



STUDENT GUIDEBOOK



K
KENT STATE
PODIATRY



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KENT STATE



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Student Guidebook

Kent State University College of Podiatric Medicine issues a Student Guidebook to serve as a quick reference guide for information that KSUCPM students may seek frequently. The Guidebook does not contain all information relative to KSUPCM and is a secondary resource beyond the Kent State University College of Podiatric Medicine academic catalog.

Accreditation

The D.P.M. degree in Podiatric Medicine is accredited by the Council on Podiatric Medical Education (CPME) of the American Podiatric Medical Association (APMA).

[Council on Podiatric Medical Education](#)

9312 Old Georgetown Road
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Mission

The mission of Kent State University College of Podiatric Medicine is to educate students to be highly competent doctors of podiatric medicine who will excel in residency training.

History of the College

1915 - 1922: The Ohio College of Chiropody was founded by C.P. Beach, M.S. Harmolin, O. Klotzbach, L.E. Siemon, C. Spatz, and C.T. McConnell. The Ohio College of Chiropody was located in the Republic Building on 647 Euclid Avenue in Cleveland, Ohio, and consisted of one lecture hall, one laboratory, and eight clinical chairs. Students graduated after an 8-month curriculum, and the first class of 14 students did so in 1917.

1929: The College moved from its original location to Playhouse Square on the fourth floor of 1620 Euclid Avenue in Cleveland, Ohio. The Ohio College of Chiropody began participating in intercollegiate sports, gaining notoriety through its winning basketball team.

1932: The College constructs its third location at 2057 Cornell Road in University Circle, Cleveland, Ohio. Later in this same year, the curricula increases to three years.

1940 - 1950: 1942 sees a significant drop in enrollment at the Ohio College of Chiropody in response to WWII, and the college basketball team is disbanded. In 1940, the curricula increases to four years.

1958: The profession of Chiropody becomes the profession of Podiatry, and soon following, the school is renamed the Ohio College of Podiatry.

1969: The College is renamed the Ohio College of Podiatric Medicine (OCPM)

1976: The Ohio College of Podiatric Medicine outgrows its Cornell Road location and moves to the much larger 10515 Carnegie Avenue in University Circle, Cleveland, Ohio.

1982: The Ohio College of Podiatric Medicine establishes a Quasi-Endowment Fund.

1986: The Ohio College of Podiatric Medicine develops the first full-time podiatry college Graduate Placement Office, dedicated to assisting students find post-graduate residency experiences.

1987: The Ohio College of Podiatric Medicine receives the full five-year accreditation from three accrediting agencies: The Council on Podiatric Medical Education (CPME), the Ohio Board of Regents (OBR), and the North Central Association (NCA).

1990: The Ohio College of Podiatric Medicine establishes and builds the Cleveland Foot and Ankle Clinic at 10685 Carnegie Avenue, greatly expanding its size to 10,000 square feet. The CFAC features the latest in diagnostic imaging, vascular testing, and other comprehensive modalities for the advanced treatment of foot and ankle problems, while also serving as the clinical teaching and outpatient treatment facility for OCPM.

2007: The Ohio College of Podiatric Medicine establishes the Cleveland Foot and Ankle and in the Midtown Corridor Neighborhood of Cleveland. Later the same year, OCPM officially moves to its present location at 6000 Rockside Woods Blvd., Independence, Ohio. The property is a beautiful 27-acres, boasting state-of-the-art facilities for education, research, and patient care. It is a newly designed, 137,000 square foot Georgian building including three, 150-seat lecture halls, high-tech anatomy, histology/microbiology, surgical skills, podiatric medical skills, radiology, research, and computer labs, as well as indoor/outdoor recreation facilities.

2012: Kent State University acquires OCPM, renaming it once again, to its official title, the Kent State University College of Podiatric Medicine (KSUCPM)

2016: The Kent State University College of Podiatric Medicine celebrates its 100th year!

Faculty & Staff Directory

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Campus Map

Lower Level

Classroom A
Classroom B
Classroom C
Cafeteria
Student Lounge/Game Room
Fitness Center
Maintenance and Custodial Offices
Student lockers
Anatomy Lab

1st Floor

Library
Academic Operations and Institutional Research
Office of Educational Resources
Quiet Study Room
Reception Desk
Financial Aid
Enrollment Management and Student Services
Cleveland Foot and Ankle Clinic
Microbiology/Histology Lab

2nd Floor

Student Organization Office
Small Study Spaces
Study Lounge
Simulated Patients Lab
Meditation Room
Faculty Offices
Academic Support Offices
Radiology Lab
Pod Med Skills Lab
Pod Med Classroom
Surgical Skills Lab
Bone Room

3rd Floor

Virtual Reality Labs
Administration (Deans) Offices
Business Offices
Physical Plant Office

4th Floor

Counseling and Wellness
Information Technology
Physical Plant Office

Program Roadmap

You can find the Doctor of Podiatric Medicine Roadmap here: [Kent State University Podiatric Medicine Degree Roadmap](#). You can click on specific courses in the link to see more information about each specific course within the curriculum.

The PDF version, inclusive of admission requirements and program learning outcomes is available here: [Doctor of Podiatric Medicine Degree Roadmap](#)

Academic Catalog & Policy Register

Academic Catalog

Kent State University College of Podiatric Medicine has an online academic catalog for easy reference. The academic catalog includes valuable information relative to your class schedule, clinical rotations, professionalism deficiency, attendance policy, remediation, board preparation and much more.

You may find the current academic catalog at <http://catalog.kent.edu/colleges/pm/podiatric-medicine-dpm/>.

The 2022-2023 academic catalog will become available in late Spring 2022.



Registration

KSUCPM students do not need to register for classes. You will be automatically registered for classes according to year and academic progress. However, all KSUCPM students must complete a registration form (to be distributed by the Office of Academic Services & Institutional Research during orientation) each year. Students who fail to complete registration requirements by the assigned deadline are subject to a professionalism deficiency.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), is a federal law that sets forth requirements regarding the privacy of student records. FERPA governs the disclosure of student records maintained by an educational institution as well as access to those records.

FERPA grants four specific rights to the student:

- The right to review and inspect their educational records;
- The right to have their educational records amended or corrected;
- The right to limit disclosure of some portions of their educational records; and
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by institutions to comply with the act.

Kent State University gives designated individuals access to view selected student information online. However, it doesn't allow other people to discuss student information with university representatives. To have those conversations, you (the student) must give your Family Educational Rights and Privacy Act (FERPA) authorization.

When a student begins attending Kent State, the student is automatically protected under FERPA, regardless of age. Concerns such as progress in a course, deficiencies in a subject area, scores and grades on papers, exams, etc. are all examples of personally identifiable information that constitute part of the student's education record. Kent State is not permitted by FERPA to release or provide access to this information to a student's parent or legal guardian, except under the following conditions:

1. A student provides written authorization to the Registrar's office that specifically identifies what information may be released to the parent(s). At Kent State, the student may complete this authorization online through FlashLine, or in person at the Registrar's office.
2. The parent(s) establish that the student is a tax-dependent according to the Internal Revenue Code of 1986, Section 152.

For more information regarding Kent State University's policy on student records, please visit www.kent.edu/registrar/student-records-policy-ferpa

University Policy Register

Kent State University College of Podiatric Medicine attempts to provide for all students an environment that is conducive to academic growth and individual self-discipline. In pursuit of this goal, we expect students enrolled in the Doctorate of Podiatric Medicine program to maintain professionalism at all times. You are expected to abide by local, state and federal laws, as well as all policies and guidelines as noted below.

College of Podiatric Medicine students are expected to be familiar and comply with Kent State University policies and the KSUCPM Academic Catalog (academic policies). A clinical handbook will be provided to students as they prepare for clinical rotations. The Kent State University policy register is listed below. The academic catalog can be found in the previous pages.

Kent State University Policy Register: www.kent.edu/policyreg.

Technical Standards & Essential Requirements

Kent State University College of Podiatric Medicine is committed to the admission and advancement of all qualified students. College policy prohibits discrimination against anyone solely based on race, sexual orientation, gender, Veteran's status, color, national origin, religion, age, handicap or disability.

The Faculty and Administration have adopted the following technical standards and essential requirements that must be met by all students for advancement and graduation. These technical standards expected of students seeking the degree of Doctor of Podiatric Medicine reflect the college's highest commitment to the safety of its students and patients and recognition of the essential functions of the profession of Podiatric Medicine.

The following standards and requirements describe the academic abilities and non-academic qualifications that are essential to the program of instruction, are directly related to the licensing requirements, and are directly related to those physical abilities, mental abilities, skills, attitudes and behaviors that students must demonstrate or perform at each stage of their education to ultimately ensure patient safety.

