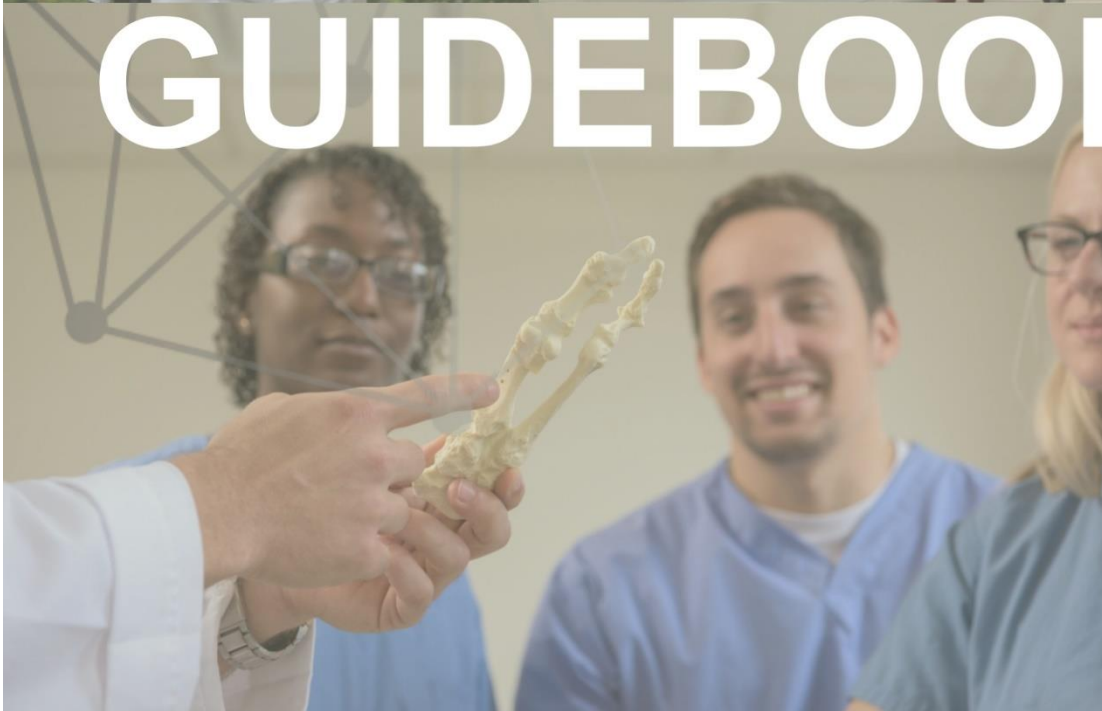




# ***STUDENT*** **GUIDEBOOK**









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**KENT STATE**





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# 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*



# Academic Catalog

Kent State University College of Podiatric Medicine has an online academic catalog. The academic catalog should be the first point of reference if you have any questions about the coursework or academic policies. The academic catalog link includes valuable information and policies, including, but not limited to:

- Laboratory Participation During Pregnancy
- Board Prep Exam
- Student Malpractice Insurance Coverage
- Mediasite
- American Podiatric Licensing Examination
- Transfer and Advanced Standing Admissions
- Professional Behavior
- Course Exemptions
- Promotion
- Academic and Summary Dismissals
- Clerkship and Senior Medicine Rotations
- Attendance
- Immunizations
- Eligibility for Doctor of Podiatric Medicine Degree
- Essential Requirements for Student Education
- Examination Policy
- Leave of Absence Procedure
- Professionalism Deficiency Evaluation
- Readmission
- Registration for the College of Podiatric Medicine
- Remediation and Mandatory Academic Counseling
- Test Review Procedure
- Withdrawal from the College of Podiatric Medicine
- Clinical Rotations
- Senior Experience
- Background Checks and Drug Testing

You may find the 2019-2020 academic catalog at <http://catalog.kent.edu/colleges/pm/>

# 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 & Enrollment Analytics 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 [www.kent.edu/registrar/student-records-policy-ferpa](http://www.kent.edu/registrar/student-records-policy-ferpa)

# Educational Resources

The KSUCPM Office of Educational Resources mission 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 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, 8:00 a.m. – 4:00 p.m.; 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](mailto:gralsto3@kent.edu) or 216-916-7499.

