

# Temple University School of Podiatric Medicine Student Handbook



2025-2026 Academic Year

**Temple University School of Podiatric Medicine Student Handbook**

# **2025-2026 Academic Year**

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# **Section I:**

# **Introduction**

## Section I: Introduction

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*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.*

## 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 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.

Try to explore the Philadelphia area. You are within walking distance of the Independence Mall historic district, The Fashion District Mall and numerous local 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 own Temple Owls sports 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

# TEMPLE UNIVERSITY SCHOOL OF PODIATRIC MEDICINE

## 2025/2026 Academic Year Calendar Schedule

First Year Class	DATES
Orientation Week	Wednesday, July 30, 2025 – Friday August 1, 2025
Classes Begin (FALL)	Monday, August 4, 2025
Holiday: Labor Day	Monday, September 1, 2025
Thanksgiving Recess	Thursday, November 27, 2025 – Sunday, November 30, 2025
Winter Recess	Wednesday, December 24, 2025 – Friday, January 2, 2026
Classes Resume (SPRING)	Monday, January 5, 2026
Spring Recess	Monday, March 2, 2026 – Sunday, March 8, 2026
Classes End	Friday, May 22, 2026
Holiday: Memorial Day	Monday, May 25, 2026
RE-EXAMINATIONS	TBD – Early/Mid June
Second Year Class	DATES
Classes Begin (FALL)	Monday, August 4, 2025
Holiday: Labor Day	Monday, September 1, 2025
Thanksgiving Recess	Thursday, November 27, 2025 – Sunday, November 30, 2025
Winter Recess	Wednesday, December 24, 2025 – Friday, January 2, 2026
Classes Resume (SPRING)	Monday, January 5, 2026
Spring Recess	Monday, March 2, 2026 – Sunday, March 8, 2026
White Coat Ceremony	TBD
Classes End	Friday, May 22, 2026
Holiday: Memorial Day	Monday, May 25, 2026
Clinical Orientation	Tentative: Thursday, May 28, 2026 – Friday, May 29, 2026
RE-EXAMINATIONS	TBD – Early/Mid June
Third Year Class	DATES
Clinic Sessions Begins	Tuesday, May 27, 2025
Holiday: Independence Day	Friday, July 4, 2025
Didactic Section Begins	Tuesday, July 15, 2025
Holiday: Labor Day	Monday, September 1, 2025
Thanksgiving Recess	Thursday, November 27 – Sunday, November 30, 2025
Didactic Section Ends	Friday, December 19, 2025
Winter Recess	Wednesday, December 24, 2025 – Friday, January 2, 2026
RE-EXAMINATIONS	TBD – Feb/Mar
Fourth Year Class	DATES
Graduation Ceremony	TBD

### 4<sup>th</sup> Year Clerkship Rotation Schedule c/o 2026

June 2 – 27, 2025  
 June 30 – August 1, 2025  
 August 4 – 29, 2025  
 September 2 – October 3, 2025  
 October 6 – 31, 2025  
 November 3 – 28, 2025  
 December 1, 2025 – January 2, 2026  
 January 5 – 30, 2026  
 February 2 – 27, 2026  
 March 2 – 27, 2026  
 March 30 – May 1, 2026  
 May 4 – 29, 2026

## Contact Information

*These numbers may be dialed directly from within the school using 8 and the four-digit extension.*

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<b>Associate Dean for Academic Affairs</b>	Dr. Lesly Robinson	5 <sup>th</sup> Floor	<a href="mailto:drlesly@temple.edu">drlesly@temple.edu</a>
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<b>Dept. of Biomechanics Secretary</b>	Carmen Harris	3 <sup>rd</sup> Floor	215-777-5885
<b>Dept. of Medicine Secretary</b>	Carmen Harris	3 <sup>rd</sup> Floor	215-777-5885
<b>Dept. of Surgery Secretary</b>	Melanie McCloskey	2 <sup>nd</sup> Floor	215-777-5869
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<b>Facilities Manager</b>	Ray Calicat	6 <sup>th</sup> Floor	215-777-5740
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<b>Housing</b>	Jay Joshi	Student Affairs	215-777-5846
<b>Health Insurance</b>	Tamika Marsh	Student Affairs	215-777-5743
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<b>Lockers</b>	Ray Calicat	6 <sup>th</sup> Floor	215-777-5740
<b>Lost and Found</b>	Front Reception Desk	1 <sup>st</sup> Floor	215-777-5740
<b>Lounges</b>	Ray Calicat	6 <sup>th</sup> Floor	215-777-5740
<b>Student Mail</b>	Joe Heston	3 <sup>rd</sup> Floor	215-777-5880
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### Department Chairperson

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## MISSION STATEMENT

***INSPIRE. LEAD. HEAL.***

***The Temple University School of Podiatric Medicine educates a diverse, engaged and highly capable body of student doctors to be ethical, professional, prepared for licensure and entry into post-graduate medical education. We model the commitment we espouse in our students through research, entrepreneurial spirit, and the provision of compassionate, high-quality care to our patients in Philadelphia and beyond, irrespective of socioeconomic background.***

## VISION STATEMENT

***Consistent with the Temple University's founding principles, we will:***

- ***Provide outstanding podiatric education and training that is affordable relative to peer institutions and justifies our students' expenditure of time and resources.***
- ***Increase the body of knowledge of the lower extremity primarily through collaborative, clinical trials-based research, and scholarly publication.***

***Establish a collegial body of podiatric medical professionals and students who represent and value inclusion and a commitment to caring for underserved populations.***

## **Academic 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 way 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 must adhere 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 professional judgment by faculty in the classroom, and it should encourage reasoned exceptions by students to the data or views offered without penalty.

The community atmosphere described above cannot be attained without a clear understanding of the rights each segment of the "community" possesses, and the paralleling obligations each must insure others' rights. 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 University sponsored 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 and 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 use communication channels 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 those 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 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 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 written reports or examinations and to provide students with these evaluations within a week after.
- I. To submit clinical evaluations within two weeks after the completion of rotations.
- K. To review examinations with students individually or collectively.
- 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, gender, gender identity, sexual orientation, religion, age, national origin, political or cultural affiliation, physical or emotional challenges, lifestyle 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 refrain from soliciting their assistance for private purposes in a way that infringes on such students' freedom of choice.
- P. To represent properly students and colleagues before professional groups and societies that will have an 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.

#### U. Professional Ethics

The fundamental ethical principle of justice in medicine emphasizes the fair and equitable treatment of all individuals, ensuring they receive the care and resources they require without any form of discrimination or bias. This principle extends to the just allocation of healthcare resources, including access to medical care, treatments, and critical resources like organ transplants or vaccines. It asserts that individuals with similar medical needs should have equal access to these resources, irrespective of factors such as socioeconomic status, race, gender, or other characteristics. In clinical practice, podiatric physicians are bound by the same principle, obligating them to provide every patient with fairness and respect. Discrimination in any form, based on race, religion, ethnicity, age, gender identity, sexual orientation, disability, national origin, political beliefs, socioeconomic status, or health condition is strictly prohibited. This commitment to non-discrimination is at the core of our mission to deliver equitable and compassionate care to all.

### 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.
- H. To establish and preserve a positive environment within the school that enables everyone to carry out their responsibilities without encountering any disruption or harassment.
- I. Temple University values diversity and is committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, veteran status or any other status protected by law.
- 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 accurately represent students and colleagues before professional groups and societies that will have an import to the present and future of the student and colleague.
- M. To give appropriate recognition to contributions made by students and colleagues 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 Temple University is accredited by the Middle States Association of Schools and Schools' Commission on Higher Education.

# **Section II:**

# **Standards**

## Section II: Academic Standards

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## **ARTICLE I. STUDENT DEFINITIONS**

- A. A full-time student is one taking all courses and clinical activities offered in the academic year in which the student is enrolled.
- B. A first, second, third or fourth-year student is one who matriculated in the specific year but who has not completed the same year's curriculum.
- C. Students are making satisfactory academic progress if 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**

- A. All students will be registered at the beginning of each academic year.
  - 1. It is the student's responsibility to update the TUportal with any change in address or telephone numbers listed within the system except the permanent address. Permanent addresses can only be updated through the registrar's office. Change of address forms are in the Student Affairs Office.
- B. Students not meeting registration requirements before the deadline will have a hold placed on their account and will not be registered for courses. Until the paperwork is received, students will be prevented from receiving grades, matriculation verification, and transcripts due to a registration hold.
- C. Students are responsible for obtaining all required texts, notebooks, instruments, and laboratory coats required for all experiences.

- D. 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.

## **Didactic Education**

The faculty and administration at the Temple University School of Podiatric Medicine are committed to assisting students achieve success in a career in 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, to those conditions identified during patient evaluation.

#### **Dimension 3**

Practice with professionalism, compassion, concern, and in an ethical fashion; regardless of the patients' race, gender, gender identity, sexual orientation, religion, age, national origin, political affiliation, cultural background, physical, emotional challenges, lifestyle, or activities.

#### **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 to manage a podiatric practice in many health delivery settings (including billing, insurance, computer applications, etc.)

### **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 for an excessive period. This will be determined by the Assistant Dean for Educational Affairs in consultation with the Associate Dean for Academic Affairs. Grades for courses completed before the leave date or withdrawal date will be recorded on the student transcript.

#### **Leaves of Absence**

A leave of absence is required for any term of the academic year for which a student is not enrolled in classes. Students must contact the TUSPM Office of Educational Affairs before the request to discuss options and seek approval.

A leave of absence is an administrative measure granted at the discretion of the Assistant Dean for Educational Affairs. It is used in situations where it is deemed in the best interest of the student and/or the school that the student's medical education be interrupted. A leave of absence may be granted for up to one year. The student may request an extension of a leave of absence for extraordinary, extenuating circumstances.

A leave of absence may be filed through the end of the drop/add period of any given semester. After the semester's drop/add period expires, a student may request a withdrawal from the school. Any student who has withdrawn and wishes to be considered for readmission must apply and follow all the processes and procedures of the regular admissions process.

#### **Leave of Absence Guidelines:**

- A. A leave of absence is granted at the discretion of the Assistant Dean for Educational Affairs.
- B. A leave of absence may be granted for up to one year.
- C. In certain exceptional circumstances, a two-year leave of absence may be granted. In this case, at the discretion of the Assistant Dean for Educational Affairs, students may be allowed to re-enter the curriculum at the point where their leave of absence began or may be required to repeat some or all the curricula previously taken, even if courses were passed.
- D. No leave of absence can exceed two years.
- E. The time that a student spends on a leave of absence shall not count towards the maximum enrolled six academic years permitted to complete the DPM program.
- F. All conditions of absence will be determined by the Assistant Dean for Educational Affairs.
- G. Students on approved leave of absence retain their admitted student status and remain eligible for the following privileges:

1. Retention of the academic program requirements in place at the time of their matriculation at Temple, including the requirements in place at the time they declared their major, concentration, minor and/or certificate.
  2. Temple e-mail access.
  3. Library access and borrowing privileges.
- H. Students taking an approved medical withdrawal in the current semester are not considered on leave of absence. Medical or excused withdrawals are governed by Policy # 02.10.14, Withdrawal from Classes (Undergraduate and Graduate).
1. **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 the balance is paid.
  2. **Financial Aid: Student** contacts the Director of Financial Aid for an exit interview. This is required by Federal law.
  3. **Student Housing:** If applicable, contact the Director of Student Housing and arrange for an inspection of the apartment and the return of the keys.
  4. **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/her records.

#### ARTICLE IV. LECTURE AND LABORATORY PERIODS

- A. Lecture periods are designated as hours, but each hour consists of fifty minutes of lecture time and ten minutes of free time.
- B. The extent of the laboratory periods will be regulated by the curriculum and by the professor in charge of the course.

#### ARTICLE V. ATTENDANCE

- A. Students are expected to attend all lectures and laboratory sessions. However, attendance remains at the course director's discretion. The attendance policy must be announced (and explained) at the beginning of the course.
- B. Attendance at **ALL** clinical assignments, allied facilities, office clerkships and externship programs are 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.*

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

- D. Excessive 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 Chairperson to the Assistant Dean for Educational Affairs for disciplinary action. In these cases, the student will be provided with 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/Dean. The action will include exoneration, suspension, or dismissal.
- E. Students who register for elective courses can drop the course no later than two weeks after it begins.
- F. 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.
- G. Military Exceptions – please refer to the office of the Academic Dean for excused absences and accommodations.

#### H. Attendance at Interprofessional Education (IPE) Events

Attendance at all scheduled Interprofessional Education (IPE) events is **mandatory**. These sessions are integral to the curriculum and fulfill core competencies required for graduation. Failure to attend an IPE session without prior approval and valid documentation will be considered an unexcused absence.

Unexcused absences from IPE sessions will:

- Be recorded as a violation of professional and academic expectations under **ARTICLE XI: Maintenance of Student Professional Academic Standards and Conduct**.
- Impact of student progression as outlined in **ARTICLE VIII: Promotions**, where unmet curricular obligations, including IPE participation, may result in a delay in graduation or failure of associated coursework or clinical rotations.
- Be subject to **referral to the Committee on Academic and Professional Standards (CAPS)** for further review and disciplinary action.

Students unable to attend an IPE session due to legitimate reasons must submit supporting documentation and receive prior approval from the Office of Educational Affairs to avoid penalties.

## 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. It is important to note that the makeup exam may vary from the original in content and could include formats such as short answers, essays, and fill-in-the-blanks. This process is not meant to be punitive but aims to maintain the academic integrity of the assessment process.
4. Any student who misses an examination/quiz with an excused absence (with appropriate, certified documentation – i.e., illness or injury, bereavement, etc.), will be given makeup at a time and place determined by the course director. It is important to note that the makeup exam may vary from the original in content and could include formats such as short answers, essays, and fill-in-the-blanks. This process is not meant to be punitive but aims to maintain the academic integrity of the assessment process.
5. 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 scheduled within thirty (30) days and format determined by the instructor (format may differ from the original examination).

## **B. Administration**

1. Type and frequency of examinations shall be described in the course syllabus. TUSPM utilizes the ExamSoft software. ExamSoft is a safe and trusted software program utilized for test administration around the globe and has been implemented to better serve and prepare our students for online board examinations in the future. Students are expected to utilize University provided iPads on such exams. All exam takers should download exams prior to entering the exam room on exam day. Each exam taker is to have their Temple issued student ID on the table next to them during exams. Prior to leaving the exam room, the exam completion screen must be shown to the exam proctor. Any attempts to jeopardize exam security will be handled with disciplinary action immediately, not limited to expulsion from the University. Backtracking on exams will be allowed for all class levels.
2. All exams will be administered under the **Honor Code**. Faculty will provide the exam password at the start of the scheduled exam period.
3. During examinations, the only items allowed with you at your testing station are your uncovered testing device and student ID. When applicable, white boards are allowed. No iPad covers will be allowed, school issued or otherwise. No smart watches, phones, or Bluetooth devices will be allowed during exams. No food, water bottles, soda cans, coffee cups, etc. will be allowed at the testing station. Coats and hats are not to be worn during exams. Any violation of this policy is subject to immediate disciplinary action. TUSPM provided earplugs may be utilized.
4. Seating charts may be posted prior to the exam; students must sit in the assigned seat. Failure to do so will result in a grade of zero on the examination.

