



**College of
Podiatric Medicine**

STUDENT GUIDEBOOK

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Student Guidebook

Kent State University College of Podiatric Medicine issues a Student Guidebook to serve as a quick reference guide for information that KSUCPM students may seek frequently.

The Guidebook does not contain all information relative to KSCPM and is a secondary resource beyond the Kent State University College of Podiatric Medicine academic catalog.

Accreditation

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

[Council on Podiatric Medical Education](#)

11400 Rockville Pike; Suite 220

Rockville, MD 20852

301-581-9220

Mission

Kent State University College of Podiatric Medicine is one of nine accredited podiatry colleges in the United States and is a four-year, graduate-level medical college, granting the degree of Doctor of Podiatric Medicine.

The mission of Kent State University College of Podiatric Medicine is to educate students who will become a distinguished group of leaders in the field of podiatric medicine and surgery, be life-long learners, excel in residency, and provide compassionate care to all patients.

History of the College

1915 – 1922

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

1929

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

1932

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

1940 – 1950

1942 sees a significant drop in enrollment at the Ohio College of Chiropody in response to WWII, and the college basketball team was disbanded. In 1940, the curriculum increased to four years.

1958

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

1969

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

1976

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

1982

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

1986

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

1987

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

1990

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

1995

The College offers a 4-year curriculum concentrating on both lecture and laboratory classes in the basic and applied medical sciences taught by M.D.s, PhDs, and doctors of Osteopathy.

2007

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

2012

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

2016

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

CPM Directory

CPM Faculty

Refer to the [faculty directory](#) for the most up-to-date listings of faculty members' contact information

CPM Staff

Refer to the [CPM Offices & Departments](#) for the most up-to-date listings of departments, employee titles, and contact information.

Campus

Lower Level

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

1st Floor

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

2nd Floor

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

3rd Floor

Virtual Reality Labs

Administration (Deans) Offices

Business Offices

4th Floor

Counseling and Wellness

Information Technology

Program Roadmap

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

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

Academic Catalog & Policy Register

Academic Catalog

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

You may find the current academic catalog at

<http://catalog.kent.edu/colleges/pm/podiatric-medicine-dpm/>.

Registration

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

Family Educational Rights and Privacy Act (FERPA)

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

FERPA grants four specific rights to the student:

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

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

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

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

For more information regarding Kent State University's policy on student records, please visit <https://www.kent.edu/about-ferpa>

Is there a way to share selected information?

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

What is KSU View?

In an effort to meet the needs of the student, and to encourage a student to safeguard their FlashLine user name and password, KSUview provides a way for a student to identify a person as a designee and grant permission for a designee to view selected student information. Please visit <https://www.kent.edu/welcome-ksuview>

University Policy Register

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

All students must complete a registration each year. Students who fail to complete registration requirements by the assigned deadline are subject to a professionalism deficiency evaluation. Students will not be promoted to the following grade level / academic year until registration requirements are fulfilled. Once the academic year concludes, students who have not submitted the required registration paperwork for the subsequent academic year will be withdrawn from the program.

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

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

Technical Standards & Essential Requirements

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

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

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

VISUAL OBSERVATION AND INTEGRATION

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

COMMUNICATION

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

OTHER SENSORY CAPACITIES

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

MOTOR FUNCTIONS

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

INTELLECTUAL, CONCEPTUAL, QUANTITATIVE, AND INTEGRATIVE ABILITIES

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

BEHAVIORAL AND SOCIAL ATTRIBUTES

Candidates must demonstrate the maturity and emotional stability required for full use of their intellectual abilities. They must accept responsibility for learning, exercising good

judgment and promptly completing all responsibilities attendant to the diagnosis and care of patients. They must understand the legal and ethical aspects of the practice of medicine and function within both the law and ethical standards of the medical profession.

Candidates must be able to work effectively, respectfully, and professionally as part of the healthcare team, and to interact with patients, their families, and healthcare personnel in a courteous, professional, and respectful manner. They must be able to tolerate physically taxing workloads and long work hours, to function effectively under stress and to display flexibility and adaptability to changing environments.

