be on campus all summer, will aid in the approval so that no club misses and opportunity to fundraise.

No member of the fundraising committee can refuse to approve a form for arbitrary reasons – they must inform the organization representative as to the reason of refusal and a Fundraising Committee meeting will be held.

A Fundraising Committee meeting can be held for any reason at the request of a committee member or a member of any organization.

If two organizations present with the same fundraiser – a meeting will be held.

No member of the Fundraising Committee is to approve a fundraiser if:

1. there is already a monopoly on the item held by another organization
2. they have already approved an identical or similar fundraiser for another organization that has not yet been approved by the Chair – at which point a meeting will be held.

When the Fundraising Committee meets, the issue presented will be discussed in the presence of representatives from both organizations involved. If a vote it to take place, any member of the committee involved in the issue will abstain from voting. In the event of a tie, the Student Council President will vote.

Fundraisers are approved for a two-week selling time period. Should an organization wish to sell their item longer, they must submit an additional fundraiser form with the extended dates – also

not to exceed a two-week time period. Specific start and end dates must be provided when applying for a fundraiser.

No more than two items may be sold at one time. This does not include variations of an item.

Organizations that possess a monopoly must have the sale for that item every year. Organizations that fail to comply will automatically forfeit their right to that monopoly.

When a monopoly item is to be sold as a fundraiser, the members of the committee need not sign the form, as the item has already been approved. A form does however need to be approved by the Student Council President-Elect (Fundraising Committee Chair) for sale date approval.

There will be no monopolies approved on T-shirt sale fundraisers. T-shirts sold by organizations must be designed/themed specific to their organization.

No variation of a monopoly product may be sold by organizations that do not possess the monopoly.

When submitting a fundraiser form for a clothing item or other tangible objects (i.e. coffee mugs, water bottles, etc.) a picture or copy of the object being sold must be submitted along with the fundraiser request. This does not apply to any fundraisers involving food or services provided.

Temple does not promote/approve fundraisers advertising the sale/distribution of alcohol.

All questions regarding fundraising and monopoly items should be directed to members of the committee and/or the Committee chair.

Fundraiser Application

Name of Club/Class:

Contact Name:

Contact Number:

Contact e-mail:

Sale Start Date: Sale End Date:

Are you applying for a monopoly?

Brief description of fundraiser (nature of product, mode of selling product, title of sale etc.) with a picture example of the item being sold attached to this form.

Original cost of Item: Selling Price:

Signatures of Fundraising Committee Date:

_____ _____

_____ _____

_____ _____

_____ _____

Approved: Yes No

APPENDIX C: CLUB CONSTITUTIONS

Please contact the Student Council Executive Secretary for a copy of any Club Constitution.

APPENDIX D: STUDENT COUNCIL AWARDS

APMSA National Outstanding Podiatric Medical Student Award:

The APMSA has adopted a nationally renowned award that will be given to one Podiatric Medical Student of the eight colleges, based on a set of criteria and awarded by a selection committee.

Background of the Award:

To be considered for this award, the third year student must be nominated from a fellow third year student, a clinician, or a member of the faculty (essentially the individuals who have had the most contact with the student in their didactic and clinical portions of education). A nomination form must be completed which consists of questions and a brief description as to why the third year student should be the recipient of such an award. Upon nomination,
if the students selected wish to be considered for the award, they must submit a copy of their CV/Resume to the
Student Council President, who will be the head of the selection committee.

The five students who receive the most nominations will be discussed by a committee The committee will include the TUSPM Student Council Executive Board along with 3 Faculty members or clinicians that will change on a yearly basis**.** This committee will then select three of these students, who they feel strongly exemplifies the qualities required for nomination, and allow the TUSPM students, faculty and clinicians to vote upon those individuals. With the release of the names of those three students, the committee will also provide a brief description of these nominees so TUSPM students (1st-4th years) and faculty/clinicians may vote as they wish.

Criteria:

1. Professionalism/Accountability – attends guest lectures, attends class/college events, class/clinic etiquette,
timeliness with class/clinic, interaction with fellow classmates and faculty.

2. Involvement with College and University – activities within the college:
organizations, clubs, committees, Student Council, extracurricular activities (intramural sports etc); any positions held.

3. Community Involvement – clubs, college/class involvement, university, self-led activities.

4. Contribution and dedication to the profession – club events/guest speakers,
hill visits, high school presentations, community awareness.

Procedure:

In order to successfully achieve consistency and fairness on a nation level, all eight Podiatric Colleges must enact a similar award with the same criteria and nomination process. The Student Council Presidents of the colleges
will be the coordinators to ensure these standards are followed and adopted at their respective institutions. The
respective Podiatric Colleges can determine what type of award would be given to the student recipient at their own college. TUSPM will grant a scholarship in the amount of $500.00 for the 2009 winner.

Once the eight individuals are chosen, their name must be submitted to the APMSA Executive Board, who will be the selection committee for the National Recipient. Upon submission of each schools nominee, the individual's CV, questionnaire page, nomination

form (completed by the Podiatric Colleges selection committee as
to why the individual should be selected nationally) and an essay completed by the student (topic TBA by the
APMSA Executive Board) must be submitted. The APMSA Executive Board will convene to select the national winner based upon the above criteria, nominee's CV, and a written essay by the nominee. If a nominated individual is currently a member of the APMSA selection committee, he/she must excuse themselves from the selecting and voting process. A professional picture will be requested at this time for publication purposes. The APMSA will then determine a scholarship reward given in the amount of a minimum of $1000.

All eight final nominees should be acknowledged nationally through podiatric publications such as First
Step, APMSA news etc as the committee sees fit.

Statement:

By implementing a national award across all eight colleges of Podiatric Medicine, we are encouraging
unity and strength within the Podiatric Profession in an effort to award leadership, community outreach, and marked

professionalism. This Outstanding Student Award not only acknowledges students at a local level, but also recognizes one student as a National recipient of this prestigious award.

