

Incoming Student Reference Guide



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Welcome from The Dean

Class of 2029,

When I chose to Step into Podiatry, I was fascinated by a medical specialty that allowed me to treat patients both medically and when needed surgically, all while building long-term relationships with my patients and, in some cases, their loved ones. When I became Dean of the College of Podiatric Medicine at Kent State University in 2014, I ensured that I would continue to do what I love while serving as a leader to the students, faculty, and staff of this institution. To be a leader, you need to serve alongside those students, faculty, and staff.

For one morning each week, I continue treating patients at the Cleveland Foot & Ankle Clinic. I work with current students, and we assess, diagnose, and treat patients seeking our expertise on various lower extremity complications. This experience grants me the opportunity to continue doing what I love – treating patients with a hands-on approach, all while allowing me to witness our students sharpen their skills in the treatment rooms. The best moment as a physician educator is watching the students you train to excel in a field you both love.



I am happy that you have chosen to pursue a career in podiatric medicine, and more importantly, that you are trusting our institution with your professional education and medical training. The next four years of your academic career will be rigorous and demanding. The faculty will expect much from you. I will expect much from you. I challenge you to remain determined and driven, I challenge you to remember why you've chosen to pursue this medical specialty because there are endless opportunities that lie ahead.

I look forward to witnessing your advancements in the years to come.

Allan M. Boike, DPM, FACFAS

Dean – CEO

Professor, Division of Podiatric Surgery

Welcome from Enrollment Management

Dear Class of 2029,

Congratulations! You are embarking upon the exciting journey of pursuing a career in podiatric medicine, and I am so happy that you've chosen Kent State University College of Podiatric Medicine (KSUCPM) to guide you in accomplishing your professional goals.

The college is now in its second century, and we are so proud to have a reputation of remarkable Doctors of Podiatric Medicine to precede you – residency directors, mentors, innovators, teachers, and members of the legislature – all of whom have been driven to advance this medical specialty.

The college was founded in September 1916 as the Ohio College of Chiropody. It opened with only one lecture hall, one laboratory, one microscope, a few Bunsen burners, and a clinic with six chairs for patients. Only one year of study and training was required to earn your Doctor of Surgical Chiropody degree. There were only 700 hours of instruction required.

The college has made countless strides since its inception over 100 years ago, having graduated well over 7,000 DPMs, and that brings me to you – the future of Podiatry.

By joining our collaborative medical community, you accept the challenge and invitation to continue the tradition of excellence that was established by the first graduating students many years ago. Your impact as a Doctor of Podiatric Medicine will improve the health of countless individuals, but for now, I cannot wait to see what we will accomplish together over the next four years!

The Office of Enrollment Management & Student Services has compiled a detailed Incoming Student Reference Guide. This document is filled with resources that are available to you as a student, including information about financial aid, housing options, Flashline, and much more. In addition, we have included the contact information of each person from the Office of Enrollment Management & Student Service, along with information for several KSUCPM Student Ambassadors.

We cannot wait to have you on campus in August 2025! Welcome to the KSUCPM family!

Angela G. Dessables

Director of Admissions, CPM

podiatry@kent.edu | 216-231-7485



Welcome from OPMSA President

Dear Incoming Class of 2029,

On behalf of the Ohio Podiatric Medical Student Association (OPMSA), I would like to congratulate you on joining the Kent State University College of Podiatric Medicine (KSUCPM) community! Beginning a career in podiatric medicine is an inspiring and rewarding choice, and I'm genuinely excited to see where the journey takes you! My name is Madison Darnell, and I am honored to serve as the President of OPMSA, the student government overseeing all student-led organizations on campus.



As you step into this new chapter, I'd like to share a bit about my own path into the field. From a young age, I was drawn to science and medicine, though I didn't initially have a specific specialty in mind. As a lifelong athlete and college basketball player, I became all too familiar with foot and ankle injuries. After having a few injuries myself, my uncle, a practicing podiatrist, took care of me and introduced me to the field during my undergraduate studies. The more I looked into it, the more I realized podiatric medicine was the perfect fit for me. It is a dynamic field offering versatility in treating everything from trauma and diabetic wound care to sports medicine, all while providing a balanced lifestyle.

People often say college is the best four years of your life, but I believe the best years begin now. The friendships and connections you make during podiatry school will last a lifetime. The journey won't always be easy, but as they say, "tough times don't last, tough people do." During your time here, you will grow and thrive, both personally and professionally, in ways you never imagined, and the impact you make will continue for generations to come.

By choosing this path, you're joining a profession that's constantly evolving and expanding its role in healthcare. Podiatry truly is a hidden gem in medicine, blending clinical practice, surgery, and opportunities for leadership and advocacy. I encourage you to embrace the learning process, stay curious, and advocate for podiatric medicine wherever you go. Your passion, perspective, and dedication will help shape the future of our field.

I'm eager to meet you on campus and connect with you. Be sure to follow OPMSA on Instagram (@theopmsa) for updates, events, and ways to get involved. Once again, welcome to the KSUCPM family — the start of an incredible journey awaits!

Best,

Madison Darnell, OPMSA President

Meet the Enrollment Management Team



Angela G. Dessables, MBA

Director of Admissions, CPM

216-916-7487

adessabl@kent.edu

Contact Angela with questions about application status, admission requirements, or general admission questions.



