



**Texas College
of Osteopathic
Medicine**

**Student Handbook
1976-1977**

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The College

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Message from the Dean

On behalf of the faculty and staff of the Texas College of Osteopathic Medicine I welcome you to the TCOM family. The College was organized and developed to improve health care delivery in the state of Texas. We feel that we can best do that by educating osteopathic physicians who are well-prepared to deliver primary care in both urban areas and in smaller, more rural communities.

When you become a student physician in the College you not only assume numerous responsibilities as an osteopathic medical student but also become a part of a proud profession oriented to service. The path to graduation may not always be an easy one, but I can assure you that the rewards are well worth the effort. The faculty and staff are here to facilitate your education and training; we all share a single goal in the College: to help you to prepare to be the best possible physician to those whom you meet as patients and friends. Our doors are open when we can be of assistance.

Our College is proud to be affiliated with a great university, North Texas State University at Denton. We are equally proud to be affiliated with six osteopathic teaching hospitals in Texas and with many osteopathic physicians in private practice throughout the state. Our greatest pride, however, is in the men and women of our College who will soon be joining other alumni of TCOM in serving as osteopathic physicians to the many needy persons of our communities.

Ralph L. Willard, D.O., F.A.C.O.S.

Osteopathic Philosophy

In 1874 Dr. Andrew Taylor Still, founder of osteopathic medicine, turned against the medical practices of the day, especially the use of massive non-specific drugs, and began his own system.

"This system of therapy is based on the theory that the body is capable of making its own remedies against disease and other toxic conditions when it is in normal structural relationship and has favorable environmental conditions and adequate nutrition. It utilizes generally accepted physical, medicinal and surgical methods of diagnosis and therapy, while placing chief emphasis on the importance of normal body mechanics and manipulative methods of detecting and correcting faulty structures." (*Dorland's Illustrated Medical Dictionary*, W. B. Saunders, Philadelphia, 1965, p. 1107.)

The basic premises of the philosophy, science and art of osteopathic medicine as put forth by Dr. Still* are that:

- ☐ the human body is a unit in which structure and function are mutually and reciprocally interdependent,
- ☐ the body, through a complex equilibrial system tends to be self-regulatory and self-healing in the face of disease processes,
- ☐ adequate function of body systems depends upon the unimpeded flow of blood and nerve impulses,
- ☐ the musculoskeletal system comprises one of the several body systems, and its importance far exceeds that of providing framework and support,
- ☐ there are somatic components to disease which are not only manifestations of the disease, but are important contributing and/or maintaining factors. These somatic components may be local or distant. Appropriate treatment of them has great value.

*Prepared by Special Committee of the Council on Development, American Osteopathic Association. Approved May, 1963, American Osteopathic Association, Chicago.

Purpose of the College

The principal goal of TCOM is to graduate competent Doctors of Osteopathy who, by the time of graduation, have:

- ☐ demonstrated personal, intellectual and professional integrity,
- ☐ been versed in the philosophy and principles which have traditionally been the basis of osteopathic medicine,
- ☐ demonstrated an empathy and compassion for the patient and his family and learned to base all therapy on considerations of the patient's personal state of development, the family and the social environment,
- ☐ become involved in community health care and health education activities which emphasize the multitude of community health care resources available to the physician, cooperation with allied health care workers in the community and insight into ways in which the interplay of familial, societal and environmental variables affect the health of individuals,
- ☐ demonstrated an understanding of basic medical knowledge and skills sufficient to practice general osteopathic medicine after completing the legal requirements for internship or to pursue further training in careers of specialty practice, academic teaching, administration, research or public health and to serve as a foundation for lifelong professional growth.

Another goal of TCOM is to provide health care and health education within the community and the state it serves. The College will share leadership in improving health care in those communities within its reach, as well as extend its educational resources to patients, practicing physicians and allied health professionals so they may continue to be informed in all aspects of health care.

TCOM shares with other institutions of higher learning a responsibility for adding to the total store of knowledge. Through its research programs, the College will endeavor to explicate the scientific theories and principles which underlie osteopathic medicine and the other health sciences to which it is inextricably related.

History of the College

In 1961 the Texas Association of Osteopathic Physicians and Surgeons (now the Texas Osteopathic Medical Association) began to explore the possibility of establishing a school of osteopathic medicine in Texas. Some 85 per cent of the osteopathic profession in the state favored such a move and agreed to support the new college facility.

Acting on that expression of interest and support, three osteopathic physicians, Drs. George J. Luibel, Carl. E. Everett, and D. D. Beyer, obtained a charter for Texas College of Osteopathic Medicine from the State of Texas in June 1966.

The charter permits granting Doctor of Osteopathy, Master of Science and similar academic degrees and certificates of achievement, including honorary degrees which are or may be usual among academic institutions.

Tarrant County was chosen by the Board of Directors as the site of the College because it was the only major area in the state without a medical school. In addition, the Dallas-Fort Worth area has the largest concentration of osteopathic physicians in Texas. The same geographical boundaries include several approved osteopathic teaching hospitals which agreed to cooperate with the educational program of the College.

TCOM accepted a class of 20 students in the fall of 1970. Classes met in temporary facilities at Fort Worth Osteopathic Hospital, 1000 Montgomery Street. The total faculty then numbered over 30, only a small portion of whom were on a fulltime basis. In the fall of 1971 the second entering class of 32 students began studies in leased quarters on Camp Bowie Boulevard which provided ample facilities for instruction in pre-clinical sciences, adding 16,000 square feet to the existing College campus. The temporary quarters at Fort Worth Osteopathic Hospital were retained for additional laboratory, office and library space.

In 1971 the College began receiving financial support from the State of Texas when Senate Bill 160 was enacted by the Legislature. These funds, administered

through the Coordinating Board, Texas College and University System, were to be used for operating expenses.

In February 1972 a contract between North Texas State University and TCOM for basic science instruction was signed. Under the terms of that contract, NTSU furnished classroom, laboratory and office space for TCOM faculty and students. The instructional program for first and second-year students on the Denton campus of NTSU is taught by the faculty of both institutions in a cooperative arrangement between the schools.

Within this program osteopathic students benefit from the use of libraries and research facilities as well as from association with NTSU faculty and students.

The establishment of TCOM extends the geographical influence of osteopathic medicine as the nearest osteopathic college is located some 300 miles away at Tulsa, Oklahoma. TCOM expands the opportunities for osteopathic community service and medical research to the Fort Worth-Dallas metropolitan area. Benefits to the area will increase as the College completes its initial expansion program of \$12.8 million. Completion of Osteopathic Medical Education Building I is expected in late 1979.

In July 1970 the Board of Trustees of the American Osteopathic Association, upon the recommendation of the Bureau of Professional Education of the AOA, granted pre-accreditation status to TCOM. In August 1971 provisional accreditation status was granted, and full approval was granted in May 1974.

TCOM is approved by the U.S. Department of Health, Education and Welfare, Texas Education Agency and the Texas State Board of Medical Examiners. The College maintains membership in the American Association of Colleges of Osteopathic Medicine.

A bill enacted by the Legislature of the State of Texas on May 22, 1975, established TCOM in Fort Worth as a separate institution rather than a department, school or branch of NTSU, but the institution is under the direction of the Board of Regents of NTSU through the president of the university.

Facilities

Administration Building

The administrative offices of the College are located at 3516 Camp Bowie Boulevard in Fort Worth. The building also houses faculty offices, an excellently furnished library for reference and study, classrooms and a faculty lounge. Just west of the Administration Building proper are a wing of offices and the Student Center, which presently houses the Student Services Office. The Student Center has been moved to permit construction of the new Osteopathic Medical Education Building I.

Administration Building Annex

The Business Office, Admissions Office, Office of the Registrar and other offices and functions, as well as some classroom space, are located in the Annex at 3120 West Seventh Street.

North Texas State University

The basic health sciences portions of the curriculum are taught primarily during the first two semesters at NTSU, 40 miles north of Fort Worth. The fourth floor of the University's Biology Building is utilized for lecture classrooms and laboratories for the College. During the third semester, classes are held on both the Denton and Fort Worth campuses; the fourth and fifth semester classes are conducted in Fort Worth.

Clinics and Hospitals

These provide many of the clinical learning experiences for students and are listed in the Academic Affairs section.

Academic Affairs

The Academic Program

Classrooms, laboratories, faculty offices and other facilities at NTSU presently are being used primarily to provide instruction in the pre-clinical sciences.

Classrooms on the Fort Worth campus are utilized to provide instruction in both the pre-clinical and clinical courses. The following schedule details the location of courses.

1st semester—NTSU campus

2nd semester—NTSU campus

3rd semester—Three days a week on the NTSU campus, two days a week on the Fort Worth campus

4th semester—Fort Worth campus

5th semester—Fort Worth campus

6th semester—Clinical clerkship in hospitals and clinics

7th semester—Clinical clerkship in hospitals and clinics

8th semester—Fort Worth campus

Curriculum

The following chart depicts the courses offered and the semesters in which they are scheduled as of June 1, 1976.