2009 Timeline:

March 16 to March 27 – Nomination Period
March 30 – the top 5 most nominated individuals will submit a headshot, CV and questionnaire page
April 6 to April 10 – Committee to meet and select the top 3 individuals
April 13 to April 17 – TUSPM Voting; winner announced and individuals' information sent to APMSA

TUSPM OUTSTANDING PODIATRIC MEDICAL STUDENT AWARD NOMINATION FORM

Please respond to the questions below to support the 3rd year student you are nominating.

Name of promoting student/faculty/clinician:_____

Name of nominee:_____

1. How does the above person demonstrate professionalism and accountability? (Do they attend guest lectures, classes, demonstrate proper clinic etiquette, attend extracurricular activities, etc.?)

2. How involved is the nominee with regards to TUSPM and the community?

3. In what ways has the nominee contributed and shown dedication to the awareness of TUSPM and the world of podiatry at large?

4. Please provide a brief statement as to why YOU strongly feel this individual should be nominated for such an award. (You may reflect on the individuals character, personality, family life, life outside of school.)

TUSPM/APMSA NATIONAL OUTSTANDING PODIATRIC MEDICAL STUDENT AWARD – SELF QUESTIONNAIRE

Please answer the following questions:

1. Describe any of your activities in college; such as organization, committees, clubs etc.

2. What, if any positions do you hold or have you held? Please list the dates of your leadership.

3. Describe and list your involvement with volunteer work within the community.

4. Describe any of your activities that display your dedication to the podiatric profession.

APPENDIX E: ELECTIONS

Elections Procedure

The following is a protocol for student council elections, class elections and club elections. These procedures can be followed by the individual class councils for note service elections or any other necessary elections.

1. _____At the beginning of the semester, the Chair of the Election Committee should obtain a list of all class members for each year. During the semester, the Chair of the Election Committee should also obtain lists of all club members from the individual club Presidents.

2. _____Ten days before an election, the Chair for the Election Committee should post a sign-up sheet for positions in the third floor lounge or in the individual classrooms.

3. _____The sign-up sheets should be removed by the Chair of the Election Committee one-day before the election. Only individuals listed on the sign-up sheet will be considered for the elections.

4. _____The Chair of the Election committee will ensure that all individuals running for a position have spoken with the individual who currently holds the position for which they are running, or else they will not be permitted to run for said position.

5. _____The Chair of the Election committee will ensure that all individuals running for a position have attended at least once Student Council meeting before permitting them to run for said position.

6. _____The night before the elections, the Chair of the Election Committee should contact at least one other Election Committee member to attend the election the following day. The Chair of the Election Committee and two other Election Committee members are required to be at Student Council Executive Officer Elections. The presence of the Student Council President or President-Elect is also required at all elections.

7. _____The chair of the Election Committee should prepare a signature list for all members belonging to the school, class, or club. He or she should also prepare ballots listing all candidates' names.

8. _____On the day of the election, the Chair of the Election Committee and the Election Committee members should appear at the time stated on the sign-up sheets.

9. _____Ballots should be handed out by only the Election Committee members to students belonging to the individual class or club. One ballot should be given to each individual.

10. _____The Election Committee members should organize the candidates in order of their names on the ballot.

11. _____Each candidate will be allotted a period of 5 minutes for a speech. Only candidates for the position not giving a speech, will be asked to leave the room.

12. _____At the end of the candidate's speech, questions can be asked by class members or club members. These questions have to be directed to all candidates in exactly the same format.

13. _____All persons taking part in the voting process must be present for the duration of the elections and speeches. No students will be permitted to enter the room once the speeches have begun and no student can leave before the conclusion of all speeches, or their vote will not be counted.

14. _____Ballots will be collected by only Elections Committee members and voting members will be required to sign the signature sheet when handing in their ballots.

15. _____After all voting members have left the area, Election Committee members will determine if the signature count matches the ballot count.

16. _____If the signature count does not match the ballot count, the Chair of the Election Committee should immediately speak with the Student Council President or President-Elect. If the signature count does match the ballot count, the Election Committee members will proceed to tally the votes and determine the outcome of the election.

17. _____The Chair of the Election Committee will post the outcome following the election in the third floor lounge, classrooms, etc.

18. _____The Chair of the Election Committee will report the outcome of the elections to the Student Council President who will then alert the Student Council Executive Secretary so the results can be reported to the Student Body.

19. _____Results of the individual elections will be recorded on this checklist, which will be kept by the Chair of the Election Committee for at least two weeks after the election and ballots will be kept for 48 hours.

20. _____Candidates have the opportunity to know the number of votes they obtained within two weeks of the election.

_____	_____
Chair of Election Committee	Election Committee Member
_____	_____
President or President-Elect	Election Committee Member

Results of the Election

_____

_____

_____

_____

_____

APPENDIX F: ROBERTS RULES OF ORDER SUMMARY

MOTIONS: The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire voting membership take action or a stand on an issue. Individual members can; Call to Order, Second Motions, Debate Motions, Vote on Motions.

THE 4 GENERAL TYPES OF MOTIONS

1. Main Motions – The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions – Their purpose is to change or affect how a main motion is handled and is voted on before a main motion.
3. Privileged Motions – Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions – Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

PRESENTING A MOTION

1. Obtain the Floor
2. Make your Motion – State the motion affirmatively, say "I move that we…"
3. Wait for a Second to your Motion – A motion must be seconded by a voting member of Student Council for it to continue to a vote. The Chair will ask the house, "Do I have a second?"
4. Re-statement of the Motion by the Chair – Once the motion has been made and seconded, the Chair will re-state the motion in its entirety for the House.
5. Debate and Discussion – this gives the presenter an opportunity to expand on the motion made if necessary and allows for all comments and debates to ensue. The time limit established for the debate and discussion period will be adhered to. The mover is always allowed to speak first.
6. Putting the Question to the Membership – After the time limit has passed or if there is no debate and discussion to be had, the Chair will ask "Are you ready to vote on the question?" and a vote will be taken.