Lorie Evans

Director of Student Services, CPM

216-916-7489

lfranck2@kent.edu

Contact Lorie with questions regarding housing, roommates, health insurance and services, immunizations, orientation, or the white coat ceremony.



Kathy Wright, M.Ed.

Assistant Director of Financial Aid & Student Employment, CPM

216-916-7490

kwright32@kent.edu

Contact Kathy with all questions relative to financial aid.



Ashley Butler

Recruitment & Admissions Coordinator, CPM

216-916-7489

abutle27@kent.edu

Contact Ashley with questions about visiting campus, application status, admission requirements, or general admission questions.



Todd Leiby, MSM

Admissions Counselor, CPM

216-916-7488

tleiby@kent



Melinda Velka

Special Assistant, Enrollment Management, CPM

216-916-7493

mvelka1@kent.edu

Melinda is ready to help you with questions about application status, admission requirements, or general admission questions.

Meet our Student Ambassadors

At Kent State University College of Podiatric Medicine, community isn't just something we talk about - it's something we live every day. We believe in the power of authentic relationships, shared experiences, and a support system that begins on day one. Our Student Ambassadors embody this philosophy with heart, purpose, and pride.

These future physicians are more than just leaders on campus - they are storytellers, mentors, and champions of the podiatric profession. Whether welcoming prospective students, representing KSUCPM at national conferences, guiding campus tours, or simply offering a reassuring voice to a peer, our ambassadors reflect the values that make our community so unique.

Their journeys into podiatric medicine are as diverse as they are inspiring, and each one brings a personal story of growth, resilience, and discovery. Through their outreach and involvement, they help shape a culture of inclusion, excellence, and innovation, reminding us that the future of podiatric medicine is not only bright but in compassionate and capable hands.

NB: *Many of our fourth-year student ambassadors (MS-IVs) are currently completing their clinical clerkships at hospitals and clinics across the country. While they remain passionate about supporting prospective students, their response time may be slightly delayed due to clinical obligations. We appreciate your patience and understanding.*

We invite you to reach out to any of our ambassadors!

[Access the Pod Med Student Ambassador Directory!](#)



Class of 2029 Incoming Student Website

The Office of Enrollment Management has assembled a website specifically for the incoming members of the Class of 2028. These webpages include MOST of what incoming students need to submit or prepare for, leading up to orientation and the start of classes.

[CLICK HERE to access the Class of 2029 Website](#)

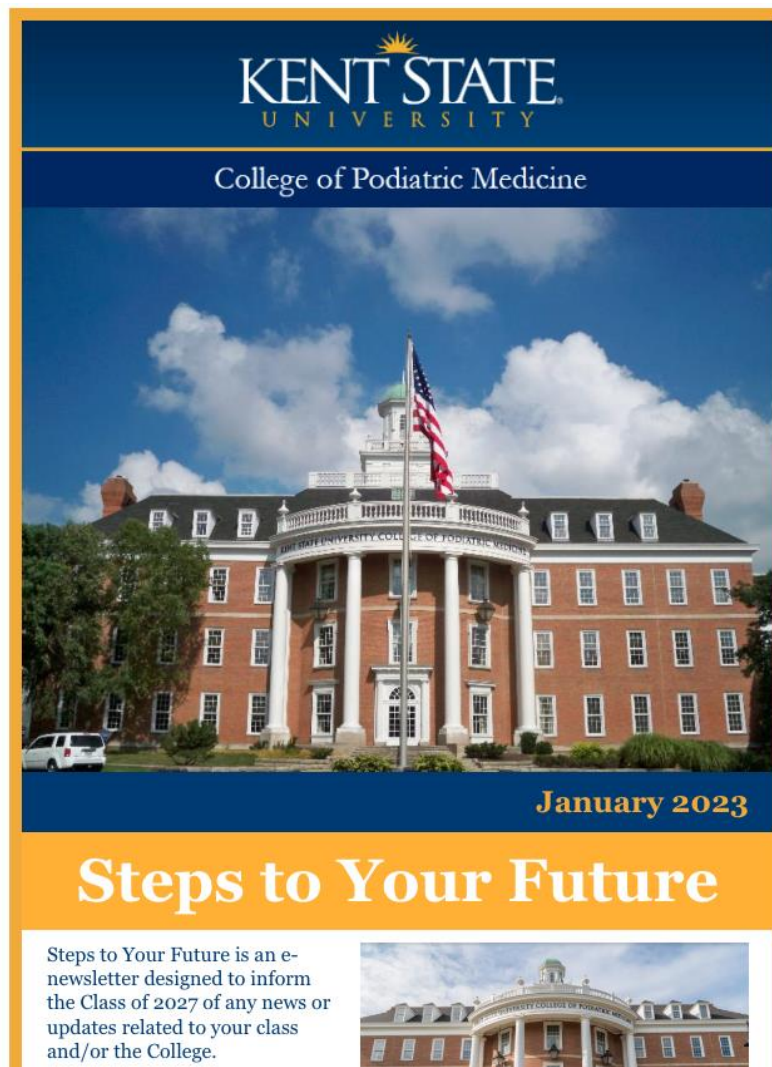
If you haven't done so already, we recommend bookmarking this website.



Steps to Your Future – The E-Newsletter

Steps to Your Future is an e-newsletter designed to supplement and provide updates to information included in the Class of 2029 Incoming Student Website. The e-newsletter will contain updates on the academic calendar, orientation, White Coat Ceremony, housing options, financial aid, textbook and supply listings, as well as many other items that you will find useful as you prepare for your first year at KSUCPM.