# 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](http://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](http://www.kent.edu/cpm/student-accessibility-services)

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





# University Resources

## Kent State University Policies

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 whether noted in this KSUCPM Student Guidebook (campus-specific policies), the KSUCPM Academic Catalog (academic policies) or on the Kent State University website (university policies). A clinical handbook will be provided to students as they prepare for clinical rotations.

- You may find the academic catalog online: <http://catalog.kent.edu/colleges/pm/>
- You may find the Kent State University Policy Register online: [www.kent.edu/policyreg](http://www.kent.edu/policyreg)

## 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](http://www.kent.edu/studentconduct/code-student-conduct)

A printable PDF is available: [www.kent.edu/sites/default/files/COSC%205-30-17.pdf](http://www.kent.edu/sites/default/files/COSC%205-30-17.pdf)

## 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](http://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](http://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](http://www.kent.edu/cpm/support-services-sexual-assault)

# FlashLine

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, Blackboard Learn, 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.



Most student services are available via the Student Tools tab. To get to the Student Tools tab, log in at [www.FlashLine.kent.edu](http://www.FlashLine.kent.edu). 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 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](http://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](http://support.kent.edu).

KSUCPM provides each class (Class of 2020, Class of 2021, Class of 2022, 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.

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 time clocks 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.

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.



# Financial Aid

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](mailto:kwright32@kent.edu).

The first step towards the Financial Aid Application Process is to complete your 2020 - 2021 FAFSA (Free Application for Federal Student Aid). The FAFSA application can be accessed online at [www.fafsa.gov](http://www.fafsa.gov). 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.**

Students will be able to view outstanding requirements, important messages and review, accept or decline your awards by logging into your FlashLine account at [www.kent.edu](http://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](http://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 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](http://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 \$10,000. Candidates are notified of their scholarship award in the letter of admission.

### Continuing Students

Students who will graduate in the class of 2021 or beyond qualify 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:	\$2,500.00

If there is a tie in class ranking among students, the office of enrollment analytics and academic services 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 General Medicine 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.

# 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](http://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 or the KSU Nurse line 216.707.8022.

## 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 and 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.

# Health 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.

## Student Health Insurance Plan Information

The official Kent State University College of Podiatric Medicine 2019-2020 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 2020-2021 is still being negotiated.

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 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. 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.

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 2020-201academic 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 with 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 [lfranck2@kent.edu](mailto:lfranck2@kent.edu).

# 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, medical assistants and for our varsity athletics, athletic trainers. Specialty services are offered for dermatology, allergies, psychiatry, psychometric testing, substance use, and women's health. Wellness and health promotion programs include stress management, vaccinations, healthy sleep and mindfulness. 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.

For more information: <https://students.case.edu/departments/wellness/>

## Health Services

**Phone:** 216-368-2450

**Email:** [healthservice@case.edu](mailto:healthservice@case.edu)

**Campus Address:** 2145 Albert Road  
Cleveland, OH 44106

**Office Hours:** Monday-Wednesday and Friday, 8:30am -5:00pm  
Thursday, 9:30am-5:00pm

## Counseling Services

**Phone:** 216-368-5872

**Email:** [counseling@case.edu](mailto:counseling@case.edu)

**Campus Address:** 220 Sears Building  
Cleveland, OH 44106

**Office Hours:** Monday-Wednesday and Friday, 8:30am -5:00pm  
Thursday, 9:30am-5:00pm

### Walk-In Care

Walk-In care for urgent situations is available without an appointment Monday-Friday, 8:30am to 4:30pm at University Health & Counseling Services.

**Counselor On-Call** (available all hours) 216-368-5872



## **General Medical Clinic at University Health Services**

The clinic is designed to help students with minor ailments and injuries. The treat a wide range of illnesses, including:

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

There are no charge for visits. Students will be responsible for the fees outside expenses such as laboratory fees and pathology.