VOTING ON A MOTION: The method of vote on any motion depends on the situation and the by-laws of policy of the TUSPM-SC.
1. By Voice – the Chair asks those in favor to say, "aye" and those opposed to say "no." Any member may move for a division and thus an exact count.
2. By Roll Call – Each member answers "yes or "no" as his name is called. This method is used when a record of each person's vote is required.

3. By General Consent – When a motion is not likely to be opposed, the Chair says, "if there is no objection…" The membership shows agreement by their silence, however, if one member says "I object," the item must be put to vote.
5. By Ballot – Members write their votes on a slip of paper. This method is used when secrecy is required.

OBTAINING THE FLOOR: This is accomplished by raising your hand and being recognized by the Parliamentarian. The Parliamentarian will note the name of the individual who wishes to obtain the floor and the Chair will go down the list of those interested in speaking. No member may speak a second time until all other members of the house that wish to speak have had the opportunity to do so.

DEBATE: Debate on an issue, report or motion cannot begin until the Chair has opened the "Debate and Discussion" portion of the issue, report or motion. At this time those wishing to debate will "Obtain the Floor" following proper protocol and the Debate will ensue. Debate and discussion will continue for a maximum of 5 minutes per issue, report or motion. Once the 5 minutes have elapsed the debate will end and if necessary the "Question Will Be Called." However, a member of the house can make a motion to extend the "Debate and Discussion" period for the issue, report or motion and the House will vote on that motion.

CALL TO QUESTION: This brings the topic of the vote to be brought to vote. A motion to Call the Question of a topic that needs to be voted upon must be seconded. Once it has been seconded, the Call to Question will be voted upon, meaning the House will vote on whether to continue discussion or call the issue to vote. If the Call to Question passes, there will be no further debate and discuss on the issue and the house will vote on the issue following proper protocol for Voting on a Motion. If the Call to Question does not pass, debate and discussion on the issue will continue.

POINT OF INFORMATION: At any time, a member of the House may establish a "Point of Information" in order to speak on an issue where they can add additional information. An example of Point of Information would be to ask how much money is in the bank account when voting on a motion which involves spending.

POINT OF CLARIFICATION: At any time, a member of the House may establish a "Point of Clarification" where they can clarify a question or report for the person that is speaking or where they can ask for a clarification of what is being discussed. An example would be clarification of a motion or discussion about a motion. If a person has made a comment about a motion that you do not understand, you could ask for a Point of Clarification.

POINT OF PERSONAL PRIVELEDGE: At any time, the Chair can take a point of personal privilege to speak. The President of Student Council is the only person with this right. An example of its use would be to pause a meeting that is running long and ask the council if they would like a break.

APPENDIX G: NEW CLUB FORMS/REGISTRATION/RE-REGISTRATION/ ALLOCATIONS REQUESTS AND GUIDELINES

Please contact the Student Council Executive Secretary for a copy of these forms. You may also contact the Health Science Campus Student Activities Director for a copy of these forms.

APPENDIX H: THE CONSTITITION OF THE HEALTH SCIENCE CAMPUS STUDENT GOVERNMENT BOARD

The Constitution of the Health Science Campus Student Government Board

ARTICLE I – NAME

The name of the organization shall be the Health Science Campus Student Government (hereinafter referred to as HSC Student Government).

ARTICLE II – PURPOSE

The purpose of the HSC Student Government is to govern and properly allocate to all HSC student organizations from each of the five (5) professional schools (Medical, Dental, Allied Health, Pharmacy, and Podiatry) in all of their co-curricular programs inclusive of musical, theatrical, cultural, recreational, visual, and special events designed to meet the needs of each specific organization.

ARTICLE III – MEMBERSHIP

The HSC Student Government Board is comprised of all student organizations from each of the five (5) professional schools associated with Temple University's Health Science Campus.

Section I - Active Voting Membership

Active – voting membership shall be granted to any matriculated full time graduate student in an executive officer capacity that have:

- Paid the General Activities Fee (GAF);
- Attended scheduled HSC Student Government meetings.
    - Quorum will be determined when one (1) representative from 2/3 of the registered student organizations are present. No more than one (1) representative from each organization can vote regardless of the number of representatives present at the meeting.
    - In the matter of a tie, the deciding vote will go to the Associate Director of the Student Faculty Center.

Section II - Non-Voting Membership

- Faculty Advisors, Administrators, and Staff of the Office of Student Activities will not be permitted to vote with the exception of the Associate Director of the Student Faculty Center if and when Voting Membership is faced with tie circumstances.
- Non-voting membership shall be granted to students, faculty and administrative staff interested in participating on the HSC Student Government, but who fail to meet those qualifications as outlined in ARTICLE III, Section I.

Section III - Advisors

The HSC Student Government is advised by:

- Advisors from each professional school: Medical, Dental, Allied Health, Pharmacy, and Podiatry
    - At least one (1) per school; Maximum four (4) per school.
- Associate Director of Student Activities, HSC

*Advisors shall be ex-officio, non-voting, but shall retain authority over the organizations operations, budgets, and financial affairs.

Section IV – Revocation of Membership

Any individual's membership in the HSC Student Government will be revoked if and when the individual ceases to meet those qualifications as outlined in Article III, Section I.

ARTICLE IV – GOVERNING BODY

Allocations Board

- A student representative from each school's student body with an additional two (2) alternates.
- Associate Director of Student Activities – HSC
- Program Coordinator of Student Activities – HSC

ARTICLE V – FINANCE

The HSC Student Government was designed, created and implemented to alleviate the stress of forcing HSC Program Board Organizations to take all of their organization matters to Temple University's Main Campus Student Government General Assembly. This system will now allow for a more centralized allocation process for the needs of all HSC student organizations.

