2.15 CUSOM Matriculation and Enrollment Policies

All accepted students must meet the following requirements prior to matriculation:

**Health, Vaccine, and Immunizations Requirements**

All deposited CUSOM students are required to submit the following to the Office of Clinical Affairs:

1. Completed medical history form
2. Proof of all CUSOM immunization requirements
3. Completed controlled substance screen (described below)
4. Completed physical examination conducted by a licensed physician using the appropriate CUSOM form

Students must obtain all CUSOM-required immunizations and corresponding titers, prior to matriculation and remain compliant with all immunization requirements through graduation in order to complete all required supervised clinical practice experiences in the CUSOM curriculum. Students who fail to comply with this requirement by the end of Block 1 will be referred to the Academic Performance, Promotion and Standards (APPS) Committee. Please refer to the CUSOM Immunization Policy for a complete description of all immunization requirements. A copy of this policy is available in the Office of Student Affairs.

Entering MS-1 (first year) students who have not completed all CUSOM immunization requirements by the end of Block 1 will not be permitted to participate in the White Coat ceremony and will be called to the Academic Performance, Promotion and Standards (APPS) Committee for review and adjudication as delineated in Section 5.10 of the Academic Bulletin.

In addition, non-compliance with CUSOM Immunization Requirements will result in inability to participate in any clinical experiences (including but not limited to standardized patient OSCEs, early clinical experiences, and clinical rotations). This may result in unexcused absences leading to failure of a course or clinical rotation, academic probation, Academic Performance, Promotion and Standards (APPS) Committee hearing, delay in graduation, or even dismissal from the program.

All students must provide written documentation utilizing the AAMC Standardized Immunization Form (completed and signed by their health care provider or institutional representative) verifying that all CUSOM-required immunization and titer requirements, as listed below, and in accordance with the CDC Guidelines ([https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html](https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html)), have been met, for the following:
• Diphtheria, Pertussis and Tetanus
  o All students must submit documentation (physician signature or vaccination record) of immunization with a *Tdap booster (Boostrix® or Adacel®) since the year 2005.
  o Following the Tdap booster, proof of a Td routine booster is required every ten (10) years
• TB test (prior to matriculation and again prior to each year of clinical rotations)
  o There are two (2) acceptable methods for TB screening and all students must provide documentation of the results from ONE of the two methods:
    ▪ A two-step tuberculin skin test (TST)
    ▪ An Interferon-Gamma Release Assay (IGRAs) blood test
  o The TB test must be obtained within six (6) months of matriculation
• Hepatitis B virus (quantitative titer)
  o Students must provide dates and verification (vaccination record) of completing a Hepatitis B vaccination series consisting of three (3) hepatitis B injections
  o In addition, verification of quantitative antibody titers demonstrating immunity to hepatitis B must be provided
    ▪ Students who do not show immunity following the vaccination series should refer to the Immunization Policy for further steps
• MMR: Measles (Rubeola), Mumps and Rubella
  o Students must provide dates and verification (vaccination record) of two (2) MMR vaccinations, occurring at least 28 days apart
    ▪ If the student is able to provide an immunization record or physician signature verifying the dates of these two (2) vaccinations, no titer will be required
  o Students unable to provide immunization records or physician signature verifying completion of the MMR series have two (2) options:
    ▪ Repeat the MMR series of two (2) vaccinations at least 28 days apart and provide documentation verifying completion of the series
    ▪ Obtain titers for measles, mumps, and rubella
• Varicella (quantitative titer by the time of matriculation)
• Influenza vaccination every year

In some situations, clinical sites may have additional immunization requirements above those required by CUSOM.

CUSOM does not waive immunization or student health requirements for religious, medical or personal preferences.
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In addition, non-compliance with CUSOM Immunization Requirements will result in inability to participate in any clinical experiences (including but not limited to standardized patient OSCEs, early clinical experiences, and clinical rotations). This may result in unexcused absences leading to failure of a course or clinical rotation, academic probation, Academic Performance, Promotion and Standards (APPS) Committee hearing, delay in graduation, or even dismissal from the program.