VISUAL OBSERVATION AND INTEGRATION

Candidates and students must be able to observe demonstrations, video materials, slides through a microscope and computer screens. They must acquire information from written documents, radiographs, photographs, charts and diagrams. They must be able to observe a patient accurately close at hand and at a distance to assess asymmetry, range of motion and tissue/texture changes.

COMMUNICATION

Candidates and students must be able to communicate effectively in oral and written formats, and in settings where time span is limited. This includes communication in classroom, clinical and laboratory settings. Candidates and students must be able to accurately elicit information in a timely and efficient manner. Candidates must be able to describe a patient's condition to the patient and to others in the diagnosis and treatment process.

OTHER SENSORY CAPACITIES

Students must independently be able to take an oral history, do stethoscopy and communicate while wearing a surgical mask. Students must also have sufficient somatosensory capacity to palpate pulses, use a tuning fork and assess skin temperature.

MOTOR FUNCTIONS

Candidates and students must have sufficient motor function to undertake classes, laboratories and demonstrations and to provide general patient care as well as emergency treatment to patients. This includes cadaver dissection, microscopy, aseptic technique and safe handling of microbiological specimens. Also included is the motor capacity for chart and prescription writing, palpation, percussion, auscultation and other diagnostic maneuvers. All of these tasks must be done in a timely and efficient manner within prescribed time limitations relative to the context of a practicing physician. Examples of common daily treatments include, but are not limited to, palliative care of foot and ankle problems, injections, orthotic impressions, taking and processing of pedal radiographs, and performance of soft tissue and osseous tissue surgical procedures. Examples of emergency treatments include CPR, administration of intravenous medications, the opening of obstructed airways, and hemostasis techniques.

INTELLECTUAL, CONCEPTUAL, QUANTITATIVE AND INTEGRATIVE ABILITIES

Candidates must have sufficient cognitive abilities and effective learning techniques to assimilate the detailed and complex information presented in the medical student curriculum. Candidates must engage in critical thinking and problem solving. They must be able to learn through a variety of modalities including, but not limited to, classroom and lab instruction and exams; small group, team and collaborative activities; individual study; preparation and presentation of reports; and use of computer technology. Candidates must be able to consistently, quickly and accurately measure, calculate, interpret, reason, memorize, analyze, synthesize and transmit information across modalities. Candidates must be able to demonstrate these skills and procedures under pressure and in a timely fashion across a range of conditions and time frames. They must recognize and draw conclusions about three-dimensional spatial relationships and logical sequential relationships among events. These skills and abilities are fully defined by the faculty and explained in the course syllabi.

BEHAVIORAL AND SOCIAL ATTRIBUTES

Candidates must demonstrate the maturity and emotional stability required for full use of their intellectual abilities. They must accept responsibility for learning, exercising good judgment and promptly completing all responsibilities attendant to the diagnosis and care of patients. They must understand the legal and ethical aspects of the practice of medicine and function within both the law and ethical standards of the medical profession. Candidates must be able to work effectively, respectfully and professionally as part of the healthcare team, and to interact with patients, their families and health care personnel in a courteous, professional and respectful manner. They must be able to tolerate physically taxing workloads and long work hours, to function effectively under stress and to display flexibility and adaptability to changing environments.

Candidates must be able to work effectively, respectfully and professionally with faculty, staff and student colleagues. They must be capable of regular, reliable and punctual attendance at classes and in regard to their clinical responsibilities. Candidates must be able to contribute to collaborative, constructive learning environments; accept constructive feedback from others; and take personal responsibility for making appropriate positive changes.

INVOLVEMENT IN INVASIVE AND EXPOSURE-PRONE PROCEDURES

Candidates and students must be qualified to be personally and actively involved in invasive and exposure-prone procedures without being a danger to patients, other health care professionals or fellow students, faculty and staff. They must demonstrate adherence to the universal precautions as defined by the Center for Disease Control. As part of the technical standards and essential requirements to matriculate at the college, the following statement shall apply: If you are HIV seropositive, you may be restricted by the State Medical Board of Ohio from performing procedures required for graduation. If you are HBV and/or HCV positive and do not demonstrate noninfectivity, you may be restricted by the State Medical Board of Ohio from performing procedures required for graduation. Any questions regarding these requirements should be directed to the Senior Associate Dean.

Essential Requirements and Technical Standards issued July 23, 2014

Professionalism and Professionalism Deficiency Evaluations

Professional behavior is expected at all times on campus, in clinic, during college events and while on outside rotations. If behavior is deemed unprofessional by a member of staff or faculty, the student will be subject to a professionalism deficiency evaluation and possible further disciplinary actions. Students missing assigned deadlines or mandatory college meetings/events will also be subject to a professionalism deficiency evaluation.

Students receiving a first professionalism deficiency evaluation will be required to meet with the initiator and a witness. This witness may include a staff supervisor or faculty member.

Additional professionalism deficiency evaluation notices will result in a meeting with the dean or associate dean of the college.

Students receiving a professionalism deficiency evaluation may be subject to additional disciplinary actions, including dismissal from the program, regardless of how many evaluations they have previously received.

The following is a list of expectations of all students in regard to professional behavior:

1. Reliability and responsibility
2. Maturity
3. Ability to accept criticism and take appropriate steps to correct shortcomings
4. Communicate professionally and appropriately, both orally and in writing
5. Honesty and integrity
6. Demonstrating respect for patients and/or members of college community
7. Appearance and grooming that demonstrate professionalism

In addition, if behavior in clinic is deemed unprofessional by a member of faculty, the student will be asked to leave the clinic and will be charged with an unexcused absence.

Educational Resources

The mission of KSUCPM Office of Educational Resources is to empower and support our students to achieve their full potential as active, self-directed life-long learners and highly competent doctors of podiatric medicine who excel in residency training.

Our goal is to enhance and support the learning and professional development process through advising, advocacy, counseling, opportunities for personal and professional growth including special emphasis on the knowledge, attitudes and skills expected of a medical professional. To achieve these goals, we offer confidential educational counseling, peer tutoring, computer-assisted instruction, Boards prep counseling and testing, workshops, e-resources and study aids.

Tutoring is provided at no charge to KSUCPM students who voluntarily request the service or who are referred to Educational Resources by their Instructor. Additionally, the Office provides optional course specific student-generated study aids designed to support mastery of the material. Group tutoring is available to all students regardless of current academic standing in any class. Individual tutoring is considered on a case-by-case basis depending on need and resources available. Students who do not pass a course exam are highly encouraged to immediately seek help. Prior to attending a tutoring session, students are expected to prepare in the following ways:

- Attend or Boxcast all classes and remain up to date with the course material
- Be familiar with the course syllabus and learning objectives
- Review exam(s) when posted
- Attend any Faculty led review session and/or office hours
- Attend any Tutor led Large Group Review Sessions offered
- Attempt assignments and formulate questions before arriving for a session
- Arrive promptly or notify Tutor 24 hours in advance if re-scheduling

Students wishing to improve their study habits and learning skills often request help in the following areas:

- Time management
- Test taking skills
- Note Taking skills
- Interpersonal and group communication skills
- Managing test anxiety
- Stress Management
- Health and Wellness

Office Hours and contact information: Monday – Friday, 8:00am – 4:00pm; 1st Floor of KSUCPM Campus. To schedule an appointment or for more information on the Office of Educational Resources please contact Gina Ralston, Director, Office of Educational Resources: gralsto3@kent.edu or 216-916-7499. The Office of Educational Resources will be sending out more information/questionnaire to all incoming students in the summer of 2022.

Student Accessibility Services

Kent State University does not discriminate based on disability in its programs and activities. Visit Student Accessibility Services www.kent.edu/cpm/student-accessibility-services for more information about accessibility services available to KSUCPM students.

KSUCPM Student Accessibility Services (SAS) provides support services for students with documented disabilities. KSUCPM SAS utilizes an interactive, case-by-case approach when determining eligibility for services and reasonable accommodations. Students requesting accommodations from KSUCPM SAS may be required to provide documentation regarding their specific disability. This documentation should demonstrate a disability covered under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (and the ADA as Amended in 2008). To learn more about accommodations or the process to secure accommodations, please visit the website: www.kent.edu/cpm/student-accessibility-services

KSUCPM SAS Office Hours and contact information: Monday – Friday, 8:00 am – 4:00 pm; 1st Floor of KSUCPM Campus. For more information on SAS please contact Gina Ralston, Director, Office of Educational Resources: [cpmsas@kent.edu](mailto:cpmssas@kent.edu) or 216-916-7499.