***Please refer to HSC Student Government Allocation Guidelines for all specific rules and guidelines to request funding.**

ARTICLE VI – RULES OF PROCEDURE

Section I – Meetings

All HSC Student Government meetings will be open to all HSC Program Board members, faculty/administration advisors and the HSC Allocations Board, and will be held as scheduled during each semester.

All meetings will be run by:

- Each professional school's student government representative,
- Associate Director of Student Activities,
- Program Coordinator of Student Activities,
- The Programming Graduate Extern, who is responsible for taking meeting minutes.

Section II – Attendance

Each registered HSC Program Board student organization is responsible for sending at least one (1) executive officer representative to each HSC Student Government meeting.
If your student organization is absent, and is noted absent for two (2) consecutive meetings, you will jeopardize future funding

ARTICLE V – REGISTRATION / FUNDING

Section I – Registration

In order to be eligible for funding, organizations must re-register for the academic school year. All organizations must re-register by the end of the third (3rd) week of the academic year according to Temple University's main academic calendar.

Initial registration of a new organization can take place at any time during the academic calendar year. Upon approval, a new organization will be placed on a four (4) consecutive month probationary period before they are eligible for funding.

Section II – Funding

To be eligible for Fall funding, organizations must register their organization and return their allocation packets to the Office of Student Activities – HSC, Room 200, Student Faculty Center by the third (3rd) week of the academic school year according to Temple University's main academic calendar.

To be eligible for Spring funding, organizations must still register their organization by the third (3rd) week of the academic school year according to Temple University's main academic calendar and have their allocation packets turned in by the end of the second (2nd) week of the Spring semester according to Temple University's main academic calendar.

APPENDIX I: CLUB GUIDELINES

GUIDELINES: The Club Presidents and their Executive Officers, as part of their duties to the TUSPM Student Council, must adhere to all Club Guidelines as outlined below:

1. Adhere to the attendance policy expected of all Student Council Voting members as outlined in **ARTICLE VI. MEETINGS; 6. ATTENDACE.**

2. Complete and submit "End of the Month Reports" **(APPENDIX A)** to the President-Elect on the date requested by the President-Elect.

3. To comply will all Fundraising Guidelines established under the Student Council. (Refer to **APPENDIX B** for Guidelines and Forms).

4. To follow the proper Re-registration Process and Allocations Processes as outlined in the Constitution of the Health Science Campus Student Government Board. **(APPENDIX H; APPENDIX G).**

5. To work with the President-Elect in forming goals for their club to accomplish as well as establishing positive steps towards achieving such goals.

6. To attend bi-semester meetings with the President-Elect to review such goals and progresses.

7. To ensure proper room reservations for any meetings through the Audio/Visual department at TUSPM, located on the 2nd floor of the Academic Building. *Please not: When scheduling a meeting where the 3rd floor lounge will be utilized, the lounge must be reserved through facilities on the 6th floor. However, a classroom must also be reserved with the A/V department to ensure there is no overlap between club meetings. The schedule held with the A/V department is the official schedule for club meetings.

8. To understand and comply with the policy that there should be no overlap in meeting times between clubs as to provide all students access to attending all club meetings/lectures.

PENALITIES: If Club Guidelines are not adhered to by Club Presidents, the following penalties will be enforced in the hierarchy described below, beginning at the first offense. For each additional offense the penalty will progress through the hierarchy.

1st Offense: Loss of the privilege to be considered for the Club of the Year Award.

2nd Offense: Loss of voting privileges for the remainder of the semester. (September through December will be considered the first semester and Jan. thru May will be considered the second semester)

3rd Offense: A one-month freeze on University Allocations.

4th Offense: Loss of voting privileges for the remainder of the Academic Year. (The Academic year runs from September through May)

5th Offense: A freeze on University Allocations for the remainder of the semester. (September through December will be considered the first semester and Jan. thru May will be considered the second semester)

6th Offense: Loss of University Allocations for the remainder of the Academic Year. (The Academic year runs from September through May)

American Podiatric Medical Students' Association

(APMSA)

I. BACKGROUND

A. **Composition**
The American Podiatric Medical Students' Association is comprised of all podiatry students currently enrolled in a college of podiatric medicine within the United States.

B. Mission
"The American Podiatric Medical Students' Association advocates the progression of the educational experience and the continued advancement of the profession of podiatric medicine and surgery."

C. Goals

1. APMSA will foster professionalism among all students and ensure that students are provided relevant information for entering residency and the profession of Podiatric Medicine.

2. APMSA will establish effective communication within its leadership, across all student bodies, and in its liaison relationships.

3. APMSA will evolve its organization and governance structure to ensure accomplishment of its mission and goals.

4. APMSA will advocate for the ongoing enhancement of the educations process.

5. APMSA will work towards the future advancement of the profession.

D. Dues
Members pay $75 annually to APMSA as part of the tuition bill.

II. STRUCTURE

A. **House of Delegates (HOD)**

1. Voting members consist of:

a. Representatives from **each school** of podiatric medicine, (each school has a maximum of 5 votes).

1. Two (2) APMSA Board of Trustees members (3rd and 4th year delegates from TUSPM)
2. Two (2) additional APMSA representatives (1st and 2nd year delegates from TUSPM)

3. President of school's student body.

2. The House of Delegates meets twice a year to discuss problems common to all podiatric medical colleges and students.

B. **Liaison Positions**

The APMSA HOD will elect representatives to maintain liaison with other organizations. These liaisons will serve as long a term as possible, being elected by the majority at the APMSA HOD meeting preceding their predecessor's final meeting. Candidates will be nominated by a BOT member. No liaison or liaison-elect will hold two or more liaison positions simultaneously.