5. Conversation, transmission, or solicitation of any information between students during examinations, regardless of its nature, is forbidden, and will result in dismissal from the examination, a grade of zero on the examination, and referral to the Committee on Academic and Professional Standards for academic dishonesty.
6. The correct interpretation of the question(s) is the responsibility of the student. A student may request questions be checked for ambiguity, incorrect answers, typographical errors, etc. If valid, and if necessary, the proctor will announce any clarification to the entire class.
7. Students not taking the exam are not permitted to enter the classroom while the exam is in progress.
8. Exams administered through ExamSoft will be graded electronically. In the event an exam question is mis keyed, the question will be keyed correctly, and the points awarded to those who have answered the question correctly. In instances where the question has a flawed stem and/or no possible correct answers, the question will be thrown out with no one receiving points for the exam question. Credit will not be given to all students for flawed question/answer sequences.
9. Any student wishing to challenge an exam question must do so following individual course director/class protocol and within 48 hours of administration of exam question(s) to be challenged. Accepting challenges is at the discretion of the course director/department.
10. Exam reviews will be held according to the course director's policy. In the event a course does not have a formal exam review, discuss review options with the course director first, or the Department Chair by which the exam was administered within 7 days of exam administration. Students will be allowed ten minutes to review their exam under direct supervision. No electronic devices, pens, pencils, or paper will be allowed during the exam review.

### **C. Procedure for Changing Examination Dates**

1. All change of date requests should be submitted to the Assistant Dean for Educational Affairs and Course Director no later than **15 business days** before the scheduled examination. The decision to change the exam is solely at the discretion of the Course Director and Assistant Dean for Educational Affairs.
2. For a change in examination to proceed, it must be voted upon and approved by 90% of the class. This will be conducted via an electronic survey generated and overseen by the Office of Educational Affairs.
3. If 90% approval is obtained and appropriate proctoring arrangements can be made, the course representative/class will be notified of the approved change in examination date. If 90% of the class is not in favor of the proposed change, the exam will remain as scheduled.
4. If approval is authorized, notification will be given to the Department Chairperson, administrative assistant, computer services and the IT department by the Office of Educational Affairs.
5. Any disregard for the policy will result in rejection of the request.

#### D. Disability Resources and Services

1. Students with a documented and approved disability who require special accommodation will be permitted with approved accommodation.
2. The decision to grant any accommodation based on the impact of a disability rests with the office of **Disability Resources and Services (DRS)**. Therefore, any student who needs special accommodation based on the impact of a disability should immediately contact Disability Resources and Services at 215-204-1280 in 100 Ritter Annex. Once the student has received approval from DRS, the student should then provide the Assistant Dean for Educational Affairs with a copy of their DRS approved paperwork for accommodation.
3. The student is also **required** to present a copy of their DRS approved paperwork for accommodation to each course director at the start of each course.
4. 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. Examinations are to be arranged directly with The Office of Educational Affairs.

### ARTICLE VII. STUDENT EVALUATION

- A. Student clinical performance is evaluated in the third and fourth years by a uniform college Student Evaluation. This form's structure will be available to students for study at the clinical departments.
- B. Course grading will be completed as follows:
  1. 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.
  2. 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.
  3. GPAs will be shown on the transcript.
- C. Clinical evaluations are provided within 60 days of the completion of the rotation.
- D. In didactic courses, incomplete (I) grades must be converted to a specific grade within 30 days after the course is completed. Incomplete grades not corrected within the 30-day period will be converted to failures.
- E. An incomplete (I) in the Podiatric Medicine, Podiatric Orthopedics and/or Podiatric Surgery clinical rotation must be removed before graduation.

- F. Performance on external rotations is evaluated and graded on a pass-fail system. Grades are recorded on transcripts. See fourth year grading, incomplete, and failures grades.
- G. Failure of clinical rotations must be successfully completed before graduation.
- H. Students are responsible for reviewing grades in Banner and notifying the course director immediately for missing or inaccurate grades at each class's end.

## **ARTICLE VIII. PROMOTIONS**

- A. Students who fail 3 or more courses or any combination of three didactic courses or rotations in Years 3 and 4 are automatically dismissed from the school without benefit of sitting for re-examinations. Such dismissals may only appeal to the Dean in writing within 10 business days.

Students who fail less than 3 courses and/or rotations can take re-examinations in failed courses. Students who fail any re-examination are automatically dismissed from school. Students may appeal such dismissals to CAPS. The Committee may uphold the dismissal or allow the student to repeat the entire year. If failures involve clinical activities the involved students must appear before CAPS; the Committee may elect to allow students to repeat failed rotations or dismiss them from the school.

All CAPS decisions may be appealed, in writing, to the Dean within 10 business days. The Dean may overturn CAPS decisions but their prerogatives for alternate actions are limited to those described above. Students who meet any criteria for dismissal from the school are ineligible for leaves of absence until their appeals to CAPS or the Dean, if applicable, have stayed the dismissal.

- B. 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. The highest recorded grade allowed for a re-examination will be a 70.
- C. 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.
- D. A student will be promoted only upon satisfactorily passing all clinical rotations. A failure in any clinical rotation must be scheduled for remediation within 30 days of notification of failure, including the summer rotation (third) and fourth year students). A failure in any clinical rotation must be remediated prior to the award of the degree.
- E. 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.
- F. 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 requirements.
- G. No student will receive credit for rotations in which insufficient patients or patient contacts are logged. Such rotations must be repeated in their entirety and all patient contacts logged to receive credit.

- H. Fourth year students will not graduate until clinic/conference absences, log/evaluation program, and related items have been satisfactorily completed and/or received by the clinical department chairperson (or designee).
- I. No student will graduate or be promoted to the succeeding year without fulfilling all financial obligations to the school.
- J. No student will graduate without passing Part I and sitting for part II of the National Boards of Podiatric Medical Examiners.
- K. 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 banned from clinical training in any venue until after they have sat for a re-examination. Once such students have sat for a repeat examination, they will be allowed to return to clinical training on a provisional basis. Students are subject to academic dismissal at the end of December of their third academic year if they have not successfully passed the APMLE Part I examination prior to this time. Alternatively, such students may request a leave of absence while they prepare for future administration of the examination. Students in the latter category will be considered for reinstatement after the school receives verification that they have passed the APMLE Part I provided that they can still complete the requirements to earn their Doctor of Podiatric Medicine degrees within six enrolled years.

#### **ARTICLE IX. RE-EXAMINATIONS AND REPETITION OF COURSES**

- A. 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.
- B. Re-examination policy:
  - 1. Eligible students will be given one (1) re-examination per course.
  - 2. First-, Second-, and Third-year students eligible for re-examinations will be notified by the Assistant Dean for Educational Affairs.
  - 3. Arrangements and appropriate follow-up for assistance remain the student's responsibility.
- C. In the first, second and third years, failure to pass a re-examination results in dismissal. This dismissal can be appealed by the student within 10 business days, in which case they would be referred to the Committee on Academic and Professional Standards. Potential outcomes of the appeal may include, but are not limited to, upholding the 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), Administration, and the Dean.
- D. If a student fails the re-examination, the transcript grade will reflect the actual grade earned on the re-examination. If the student passes the re-examination, the transcript grade will reflect a grade of

70. However, when calculating the student's cumulative grade point average and class rank, the failed course grade will be used.

- E. In instances of repeating the full course requirements of an entire year, the transcript will reflect 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 if academic forgiveness is granted. Academic forgiveness can only be granted once per professional school degree and is not guaranteed.
- F. 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 cumulative GPA will be established within the new class, of which he/she has become a member.
- G. Failure to sit for a re-examination unless excused in advance by the course instructor will result in a failure for the examination and dismissal from the school.

#### **ARTICLE X. REPETITION OF A YEAR OR PORTION OF A YEAR**

- A. A student required to repeat any year, or a portion of a year will be placed on academic probation. Failure of a course or clinical rotation while on probation shall result in dismissal without the ability to appeal. Grades will be reviewed at the end of each course by the Assistant Dean for Educational Affairs. First year students repeating a year may not be eligible for re-examinations.

#### **ARTICLE XI. MAINTENANCE OF STUDENT PROFESSIONAL ACADEMIC STANDARDS AND CONDUCT**

- A. If suspicious or questionable conduct is observed before, during, or after the administration of an examination (including distribution of exam questions/material), 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 they are engaging in a suspicious activity (describe it).
  - 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 give the re-examination for the material covered for the examination in question or bring charges to the CAPS committee.

- B. Regardless of any of the above actions, the incident is to be reported to the Assistant Dean for Educational Affairs.
- C. 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.
- D. In rendering a decision, the responsibility and obligation of the CAPS committee is to ensure that due process is followed.
- E. The course director, with the Department Chair, is responsible for dealing with violation of these standards, including a charge against the student. The Department Chair will initiate all formal communications with the students.
- F. If a student observes suspicious or questionable conduct by another student during an examination, they must notify the Course Director, Department Chairperson or Assistant Dean for Educational Affairs.
- G. 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 act 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 and take other punitive steps outlined in the Externship Manual.

## **Article XII. PROBATION**

- A. A student may be placed on probation for the following reasons:
  - 1. Repeating a year or portion of a year of study.
  - 2. Unprofessional conduct as defined in the Rights and Responsibilities Section and ARTICLES XIV and XV of the Student Handbook.
- B. A second offense while on probation shall result in the dismissal of the student, without the ability to appeal.
- C. A student may not graduate from the College while on probation.

## **ARTICLE XIII. SUSPENSION OR DISMISSAL FROM THE COLLEGE**

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

1. The Assistant Dean for Educational Affairs will review the 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.
  2. 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.
- B. 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.
- C. 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.
- D. A decision or recommendation for "dismissal" shall mean that the student is expelled and excluded from enrollment in the College. 1st year students may apply to the College only after one full year from dismissal and be subject to the selection process of the Admissions Committee.
- E. 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.
- F. 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, 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.
- G. A student reinstated after an official suspension period shall be considered in a probationary status for one year following his/her reinstatement and shall be subject to that status' conditions.
- H. A student suspended shall have the word "Suspended" with the dates indicating the duration of that status printed on his/her transcript.

#### **ARTICLE XIV. APPEALS**

- A. 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:
1. An individual problem that warrants consideration.
  2. Certain relevant evidence was not reviewed.
  3. The sanction imposed was not in keeping with the gravity of the offense based on previous



College procedures and policies.

## B. Decision of the CAPS

A student or faculty member may appeal against the decision of CAPS by stating so in a letter to the Dean within ten (10) working days after the decision has been formalized in a letter. Students having failed more than the allotted number of courses may not be granted an appeal above that of the CAPS decision secondary to poor academic performance.

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 of the CAPS for the purpose of determining whether the Committee acted fairly considering 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.

## C. Appeal of A Grade

1. 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.
2. 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 affect, with evidence to support the desired outcome.
3. 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 limit stated must be adhered to and that in the case of pending graduation this procedure should be made more expedient through the cooperation of all parties involved.

**The following interpretations are used:**

1. "Working days" refer to the regular work week; it does not include weekends, or any holidays recognized by Temple University.
2. "Interested parties" refers to the faculty member assigning the grade and the student appealing the grade.

If 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.

### **Step 1**

To appeal for 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 the 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 information that describes the substantive nature of the appeal. The appeal must be made within 5 working days of 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 compelling cause, the appeal will be determined against the student.

The Chair will try to resolve the dispute at this level, through separate or joint meetings with the students and faculty involved. The Chair 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 members. 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 grievance process.

## ARTICLE XV. PROCEDURE FOR STUDENT PROFESSIONAL DEVELOPMENT REPORTS

This process establishes a system for monitoring student behavior identified as detrimental to professional development.

- A. 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.
- B. 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.
- C. 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.
- D. The Assistant Dean for Educational Affairs will review the report. These reports will then be kept 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.
- E. 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.
- F. The student will be notified by the Chairman of CAPS through the established procedures that their file is being reviewed by CAPS, and the student may come to the Assistant Dean for Educational Affairs' office to review the file.
- G. The Committee will then decide what action should be taken. The student being considered may appeal against the decision of the Committee through the appeal process currently in place.
- H. The Assistant Dean for Educational Affairs maintains the right to exercise discretion with this policy. For example, the Dean may, upon receipt of a single report, refer the matter to the CAPS if the incident warrants immediate attention.

## ARTICLE XVI. PERSONAL APPEARANCE

- A. 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 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.
- B. A student's appearance and grooming can create a positive or negative impression on the public, including patients and visitors to the College. It is important for all students to present themselves in a well-groomed manner. An unfavorable impression can reflect poorly not only on the student, but also on the faculty, the College, and the profession.

- C. 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:
1. A beard or mustache will be acceptable only if it is reasonably short and neatly trimmed.
  2. Students are expected to dress neatly and comfortably in the classroom. In public areas, all students must wear appropriate attire, such as a sport shirt/sweater and slacks, blouse/sweater and skirt/slacks, or a dress. Scrubs are only permitted in certain areas of the Foot and Ankle Institute (FAI), and entry to the FAI requires specific attire including a collared shirt or turtleneck, a clean white clinic jacket, and closed-toe shoes. Blue jeans are not allowed in the Institute. Instructors may grant temporary exceptions to this policy in exceptional circumstances, but they must provide justification for doing so.
  3. Students must always wear the official School ID card on their white jacket or clothing.

## **ARTICLE XVII. GRADUATION**

- A. 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 successfully met 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.
- B. No student will graduate without first fulfilling all financial obligations to TUSPM.
- C. 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 graduates with the following year's class. In such cases, the student will participate in the appropriate graduation exercises.

### **D. Requirements for Graduation**

To qualify for graduation a student must:

1. Be at least twenty-one years of age.
2. Have completed the prescribed four-year curriculum to the satisfaction of the faculty.
3. Have attended at least the last two years of the program "in residence" at the Temple University School of Podiatric Medicine.
4. Must have passed Part 1 of the National Board of Podiatric Medical Examiners examination and records sent to the Registrar.
5. Having attempted Part II of the National Board of Podiatric Medical Examiners and records sent to the Registrar.

#### E. 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. An overview can be obtained from the Federation of Podiatric Medical Boards. <https://www.fpmb.org/>

### **ARTICLE XVIII. INTERRUPTION OF STUDY**

Upon returning to their studies after any interruption, including leaves of absence, students must meet the current requirements in effect at that time.

# **Section III:**

## **Foot & Ankle Institute**

### **Section III: Foot & Ankle Institute**

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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.

### **I. 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.

### **II. ORGANIZATION OF THE INSTITUTE**

The Institute is organized into three clinical departments: Podiatric Medicine, Podiatric Biomechanics and Podiatric Surgery. Each of these departments function separately yet are interrelated and a description of each follows. In addition to these three departments, there are several diagnostic and therapeutic services, all playing a key role in the diagnosis and treatment of podiatric patients. These diagnostic and therapeutic services include X-ray, Gait Study, and the Orthotic Laboratory.