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

INVOLVEMENT IN INVASIVE AND EXPOSURE-PRONE PROCEDURES

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

Essential Requirements and Technical Standards issued July 23, 2014

KSUCPM Competencies

Domain I: Medical Knowledge

- I.1 Describe both normal and altered structure and function of tissues, organs, and organ systems (to include the associated molecular and cellular mechanisms) as they relate to health and disease
- I.2 Apply knowledge of the basic and clinical sciences in both simulated and clinical settings
- I.3 Establish and maintain knowledge of pharmacology and therapeutics

Domain II: Patient Care

- II.1 Evaluate and perform an organized and complete medical history and physical examination with working differential diagnosis and associated plan(s) utilizing appropriate current trend in evidence-based medicine
- II.2 Understand utilization of medical referrals, diagnostic data and appropriate collaboration with other health care professionals to provide the best current and evidence-based medical care
- II.3 Understand medical and surgical procedures including risks, benefits, and complications, and how to appropriately communicate and empower patients' involvement and informed decision-making process in their care

Domain III: Interpersonal and Interprofessional Communication Skills

- III.1 Communicate and document effectively with patients, families, the public, and as a member of an interprofessional healthcare team utilizing oral, electronic, and written formats

Domain IV: Professionalism

- IV.1 Demonstrate accountability, respect, compassion, integrity, and responsiveness to global medical needs utilizing ethical principles to assure patient confidentiality, respect and autonomy

Domain V: Research and Scholarship

- V.1 Demonstrate knowledge of scientific research methodology and design, basic and epidemiological statistics and research ethics
- V.2 Utilize skills in locating, evaluating and applying the best research evidence to improve patient care and advance medical knowledge

Domain VI: Systems-Based Practice

- VI.1 Understand jurisprudence, structure, and function of health care delivery, barriers to healthcare, and payer systems used in the United States

Domain VII: Social Determinants of Health and Addiction

- VII.1 Recognize signs and symptoms of contemporary societal issues contributing to evolving health crisis and chronic illness

KSUCPM Medical Education Program Objectives

The following educational outcomes will be attained as a result of the cumulative effect of both didactic instruction in preclinical courses and clinical courses, as well as clinical experiences afforded through clinical rotations and clerkship experiences. The goal is to prepare the graduate for successful entry into a postdoctoral training program.

- 1) Demonstrate the ability to recall and apply current and emerging knowledge of human structure, function, development, pathology, pathophysiology, and psychosocial development to patient care.
- 2) Provide effective patient-centered care that is compassionate and appropriate for prevention and treatment of medical conditions, which promotes overall health with special emphasis on the lower extremity.
- 3) Demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals.
- 4) Demonstrate professionalism in medicine.
- 5) Apply scientific methods and utilize clinical and translational research to further the understanding of contemporary podiatric medicine and its application to patient care.
- 6) Demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call on other resources to provide optimal and cost-effective health care.
- 7) Demonstrate an understanding of common societal problems (e.g. issues of addiction or abuse) and their impact on patients.

Professionalism and Professionalism Deficiency Evaluations

Introduction

Professional behavior is always expected of students on campus, in clinic, during college events and while on outside rotations. If a student's behavior is deemed unprofessional — either by a member of the college staff, a faculty member, guest lecturer, independent contractor, patient or external rotation supervisory personnel — the student will be subject to a professionalism deficiency evaluation and potential professionalism standard sanctions, up to and including dismissal from the program. Some behaviors or actions that occur in relation to a course, rotation or in a classroom/lab setting may be subject not only to academic consequences outlined in the syllabus, but also to professionalism standard sanctions.

Process

The individual initiating the professionalism deficiency must complete a Professionalism Deficiency Evaluation form and submit it to the [Office of Academic Operations and Institutional Research](#). When possible, the student will be apprised of the professionalism deficiency concern. The student will receive a copy of the professionalism deficiency evaluation form from the Office of Academic Operations and Institutional Research within 24 hours (one business day) of submission of the form. Within 72 hours of receiving the form, the student may provide a written statement or arrange for an in-person statement to the committee. The Professionalism Deficiency form and any previous professional behavior conduct files the student may have will be sent to the Professionalism Standards Review Committee.

The Professionalism Standards Review Committee will convene within three business days of receiving all required information. The committee will:

1. Review the complaint and any supporting documentation including a written or in-person statement by the student.
2. Conduct an investigation, which may include personal interviews and analysis of video or audio recordings and electronic/computer data, etc.
3. Determine appropriate consequences, as indicated below under [Committee Determinations](#).

The committee's determination will be sent to the Office of Academic Operations and Institutional Research. The office will then notify the student via the student's Kent State email and copy the college dean.