It is sent monthly from January through July; however, you may receive more frequent e-newsletters if we have additional information to release to the Class of 2029. It will be emailed to the e-mail address you provided on your application. Once Kent State University e-mail addresses are produced, the e-newsletter will be sent to both e-mail addresses.



Incoming Student Checklist

Members of the Class of 2029 will need to complete the checklist items before matriculating at KSUCPM. Please note that there are consequences for missing deadlines.

- **REQUIRED:** Fill out a FAFSA (Kent State Code: 003051)
 - Refer to the separate Financial Aid Checklist for all your financial aid requirements.
- **REQUIRED:** Log in to FlashLine upon receiving your Kent State e-mail address, FlashLine ID, and student ID number
 - FlashLine IDs and e-mails will be sent out beginning in late January and continually as students secure their seats in the Class of 2029. Please allow a few weeks for processing.
- **REQUIRED:** Enter “Emergency Contact” info in FlashLine.
- **REQUIRED:** Complete Immunization and Titer Requirements. Collect your records and obtain required immunizations, titers, and TB testing.
- **REQUIRED:** Submit any outstanding transcripts that may be required by KSUCPM
- **REQUIRED:** Send KSUCPM your white coat size (*Due upon deposit to secure your seat*)
- **REQUIRED:** Submit any outstanding letters of recommendation
- **REQUIRED:** Complete your background check (*Summer 2025 – As directed by KSUCPM*)
- **REQUIRED:** Complete your drug test (*Summer 2025 – As directed by KSUCPM*)
- **REQUIRED:** Complete the Learning and Study Strategies Inventory (*Summer 2025 – As directed by KSUCPM*)
- **REVIEW:** Review the list of supplies (textbooks, supplies, laptop) and purchase what is needed.
- **REVIEW:** Research housing options in the area and secure housing
- **REVIEW:** Join the Class of 2029 GroupMe for periodic updates & helpful hints from upperclassmen
- **REVIEW:** Continue to check your e-mail (personal and Kent State e-mail) for updates regarding the upcoming academic year and other requirements
- **REQUIRED:** Register for your parking permit (*Information will be sent in Summer 2025*)

Dates To Remember

Orientation

Tuesday, July 29 – Thursday, July 31, 2025

Kent State University College of Podiatric Medicine will hold incoming student orientation beginning on July 29, 2025, through Thursday, July 31, 2025.

During orientation, students will meet Dr. Allan Boike, *Dean*, Dr. Bryan Caldwell, *Senior Associate Dean*, and many faculty members. In addition, students will listen to presentations from the Offices of Enrollment Management and Student Services and meet upperclassmen.

More information, including the specific start time and tentative agenda, will become available later this spring. *Orientation attendance is mandatory for all matriculating students.*

White Coat Ceremony

Friday, August 1, 2025

The White Coat Ceremony is a rite of passage for medical students. For every student, this ceremony holds a different meaning. The white coat symbolizes a commitment to professionalism, caring, and trust in your future patients. We invite you to extend the invitation to your loved ones and supporters.

Start of Classes

Monday, August 4, 2025



White Coat Ceremony

Action needed

Kent State University College of Podiatric Medicine will hold the White Coat Ceremony for members of the Class of 2029, on **Friday, August 1, 2025**, at 1:00 pm.

The White Coat Ceremony is a rite of passage for medical students. For every student, this ceremony holds a slightly different meaning. Whether you are the first in your family to pursue a professional medical degree or follow in the footsteps of a loved one, the white coat symbolizes a commitment to professionalism, caring, and trust in your future patients. Most importantly, it symbolizes the beginning of your journey to becoming a Doctor of Podiatric Medicine.

The White Coat Ceremony is a formal event. We invite you to extend the invitation to your loved ones and supporters.

White Coats have been generously donated by Gordon Labs.

Additional details about this event will be shared in Summer 2025. Students will be made aware of all details.

If you haven't already, [click here to submit your White Coat size](#).

PS: KSUCPM does not supply or sell white coats. Students will need to purchase any additional white coats at a uniform shop or online.



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, or persons with 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, and 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 period 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 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 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, the 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 conclude 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 regarding 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 healthcare 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 any infectivity, 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 Resources

The 2025-2026 Academic Calendar will be released in the summer. This calendar will include your entire schedule for the fall and spring semesters. The summer schedule will be released in the spring of 2026. The following outline describes the current first-year curriculum for the DPM program. ***Please note that this is the current outline. Some class names or credits may change.***

FIRST YEAR		
	Fall Semester	Credits
PCS 80109	HUMAN ANATOMY	6
PCS 80110	EMBRYOLOGY	2
PCS 80112	FOUNDATIONS OF LIFE SCIENCES I	6
PCS 80113	FOUNDATIONS OF LIFE SCIENCES II	6
PMD 80113	MEDICAL ETHICS	1
PMD 80114	PRINCIPLES OF MEDICAL RESEARCH	1
PMD 80117	PODIATRY, PROFESSIONALISM, AND SOCIETY I	1
	Credit Hours	23
	Spring Semester	
PCS 80121	FOUNDATION OF LIFE SCIENCES III	4
PCS 80122	FOUNDATIONS OF LIFE SCIENCES IV	5
PCS 80124	LOWER EXTREMITY ANATOMY	8
PCS 80128	MEDICAL MICROBIO/IMMUNOLOGY	6
	Credit Hours	23
	Summer Term	
ORT 80131	BIOMECHANICS I	3
ORT 80132	REHABILITATIVE MEDICINE	2
PMD 80132	LOW EXTREMITY ASSESSMENT AND DIAGNOSIS	2
PMD 80133	INTRODUCTION MEDICAL IMAGING	1
	Credit Hours	8

You can find the entire course catalog, with course descriptions (as it currently exists) here: <http://catalog.kent.edu/colleges/pm/podiatric-medicine-dpm/#roadmaptext>.