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

### **III. FOOT & ANKLE INSTITUTE PROCEDURES**

#### **A. Departmental Structure**

1. Patients are scheduled according to a departmental structure. Evaluation and management of primary foot and ankle problems occurs within specialty sections:
  - a. Wound Care
  - b. Podiatric Medicine/Biomechanics/Orthopedics
  - c. Podiatric Surgery
  - d. Radiology

#### **B. General Regulations and Responsibilities**

1. All patients in the Foot and Ankle Institute are cared for through the interaction of podiatric medical students and residents with the clinical faculty.
2. The faculty clinician is the party responsible for each patient under their 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 always be present 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. All students must be neatly dressed and behave in a professional and decorous manner. Business casual/professional attire or scrubs should be worn. Dungarees, shorts, and sweat clothing are expressly prohibited during all hours when patients may be scheduled in the clinic. Clean and/or polished shoes or work shoes and for safety purposes, closed toe shoes are to be worn.
4. The student is responsible for maintaining their treatment station within a module and for following 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 never be left unprotected and unattended with a patient in the room. (Dispose of appropriately if used, return to the appropriate location if unused).
8. At no time should students duplicate (electronically or hard copies) patient charts or x-rays. All authorized copies will be made by the appropriate department (Medical Records or Radiology), with proper authorization.
9. Prompt completion of electronic medical records (EMR) is required in all Foot and Ankle Institute areas.
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.

### **C. Foot and Ankle Institute Operations**

1. 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	9AM – 3:30 PM
Tuesday	9AM – 3:30 PM
Wednesday	9 AM – 3:30 PM
Thursday	9 AM – 3:30 PM
Friday	9 AM – 3:30 PM

2. Patient Care Sections  
 Biomechanics/Orthopedics  
 Wound Care  
 Surgery  
 Radiology  
 Clinical rotations are departmentalized with 3<sup>rd</sup> and 4<sup>th</sup> year students working jointly..

## **IV. DEPARTMENT DEFINITIONS/EVALUATIONS**

### **DEPARTMENT DEFINITIONS**

#### **A. Podiatric Medicine**

This area of the Foot and Ankle Institute treats all patients in need of podiatric attention, exclusive of surgical intervention or Biomechanical care. The Department focuses on 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.

#### **B. 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.

#### **C. Podiatric Surgery**

This section is responsible for the pre-op assessment and post-op management of surgical patients.

### **EVALUATION**

1. At the end of each clinical rotation, students in the Foot and Ankle Institute receive a written evaluation. The purpose of these evaluations is to provide feedback on the students' professional progress and help resolve any issues they may be facing. Clinicians are available to discuss their evaluations with students and provide suggestions for improvement at any time. These evaluations are confidential, and therefore, copies will not be provided by department secretaries. However, students can easily access them for review upon request.
2. To pass their monthly rotation, all students must complete an evaluation of their assigned rotation and the faculty. This evaluation must be submitted upon rotation completion.
3. Upon request, a dean's letter will be included in student files during students' third/fourth years to be utilized by residency programs to further assess student clinical performance.

# **Section IV:**

# **Clinical Education**

## **Section IV: Clinical Education**

### **Contents**

#### **Clinical Education**

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## I. ATTENDANCE POLICY

The required timing, length, and type of clinical experience during the fourth-year program may change because of curricular revisions. Amended clinical education requirements will be distributed as they are approved. Offsite clinical experiences may be assigned at any time during the 3rd or 4th year, and students must have independent private transportation by the start of the 3rd year. Inability to commute to assigned sites does not constitute excused absence or change in site assignments.

- A. Attendance is required unless approved by the Medical Director's Office.
- B. Students must report to the clinic every day. In the event a module is closed, all students will be re-assigned to other modules. Students should not take it upon themselves to take off and must wait to hear from the Medical Director's office. Students are not allowed to switch modules without the Medical Director's approval.

### 1. Excused Absences

Student clinical leave request forms must be completed for **all absences**, both excused and non-excused.

Excused absences include approved sick days and vacation days. Attendance at seminars or conferences and volunteer activities does not automatically constitute an approved absence. Students representing TUSPM in sanctioned activities (to include posters, presentations, etc.) must be in good standing and must submit appropriate documentation and be approved by the Medical Director.

All excused absences beyond the student's vacation balance must be made up. In case of illness, the Medical Director's office must be notified by 8:00 a.m., or as soon as possible of the impending absence. Medical documentation of sickness will be required.

Failure to notify the Medical Director's office will result in the absence being considered unexcused and requiring make-up on a **three-to-one** (3:1) basis.

All absences from allied facilities or external assignments under the Departments of Biomechanics, Medicine or Surgery will be counted as Foot and Ankle Institute absences and will be handled the same way as the above absences. All makeup sessions must be completed during unassigned time, e.g. vacation periods.

### C. Lateness

A late mark will be given to any student not on the Foot and Ankle Institute floor by the start of the clinic session. Excessive lateness may result in failure of the rotation.

### D. Vacation/Sick Days

Students will receive three (3) sick days and twenty (20) total days of leave from clinic during their combined third and fourth academic years. This is exclusive from the 4<sup>th</sup> year vacation month. Consecutive days should not exceed five (5) calendar days. Time off requests must be submitted at least 5 days in advance. The maximum number of days taken off consecutively is 5 days. Please do not schedule vacation plans, flights, etc. prior to receiving an approval from the Medical Director's Office. A time off request is not a guarantee of approval. If students have already exhausted their time (20) days and need additional time off; then it will be an automatic 2 to 1 make-up days by borrowing from the student's vacation month. Any unexcused absences are an automatic 3 to 1 make-up days, which will be at the Medical Director's discretion.

These days can be used as vacation time and/or program visitation. If a student exceeds their available number of vacation days, including penalty days (see below), all excess days require makeup sessions. Depending on the student schedule, this may occur after commencement. Making up days in advance is not permitted. Vacation days are not guaranteed and cannot be used during rotations outside of the Foot and Ankle Institute (i.e., externships, medical clerkship months, private practice months, etc.).

To take time off from the clinic, students must submit a formal request to the Medical Director's office (Student clinical leave request form) and receive approval in advance, barring illness or other emergencies. Approval is subject to satisfactory student numbers remaining in the assigned modules on the days of the proposed absences and other factors and is not guaranteed. Students are responsible for verifying approval prior to making any travel plans. Calling out the day before or after an unassigned clinic day is not permitted and will result in a five-to-one (5:1) make up requirement. Consideration will be given to extenuating circumstances at the discretion of the Medical Director and/or Dean(s).

Students who miss more than five (5) days from any rotation, whether excused or unexcused, are subject to administrative failure and may not receive credit for the experience in which the absences occurred. The experience must then be repeated in its entirety. Note that leave time cannot be used during medical or external podiatric clerkships.

#### E. Absences from Clinic

Absences from clinic are characterized as excused and unexcused. Excused absences include approved use of days off for which no makeup time is required. If time missed exceeds allotted vacation time, excess days must be made up and all makeup sessions must be completed in the module(s) from which the time was originally missed and must be approved in advance by the Office of the Medical Director.

Absences from clinic other than due to scheduled use of days off, sickness, or emergencies are considered unexcused. Unexcused absences must be made up at a three to one (3:1) basis (e.g., the days missed plus twice that many in penalty days) except under the following circumstances:

- Unexcused absences on days prior to examinations must be made up at a five to one (5:1) basis.
- Unexcused absences on examination days must be made up on a ten to one (10:1) basis.
- Unexcused absences on the first or last two days of any Foot and Ankle Institute rotation and on the two days immediately preceding or following a holiday period must be made up on a three to one (3:1) basis.

Absences due to illness must be reported to the Office of the Medical Director and the relevant department as soon as possible. This also applies to excused absences from outside rotations. Failure to notify the Office of the Medical Director of an absence due to illness in a timely fashion will result in an unexcused absence. In this case, the unexcused absence would require make up on a five to one (5:1) basis unless a higher penalty ratio would otherwise be applicable in which case, they must be made up on a ten to one (10:1) basis. For sickness to be considered an excused absence, medical documentation will be requested. Absences that bracket weekend, holiday

periods, or extend the latter require documentation to be considered excused. Failure to provide such documentation on request will result in the absences being considered unexcused in which case they must be made up on a five to one (5:1) basis unless a higher penalty ratio would otherwise be applicable in which case, they must be made up on a ten for one (10:1) basis.

### Makeup Days

Students must complete all makeup days, including penalty days, before they are eligible to graduate. Students should be aware that the third and fourth academic years together make up twenty-two months of instruction. There is no scheduled downtime apart from clinic closures that may be announced from time to time. Depending on one's schedule, students may not be able to make up missed days until after Commencement.

### Alternative Clinic Schedules

If alternative schedules are approved by Department Chairs and/or Medical Director's office, students must adhere strictly to the agreed-upon timetable. Non-compliance will result in reverting the entire clinic group to the original schedule. Days not spent in the clinic should be utilized as study days, during which assignments may be provided to further students' learning and assessment.

## **II. Rules and Regulations**

### **A. Instruments and other property belonging to FAI**

Any theft, misuse, or destruction of instruments or property belonging to Temple University will result in disciplinary actions, which may include punitive academic measures or dismissal.

### **B. Typhon**

All patient encounters (cases) and time logs must be completed in Typhon by the end of business on Friday of each week. Students are required to keep all requested personal documentation including current immunization, CV, drug test, etc. Failure to complete in a timely fashion may result in failure of that rotation.

### **C. Incompletes and/or Failing Grades**

All students who do not complete scheduled rotations by their scheduled end dates will be assigned grades of incomplete "I" at the end of the clinic rotation. All incomplete and failed rotations will be reported to the Registrar and the Office of the Medical Director.

In the case of incomplete rotations, The Office of the Medical Director will notify the students that until penalty days are remediated and/or evaluation sheets and log sheets are submitted as applicable, the grade of incomplete shall remain on their academic record.

Students who fail rotations may be required to appear before the Committee on Academic and Professional Standards (CAPS) and, at a minimum, will have to repeat the rotation.

All incomplete failures in clinical rotations must be satisfactorily resolved before students can graduate.

#### **D. Procedures for Foot and Ankle Institute - Excused Absences, Personal Days and Makeup Sessions for Third- and Fourth-Year Students**

Permission via student clinical leave request form for Personal Days and Excused Absences (other than sickness or death of immediate family members) must be received in writing by the Office of the Medical Director at least one week in advance. Failure to do so in a timely fashion may result in denial of the request.

Sickness and death in the immediate family will require written documentation. In the absence of the Medical Director, only the Dean(s) with input from the designated departmental clinical faculty may give permission for personal days.

#### **E. Hospital Rotation Policies**

Students are not permitted to switch rotation assignments in hospital rotations or clerkships. Absences during scheduled rotations are only permitted in cases of illness or emergencies; personal vacations or conference attendance are not considered excused absences. Unexcused absences may result in failure of the rotation or other disciplinary action. All absences due to illness or emergencies must be reported promptly to the Office of the Medical Director, the Assistant Dean of Medical Education, and the appropriate hospital representative. Failure to notify the required parties in a timely manner will result in the absence being classified as unexcused. Unexcused absences must be made up at a minimum ratio of five to one (5:1), unless a higher penalty is applicable, in which case the absence must be made up at a ten to one (10:1) ratio. To qualify an illness as an excused absence, medical documentation is required. Additionally, absences that occur adjacent to weekends or holidays, or that extend them, must be documented to be considered excused. Failure to provide such documentation will result in the absences being treated as unexcused and subject to the appropriate make-up requirements. Professionalism and code of conduct as detailed in the student handbook.

### **III. Fourth Year Students - Clerkships<sup>1</sup>**

An up-to-date directory of participating clerkships in podiatric surgery can be found on the CASPR/CRIP webpage.

The directory is updated frequently and is the best resource for current program information. Rotations at these programs increase students' clinical exposure to various podiatric pathologies and types of facilities in the community to provide the student with enhanced education and a greater sense of the next step in their professional journey. . Students can see both podiatric and medical management of patients in various community settings.

#### **A. Attendance**

1. 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 clerkship director. All absences, except for illness, must have prior approval granted by the office of the Associate Dean of Academic Affairs.



2. The Associate Dean of Academic Affairs will, within limits, determine how and when student absences will be made up. If absences are not made up to the satisfaction of the Associate Dean by the end of a month and the student otherwise has a passing grade, an "Incomplete" will be recorded as the student's grade for the rotation and the missed days must be made up prior to graduation. Any student who fails to return to TUSPM and make up any missed time may be subject to suspension or dismissal from the school.
3. Again, attendance is mandatory at all office-based, academic, and patient care activities. Unexcused absences will not be permitted and may result in a failing (F) grade for that month. If a failing grade is received, the student will be referred to CAPS and at a minimum the student will be required to repeat the rotation in order to graduate. A pattern of unexcused absences or serious breach of professional conduct could result in dismissal from the school for unprofessional conduct.

#### **B. Total Time Out from External Rotations**

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

#### **C. Office Clerkships**

Office clerkships must be completed as a four-week experience, as dictated by the CASPR calendar. The clerkship requires each student to spend at least 4 weeks in the office of an approved private podiatric practitioner. The practitioner must be a practicing DPM (Doctorate of Podiatric Medicine) in good standing with his/her state board and not associated as faculty with the College for more than 1 day per week. Also, approval forms must be completed and submitted to the office Graduate Placement in a timely fashion and before the start of the office clerkship. Failure to do so may result in failure of the office clerkship rotation. The same parameters for Clerkship rotations apply to Office Clerkships, especially as it pertains to attendance and rotation failure.

#### **D. Rules and Requirements**

1. The fourth-year curriculum has been designed to provide optimal cognitive and technical development while preparing for the residency match process. Every student is responsible for planning their own fourth year within the scheduling process and school policies.

The curriculum requires each student to successfully complete:

- a. Three base months at TUSPM's Foot and Ankle Institute.
- b. One month Office Clerkship.
- c. One month is designated as vacation.
- d. A minimum of 5 and maximum of 6 clerkships.

<sup>1</sup> The terms "clerkship" and "externship" are used interchangeably to denote clinical training activities that do not take place within TUSPM's Foot and Ankle Institute.

#### **E. Biomechanics, Medicine, and Surgery Clinics**

Each student must successfully complete assigned rotations in Biomechanics, Medicine, or Surgery. During these rotations, students will be required to adhere to clinic and departmental rules and regulations.

#### **F. Administration**

The management of the fourth-year curriculum is part of the responsibility of the Associate Dean of Academic Affairs and the Graduate Placement Office. The Externship Coordinator assists with the daily administration of the externship program. The class is bound by the decisions developed through and implemented by the Associate Dean of Academic Affairs.