University Resources

Student Conduct

Kent State University has a Code of Student Conduct that all students must abide by while enrolled at the university. Explore its contents below to find out the rules you must follow while attending Kent State University College of Podiatric Medicine. The code also includes student discipline procedures. You can find the entire code of student conduct on the university website:

www.kent.edu/studentconduct/code-student-conduct

University Services

Kent State University has a variety of services and programming offered to students. Below are just a few examples of resources available for CPM students. Please visit www.kent.edu to learn more.

LGBTQ

The Lesbian, Gay, Bisexual, Transgender and Queer Plus (LGBTQ+) Center is dedicated to providing the students, faculty and staff at Kent State University with education, training, support and resources that cater to the gender and sexual minority community and its allies. The is located on Kent State's main campus. **The center is open to KSUCPM students.** The LGBTQ Student Center supports the mission of Kent State University through a commitment to diversity, equity, and inclusion with particular respect to sexual orientation, biological sex, gender identity, and gender expression. The LGBTQ Student Center promotes an inclusive campus and community that welcomes all people. In reaching these goals, supportive services are offered through the center including trainings, programming, resources, advocacy, and leadership development for students and the greater University community. The focus of the Center is to provide a welcoming environment where LGBTQ students, their allies, families, and friends may connect with caring and informed staff that can provide assistance, resources, and referrals.

The LGBTQ Student Center office is located in the Kent Student Center, room 024 lower level. The phone number is 330-672-8580. Their website is www.kent.edu/lgbtq. Brochures and contact information can also be found in the Student Services hallway on the CPM campus.

The Office of Sexual & Relationship Violence Support Services

The Office of Sexual and Relationship Violence Support Services (SRVSS - pronounced "serves") at Kent State University was established to educate students about personal safety and violence prevention, to empower them to build healthier relationships, and to be responsive to students in need.

The SRVSS office offers resources and education for:

- Students
- Faculty and Staff
- Personal Safety
- Sexual Assault and Rape
- Relationship Violence
- Stalking

It is our hope that this website will be helpful to anyone in our community who may be dealing with power-based personal violence and are in need of services, education, or support.

The Office of Sexual and Relationship Violence Support Services (SRVSS) is located on Kent State's main campus. It provides a safe space to anyone who has experienced sexual violence (including sexual assault, intimate partner/relationship violence and stalking) to access resources, get support when participating in a criminal or conduct process and navigate support within the campus community. The office is open to all KSUCPM students, faculty and staff. You can learn more on their website: www.kent.edu/cpm/support-services-sexual-assault

Office of Equal Opportunity and Affirmative Action

The mission of the [Office of Compliance, EOAA](#) is to ensure equal access to employment and educational opportunities in support of the university's commitment to equal opportunity, affirmative action, and diversity.

For questions, contact the Office of Compliance, EOAA:

Phone: 330-672-2038
Email: aa_eeo@kent.edu

Title IX

[Title IX of the Education Amendments of 1972](#) is a federal law that prohibits discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance (such as Kent State). The Title IX law requires that no person in the United States, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Prohibited conduct includes any form of gender-based discrimination defined as sexual harassment, sexual assault, domestic violence, dating violence, or stalking. Title IX's sexual harassment prohibitions apply to all students, faculty, staff, and visitors.

[Kent State University Office of Gender Equity & Title IX](#)

The Title IX Coordinator for Kent State University is:

Tiffany Murray, J.D.

330-672-7535

titleix@kent.edu

FlashLine & ID Card

FlashLine is Kent State University's Web-based portal that provides access to the university's online academic, student and administrative services, such as email, financial aid, bursars account and registrar. These tools and other informational resources are organized and arranged by user groups (e.g., student user groups, faculty user groups and staff user groups) for easy access.



The Office of Enrollment Management will begin sending out Kent State Usernames, E-mail addresses and Student ID numbers beginning in late January and will be processed continuously as students commit to the Class of 2026 at Kent State University. Once you receive this information via mail, you will be able to access FlashLine by logging in from Kent State's home page at www.kent.edu. Click on the Flash button (This looks like a lightning bolt) on the top right-hand corner and then click "New User."

You will enter your email address as supplied to you by KSUCPM and complete the other questions to determine your temporary password and gain access. Please have your KSU Banner ID handy, as well.

Most student services are available via the Student Tools tab. To get to the Student Tools tab, log in to Flashline. You should see a Student Tools tab at the top of the page. Click on this tab and you will have access to most student services, including basic financial aid information, and student information.

You may also update your Emergency Contact through FlashLine. We strongly encourage all students to provide an emergency contact.



For students who are employees, the "My HR" tab will appear. This is where you will access your pay stubs and tax forms and set up or modify your direct deposit. Once your account is established in FlashLine, you can find additional support at www.support.kent.edu/password

Kent State University E-mail

Kent State University provides you with an email address which you may keep, even after you graduate. E-mail is the main form of communication at the university and should be checked regularly once enrolled. Note that any Kent State email may be forwarded to another address through FlashLine. For information about how to access your Web mail account, contact the Helpdesk at 330-672-4357 or visit support.kent.edu.

KSUCPM provides each class (Class of 2024, Class of 2025, etc.) with its own email address which will automatically default into your email address. This address will be used by faculty, staff, class officers and tutors to communicate with the whole class.

Your Kent State email account is hosted by Google and typically referred to as Kent State Gmail. You can access your Kent State Gmail through FlashLine by clicking on the E-mail symbol in the upper right-hand corner of the page. Gmail offers many services: virtually unlimited storage capacity (7300 MB and counting), calendars, groups and online document editing. For more information about Kent's Gmail service, including forwarding instructions, please visit <http://support.kent.edu/email-student>.

KSUCPM Student ID Card

Your KSUCPM Student ID is your link to many services here on campus as well as the Kent Campus. Your Student ID card will be provided to you during orientation.

1. Identification: Your ID identifies you as a KSUCPM student. You may be asked to produce it anytime by security, faculty, or staff.
2. Door Access: KSUCPM is a secure campus. Your ID serves as your “key” on campus, allowing you access to the building entrance doors both day and evening hours. Your ID will allow you entry by waving it near door readers.
3. Dining Services: Your ID card will be loaded with your “Food Fee” each semester. Funds are placed on your card at the beginning of each semester to be used in the café. Funds do not expire until you graduate from KSUCPM.
4. Timekeeping Badge: If you are a work study student on campus your ID allows you to punch in/out at either of the two timeclocks located on campus.
5. Clinic Access: As a KSUCPM student, you may be required to scan your ID badge when you enter and exit Cleveland Foot and Ankle Clinic.
6. Library Card: Your ID is your library card on the KSUCPM and other Kent Campuses.
7. Funds can be added to your ID card to use at college printers.

Do not punch any holes in the card. Use the provided badge holder and clip. Your ID is a Smartcard that contains both antennas and a microchip.

If you lose your card, report it immediately to KSUCPM so your funds are secure and access to the doors can be deactivated.

Information Technology

The CPM Information Technology Department is eager to support the technical needs of students, faculty and staff – both at the College of Podiatric Medicine and the Cleveland Foot and Ankle Clinic.

For general questions, you can reach CPM IT from 7:30am-4:00pm, Monday through Friday.

Phone: 216-916-7545

Internal Extension: x17545

Email: cpmit@kent.edu

Laptop Requirements for Students are available here: <https://www.kent.edu/cpm/laptop>

Please visit the CPM Information Technology webpage for additional information and support:

<https://www.kent.edu/cpm/cpmit>



To reach IT after hours, or to ask question about a general Kent State tech resource please contact Tech Help based at the Kent Campus:

Phone: 330-672-HELP (4357)

Create a ticket or Live Chat with support at <http://support.kent.edu>

Financial Aid & Scholarships

Kathy Wright is the Assistant Director of Financial Aid at KSUCPM. You can reach Kathy by telephone at 216-916-7490 or via email at kwright32@kent.edu. Financial aid can seem like a large, daunting task as an incoming or continuing podiatric medical student. Kathy can help you with any questions or concerns you have.

The first step towards the Financial Aid Application Process is to complete your 2022 - 2023 FAFSA (Free Application for Federal Student Aid). The FAFSA application can be accessed online at <https://studentaid.gov/h/apply-for-aid/fafsa>. If you have not done so, you will be required to create a Username and Password. The FSA ID has replaced the Federal Student PIN and must be used to log in certain Department of Education websites. Please click this link for helpful tips and information - <https://studentaid.ed.gov/sa/fafsa/filling-out/fsaid>.

Please make sure you indicate 003051 for the Federal School Code and Kent State University - Kent Campus for the school.