Year 1 - Fall Semester

Gross Anatomy
Biochemical Principles
and Metabolism
Embryology
Histology
Medical Psychology
Osteopathic Philosophy
Principles and Practice

Year 1 - Spring Semester

Gross Anatomy
Clinical Biochemistry
Genetics
Introductory Microbiology
and Immunology
Neurobiology
Osteopathic Philosophy,
Principles and Practice
Medical Physiology
Medical Psychology

Year 2 - Fall Semester

Medical Microbiology
Osteopathic Philosophy,
Principles and Practice
Basic Pathology
Introduction to Pharmacology
Physical Diagnosis
Medical Physiology
Psychiatry
Principles of Radiology

Year 2 - Spring Semester

Internal Medicine
Necropsies
Osteopathic Philosophy,
Principles and Practice
Systemic Pathology
Introduction to Obstetrics
and Gynecology
Physical Diagnosis
General Pharmacology
Introduction to Surgery
Principles of Radiology
Rehabilitation Medicine
Pediatrics
Principles of Psychiatry
Public Health

Year 3 - Fall Semester

General Surgery
Obstetrics and Gynecology
Ophthalmology
Anesthesiology
Internal Medicine
Clinical Neurosciences
Otorhinolaryngology
Pediatrics
Osteopathic Philosophy,
Principles and Practice
Medical Jurisprudence
Dermatology

Year 3 - Spring Semester and Year 4 - Clerkships

Clinics
Medicine
Surgery
Pediatrics
Obstetrics and Gynecology
Mental Health
Elective
Vacation

A large portion of the clinical learning experiences in the third and fourth years is directed through clinical clerkships and preceptorships in hospitals and clinics throughout the North Texas area. The College attempts to make these assignments within a reasonable distance from the campus. The student is responsible for his own transportation to and from these assignments. The following hospitals and clinics are utilized for clinical clerkships.

Hospitals

Corpus Christi Osteopathic Hospital
1502 Tarleton
Corpus Christi, TX
Director of Medical Education:
R. McGregor Slick, D.O.
(512) 884-4592

Dallas Osteopathic Hospital
5003 Ross Avenue
Dallas, TX 75206
Director of Medical Education:
Gill King, Ph.D.
(214) 824-3071

East Texas Chest Hospital
Post Office Box 2002
Tyler, TX 75701
Superintendent: George A. Hurst, M.D.
(214) 877-3451

East Town Osteopathic Hospital
7525 Scyene Road
Dallas, TX 75227
Director of Medical Education:
Gill King, Ph.D.
(214) 381-7171

Fort Worth Osteopathic Hospital*
1000 Montgomery Street
Fort Worth, TX 76107
Director of Medical Education:
George Esselman, D.O.
(817) 731-4311

Grand Prairie Community Hospital
2733 Sherman Road
Grand Prairie, TX 75050
Director of Medical Education:
James G. Matthews, D.O.
(214) 264-1651

Stevens Park Osteopathic Hospital
2120 West Colorado Boulevard
Dallas, TX 75211
Director of Medical Education:
Richard Helfrey, D.O.
(214) 943-4631

*Primary teaching hospital

Clinics

Camp Bowie Out-Patient Clinic
3440 Camp Bowie Boulevard
Fort Worth, TX 76107
(817) 731-2741 Ext. 52, 53, 54
Paul Q. Proffitt, D.O. or Lee J. Walker, D.O.

Family Clinic - Bethlehem Community
Center
970 East Humbolt Street
Fort Worth, TX
(817) 332-7911

Justin Osteopathic Clinic
310 Second Street
Justin, TX 76247
(817) 430-1742

Northside Multi-Purpose Center
NW 18th and Herrington
Fort Worth, TX 76107

Pediatric Clinic - Head Start
Child Health Clinic
1819 Hemphill
Fort Worth, TX
(817) 921-3604
Barbara Syma, Coordinator

Rehabilitation Farm Clinic
Jacksboro Highway
Fort Worth, TX 76106
(817) 237-2751

Rosedale Clinic
2825 East Rosedale
Fort Worth, TX 76105
(817) 531-2971

Well Baby Clinic (County)
Public Health Center
1800 University Drive, Room 108
Fort Worth, TX 76107
(817) 336-9241 Ext. 20

Other approved clinical clerkships are available in institutions throughout the city and state. A list of approved clerkships may be obtained from the Associate Dean for Clinical Affairs.

Beginning with clinical clerkship rotations for the third year class in January 1977, the clinical clerkship program will consist of 13 units, each unit comprising four weeks' work. Each unit begins on Monday at 8 a.m. and ends on Friday at 5 p.m. These clerkship

units will be scheduled beginning in January of the student's third year. Students will return to the Fort Worth campus for the second semester of the fourth year and will participate in a varied educational program leading to graduation in May.

Required clinical rotations include the following:

- 3 units of Clinics
- 2 units of Medicine
- 1 unit of Surgery
- 1 unit of Pediatrics
- 1 unit of OB/Gyn
- 1 unit of Mental Health
- 3 units of Electives
- 1 unit of vacation

Clinical rotations are assigned by the Office of the Associate Dean for Clinical Affairs during the fall semester of the third year.

Textbook List - Fall 1976

First Year Class

Anatomy 101

Gray, Henry. *Gray's Anatomy of the Human Body*. 29th American edition by C. M. Goss. Philadelphia: Lea & Febiger, 1973. \$28.50

Clemente, Carmine D. *Anatomy: A Regional Atlas of the Human Body*. Philadelphia: Lea & Febiger, 1975. \$24.50
Shearer, Edwin M. *Manual of Human Dissection*. 5th ed. by Charles E. Tobin. New York: McGraw-Hill, 1967.

Anatomy 111

Bloom, William and Don W. Fawcett. *A Textbook of Histology*. 10th ed. Philadelphia: Saunders, 1975. \$29.50
Bergman, Ronald A. and Adel K. Afifi. *Atlas of Microscopic Anatomy*. Philadelphia: Saunders, 1974. \$20.00

Anatomy 121

Moore, Keith L. *Developing Human: Clinically Oriented Embryology*. Philadelphia: Saunders, 1973. \$11.00
Sutton, Eldon H. *Introduction to Human Genetics*. New York: Holt, Rinehart & Winston, 1975. \$12.95

Biochemistry 101

Stryer, Lubert. *Biochemistry*. San Francisco: Freeman & Co., 1975. \$19.95

Osteopathic Philosophy, Principles and Practice

Moran, Peter S. and Neil A. Pruzzo. *An Evaluation and Treatment Manual of Osteopathic Manipulative Procedure*. 3rd ed. Kansas City, Missouri: The Institute for Continuing Education in Osteopathic Principles, 1975. No price available.

Medical Psychology 101-102

Lidz, Theodore. *The Person*. New York: Basic Books, 1968. \$10.75

Second Year Class

Medicine 201

Kampmeier, Rudolph H. and Thomas M. Blake. *Physical Examination in Health and Disease*. 4th ed. Philadelphia: F. A. Davis, 1970. \$16.25

DeGowin, Elmer L. and Richard L. DeGowin. *Bedside Diagnostic Examination*. 3rd ed. New York: Macmillan, 1976. \$12.95

Wintrobe, Maxwell M., et al. *Harrison's Principles of Internal Medicine*. 7th ed. New York: McGraw-Hill, 1974.

1 vol. ed. \$33.00

2 vol. ed. \$40.00

Spiro, Howard M. *Clinical Gastroenterology*. 2nd ed. New York: Macmillan, 1976. about \$45.00

Microbiology 202

Hoepflich, Paul D. *Infectious Diseases*. New York: Harper-Row, 1972. \$49.50

Bailey, W. Robert and Elvyn G. Scott. *Diagnostic Microbiology*. 4th ed. St. Louis: Mosby, 1974. (Optional) \$12.95

Schneierson, S. Stanley. *Atlas of Diagnostic Microbiology*. North Chicago: Abbott Laboratories, 1965 (Optional) \$5.00

Pathogenic Organisms and Infectious Diseases. Basle, Switzerland: CIBA-GEIGY, 1971. (Optional) \$4.50

Pathology 201-202

Robbins, Stanley L. *Pathologic Basis of Disease*. Philadelphia: Saunders, 1974. \$28.50

Davidsohn, Israel and John B. Henry. *Todd-Sanford Clinical Diagnosis by Laboratory Methods*. 15th ed. Philadelphia: Saunders, 1974. \$28.00

Pharmacology 201

Goodman, Louis S. and Alfred Gilman. *The Pharmacological Basis of Therapeutics*. 5th ed. New York: Macmillan, 1975. \$30.00

Goth, Andres. *Medical Pharmacology: Principles and Concepts*. 8th ed. St. Louis: Mosby, 1976. (Optional) \$17.50

Physiology 201

Guyton, Arthur C. *Textbook of Medical Physiology*. 5th ed. Philadelphia: Saunders, 1976. \$24.00

Psychiatry 201

Freedman and Caplan. *Modern Synopsis of Comprehensive Textbook of Psychiatry*. 2nd ed. Williams and Wilkins, 1972. \$24.95

Radiology

Potchen, E. James, et al. *Principles of Diagnostic Radiology*. New York: McGraw-Hill, 1971. \$36.00

Osteopathic Philosophy, Principles, and Practice 201

Moran, Peter S. and Neil A. Pruzzo. *An Evaluation and Treatment Manual of Osteopathic Manipulative Procedure*. 3rd ed. Kansas City, Missouri: The Institute for Continuing Education in Osteopathic Principles, 1975. No Price Available.