1. Liaison Positions representing the following National Organizations have representation through the APMSA HOD

a. APMA Educational Foundation

b. APMA Political Action Committee

c. National Board of Podiatric Medical Examiners

d. Council on Podiatric Medical Education

e. Council of Teaching Hospitals

f. APMA Board of Trustees

g. American Academy of Podiatric Practice Management

h. American Association of Colleges of Podiatric Medicine

i. American Medical Students' Association

j. Student National Podiatric Medicine Association

k. American Board of Podiatric Orthopedics and Primary Podiatric Medicine

l. Federal Service of Podiatric Medical Association

m. American Association of Women in Podiatry

n. APMSA Corporate Advisory Board

III. ACTIVITIES OF APMSA

A. **Legislative**

To provide input to both the APMA House of Delegates and to those governmental agencies concerning legislation that will affect students of podiatric medicine (for example, National Health Service Corps [NHSC] legislation).

B. **Communication**

1. To act as a conduit for exchange of information among the seven schools.

2. To communicate with those organizations that most affect students and/or podiatry in general.

C. **Student Services**
To furnish students with information and aid them in their educational and postgraduate goals.

IV. APMSA AT TUSPM

A. **Election of APMSA Delegates and Alternates at TUSPM**
Each year a representative to the APMSA, from the first year class, will be elected by his/her classmates. During a year where a delegate must be elected, he/she will also come from the first year class. For specifics on the Elections Procedures, please consult the Temple University School of Podiatric Medicine Student Council Constitution.

B. **The delegates from TUSPM to the APMSA conventions consist of:**

1. The two members of the Board of Trustees (to be funded by APMSA).

2. One delegate from both the first year and second year classes.

3. The student body President and President-Elect.

4. An alternate who is elected every 4th year, as the position becomes vacated.

For specifics on the responsibilities of the elected delegates, please consult the Temple University School of Podiatric Medicine Student Council Constitution.

C. **APMSA BOT's and Delegates (including the alternate delegate) from TUSPM serve as voting members on:**

1. TUSPM-SC (5 votes)

2. Their respective Class Council Boards

American Podiatric Medical Association Political Action Committee (APMA PAC)

The APMA PAC is the national political lobbying organization, functioning to educate and lobby the legislative bodies of the federal government. It is through the PAC's efforts that the voices of podiatry are heard. As a result of our lobbyists' direct dealing with leaders of both houses of Congress, major pieces of federal legislation have been changed to reflect favorably on podiatry's position in the health care system of the nation. In short, APMA PAC helps podiatry and, therefore, helps students and their future by taking the fight directly to Congress. The importance of APMA PAC is evident, its existence and effectiveness rely entirely upon donations.

Students of TUSPM assume an active role in supporting the PAC by organizing fundraising events to help meet the expenses incurred in its operation.

TUSPM STUDENT COUNCIL, CLUB AND APMSA OFFICERS
2013-2014 ACADEMIC YEAR

Student Council Executive Officers:

President	Rob Farber (tud56326@temple.edu)
President-Elect	Rohit Gogna (gogna@temple.edu)
Parliamentarian	Esther Shin (tud32609@temple.edu)
Treasurer	Evan Hirschbein (tue67377@temple.edu)
Secretary	Elena Manning (tue65776@temple.edu)

Student Council APMSA Officers

Class of 2014	Mark Tenny (mark.tenny@temple.edu)
Class of 2015	David Pagnanelli (tud50794@temple.edu)
Class of 2016	Korey Dubois (kdubois@temple.edu)

Additional Members of the Student Council

PPMA Representative	Cody Blazek (cody.blazek@temple.edu)
NJPMS Representative	Ben Marder (Benjamin.marder@temple.edu)
Elections Chair	Katlin O'Hara (tue61764@temple.edu)

Club Presidents

AAWP President	Ashleigh Wells (tue41000@temple.edu)
ACFAS President	Michael Berger (mberger@temple.edu)
SNPMA President	Ugo Adigweme (tud21709@temple.edu)
Diabetes President	TBA
APWCA President	TBA
ACFAOM President	Merihan Botros(tud44547@temple.edu)
CPSA President	Esther Shin (tud32609@temple.edu)
Pediatrics President	Adam Badaczewski (tud22074@temple.edu)
Radiology President	Tanu Kaur (tud32477@temple.edu)
AAPPM President	TBA
AAPSM President	TBA

TUSPM CLASS OFFICERS
2013-2014 ACADEMIC YEAR

Class of 2014 Officers

Sneha Patel	President	tuc71978@temple.edu
Ashley Finn	Vice-President	tuc71966@temple.edu
Eji Ativie	Secretary	tuc72569@temple.edu
Raisa Tsvaygenbaum	Treasurer	tuc70293@temple.edu
Kirten Parekh	SC representative	tuc71987@temple.edu
Sunny Patel	Social Chair	tuc66498@temple.edu
Payel Ghosh	Curriculum Board Rep	tuc71991@gmail.com

Class of 2015 Officers

Amy Bruce	President	tue40966@temple.
Pete Smith	Vice President	tud51155@temple.edu
Caitlin Coates	Treasurer	tud48854temple.edu
Esther Shin	Secretary	tud32609@temple.edu
Emily Anzmann	Student Council Rep	tue42045@temple.edu
Jonathan Tavakoli	Social Chair	tue42938@temple.edu
Shelley Brand	Curriculum Rep	tud53518@temple.edu
David Pagnanelli	APMSA Rep	tud50794@temple.edu

Class of 2016 Officers

Neil Patel	President	tue68357@temple.edu
Keval Parikh	Vice President	tue76556@temple.edu
Wesley Jackson	Secretary	tue61095@temple.edu
Derek Pawich	Treasurer	tue81439@temple.edu
Kevin Patel	Student Council rep	tue85265@temple.edu
Brad Lind	Social Chair	tue88007@temple.edu
Lia Athanasoula	Curriculum Board Rep	tue78596@temple.edu
Korey Dubois	APMSA Rep	kdubois@temple.edu

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Honor Societies

THE STIRLING-HARFORD-DIPRIMIO HONORARY ANATOMICAL SOCIETY

This society was formed in the fall of 1966 as a successor to the Stirling Honorary Anatomical Society of Temple University School of Chiropody. The qualifications for membership are:

A. Candidates must attain a final cumulative average of at least 90 in the anatomy courses (General Anatomy, Lower Extremity Anatomy, Neuroanatomy, and Histology) with no single anatomy course grade below an 88.