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.

The 2025-2026 academic catalog will become available in late Spring 2025. It may be beneficial for you to review the current catalog policies to become familiar with the areas included in the academic catalog.

Registration

KSUCPM students do not need to register for classes. You will automatically be registered for classes according to your 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:

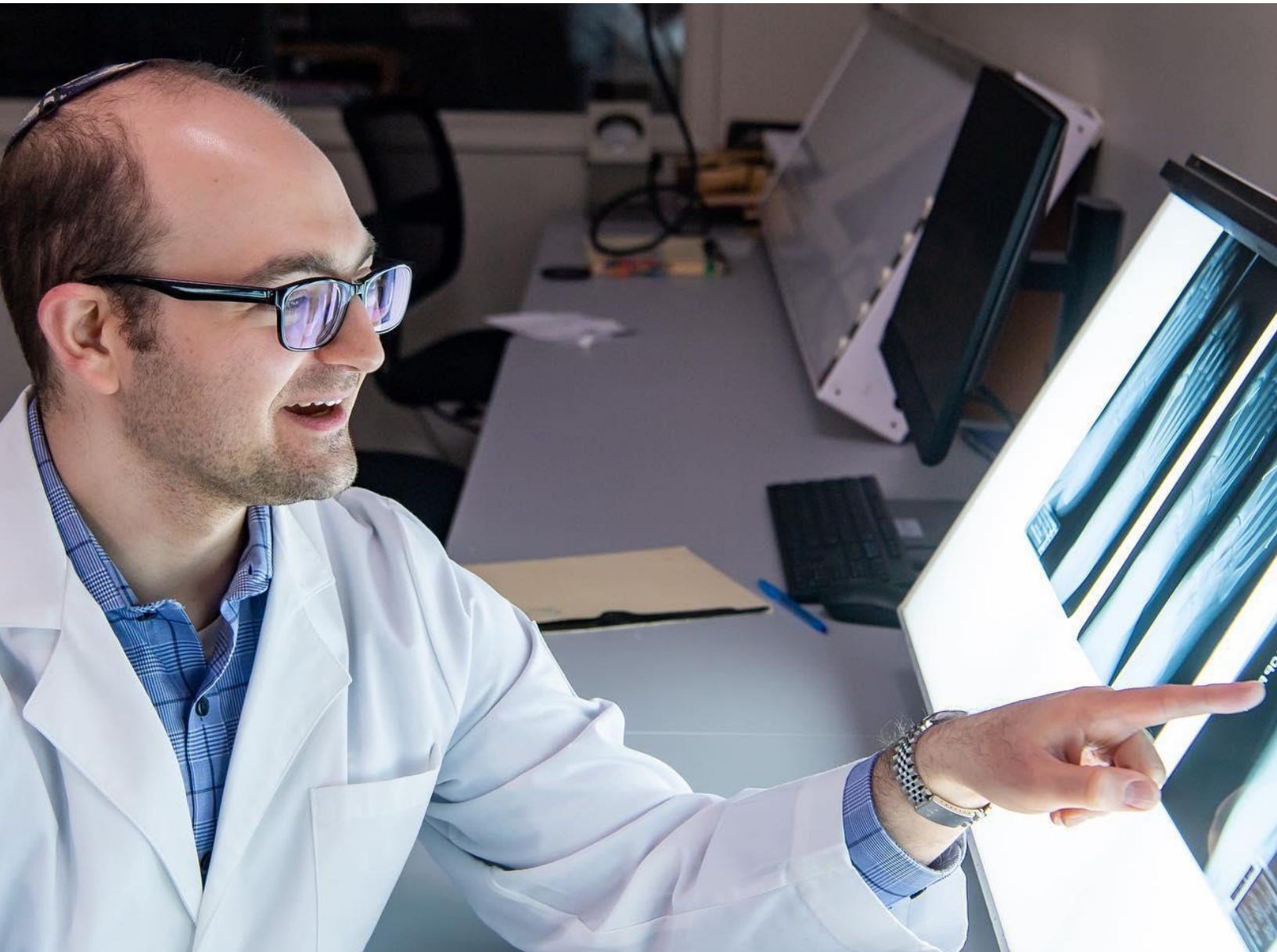
- The right to review and inspect their educational records;
- The right to have their educational records amended or corrected;
- The right to limit disclosure of some portions of their educational records; and
- The right to file a complaint with the U.S. Department of Education concerning alleged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



Educational Resources

The mission of the KSUCPM Office of Educational Resources is to empower and support our students to achieve their full potential as active, self-directed lifelong 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, and 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, board 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 the need and resources available. Students who do not pass a course exam are highly encouraged to immediately seek help. Before 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

The Office of Educational Resources will be sending out more information/questionnaires to all incoming students in the **summer of 2025**.