Committee Determinations

1. The magnitude of the professional deficiency warrants **dismissal** from the program (even for certain first-time professional deficiencies), with one of the following options:
 - a. The student will not be considered for readmission to the College of Podiatric Medicine.
 - b. The student will be permitted to reapply and will be considered for re-admission to the College of Podiatric Medicine for the following academic year (if eligible).
 - c. The committee may require additional conditions to be met to establish eligibility.
2. The magnitude of the professional deficiency warrants one or more of the following **severe** sanctions:
 - a. Failure of an assessment (e.g., examination, quiz, practical)
 - b. Failure of a course or rotation.
 - c. Preclusion from participation in certain clinical rotations.
 - d. A letter of reprimand from the college dean related to the professional deficiency, which becomes part of the student's permanent file and will be included with all externship and residency applications.
3. The magnitude of the professional deficiency warrants one or more of the following **lower-level** sanctions:
 - a. The student is issued a warning notice of the deficiency, which does not become part of the student's permanent record but remains in the student's professionalism file in the Office of Academic Operations and Institutional Research.
 - b. The student must meet with one or more members of the college administration regarding the professional deficiency.
 - c. The student must attend and participate in a professional behavior remediation course or complete a professional behavior remediation project.
 - d. The student must make-up one or more days of a clinical rotation.
 - e. The student is dismissed or receives a severe sanction(s) listed above due to chronic/multiple lower-level professional deficiencies.

Expectations for Professional Behavior

The following is a list of general expectations for all students regarding professional behavior:

1. The student adheres to institutional, clinical and hospital policies and regulations.
2. The student demonstrates reliability and responsibility.
 - a. Examples that do not demonstrate this expectation include, but are not limited to, missing assigned deadlines or not attending mandatory classes, college meetings or events; arriving late to clinic lab or rotation; not having white coat for clinic; wearing a soiled or stained white coat; wearing wrong color scrubs; not having the instruments; and poor grooming and hygiene.
3. The student demonstrates maturity.
 - a. Examples that do not demonstrate this expectation include, but are not limited to, using inappropriate loud or foul language; making gestures that could be construed as inappropriate; damaging or disrespecting others' property; theft; and not adhering to published policies.
4. The student demonstrates the ability to accept criticism and to take appropriate steps to correct shortcomings.
 - a. Examples that do not demonstrate this expectation include, but are not limited to, arguing or harassing a faculty member about a grade or examination; and asking a faculty member to change a grade despite not having earned the grade through the student's merit.
5. The student communicates professionally and appropriately, either verbally, online or in writing.
 - a. Examples that do not demonstrate this expectation include, but are not limited to, sending inappropriate emails that contain lewd or lascivious content; and using social media in a way that compromises the student's professional identity.
6. The student demonstrates honesty and integrity.
7. The student demonstrates respect for members of the college community.
 - a. An example that does not demonstrate this expectation includes, but is not limited to, harassing another individual either verbally, physically or through electronic means.
8. The student demonstrates respect for patients and individuals involved in all clinical settings, either on campus or at external locations.
9. The student demonstrate appearance, etiquette and grooming appropriate for the setting that demonstrates professionalism.

Educational Resources

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

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

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

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

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

- Time management
- Test-taking skills
- Note Taking skills
- Interpersonal and group communication skills
- Managing test anxiety

- Stress Management
- Health and Wellness

Office Hours and contact information:

Monday – Friday, 8:00 am – 4:00 pm

1st Floor of KSUCPM Campus.

To schedule an appointment or for more information on the Office of Educational Resources please contact Gina Ralston, Director, Office of Educational at gralsto3@kent.edu or 216-916-7499.

Student Accessibility Services

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

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

KSUCPM SAS Office Hours and contact information

Monday – Friday, 8:00 am – 4:00 pm

1st Floor of KSUCPM Campus.

If you are seeking permanent or temporary disability related accommodations on the Kent State College of Podiatric Medicine (KSUCPM) campus you may contact the KSUCPM Student Accessibility Services (SAS) Office: Gina Ralston (cpmsas@kent.edu / 216-916-7499) or Lorie Evans (cpmsas@kent.edu / 216-916-7489), or walk-in visit.

The KSUCPM SAS Office is in the Student Affairs Hallway across from Tutoring Room C.

University Resources

Student Conduct

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

Center for Sexual and Relationship Violence Support Services

The Center for Sexual and Relationship Violence Support Services (SRVSS) supports all students, faculty, and staff who have been impacted by sexual violence, relationship abuse, stalking, or sexual harassment, regardless of where, when, or by whom the harm occurred.