B. Candidates must be in the top third of their class.

C. Candidates shall attain a passing grade in all other subjects during the year. D.

Repeating students shall not be eligible for membership in the Society.

E. Candidates shall express, in writing, their desire for membership in the Society in response to an invitation from the Society.

MISSION STATEMENT:

A. The purpose of the Society shall be to supplement the course of study in anatomy for its members, and to assist the student body with its curriculum with emphasis placed on the Anatomical Studies.

THE PI DELTA NATIONAL PODIATRY HONOR SOCIETY

Membership in this society is extended to:

A. Podiatric medical students who have a grade point average of at least 90% and are in the top 20% of their class and who have completed the following:

   1. A minimum of 2 years of scholastic work applicable toward the degree granted by the college of podiatric medicine which they are attending.

   2. A research paper of podiatric interest suitable for publication. (to be completed after acceptance).

   3. A definite ability for achievement in the science and art of podiatry coupled with a high moral character, personality and leadership traits.

B. Graduate students who are majoring in an area of specialization in podiatry and who have completed a minimum of 15 semester credit hours toward an advanced degree. Graduates of this group should also comply with item A (3) above.

C. Faculty members who are on staff of the college of podiatric medicine and whose principal duty is teaching podiatric medical students. Other individuals who have degrees in podiatry or have minimum of a bachelor's degree in science who hold research or teaching appointments in the college of podiatric medicine are also eligible.

OBJECTIVES:

A. Pi Delta's objective is to promote high scholarship in podiatric medicine and the podiatric sciences in order to progressively advance the profession. Its members are committed to academic excellence and high moral integrity. All 4th year members are required to complete a research paper of podiatric interest to be bound by 3rd year members. Fourth year members are also required to prepare a presentation of podiatric interest for discussion in an academic forum. All members are required to attend those and any other meetings. All members are also required to participate in some form of fundraising events and it is recommended that all members continually develop and participate in community service on all annual basis.

Committees

School Committees

College committees are composed of representatives from the students, faculty and administration. Their purpose is to deal with situations facing the College in general, but which need the attention and cooperation of all three for a satisfactory resolution. Student members of college committees are appointed through TUSPM-SC.

The Admissions Committee, College Advisory Committee, Committee on Academic and Professional Standards, Curriculum Committee and Library Committee are "Faculty Committees". Each of these committees has its own area of jurisdiction. Within that area, the committee shall operate to carry out the existing policy of the Faculty and to recommend to the Faculty new policy or changes in existing policy.

ADMISSIONS COMMITTEE

The Admissions Committee is made up of clinical science faculty. These committees meet on a rotating basis to interview applicants and recommend action to the Director of Student Affairs.

SCHOOL ADVISORY COMMITTEE

1. **Composition**
   The College Advisory Committee shall consist of the Academic and Student Affairs Associate Deans, or designated representatives, the seven members of the elected Faculty Council, and seven student members appointed by the TUSPM-SC. All appointments shall be made on a yearly basis by the respective constituents.

2. **Committee Objectives**

   a. To provide a forum for the productive collation of opinions on matters affecting all;
   b. To provide a representative forum for advising the Offices of Academic and Student Affairs on matters of policy formulation and interpretation;
   c. To provide a representative forum for review of complaints on policy and procedure review requests;
   d. To provide the Dean and with the most complete distillation of community opinions on policy and procedural matters.

3. **Meeting**
   The School Advisory Committee shall meet as needed at a time and place to be designated. Meetings shall be called by the chairperson.

4. **Authority**
   The College Advisory Committee may pass resolutions expressing the advisory opinions of the Committee on matters of College policy and procedures by a majority of those present voting.

5. **Procedures**
   Meetings of the College Advisory Committee shall be open and publicized at least two weeks prior to each meeting. Material to be reviewed by the College Advisory Committee shall be circulated at least two weeks prior to the date determined for review. Items may be placed on the agenda by any member of the College community, but should be submitted to the Office of Student Affairs for circulation at least two weeks prior to the meeting date. Items may be added to the agenda once the meeting has been convened with the approval of the majority of the members present.

COMMITTEE ON ACADEMIC AND PROFESSIONAL STANDARDS (CAPS)

Purpose
The Committee on Academic and Professional Standards is a faculty committee to deal with problems of student academic performance. Students in academic difficulty will be referred to the CAPS. (See Honor Code)

Membership
The Committee shall consist of eight (8) members: six full-time elected faculty members; and two students (one elected from and by the third-year class and one elected from and by the fourth year class). The Committee will meet as necessary.

Due Process Procedures
The student in question will appear before the Committee for a complete review. All evidence will be reviewed in the presence of the student and instructor(s). Discussion by the student will be invited. Student members of the committee may be excluded if the individual in question wishes privacy. A tape recording, as well as written notes, will be made of the hearing. This tape will be destroyed within four weeks of the conclusion of all appeals. After a review of all evidence, the Committee will recommend a course of action to the faculty and College Administration.

Committee decisions which carry out existing faculty policy shall be considered as actions of the Faculty. Decisions which require an establishment of policy will be referred to the faculty, at a general meeting or via the Faculty Council for a vote.