Office Hours and contact information

Monday – Friday

8:00 am – 4:00 pm

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.

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

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 or 216-916-7499.



Textbook, Laptop, & Supplies

Action needed

Textbooks

[Click here](#) to review the list of textbooks approved by faculty. Textbooks will be available for purchase through the online Kent State University bookstore in the summer. Students may, of course, purchase textbooks from other sites instead of the University bookstore.

Laptop

KSUCPM requires all students to have a laptop (PC or Mac) for computer-based testing. Unfortunately, an iPad or other type of tablet will not suffice.

For laptop requirements, please click here: [Laptop Requirements for KSUCPM Students](#). Please review carefully. If you have questions about a laptop, you may email our IT office at CPMIT@kent.edu or call 216-916-7545.

Dissection Kit

1st year students will take Human Anatomy as part of the fall semester. Students will be provided with a dissection kit for the lab. **Do NOT purchase a kit.** The dissection kit is already included in your fees.

Instrument Kit

1st year students will receive a kit of instruments towards the end of the fall semester to be used in spring and summer coursework. This instrument kit is included in your fees already.

Attire for Lab

Students are required to dress appropriately and to wear accepted personal protective equipment (PPE) while dissecting. Appropriate clothing (PPE) includes student-supplied choice of scrubs, street clothes, disposable gowns, or reusable lab coat. Arms must be covered at all times with long-sleeved tops or lab coats. Close-toed shoes with a leather (or vegan) top and covered heel are required. No sandals, flip-flops, slippers, crocs, or mesh, open-toed or open-heel shoes, are permitted.



University Resources

Kent State University Policies

Kent State University College of Podiatric Medicine attempts to provide all students with 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 always maintain professionalism. 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 with and comply with Kent State University policies, whether noted in this Incoming Student Reference Guide or the 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

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: <http://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+ Center

The Lesbian, Gay, Bisexual, Transgender, and Queer Plus (LGBTQ+) Center provides 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 office is 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

We hope that this website will be helpful to anyone in our community who may be dealing with power-based personal violence and need 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 for 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.

FLASHline

Action needed

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, bursar 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 2028 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

Your Kent State email account is hosted by Outlook. You can access your Kent State Outlook through FlashLine by clicking on the E-mail symbol in the upper right-hand corner of the page.

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 Webmail account, contact the Helpdesk at 330-672-4357 or visit <http://support.kent.edu>

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 during 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, as it will need to be deactivated to secure your funds and general access to the building.

You will receive your KSUCPM Student ID card at orientation.



Financial Aid Overview

Updated 3/14/2024

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 for an incoming 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 2024-2025 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 onto certain Department of Education websites. If you have a spouse and filed 2023 taxes separately, they will need to request a FASFA ID to authorize consent to provide tax information for the FAFSA application.

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 with your financial aid award offer. Typically, award offers are available for review by early spring. You will be able to check your financial aid status, including 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 mailed to your permanent address about 5-7 days after your initial registration. You must log in to 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 your 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 8:00 am – 5:00 pm. 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 on a candidate's MCAT score, science GPA, components of the interview, and state of residence. Candidates are notified of their scholarship award in the letter of admission.

Scholarship Name	In-State	Out-of-State
Presidential	\$16,050	\$21,450
Dean's	\$14,450	\$19,300
Academic	\$12,850	\$17,150
Golden Flash	\$11,250	\$15,000
Black Squirrel	\$9,650	\$12,850

Continuing Student Scholarships

All continuing students are eligible for continuing scholarships. This scholarship module is different in that a finite number of students will receive scholarships.

Class of 2029

Members of the Class of 2029 are eligible for a *renewable* continuing scholarship by maintaining an academic rank in the top 25% of their class. These continuing scholarship amounts will depend on their student's residency.

Recipient	In-State	Out-of-State
Top 2%	\$16,050	\$21,450
Next 3%	\$14,450	\$19,300
Next 10%	\$12,850	\$17,150
Next 10%	\$11,250	\$15,000

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 contact Kathy Wright. Internal scholarships are subject to change at any time.

ScholarshipUniverse

We invite you to explore Kent State University's NEW search portal that will match you to specific scholarships at KSUCPM. ScholarshipUniverse is our way of helping you make college affordable and can help you find a variety of different scholarships in one place based on the following information: major, academic standing/achievements, financial need, activities, interests, and more! Be sure to check out all external scholarships and resources available in the portal for more opportunities! Check back often, as these scholarship availabilities update regularly. Although these external scholarships are offered by organizations, agencies, and donors outside of Kent State University, these are all possible funding options to help support your college education!

To get started, you will need to log in to ScholarshipUniverse with your existing FlashLine credentials and complete a **Student Profile**. Filing out your Student Profile grants you access to the current list of links to available scholarship opportunities. The questions you will be asked to answer in the profile will further help match you to specific scholarships. While you don't have to answer all these questions, the more you answer, the better your search results will be for scholarships for which you can apply, and thus gives you a greater likelihood to fully qualify for a scholarship!

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. [Click here for additional scholarship information.](#)

FINANCIAL AID

Checklist

#KSUCPM2029



File 2025-2026 FAFSA

December 2024: FAFSA Opens

www.fafsa.gov

2023 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 April 2025)

- 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 by March 2025)



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 the Federal Direct Graduate Plus credit authorization form:

Form will be released in Spring 2025

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

KSU delivers your refund with BankMobile Disbursements, a technology solution, powered by BMTX, Inc.