SRVSS follows university policy and does not discriminate based on race, color, religion, gender, sex, sexual orientation, national origin, ancestry, disability, genetic information, age, and military or veteran status.

The office is open to all KSUCPM students, faculty, and staff. You can learn more on their website: <https://www.kent.edu/srvss>

Office of Gender Equity and Title IX

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

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

To report a concern, email titleix@kent.edu.

Student Ombuds

The primary goal of the Office of the Student Ombuds is to provide students confidential consultation in assisting with the possible resolution of any university-related concern, grievance, or appeal. The Ombuds Office works directly with faculty and staff, providing consultation related to university policies and procedures. It has established itself as an objective, nonbiased operation that continues to work towards developing a fair and equitable university community. You can learn more on their website:

<https://www.kent.edu/studentaffairs/student-ombuds>.

Grievance Process

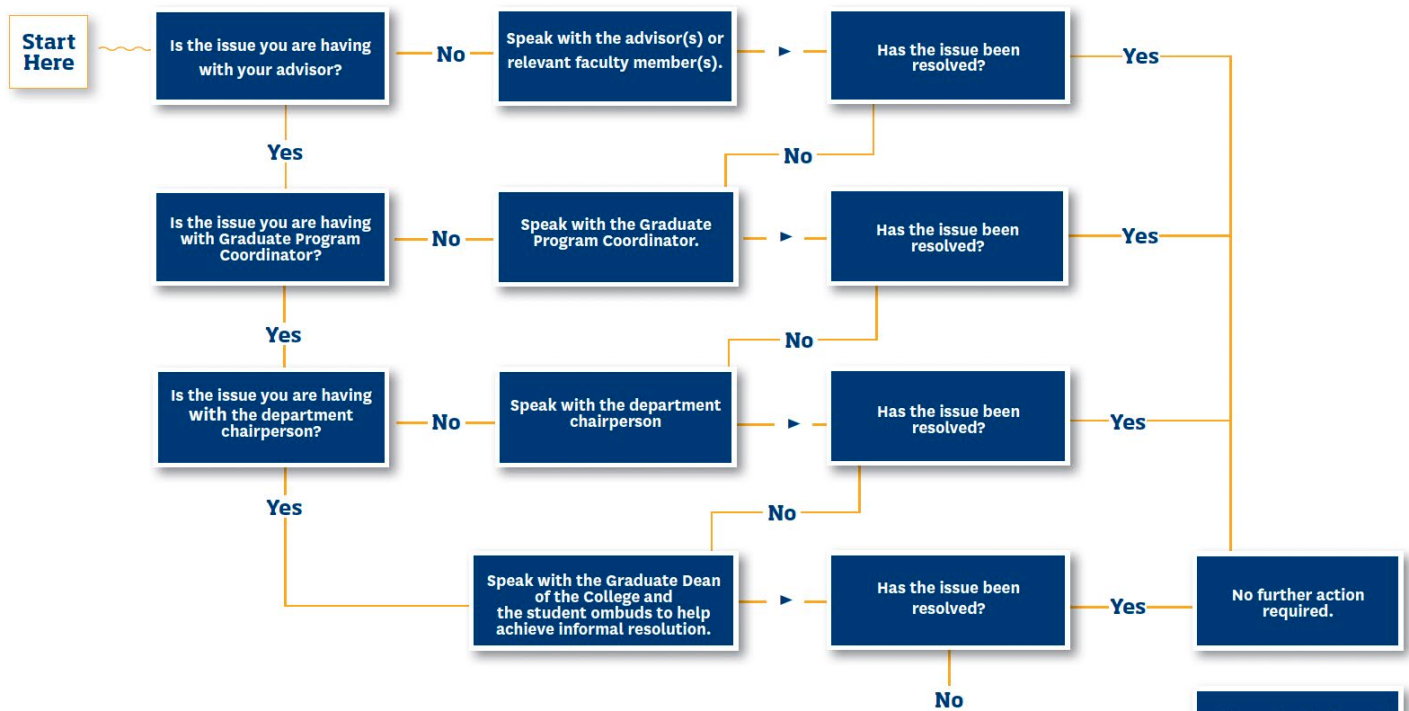
This resource is provided to assist all KSU graduate students with resolving grievances.