CUSOM may revise the immunization requirements at any time as deemed necessary, and all students will be required to comply with any subsequent changes.

National Background Checks

CUSOM applicants are required to self-disclose any charges, arrests or convictions including misdemeanors, felonies, deferred adjudications, traffic violations, military non-judicial punishment, courts martial, and general or less-than-honorable discharge from the military, (all hereinafter “Offenses”) with the understanding that non-disclosure/falsification of any previous or pending Offenses may result in the revocation of the offer of admission.

If a student has any Offenses pending final adjudication at any time during the application process, at the time of matriculation, or following matriculation it is the student’s responsibility to immediately inform CUSOM.

Additionally, in response to requirements in the professional practice environment, and to minimize the risk to patients, a background check will be completed on all accepted applicants prior to matriculation, and on any student whose actions could potentially be considered a risk to others at any time.

Should any Offenses, including deferred adjudications occur after matriculation, (1) the student must report the Offenses to the Director of Student Affairs within thirty (30) days of the incident, or (2) if Offenses occurring prior to matriculation are not reported to CUSOM at the time of application but are subsequently discovered following matriculation, the Offense will be reviewed pursuant to the Procedures for Non-Academic Misconduct under Section 5.10.
A national background check is done on each student prior to the start of clinical rotations, and all results are shared with the clinical sites. By matriculating to CUSOM, the student agrees that CUSOM will share background check information in full with the student’s respective clinical site(s).

Additional national background checks may be performed at the discretion of CUSOM or its partnering institutions before accepting a student into a clinical rotation. National background checks may also be required at any time deemed appropriate by CUSOM. Discovery of any previously non-reported Offense(s) may lead to referral to the Academic Performance, Promotion and Standards (APPS) Committee and possible sanctions, up to and including dismissal from the program.

CUSOM has no control over the content of third-party background checks. Even expunged records may appear on these background checks. Background checks revealing prior Offenses, even charges which may have been dismissed by the courts, could still result in consequences affecting clinical rotations, acceptance into residency programs, future licensing, specialty board certification, and/or employment opportunities.

If a student is unable to complete clinical rotations due to the inability to pass background check requirements, they will not be capable of making academic progress or be able to meet graduation requirements. In addition, and as such, they will be referred to the APPS committee for possible sanctions, up to, and including, dismissal from the program.

A student with any Offenses is encouraged to contact the licensure boards in the state of intended practice to ensure the aforementioned Offense will not inhibit the ability to obtain a medical license upon graduation.

All current or former students returning from an approved extended period away from CUSOM, such as a Leave of Absence or an offer to repeat an academic year, must notify CUSOM in writing of any Offenses, including deferred adjudications, at least sixty (60) days prior to the anticipated return date. An Offense occurring less than sixty (60) days prior to the anticipated return date must be reported to the Director of Student Affairs within 24 hours of the Offense. Non-disclosure or falsification of any information related to an Offense may result in the revocation of the offer to return to CUSOM, or if already returned to CUSOM, referral to the APPS Committee for possible sanctions up to, and including, dismissal from the program.

CUSOM retains the right to relinquish the seat of any current or former student returning from an extended absence if they have been criminally charged or convicted of a misdemeanor, felony, or traffic violation. Students who have already resumed classes following an extended absence, who have been or are
criminally charged or convicted of a misdemeanor, felony, or traffic violation will be referred to the APPS Committee for sanctions up to, and including, dismissal from the program. As future physicians, students are held to a high standard of professionalism, ethics and honor, and CUSOM has a duty to protect the public from potential harm by its students.