#### **G. Educational Objectives**

1. It is expected that the students' cognitive, technical, and analytical skills will continually 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 accurately and efficiently.
2. It is not possible to designate a common curriculum for every program. Factors affecting each experience include the patient mix at each site, the expertise of the faculty, both clinically and educationally, and the individual students' abilities. 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. Performance of 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 in/observe the post-operative management of podiatric patients under the direct supervision of the podiatric resident/physician.
  - e. Participate in/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 supervised by the attending/resident physician as required by programs.
  - g. Attend and participate in Podiatric Grand Rounds.
  - h. Attend all rotation-related conferences, presentations, journal clubs, and assigned conferences in other specialty areas.

#### **H. Curriculum Structure**

1. The fourth-year curriculum is a ten-month (10) month program. It begins with the AACPM clerkship calendar. The curriculum has ten (10) clinical experiences of about four-week duration following the CASPR calendar.
2. Students are not permitted to change their clerkships once accepted/confirmed. If an extenuating circumstance arises, and only after conversation with the appropriate Administrators, to change their clerkship schedule, students must receive (1) approval from the Office of Graduate Placement followed by a (2) formal release from the original clerkship, and (3) a formal acceptance from the pending clerkship at least one month before the experience's

scheduled start date. After obtaining these documents, students must submit them to the Office of Graduate Placement, who will enter the approved changes into CASPR. Students are prohibited from contacting CASPR on their own.

3. Changes to a student's finalized clerkship schedule will only be allowed for specific academic reasons or in highly unusual circumstances. To be considered for approval, students must obtain a written release from the program they wish to drop, confirmation of acceptance by the program they wish to add, and written justification of the need to change their schedules. These must be submitted to the Office of Graduate Placement. Failure to follow this policy will result in failure to receive credit for the month's activity, being referred to CAPS, and at a minimum, being required to repeat the month in order to graduate.
4. Externship schedule changes will be reviewed and the request either denied or approved. The Medical Director will also need to approve the change if it involves students' scheduled Foot and Ankle Institute months (i.e., base month).
5. Concerns at the Foot and Ankle Institute should be addressed between the student and the individual clinician, the Department Chair, the Medical Director, and if necessary, the Academic Dean in that order. Problems arising at externships should first be addressed with the clerkship director of the program. The Office of Graduate Placement should be notified of any problems at medical clerkships. If a problem is not resolvable at these levels, the Associate Dean of Academic Affairs will become involved.

## **I. Policies**

1. The following policies are always to be followed by all students 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 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 experience and to remain through its last scheduled day. Arriving late or departing early from a site may negatively impact your final clinical evaluation.
  - b. Fees
    - i. Externships may require a program and/or application fees. These fees must be paid by the student performing the externship as directed by the program director.
  - c. Holidays
    - i. The holidays listed on the academic calendar for TUSPM, and the Foot and Ankle Institute may not be recognized by all clerkship sites. Check with the clerkship director to determine what holidays are observed and what is expected of you.
  - d. Professional Conduct
    - i. Violation of the TUSPM Academic Standards, Professional Conduct section described in your student handbook may result in a failing grade, delaying, or preventing graduation and can result in suspension or dismissal from the program.

## **J. Determination of Grades**

1. Assessment of clinical performance is based on demonstrated student competency in meeting experiential objectives. Components of clinical competency encompass but are not limited to 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
2. Competence is evaluated in each of the above areas and minimum competence must be demonstrated in each to earn credit for any clinical experience. Outstanding achievement in one area does not average out an insufficient level of competence in another area. The following grades may be given:
  - a. Pass - indicating competent performance in all areas.
  - b. Incomplete - indicating competent performance in one or more of the above areas, but insufficient in others. Failed externships must be repeated at the same or another facility as designated by the Medical Director.
3. All third- and fourth-year students are required to log all patients seen in the Foot and Ankle Institute, its satellite clinics, and at outside rotations using Typhon. Students must log patient contacts in which they directly participated in patient care and are encouraged to also log those which they merely observed. Students whose case totals for participation in patient care are one standard deviation or more below their peers for a given rotation, adjusted for clinic volume and assigned rotation, may not receive academic credit for the rotation until the deficiency is remediated during scheduled vacation time.

# **Section V:**

# **College Policies**

## **Section IV: College Policies**

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## College Policies – Code of Ethics

### A. 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 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.

### B. The Code of Ethics

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.

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

C. 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.

D. Academic Dishonesty

1. 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.
2. 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.

E. Cheating

1. **Cheating includes**, but is not limited to, the following:
  - a. Using or attempting to use books, notes, study aids, calculators, artificial intelligence, 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.

F. Fabrication



1. 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.

#### G. Falsification

1. Altering or changing grades, returned examinations (to claim they were erroneously graded), or any other academic records.
2. Altering the record of experimental procedures, data, or results.
3. Altering the record of or reporting false information regarding research, extracurricular, or clinical experiences.
4. 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.

#### H. Plagiarism

1. 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.

#### I. 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 that such violation has occurred.

#### J. Violations of Student Physician/Patient Relationship

1. 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.
2. 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.

K. Non-Academic Misconduct

1. Non-academic misconduct as used herein includes, but is not limited to, the following:
  - a. 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.
  - b. 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.
  - c. Unauthorized possession, duplication, or use of keys and or keycard to any TUSPM premises or unauthorized entry to or use of TUSPM facilities.
  - d. 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.
  - e. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.
  - f. 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.
  - g. 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 University/College Listserv
    - iv. Unauthorized use of another individual's identification and password.
  - v. 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.

- h. Actual or attempted theft from or damage to TUSPM property or premises or property of a member of the TUSPM community.
- i. Failure to comply with the direction of TUSPM officials, such as Security, Physical Facilities and Student Life staff, in the performance of their duties.
- j. 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.
- k. Disruption or obstruction of TUSPM administration, disciplinary proceedings, or activities.
- l. Aiding, abetting, or procuring another person to conduct a Code of Ethics violation.

#### L. Financial Obligations and Refund Policy

##### 1. Student Billing:

- a. 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 2<sup>nd</sup> 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 4<sup>th</sup> floor of the Student Activities Center on the main campus. All amounts due are payable on the due date stated on the invoice.
- b. Payments and inquiries may be made in the TUSPM Business Office on the 6th floor of the School Building, next 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.

##### 2. Debt Management Counseling Services:

- a. 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.*

##### 3. Payment Plans

A podiatric medical school education is a big expense. The Financial Counselor in the Office of Student Affairs will work with you with 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.

a. 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.

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.

b. Temple Installment Payment Plan

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.

M. 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.

N. Refund Policy:

1. 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.
2. 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 withdrawal. Students who withdraw forfeit their right to previous awards should they return to TUSPM at a later date.

O. 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.

P. Parking

1. 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 booth, located directly adjacent to the Foot and Ankle Institute entrance.

Q. Policy on Confidentiality of Student Records (FERPA)

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.

A. 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.

2. To What Records Do These Guidelines Apply?

- a. 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."
- b. 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.

i. *This document was revised in June 2000. Significant changes from prior versions are indicated in bold typeface*

ii. *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.*

c. The term "education records" does not include:

- i. 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.

- ii. 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.
  - iii. 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
  - iv. Medical, psychiatric, or psychological records created and used only for the treatment of a student, available only to those providing it.
- d. The term "education records" also does not include "directory information." Directory information is information which would not be considered harmful or an invasion of privacy if disclosed. Temple University defines directory information as:
- i. The student's name.
  - ii. Street address.
  - iii. E-mail address.
  - iv. Confirmation of enrollment status (full-time/part-time).
  - v. Dates of attendance.
  - vi. Degree received.
  - vii. Awards received (*e.g.*, Dean's List).
  - viii. Major or field of study.
  - ix. Participation in officially recognized activities and sports; and
  - x. Weight and height of members of athletic teams.

*\*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.*

### 3. Which Records May Be Disclosed To Students?

- a. Students always have the right to review education and all other records that pertain to them with the exception of the following records:
  - i. 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.
  - ii. Confidential evaluations of students placed in education records prior to January 1, 1975.
  - iii. Evaluations to which students have waived their right to access; and
  - iv. The financial records and related financial information of students' parents.
  - v. 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.

v. "CONFIDENTIAL - NOT TO BE RELEASED"

- a. 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.

4. What Is the Procedure for A Student To Review His Or Her Records?

- a. 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.
- b. 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.
- c. 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.
- i. 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.

5. How Can a Student Seek Amendment of His or Her Record(s)?

- a. 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.
- b. 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.
- c. If no agreement is reached through informal discussions, the student may submit a written request for a hearing to the Office of Conduct. That request must specify which records the student claims are inaccurate, misleading, or in violation of the privacy or other rights of the student.
- d. If the University Conduct 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 hearing's outcome. Unless the student withdraws the request or asks for a delay, the hearing shall be held within a reasonable time of the University Conduct receipt of the hearing request.

- e. The hearing officer or their designee must give the student or their parent(s) (if the student is underage) notice of the date, time, and place of the hearing reasonably before the hearing. At the hearing, the student shall have the chance to present evidence supporting 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.
  - f. The hearing officer shall render a decision in writing within a reasonable period 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.
  - g. 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.
  - h. That explanation shall be maintained as part of the student's record and shall be disclosed whenever the record is disclosed.
6. Which Records May Be Disclosed to Persons Other Than Students?
- a. 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.
  - b. 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:
    - i. to individuals seeking only directory information.
    - ii. 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.
    - iii. 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.

iv. 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.

v. 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.

c. 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 the current address on file with the Registrar. Records may be disclosed:

i. 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.

ii. 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 taking 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.

iii. to accrediting organizations carrying out their accrediting functions.

iv. to the parents of a student dependent on them for federal income tax purposes.

v. 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.

vi. 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.

vii. 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.

d. 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.

7. What Notice Must Be Given to Students That Disclosure Was or Will Be Made to Persons Other Than Students?

a. 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.

- b. 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.
- c. 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 student or to the dependent student's parent or to individuals to whom disclosure has been specifically authorized by the student.

#### 8. General Provisions

- a. 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 are accessible through the Temple website ([www.temple.edu](http://www.temple.edu)).
- b. 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."
- c. 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 complaint 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

#### 9. Records Location

Type	Location	Custodian
Admissions Records	Student Records Office 1 <sup>st</sup> Fl. Housing Complex 8th & Race Street Philadelphia, PA	Student Affairs
Academic Records (current students)	(same as above)	Student Affairs
Microfiched Records (former students)	(same as above)	Student Affairs
Disciplinary Records	Student Records Office Educational Affairs Office Academic Building 8th at Race Streets	Assistant Dean for Educational Affairs

Financial Records	Student Financial Services Office 1 <sup>st</sup> Fl Housing Complex	Director of Financial Aid
Placement Records	Graduate Placement Office Academic Building	Graduate Placement Coordinator
Health Records	University Health Services Broad & Berks Mall	Custodian, Student Health Services

#### 10. Disclosure of Educational Records

##### a. Disclosure to Faculty and Administrative Officers of the Institution

- i. 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.
- ii. 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

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

- i. Directory information (name, enrollment status & dates of attendance, address confirmation).
- ii. Verification of date, place of birth and Social Security number.
- iii. Verification of signature.

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

- i. Concerning the release of further information, it should be noted that governmental investigative agencies, as such, have no inherent legal right to access 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.
- ii. The school will supply student deferment certificates to the Selective Service System only with the written permission of the student.

##### e. Disclosure to Parents and Agencies

- i. Transcript or grade reports will not be released to parents or guardians without prior written approval from the student.
- ii. Requests from a philanthropic organization supporting a student should not be honored without prior written approval from the student.
- iii. 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.

f. 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.

g. Disclosure in Response to Telephone Inquiries

- i. **At the School's discretion**, the following information may be released, as it is deemed to the public record (see definition of "Directory Information"). However, address and telephone information **will not** be given out under most circumstances:
  - Student's name, whether or not currently enrolled, and in which class.
  - Dates of enrollment.
  - Degree(s) earned, if any, major or field of concentration and honors received.
- ii. 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.

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

- i. 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.
- ii. 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.
- iii. All School personnel should be alerted 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.

i. Disclosure to the Student

- i. 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".
- ii. 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.

- iii. 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).
- iv. 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.

j. 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:

- those requests made by students for their own use.
- those disclosures made in response to written requests from students.
- those made by school officials.
- those specified as Directory Information.

k. 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:

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.

- v. 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.
- vi. In the event material in a student's file may be considered defamatory, incorrect, outdated, in violation of the law or opinionated,
- vii. the appropriate Student Affairs official will 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.

#### l. 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 can 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.

#### m. Financial Aid Files

1. 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:
  - i. Institutional financial aid application;
  - ii. FAFSA (Free Application for Federal Student Aid);
  - iii. Student and/or spouse's 1040 and parents' 1040 or non-filing statements;
  - iv. Records of awards and loans;
  - v. Any other written material submitted by student in support of a claim for aid.
  - vi. Correspondence from or on behalf of the student's application for financial aid.
2. 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.
3. 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.
4. 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 enroll as a full-time student. If a student is repeating coursework, he/she will be ineligible for HPSL.
5. 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.

#### R. Counseling

1. It is not uncommon for students to experience stress. The Tuttleman Counseling Service offers support for 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 <https://counseling.temple.edu/>.

2. 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.
3. 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 clarification from the person involved.

S. The Office of Equal Opportunity

Temple University values diversity and is committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, veteran status or any other status protected by law.

The Equal Opportunity Officer and Section 504 Coordinator for students at the Temple University School of Podiatric Medicine is:

**Vice Dean for Student Affairs  
Temple University School of Podiatric Medicine  
Philadelphia, PA 19107  
(215) 777-5745**

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

**Senior Vice Dean for Finance and Administration  
Temple University School of Podiatric Medicine  
Philadelphia, PA 19107  
(215) 777-5732**

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

**Senior Vice Dean for Finance and Administration  
Temple University School of Podiatric Medicine  
Philadelphia, PA 19107  
(215) 777-5732**

T. 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 Assistant Dean for Student 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.

- a. **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.
- b. **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 they have 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).

c. Procedures

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

d. Board of Appeals

- i. The Board of Appeals shall be made up of seven (7) members appointed by the Dean of the School.
- ii. 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.
- iii. The Chair shall conduct the meeting and have the authority to decide what testimony, discussion or questions are germane to the issue.
- iv. 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.

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

- v. 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.
- 3. 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.
- 4. 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.
- 5. Structure of the Hearing
  - a. The Hearing shall be called to order promptly at the appointed time.
  - b. The Chair shall inform the meeting of the scope and limitations of the Board of appeals authority and the order of proceedings.
  - c. The Order of Proceedings:
    - i. 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.
    - ii. All who wish to respond are asked to identify themselves and the Chair will then recognize them in that order.
    - iii. 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.
    - iv. Each significant party will be afforded the same opportunity as in c. above.
    - v. The Board of Appeals members shall be afforded the opportunity to question any significant party in turn.
    - vi. 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.
    - vii. After all questions have been answered the Chairman will dismiss all parties except the Board members.
    - viii. The Board will review the record and have general discussion of the issues raised.
    - ix. 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.

- x. 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. All smokers must observe “no smoking” regulations in all its buildings.

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.

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.

### **A. 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 way 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.

## **B. General Policy Statement on Drug and Alcohol Use**

1. 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.