You will receive instructions regarding further requirements for your loans once you receive your Financial Aid Awards. Students will be able to check your financial aid status, view outstanding requirements, and important messages and review, accept or decline your awards by logging into your FlashLine account at www.kent.edu. For more information, please contact the Student Financial Aid Office at (216) 916-7490 or visit www.kent.edu/cpm/financial-aid

Student Refunds and BankMobile Vibe

Kent State University students are issued a BankMobile Welcome Packet once they are registered for classes. KSUCPM students are registered automatically in the early summer. The BankMobile Welcome Packet will be emailed and mailed to your permanent address about 5-7 days after your initial registration. It is important that you log into the <https://bankmobilevibe.com> website once you receive your card and make a refund selection. Students can choose from different refund delivery options (direct deposit to an existing checking account or establish a BankMobile account). Failure to make a refund selection will result in a delay in you receiving your student refund.

Bursar

Payment Options - To find tuition and fee rates for the CPM campus, go to www.kent.edu/bursar. The Bursar's Office accepts cash, money orders, checks, Visa, MasterCard, Discover, American Express or Diner's Club for tuition payments or fees. Payment methods include:



- Electronic payments using a credit card, checking, or savings account can be made through <https://payonline.kent.edu>. Credit or debit card payments cannot be accepted over the telephone or in person.
- In-person at the KSUCPM campus, the Bursar's Office on the Kent campus or any of KSU Regional campuses. The Bursar's Office is open Monday-Friday 8am-5pm. A drop box is available for payments dropped off after normal business hours.
- Mailed payments can be sent to Kent State University, Attn: Bursar's Office, P.O. Box 5190, Kent, OH 44242-0001. Checks should be made payable to Kent State University.

Scholarships

Incoming Student Scholarships

Incoming students are awarded scholarships based upon a candidates MCAT score, science GPA and components of the interview. Scholarships for incoming students range from \$2,500 to \$20,000. Candidates are notified of their scholarship award in the letter of admission.

Continuing Students

All continuing students are eligible for continuing scholarships. This scholarship module is different in that a finite number of students will receive scholarships. Thirty students in each class will earn a scholarship based on their class ranking.

Recipient	Scholarship
Top 10 (Ranked 1-10) students receive:	\$10,000.00
Next 10 students (Ranked 11-20) receive:	\$5,000.00
Next 10 students (Ranked 21-30) receive:	\$3,000.00

If there is a tie in class ranking among students, the Office of Academic Services and Institutional Research will work with the office of financial aid to determine the class ranking. The following differentiators were established to eliminate GPA ties among students. If a tie remains after each differentiator, the next differentiator will be considered and so on.

After First Year:

- 1.) Highest score in Lower Anatomy overall
- 2.) Highest score in Lower Anatomy final exam
- 3.) Highest score in Gross Anatomy overall
- 4.) Biomechanics final exam

After Second Year:

- 1.) Highest score in Pharmacology overall (Both semesters)
- 2.) Highest score in Radiology overall (Both semesters)
- 3.) Highest score in Human Systems Pathology overall (Both semesters)
- 4.) Introduction to Podiatric Surgery final exam

After Third Year

- 1.) Highest score in Podiatric Surgery overall
- 2.) Highest score in Trauma overall
- 3.) Highest score in Trauma final
- 4.) Highest score in Medicine (Both semesters) overall

Scholarship awards are handled following the completion of each academic year once all grades have been posted. The Financial Aid office will notify students who receive a scholarship award via e-mail.

If you have any questions about internal scholarships, please see the office of financial aid.

Internal scholarships are subject to change at any time.

External Scholarships

The office of financial aid will notify students periodically as external scholarships become available. In addition, links to external scholarships are always available on the financial aid website.

Financial Aid CHECKLIST



File 2022-2023 FAFSA

- October 1, 2021: FAFSA Opens
- www.fafsa.gov
- 2020 tax information
- KSUCPM Code: 003051

Make Award Decisions

- When your financial aid award is ready, it will be sent to your KSU e-mail address (likely beginning in March/April 2022)
- Student Dashboard/Finances/Financial Aid/Financial Aid Award
- Accept, Reduce or Decline Financial Aid Award
- Accept Terms and Conditions
- Review Cost of Attendance Sheet (available in February 2022)

Direct Loan Requirements

Unsubsidized and Plus Loans (After awards are accepted)

- www.studentaid.gov
- Complete entrance counseling for graduate professional students
- Complete a master promissory note (MPN) for direct unsubsidized loans
- Complete a master promissory note (MPN) for direct plus loan

Direct Plus Loan Requirement

- Complete Federal Direct Graduate Plus credit authorization form:
- Form will be released in Spring 2022

Provide Authorization of Title IV Aid

- Log-in to Flashline
- Select Student/Dashboard/Finances/Financial Aid/Authorization of Title IV Aid
- Select both authorizations & submit.

Select Refund Preference

- KSUCPM has partnered with BankMobile to deliver your refund
- Learn more about BankMobile by clicking the link above.

Questions? Kathy Wright, kwright32@kent.edu, 216-916-7490

Housing

KSUCPM provides a [housing guide](#) to students. These are locations where many current students reside. The guide is designed as a helpful “starting point” as you begin to explore housing options in Northeast Ohio.

If you need a letter noting that you are an accepted KSUCPM student or a current podiatric medical student to provide to a housing complex, please contact Lorie Evans at lfranck2@kent.edu



Roommate List

KSUCPM maintains a roommate list if you are interested in living with a roommate during your 1st year. Only those who inquire about the list will receive it and have their contact information added. As it is updated, those on the list will receive the updates. It is up to each individual to find their own roommate.

Choosing a right person is extremely important for a positive living experience. If you are interested in having a roommate, please see the following questions:

- Are looking for a male or female roommate?
- Where you are from (City/State)?
- How would you describe your personality (introverted, outgoing, laid-back, conservative, life of the party)?
- Your hobbies, what you like to do for fun?
- How do you like to study?
- How would you describe your room (messy, clean, neat, disaster area)?
- Do you have a lot of furniture or decorations that you want to use?
- Do you have any pets, or would you mind living with pets?
- Please included an email address

You can email your answers along with your contact information to Lorie Evans lfranck2@kent.edu if you are interested in being put on the roommate list.

Counseling & Wellness Services

Transitioning to professional school while developing and maintaining a healthy balance between academic life and one's personal life can at times be challenging. The College of Podiatric Medicine understands how balance and wellness are key components of a successful student. The College provides no-cost, confidential mental health counseling at its Independence campus and has partnered with Case Western Reserve's University Counseling Services (CWRU) to provide additional support for our students. Counseling and Wellness Services at KSUCPM provides individual counseling, community-based referrals and consultative services. CWRU provides individual and group counseling, psychiatric care and substance recovery. Counseling is an opportunity for personal growth and to gain insight into personal issues. Issues commonly addressed may include mood disorders and anxiety, interpersonal relationships issues, academic concerns, stress, career questions, lack of motivation and time management. There are times that a community-based referral is necessary for specialized care, psychiatry, testing or assessments. Referral information is provided by Counseling and Wellness Services and may also be accessed independently on our website www.kent.edu/cpm/hotlines-community-based-resources.

After-Hours Crisis Counseling is available to KSUCPM students after hours, nights, weekends and holidays. Students are strongly encouraged to access this no-cost, confidential service when needed. Call CWRU 216.368.5872.

Wellness Initiatives

KSUCPM has created opportunities to promote wellness on our campus. Helping students manage stress in a healthy way is our goal.

Koru Mindfulness Meditation

Koru is the only evidence-based mindfulness curriculum designed for young adults. In this 4-week training, students learn practical skills that help manage stress, open their minds, reduce self-criticism and increase self-confidence.

Meditation Room

Located on the 2nd floor next to the Simulated Patient Clinic, the meditation room is a quiet, reflective and welcoming space that encourages relaxation and learning a variety of mind/body stress reduction techniques. Some things found in the Meditation room include:

- Massage chair
- Mini Zen Garden
- Waterfall
- Aromatherapy
- Psychoeducational materials on relaxation and stress management
- Computer-based: Guided relaxation audio recordings, a variety of music with nature sounds, links to YouTube options for guided meditation and information about beginning a mindfulness practice.

Room Reservations: First-come, first-served basis. The room is reserved for a maximum of 30 minutes per use. Please respect this time allotment so that all those interested in the benefits of using the room have the opportunity to do so.

How to access: Check the "Room in Use" sign above the door. If it's not lit, you're able to access the room. Simply set the timer for 30 minutes or less, swipe your ID and you're in! Instructions for the room and its various elements can be found inside.

Please keep in mind that Covid-19 may affect the availability of this space.

CARE Team

What does CARE stand for?

Consultation – Assessment – Referral – Education

Mission

The CARE Team is committed to helping students at risk to themselves or others or that display behavior that causes emotional stress or disruption to the campus community.