Third Year Class

Anesthesiology 301

Quimby, C. W. *Anesthesiology: A Manual of Concept and Management*. New York: Appleton-Century-Crofts, 1972. \$9.50

Medicine 301

Wintrobe, Maxwell M., et al. *Harrison's Principles of Internal Medicine*. 7th ed. New York: McGraw-Hill, 1974. 1 vol. ed. \$33.00 2 vol. ed. \$40.00

Spiro, Howard M. *Clinical Gastroenterology*. 2nd ed. New York: Macmillan, 1976. about \$45.00

Neurosciences 301

Gilroy, John and John S. Meyer. *Medical Neurology*. 2nd ed. New York: Macmillan, 1975. \$22.95

Chase, T. N., editor. *The Clinical Neurosciences*. Volume 2 of *The Nervous System* edited by D. Tower. New York: Raven Press, 1976. \$15.00

Obstetrics-Gynecology 301

Wilson, J. Robert, et al. *Obstetrics and Gynecology*. 5th ed. St. Louis: Mosby, 1975. \$23.50

Ophthalmology 301

Reinecke, Robert D. and Robert J. Herm. *Fundamentals of Ophthalmology: A Programmed Text*. New York: Appleton-Century-Crofts, 1969. \$15.80

Newell, Frank W. and J. Terry Ernest. *Ophthalmology: Principles and Concepts*. 3rd ed. St. Louis: Mosby, 1974. (Optional for reference) \$19.50

Osteopathic Philosophy, Principles, and Practice

Moran, Peter S. and Neil A. Pruzzo. *An Evaluation and Treatment Manual of Osteopathic Manipulative Procedure*. 3rd ed. Kansas City, Missouri: The Institute for Continuing Education in Osteopathic Principles, 1975. no price available

Otolaryngology

DeWeese, David D. and William H. Saunders. *Textbook of Otolaryngology*. 4th ed. St. Louis: Mosby, 1973. \$18.50

Surgery

Schwartz, Seymour I. *Principles of Surgery*. 2nd ed. New York, McGraw-Hill, 1974. 1 vol. ed.-\$33.00 2 vol. ed.-\$40.00

Egdahl, Richard H., et al. *A Core Textbook of Surgery*. New York: Grune and Stratton, 1972. \$14.50

Pediatrics

Vaughan, Victor C. and R. James McKay, editors, *Nelson Textbook of Pediatrics*. 10th ed. Philadelphia: Saunders, 1975. \$32.75

Barnett, Henry L. *Pediatrics*. 15th ed. New York: Appleton-Century-Crofts, 1972. \$28.95

Dermatology 301

Pillsbury, Donald M. *Manual of Dermatology*. Philadelphia: Saunders, 1971. \$16.50

Medical Jurisprudence

Waltz, Jon R. and Fred E. Inbau. *Medical Jurisprudence*. New York: Macmillan, 1971. \$12.95

Textbooks may be obtained from Majors Scientific Bookstore in Dallas, Research Services Corporation in Fort Worth, the NTSU Bookstore in Denton or Voertman's Bookstore in Denton. A representative from one or more bookstores is scheduled to be at registration with textbooks available for sale.

Other Supplies

Microscopes are required for each first and second-year student. A limited number are available from the College on a lease basis—first come, first served—so lease requests should be made early.

Clinic jackets are required by many hospitals and clinics. Student's should expect to wear professional coats on clinical rotations.

A list of supplies necessary for each course may be obtained from each instructor on the first day of classes.

Library

The TCOM Medical Library, located in the Administration Building, is open from 8 a.m. to 11 p.m., Monday through Thursday; 8 a.m. to 5 p.m., Friday; 9 a.m. to 3 p.m., Saturday; and 2 p.m. to 10 p.m., Sunday. The Library houses a collection of 8000 volumes, 350 current journal subscriptions and over 500 audiovisual items. Seating is provided for 32 simultaneous users. Materials may be checked out for a period of one week unless placed on reserve or otherwise restricted.

All students are eligible to request reference services which include manual and computerized literature searching, aid in compiling bibliographies, aid in using indexes and other reference tools, and interlibrary loan services. Computer-assisted instruction (CAI) is also located in the Library. CAI terminals are available on the Denton campus and at Fort Worth Osteopathic Hospital. The student has access to computerized programs from Ohio State University College of Medicine and Massachusetts General Hospital at no cost.

A portion of the TCOM collection is housed in the Science Library at NTSU for use of students and staff based on that campus. Students using the NTSU facility will be guided by policies and procedures established there.

Students may request from the TCOM Library an Interuniversity Council Courtesy Card (IUC Card) which allows use of the other academic libraries in the North Central Texas area.

Registration

Registration is conducted annually at TCOM for the first, second and third-year students during the last week in August. Fourth-year students register by mail during the month of August.

Registration consists of paying tuition and fees, completing registration forms for the Office of the Registrar, Financial Aid Office and Student Services Office and having a photograph made.

Late registration fees are assessed for each day following the designated date. A check that is returned for insufficient funds will

constitute a late registration charge, and a returned check fee will be charged.

Students enrolled in other osteopathic and non-osteopathic medical colleges may request transfer to TCOM. In general, approved transfers into the academic program will be limited in number; and primary entrance into TCOM is through its regular admissions program. Application for transfer will be evaluated on an individual basis and exceptional circumstances will be given careful consideration. Applicants should contact the Office of Admissions for further information.

Records

Grades

Grades will be mailed to each student within one working day following receipt of grades from the instructor. Grades will not be released over the telephone and will be kept in confidence.

Transcripts

A student may obtain a copy of his or her transcript by submitting a written request to the Office of the Registrar. The first copy of the TCOM transcript is free of charge. A \$2 fee is charged thereafter for each official transcript; \$1 is charged for an unofficial copy. A \$1 fee is charged for each copy of an undergraduate transcript in a student's file.

Fiscal Affairs

Tuition and Fees

Tuition

In-State Resident:	\$400 per 12-month academic year
Out-of-State Resident:	\$1200 per 12-month academic year
Foreign Students:	\$800 per 12-month academic year

Fees

Student Activity Fee:	\$60 per 12-month academic year
Building Use Fee:	\$165 per 12-month academic year or any fractional part
Property Damage Fee:	\$30 (one time charge—Each student pays the deposit, which is refundable by request upon the final withdrawal or graduation. If not claimed within four years after the last enrollment date, the deposit is non-refundable)
Student Identification Card:	\$1 each; \$5 additional charge for lost or replaced ID cards.
Laboratory Fee:	\$25 plus any additional charges for materials over the basic \$25 charge.
Late Registration Fee:	1st day, \$5; 2nd day, \$7.50; 3rd day, \$10; 4th day, \$12.50; 5th day, \$15, 6th day, \$15; after 6th day, registration closed.

Other Charges

Matriculation Fee:	\$30 (one time charge)
Transcript Fee:	\$2 per copy. First TCOM transcript free of charge.
Photocopy fee for Diploma:	\$5 per copy
Returned check service charge:	\$2 Any check returned to the college must be redeemed by the person giving the check, and is subject to a service charge of \$2

Parking Fees:

NTSU Campus— (per semester)	Auto, \$10—Red Decal (on the street parking & Fouts Field); Motorcycle, \$4. Students who operate motor vehicles on the NTSU campus must comply with the Texas Uniform Traffic Code and the published University regulations regarding car use, parking, display of decals and penalties for violation. The regulations are available at the University Police Department, 1603 W. Hickory, and TCOM students should contact them no later than the third class day of each semester for the appropriate decals.
Fort Worth Campus—	Students at Fort Worth are not presently assessed a parking fee.

Microscope Fee:
(optional to own or lease)
If leased from college—
limited number
available

\$20 deposit, \$125 at registration

Health Insurance:

Required Options:

1. College Blue Cross/Blue Shield Policy
Single coverage—\$67.02 payable semi-annually.
Family coverage—\$203.52 payable semi-annually.
2. Personal Health Insurance—*must present proof of other insurance for each six-month period.*

Duplicate IBM cards: 25¢

Duplicate Registration
Packet: \$1

Special Examination: Based upon charge of examining body or agency at the time of the examination.

Tuition, fees and other charges as listed are subject to change by legislative action, Attorney General-State of Texas legal rulings or by Board of Regents action.

Student Affairs

The Office of Student Affairs attempts to provide assistance to students in order to facilitate their academic training and professional growth. Student Affairs involves four major areas of activities, including auxiliary services, guidance and counseling, other student services and financial aid.

Auxiliary Services

Food Services

Food services are available from vending machines in the student lounge located on the fourth floor of the Biology Building at NTSU and in the Student Center at Fort Worth.

Student Activities

Arrangements are made with NTSU each year entitling TCOM students on the NTSU campus to participate in student activities on that campus for the first year and a half. A Fine Arts Series coordinated by a student-faculty committee brings music, dance, drama and art programs by nationally known artists to campus. NTSU's School of Music conducts a continuing program of student and faculty concerts and recitals. Art galleries in the Art Building and the Union exhibit student, faculty and guest works throughout the year. The drama division produces some 15 productions a year, ranging from drama to comedy, the classics, musicals and children's plays.

NTSU conducts an intramural sports program to provide a variety of recreational opportunities. Students may participate in one of three leagues: independent, residence hall or Greek. Facilities are available for badminton, basketball, field hockey, football, golf, handball, softball, swimming, tennis, track and field, table tennis, volleyball, bowling, wrestling and weight lifting. Intercollegiate athletics for men and women include football, basketball, track and field, cross country, tennis, golf and volleyball.