All hearings before the Committee on Academic and Professional Standards will be conducted according to accepted procedures of due process which include the following rights of the student: to receive notification of charges and time and date of the scheduled hearing at least four (4) days in advance; to be accompanied by anyone from the College, other than an attorney; to enter a plea of admission and/or denial and a statement in his/her behalf, to present and/or question all witnesses, to privacy of the deliberations and evidence, and to expect a decision within a reasonable time period. A

letter will be sent to the student stating the CAPS decision. Copies of this letter will be sent to the Assistant Dean for Educational Affairs, Director of Student Affairs, Associate Dean for Academic Affairs and the Dean. A copy will be placed in the student's file.

The President of the College will be given the opportunity to review each case where suspension or expulsion has been the Committee's decision.

Procedure of Appeal

The student or the faculty may appeal the decision of the CAPS by doing so in a letter to the faculty, via the Assistant Dean for Educational Affairs, within ten (10) working days from the decision's formalization in a letter.

The person(s) making the appeal must be able to demonstrate one or more of the following:

1. that he/she has not received due process,

2. that certain relevant evidence was not reviewed,

3. that the sanction imposed was not in keeping with the gravity of the offense based on previous College procedures and policies.

The appeal shall be limited to a review of the full report to the CAPS for the purpose of determining whether the Committee acted fairly in light of the charges and evidence presented at the hearing.

The faculty may accept the report, change the sanction imposed, dismiss one or more of the charges entirely, or impose additional restrictions.

The faculty will send notice of their recommendation to the student, to the Chairperson of the CAPS, the Associate Dean for Academic Affairs, the Director of Student Affairs, the Assistant Dean for Educational Affairs, the Dean and a copy for the student's file.

A right of further appeal to the Dean is available. A written appeal to the Dean must be made within ten (10) working days of the prior action.

CURRICULUM COMMITTEE

The Curriculum Committee is made up of clinical faculty. The responsibility for the curriculum is delegated to the faculty. The Curriculum Committee serves in an advisory capacity to the whole faculty and reports at general faculty meetings at least twice a year.

Recommendations or questions on curriculum or curriculum revisions may be presented for review to this Committee by any faculty member simply by contacting one of the Committee members.

Student Committees and Clubs

ACHILLES STAFF

The official yearbook of the Temple University School of Podiatric Medicine is the Achilles. Its staff draws 2-3 representatives from all four classes and is headed by a faculty advisor (David Martin) and editor/business manager. It is provided with pictures from the school photographer. Each class is responsible for its class section in the yearbook. The first years are responsible for only their class pages. The second years are in charge of gathering and updating club photos. The third years are also responsible for the faculty pages and its updates/revisions. The fourth years are responsible for the rest of the yearbook including: editor pages, senior pages, clinician of the year page, dean & associate dean page, medical director page, provost page, table of contents, oaths & creed, and advertisements. The members of the Achilles staff collectively vote upon the layout, book-design, and color scheme.

AMERICAN COLLEGE OF FOOT AND ANKLE ORTHOPEDIC MEDICINE (ACFAOM) - STUDENT CHAPTER

ACFAOM is a national organization of highly educated and trained podiatric physicians dedicated to assuring that primary podiatric medicine, broadly defined as orthopedics and medicine of the lower extremities, is the cornerstone of contemporary podiatric practice. As part of the ACFAOM TUSPM student chapter, we hope to assist students in their journey through their podiatric medical education with guest lecturers, journal clubs, workshops in preparation for residency, educating students about the field of podiatry.

AMERICAN COLLEGE OF FOOT AND ANKLE SURGEONS PENNSYLVANIA STUDENT CHAPTER (ACFAS)

The ACFAS is a national organization with student chapters in each of the seven colleges of podiatric medicine. Its purposes according to the by-laws are:

1. Sponsor qualified speakers in podiatric surgery
2. Sponsor journal club presentations
3. Encourage research projects in podiatric surgery
4. Writing and presenting articles on podiatric surgery
5. Initiating scientific seminars and workshops on podiatric surgery

The officers of the ACFAS include a president, president-elect, vice president and secretary/treasurer, who are elected by the student chapter members. A member of the surgery department acts as the faculty advisor.

PEDIATRICS CLUB

The Temple University School of Podiatric Medicine's Pediatrics Club has been established to bring awareness and educate podiatric medical students about podopediatrics. One of the goals of the club is to promote the advancement of pediatrics within the podiatry education and practice. The Pediatrics Club accomplishes its mission through educational lectures, journal article reviews, case study reviews, and service to the community.

AMERICAN ASSOCIATION OF WOMEN PODIATRISTS

AAWP is a national organization that helps provide a supportive information source to women that will allow them to succeed in Podiatry while helping them to overcome the challenge specific to life as a professional woman. This club provides leadership in the advancement of the educational, political, financial, social and emotional well-being of our members. We help raise money for charitable organizations, host social activities like salsa dancing classes and hold guest lectures on such topics as practice management, treatment protocols, and holistic medicine.

APPLICANT ADMISSIONS COMMITTEE

Members orient prospective students by giving tours and discussing various aspects of podiatric medical education.

BIG SIBLING PROGRAM

This program pairs an incoming first year student with a current second year student in an effort to facilitate a seamless transition into the podiatric program. Additionally, the program also allows the new student to seek counsel, advice, or problem solving from their "Big Sibling" throughout the duration of their years at TUSPM. The members of this program include the faculty advisors, Director of Student Affairs and the First Year Orientation Committee.

FIRST YEAR ORIENTATION COMMITTEE

The function of this Committee will be to acquaint the incoming students with faculty, administrators and fellow students as well as with the facilities. The committee is responsible for correspondence and communication between the incoming class and TUSPM in the summer months prior to the class's arrival. In conjunction with the Office of Student
Affairs, this Committee also works in formulating plans for the First Year Orientation Program to be held at the beginning of each year and coordinating the Big Sibling Program. This Committee reports to the Director of Student Affairs.