- [Student Feedback Form](#)

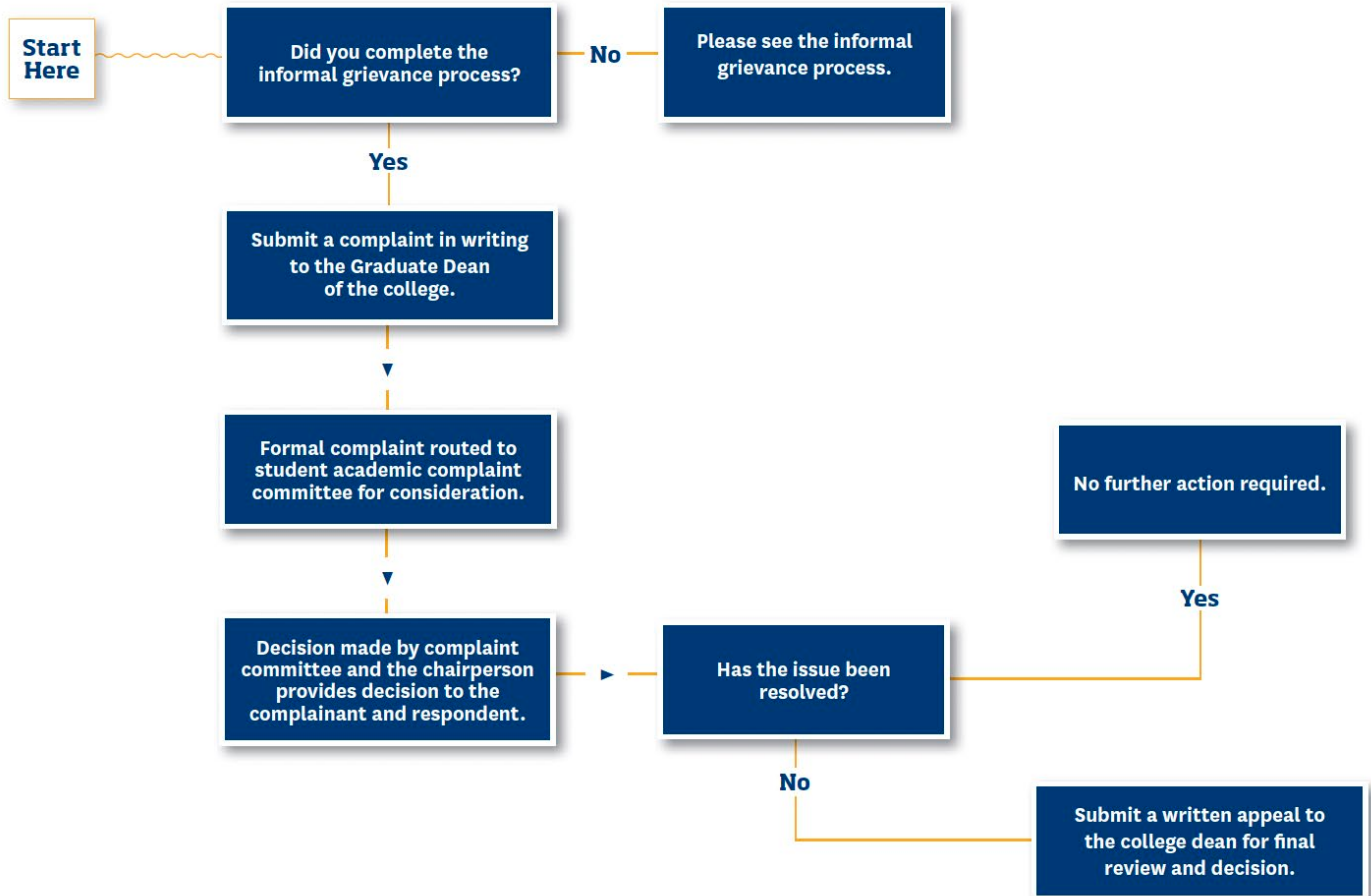
Office	Grievance Type	Contact Information
Graduate College, Dean of the Graduate College	Enrollment, academic standing, teaching and graduate assistantships.	graduatecollege@kent.edu Role and Status of GS Appointments Contact information for each academic college
Division of People, Culture and Belonging	Discrimination or harassment based on protected characteristics	diversity@kent.edu 330-672-2442
Office of Gender Equity and Title IX	Gender and sex discrimination, sexual harassment, or sexual misconduct	titleix@kent.edu 330-672-7535