Several activities are available on the Fort Worth campus, including recreational activities in the Student Center, a volleyball and basketball court, selected activities at Texas Christian University for a fee and the TCOM softball team.

Student Discounts

Several discounts are available to students for recreational activities and commercial items, and efforts are continually being made to obtain more discounts for students. Information regarding such discounts is available in the Office of Student Services and on the Student Services bulletin board.

Student I.D. Cards

Students on the NTSU campus receive a TCOM card with the letters "NTSU," which grants admission to NTSU activities and athletic events. Students on the Fort Worth campus receive a TCOM card. I.D. cards are issued during fall registration.

Student Organizations

Students may participate in several student organizations.

Advisory Council—composed of the presidents of student organizations, coordinates activities and facilitates communication among student organizations on campus.

American Academy of Osteopathy—a voluntary organization for students who devote extracurricular time to the study of the theory and application of the osteopathic philosophy.

American Osteopathic Association (AOA)—offers membership to all students and is the recognized national organization of the osteopathic profession. Continued membership in this organization is highly recommended and desirable.

Atlas Club—a professional fraternity dedicated to advancing the principles of osteopathic medicine. Although the Atlas Club was recently chartered on the TCOM campus, it is the largest and oldest osteopathic fraternity.

Sigma Sigma Phi—a national osteopathic honorary service fraternity. Membership is by invitation and is extended to those students in the last half of the sophomore year or the first half of the junior year who are in the upper half of their class academically and who show leadership. The size of the chapter is limited to 15 per cent of the student body.

Student Osteopathic Medical Association (SOMA)—offers membership to all students. The purposes of the organization are to improve the quality of health care delivery to the American people, contribute to the welfare and education of osteopathic medicine, establish lines of communication with other health science organizations and prepare its members to meet the moral, social and ethical obligations of the osteopathic profession.

Student Chapter of the American College of General Practitioners in Osteopathic Medicine and Surgery—offers membership to all interested students. The purpose of the organization is to foster an informative interest in general practice while providing direct contact between student doctors and practicing general practitioners. Meetings are held monthly as announced.

Student Council—composed of representatives from each of four classes who are elected in January for the calendar year to represent the student body in matters related to students, faculty and administrative affairs. The President of the Student Council and the Student Council Advisor serve as liaison between students and the administration (see Appendix A for the By-laws of the Student Government Association).

Standing committees of the Student Council are:

Faculty Course Evaluation: chairman appointed by Student Government Association President.

Textbook Curriculum Evaluation: membership made up of one appointed representative from the Student Government and the four curriculum committee alternates.

Social: co-chaired by the Student Government appointee and the SOMA President appointee.

Public Relations: co-chaired by Student Government President appointee and SOMA President appointee.

Externship and Clerkship Evaluation: chaired by Student Government Association President Appointment.

Student Government Publications: chairperson appointed by Student Government Association President.

Students' Wives Auxiliary—affiliated with the Auxiliary to the American Osteopathic Association. Membership is open to wives of TCOM students. The objectives are to prepare members for their future as wives of osteopathic physicians and to promote projects which will benefit TCOM, the local community and the osteopathic profession. The objectives are achieved through educational programs, by encouraging loyalty and unity within the student body, and by planning social activities for students and their families.

TCOM Alumni Association—organized in May 1974 by the first graduating class. The purpose of the association is to assist the College in the achievement of its goals, to foster and promote the increase of endowment funds, to join with the College in its efforts to prepare osteopathic physicians and surgeons and to unite all graduates of TCOM in closer bonds of fellowship to achieve these purposes. Officers are selected annually during the annual convention of the Texas Osteopathic Medical Association.

Student Publications—A student yearbook staff plans, prepares, and publishes a College yearbook entitled "Speculum." A College newspaper will be published several times a semester by an editor and staff composed of students.

Other Student Services

Military Affairs

TCOM is approved by the Texas Education Agency for the training of men and women who have served in the armed forces, and assistance is provided to students who are on active duty or who are veterans. To establish eligibility for assistance, a veteran should contact the Student Services Office for the appropriate forms. The completed forms and a copy of Form DD-214 should be forwarded to the Student Services Office.

Veterans wishing to continue their benefits at TCOM should complete a Transfer of Training Application and submit it to the Student Services Office.

Eligibility for Veteran's Benefits

To remain eligible to receive veteran's benefits a student must have satisfactory academic standing and have a minimum of 80 per cent attendance in class. Veteran's benefit payments may not be made during any period of academic probation.

Student Employment Service

Assistance is provided to students and spouses in locating part-time and/or full-time employment. Students at NTSU should contact the Office of the Dean of Students for part-time or fulltime jobs, the University Personnel office for fulltime jobs on campus or the Texas Employment Commission in Denton for fulltime or part-time jobs.

Student Handbook

The Student Handbook contains information which supplements the College catalog and is updated and published each summer, however, the College catalog is the final authority concerning policies and procedures. Handbooks are distributed to students during registration.

Student Health Services

Students on the Denton campus may utilize the facilities of the Health Center which is composed of an outpatient clinic and hospital equipped with examination and treatment rooms, x-ray and laboratory facilities, and beds for 33 patients. Physician

services and care at the outpatient clinic are available at no cost to TCOM students during their first year and a half of study, except for room charges, medicine, X-ray and laboratory costs, ambulance service, major surgery, dental care and specialist services.

Students on the Fort Worth campus may utilize the health care services of the Camp Bowie Clinic at no charge, except for laboratory fees and drugs. The Camp Bowie Clinic is an outpatient clinic equipped with examining and treatment rooms.

Student Health Insurance

Students are required to carry health insurance. Coverage is available with Blue Cross-Blue Shield through the College.

A student may elect any of the following Blue Cross-Blue Shield rate structures and subsequent coverages:

Student only—	\$67.02 for each six-month period, beginning September 1
Two person—	\$203.52 for each six-month period, beginning September 1
Family—	\$203.52 for each six-month period, beginning September 1

Blue Cross-Blue Shield benefits include:
Benefit days—365

Room allowance—semi-private room paid for

Intensive care—paid in full

Hospital services—(except blood and plasma)—paid in full

No deductible

No maternity benefits

Emergency room—paid in full (within 72 hours of accident)

Minor surgery—paid in full (hospital services on day of minor surgery)

Surgical schedule—\$850.00

Anesthesia—30 per cent amount paid to surgeon

In-hospital medical—\$5.00 per day beginning with first day up to 365 days

Maternity—none

Out-patient X-ray and lab—\$75.00

Accidental injury supplement—\$150.00

Major medical supplement—\$20,000

365 consecutive day accumulation period

\$100.00 deductible per person per period

Average semi-private room maximum

Students may elect to carry personal health insurance instead of the Blue Cross-Blue Shield plan. *The student must present proof of personal health insurance coverage for each six-month period.* Changes in coverage or program may be made only at the beginning of each six-month period.

Student Housing

Because classes are presently being held in Denton for the first year and a half, a variety of housing possibilities are available.

Students may live in Denton for the first year and a half or for the first two years, then move to the Mid-Cities or Fort Worth area. Numerous apartment complexes, rooming houses, rooms in private homes, mobile homes and duplexes are available in Denton. An apartment survey is distributed to each first-year student by the Student Services Office. The University Housing system offers facilities for graduate students and a limited number of married student residences.

Students also may live in Fort Worth and commute to Denton for the first year and a half. A list of available apartments and houses is maintained in the Student Services Office.

Students may live in the Mid-Cities area (between Denton, Fort Worth and Dallas).

Student Parking and Transportation

Students who operate motor vehicles on the NTSU campus must comply with the Texas Uniform Traffic Code and the published University regulations regarding car use, parking, display of decals and penalties for violation. Regulations and decals are available at the University Police Department, 1603 W. Hickory, in Denton.

Parking decals currently are not required for student parking on the Fort Worth campus. Parking is available in the designated lots northeast of the Administration Building.

Students are responsible for their own transportation to classes in Denton and Fort Worth, as the college does not provide any bus or van service between Denton and Fort Worth. The Student Services Office plans and coordinates car pools for students between Denton and Fort Worth. A private transportation company, Transportation Enterprises Inc., offers commuter bus service from the Fort Worth-Dallas area to Denton.

Student Registration

Registration is held once a year and is usually scheduled on the Friday prior to the first day of the fall semester for the first-year, second-year and third-year classes. Registration is conducted by mail during August for the fourth-year class.

Financial Aid

The Financial Aid Office administers several scholarships and loan programs in order to provide assistance to all students who have financial need within the limitations of the sources available.

The determination of financial need is an important factor in most programs. Students who plan to apply for financial aid of any type should obtain from the Financial Aid Office a needs analysis form (GAPSFAS) which is utilized to determine a student's eligibility for loan and scholarship programs. The following scholarship and loan programs are presently available to students. Students should contact the Financial Aid Office if they need assistance or have any questions.

Scholarship Programs

Auxiliary to American Osteopathic Association Scholarship

Definition—a program which offers 20 scholarships in the amount of \$750 per year for two years to entering students in osteopathic medical colleges.

Eligibility—U.S. citizens enrolled at TCOM, scholastic standing (GPA of 2.75 on 4-point scale), motivation and personality.

Procedure—

Step 1—After applications are received from the scholarship chairman on January 1 they are sent to entering students who have earned a GPA of 2.75 or better.