Purpose & Responsibilities

Kent State University College of Podiatric Medicine is concerned about the safety, health and well-being of our student community. As one facet of our outreach, KSUCPM has developed a CARE team, which exists to identify, assess, and monitor students displaying levels of distress, disruption, or behavioral dysfunction that might warrant timely intervention. The CARE team will coordinate a supportive, positive outreach toward students with concerning behavior. The team's primary goal is to provide assessments and early intervention before a crisis arises.

The CARE Team at KSUCPM helps keep our college community healthy and safe. You are an important member of the team. If you ever feel like a classmate may be in distress and could benefit from intervention, you will want to submit a referral. Your referral allows the team to reach out to an individual and provide appropriate intervention and support. With your help, the team is better able to keep the campus a safe environment in which students, faculty, and staff study and work.

What should your referral include? Providing as much information as possible is essential.

- Student name
- Brief factual description and direct quotes of the incident or behavior
- Where and when the incident or behavior occurred
- Names of witnesses
- Your name and contact information

Are CARE Team referrals confidential? All referrals and information discussed related to the referral is confidential. This means that the information is kept completely separate from

academic records and is not accessible by an individual on the campus other than members of the CARE Team. The identities of individuals who submit a referral are kept confidential by the members of the CARE Team; however, once the CARE Team reaches out to the student, the student may be able to identify the person making the referral. Keeping referrals confidential is important to each member of the CARE Team in order to respect the privacy of all individuals involved and to allow individuals to feel comfortable in making a referral.

How do I make a referral to CARE Team? Submit an [Online CARE Referral Form](#). When you complete the form, please fill in as much information and detail as you can as this will assist the CARE Team in evaluating the referral properly.

Submission Guidelines Examples of concerning behavior can include, but are not limited to:

- Erratic behavior that is distracting and/or disruptive to the learning environment, in the classroom, or elsewhere on campus (including online activities)
- Violations of personal space both physically and via communications
- Implied or direct threat of harm to themselves or others
- Displaying or talking about what is thought to be a weapon or something to be used for harm or disruption
- Physical or verbal confrontation or discomforting statements
- Stalking or harassment behavior towards a faculty/staff member or student
- Bizarre or odd behavior
- Threatening, aggressive, or hostile communications (verbal and/or electronic)
- Clearly noticeable changes in behavior, demeanor, dress, or personality from what was previously “typical” for that individual

Will I know what happens with my referral? If you include your e-mail address when you submit a referral to CARE, you will receive a confirmation e-mail that your referral was received and will be reviewed. In some situations, you may be contacted by a CARE Team member for additional information. The CARE Team may perform an outreach based on your referral. There may be some situations in which you will remain involved as part of the outreach from the referral.

Thank you for being a valued member of the KSUCPM community and keeping our college community safe!

University Health and Counseling Services located at Case Western Reserve University

Kent State University College of Podiatric Medicine has partnered with University Health and Counseling Services at Case Western Reserve University to provide healthcare and counseling for KSUCPM students.

Their team includes physicians, psychiatrists, psychologists, nurse practitioners, social workers, counselors, nurses, and medical assistants. All students are automatically enrolled to the service. Students may not waive this service. Please note that this is not insurance. Students do not get charged any fee for visits at the Health Service; this is covered by a health fee billed to you each semester. Students will be responsible for the other expenses such as laboratory fees and pathology.

Health Services Offered:

- Fever/cough/sore throats
- Sprains/cuts/injuries
- Urinary tract infections/STI's
- Headaches
- Weight-related problems
- Sleep difficulties
- Depression/anxiety

Appointments are available for Health Service through myhealthconnect.case.edu. or by call (216) 368-2450.

If you have an urgent concern some same day appointments are available. Please call [216.368.2450](tel:216.368.2450) and speak with the scheduling staff about your need and appointment availability.

For emergency problems after normal business hours, calling [216.368.2450](tel:216.368.2450).

Counseling Services Offered:

- Individual Counseling
- Group Counseling
- Skill-based workshops
- Consultation Services

Please visit University Health & Counseling Services website at case.edu/studentlife/healthcounseling for more information.

Counseling Services begin with a same-day appointment through myhealthconnect.case.edu or by calling (216) 368-5872. Students are seen the same or next day, never waits days or weeks to establish care or address immediate concerns.

Crisis or emergency

UH&CS provides 24/7 access to medical advice and a counselor on-call. Students can call (216) 368-5872 to speak with a counselor on-call, or (216) 368-2450 to speak with a nurse. In addition, students may speak with a counselor any time through the TalkNow feature of [CWRU Care](#).

Reach Out App

Students also have the option of connecting with [CWRU Care](#) for a course of brief individual counseling. In addition to daytime hours, CWRU Care offers evening and weekend appointments for students.

Medical Insurance

Student Health Insurance Requirement

Kent State University College of Podiatric Medicine students are required to have and maintain medical health coverage while enrolled at KSUCPM. To ensure compliance, KSUCPM students are automatically enrolled in and billed for the Student Accident and Sickness Insurance Plan but will have the ability to waive this college-offered insurance by meeting the requirements below.

Student Health Insurance Plan Information

The official Kent State University College of Podiatric Medicine 2021-2022 insurance plan is administered by Wellfleet. CIGNA is the brand name/network for the products and services provided by these companies and their applicable affiliated companies. The official insurance plan for 2022-2023 is still being negotiated. Students will be made aware of the new provider at orientation (or sooner if available.)

Payment is due in accordance with KSUCPM's tuition schedule. Covered Students enrolled in the KSUCPM Student Medical & Sickness Insurance Plan, may also insure their dependents at their own expense.

Student Health Insurance Waiver Procedure and Deadlines

Students **may not** waive insurance prior to the beginning of the semester. Students will receive an email with instructions and deadline in the beginning of the semester. Online waivers must be completed by the last day of the waiver deadline. If the waiver deadline is ignored, the student will be responsible for the insurance premium. Students who are currently insured by a health insurance policy (i.e., their own or through their parents) may waive the KSUCPM insurance plan with proof of other approved insurance.

PLEASE NOTE: Students who elect to waive the KSUCPM Student Medical Insurance Plan must submit an online waiver. All waiver information will be verified with your insurance company as part of the insurance verification process. If insurance status and requirements cannot be verified, the waiver will be revoked, and the insurance premium will be charged to your student account. Please do not send your insurance information to the school.

Your Plan MUST have the following benefits in order to waive the insurance:

1. My plan is provided by a company licensed to do business in the **United States, with a U.S. claims payment office and a U.S. phone number.**
2. My plan is currently active, and I agree to maintain health insurance coverage through the remainder of the 2022-2023 academic year.
3. My plan offers an unlimited coverage per accident or illness.
4. My plan covers inpatient and outpatient medical care within the Cleveland, OH area (Emergency only coverage does not satisfy this requirement).

5. My plan covers inpatient and outpatient mental health care within the Cleveland, OH area (Emergency only coverage does not satisfy this requirement).
6. The deductible on my insurance plan does not exceed \$2,500 per individual or \$5,000 for a family plan.
7. My plan provides coverage for pre-existing conditions with no waiting period or limitations.
8. My plan provides coverage for prescription drugs.

Students who successfully waive coverage from the school-sponsored Plan but lose that coverage any time after the Waiver Deadline Date must contact the Office of Students Affairs. Students may enroll in the Student Health Insurance Plan at a pro-rated insurance rate. Applications must be received within 31 days of the Qualifying Life Event (date of the loss of other coverage). Coverage will be effective the date after the event. When applying due to a life event, appropriate documentation showing proof of loss must be provided and attached to application. If you lose coverage and do not enroll into the Student Health Insurance plan, then you must supply your new Health Insurance Plan.

Questions/comments about the Student Health Insurance Plan can be directed to Lorie Evans at ifranck2@kent.edu.

Student Foot Care

All students of the Kent State University College of Podiatric Medicine are eligible for expert foot care at no cost to them, with the exception of lab work, pathology, surgery and orthotics. (Students who have insurance will be billed through insurance for all services.) Students who have medical insurance that does not cover their foot care needs will be responsible for the fees for outside expenses such as pre-admission testing, laboratory fees, anesthesia and pathology. They will be billed for these services.



Immunizations

Kent State University College of Podiatric Medicine requires that all accepted and continuing students admitted toward the conferring of the Doctor of Podiatric Medicine degree have current immunizations** as a condition of affiliation with the college.

In order to assure that all students are protected against preventable communicable illness, the following requirements must be met prior to matriculation or within 60 days of classes starting. In addition, students must maintain compliance while enrolled at Kent State University College of Podiatric Medicine. Continuing students must comply with all immunization and titer updates and be mindful of any immunizations that may expire while enrolled as a student. It is the student's responsibility to become and maintain compliant on all required immunizations. Students who fail to maintain compliance may be removed from classroom and/or clinical settings (including clerkships) until the student can provide proof of compliance.