Students can schedule appointments by going to [myhealthconnet.cae.edu](http://myhealthconnet.cae.edu) or by calling 216-368-2450.

## **University Counseling Services**

University Health & Counseling Services has Walk In visits during all office hours. It is straightforward as this: If you would like to see a counselor, walk in. Generally, the services are free but limited counseling and psychiatry services to a short-term model of care. Students with long-term mental health and counseling needs may be referred to community resources based upon their health insurance. Depending upon the need, some of these referrals are offered at reduced cost.

Students can walk into the Sears Library location (suite 220) between 8:30am and 4:30pm Monday through Friday. Students will generally be seen in the order they arrive, although this may vary if there is a student who needs to be seen more urgently.

### **Forms**

You can complete all electronic paperwork on our mobile device, your laptop, or on a computer made available to you at Counseling Services. Electronic paperwork will not be accessible to you until you have checked-in with Counseling Services front desk staff. Instructions for completing the electronic paperwork will be provided to you upon check-in.

The first time you come to Counseling Services, or if you've been away for at least 3 months, you will need to complete all of the initial paperwork. This will likely take you between 10-15 minutes to complete.

## **Confidentiality and Release of Information**

The Counseling Staff includes psychiatrists, psychologist, social workers, counselors, consultants and trainees who adhere to strict professional standards of confidentiality that are essential in developing trust. They do not disclose information to any party without your written permission except in cases of imminent danger of harm or when compelled by law. Emergency disclosures may include university officials and/or family members.

## **Individual Counseling**

Individual counseling is offered on a short-term basis (usually between 3 and 12 sessions a year) with a counselor to discuss a personal concern relating to academic difficulties, stress, relationship problems, anxiety, depression or other personal matters. When there is need for longer-term care, the Counseling Staff may offer some of our group services. In cases where there is need for, ‘specialized care’ or a ‘higher level care’, the Counseling staff will help students consider options in the community.

## **Group Counseling**

Group counseling involves a small number of students who meet to discuss a common concern. The supportive atmosphere in group counseling can be of help to many because individuals typically learn that they are not alone with their feelings and experiences. Students who are interested can contact University Counseling Services for information. An individual information session may be required prior to joining some of our groups.

## **Psychiatric Services**

Psychiatric consultation is available for students who wish to consider how a medication might become a helpful adjunct to their counseling and/or general healthcare. The part-time psychiatrists will also consult with student to assist them in continuing or discontinuing a medication. Students who have existing connections with a psychiatrist at home or in the Greater Cleveland area are encouraged to keep that connection because the psychiatry hours are limited. *Please note they do not offer emergency psychiatry appointments, so when they arise, students will be referred to local hospitals.*

# 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 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.*

Documentation requirements for your immunization and titer records must show the specific dates you received the vaccine. 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.*

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.*

## Uploading Your Immunizations Records

All KSUCPM students have their own online account with University Health Services. Students are to upload (scan) their immunization and titer records into their own personal account.

- 1) Review the required Immunizations, Titers and TB testing Requirements with your physician.
- 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. You will also need your records for your clerkships, residency program visits, and residency.

### **Mandatory Immunizations for 1<sup>st</sup> Year KSUCPM Students:**

#### **1st Year:**

- **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.
  - A flu clinic is scheduled every year (Fall semester) for students to get a flu shot on campus during flu season by University Health Services.

### **Mandatory Titers for 1<sup>st</sup> 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 the record of the positive result. History of disease alone is not acceptable. Or if you 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.**

## 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 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 require to have the Hep B series that it can take up to six months to complete.

## **Mandatory TB Testing for 1<sup>st</sup> Year Students**

### **Tuberculosis screening (PPD)**

- 1<sup>st</sup> year Students are required to have (TWO) TB Tests when they start at KSUCPM to be compliant unless they have tested positive in the past for TB.
- Free TB Skin Testing is scheduled for students twice in the month of August on campus by University Health Services.