Step 2—Students complete application forms and return them to AAOA scholarship chairman.

Step 3—AAOA Committee meets to select the recipients.

Step 4—Students are informed of award by AAOA.

Step 5—Check comes to Financial Aid Office in the student's name.

Step 6—Check is credited to student's account.

Texas Osteopathic Medical Association Scholarship

Definition—Three scholarships offered by the state osteopathic association: a \$1000 Phil Russell Scholarship and two \$750 TOMA scholarships.

Eligibility—entering student at any osteopathic medical college who is a Texas resident.

Procedure—

Step 1—Obtain an application from Tex Roberts, Executive Director, TOMA, 512 Bailey, Fort Worth, 76107.

Step 2—Application should be submitted to TOMA by May 1.

Step 3—Presentation and notification made in early September.

TCOM Scholarships

Definition—Two annual \$500 scholarships.

Eligibility—Limited to a member of the junior class who ranks in the top five on GPA and a member of the senior class who ranks in the top five on GPA. Awards are based on financial need and school activities.

Procedure—

Step 1—Financial Aid Office obtains list of students in junior and senior class who rank in the top five.

Step 2—Office requests list of school activities from top five.

Step 3—Scholarship and Loan Committee decides on awardee from list with student's class rank, school activities and summary of financial need.

Step 4—Student is notified in January.

Step 5—Check is ordered from TCOM Business Office.

H.E. Sharp Scholarship

Definition—A \$500 annual scholarship.

Eligibility—Limited to a member of the sophomore, junior or senior class who is a native Texan, plans to practice in Texas and has a GPA of 3.0 or higher.

Procedure—

Step 1—Eligible students are asked to submit a written essay on an assigned topic which is sent to the Scholarship Committee.

Step 2—The Scholarship Committee selects the student which best meets the criteria and notifies him or her of the award.

Step 3—Financial Aid Office notifies the scholarship donor of the recipient.

Step 4—Upon receipt of the check, the Financial Aid Office gives check to student.

R.C. McCaughan Scholarship

Definition—Annual \$400 scholarship granted to each osteopathic medical college from the McCaughan Educational Fund of the National Osteopathic Foundation.

Eligibility—A student who has shown outstanding academic performance, has financial need, participates in extracurricular activities, has ability to work harmoniously with fellow students and faculty and shows future promise.

Procedure—

Step 1—Financial Aid Officer submits nominees to Scholarship and Loan Committee.

Step 2—Scholarship and Loan Committee selects awardee.

Step 3—Financial Aid Officer notifies Dean of Scholarship and Loan Committee decision.

Step 4—Dean notifies National Osteopathic Foundation.

Step 5—Letter of acceptance by National Osteopathic Foundation is sent to Dean with check or check to follow.

Public Health Service and National Health Corps Scholarship Training Program

Definition—A federal program which provides a monthly stipend of \$750 plus payment of tuition and fees. Students will be obligated for one year of service for each year of aid (or fraction thereof) with a minimum obligation of two years.

Obligatory service will normally commence upon completion of one year of postdoctoral training.

Eligibility—Any U.S. citizen who is a fulltime student enrolled at TCOM. The student must meet physical qualifications and agree to serve in the Public Health Service after training. Priority is given to junior and senior students.

Area of Service—Depending on needs for health manpower, the physician may serve in a variety of work environments and geographic locales, including: National Health Service Corps—providing health care to Public Health Service hospitals and outpatient clinics in coastal cities; Indian Health Service hospitals; clinics and field stations in U.S. Coast Guard medical facilities; Federal Prison medical facilities. Arrangements will be made in accordance with service priorities.

Procedure—

Step 1—Financial Aid Office receives application forms from Public Health Service.

Step 2—Application forms are sent upon request from student.

Step 3—Student completes the application and returns it to Public Health Service.

Step 4—Public Health Service sends student a letter of acceptance.

Step 5—After acceptance, Public Health Service notifies the Financial Aid Office and Business Office.

Armed Forces Health Professions Scholarships

Definition—A program of scholarship support which provides a monthly stipend of \$400 while not on active duty and payment of tuition and fees while commissioned in one of the branches of the U.S. Armed Forces.

Eligibility—Must be a U.S. citizen enrolled in medical school, must not be over age 28 unless having completed prior military service, must be motivated for a military career and must be of good moral character.

Obligation—As a student, an annual six weeks active duty tour or six weeks clerkship in a military hospital. Upon graduation, one year of service for each year in the scholastic program, with a minimum of two years of service. Once a student is admitted to the

program, he/she may not withdraw. The internship may be either civilian (without pay) or military.

Procedure—

Step 1—Application forms may be obtained from the local recruiter or preferred branch of service.

Step 2—Deadline for applications is April 1, 1976, for entering students, February 1, 1976, for current students.

Loan Programs

Guaranteed Student Loan Program (also known as Federally Insured Student Loan Program)

Definition—A program of long-term, low-interest loans, up to \$2500 per academic year. Funds are obtained from a participating bank, credit union, or savings and loan association.

Eligibility—Any U.S. citizen who has been accepted for enrollment to TCOM or is already enrolled.

Interest—The current interest, which is subject to change, is 7 per cent. The maximum amount which may be borrowed is \$10,000. The interest payment is the obligation of the student borrower; however, if the adjusted family income is \$15,000 or less, the federal government will pay the in-school and the grace period interest to the lender on behalf of the student borrower.

Students may apply for federal interest benefits by submitting to the lender a recommendation from the educational institution on the amount needed by the student to meet his educational costs. After considering the recommendation, the lender will determine the amount of the loan. For students eligible for interest benefits, the federal government will pay to the lender the total interest due prior to the beginning of the repayment period. During the repayment period, all students will be responsible for paying the total interest charge.

Repayment—Loans are repayable to lender over an extended period of time, usually five to ten years, which begins nine months after the student ceases to pursue at least half-time study at an eligible school. Principal plus interest may be paid in monthly install-

ments according to the repayment schedule. A minimum monthly payment of \$30.00 is required. A portion of the loan may be cancelled for serving in a designated physician shortage area.

Deferment—Payments may be deferred for up to three years while the borrower is a member of the Armed Forces or a fulltime volunteer in the Peace Corps or Vista.

Procedure—

Step 1—Obtain GAPSFAS from Financial Aid Office and submit by April 15.

Step 2—Obtain application from Financial Aid Office.

Step 3—Completed application should be submitted to the Financial Aid Office by April 15.

Step 4—Financial Aid Office completes the application and mails it to the applicant. Applicant sends it to the lending institution.

Step 5—If lender approves the loan, it is forwarded to the Office of Education.

Step 6—Notice of award is mailed to the Financial Aid Office along with the loan check for disbursement.

Hinson Hazlewood Student Loan Program (Texas Opportunity Plan)

Definition—A program of long-term, low-interest loans up to \$2500 for a nine-month academic year, with a maximum loan of \$500 for summer school. Maximum amount which may be borrowed may not exceed \$10,000. Loan funds are provided from state bonds. Federal insurance coverage is provided in all loans.

Eligibility—Students in accredited public non-profit institutions of higher education in Texas. Student must be a legal resident of Texas, be accepted for enrollment and show that he or she has insufficient financial resources to finance his or her education.

Interest—The current interest rate is 7 per cent per annum. If student qualifies for federal interest subsidy, the federal government will pay interest until the time of repayment begins. Eligibility for federal interest subsidy is based on the adjusted family income.

Repayment—Repayment of this loan begins nine months after the student ceases to be enrolled. Payments, with a \$30.00 minimum, must be made monthly. The loan repayment period may not exceed 10 years from the date the student ceases to be enrolled full-time at an eligible institution.

Deferments—A student may apply for deferment if he or she is in the Armed Forces or Peace Corps or is in service as a fulltime volunteer under Title VIII of the Economic Opportunity Act of 1964.

Since Hinson Hazlewood is a part of the federally insured program, a student may not receive a \$2500 federally insured loan and a \$1500 Hinson Hazlewood loan for the same academic year.

Procedure—

Step 1—Obtain a GAPSFAS from Financial Aid Office and submit it by April 15.

Step 2—Obtain an application from the Financial Aid Office.

Step 3—Complete the application and submit it to the Financial Aid Office by April 15.

Health Professions Student Loan Program

Definition—A program of long-term, low-interest loans to increase educational opportunities for students pursuing a medical degree. The maximum loan allowable is \$3500, but the amount is based on financial need. Due to federal cutbacks, the practical limit is usually \$2000.

Eligibility—Student enrolled at TCOM who can demonstrate financial need.

Interest—Rate is 3 per cent per year.

Repayment—Loans are repayable over a ten-year period.

Deferments—Payments may be deferred for up to three years while the borrower is a member of the Armed Forces or is pursuing advanced professional training.

A student must have applied for a Federally Insured Student Loan or a Hinson Hazlewood Loan before making application for a Health Professions Student Loan.

Procedure—

Step 1—Obtain a GAPSFAS from Financial Aid Office and submit it by April 15.

Step 2—Obtain an application from Financial Aid Office.

Step 3—Complete the application and return it to the Financial Aid Office by July 1.

Step 4—Student will receive a notice of award after determination of funds available and student need. Notification is usually made in late August.

State Rural Medical Education Board Loans

Definition—A loan program funded by the state legislature to assist and encourage medical students to complete their medical

education with the intention of serving in rural areas of Texas (counties with less than 25,000 population) to relieve the critical shortage of qualified physicians in these areas.