University Resource	Support Provided	Contact Information
University Ombuds	Confidential consultation in assisting with the possible resolution of any university-related concern, grievance, or appeal.	ombuds@kent.edu 330-672-9494
Counseling and Psychological Services	Confidential counseling and support	330-672-2487
Center for Sexual and Relationship Violence Support Services (SRVSS)	Support for anyone who has or knows someone who has experienced power-based personal violence (such as sexual assault, intimate partner/relationship violence and stalking)	srvss@kent.edu 330-672-8016

Informal Grievance Process



Formal Grievance Process



FLASHline

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

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

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

For students who are employees, the "My HR" tab will appear. This is where you will access your pay stubs and tax forms and set up or modify your direct deposit.

To begin the process of identifying a designee, the student should log into [FlashLine](#) and select the KSUView link under Student > Resources > Requests and Authorizations.

Kent State University E-mail

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

KSUCPM provides each class (Class of 2025, Class of 2026, etc.) with its email address which will automatically default to your email address. This address will be used by faculty, staff, class officers, and tutors to communicate with the whole class.

Your Kent State email account is hosted by Outlook. You can access your Kent State email through FlashLine by clicking on the E-mail symbol in the upper right-hand corner of the page. For more information about Kent's email service, including forwarding instructions, please visit <http://support.kent.edu/email-student>.

KSUCPM Student ID Card

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

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

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

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

Information Technology (IT)

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

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

Phone: 216-916-7545

Internal Extension: x17545

Email: cpmit@kent.edu

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

Phone: 330-672-HELP (4357)

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

EMERGENCY LAPTOP LOANS FOR EXAMS

The college requires that each student bring with them a laptop purchased within the past two years when they first begin classes. Minimum requirements can be found at <https://www.kent.edu/cpm/laptop>. During exams in the event of a laptop emergency, CPM-IT has a small, limited number of laptops that can be loaned out at no charge to the student to take the test.

These laptops are only available for checkout immediately before the exam is set to begin. Once the supply is exhausted - no more laptops will be available for use and the student caught without a working device will have to work with their professor on how to handle the situation.

To Check Out a Laptop for Your Exam

- Bring your student ID with you on the day of your exam.
- An Academic Services staff member will provide you with a laptop and hold your student ID until the laptop is returned.
- At the end of your exam, return the laptop to the Academic Services window on the second floor. Once the laptop is returned, your student ID will be given back to you.

Tuition and Fees

- **In-State Tuition: \$34,711**
- **Out-of-State Tuition: \$46,323**

Fee	Year 1	Year 2	Year 3	Year 4
Health Services (Case) EST	\$745	\$745	\$745	\$745
Student Activity Fee	\$180	\$180	\$180	\$180
Parking Fees	\$440	\$440	\$330	\$220
Food Fee	Gold \$990	Gold \$990	Blue \$710	N/A
Gill Instrument Kit	\$455	\$843	N/A	N/A
Drug Testing	\$75	N/A	\$101	N/A
Lab Fees	N/A	\$60	\$40	N/A
Matriculation Fee	\$150	N/A	N/A	N/A
ACLS	N/A	N/A	\$200	N/A

Financial Aid & Scholarships

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

The first step towards the Financial Aid Application Process is to complete your 2025-2026 FAFSA (Free Application for Federal Student Aid). The FAFSA application can be accessed online at <https://studentaid.gov/h/apply-for-aid/fafsa>. If you have not done so, you will be required to create a Username and Password. The FSA ID has replaced the Federal Student PIN and must be used to log in to certain Department of Education websites.

Please click this link for helpful tips and information - <https://studentaid.gov/apply-for-aid/fafsa/filling-out>

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

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

Student Refunds and BankMobile Vibe

Kent State University delivers your refund with BankMobile disbursements, a technology solution, powered by BMTX, Inc. You will receive an email to your KSU email address shortly after we register you for classes. KSUCPM students are registered automatically in the early summer. Students can choose from different refund delivery options (direct deposit to an existing checking account or establish a BankMobile account). Failure to make a refund selection will result in a delay in you receiving your student refund. You can also visit [BankMobileDisbursements](#) for more information.

Bursar

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

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

Scholarships

Incoming Student Scholarships

Overview

Incoming student scholarships are recruitment-based awards offered at the time of admission. These scholarships are designed to attract strong candidates and are based exclusively on pre-matriculation criteria. Award determinations are made prior to enrollment and are communicated in the official letter of admission.