## **C. 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.

## **D. Legal Sanctions**

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

## **E. 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."

### **1. 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

#### **F. 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.

#### **G. 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.

#### **H. 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.

#### **I. Effect on Prior Policies**

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

### **Temple University Smoking Policy**

#### **A. 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-related 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.

#### **B. 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.

1. Related Policies

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

C. Implementation

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

D. 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:
  - a. Violations of the University's smoking policy by residential students in university housing facilities will be addressed by the residential judicial system.
  - b. 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.
  - c. For University employees, this policy will be enforced according to applicable rules and regulations.
- 3. Limited Policy Exceptions

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

4. Effective Date

This policy statement is effective July 1, 1990.

5. Prior Related Policies

This policy supersedes 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 a sexual 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:

- A. when a student is registered in a course taught by the instructor and has not yet received a final grade, or
- B. 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
- C. 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
- D. 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:

- 1. an instructor must desist from expressions of sexual or romantic interest if there is any indication that such interest is unwelcome by the student,
- 2. 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,
- 3. 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](http://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](http://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](http://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 10<sup>th</sup> 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 based on 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 based on HIV status. HIV status shall be deemed to include actual or perceived HIV positivity, or any condition related to Acquired Immune Deficiency Syndrome (AIDS), an individual 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.

**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 observational 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 Medical Director or, in their absence, the office of Academic Affairs.

An incident report should be completed by the supervisor. The Incident Report is obtained from the Medical Director's office and reviewed accordingly.

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 the closest emergency room.

All injuries involving blood exposure from another individual, e.g., patient needle stick or splatter should be handled according to TUSPM's posted needle stick protocol. Blood exposure incidents require special forms to be completed. Please see the Medical Director for assistance.

### **Channels of Communication and Student Complaint Policy**

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/APMSA
4. Deans/Administrators

#### **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 Representative
2. Course Director
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.

### **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 ensure 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.**

- i. 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.
- ii. Problems relating to an area covered by an existing School policy will be handled by the protocol outlined for that policy.
- iii. 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**

- i. 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.

- ii. 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.
- iii. 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.
- iv. 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.*

**Section VI:**

**CHARLES E. KRAUSZ**  
**LIBRARY**

## **Section VI: Charles E. Krausz Library**

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## Charles E. Krausz Library

**Location:** 6<sup>th</sup> Floor

**Telephone:** (215) 777-5834

**Hours:**

ACADEMIC YEAR		SUMMER	
Days	Hours	Days	Hours
M. T. W. Th.	9 am - 10:00 pm	M. T. W. Th.	9 am - 8:00 pm
Friday	9 am – 5:00 pm	Friday	9 am – 5:00 pm
Saturday	9 am – 3:30 pm	Saturday	Closed
Sunday	12:30 pm – 6:30 pm	Sunday	Closed
<b>HOLIDAY</b> and <b>VACATION</b> schedules vary. Signs are always posted in the Library in advance. See <a href="https://library.temple.edu/hours">https://library.temple.edu/hours</a> for updates.			

### I. SERVICES AND EXPECTATIONS

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

The Krausz Library is open to the students, faculty, alums, and staff of Temple University. Students, alums, and other medical and podiatric school residents 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.

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 or leave a suggestion in the suggestion box on the circulation desk.

Gifts: The Library always welcomes gifts of books or journals. They will be incorporated into 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 four 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 at the end of the stacks. They may be signed out for use in the library for three hours at a time.

**PLASTIC BONES:** Available for use in the library.

**HUMAN BONES:** Available for use in the library.

**REFERENCE BOOKS:** Do not circulate.

**BOUND PERIODICALS:** Do not circulate.

**UNBOUND PERIODICALS:** 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:

Holdings are listed in the library catalog: <https://librarysearch.temple.edu/catalog>.

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 by title.

The library has access to many periodicals online, these are listed in the library search catalog.

#### **IV. KRAUSZ LIBRARY ONLINE CATALOG**

The library's holdings are included in Temple University's Library Search Online Catalog <https://librarysearch.temple.edu/catalog>. Searching can be performed by the author, title, or subject. The catalog is searchable for books, journals, and articles.

#### **V. COMPUTERS & SCANNERS**

The library has 6 PCs, 1 Scanner, black/white and color printing. An ADA compliant computer and scanner is available.

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 that can be taken out overnight.

*Food And Drink Are Not Permitted Around the Computers at Any Time.*

#### **VI. ONLINE DATABASES**

Databases are listed in the library search catalog under electronic resources. You can see health sciences-specific databases by going to <https://guides.temple.edu/allhsdatabases>

##### **A. PUBMED**

PUBMED is available via our online databases in the library catalog. PUBMED is the NLM online database.

##### **B. ONLINE JOURNALS**

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

Full Textbooks Online: Are available in LWW Health library, Access Medicine, and the R2 Library from Rittenhouse.

##### **A. FULL TEXTBOOKS ONLINE**

E-Books are available in LWW Health library, Access Medicine, and the R2 Library from Rittenhouse.

## **B. LWW Health Library**

Many core medical textbooks are available via the LWW health library. The entire collection or a specific textbook can be searched.

## **C. 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, or go to <https://library.temple.edu/categories/hsl-resources> or <https://guides.temple.edu/podiatry>.

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

## **VII. INTERLIBRARY LOAN**

If Temple University Libraries do not have the book or article you need, you can make requests via E- ZBorrow or Interlibrary Loan (ILL). Interlibrary loans and E-ZBorrow requests are provided to the Temple University School of Podiatric Medicine faculty, students, and staff. There is no charge for these services. Go to <https://library.temple.edu/> for more information. The links to E-ZBorrow and ILL are listed at the bottom of the webpage.

## **VIII. 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 group by appointment, or to individuals as needed.

***Library Staff Are Always Available For Assistance. The Patron's Needs Always Come First.***

**Section VII:**

**STUDENT SERVICES**

## **SECTION VII: STUDENT SERVICES**

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## **STUDENT SERVICES – Located in the Student Housing Bldg.**

### **STUDENT FINANCIAL SERVICES – Housing Building**

Information on all the student financial assistance programs at TUSPM is available in the Student Financial Services Office. The office is 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 is provided through this office

### **DEVELOPMENT & ALUMNI RELATIONS – School 6<sup>th</sup> 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.

### **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.

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](http://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 215-204-7500.

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 215-707-4088.

### **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 Separately.

### **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 VIII:**

**STUDENT  
ORGANIZATIONS**

## **SECTION VIII: Student Organizations**

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## **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-4<sup>TH</sup> 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.

**TEMPLE UNIVERSITY SCHOOL OF PODIATRIC MEDICINE  
STUDENT GOVERNMENT ASSOCIATION CONSTITUTION**

**PREAMBLE**

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

Duly elected officers of the TUSPM Student Government Association (TUSPM-SGA), representing any group of students, implicitly represent the group in their words, actions, and testimony by virtue of winning the election process. 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 Government Association, an affiliate organization of the American Podiatric Medical Students' Association, the Pennsylvania Podiatric Medical Association, the New Jersey Podiatric Medical Society, and all parent organizations of student club chapters within the Temple University School of Podiatric Medicine Student Government Association. The official abbreviation of the organization shall be TUSPM- SGA. Hereafter in this document, the organization will be referred to as the SGA.

**2. MEMBERSHIP**

Membership in the SGA and its component organizations ( clubs) shall be limited to duly registered students of TUSPM, who have paid any required membership fees, are in good academic standing, and have not invalidated their right to membership by infraction of the rules set forth by the SGA. All SGA officers shall hold equal voting rights as detailed in Voting Privileges. No officer may hold more than one voting position within the SGA during his/her term in office. All members of the student body shall be eligible to run for and hold office in the SGA provided they have a minimum GPA 80.

**ARTICLE II. EXECUTIVE OFFICERS**

The elected officers of the SGA shall be the President, President-Elect, Executive Secretary, Parliamentarian, and Executive Treasurer. Each elected officer of the SGA shall serve a term of one (1) year, with the exception of the President-Elect, who shall serve a term of two (2) years. Each elected officer of the SGA shall assume his/her duties at the April monthly meeting of their election year. During said meeting, there will be a transition of power from the current officers to the incoming officers. If any executive officer is unable to hold his/her office for reasons of health or otherwise, the mechanism of replacement shall be:

1. If there is less than one academic semester remaining in the term of office, an appointment may be made by the Executive Council and must be further approved by a  $\frac{2}{3}$  majority vote by the SGA.
2. If there is a full academic term remaining in the term of office, the appointment must be made by way of general election from the student body. The elected officer shall take office immediately and shall be subject to the same qualifications as outlined above.

**A. PRESIDENT**

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

1. The duties and powers of the President shall be:
  - a. To serve as the chief executive officer of the SGA.
  - b. To preside over meetings of the SGA acting as a non-partial party with non-voting rights.
  - c. To appoint such subcommittees of the SGA as shall be necessary for the proper function of the SGA.
  - d. To serve as a voting member when not presiding over general SGA 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 SGA.
  - e. To make appointments as directed by the Constitution and to make such additional appointments as may be necessary with the approval of the SGA.
  - f. To call SGA meetings and student body elections as directed by this Constitution.
  - g. To serve as an official student representative of the SGA (i.e. at APMSA meetings, APMA National meetings, etc.).
  - h. To authorize expenditures, along with the Treasurer, not to exceed the allotted budget set forth by the SGA. 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 SGA in the best interest of the school and the student body as directed by the Constitution.
  - j. To mentor and guide 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, representing current student interests and concerns.
  - l. To serve on the Presidents’ Committee alongside the House of Delegates of the APMSA at meetings and execute directives given at said meetings.
  - m. To serve as a member of the Temple University Health Science Campus Student Government Board.
  - n. To serve as a representative of the SGA Executive Council as well as a member of said Council.
  - o. 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 the position becomes vacant. When the President-Elect is appointed, he/she shall serve a two-year term. Upon completion of a one (1) year term as President- Elect, he/she shall automatically step into the position of President.

**B. PRESIDENT-ELECT**

The President-Elect of the SGA 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.

1. Other duties of the President-Elect shall be:
  - a. To serve as a voting member of the SGA.
  - b. To coordinate the formation of all subordinate committees of the SGA and to report on said matters to the SGA, except when a representative of the committees are present at meetings to report to the SGA.
  - c. To be responsible for the organization of all SGA clubs, including the disbursement of financial allocations (APPENDIX G; APPENDIX H) and the collection of End of the Month Reports (APPENDIX A).
  - d. To work with committee chairpersons and SGA Club Presidents in forming goals for each club to accomplish, to see that each club is taking positive steps toward achieving its goals.
  - e. To hold bi-semester meetings with all SGA Club Presidents to review such goals and the progress of their respective clubs.
  - f. To preside over any portion of meetings of the SGA in which the President wishes to take an active part in discussions or is involved in a voting 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 1<sup>st</sup> year students), the End of the Year Party (for 2<sup>nd</sup> year students), the Annual Spring Formal Event, i.e. the Spring Ligament, and the bi-annual American Red Cross Blood Drive.
  - i. To attend the President's Committee and House of Delegates of the APMSA 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 SGA Executive Council.

**C. EXECUTIVE SECRETARY**

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

1. The duties of the Executive Secretary shall be:
  - a. To serve as a voting member of the SGA.
  - b. To execute and maintain verbatim typewritten records of the proceedings of the SGA meetings and to email them to all voting members as well as each TUSPM Class within a week's time of each SGA meeting.
  - c. To record minutes of any sub-committee meetings, and to report on these minutes at the subsequent SGA meeting.
  - d. To hold an official copy of the SGA Constitution with all newly approved changes. A copy of the SGA Constitution is to be made available at all SGA meetings.
  - e. To maintain, in a separate and orderly fashion, any motion made at a meeting and to present said motion to the SGA before a vote is cast and to ensure said motion is in accordance with the SGA Constitution.
  - f. To compose the SGA Agenda for the monthly SGA 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 SGA, 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 SGA Executive Council.

**D. PARLIAMENTARIAN**

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

1. The duties of the Parliamentarian shall be:
  - a. To serve as a non-voting member of the SGA when presiding over parliamentary procedures of that meeting at the time a vote is taking place.
  - b. To carry on such correspondence necessary to create goodwill among various chapters of the APMSA.
  - c. To ensure that meetings are run in accordance with proper parliamentary procedures as described in Robert's Rules of Order: APPENDIX F (summary).
  - d. To organize the SGA Executive Officers Yearbook Photo with the Yearbook editor-in-chief.
  - e. To record attendance of class officers, club officers, as well as non-SGA students at all SGA meetings.
  - f. To notify voting members of recorded absences and execute the attendance policy. Please refer to Article VI. Meetings; 6. ATTENDANCE for policies regarding said matter.
  - g. To be responsible for the maintenance and upkeep of the SGA website.
  - h. To serve as a member of the SGA Executive Committee.

**E. TREASURER**

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

1. The duties of the Treasurer shall be:



- a. To serve as a voting member of the SGA.
- b. To present a budget to the SGA at each SGA meeting in the form of an accurate written financial report at meetings of the SGA.
- c. To collect and disburse the monies of the SGA and to work with the TUSPM Business Office to maintain the SGA account.
- d. To prepare an annual financial report of the SGA to be published publicly by the SGA.
- e. To authorize expenditures, along with the President, not to exceed a limit set by the SGA. Refer to Article X. Disbursement of Funds.
- f. To serve as a member of the SGA Executive Committee.

### **ARTICLE III. VOTING MEMBERS**

#### **A. VOTING PRIVILEGES**

The officers of the TUSPM-SGA, as defined by this Constitution, consist of the President, President-Elect, Executive Secretary, Parliamentarian, and Executive Treasurer. Official members of the SGA and voting privileges are detailed below. SGA monthly meetings are open to any student who wishes to attend, and attendance is highly encouraged. The table below details the breakdown of student leadership within the SGA.

<b>Executive Council</b>	<b>Clubs</b>	<b>Classes and Committees</b>
--------------------------	--------------	-------------------------------

President	1. American Association for Women Podiatrists (AAWP) President	1. <u>Class Representatives</u>
President-Elect	2. American College of Foot & Ankle Surgeons (ACFAS) President	a. President
Executive Secretary	3. American College of Foot & Ankle Orthopedics & Medicine (ACFAOM) President	b. Vice President
Parliamentarian	4. American Public Health Association (APHA) President	c. SGA Representative
Executive Treasurer	5. Biomechanics Club President	2. American Podiatric Medical Students' Association 1 <sup>st</sup> - 4 <sup>th</sup> year Delegates and Alternate Delegates
Past President	6. Christian Podiatric Students' Association (CPSA) President	3. Chairman of the Election Committee
	7. Community Service Club President	4. New Jersey Podiatric Medical Society Representative
	8. Dermatology Club President	5. Pennsylvania Podiatric Medical Association Representative
	9. Forensics Club President	6. Stirling Hartford DiPrimio Honorary Anatomical Society (SHDHAS)
	10. Jewish Podiatric Medical Association President	
	11. Journal Club President	
	12. Medical Spanish Club President	
	13. Muslim Students' Association President	
	14. Pediatrics Club President	
	15. Practice Management Club President	
	16. Radiology Club President	
	17. Running Club President	
	18. Save a Leg, Save a Limb - Academy of Physicians in Wound Healing (SALSAL-APWH) President	
	19. Students for National Podiatric Medical Association (SNPMA) President	
	20. Students for Integrative Medicine President	
	21. Sports Medicine Club President	
	22. Technology Club President	

1. Of the Executive Council, each member except for the President and Parliamentarian has a vote.
  - a. Of the TUSPM Clubs, only the President has a vote.
  - b. Of the Class Representatives, only the President, Vice-President, and SGA Representative have a vote.
  - c. The 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> and alternate delegates to the APMSA, the PPMA, the NJPMS, and the Chairman of the Elections Committee each have a vote.
    - i. Unless otherwise specified, voting members the SGA shall serve a term of one year. Club Officer positions and terms of services are subject to each club's separate Constitution. Refer to APPENDIX C: Club Constitutions.
    - ii. At the end of each voting member's term, the incoming voting member will assume his/her duties and voting privilege at the April SGA 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 the Executive Officers.