Students may not "opt-out" of required immunizations. Students who are allergic to a vaccine ingredient, or who may have a medical condition which prevents the administration of a vaccine, must provide a health care provider's note. This note should be supplied to Case Western Reserve University Health Services. In addition, the student should maintain a copy of this note for their records, as the student may need to supply it to clinical sites. *Students may not be allowed on rotations or clerkships if all immunization requirements are not met.*

You should obtain copies of all their immunization records since childhood from your doctor's office, high school or previous university. Documentation requirements for immunization and titer records must show the specific dates you received the vaccine. The titer record must have serum titer lab results that include reference range. All records must show, at minimum, your name, the name of the vaccine or titer and the date of the administration. *A note is not acceptable for proof from your healthcare provider that you are up to date on all vaccines and titers.*

All incoming KSUCPM students should take the following steps to be in compliance with mandatory immunizations, titers and TB Testing:

- 1) Review the required Immunizations, Titers and TB testing Requirements
- 2) Collect your immunization and titer records.
- 3) Begin receiving immunizations and/or titers and TB testing that you may need in order to be compliant.
- 4) Keep all your immunization and titer records for future use. **Do not send them to the college.** You will be able to scan your records to an online account once the semester begins. You will also need your records for your clerkships, residency program visits, and residency, so be sure to keep them handy.

Mandatory Immunizations for 1st Year KSUCPM Students:

1st Year:

- **Covid-19 Vaccine**
 - Students should complete series at least two weeks prior to the start of classes to ensure compliance. As the CDC issues guidance about the vaccine, KSUCPM will provide additional updates or review the requirement.
- **Tetanus, Diphtheria, Pertussis (Tdap)**
 - One Tdap vaccine within the past 10 years. Td will not be accepted.
 - Must be current ALL 4 years
- **Measles, Mumps, Rubella (MMR)**
 - Vaccine 1 dose if born before 01/01/1957; 2 doses if born on or after 01/01/1957.
Minimum 4 weeks apart between Dose 1 and Dose 2.
- **Hepatitis B**
 - 3 doses required. Dose 1 to Dose 2: minimum 4 weeks apart; Dose 2 to Dose 3: minimum 8 weeks apart (and at least 16 weeks after first Dose)
- **Varicella**
 - 2 doses required. Minimum 4 weeks apart between Dose 1 to Dose 2 unless you had the chickenpox disease.
- **Influenza**
 - Flu shots are mandatory every year during the flu season for KSUCPM Students.

Documentation requirements for your immunization records must show the specific dates you received the vaccine. A note is *not* acceptable for proof from your healthcare provider that you are up to date on all vaccines

Mandatory Titers for 1st Year KSUCPM Students:

- Positive Hep B sAb Titer
- Positive Rubella Titer
- Positive Varicella Titer: If you have a history of chicken pox infection you will need a positive record of the positive result. History of disease alone is not acceptable. Or if you have no record of the 2 doses required you will need the record of the positive result.



Please note that negative or equivocal titers even with a recent booster are not acceptable and do not meet the mandatory requirements. Your titer record must have serum titer lab results that include reference range. These records must show, at minimum, your name, the name of the vaccine and the date of the administration. *A note from your healthcare provider is not acceptable proof that you are up to date on all vaccines.*

FAQ's about Titers

What titers are required for KSUCPM Students?

- Hepatitis B
- Rubella
- Varicella *is required only if you had the chicken pox or do not have a record of 2 doses required with the doses being 4 weeks apart*

What are titers?

Titer tests (blood tests) are used to determine a person's immune status to certain diseases and bacteria by screening for various types of antibodies. The results of these tests will **determine if they are currently immune or require vaccination.**

Once a student receives their titers, are they compliant?

No. **Titers must be positive.** As stated above the titer shows if a person's immune status has antibodies to a certain disease or they will require a vaccination.

What are the steps after a student receives a titer?

If you are receiving titers from your Health Care provider:

- Check your titer results with your Health Care provider. (Please allow for enough time for lab results.)
- If the titer results are negative, you will need to consult with your health care provider to see what immunizations you will need to receive in order to have enough immunity from the disease.
 - After receiving the immunizations, you will need to repeat the titer to make sure you have enough immunity
- If the titer results are positive and your Health Care provider confirms that you have immunity, then you need to submit that record of the titer results.
- *Please note that you are required to have the Hep B series and that it can take up to four months to complete.*

Mandatory TB Testing for 1st Year Students

- Upon admission students must obtain the QuantiFERON blood test or Tb skin test using the two-step method. The two-step method means that students will receive a first Tb skin test and, one week later, will receive the second Tb skin test.

Required TB Testing for those who have tested positive in the Past:

- A blood test, Interferon Gamma Release Assay (Quantiferon-TB Gold In-Tube or T-Spot)
 - An IGRA is required for those with past BCG vaccine who has tested positive with a PPD, unless they have a positive IGRA in the past
 - A chest x-ray is required for the positive TB testing (PPD or IGRA)
 - Provide copies of reports for chest-x-rays, blood tests, TB treatment statement, and PPD results.

All TB testing should be DONE prior to the start of classes.

Any questions about immunization requirements should be directed to Lorie Evans at lfranck2@kent.edu.

Continuing Students are responsible to obtain the following immunizations, so they remain compliant with KSUCPM requirements:

Mandatory for 2nd Year:

- Influenza
- Tuberculosis screening

Mandatory for 3rd Year:

- Influenza
- Tuberculosis screening

***Mandatory for 4th Year:**

- Influenza
- Tuberculosis screening

Below is a list of strongly recommended immunizations for KSUCPM students:

1st Year:

- Meningococcal
- Hepatitis A
- Human papillomavirus
 - (HPV2, HPV4)
- Polio

**Some clerkships/externships may require additional immunizations. Please check with your clerkship rotation coordinator to determine if there are any additional immunization requirements.*

***Immunization requirements are subject to change at any point.*



Food Services

The dining facilities are located on the lower level. Hours of operation are Monday through Friday from 7:00am to 10:00am and 11:00am to 1:30pm during the school year.

Each student receives funding on their ID card which allows you to purchase items in the cafeteria. This funding is part of your tuition and fees. Students can also use cash or credit card in the cafeteria.

Students are not able to waive the food fee. KSU Dining & Catering have a great track record working with students with specific dietary needs. In the rare event that they cannot accommodate (most often due to severe allergies), there is a Petition for Food Contract Release process in place with Kent State. This has to be approved through the Kent main campus and requires documentation from a physician or other medical care provider. We do not do waivers here at the College of Podiatric Medicine (CPM) Campus.

Campus & Facilities

Building Hours

KSUCPM campus/building will open at 6:00am and close at 12:00am. Security is on site on evenings and weekends when building is accessible to students.

Anyone attempting to remain in the building after regular hours will be escorted out by the police officer on duty. This is for your safety and to prevent any potential liability issues.



Campus Security Office

You can find Campus Security information from our website at the following link:
www.kent.edu/cpm/campus-safety

The security officer carries a portable security phone at all times they are on duty. They can help you with any tasks including (but not limited to) key sign-outs, opening doors for scheduled events, and parking lot escorting.

Any events that happen in the parking lot like accidents and car lockouts will still require an on-duty Independence Police Officer to be called but please feel free to call our security officer first to assist you!

A security officer is generally on duty during the following hours but please remember that they are not always at the front desk. They are required to make multiple rounds both inside the building and outside across campus on an hourly basis.

Monday - Friday: 1pm – 12am

Saturday - Sunday: 8am – 12am

Campus Phones (if dialing from a CPM phone): 17539

Any Phone: 216-916-7539

Please call the security line at ANYTIME during the day or night if there is an issue on campus or you need assistance. The Security line also rings at the desks of the Director of Operations and the Director of Human Resources.

Smoking Policy

KSUCPM is a smoke-free campus. There is no smoking permitted in the building or on the entire KSUCPM campus, including personal vehicles. For this policy, “smoking” is defined as inhaling, exhaling, burning or carrying any lighted or heated product intended for inhalation in any manner or in any form. This includes the use of an apparatus that creates an aerosol or vapor in any manner or in any form, meaning that e-cigarettes and other vaping devices are prohibited.

Morton and Norma Seidman Memorial Medical Library

Located on the first floor, the Library provides and supports access to a comprehensive medical collection of books, journals, electronic resources, and non-traditional items such as anatomy models and bones. With a wide variety of resources, all subject areas of medicine and preclinical sciences are covered, with greater emphasis on literature relating to the lower extremity and subjects important to podiatrists. The Library serves the faculty, students and staff both on campus and through the library’s website to support learning, research, and patient-centered clinical care.