For more information, [click here](#).

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

Housing

Action needed

KSUCPM Apartment Guide

KSUCPM compiled a [housing guide](#) for candidates for the Class of 2029. 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 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 student to find their roommate.

Choosing the 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 do 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 include 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 relationship issues, academic concerns, stress, career questions, lack of motivation, and time management. There are times when 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 at 216.368.5872. In addition to crisis counseling, CWRU offers 24/7 access to telecounseling and telehealth. [TimelyCare: Virtual Care from Anywhere | CWRU](#)

Wellness Initiatives

KSUCPM has created opportunities to promote wellness on our campus. Helping students healthily manage stress is our goal.

Koru Mindfulness Meditation

Koru is an evidence-based mindfulness curriculum designed for young adults. Students self-select this 4-week training and learn practical skills that help manage stress, reduce self-criticism, and increase self-confidence and self-awareness. To learn more contact Counseling & Wellness Services at CPMCounseling@kent.edu

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 online options for guided meditation, and information about and beginning 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 can 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.

KENT
CARES



Health Insurance

Student Health Insurance Requirement

KSUCPM 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 2024-2025 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 2025-2026 is still being negotiated. Students will be made aware of the new provider at orientation (or sooner if available).

Payment is due by 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 before the beginning of the semester. Students will receive an email with instructions and a deadline at 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 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 2025-2026 academic year.
3. My plan offers 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 Student 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 the application. If you lose coverage and do not enroll in 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.



University Health Services

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 in the service. Students may not waive this service.

Please note that this is not insurance. Students do not get charged any fee for visits to the Health Service; this is covered by a health fee billed to you each semester. Students will be responsible for 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
Campus Address 2145 Albert Road
Cleveland, OH 44106

Office Hours:

Monday - Wednesday	8:30 am - 5:00 pm
Thursday	9:30 am - 5:00 pm
Friday	8:30 am - 5:00 pm

Counseling Services

Phone 216-368-5872
Email counseling@case.edu
Campus Address 220 Sears Building
Cleveland, OH 44106

Office Hours:

Monday - Wednesday	8:30 am - 5:00 pm
Thursday	9:30 am - 5:00 pm
Friday	8:30 am - 5:00 pm

Walk-In Care

Walk-in care for urgent situations is available without an appointment Monday-Friday, 8:30 am to 4:30 pm 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. They treat a wide range of illnesses, including:

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

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

University Counseling Services

Counseling Services Offered:

- Individual Counseling
- Group Counseling
- Psychiatric care
- Consultation Services

Please visit University Health & Counseling Services

<https://case.edu/studentlife/healthcounseling/counseling-services> for more information.



Student Foot Care

All students enrolled at Kent State University College of Podiatric Medicine are eligible for expert foot care at no cost to them, except for 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

Action needed

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.

To ensure that all students are protected against preventable communicable illnesses, the following requirements must be met before 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 compliance with 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 that prevents the administration of a vaccine, must provide a healthcare 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 a 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 a 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 remain compliant 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 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

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 chickenpox infection you will need a positive record of the positive result. The history of disease alone is not acceptable. 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 a 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.*

Titers FAQs

What titers are required for KSUCPM Students?

- Hepatitis B
- Rubella
- *Varicella is required only if you had chickenpox 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 demonstrates a person's immunity to a certain disease. If they are not satisfactory, the student 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 healthcare provider to see what immunizations you will need to receive 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 healthcare provider confirms that you have immunity, then you need to submit that record of the titer results.

NB: If you need the Hep B series, please note that it can take up to four months to complete.

Mandatory TB Testing for 1st Year Students

Upon admission, students must obtain the IGRA 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 vaccines who have tested positive with a PPD, unless they have had 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 statements, and PPD results.

All TB testing should be done before the start of classes.

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

Mandatory for 2nd Year	Influenza Tuberculosis screening
Mandatory for 3rd Year	Influenza

	Tuberculosis testing
Mandatory for 4th Year	Influenza Tuberculosis testing

**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.*

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



Drug Test & Background Check

Action needed

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 healthcare 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 follow the policies as defined herein. 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.

Both the drug test and background check will need to be completed within a designated time frame. The Office of Enrollment Management will send you a link to complete your background check in June. In addition, we will also send you a drug testing form in June.

Both the background check and drug test MUST be completed with the designated vendor to be accepted. More information about the tests will be available in early Summer 2024.

Do NOT secure either of these requirements until notified by the Office of Enrollment Management in June 2024.



Letters of Recommendation

Action needed

Students are required to submit any outstanding admission items before matriculation. If you were missing any letters of recommendation, please submit or remind the person who will be writing your letter of recommendation. In addition, if you have coursework in progress, please submit your transcripts. Any outstanding transcript or letters of recommendation requests would have been noted in your letter of acceptance.

The Office of Enrollment Management will begin to send reminder e-mails to those candidates still missing letters.

Letters of recommendation can be sent via the application service, Interfolio, or directly to the College at podiatry@kent.edu.



Final Transcripts

Action needed

Updated & Final Transcripts

If you applied to KSUCPM and had coursework planned or in progress, you will need to send a transcript showing the final scores from those classes. In addition, if you are completing a degree that was not finished when you applied, the transcript must show "degree conferred."