- iii. Leadership replacement procedures as detailed in Club Constitutions will trump the replacement process detailed in this Constitution, in keeping with autonomy of clubs. If a club does not have or does not provide a Club Constitution, the procedure will be followed as detailed in the SGA Constitution.
- iv. There shall be no mode of replacement if the office of the Past President is vacated.

## **B. PAST-PRESIDENT**

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

## **C. AMERICAN PODIATRIC MEDICAL STUDENT ASSOCIATION DELEGATES AND ALTERNATE DELEGATES**

### **1. Delegate responsibilities (national and local)**

- a. 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.
- b. That all APMSA delegates and/or alternates may express the opinions of their constituents. Responsibilities at the national level include attending APMSA HOD meetings, communication issues within 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 maintaining 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.
- c. Responsibilities at the TUSPM level include attending SGA 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, and 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 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 the dissemination of said letter. This does not apply to Executive Committee members or to delegates when serving in their liaison

positions.

i. First year delegate/alternate

- Responsibilities at the national level include: attending APMSA HOD meetings, communication 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.
- Responsibilities at the TUSPM level include attending SGA 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 the suppliers' fair, assisting with the APMSA Residency Survey and maintaining the APMSA office.

ii. Second year delegate/alternate

- The APMSA Residency Survey and coordinating the annual suppliers' fair.

iii. Third year delegate/alternate

- Responsibilities at the national level include attending APMSA HOD meetings, communication issues within their respective class, serving on the APMSA Graduation Handbook Committee and maintaining class contact information for the APMSA database.
- Responsibilities at the TUSPM level include attending SGA 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.

iv. Fourth year delegate/alternate

- 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.
- Responsibilities at the TUSPM level include attending SGA meetings and serving in an advisory capacity to the local delegation.

**D. PENNSYLVANIA PODIATRIC MEDICAL ASSOCIATION (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:

1. To serve as a voting member of the SGA.
2. To serve as the official Student Representative to the PPMA and attend their meetings.
3. To report all activities at these meetings to the SGA.
4. To seek funding from the PPMA for attendance to the Annual Podiatric Political Action Campaign (PPAC) Leadership Conference, in Washington DC.

**E. 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:

1. To serve as a voting member of the SGA.
2. To serve as the official Student Representative to the NJPMS and attend their meetings.
3. To report all activities at these meetings to the SGA.
4. To seek funding from the NJPMS for attendance to the Annual Podiatric Political Action Campaign (PPAC) Leadership Conference, in Washington DC.

**F. 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:

1. To serve as a voting member of the SGA.
2. To compose an elections committee following guidelines for the committee as outlined in ARTICLE V. ELECTIONS; 1. CONTROL
3. To ensure adherence to all elections policies and procedures as outlined in ARTICLE V. ELECTIONS and APPENDIX E.
4. To report all activities of the Elections Committee to the SGA.

**G. CLUB PRESIDENTS**

The Club Presidents of any SGA 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:

1. To serve as a voting member of the SGA.
2. To serve as the official Student Representative to their respective club and attend their meetings.
3. To serve as a member of their respective club in the capacity described by their constitution (APPENDIX C).
4. To ensure compliance by their club to all Club Guidelines (APPENDIX I).
5. In the event that policies and procedures are not in place in each club Constitution, this Constitution will serve as the governing force.

**H. "IN-ELECT" POSITIONS**

Incoming officers will be elected in March of each school year. Between said time and the April

SGA meeting, the officers will be designated “in-elect.”

1. 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 SGA.
2. 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.
3. The Executive President-Elect will refer to ARTICLE II. EXECUTIVE OFFICERS; 2. President-Elect for additional responsibilities.

#### **ARTICLE IV. THE STUDENT GOVERNMENT ASSOCIATION**

##### **1. AUTHORITY**

Be it hereby known that final authority on all matters concerning SGA shall rest with a majority vote of the SGA. Majority vote is 2/3 of the SGA voting members.

##### **2. MEMBERSHIP**

- a. There shall be forty-eight (45) SGA members (six Executive, five APMSA delegates/alternate, two State Representatives, one Elections Chair, twelve Class Officers, and twenty-two Club Presidents). Among which, only forty-six shall have voting privileges, as the SGA President and Parliamentarian do not hold voting privileges during an SGA meeting. Refer to ARTICLE II. EXECUTIVE OFFICERS SECTION 1B AND 4A).
- b. For any SGA meeting where the first year Class Officers have not been elected, the Chairperson of the First-Year Orientation Committee shall act as the SGA voting member on behalf of that class. Their duties and voting privileges will terminate upon the appointment of the first year Class Officers.
- c. Any student of the TUSPM Student Body may present a motion to the floor; however, an SGA member must second the motion, in order for said motion to be considered. For proper presentation of a motion, Robert’s Rules of Order must be followed. (Refer to APPENDIX F).
- d. Fourth year class only: If the Class President, Vice-President, APMSA Representative and/or SGA Representative are unable to attend any meetings of the SGA, 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 SGA meeting.

##### **3. MEETINGS**

- a. The SGA shall meet at a regularly scheduled time. The SGA shall meet during the first Thursday of every month at 6:00 P.M. The President reserves the right to call additional meetings, as he/she deems necessary as well as adjust the meeting time due to conflict of time with class attendance and/or other school events. The President reserves the right, with the approval of his/her Executive Council, to cancel or reschedule any SGA meeting.
- b. In the event that the President cannot attend any SGA meeting, the President-elect shall conduct the meeting in his/her place.

- c. In the event that both the President and the President-elect cannot attend any SGA meeting, the remaining Executive Council members shall conduct the meeting in their place.

#### **4. QUORUM**

Twenty-five (25) SGA voting members shall constitute a quorum.

#### **5. FUNCTIONS AND POWERS**

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

- a. The SGA shall have the final and supreme authority concerning the policies and properties and conduct of the SGA and its members.
- b. The SGA shall establish rules for granting of official recognition to students and student organizations.
- c. The SGA shall establish the rules for the granting of awards according to such criteria as established by the proper subcommittee of the SGA. See APPENDIX D regarding the SGA Awards.
- d. The SGA shall establish rules and regulations governing the method of nomination and the manner of elections of the officers of the SGA. All matters and questions regarding the election of the officers of the SGA should be directed towards the current Executive Council.
- e. The SGA shall coordinate all committees in the best interest of the student body.
- f. The SGA shall levy all assessments, approve budgets, and exercise all control over the financial activities of the SGA.
- g. The SGA shall approve the bylaws of all subordinate divisions of the SGA.
- h. The SGA 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 of the first year class officers will be decided upon by the Elections Committee and the Executive Council.
- j. The first year class elections shall take place before the first week of October and no sooner than two weeks from the start of first year classes.
- k. First Year Class Only: APMSA elections shall occur by the third week of October.
- l. The newly elected SGA Officers must go through a formal orientation that includes their responsibilities for the upcoming year and learning Roberts's Rules of Order (APPENDIX F).
- m. Prior to the voting on of a motion, the President or the Secretary will read back the motion to the SGA and an opportunity for ensuring that the motion is in accordance with the SGA Constitution will ensue.

#### **6. LIMITATION TO THE AUTHORITY OF THE SGA**

- a. 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 SGA, 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 SGA within one (1) week and a general election shall be scheduled by the President, to be held not less than one (1) nor more than two (2) weeks following the date of the meeting. Concurrence of at least two-thirds ( $\frac{2}{3}$ ) of the members voting shall be necessary to repeal the act.
- b. Upon presentation to the President of a Petition signed by at least fifty percent (50%) of the members of the SGA requesting action upon any matter within the jurisdiction of the SGA, the SGA must consider the proposal within two (2) weeks after the submission.

## **ARTICLE V. ELECTIONS**

### **1. CONTROL**

- a. The control of all SGA Executive, Class and Club Officers elections (with exception to the APMSA elections, see special notes below) shall rest with the Election Committee. The Election Committee shall consist of:
  - i. Elections Chair (elected position)
  - ii. one student from the first-year class (voluntary position)
  - iii. one student from the second-year class (voluntary position)
  - iv. one student from the third-year class (voluntary position)
  - v. Thus, the Election Committee will be comprised of four students.
  - vi. Election Committee members, excluding the Elections Chair, are non-voting members of the SGA and due to their duties are not eligible for any other position within the SGA.
  - vii. A minimum of two Election Committee members are required to be present for all elections and a minimum of three members for the SGA Executive Officer election.
  - viii. The President or President-Elect must also be present at all elections.
- b. It is the utmost responsibility of the Election Committee to ensure 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 SGA. Whereupon elections may be re-run and be monitored by the President of the SGA. Students may also question the validity of any election and any irregular or inappropriate behavior must be reported to the President and President-elect of the SGA.

### **2. PROCEDURE FOR CONTESTING ELECTION**

- a. 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.
- b. After receipt of a properly submitted contestation, a meeting of the SGA 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.

- c. 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.
  - i. Separate meetings must be held for separate unrelated contested issues.
  - ii. The meeting must be held within 72 hours after receipt of the properly submitted contestation.
  - iii. 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.
  - iv. If a revote is commanded, the President-Elect is responsible for notifying the organization within 24 hours of the decision, with the revote to be held before the next SGA meeting. However, no less than 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 SGA shall conduct the revote.

### 3. **SPECIAL NOTES:**

- a. **The Professors/Clinicians of the Year (P/COY) Elections** shall be the responsibility of the SGA 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.
- b. **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 SGA Executive Council Members as well as the entire APMSA Student Delegation. In the event that additional assistance is needed, the members of the Basketball team shall fulfill this duty.
- c. **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 SGA President-Elect is responsible for facilitating communication between the team "Captains" and the host school.
- d. **Other matters concerning the APMSA Basketball Chairpersons:** As long as the team(s) receives funding from the Financial Services office, additional funding requests may not be made to the SGA. However, the team(s) will be eligible for emergency funding request, only to be considered with adequate documentation of fundraising efforts. The amount SGA may allot of any emergency funding request may not exceed the amount proven to be fundraised by that individual team.

### 4. **APMSA ELECTIONS:**

- a. 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.
  - b. In addition, the incoming 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).
  - c. Applications for the position are then handed out to those students interested. These are due back two weeks before the election.
  - d. 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 to be elected.
  - e. The election is held within the month of October, at the discretion of the second-year delegate and within the regulations of the APMSA. 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 SGA Elections Committee and Executive Council.
  - f. The candidates are to give a speech that lasts 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 their class.
  - g. The vote by the class is done by preprinted secret ballots (with each candidate's 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.
5. **COURSE REPRESENTATIVE ELECTIONS** shall be the responsibility of each of the Class Councils and elections will be conducted for each class at each Class Councils' discretion. Simple majority vote shall determine the winner.
  6. **RESTRICTIONS** to running for SGA Positions - Executive, Club, Class or other:
    - a. If a student runs for an Executive position on the SGA and wins the election, that student cannot continue to run for Class Council positions or for President of any club as well.
    - b. The position of SGA President-Elect: If a student runs for this position and wins the election, that student cannot run for any other officer positions (class, club, or other) due to a conflict of interest.
    - c. If a student runs for an Executive position on the SGA and loses the election, that student is able to run for class, club, or other officer positions.
    - d. No student may run for two positions that would provide them with two SGA votes (i.e. a student cannot be the President or President-Elect of two clubs; a student cannot be the President of a club and hold the position of class President, Vice President or SC Representative.)
    - e. If a student runs and is elected as President of one club and Vice President of another club, that student is only permitted to vote for the club in which that student is President at SGA meetings

if he/she is representing both clubs. It may be in the best interest of both clubs for a said student to run for only one of these positions.

- f. All students running for a position unopposed must be present at the time of the elections or their name will be scratched from the voting ballot.
- g. All students running for a position must speak with the individual who currently holds or has held that position in the past, or they will not be eligible to run.
- h. All students running for a position must comply with the stipulations and requirements (i.e. an essay, a written speech, etc.) that are set forth by the Executive Council and the Elections Committee.

## **7. TIME OF ELECTIONS**

- a. The elections for all officer positions of the SGA, with the exception of the SGA President, shall be held during the month of March before the first of April, the date and time are to be established by the Election Committee and the Executive Council.
- b. The separate class elections shall follow the Executive SGA Council 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 (APPENDIX C), with all elections completed by the end of March, in order to begin elected duties at the start of the April SGA monthly meeting.
- c. It is the responsibility of the Election Committee to notify the entire student body of all election details including date, time, and location of all elections. Once an election date has been established, it is not subject to change unless extreme circumstances arise (subject to approval by the SGA or Club and the Election Committee). All election results must be announced and posted no later than one (1) week from the conclusion of respective election session.
- d. Terms of any office within the SGA shall begin at the start of the April monthly meeting (SGA) of their elected year and end in the April monthly meeting of the following year.
- e. APMSA officers retain their position until they graduate, assuming a normal four year matriculation.

## **8. MANNER OF ELECTIONS**

- a. All voting in the SGA election shall be done by secret ballot and is subject to the approval of the Election Committee and Executive Council. Information on the specific procedures for an election can be found in APPENDIX E.
- b. Campaigning is strictly prohibited except for by word of mouth.
- c. The Election Committee is responsible for posting a list of open positions for each election. For class elections, lists are to be posted in classrooms in which class elections are held. For SGA executive officers and class elections, lists are to be posted on the bulletin board either in the 3<sup>rd</sup> floor hallway and/or in the Student Lounge.
- d. All lists pertaining to elections are to be posted ten days before a scheduled election in order for students to write in and declare their candidacy.
- e. "Write-in" voting is strictly prohibited. Only Election Committee members, as approved by the Executive Council, are permitted to remove the open position list and, thus, closing the

- ballot for that election.
- f. All speeches for all elections shall be limited to five minutes.
  - g. **APMSA Elections Only:** APMSA elections shall be limited to 7 minutes unless stipulated by the second year APMSA representative.
  - h. Election winners shall be determined by simple majority vote.
  - i. In the event that two candidates receive the same number of votes for any election, 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 (1) 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.