Eligibility—The student must be a Texas resident, have been accepted for admission, have a desire to practice medicine in a rural area.

Interest—Full amount of the loan shall be repaid to the State of Texas in cash with 5 per cent interest from the date of each payment by the State unless contract provisions are fulfilled.

Repayment—Loan recipient will be allowed a maximum period of four years after graduation from medical school to serve an internship and/or a residency before beginning the practice of medicine in a rural area. One fifth of the loan with interest will be credited for each year of practice by the recipient in a rural area. After five years, the loan will be fully paid and the contract fulfilled. After the second year of practice, the recipient may pay off the balance of the loan with accrued interest and all contract obligations will be relieved.

Procedure—

Step 1—Obtain an application for Student Loan from Financial Aid Office.

Step 2—Attach to the application a notarized copy of the letter of acceptance for admission to TCOM, a notarized copy of the application for financial aid and a comprehensive statement of reasons for wanting to practice medicine in a rural area of Texas.

Step 3—A personal interview will be scheduled with a member of the board.

Step 4—Notice of award will be forwarded.

Step 5—Recipient signs a contract with the State of Texas.

American Osteopathic Association Loan Fund

Definition—A loan program administered by the Student Loan Committee of the American Osteopathic Association. The maximum amount of loan is \$2000 (\$1000 for each academic year).

Eligibility—Third or fourth year students who can demonstrate financial need.

Interest—Rate is 6 per cent with interest payments made each June.

Repayment—Repayment begins either two years after graduation, or three years after graduation if the student serves an AOA approved internship.

Minnie Stevens Piper Foundation

Definition—A loan program to assist worthy and needy students with educational and living expenses. The maximum loan is \$2000 per academic year with a maximum total of \$5000 per student.

Eligibility—Applicants must be residents of Texas who are enrolled at TCOM and can demonstrate financial need.

Interest—Rate is 4 per cent per year, compounded annually while in school.

Repayment—Repayment begins one year after the recipient graduates, at which time the interest increases to 10 per cent per year.

Procedure—

Step 1—Student writes Minnie Stevens Piper Foundation for an application.

Step 2—Completed application is returned to the Foundation.

Step 3—Foundation writes Financial Aid Office for information recommending student for the loan.

Step 4—Loan check and notice of award is sent to the school after the student is sent a notification of award.

Step 5—Disbursement is made to student by Financial Aid Office.

Emergency Relief Fund

Definition—A program of limited loan funds from TCOM which is used to provide immediate financial assistance in the form of low-interest, no-collateral loans. The purpose of the loan is to prevent withdrawal from school due to financial reasons.

Eligibility—A TCOM student who is in critical financial need due to an emergency.

Interest—Interest free for 60 days, then 12 per cent per annum.

Repayment—To be repaid within 60 days or as agreed upon between financial aid officer and student.

Procedure—

Step 1—Submit a written request to the financial aid officer with the following information on reason for need, amount needed, date to be repaid.

Step 2—Interview with the financial aid officer is scheduled.

Step 3—If approved, then promissory note is executed.

Step 4—Disbursement of the loan check is made.

Other Potential Sources

These sources are unrelated to TCOM or to the osteopathic medical profession per se, but are listed for the information of those who may be eligible and who wish to apply for them.

Newby Student Loan Fund—Assistance from this fund is available through the Trust Department of the Fort Worth National Bank, Fort Worth. Applicant must be a Texas resident and preference is given to graduates of a Fort Worth high school. For additional information write: J.D. Buckman, Vice President and Trust Officer, Trust Dept., Fort Worth National Bank, Fort Worth, TX 76101.

Fort Worth National Bank—This new loan program is handled on an individual basis. If approved, a student can borrow up to \$4500. The interest is 10 per cent, a co-signer is required, and the loan is restricted to sophomores, juniors, seniors. Repayment is figured on 4½ years. For further information contact the Financial Aid Office.

Educational Foundation of the Rotary Club of Fort Worth, Inc.—Preference for this loan, carrying 3 per cent interest for \$600 per academic year with a total of \$1200, is given to junior and senior undergraduates but loans are made to TCOM students when funds are available. Contact: Mrs. Geneva Wright, Executive Secretary, Educational Foundation of the Rotary Club of Fort Worth, Inc., P.O. Box 17150, Fort Worth, TX 76102. Phone: 332-7977.

Scholarship Fund of the Free Sons of Israel—150 Fifth Avenue, New York, N.Y. 10011. Available to needy members of this organization and their families. High academic standing required. Application made through financial secretary of lodge before January 15. Maximum per student per year is \$1500.

John Hay Whitney Foundation—111 West Fifth St., New York, N.Y. 10020. Competition open to Blacks, Spanish-Americans, American Indians and residents of the Southern Appalachian and Ozark Mountain areas, Puerto Rico, Samoa, Pacific Trust Territory and Virgin Islands. Apply to above address. Two to four awards are given annually. Maximum grant is \$3000 for a full year of study.

Washington Osteopathic Medical Association—After completion of one semester or quarter of osteopathic training in any of the accredited schools of osteopathic medicine and surgery, any osteopathic student is eligible to apply for a low interest loan from the Washington Osteopathic Foundation. For more information and/or loan applications, contact the Washington Osteopathic Medical Association, 4210 S.W. Oregon, Seattle, Washington 98116. Phone: 937-5358.

Knights Templar Educational Fund—Box 1320, Fort Worth, TX 76101. Loans of up to \$1500 per year to students within two years of graduation. Repayment begins three months after graduation and must be paid within four years. If student drops, loan is immediately repayable. Interest of five per cent per year begins at date of note. Annual interest payments are required. For application and brochure contact Mr. Dale Miller, Administrator, 335-6004.

District VI (Harris County) Loan—Two \$500 scholarship are available to members of the third and fourth year class. The loan is repayable after graduation at the prime rate of interest.

Knights of Columbus Educational Trust Fund—Scholarships are available to sons and daughters of Knights who were killed or disabled as a result of military service during World War II, the Korean War or Vietnam. Write to the Supreme Secretary, Knights of Columbus, Drawer 1670, New Haven, Conn. 06507

Elks Scholarship—A program for children of members who were killed or died in the armed services. Applications should be made directly to the lodge of which student's father was a member.

Hattie M. Strong Foundation—Loans without interest or collateral of up to \$3000 to students who are within two years of their final degree. Loans are based almost entirely on need. Top limit is \$1500 per year per student. For more information write: Hattie M. Strong Foundation, Room 409, 1625 Eye Street, N.W., Washington, D.C. 20006. Applications accepted January 1-March 31.

Church Scholarships—Church scholarships are available through many denominations. The American Baptist Student Aid Fund awards national scholarships. Further information may be obtained by writing American Baptist Student Aid Fund, Valley Forge, Pa. 19481.

Students may obtain loans from the Methodist Student Loan Fund while attending any institution of higher education accredited by its regional accrediting association. Write: Department of Student Loans and Scholarships, P.O. Box 871, Nashville, Tenn. 37202.

United Daughters of the Confederacy—Committee on Education provides annual scholarship grants and loans which range from \$50 to \$500. For further information write: UDC Divisions of Chapters in the state involved or Mrs. Pansy B. Fetzer, Box 1167, Shelby, N.C. 28150.

Policies and Procedures

Fiscal Regulations

Extension of Credit

In compliance with the legal requirements of the State of Texas, the following policy shall be adhered to by all students:

1. All students shall pay the full amount of the assessed tuition, fees, and such other charges for benefits as may be furnished and authorized by the Board of Regents of TCOM at the time of enrollment; except:
 - a. Students who have been approved for loans, scholarships or grants may assign those rights to the College through the Financial Aid or Business Office in accordance with established procedures (i.e. signing of a promissory note secured by the obligation to be received by the student).
 - b. Students who purchased health insurance through the College-approved plan may be permitted to pay a semi-annual premium at the time of enrollment and pay the second semi-annual payment no later than January 15 of the calendar year following the full enrollment period.
2. Any student who fails to comply with the fiscal policies prescribed above shall have the following restrictions imposed (any one or all, and not limited to) until all the obligations have been cleared:
 - a. shall have grades blocked by the Registrar.
 - b. shall be refused an official college transcript.
 - c. shall be refused registration, enrollment and admittance to classes in any period subsequent to the occurrence of a debt obligation.
 - d. shall not be allowed to graduate from the College, participate in graduation or any other College function.
3. A student's right of appeal shall be through the appropriate grievance procedures as given in the Student Handbook.

Eligibility for Resident Status

For further information concerning any resident status, a student should consult the Registrar's Office. Rules and regulations for determining resident status were set up and approved October 1975 by the Coordinating Board, Texas College and University System.

Foreign Students

The rules and regulations for determining resident status are set by the Coordinating Board, Texas College and University System.

Grievance and Appeal Procedure

The following appeals procedure is established to provide due process and arbitration of grievances.

1. A pool of 15 faculty members is selected by the Dean of the College.
2. A pool of 15 students is selected by the Student Council.
3. A pool of five administrative officials is selected by the Dean.
4. Any student wishing to appeal a decision or have a College-student complaint arbitrated must file a written brief containing a description of the circumstance and a justification for the hearing with the Director of Student Services, with a copy to the Dean of the College.
5. Two faculty, two students and one administrative member will be randomly selected to serve as members of the panel.
6. A chairperson will be elected by the panel. The date and place of the hearing will be set by the chairperson.
7. Both parties involved have the right to legal counsel at the hearing.
8. The decision of the panel is final within the College and subject to appeal only in a civil court.