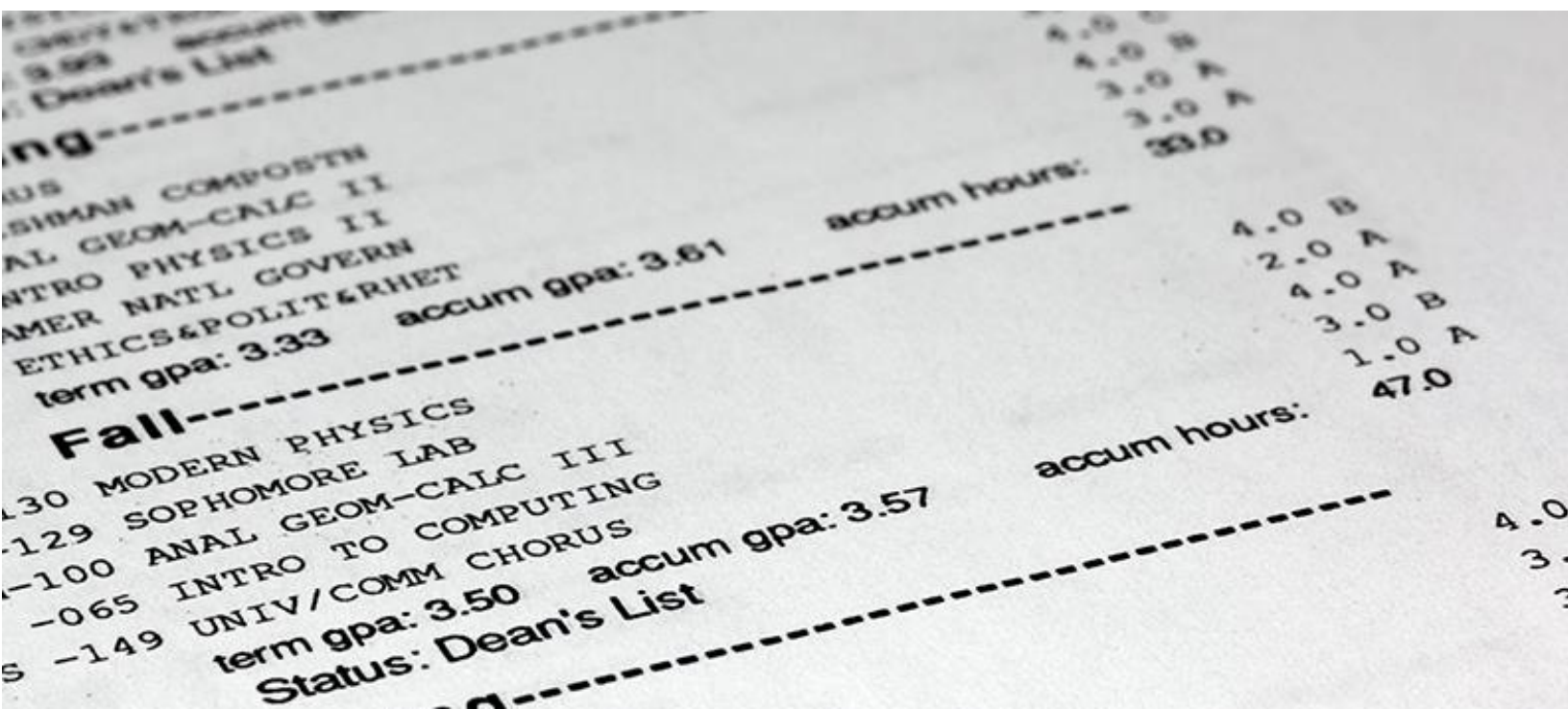
Please request your final transcripts (noting the degree conferred) be sent to:

Office of Enrollment Management

Kent State University College of Podiatric Medicine
6000 Rockside Woods Blvd
Independence, Ohio 44131

Transcripts can also be sent electronically to: podiatry@kent.edu.

If you have any questions about what needs to be submitted, please contact Melinda Velka at mvelka1@kent.edu.



Campus & Facilities

Building Hours

KSUCPM campus/building will open at 6:00 am and close at midnight. Security is on-site on evenings and weekends when the 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 on our website at the following link:

www.kent.edu/cpm/campus-safety

The security officer always carries a portable security phone while 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 1:00 pm – 12:00 am

Saturday - Sunday 8:00 am – 12:00 am

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

Any Phone 216-916-7539 (Save this number!)

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 extremities 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 always practiced.
- Sneakers 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

Cafeteria/Dining Facilities

The dining facilities are located on the lower level. The hours of operation are Monday through Friday from 7:00 am to 10:00 am and 11:00 am to 1:30 pm 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 a credit card in the cafeteria.

Students are not able to waive the food fee. KSU Dining & Catering has 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.

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.

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.

Fitness & Recreation Facilities

KSUCPM offers a small fitness center on campus (located on the lower level).

In addition, KSUCPM will provide students with a membership to a fitness club in the area. This information will be provided to students during orientation with the ability to sign up during the first week of classes.

**Please note that you are not charged a fee for the fitness club membership. Therefore, you will not receive a credit for joining another fitness club.*



Student Organizations

KSUCPM offers several student organizations, fraternities, and sports clubs to serve the student population. You will be able to learn more about and join clubs in Fall 2024.

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 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 enrolling 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, and a senior yearbook. On the national level, OPMSA represents the students from the college in all academic and national affairs concerning the profession of podiatric medicine.