## **9. SGA: EXECUTIVE OFFICERS RECALL**

- a. Impeachment: Call for Recall
  - i. Two-thirds ( $\frac{2}{3}$ ) of the SGA Officers must be present for impeachment (at least thirty (30) people). Of those, two-thirds ( $\frac{2}{3}$ ) must vote in favor for impeachment in order for it to proceed to recall (at least twenty (20) people).
- b. Recall
  - i. Any officer of the SGA shall be subject to recall by presentation to the SGA of a petition stating the reasons for recall. Two thirds ( $\frac{2}{3}$ ) of the SGA must be present for a vote on recall. Of those two thirds ( $\frac{2}{3}$ ) must vote in favor of recall. The officer in question must have the opportunity to speak in his/her defense.

## **10. SGA: CLASS OFFICERS RECALL**

- a. Impeachment: Call for Recall
  - i. Same as the SGA Executive Officer Recall.
- b. Recall
  - i. Same as the SGA Executive Officer Recall.

## **11. SGA: CLUB OFFICERS RECALL**

- a. Impeachment: Call for Recall
  - i. Same as the SGA Executive Officer Recall, unless otherwise stated in the Club Constitution (Refer to APPENDIX C).
- b. Recall
  - i. Same as the SGA Executive Officer Recall, unless otherwise stated in the Club Constitution (Refer to APPENDIX C).

## **12. RESIGNATIONS**

Upon the resignation of any SGA 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).

### **13. CLUB ELECTIONS**

All club elections are the responsibility of the individual Clubs, overseen by the Election Committee and the Executive Council. Clubs are required to notify the Election Committee and Executive Council 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 appropriate information to make sure only members of the organization (as defined in the club's constitution) are allowed to vote.

### **14. NOTIFICATION OF RESULTS**

- a. It is the responsibility of the Election Committee to post the names of newly elected officers and their positions. Class election results shall be posted in their corresponding rooms whereas Club and SGA Executive Officer's election results shall be posted in the 3<sup>rd</sup> Floor bulletin or in the third-floor lounge.
- b. Actual election 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 SGA 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 SGA. Majority vote shall be 2/3 of the SGA voting members.
- d. Upon written petition of at least twenty-five (25) officers of the SGA.

### **2. ORDER OF BUSINESS**

- a. The order of business of the SGA meetings shall be:
  - i. OPENING PROTOCOL
    - Call to Order
    - Roll Call
    - Approval of Previous Meeting Minutes
  - ii. EXECUTIVE REPORTS
    - President's Report
    - Treasurer's Report

iii. COMMITTEE/SPECIAL REPORTS

- APMSA Report
- PPMA Report
- NJPMS Report

iv. CLUB/ORGANIZATION REPORTS

- AAWP
- ACFAS
- ACFAOM
- APHA
- Biomechanics Club
- CPSA
- Community Service Club
- Dermatology Club
- Forensics Club
- Jewish Podiatric Medical Association
- Journal Club
- Medical Spanish Club
- Muslim Students' Association
- Pediatrics Club
- Practice Management Club
- Radiology Club
- Running Club
- SALSAL-APWH
- SNPMA
- Students for Integrative Medicine
- Sports Medicine Club
- Technology Club

v. CLASS REPORTS

- 4<sup>th</sup> year class
- 3<sup>rd</sup> year class
- 2<sup>nd</sup> year class
- 1<sup>st</sup> year class

vi. OLD BUSINESS

vii. NEW BUSINESS

viii. CLOSING PROTOCOL

- Announcements and Farewell
- Fridge Cleaning
- Upcoming meeting dates

ix. ADJOURNMENT

3. **VOTING BY PROXY**

Voting by proxy is prohibited at any and all meetings of the SGA 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 SGA Parliamentarian must be notified at least 24 hours in advance of the meeting.

**4. RULES OF ORDER**

The rules contained in Roberts's Rules of Order (APPENDIX F) shall govern the meetings of the SGA and other organizations of the SGA, and in all cases to which they are applicable and in which they are not inconsistent with this Constitution, the special rules of the SGA or the Constitution of the APMSA. The SGA will not consider or entertain any resolutions, statements, or any other submission that has been tendered anonymously.

**5. CLOSED SESSIONS**

The SGA or any other organization of the SGA may hold closed sessions as deemed necessary.

**6. ATTENDANCE**

- a. Attendance at regularly scheduled SGA meetings is mandatory for all SGA Officers and voting members.
- b. At the discretion of the elected officers, the Parliamentarian is to draft a letter to any SGA member who has missed an "unexcused" meeting, as well as report this to the Executive Officers. If said SGA 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 SGA if extenuating circumstances exist. An "unexcused" absence results when an SGA member does not notify the Parliamentarian that he/she will not be present for any SGA meeting.
- c. Unexcused absences results in revoked voting privilege as well as financial penalty in the form of decreased allocations for the subsequent academic semester.
- d. 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.
- e. Due to outside rotations, all Fourth-Year officers are excused from all SGA meetings. All other students are allowed to miss a total of 2 meetings (1 unexcused and 1 excused).
- f. Appropriate excuses for an SGA member to miss SGA meetings include health, death in the family, clinic patients, etc. The SGA Parliamentarian and/or President will determine the validity of the reason for absence. If the Officer does not agree with the decision, he/she may petition the SGA.

**7. SEATING**

Voting members of the SGA 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 SGA will fill in behind the Club Presidents.

**ARTICLE VII. STARTING SCHOOL SPONSORED CLUBS AND ORGANIZATIONS**

## **1. APPLICATIONS AND APPROVAL**

- a. All clubs and organizations that wish to be acknowledged as an official organization of SGA, 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.
- b. All approved clubs and organizations fall within the jurisdiction of the SGA 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 SGA President. Recognition as an SGA club is dependent upon approval of the Organization through the Health Science Center Student Activities Office.

## **2. BENEFITS OF ORGANIZATION APPROVAL**

- a. Recognition as an official club of SGA.
- 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 SGA Clubs may apply for an annual budget (see APPENDIX G for Re-registration and Allocations Request forms).
- d. Web space on the SGA website as well as the ability to post news and/or events.
- e. To serve as a voting member of SGA, 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 SGA at least ten (10) days after the presentation of the amendment. Notice of the meeting and 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 of the voting members will result in adoption of the amendment.

- a. Proposed amendments to this Constitution must be presented in the following format:
  - i. Date of proposal
  - ii. Name of the individual presenting the amendment
  - iii. Constitutional wording - including page number, article number, section number
  - iv. Proposed changes/additions
  - v. Reason for amending the Constitution
- b. 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.



- c. Only an APMSA Delegate may propose amendments to the APMSA Policies/Procedures/Elections as these Policies/Procedures/Elections fall under the parent organizations policies and procedures.

## **2. INTERPRETATION**

The SGA shall govern all questions of interpretation of this Constitution.

## **3. CONSTITUTIONAL REVIEW**

- a. The SGA shall review the contents of this Constitution and amend it every two years. However, as an amendment to the Constitution is approved by two-thirds vote, the Constitution will be updated by the Executive Secretary and will be effective immediately.
- b. The President and President-elect shall spearhead the editing and reviewing of this Constitution with TUSPM's students' best interest in mind.
- c. At the first annual SGA meeting, the Executive Council must notify students how to access this Constitution whether it is a hard paper copy or an electronic copy. At this time, students are notified of the amendment process; going forward from the initial SGA meeting, students are able to propose amendments according to the aforementioned process.

## **ARTICLE IX. CONVENTIONS/CONFERENCES**

### **1. ATTENDANCE**

- a. The following shall apply to attendance at conventions
  - i. The SGA shall choose all delegates who will attend said events.
  - ii. The number of delegates and the level of funding will be decided by the SGA.

## **ARTICLE X. DUES**

Students at TUSPM shall pay an annual fee to the SGA as billed on the tuition bill. This money shall be used to fund the regular business of the SGA as well as club and school-wide events.

## **ARTICLE XI. DISBURSEMENT OF FUNDS**

1. All checks will be disbursed contingent upon the TUSPM Business Office's approval and timeline. The approval of the SGA President as well as the Executive Treasurer must be obtained for all purchases and expenditure in relation to the SGA.
2. Purchases and expenditure on behalf of the SGA must be documented in the form of receipts, invoices, etc. and must be submitted to the TUSPM Business Office in order to obtain reimbursement.
3. Full SGA financial reports are available upon request.
4. In regard to disbursement of funds to individuals, all receipts must be validated and approved by the SGA President and Executive Treasurer. Example events that would render individual disbursements include End of the Year Party, Spring Ligament, conferences, etc.
5. Expenditure in excess of approval or budgets put forth will be denied reimbursement.

## **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 (1) alternate for the school elected on an as needed basis
  - c. President of the SGA
  - d. President-Elect of the SGA
2. All representatives to the APMSA are responsible for complying with the APMSA Constitution and bylaws as well as their duties as stated in the SGA Constitution.
3. The SGA shall pay expenses incurred by representatives to the APMSA that are not covered by the APMSA HOD to attend semi-annual national meetings. These expenses are limited to travel to and from the meetings, lodging and a per diem based on the location of the meeting. The TUSPM Business Office shall determine the monetary amount of distributed per diem. All reimbursements and per diem are distributed following events with valid receipts.

## **ARTICLE XIII. RESPONSIBILITIES OF THE CLASS OFFICERS**

This section briefly describes the responsibilities of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year Class Officers. All Class Officers shall be a member of said class and be in good standing at the time of his/her term of office.

### **PRESIDENT**

- a. Shall serve as the chief executive officer of the class.
- b. Shall preside at all meetings and shall be a member of ex-officio of all class committees.
- c. Shall perform all such other duties, as customary and preliminary usage required by this office.
- d. Shall appoint all class committees, name the chair, and instruct them as to their duties as necessary for the proper functioning of the class.
- e. 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.
- f. Shall set up course representative elections.
- g. Shall call meetings and special meetings through the Secretary as provided by the Constitution.
- h. Shall attend all SGA and Executive Class Council meetings.
- i. Shall render written reports to the SGA at the monthly general meetings. Reports must be sent to the Executive Secretary before any SGA meeting in a timely manner and at the latest, one day before any SGA meeting.
- j. Shall foster communication between his/her class and professors, clinicians, the Academic Affairs Office, the Student Affairs Office, the Registrar's Office, and the Financial Aid Office and Clinic.
- k. The President shall keep the Class and Class Officers informed of all business pertaining to his/her class in a transparent and timely manner.

### **VICE PRESIDENT**

- a. Shall serve the class as the Fundraiser Coordinator.

- b. Shall serve as a member of the Fundraising Committee.
- c. Shall preside over matters pertaining to the class in the absence of the President.
- d. Shall exercise all the duties of the President when the President is absent or unable to perform his/her duties.
- e. Shall attend all the SGA and Executive Class Council meetings.

#### **SECRETARY**

- a. Shall keep an accurate typewritten record of the proceedings of all meetings and post the minutes when required.
- b. Shall record all communications of the class and keep them on file and provide upon request.
- c. Shall serve as a liaison between all class secretaries and the SGA.
- d. Shall file all copies of all letters he/she has officially written.
- e. Shall attend all Executive Class Council meetings.
- f. Shall notify all class Executive Officers and the class of the time, date, and location of said meetings.
- g. Shall call roll at meetings and keep a record of the individuals in attendance.
- h. Shall convey announcements, letters, and voice mails on the behalf of Class Officers.

#### **TREASURER**

- a. Shall be responsible for the financial records of the class.
- b. Shall keep a separate account in the name of the class in such bank(s) as the class may designate or must follow regulations and protocol set forth by the TUSPM Business Office.
- c. Shall be responsible for the safe keeping of all bills paid by the class and keep a record of said bills and payment amounts and methods.
- d. Shall give an accurate, typewritten financial report of the receipts and disbursements of the class at each regular meeting of the Executive Class Council.
- e. Shall bring forth all financial information, ledgers, and transactions for inspection upon request by any member of the Executive Class Council or by any class member or by the class as a whole.
- f. Shall assume the role of coordinating cash expenditures in the event of any fundraiser.
- g. Shall attend all Executive Class Council meetings.

#### **SGA REPRESENTATIVE**

- a. Shall communicate information and occurrences that are relevant to his/her class.

#### **SOCIAL CHAIR**

- a. Shall make general announcements of activities occurring outside of school.
- b. Shall attend all SGA and Executive Class Council meetings.
- c. Shall keep minutes of the SGA meetings and submit timely reports regarding said meetings to the class.
- d. Shall keep the class updated with regards to the changes occurring within the school and any other events, etc.).
- e. Shall set up and run class functions and try to coordinate these activities with the duties of the

- social chairs in other classes.
- f. Shall spearhead the planning of events that will increase class camaraderie and inter-class relationships.
  - g. Shall attend all Executive Class Council meetings.

**CURRICULUM BOARD REPRESENTATIVE**

- a. Shall attend University Curriculum Board meetings and report minutes at the subsequent SGA meeting.
- b. Shall attend all Executive Class Council meetings.

**APPENDIX A: END OF MONTH REPORT**

**TEMPLE UNIVERSITY SCHOOL OF PODIATRIC MEDICINE SGA CLUB REPORTS**

*\*Remember to save this report with the organization and month in the file name AND upload to Dropbox. Please submit this report at least one (1) week prior to each SGA monthly meeting.*

Organization Name:

Month/Year:

Representative:

Past Month's Activities/Meetings (detailed description):

Upcoming Activities/Meetings (include Event Title, Type, Date/Time/Location, and Description):

Attendance numbers from previous meeting/activities:

Notes:

- a copy of the sign-in sheet from the meeting/activity held in the previous month must be included with this form
- This form must be handed into the SGA President-Elect by the last Thursday of every month.
- This form must be handed even if no club 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 SGA 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**

1. All fundraising on the TUSPM Campus is overseen by the SGA regardless of if the fundraising event is affiliated with a registered club/organization.
2. 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 composite monopoly list and an updated list will be sent out to all voting members of the SGA to note changes.
3. All forms must be signed by each member of the fundraising committee (Class Vice- Presidents - with the exception of the fourth-year vice-president in the event that they are off site) and submitted to the SGA President-Elect (Fundraising Committee Chair) for final approval.
4. Over the summer months, defined as May, June, July, and August, the Fundraising Committee will do their best to approve fundraiser and monopolies via email. The President will aid in the approval during this time frame so that no club misses their opportunity to fundraise during the summer months.
5. 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 if standing disputes develop.
6. A Fundraising Committee meeting can be held for any reason at the request of a committee member or a member of any organization.
7. If two organizations present with the same fundraiser and an agreement cannot be reached by the two corresponding organizations, a meeting must be organized by the Fundraising Committee in order to settle the dispute.
8. No member of the Fundraising Committee is to approve a fundraiser if:
  - a. there is already a monopoly on the item held by another organization.
  - b. they have already approved an identical or similar fundraiser for another organization that has not yet been approved by the Chair. A meeting will be called in order to rectify matters.
9. When the Fundraising Committee meets, the issue presented will be discussed in the presence of representatives from both organizations involved. If a vote is to take place, any member of the committee involved in the issue will abstain from voting. In the event of a tie, the SGA President will vote.
10. 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; the fundraiser

dates on this form must not exceed a standard school year. Specific start and end dates must be provided when applying for a fundraiser.