### **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), performed less than 3 months prior to starting class.  
(Please see next page for continued requirements)
  - 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.

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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.*

# Drug Testing & Background Check

Kent State University College of Podiatric Medicine (KSUCPM) has initiated policies intended for all accepted and continuing students admitted toward the conferring of the degree of Doctor of Podiatric Medicine. The path towards this degree includes a clinical component at various health care facilities; all of which require students to have current immunizations, background checks, and drug screens as a condition of affiliation with the College.

The implemented policies will require all students and accepted applicants to the program to be in compliance with policies. Current or newly accepted applicants who fail to pass the required background check or drug screen may be denied admission, may be unable to complete degree requirements, or may be dismissed from the program.



# Meal Plan

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. The balance carries over each semester and expires when you graduate.

Students are not able to waive the food fee. Aramark (our food service partner) and their in-house dietitian 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 must 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 6:00 a.m. and close at 12:00 a.m. during non-exam times. Exam hours are 6:00 a.m. to 2:00 a.m. 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](http://www.kent.edu/cpm/campus-safety)

The security officer always carries a portable security phone while 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 lock-outs 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: 1 p.m. - 12 a.m., unless exam week

Saturday - Sunday: 8 a.m. - 12 a.m., unless exam week

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.

### **Morton and Norma Seidman Memorial Library**

Located on the 1st floor, the CPM Library has a comprehensive medical collection of books, journals and electronic resources with emphasis on literature relating to the lower extremity to fill the needs of our podiatric medical students. 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 68,000 e-books. An interlibrary loan service and MEDLINE computer searches for obtaining medical and scientific research, bibliographies and abstracts are available by contacting the librarian.

The Morton and Norma Seidman Memorial Library houses a Media Center with facilities for viewing DVD's and video cassettes on various podiatric and medical subjects. The Library loans laptop computers for use within the college, and iPods, loaded with lecture recordings, for 7-day use.

### **Cafeteria/Dining Facilities**

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

As a policy, no food is permitted in the lecture halls, classrooms, library, computer center or any medical lab space (anatomy lab, microbiology lab, surgical skills lab, etc.) As a policy, no beverages are permitted in the library, computer center or medical labs at any time. You may have beverages in the lecture halls in a CPM approved, spill proof container. Those containers will be provided to students at orientation.

### **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 always be practiced.
- 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 (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**

The Student Lounge/Game Room provides a designated campus location for students to socialize, network and engage with one another.

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

- Entering the Game Room is only permitted during normal facility business hours
- Gambling, betting and/or similar activities are not permitted
  - This includes video games
- Students caught gambling will be reported to the Office of Student Affairs
- Food and beverages are not permitted. This includes snacks (i.e. chips, cookies, gum, etc.). All cleaning and damage expenses due to spillage will be billed to the student
- Game room patrons are not permitted to lean and/or sit on any game tables (i.e. pool tables, foosball etc.).
- No one is permitted to leave the Game Room with equipment; this includes stepping out of the Game Room to make a telephone call. All patrons forfeit their game when leaving the Game Room to conduct a phone call
- Damaged or defective fitness equipment should be reported immediately to the Student Affairs Office
- Students may be suspended from the Game Room use for failure to adhere to any Game Room regulations

### **Recreational Area Usage Guidelines**

The college has a walking trail and park/pavilion area located on campus near the Holiday Inn.

- In the event that you are using the park or walking trail after dark (as it is open until 11:00 pm), please protect yourself by stopping by the security desk and letting them know that you will be on the trail/field and provide them with a rough estimate of how long you will be there. Doing so will allow the officers to “checkup” on you and make sure all is well.
- Any planned events (things other than going out there to walk, study, play Frisbee, throw a ball, etc.) should be scheduled like any other event on campus – by using the room scheduler online (and selecting Rec. field /Pavilion). As with any other room request, you need to

request two weeks prior for proper approval. Any special needs must be listed on the room reservation, including if gate access is needed for drop off supplies.