Incoming student scholarships are independent of continuing student scholarship eligibility and do not rely on class rank or internal academic performance.

Award Criteria

Incoming student scholarships are awarded based on a holistic review of the applicant's file, which may include:

- MCAT score
- Science GPA

- Components of the admissions interview
- State of residence (in-state or out-of-state)

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

Notification and Duration

- Scholarship awards are disclosed in the student's letter of admission.
- Incoming student scholarships apply to the first year of enrollment unless otherwise specified in the admission letter.
- Renewal of financial support beyond the first year is governed by the continuing student scholarship policy.

Continuing Student Scholarships

Overview

Continuing student scholarships are merit-based awards intended to recognize, and reward sustained academic performance within the KSUCPM curriculum. Unlike incoming scholarships, continuing scholarships are limited in number and awarded based on academic rank relative to the student's cohort.

These scholarships are renewable annually, contingent upon continued academic performance.

General Eligibility

- All continuing students are eligible to be considered for continuing scholarships.
- Eligibility is determined at the conclusion of each academic year after all grades have been posted.
- A finite number of scholarships are awarded each year based on available funding and academic rank.

Academic Rank and Eligibility Threshold

- Academic rank is calculated using cumulative GPA.
- Students whose cumulative GPA places them within the top 25% of their class are eligible for a continuing scholarship.
- Scholarship award levels are determined by rank percentile bands.

Continuing Scholarship Award Structure

Members of the **class of 2027 and 2028** are eligible for a *renewable* continuing scholarship by maintaining an academic rank in the top 25% of their class. These continuing scholarships range from \$10,000 to \$25,000.

[Click here to review the grandfathered internal continuing scholarship matrix for the classes of 2027 and 2028.](#)

Classes 2029 and beyond

Academic Rank Percentile	In-State Award	Out-of-State Award
Top 1-2%	\$16,050	\$21,450
Next 3-5%	\$14,450	\$19,300
Next 6-15%	\$12,850	\$17,150
Next 16-25%	\$11,250	\$15,000

KSUCPM gained access to State Share of Instruction (SSI) funding from the state of Ohio in January 2024, leading to significant changes in our tuition structure. To reflect these updates, our continuing scholarship matrix has also been revised to offer comparable scholarship opportunities for both in-state and out-of-state students. Beginning with the **class of 2029**, students will be eligible for renewable continuing scholarships by maintaining an academic rank in the top 25% of their class. These scholarships range from \$11,250 to \$16,050 for in-state students and \$15,000 to \$21,450 for out-of-state students, providing ongoing support for academic excellence throughout their education at KSUCPM.

[Click here to learn about continuing scholarships starting with the class of 2029](#)

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

Internal scholarships are subject to change at any time.

External Scholarships

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

Scholarship Determination Timeline

- Scholarships are awarded following completion of each academic year.
- All grades must be posted before rank and eligibility are finalized.
- The Financial Aid Office notifies eligible students of scholarship awards via email.

Tiebreaker Process for Continuing Scholarships

Purpose of Tiebreakers

Tiebreakers are applied only when multiple students share the same cumulative GPA at:

- the top 25% eligibility cutoff, or
- a scholarship tier boundary.

Tiebreakers are used solely to differentiate scholarship awards and do not alter official transcript GPA or class rank.

Sequential Tiebreaker Criteria

Tiebreakers are applied **only among students with identical GPAs** and in the following order:

After First Year

1. Highest overall percentage recorded in Canvas for Lower Anatomy (PCS 80124)
2. Highest overall percentage recorded in Canvas for Human Anatomy (PCS 80109)

After Second Year

1. Highest average overall percentage recorded in Canvas across:
 - Pathology I (PCS 80218)
 - Pathology II (PCS 80228)
2. Highest overall percentage recorded in Canvas for Podiatric Medicine & Surgery I (SUR 80227)

After Third Year

1. Highest overall percentage recorded in Canvas for Podiatric Surgery (SUR 80323)
2. Highest overall percentage recorded in Canvas for Traumatology & Sports Medicine (SUR 80325)

Final Tiebreaker

If a tie persists after all academic criteria have been applied, scholarship determination will be made using a documented neutral random selection process.

Classes of 2027 and 2028

- Students are eligible for renewable continuing scholarships by maintaining academic rank within the top 25% of the class.
- Award amounts range from \$10,000 to \$25,000, consistent with the grandfathered matrix for these cohorts.