Sports Medicine Club

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

Kappa Tau Epsilon (KTE)

Kappa Tau Epsilon is an active fraternity that provides anatomy mocks for first year students. The fraternity

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.

Faculty Mentorship Program

Kent State University College of Podiatric Medicine has a Faculty Mentor program. This program pairs each member of the Class of 2028 with a member of the KSUCPM faculty. This mentor program provides students direct access to faculty members who will be able to share support and guidance as you transition into medical school.

Students will receive information from the Division of Enrollment Management & Student Services regarding their faculty mentor pairing. This email will be sent at the beginning of the fall semester.



BIG/little Program

Kent State University College of Podiatric Medicine has created a BIG/little program to support our students' transition through their podiatric medical education and beyond. Many of our bigs and littles keep in touch with each other even after graduating!

This program pairs a 1st-year student with an upperclassman. This relationship is geared towards providing the new student with helpful information relative to classes, coursework, labs, and much, much more.

Your Class of 2029 'Bigs' cannot wait to meet you during the first few weeks of classes!



Helpful Tips from KSUCPM Students

- Study day by day – do not procrastinate.
- Start studying for exams at least two weeks before.
- Make sure you are always compliant with your immunizations!
- Try different study techniques. Just because a study technique worked for someone else doesn't mean it will work for you!
- The lecture halls can get cold. Bring a sweatshirt and wear closed-toed shoes with socks to keep warm (even in the summer months!).
- It is okay to wear comfy clothes. Sitting in lecture halls and study rooms for 12 hours a day can get a little uncomfortable in jeans!
- Check your e-mail frequently. Staff and faculty communicate with students via e-mail. Download the Gmail app to your phone so you stay in the know.
- If you need extra help with Microbiology, invest in Sketchy! It is worth the money and the time you will save!
- Do not pretend that you are doing well when you are not, SPEAK UP and get help before it is too late!
- Form study groups. They not only help you to keep up with the material, but they can also open the door to new methods of learning and creative ways to ensure that the material sticks.
- Try to work out 3 times a week. It's a great stress reliever.
- If you have a significant other, both of you must realize it's a sacrifice and you must work together as a team.
- Treat the bodies in the anatomy lab with respect.
- Do NOT argue with the teachers and complain too much. They do not like that. If you meet them in their office and talk to them in person, they are nice and will try to fix the problem.
- Don't be afraid to carpool with classmates, especially in the winter when you may not be super confident driving in the snow and ice.
- Put a snow brush, blanket, and winter wiper fluid in the car starting in October. You will be happy you did when the first unexpected snow hit before Halloween.
- Get allergy medicine in the summer because there is enough white pollen out there that you might still think it is winter.
- Do not limit yourself to forming relationships with only people from school. It is nice to have friends and significant others who are not facing the same stressors as you constantly.

- Take walks around the school path. It is calming and a great midday break!
- If you ever have a problem the staff are very helpful and awesome. The open-door policy makes it so easy to ask them a question, so do not be afraid to ask!
- Bring Vicks vapor rub to rub all over your nose when you are in the anatomy lab for the first month.
- Utilize Boxcast even if you go to class regularly, it is a great resource.
- If you are spacing out or getting a little too sleepy during a long lecture, take 5 minutes to walk around the school and come back to the lecture. Boxcast can help you catch anything you may have missed.
- Be immediately aware that the expectation is that you want to be here and that you are prepared to give 100%.
- No exaggeration - expect the spring semester to be twice as hard as the fall semester, so do NOT let your guard down over the long break.
- Keep your notes organized and easy to come back to. You will appreciate it when it comes time to study for boards!
- Ask classmates for their notes, study guides, and practice questions. This will help prevent you from missing something important!
- Help each other out; it is not a competition. This is you, your classmates, and your family's (future family) livelihood.
- Read the syllabi before class starts! Come prepared so you don't fall behind as easily.
- You're not alone!!! Second-year students are going to be one of your most helpful resources. Reach out to them!
- Go to tutoring from day 1. It really helps, especially if you are struggling.
- Remember tutoring is built in study time and is not just for students who may be struggling. Go to tutoring at least 3 times a week!
- Get a pair of noise-cancelling headphones. They improve studying efficiency a LOT!
- Organize your notes/study aids at least two weeks before your exams that way when exams come you are not wasting time organizing materials, you can just study.
- If there is a class-led text message group, keep messages school-related and positive. Everyone is under a large amount of stress, no need to add to it!
- Keep email addresses for professors as well as staff in the student center on hand, they truly are your best resources at the school.

- Make sure you are always up to date on your immunizations. Different hospitals and clinics may require proof. You will want to keep these records handy all four years.

**Helpful Tips are exclusively provided by the students in classes of 2019-2024 and do not necessarily represent the advice of faculty, staff, or administration of Kent State University College of Podiatric Medicine.*

Social Media

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

Class of 2028 [Facebook Group](#)

[KSUCPM Facebook Page](#)

[KSUCPM LinkedIn Page](#)

[CFAC Facebook Page](#)

[KSUCPM Twitter](#)

[CFAC Twitter](#)

[KSUCPM Instagram](#)

[KSUCPM TikTok](#)



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. Always adhere to rules of ethical and professional conduct.
- **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 the material before publishing.
- **Protect client/patient information.** Do not discuss confidential information and follow standards of patient privacy and confidentiality and regulations outlined in the 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.