Scholastic Regulations

Attendance Policies

Students are expected to attend all classes as scheduled and are responsible for all course work and requirements. To receive credit in any course a student must have attended at least 80 per cent of all lectures and laboratory sessions. There are no excused absences. One hundred per cent attendance is expected in clinical assignments.

Grading

Mid-term failing grade reports are mailed from the Office of the Registrar to the student with notification to the Dean.

The Dean and the student will be notified during a course if the student's performance is deemed unsatisfactory by the instructor of that course.

Students should see the College catalog for further information on grading.

Final Examinations

The faculty has ruled that no student may be exempted from taking final examinations and that no final examination may be given early or late except in the case of unusual circumstances acceptable to the instructor and the Dean of the College. Each case of this type will be considered on its individual merits.

Dismissal

Students who may be required by the College to withdraw are those who fail to show satisfactory scholastic progress or promise of same or those who do not exhibit integrity, honesty, good moral character and/or professional promise. It should be clearly understood that the College, after due consideration and process, reserves the right to require the withdrawal of any student at any time prior to graduation if circumstances of a legal, moral, ethical, health or academic nature justify such an action.

Licensure Examinations

There are three ways to be licensed for the practice of osteopathic medicine:

- 1) Examination administered by a State Medical Board and/or FLEX, as administered by the individual State Board of Medical Examiners
 - 2) In lieu of State Board Exam, certificate issued by the National Board of Examiners for Osteopathic Physicians and Surgeons
 - 3) Reciprocity of license received from another state
- | | |
|--|----|
| States that require Basic Science Exams | 12 |
| States that offer FLEX | 37 |
| States that accept National Boards for Licensure | 44 |

The Basic Science Exam is required in the State of Texas and is given twice a year, in December and April. Students are eligible to take this exam during the spring semester of their second year. Students must have the Basic Science Certificate or the waiver to be eligible to take the FLEX exam.

In order to waive the Basic Science Exam, a student must send a transcript of his academic work in the basic sciences, including undergraduate work and work done at Texas College of Osteopathic Medicine, to the Basic Science Board, Austin, Texas. There can be no "D" grade in the Basic Science course if a waiver is to be issued.

The FLEX examination is given annually each December and June. A student must have graduated in order to take this Licensure exam. For further information, contact the Office of the Registrar.

Reciprocity

Florida and Alaska will not reciprocate with other states. All other states reciprocate with specific restrictions and on an individual basis. Anyone interested should contact the Office of the Registrar or the licensure board of the specific state.

Promotion

Advancement of a student from one year to the next is based upon satisfactory completion of academic requirements and recommendation of the Student Academic

Promotions Committee. The Student Academic Promotions Committee is charged with reviewing all aspects of each student's medical education and making appropriate recommendations to the Dean, including promotion, remediation, probation and dismissal. No student may advance to the next semester until he or she has satisfied all legal and financial requirements of the College.

Student Participation on College Committees

The College strives to insure student representation in various College committee functions. Two students are designated to be members of the College Curriculum Committee. Other student representatives may be invited to attend meetings of other College committees.

Student Rights and Responsibilities

It is the student's responsibility to attend class. Each student is expected to exercise this responsibility in order that he or she receive maximum benefit from the education and training.

Each student is individually responsible for awareness of the current scholastic regulations of the College, general requirements and the operational policies as contained in the College catalog.

Students have the right to a grievance procedure and due process. Any student shall have the right to appeal any decision or to have any problem arbitrated.

Under the Family Educational Rights and Privacy Act of 1974, students have the right of access to confidential letters and records if these were written after January 1975. Upon request, students may be notified of the names of all persons making confidential records. Students may waive the right of access to confidential letters and recommendations.

Students shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately, sub-

ject to the laws of libel and slander, providing that the expression does not disrupt regular and essential operations of the College.

Students are responsible for learning thoroughly the content of courses in which they are enrolled but are free to take exception to the data or views presented and to reserve judgment on matters of opinion.

Students shall conduct themselves in a manner that will bring respect to themselves, the College and the profession and to dress in a manner which is appropriate and befitting the profession.

No student or group of students shall willfully disrupt College activities for any reason. Such action will result in immediate dismissal or other appropriate penalty.

Students are subject to and will be expected to observe the provisions of the Code of Ethics of the American Osteopathic Association.

Availability of Records

Various college records of students are available in the following offices upon written request by the student:

Admissions/Registrar's Office

- Admissions Folder
- AOA Personal Data Sheet
- Grades
- Permanent record cards
- Transcripts

Business Office

- Copy of registration form
- Copy of billing to military and public health program
- Receipts: payment for tuition and fees

Office of Assistant Dean for Medical Education

- Attendance Records

Financial Aid Office

- Applications for scholarships and loans
- Financial records

Student Services

- Health insurance records
- Military records (V.A. information)
- Student Directory information

Miscellaneous Information

Mailboxes

Upon admission to Texas College of Osteopathic Medicine, each first-year student is assigned a mailbox, located on the fourth floor of the Biology Building. Mailboxes for second, third and fourth-year students are located in the hallway between classrooms in the Administration Building in Fort Worth.

Sources of Information at TCOM

Admissions	Registrar	2nd floor	Adm. Annex
Athletics	Student Services		Student Center
Attendance	Medical Education	Adm. Suite	Adm. Bldg.
Calendar of Events	Student Services		Student Center
Catalog	Medical Education	Adm. Suite	Adm. Bldg.
Class Schedule	Medical Education	Adm. Suite	Adm. Bldg.
Counseling	Student Services		Student Center
Employment	Student Services		Student Center
Fees	Business Office	2nd floor	Adm. Annex
Financial Aid	Financial Aid	1st floor	Adm. Annex
General			
Information	Receptionist	Lobby	Adm. Bldg.
Health Services	University Health Center	1st Floor	NTSU
	Camp Bowie Clinic	Camp Bowie	Fort Worth
Housing	Student Services		Student Center
I.D. Cards	Student Services		Student Center
Parking	Student Services		Student Center
Public Information	Public Information		Office Annex
Student Activities	Student Services		Student Center
Student			
Government	Student Services		Student Center
Student Health			
Insurance	Student Services		Student Center
Theft	Student Services		Student Center
Transcripts	Registrar	2nd floor	Adm. Annex
Yearbook	Public Information		Office Annex
Veterans	Student Services		Student Center

Telephone

A telephone is available for student use in the lobby of the Administration Building.

Appendices

Appendix A: Bylaws of the Student Government Association

Article One

This organization shall be known as the Student Government Association of the Texas College of Osteopathic Medicine and shall herein be referred to as SGA or Student Government.

Article Two

The object of this association will be:

- a. Formalization of structure of the body of students at TCOM.
- b. Formalization and execution of policy through its representative body, the Student Council of the SGA.
- c. Presentation of united and common body in communication with the TCOM faculty and administration.
- d. Provision for a route by which the rights of the individual as well as the majority may be heard and considered within SGA and by involved authorities.

Article Three

All students, full or part-time, who are certified to be so by the Office of the Registrar and who are bonafide members of the currently enrolled class at TCOM, shall be full and equal members of the SGA.

Only fulltime students shall be eligible to hold elective office in the SGA.

Article Four

Each class, (first, second, third, fourth-year) shall elect its respective officers. They shall consist of President, Vice-President, Secretary, Treasurer, two Student Council Representatives and two Curriculum Committee Representatives. The Curriculum Committee Representatives shall have the designation of member and alternate.

The officers of the second, third, and fourth-year classes shall be elected during a two-week period beginning the last Monday in January by secret written ballot.

The officers of the first-year class shall be elected during the week of the third Monday after the first day of fall classes. Individuals may enter the election for an office by signing a nomination sheet which shall be publicly posted for at least three full class days prior to the actual election, which shall be held within 10 days of the posting of the sheet.

The term of office for class officers elected in January shall begin at the first Student Council meeting after election and shall end at the same time the following year, except for the fourth-year class officers, who shall serve until graduation. The term of class officers of the first-year class, elected in September, shall begin at the time of election and shall end when the term of officers who are elected for the class's second year begins.

The duties of the class officers shall be those prescribed in Robert's Rules of Order.

Removal of class officers from office may be accomplished by a two-thirds majority of at least a quorum of the class after at least three days' notice of the question to be presented and presentation of a petition calling the question with 10 per cent of the class membership signing.

Article Five

The meeting of the respective classes will be called by the class President or by petition of at least 25 per cent of the class membership.

A quorum shall consist of two-thirds of the bonafide enrollment of the class, exclusive of part-time students.

Article Six

The representative and policy-making body of the SGA shall be called the Student Council of the SGA.

The purpose of the Student Council shall be:

- a. to formulate and execute policy on matters relating to the SGA.
- b. to budget through outlined procedures and to disburse funds derived from student activities and other revenues.
- c. to coordinate student activities and, where possible, student participation in faculty or administration activities (where students participation is requested).
- d. to provide representation for the SGA before the faculty, administration or any other body or entity within or without TCOM.