11. 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.
12. 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 SGA President-Elect (Fundraising Committee Chair) for sale date approval.
13. There will be no monopolies approved on T-shirt sale fundraisers. T-shirts sold by organizations must have designs and themes tailored to their organization.
14. No variation of a monopoly product may be sold by organizations that do not possess the monopoly.
15. 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.
16. Temple University does not promote/approve fundraiser advertising the sale/distribution of alcohol.
17. All questions regarding fundraising and monopoly items should be directed to members of the committee and/or the Committee chair.

## **TUSPM FUNDRAISER APPLICATION**

### **SUBMISSION INSTRUCTIONS**

*\*Remember to save this application with organization and fundraiser name in the file name! Please submit the completed application at least 1 week prior to start of fundraiser date.*

For each distinct item, complete a separate application form.

### **General Information**

Organization Name:

Contact Name:

Contact Number:

Contact E-mail:

Date of Application:

### **Fundraiser Information**

Description of Item or Event (i.e. product, selling method, title of sales, etc.): Explain how this fundraiser is related to your organization's specific mission:

Are you applying for a monopoly?  
(i.e. restricting other organizations from imitating your fundraiser)?

☐ Yes / ☐ No

Start Date:

End Date:

Selling Price:

Actual Cost:

Estimated Quantity:

**Internal Uses:**

Approved: Yes / No

If applicable, reason for denial:

Signatures of Fundraising Committee / Date:

### **APPENDIX C: CLUB CONSTITUTIONS**

Please contact the SGA Executive Secretary for a copy of any Club Constitution.



## **APPENDIX D: SGA AWARDS**

### **1. 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.

#### **a. BACKGROUND OF THE AWARD**

- i. 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 (the individuals who have had the most contact with the student in their didactic and clinical portions of education).
- ii. 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.
- iii. Upon nomination, if the students selected wish to be considered for the award, they must submit a copy of their CV/Resume to the SGA President, who will be the head of the selection committee.
- iv. A committee will discuss the five students who receive the most nominations. The committee will include the SGA 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.
- v. The three finalists' names, along with a brief description of those nominees, will be released to all current TUSPM students, faculty, and clinicians who cast their vote for one of the three finalists.

#### **b. CRITERIA**

- i. Professionalism/Accountability – student attends guest lectures, attends class/college events, class/clinic etiquette, timeliness with class/clinic, interaction with fellow classmates and faculty.
- ii. Involvement with College and University - activities within the college: organizations, clubs, committees, SGA, extracurricular activities (intramural sports, etc); any positions held.
- iii. Community Involvement - clubs, college/class involvement, university, self-led activities.
- iv. Contribution and dedication to the profession - club events/guest speakers, hill visits, high school presentations, community awareness.

#### **c. PROCEDURE**

- i. In order to successfully achieve consistency and fairness on a national level, all eight Podiatric Colleges must enact a similar award with the same criteria and nomination process.
- ii. The SGA 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. At

TUSPM, the winner will be awarded a plaque with the recognition of “TUSPM Student of the Year” and a scholarship in the amount of \$500 (five hundred) dollars.

- iii. Once the winner from each school has been selected, their name must be submitted to the APMSA Executive Board. Each SGA President must submit the name of the school’s nominee, their CV, questionnaire page, nomination form, and an essay completed by the nominee about a topic that is announced each year by the APMSA President’s Committee.
- iv. The APMSA Presidents’ Committee will conduct a vote for the National Recipient at an APMSA bi-annual meeting based upon the aforementioned criteria and submitted forms.
- v. The National Recipient will receive national recognition and must submit a professional picture for publication purposes. The APMSA will then determine a scholarship reward to be given to the National Recipient.
- vi. All eight final nominees will be acknowledged nationally through podiatric publications such as First Step, APMSA news, etc, as the APMSA committee sees fit.

**d. STATEMENT**

- i. By implementing a national award across all eight Podiatric Medicine colleges, we are encouraging unity and strength within the Podiatric Profession to reward leadership, community outreach, and 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.

**e. TIMELINE**

- i. The timeline of paperwork submission, gathering a voting committee, and announcement of the award is the responsibility of the President and must align and comply with any deadlines set forth by the APMSA. He/she must conduct the local election and must contact the APMSA for specific requirements as well as inquire about any changes on how the national election is conducted.

**f. FORM**

- i. See below.

**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/clinicians:

**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 about 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 individual's 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 organizations, 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 involvements with volunteer work within the community.
4. Describe any of your activities that display your dedication to the podiatric profession.

**APPENDIX E: ELECTIONS PROCEDURE**

The following is a protocol for SGA elections, class elections and club elections. Individual Class Councils may have specific procedures that must be followed.

1. At the beginning of the semester, the Chair of the Election Committee must obtain a list of all class members for each year as well as a list of all club members from the individual club Presidents.
2. Fourteen days before an election, the Chair for the Election Committee must post a sign-up sheet for

positions in the third-floor lounge or in the individual classrooms.

3. The Chair of the Election Committee must remove the sign-up sheet 24 hours, or 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 relay to each candidate that they are to comply with protocol as detailed in the Constitution and any stipulations regarding elections as proposed by the leader in the current office as well as the SGA.
6. The Chair of the Election Committee will ensure that all individuals running for a position have attended at least once SGA meeting before permitting them to run for said position.
7. The Election Committee Chair and two other Election Committee members must be at SGA Executive Officer Elections. The presence of the SGA President or President-Elect is required at all other elections.
8. The Chair of the Election Committee must prepare voting ballots with candidate names and a signature list to monitor the number of people who attend the election.
9. On the day of the election, the Chair of the Election Committee and the Election Committee members must conduct the election in a timely and fair manner.
10. All elections are to be recorded either by video, audio, or both media.
11. Only the Election Committee members and/or SGA Executive Council members can hand out ballots to students attending the election. Each individual receives only one ballot sheet.
12. The order of names on the ballot will be the order in which candidates deliver their speeches if a speech is required for their elected position.
13. Each candidate will be allotted a period of 5 minutes for a speech. All candidates running for the same position must leave the room during another candidate's speech.
14. At the end of the candidate's speech, class members and club members are able to ask questions. The Elections Committee will determine the number of questions posed to candidates for each elected position. Questions must be directed to all candidates running for the same position in the same manner. The Elections Committee should take extra care to impart to the audience the importance of relevant and applicable questions.
15. 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. Otherwise, their vote will not be counted.
16. Only the Elections Committee members will collect ballots and they must match the number of votes to the number of signatures on the sign-in sheet.
17. If the signature count does not match the ballot count, the Chair of the Election Committee should immediately speak with the SGA President or President-Elect to rectify the situation. In this instance, an immediate re-vote may be called. If the signature count does match the ballot count, the Election Committees members will proceed to tally the votes and determine the outcome of the election.
18. The Chair of the Election Committee will post the outcome following the election in the third floor lounge, classrooms, etc. within one (1) week of the elections.
19. The Chair of the Election Committee will report the outcome of the elections to the SGA President who will then alert the SGA Executive Secretary. The Executive Secretary then distributes the results to the student body.

20. Results of the individual elections will be recorded in this Appendix, which will be kept, along with the official ballots, by the Chair of the Election Committee for at least two weeks. The Chair of the Elections Committee must produce both the election(s) results and the respective ballots upon request by the Executive Council and/or the candidates who were involved in the respective election.
21. Candidates may inquire about the total number of votes attributed to them within two weeks of the election. The information they receive must be in the format of how many votes they received out of how many votes were casted overall for their election.

<hr/>	<hr/>
Chair of Election Committee	Election Committee Member
<hr/>	<hr/>
President or President-Elect	Election Committee Member

RESULTS OF THE ELECTION:

## **APPENDIX F: ROBERT'S RULES OF ORDER SUMMARY**

**MOTIONS:** SGA members express opinions and comments during official meetings by moving to make a motion. A motion is a proposal or issue that the entire voting membership may choose to take action or a stand on. Individual members can: Call to Order, Second Motions, Debate Motions, and 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 SGA 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 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 SGA.

1. By Voice - the Chair asks those in favor to say, "aye" and those opposed to say "nay." Any member may move for a division and thus an exact count.
2. By Roll Call - Each member answers "yes or no" as his/her 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
4. 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 to 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 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 PRIVILEGE:**

At any time, the Chair can take a point of personal privilege to speak. The President of SGA 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  
REQUEST AND GUIDELINES**

Please contact the SGA 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 CONSTITUTION OF THE HEALTH SCIENCE CAMPUS STUDENT  
GOVERNMENT BOARD**

This is found in the Student Handbook and can also be obtained from the Health Science Campus Student Activities Director.

**APPENDIX I: CLUB GUIDELINES**

**GUIDELINES:**

The Club Presidents and their Executive Officers, as part of their duties to the SGA,

must adhere to all Club Guidelines as outlined below:

1. Adhere to the attendance policy expected of all SGA Voting members as outlined in ARTICLE VI. MEETINGS; 6. ATTENDANCE.
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 with all Fundraising Guidelines established under the SGA. (Refer to APPENDIX B for Guidelines and Forms).
4. To follow the proper Re-registration Process and Allocation Processes as outlined in the Constitution of the Health Science Campus Student Government Board. (APPENDIX G; APPENDIX H).
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. \*
  - a. Please note: 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 IT department to ensure there is no overlap between club meetings. The IT department determines the official schedule of club meeting as contingent on room and equipment availability.
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.

**PENALTIES:**

If Club Guidelines are not adhered to by Club Presidents, the following penalties will be enforced in the hierarchy described below, beginning with 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 is the first semester and January through May is 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 is the first semester and January through May is the second semester.
- 6th Offense: Loss of University Allocations for the remainder of the Academic Year. The Academic year runs from September through May.

**APPENDIX J: AMERICAN PODIATRIC MEDICAL STUDENTS’ ASSOCIATION (APMSA)**

**1. BACKGROUND**

- a. Composition
  - i. 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

- i. “The American Podiatric Medical Students’ Association advocates the progression of the educational experiences and the continued advancement of the profession of podiatric medicine and surgery.”

c. Goals

- i. APMSA will foster professionalism among all students and ensure that students are provided relevant information for entering residency and the profession of Podiatric Medicine.
- ii. APMSA will establish effective communication within its leadership, across all student bodies, and in its liaison relationships.
- iii. APMSA will evolve its organization and governance structure to ensure accomplishment of its mission and goals.
- iv. APMSA will advocate for the ongoing enhancement of the education process.
- v. APMSA will work towards the future advancement of the profession.

d. Dues

- i. Members pay \$75 annually to APMSA as part of their tuition bill.

## 2. **STRUCTURE**

a. House of Delegates (HOD)

- i. Voting members consist of:
  - Representatives from **each school** of podiatric medicine, (each school has a maximum of 5 votes).
  - Two (2) APMSA Board of Trustees members (3rd and 4th year delegates from TUSPM)
  - Two (2) additional APMSA representatives (1st and 2nd year delegates from TUSPM)
  - President of school’s student body.
- ii. The House of Delegates meets twice a year to discuss problems common to all podiatric medical colleges and students.

b. Liaison Positions

- i. The APMSA HOD will elect representatives to maintain liaisons 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. A BOT member must nominate candidates. No liaison or liaison-elect will hold two or more liaison positions simultaneously.
- ii. Liaison Positions representing the following National Organizations have representation through the APMSA HOD
  - APMA Educational Foundation
  - APMA Political Action Committee
  - National Board of Podiatric Medical Examiners
  - Council of Podiatric Medical Education

- Council of Teaching Hospitals
- APMA Board of Trustees
- American Academy of Podiatric Practice Management
- American Association of Colleges of Podiatric Medicine
- American Medical Students' Association
- Student National Podiatric Medicine Association
- American Board of Podiatric Orthopedics and Primary Podiatric Medicine
- Federal Service of Podiatric Medical Association
- American Association of Women in Podiatry
- APMSA Corporate Advisory Board

### **3. ACTIVITIES OF APMSA**

- a. Legislative
  - i. To provide input to both the APMA House of Delegates and to those governmental agencies concerning legislation that will affect student podiatric medicine (for example, National Health Service Corps [NHSC] legislation).
- b. Communication
  - i. To act as a conduit for exchange of information among the seven schools.
  - ii. To communicate with those organizations that most affect students and/or podiatry in general.
- c. Student Services
  - i. To furnish students with information and aid them in their educational and postgraduate goals.

### **4. APMSA AT TUSPM**

- a. Election of APMSA Delegates and Alternates at TUSPM
  - i. 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 SGA Constitution.
- b. The delegates from TUSPM to the APMSA conventions consist of:
  - i. The two members of the Board of Trustees (to be funded by APMSA)
  - ii. One delegate from both the first year and second year classes
  - iii. The student body President and President-Elect
  - iv. An alternate who is elected every 4th year, as the position becomes vacated
  - v. For specifics on the responsibilities of the elected delegates, please consult the Temple University School of Podiatric Medicine SGA Constitution.
- c. APMSA BOT's and Delegates (including the alternate delegate) from TUSPM serve as voting members on:
  - i. SGA (5 votes)
  - ii. Their respective Class Council Boards

### **APPENDIX K: AMERICAN PODIATRIC MEDICAL APPENDIX K: 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 lobbyist's 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.

## **Section IX:**

# **HONOR SOCIETIES/ COMMITTEES & CLUBS**

## **Section IX - HONOR SOCIETIES/COMMITTEES & CLUBS**

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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 89.
- 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 3.6 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.
- B. 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 an 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-SGA.

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-SGA. 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 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 and other professional matters. Students in academic difficulty will be referred to the CAPS. (See Honor Code)

### **Membership**

The Committee shall consist of six full-time elected faculty members. 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. A recording, as well as written notes, will be made of the hearing. This recording 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 member Student Committees and Clubs.

## **STUDENT CLUBS/ORGANIZATIONS**

### **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 their 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 TUSPM STUDENT CHAPTER (ACFAS)**

The ACFAS is a national organization with student chapters in each of the 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, secretary, treasurer, research coordinator, and research assistant who are elected by the student chapter. 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 challenges 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-SGA. 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-SGA 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 Canvas page 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:**

1. To enhance minority visibility in colleges of podiatric medicine and the profession.
2. To secure supplemental funding for the increasing costs of podiatric medical education.
3. To ensure placement of minority practitioners in residency, teaching and clinical posts.
4. To provide continuing education for the professional growth of the podiatric medical physician.
5. To affect positive relationships within the profession and the other medical groups.

6. To educate the community concerning podiatric medical care.

**D.I.C.E. Club**

The name of this club shall be D.I.C.E. – Diversity Inclusion Community and Education. The purpose of DICE is to:

1. Support and encourage greater collaboration among students and faculty which will foster the development of leadership and positive relationships within the community.
2. Advocate and address issues within the healthcare system in order to bring awareness to implicit biases, inclusion, inequities.
3. Provide a diverse, educational experience that enhances personal and professional development.