Through OhioLINK, KSUCPM students have access to other university and public library collections throughout the state of Ohio including 50 million library items, 17,000 e-journals, 140 research databases, and 200,000 e-books. To support medical and scientific research, services such as interlibrary loan and MEDLINE literature searches are available. The Library houses a Media Center with facilities for viewing DVDs, as well as group and individual study areas.

Fitness Center

The student fitness center is located on the lower level, adjacent to the dining facilities and game room. It is open only during designated hours. Fitness center lockers are to be used in conjunction only with the campus fitness center.

The following regulations are intended to protect the Fitness Room and ensure the safety of all patrons. The Office of Student Services will enforce all regulations and notify the appropriate administrator of any infraction.

- Safety is the top priority and must be practiced at all times.
- Tennis shoes must be worn inside the fitness center
- Return dumbbells to the rack in proper order
- Wipe down any piece of equipment following use
- Food and drink of any kind are not permitted
- Spitting or defacing the facility is not permitted
- No sitting down or leaning on equipment unless it is exercise required
- Use fitness room lockers while exercising only
- Use a lock when using a locker. The college is not responsible for any lost or stolen items
- Items left in the lockers for an extended period of time (with or without a lock) will be removed by the Student Services Office

- Damaged or defective fitness equipment should be reported immediately to the Student Services Office
- Students may be suspended from the Fitness Room for failure to adhere to any fitness room regulations

Student Lounge/Game Room

Located on the lower level, the student lounge/game room is designed to provide an opportunity for students to relax in a comfortable environment. Policies about room usage can be found in the room.

Student Lockers

Lockers for students are available in designated areas, according to class year. If you would like to request a locker, please see the Student Services Office during the first few weeks of school. Locker access information must be on file in the Office of Student Services.

Parking Rules and Regulations

Any student at CPM who parks on college property consents to the enforcement of parking fines or charges through student account deduction, withholding of grades and transcripts, or such other measures as the institution prescribes.

No student parking is ever permitted in Faculty/Staff lots and the main circle. The front circle is reserved for visitor and clinic parking only. Students must park in designated areas.

Unless otherwise directed by the parking monitor, all vehicles must be parked in marked parking spaces. No vehicle shall be parked to extend beyond one space. Except for flat tires, jump-starts, and similar unavoidable problems, vehicle maintenance/repairs are not permitted in the parking areas. KSUCPM parking is not intended for overnight or extended term parking. If a car, for some reason must remain in the lot for a night, the student must request permission in writing, from the Physical Plant Office, 3 days in advance, stating the reason why the car will be left in the lot overnight. All permit holders must display a hangtag fully viewable from the front of the car around the rear-view mirror in the front window. Anyone found to be parking without a parking hangtag will be subject to ticketing and/or towing.

The college shall exercise due care in operating the parking areas, but assumes no responsibility for the loss, theft, or damage to parked, towed, or stored vehicles.

In the rare event that a temporary or rental car is driven to and parked on campus, it is the student's daily responsibility to leave information about the car (make, model, color, and license plate number) at the front desk to avoid a parking violation.

KSUCPM does not maintain reciprocal parking agreements with the City of Independence or our neighboring businesses. KSUCPM students are NOT authorized to park in any location other than our lots. Parking off campus is done at your own risk and may subject you to fines and/or towing charges.

Fourth year students must waive parking *for the entire year* as the parking fee is already discounted to reflect the time spent on campus.

- All students are required to park in their designated areas 24/7, 365 days per year.
- Student parking areas are not to be used for long-term parking while on clerkship or vacation.
- Parking rules and regulation will always be enforced, and the college assumes no responsibility for loss, theft or damage to such vehicles.

Additionally, please be aware that the campus speed limit is 15 MPH.

Violations and Fines

For first violation, a fine of \$15.00 will be assessed and \$30.00 for a second violation. For the third infraction, a wheel lock may be placed on the vehicle. Cost to remove the wheel lock will be \$65.00. All subsequent infractions will result in the towing of the vehicle.

Persons negligently or intentionally damaging gates, fences, signs, lawns, landscaping or other property shall pay all costs of restoration or replacement.

Vehicles parked in fire lanes or obstructing traffic or walkways will be towed at the owner's expense. In cases where a state's Bureau of Motor Vehicles must be contacted to determine vehicle ownership, all costs incurred will be added to the student's assessed fine.

Only one hangtag permit will be issued to each student. Loss of this hangtag will result in a \$75 Parking Registration Replacement fine.

All students must complete and electronically submit a parking registration available on the CPM website.

Please visit the Physical Plant office for parking needs.

Student Organizations

KSUCPM offers a number of student organizations, fraternities and sports clubs to serve the student population.

Student organizations, fraternities and clubs are subject to the college policies. The Office of Student Services has the right to review and revoke the privilege to continue as a recognized chapter of any organization or fraternity. You may find a full listing of organizations on the KSUCPM website.

Student Organization Manual can be found here: [KSUCPM Student Organizations Manual](#)

Below is a description of *some* of the student organizations, fraternities and honor societies:



American Association of Women in Podiatry (AAWP)

AAWP attempts to provide support and an informational network, which addresses the special needs of women podiatry students. Membership is open to all students. The group provides guest speakers, including local members of the profession.

American College of Foot and Ankle Surgeons (ACFAS)

This organization provides opportunities for students to gain more information and exposure to the practice aspects of surgery. Activities include various special labs and guest lecturers.

American Podiatric Medical Students' Association (APMSA)

The American Podiatric Medical Students' Association is composed of all podiatric medical students in good standing regardless of race, creed, color, religion or sex, enrolled in schools of podiatric medicine. By virtue of enrollment at a college of podiatric medicine, all students are members of the Association. APMSA functions to provide a forum to discuss problems, to further the profession of podiatry on a national level, and to establish the means for obtaining desired goals.

Ohio Podiatric Medical Student Association (OPMSA)

The Kent State University Podiatric Medical Student Association is an affiliate of the American Podiatric Medical Students' Association. The Association is governed by a president, a president-elect and an executive board, which coordinates all facets of student activities, including local and national affairs, business administration, clinic management, public information, and extracurricular activities. The elected and appointed representatives of the OPMSA serve on many administrative committees at the college.

Each year, OPMSA provides the student body with a lecture series, social events, sporting events, and a yearbook. On the national level, OPMSA represents the students from the college in all academic and national affairs concerning the profession of podiatric medicine.

OPMSA Constitution

Podiatric Association for Diabetes (PAD)

The objectives of this club are to enhance podiatric medical education by providing seminars in diabetic care, management of diet and weight control, and to work with the American Diabetes Association (ADA) to educate the community on diabetes, to provide early prevention and intervention of diabetic complications, as well as to provide additional practice in treatment of diabetes.

Sports Medicine Club

This organization sponsors lectures on sports medicine, participates in local athletic events and promotes good athletic training.

Student National Podiatric Medical Association (SNPMA)

The Kent State University Chapter of the Student National Podiatric Medical Association represents the interests of minority students, including African American, Asian, Latino, and other students of color. SNPMA works toward disseminating information regarding podiatric medicine to minority and ethnic sections of the local community. The association helps in recruitment and retention of qualified ethnic minority students at KSUCPM. SNPMA provides information regarding podiatric medicine to local and national ethnic minority health organizations.

Healthy Minds and Soles Association

Slogan: Healthy Minds and Soles are the goals.

Podiatric Medicine and Mental Health Presentation Series

Develop Healthy Minds and Soles Newsletter

Podiatric Pathology and Patient Mental Health Research

Patient Interaction and Mental Health Skills Development Workshops

KSUCPM Global Brigades Club

This is a global organization providing students the opportunity to go on medical related service trips and gain hands on experience with Physicians, Pharmacists, Community Health Workers, and more. There will be a telemedicine option where they will provide students with the same experience and hands on opportunities.

Global Podiatry – KSUCPM

Global Podiatry aims to provide an opportunity for KSUCPM students to participate in lectures, extracurricular events with podiatric physicians and aspiring podiatrists on an international level in order to progress forward.

Podiatric Surgery Studios

Students make videos of surgeries from Western Reserve Hospital.

Kappa Tau Epsilon (KTE)

Kappa Tau Epsilon is an active fraternity that provides special lectures and programs for podiatric medical students. The fraternity sponsors many outside activities, both social and professional to provide as many experiences for its members as possible while they are students at the college.

Pi Delta National Honor Society – Beta Chapter

Pi Delta National Honor Society — Beta Chapter Pi Delta is the National Podiatric Honor Society demonstrating high standards of intellectual and scholarly activity.