PRACTICE MANAGEMENT CLUB

The Practice Management Club, Student chapter of the American Academy of Podiatric Practice Management, teaches students how to be better caretakers, employers, employees, colleagues and mentors – and how to run a successful practice from a business standpoint. Members share each other's successes, answer each other's questions and help see each other through the challenges in school and life. The Academy, known as "the friendliest group

in podiatry," exists to advance the study of podiatric practice management and promote success through sharing knowledge.

SPORTS MEDICINE CLUB

This club offers many opportunities for students to serve the community and athletes. The club provides care for runners and walkers of various charitable events, which include: 3 Day Breast Cancer walk, MS walk, and the Special Olympics. We also send club members to other events such as the Boston Marathon and Marine Corp Marathon in Washington DC. The club also provides training to develop skills to apply in podiatry and knowledge so that club members can develop sports medicine in a practice

STUDENT CURRICULUM ADVISORY COMMITTEE

The objective of this committee is to facilitate students' education at TUSPM through recommendations presented to this committee by the student body through its class representatives. This committee is under the auspices of TUSPM-SC. The two primary areas of concern are policy and curriculum.

Each class has one (1) representative who is elected at the beginning of the school year when class elections are held. In addition, each class's TUSPM-SC representative may serve on this committee.

TUSPM DIABETES AWARENESS CLUB

The TUSPM " Diabetes Awareness" Club strives to educate its members about diabetes through dynamic outreach projects and academic forums so that they can be empowered to educate their local communities. We reach out to the community via our monthly lecture series and workshops, the Step Out Walk for Diabetes, National Diabetes Month activities, the Tour de Cure, World Diabetes Day, and the Donovan McNabb Camp for children with diabetes.

TUSPM CHRISTIAN PODIATRIC STUDENT ASSOCIATION (CPSA)

We are a group that is nationally affiliated with the Christian Medical and Dental Association, which has a membership of over 15,000 medical doctors, dentists and podiatrists. Our mission statement is to use the podiatric profession and the message of the gospel to serve those around us. This includes volunteer activities and weekly meetings where we discuss a range of topics from ethical issues challenging the medical profession to how faith and medicine coexist and influence one another.

TUSPM RADIOLOGY CLUB

The Radiology Club at TUSPM is a student chapter of the American Society of Radiologists. The goal of the club is to present pathologic states and trauma states in the clinical setting of commonly presenting radiographic features. This is to be an adjunct to the lectures and information disseminated in the second year Radiology class and gives more of a clinical feeling to this information. Case studies, group discussion and review of roentgenographs, CT scans and MRI studies are used to augment the discussions.

Presentations by outside speakers and faculty are primarily encouraged to cover topics not stressed, if any, in the Radiology class. Presentation by student members are also encouraged, as the ensuing externship and residency year(s) will require such presentations. Practice in public speaking and using slides, overhead transparencies and films in a coherent and intelligent manner provides invaluable experience for such presentations.

COMMUNITY SERVICE CLUB

The TUSPM Community Service Club coordinates activities, programs and events which promote the betterment of the community and active participation of its club members. Volunteer events are aimed at supplying aid to a wide variety of organizations, not only in Philadelphia, but other surrounding areas including New Jersey as well. We emphasize the importance of both students and professionals of the health care system to give back to society and help those less fortunate.

TUSPM JOURNAL SOCIETY

The purpose of the TUSPM JS is to read, critique, and present journal articles pertinent to the study of Podiatric medicine. The goal of TUSPM JS is to both prepare and maintain a higher level of expertise, through familiarity with interdisciplinary medical journals. TUSPM JS is focused on encouraging critical thinking and communication through the presentation, summarization, and discussion of medical journals pertinent to Podiatric Medicine. There is a five-dollar membership fee. Membership grants access to the future Blackboard Website that will host all prepared journal presentations. Join us in becoming experts in the field of
podiatric medicine.

AMERICAN PODIATRIC WOUND CARE ASSOCIATION TEMPLE CHAPTER

The TUSPM Student Chapter of the American Professional Wound Care Association (APWCA) educates students on the causes of, treatments for, and advances in wound care management by focusing beyond podiatry and encompassing all aspects of wound care. Its values and goals are based in the APWCA National Organization, a non-profit medical association welcoming all medical specialties involved in treating the various forms of non- healing wounds. Together, the TUSPM Student Chapter and the APWCA National Organization hope to decrease the rate of complications from all wounds, including acute, chronic, post surgical, post radiation, reconstructive and other problematic wounds.

STUDENT NATIONAL PODIATRIC MEDICAL ASSOCIATION

The Student National Podiatric Medical Association (SNPMA) has been established in the seven colleges of podiatric medicine to promote ethnic & multicultural student equality, to enhance fellowship among all students, to maintain and sustain a high degree of professionalism among students and to provide a channel of communication among under- represented students and members of the faculty. Its national organization (National Podiatric Medicine Association-NPMA) was founded in 1973 as a private, nonprofit organization. NPMA
is unique among professional medical associations in its function and purpose. It exists to foster the philosophy of disadvantaged/minority recruitment, retention, achievement and professional development. **In its efforts to accomplish a common goal of service to all humanity, the NPMA has**

established the following objectives:

- To enhance minority visibility in colleges of podiatric medicine and the profession.
- To secure supplemental funding for the increasing costs of podiatric medical education.
- To insure placement of minority practitioners in residency, teaching and clinical posts.
- To provide continuing education for the professional growth of the podiatric medical physician.
- To affect positive relationships within the profession and the other medical groups.
- To educate the community concerning podiatric medical care.

The National Podiatric Medical Association has a **non-discriminatory policy** and does not discriminate on the basis of race, color, religion, sex, age, ethnic origin or handicap.