All current or former students returning from an approved period away from CUSOM, such as a Leave of Absence or an offer to repeat an academic year, minimally must submit a completed Secondary Application, national background check, and controlled substance screen within a timeframe designated by CUSOM, but no later than sixty (60) days prior to the anticipated return date. Additional requirements, such as a psychiatric or medical evaluation, may be placed on returning students as deemed appropriate.

Students who do not return on the approved date, or otherwise do not fulfill all of the requirements for return, will have to re-apply through AACOMAS and will not be guaranteed re-admission.

**Driver’s License**

As the clinical campus system of CUSOM is widespread across the states of North and South Carolina, all applicants must provide evidence of a valid driver’s license to allow for travel to clinical rotations. Students may have to drive up to an hour from the premier educational partner of their respective regional site for an assigned rotation. Therefore, evidence of a valid driver’s license must be provided to the Office of Student Affairs by the end of the first year of medical school. Failure to provide evidence of this item by the end of the first year of medical school may prevent the student from being promoted to the second year of medical school.

**Basic Life Support Skills**

CUSOM students are required to have Basic Life Support (BLS) training prior to matriculation and must maintain active certification through graduation. Each student must provide a copy of their American Heart Association CPR card, documenting current BLS for Healthcare Providers certification, to the Office of Clinical Affairs prior to matriculation. CUSOM only accepts BLS for Healthcare Provider courses authorized by the American Heart Association. Failure to provide evidence of appropriate certification may result in revocation of an offer of acceptance.
Controlled Substance Screening

In response to requirements in the professional practice environment and to minimize the risk to patients, a controlled substance screening must be completed by all accepted applicants prior to matriculation. This screening must meet CUSOM’s standards and be conducted by an agency approved by CUSOM.

Controlled substance screening results are viewed in light of North Carolina and federal laws governing illegal or controlled substances. Depending on the recommendation of the ad hoc committee, the student’s acceptance may be rescinded.

For example, although the use of marijuana is legal in some states, the US Federal Drug Enforcement Agency lists it as an illegal drug. Its use or abuse impairs the ability of a healthcare professional to provide optimal care to his or her patients. As such, the use of marijuana in any form is a violation of University policy.

By signing the Attestation confirming that students have read and acknowledge compliance with the precepts contained in the CUSOM Academic Bulletin, each applicant to CUSOM promises he/she is not currently using, and that he/she will not use while a CUSOM student, any products or substances in any manner which are illegal in the state of North Carolina.

CUSOM has no control over the content of third-party background checks, which may include charges of driving under the influence. Even expunged records may appear on these checks. Background checks revealing prior Offenses, even Offenses which may have been dismissed by the courts, could still result in consequences affecting clinical rotations, acceptance into residency programs, future licensing, specialty board certification, and/or employment opportunities.

A random controlled substance screening is required prior to starting clinical rotations, and all results are shared with the clinical sites. Additional screenings may be required, at any time, at the discretion of CUSOM or partnering-institutions. By matriculating to CUSOM, the student agrees that CUSOM may share controlled substance screening results as deemed necessary.
If either of the following events occur, the matter will be referred for review in accordance with the Procedures for Non-Academic Misconduct under Section 5.10:

Any substance-related incident which occurs before or after matriculation, including, but not limited to, charges/arrests for Driving Under the Influence, must be reported by the student to the CUSOM Office of Student Affairs within thirty (30) days of the occurrence.

If the controlled substance screening test result is positive (i.e. evidence of a controlled substance) or shows other abnormalities including, but not limited, to excessively diluted urine.

Transcripts

All CUSOM students are required to provide official transcripts from all colleges and universities attended if they have course work that was not included or degree(s) not conferred with the transcripts submitted through AACOMAS. All transcripts are included in the student’s original AACOMAS application so students are only required to provide CUSOM official transcripts from coursework completed and degree(s) conferred after the AACOMAS application was submitted.

All students must submit all required paperwork by the published deadlines. Failure to submit information could result in an offer of admission being rescinded. Falsification of any document or omission of any pertinent information may result in dismissal from the program if discovered after matriculation.