A student may become a candidate for active membership in the Pi Delta Honor Society and participate in chapter activities and meetings who:

- Has a grade point average of at least 90 percent (3.6/4.0) or its equivalent.
- Is in the top 20 percent of his/her class.
- Has completed a minimum of two years of scholastic work applicable toward the Doctor of Podiatric Medicine degree.
- Possesses an aptitude for achievement in the art and science of podiatric medicine.
- Possesses high moral character.
- Demonstrates leadership ability.

Active membership may be granted after the second year to the podiatric medical student who:

- Has a grade point average of at least 90 percent (3.6/4.0) or its equivalent.
- Has completed a suitable scholarly activity as determined by the Pi Delta advisor at the institution in which the student is enrolled. The possibilities include:
 - Preparation of a paper suitable for publication. The format of the paper is to be designated by the individual college.
 - Active involvement in a research project that includes a written description by the student of his/her participation in the project and verification of participation by the principal investigator.
 - Completion of an oral or poster presentation at a national, state, local or institutional meeting.
- Possesses an aptitude for achievement in the art and science of podiatric medicine.
- Possesses high moral character.
- Demonstrates leadership ability.

Steps to Starting a Student Organization:

1. Meet with the Office of Student Affairs to discuss the process for starting a student organization.
2. After meeting with the Office of Student Affairs, the group will need to meet with the OPMSA President to go over the requirements that need to be completed in order to be recognized by KSUCPM and funded by OPMSA. Complete the necessary information contained on the registration/renewal/change form.
3. Develop a constitution.
4. Complete all requirements and follow all policies and rules in the Student Organization Manual and OPMSA constitution.
5. In order to be eligible for funding, a new club must be voted in by a majority of students at the All School Meeting after completing all requirements.
6. The Organization must serve a probationary semester before funding will be allotted.
7. All voting for new clubs placed on a trial probationary period will occur on a secret paper ballot at the first All School Meeting of each semester.
8. All voting for new clubs to become an OPMSA recognized and funded club will occur on a confidential paper ballot at the last All School Meeting of each semester.

Additional Helpful Links for Student Organizations

Room Reservations

Reservations must be submitted two weeks prior to the date of the event.

<https://www.kent.edu/cpm/room-request>

Workshop Request Form

Student organizations must seek approval for workshops hosted on campus. Please find the workshop request form here: [Workshop Request Form](#)

Alcohol Policy

1. There will be no alcohol served on campus at student-sponsored organizational events.
2. KSUCPM students will be permitted to have alcohol served at an off-campus location during a student or organizational event. Any event where alcohol is served are never college sponsored. The event must have a designated third-party serving the alcohol on a "pay-per drink" basis. (cash bar only)
3. No University or student organization funds will be used to pay for alcohol.
4. "All-you-can-drink" events and drinking contests are prohibited.
5. Do not use alcohol as an incentive for participating in an event or as prizes in contests.

KSUCPM expects that those who wish to include alcohol as part of their activities will do so responsibly and lawfully. Responsible drinking includes making sound judgments about whether, when, and how much to drink, understanding the health issues related to the consumption of alcohol, and avoiding excessive or "binge" drinking or any other abuse of alcohol that negatively affects one's academic, work, social, athletic, or personal activities, and health.

CPM student organizations are encouraged to contact the Office of Student Affairs for approval of events to ensure all requisite compliance with Kent State University and CPM guidelines.

Catering Policy

Under Kent State procurement guidelines, and as approved by the Kent State Board of Trustees, all food on campus, including all catering, is required to be done through University Culinary Services (USC). A catered event refers to any on-campus event in which food is expected as part of the gathering. University Culinary Services is available to support these types of events. This policy includes sponsored events. (Sponsored Event is an event paid by outside companies and/or organizations) However, certain allowances for waivers and exceptions are permitted and outlined below. UCS is not responsible unless contracted to provide catering services as described below.

FIRST RIGHT OF SERVICE

UCS is given “first right of service” for on-campus events. However, certain allowances for waivers and exceptions are permitted.

I. Exceptions for Catering Using University Catering Services

1. Personal Food Items. Personal food items purchased with personal funds including but not limited to bagged lunches from home, birthday cakes, cookie exchanges, office potlucks, and similar items brought to campus. Personal food items purchased with personal funds for this purpose may not be otherwise reimbursed later with University funds.
2. Pizza. The purchase of pizza with University funds for an on-campus catering event, whether single or in bulk, of any dollar amount.
3. Events Equal to or Less Than \$200.00. An on-campus catering event costing equal to or less than \$200.00 for any event at any time from any vendor, provided that a written estimate is secured prior to the event or the commitment of University funds.

For Events More Than \$200.00. A Food Refreshment Waiver Request Form must be completed and approved for all instances where catering is brought onto campus from an alternate provider. Responses to all waiver requests will be sent within 7 business days upon receipt. All decisions whether to grant or deny waiver requests are final.

Click here: [CATERING FAQ](#)

KSU Policy for making products

- When a Student Organizations/Clubs and Classes wants to make a product (i.e. t-shirts) either has a university logo on it, or says “Kent State University”, “Kent State”, “KSU”, “KSUCPM”, “Golden Flashes”, “Flashes”, or “Kent” (referencing the school not the city), they need to use a licensed vendor/licensee. Licensed vendors are the only companies that have permission to print the University marks.
- KSU licensing agent’s website: <https://affinitylicensing.com/clients/collegiate>
- Organizations/Clubs/Classes must submit their logo first to the Office of Student Affairs for approval before submitting to the licensed vendor.
- Organizations/Cubs/Classes makes an order through a licensed vendor, the art is circulated internally through the University for approval.
- If the purchase is not made with university funds, a royalty is charged through the licensee. Licensees are vetted through KSU licensing agent, have a contractual relationship with the university, and adhere to our design and manufacturing conduct standards.

Social Media



Kent State University College of Podiatric Medicine, as well as the Cleveland Foot and Ankle Clinic have a presence on social media. Check out the below links for details about current events and news at KSUCPM and our Clinic!



KSUCPM Facebook Page: www.facebook.com/KSUCPM/

CFAC Facebook Page: www.facebook.com/ClevelandFootAnkleClinic

KSUCPM Twitter: www.twitter.com/kentstatecpm

CFAC Twitter: www.twitter.com/CFAI1

KSUCPM Instagram: www.instagram.com/kentstatecpm/

KSUCPM TikTok: <https://www.tiktok.com/@kentstatefootandankle?lang=en>

KSUCPM YouTube: <https://www.youtube.com/channel/UC2bPT4JaNezutAgZK8xRn0Q>

Social Media Guidelines

As a reminder, here are some guidelines (Adapted from the Social Media Guidelines for the American Medical Student Association (AMSA)) to follow when using social media:

- **Be professional.** As medical students and physicians, we should represent our profession well. Adhere to rules of ethical and professional conduct at all times.
- **Be responsible.** Carefully consider content and exercise good judgment as anything you post can have immediate and/or long-term consequences and carry the potential for significant public impact and viral spread of content. Therefore, all statements must be true and not misleading. Make sure that you differentiate opinions from facts.
- **Maintain separation.** Avoid interacting with current or past patients through social media and avoid requests to give medical advice through social media.
- **Be transparent/use disclaimers.** Disclose yourself and provide an appropriate disclaimer that distinguishes your views from those of the clinic, hospital system and/or University with which you are associated (while at the same time, being careful not to violate any social media policy to which you may be subject by such organizations). Without specific direction from the appropriate personnel, you may not present yourself as an official representative or spokesperson for said organizations. Also, be sure to reveal any conflicts of interest and be honest about your credentials as a medical student or physician (resident or otherwise).
- **Be respectful.** Do not use defamatory, vulgar, libelous and potentially inflammatory language and do not display language or photographs that imply disrespect for any individual or group because of age, race, national origin, gender, sexual orientation, ethnicity, marital status, genetic information, military status, or any other protected characterization or group.
- **Follow copyright laws.** Comply with copyright laws. Make sure you have the right to use material before publishing.
- **Protect client/patient information.** Do not discuss confidential information and follow standards of patient privacy and confidentiality and regulations outlined in Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g). Remember you could personally face a HIPAA violation if there are enough details in the post for patients to recognize themselves.
- **Avoid politics.** Political endorsements or advocacy positions should generally be avoided.
- **Comply with all legal restrictions and obligations.** Remember use of social networking sites or weblogs can carry legal and professional ramifications. Comments made in an unprofessional manner can be used in legal, professional, or other disciplinary proceedings (i.e., hearings before a State Medical Licensing Board).
- **Be aware of risks to privacy and security.** Read the site's Terms of Use and Privacy Policy. Be cognizant of continuous changes in these sites and closely monitor the privacy settings of the social network accounts to optimize your privacy and security.

Notes

Notes