The officers of the Student Council shall consist of President, Vice-President, Secretary and Treasurer. Their duties shall be those outlined in Robert's Rules of Order. They shall be elected from the members of the Student Council by written secret ballot, after those desiring to stand for the different offices have so declared. Their election shall take place at the meeting at which the classes' Student Council representatives take office. The President of the Student Council (or acting President) shall retain his rights as a member, present motions, etc. However, he may not speak to an issue until all the members present, who desire to do so, have spoken once and then in accordance with Robert's Rules of Order.

The members of the Student Council shall consist of the duly elected representatives from each class and the President of each class. The representatives and President for the first-year class shall become part of the Student Council as the first order of business at the Student Council meeting immediately following their election.

The expenditure of SGA funds shall be in the hands of the Student Council, with each expenditure being approved by majority vote. The fiscal regulations of TCOM shall apply in all cases.

A quorum of the Student Council shall consist of six duly elected members.

Removal of a Student Council officer may be accomplished by six votes cast for removal.

If a Student Council member is absent, without justifiable cause, for three non-consecutive or two consecutive meetings for which the members has been give four days' notice, the Student Council may declare a vacancy and call a special election to fill his position.

Removal from office of a Student Council representative may be brought about by a two-thirds majority of at least a quorum after at least three days' notice and presentation of a petition calling the question, with 10 per cent of the class membership signing.

Meetings shall be held at least once a month and more often if the meeting date is announced at the last meeting and four days' notice given to absentees.

Article Seven

All committees of the individual classes shall be appointed by the class President with the consent of the class by simple majority if the question is called.

All committees of the Student Council shall be appointed by the Student Council by a simple majority if the question is called. The Student Council President shall be an ex-officio member of all committees, except when he appoints his official representative.

Article Eight

Robert's Rules of Order shall be the parliamentary authority on all matters of procedure and function, except when it is in conflict with the Bylaws of the SGA or any standing rule of the SGA.

Article Nine

The *Bylaws* and *Rules of Order* may be amended by one of the following methods:

- a. Raising a motion of amendment in a Student Council meeting (with a quorum present) which, when passed by a simple majority, is submitted to all classes which are capable of meeting to vote. If with a quorum present and at least a two-week prior notice, the motion to amend passes with a simple majority of those voting, the amendment is adopted, added to the *Bylaws* and goes into immediate effect.
- b. A motion to amend may be put to vote in the separate classes, bypassing the Student Council, if a petition calling the question is signed by 25 per cent of the total membership of all four classes and is submitted to the Student Council.

Appendix B: Other Colleges of Osteopathic Medicine

Chicago College of Osteopathic Medicine

1122 E. 53rd St., Chicago 60615

President: Thaddeus P. Kawalek, Ph.D.

Dean: Robert A. Kistner, D.O., M.D., FACOS

College of Osteopathic Medicine and Surgery

3200 Grand Ave., Des Moines, Iowa 50312

President: J. Leonard Azneer, Ph.D.

Dean: Thomas Santucci Jr., D.O.

Kansas City College of Osteopathic Medicine

2105 Independence Blvd., Kansas City, Mo. 64124

President: Rudolph S. Bremen, Ph.D.

Dean: Leonard Mennen Jr., D.O.

Kirksville College of Osteopathic Medicine

204 West Jefferson St., Kirksville, Mo. 63501

President: H. Charles Moore, Ph.D.

Dean: James R. Stookey, D.O., FAAO

Michigan State University—College of Osteopathic Medicine

Fee Halls, East Lansing, Michigan 48824

Dean: Myron S. Magen, D.O.

Ohio University College of Osteopathic Medicine

McGuffey Hall, Ohio University, Athens, Ohio 45701

Dean: Gerald M. Faverman, Ph.D.

Oklahoma College of Osteopathic Medicine and Surgery

120 E. Ninth St., Tulsa, Okla. 74119

President: John Barson, Ed.D.

Dean: Scott Heatherington, D.O.

Philadelphia College of Osteopathic Medicine

4150 City Avenue, Philadelphia, Pa. 19131

President: Thomas M. Rowland Jr., B.S., LL.D.

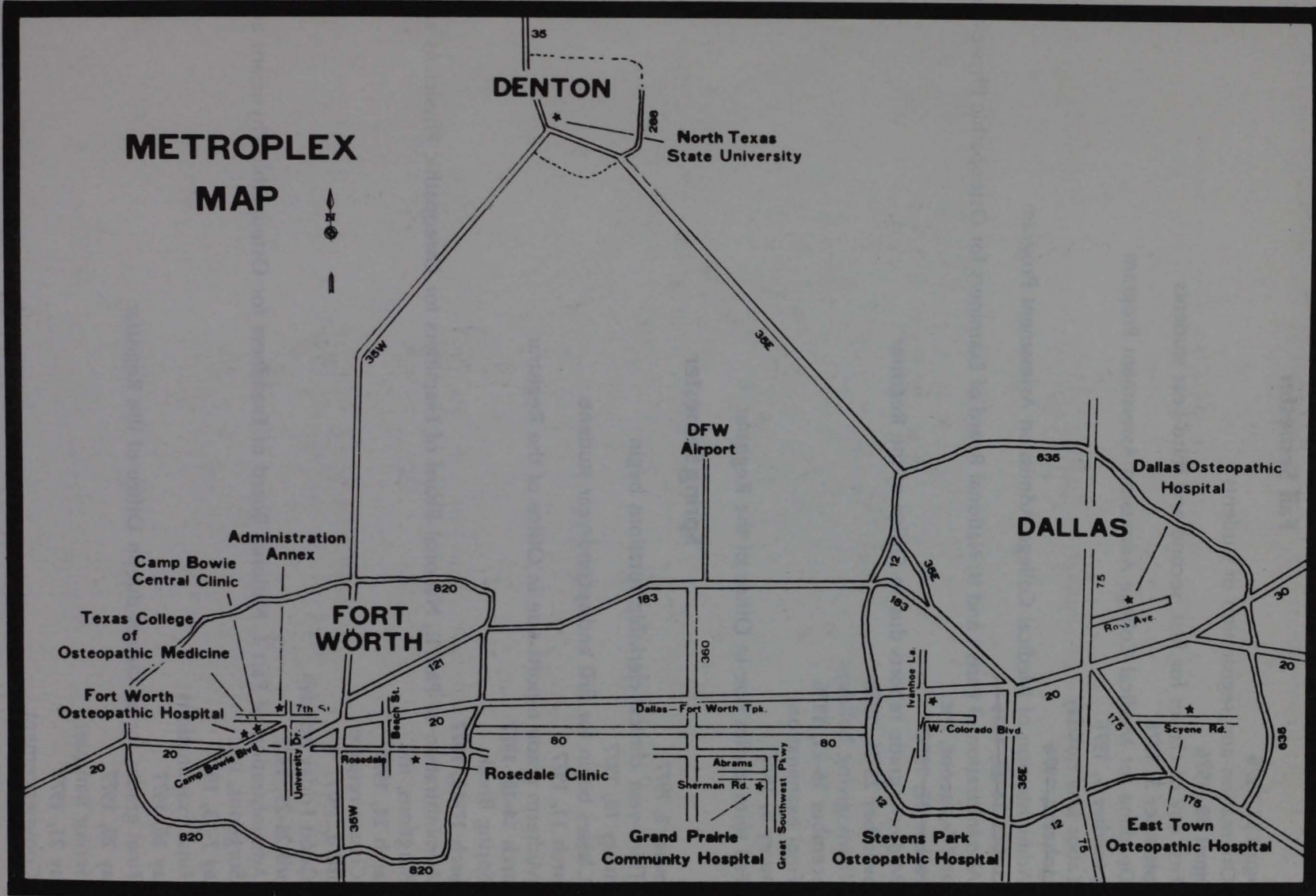
Dean: Robert W. England, D.O.

West Virginia School of Osteopathic Medicine

400 North Lee St., Lewisburg, W. Va. 24901

President: Roland P. Sharp, D.O.

Dean: Harry Kornhizer, D.O.



Appendix D: 1976-1977 College Calendar

Fall Semester

~~August 27, 1976~~

Orientation and registration of students

~~August 30, 1976~~

First day of classes for first, second and third-year students

~~September 3, 1976~~

Deadline for Medical College Admission Assessment Program

~~September 6, 1976~~

Labor Day holiday

~~October 2, 1976~~

Administration of Medical College Admission Assessment Program

~~October 21-22, 1976~~

Administration of Parts I and II, National Board of Examiners for Osteopathic Physicians and Surgeons, Inc.

~~October 22, 1976~~

Midterm grade reports due in Office of the Registrar

November 25-26, 1976

Thanksgiving holidays

December 16-21, 1976

Final examinations

January 5, 1977

Fall term grades due in Office of the Registrar

Spring Semester

January 3, 1977

Third-year clinical clerkship rotations begin

January 10, 1977

Classes begin for first and second-year students

March 11, 1977

Midterm grade reports due in Office of the Registrar

March 14-18, 1977

Spring Break

March 17-18, 1977

Administration of Part II, National Board of Examiners for Osteopathic Physicians and Surgeons, Inc.

March 21, 1977

Classes resume

April 8, 1977

Good Friday holiday

April 28-29, 1977

Administration of Part I, National Board of Examiners for Osteopathic Physicians and Surgeons, Inc.

May 7-13, 1977

Final Examinations

May 18, 1977

Final grades for all classes due in Office of the Registrar

May 20, 1977

Senior Banquet

May 21, 1977

Commencement