- If you use the grill, do not, under any circumstances, try and clean out the charcoal after you are done. Maintenance will check this regularly as we want to dispose of it safely and properly.
- Security makes regular patrols on the property during their afternoons/evenings here. Anything that seems out of the ordinary to you should be reported immediately to the Info Desk in the Rotunda.
- When using the restroom, you **MUST** lock the deadbolt after you enter with your ID to avoid embarrassing greetings by the next person wanting to use the facility!
- All vehicles relating to Park use need to be parked in our parking lots only. Parking is not allowed on the street, nor is it allowed on any grass throughout the campus.
- To ensure the enjoyment of the space for everyone and to be environmentally responsible, users of the areas are responsible for fully cleaning up after themselves (except for the charcoal). It should look like it did when you arrived. All trash needs to be picked up and placed in the provided trash receptacles.
- Please read and follow all the posted guidelines posted on the property signage including hours of operation, no pets, no smoking, etc.

### **Lost and Found**

The Information Desk in the Rotunda is the main point of contact for campus Lost & Found.

Please turn in any found items to the Information Desk. All items turned in to the Information Desk (or found by cleaning or security) will be delivered to the Physical Plant office on the 3<sup>rd</sup> floor and held for 6 months. After 6 months, all items will be donated or disposed of.

Please check with the Information Desk attendant if you are missing any items.

### **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.

If an unregistered locker is being used, the Office of Student Affairs may remove the lock and items.

### **Room Reservation Request**

If a student is interested in reserving a room for an event or other function, you must do so online: <https://www.kent.edu/cpm/room-request>. You will indicate any special needs, like A/V at the time of reservation. A KSUCPM staff member will e-mail you once your request has been approved.

### **Digital Signage Request**

If a student is interested in having a digital sign created to promote an event or other function, you must request the digital signage online: <https://www.kent.edu/cpm/digital-signage-requests>.

# Campus & Facilities

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## **Lower Level (LL)**

- Anatomy Lab
  - Student Lockers
  - Game Room/Student Lounge
  - Fitness Center
  - Multi-Purpose Meeting Room
  - Cafeteria
  - Lecture Halls: Classroom A, B, and C
- 

## **1<sup>st</sup> Floor**

- Library
  - Media Center
  - Group Study Rooms
  - Quiet Study Room
  - Student Academic Services
  - Student Affairs
  - Enrollment Management
  - Financial Aid
  - Educational Resources/Tutoring
  - Information Desk/Campus Security
  - Interfaith Prayer Space
  - Histology Lab
  - Radiology Room
  - Cleveland Foot and Ankle Clinic (Independence)
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## **2<sup>nd</sup> Floor**

- Faculty Offices
- Group Study Rooms
- Quiet Study Area
- Bone Room
- Simulated Patient Lab
- Academic Support Staff

- Podiatric Medicine Classroom
  - Podiatric Medicine Skills Lab
  - Surgical Skills Lab
  - Meditation Room
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### **3<sup>rd</sup> Floor**

- Dean's Office
  - Senior Associate Dean's Office
  - Office of Institutional Advancement/Alumni Office
  - Shared Faculty Workspace
  - Business Office
  - Human Resources
  - Physical Plant Office (Student IDs, Parking Permits, Student Food/Vending Cards)
- 

### **4<sup>th</sup> Floor**

- Information Services
- Counseling & Wellness Office

# 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 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. 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 dues-paying 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 Student 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 short-term emergency loan fund, along with 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.

### ***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 American Indians, Blacks, Asians, and Spanish surname students. 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.

### ***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.

# 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/](http://www.facebook.com/KSUCPM/)

CFAC Facebook Page: [www.facebook.com/ClevelandFootAnkleClinic](http://www.facebook.com/ClevelandFootAnkleClinic)

KSUCPM Twitter: [www.twitter.com/kentstatecpm](http://www.twitter.com/kentstatecpm)

CFAC Twitter: [www.twitter.com/CFAI1](http://www.twitter.com/CFAI1)

KSUCPM Instagram: [www.instagram.com/kentstatecpm/](http://www.instagram.com/kentstatecpm/)

## 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.