Class of 2029 and Beyond

- Continuing scholarships follow the rank-based percentile structure outlined in this proposal.
- Award amounts reflect revised tuition structures associated with State Share of Instruction (SSI) funding and ensure parity between in-state and out-of-state students.

FINANCIAL AID

Incoming Student Checklist

File 2026-2027 FAFSA

December 2025: FAFSA opens

www.studentaid.gov

2024 tax information

KSUCPM code: 003051

Make Award Decisions (April)

When your financial aid award is ready, you will receive an email to your KSU e-mail address

Must review and accept Terms & Conditions

Student Dashboard > Scholarships & Financial Aid > Financial Aid Dashboard >

You can either Accept, Reduce, or Decline Financial Aid Award

Direct Loan Requirements: Unsubsidized

www.studentaid.gov

Complete entrance counseling for graduate professional students

Complete a master promissory note (MPN) for direct unsubsidized loans

Complete a master promissory note (MPN) for direct plus loan

Direct Plus Loan Requirement (only eligible to M2, M3, & M4)

Complete entrance counseling for graduate professional students

Complete a master promissory note (MPN) for direct plus loan

Complete the Federal Direct Graduate Plus credit authorization form

Apply to Student Alternative Private Loans

KSU partners with ELM Select to help secure private loans to cover what federal aid and scholarships may not cover (gap funding)

<https://www.kent.edu/fbe-center/private-loans>

Provide Authorization of Title IV Aid

Log in to Flashline

Select Student/Dashboard/Finances/Financial Aid/Authorization of Title IV Aid

Select both authorizations & submit.

Select Refund Preference

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

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

Questions? Contact KSUCPM

Kathy Wright

Assistant Director of Financial Aid & Student Employment

Kwright32@kent.edu

216-916-7490

Housing

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

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

Roommate List

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

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

Counseling & Wellness Services

Transitioning to professional school while developing and maintaining a healthy balance between academic life and one's personal life can at times be challenging. The College of Podiatric Medicine understands how balance and wellness are key components of a successful student. The College provides no-cost, confidential mental health counseling at its Independence campus and has partnered with Case Western Reserve's University Counseling Services (CWRU) to provide additional support for our students. Counseling and Wellness Services at KSUCPM provides individual counseling, community-based referrals, and consultative services.

CWRU provides individual and group counseling, psychiatric care, and substance recovery. Counseling is an opportunity for personal growth and to gain insight into personal issues. Issues commonly addressed may include mood disorders and anxiety, interpersonal relationship issues, academic concerns, stress, career questions, lack of motivation, and time management. There are times when a community-based referral is necessary for specialized care, psychiatry, testing, or assessments. Referral information is provided by Counseling and Wellness Services and may also be accessed independently on our website www.kent.edu/cpm/hotlines-community-based-resources.

After-Hours Crisis Counseling is available to KSUCPM students after hours, nights, weekends, and holidays. Students are strongly encouraged to access this no-cost, confidential service when needed. Call CWRU at 216.368.5872 or the KSU hotline at 216.707.8022.

Wellness Initiatives

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

Koru Mindfulness Meditation

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

Meditation Room

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

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

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

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

CARE Team

What does CARE stand for?

Consultation – Assessment – Referral – Education

Mission

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

Purpose & Responsibilities

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

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

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

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

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

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

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

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

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

Team Members

Lorie Evans, Director, Student Services - lfranck2@kent.edu

Gina Ralston, Director, Educational Resource Center - gralsto3@kent.edu

Dr. Rachel Johnson, Associate Professor - rjohn112@kent.edu

Theresa Novak, Clinical Counselor - tcnovak@kent.edu

Charles Kingzett, Public Safety Manager - ckingze1@kent.edu

University Health and Counseling Services located at Case Western Reserve University

Kent State University College of Podiatric Medicine has partnered with University Health and Counseling Services at Case Western Reserve University (CWRU) to provide healthcare and counseling for KSUCPM students. CWRU University Health & Counseling Services (UH&CS) is available if you have health or mental health concerns.

Health Services Offered:

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

Appointments are available for Health Services through myhealthconnect.case.edu, or by calling (216) 368-2450.

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

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

Counseling Services Offered:

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

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

Appointments are available for Counseling Services through myhealthconnect.case.edu. or by calling (216) 368-2450.

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

Crisis or emergency

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

Reach Out App

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

Medical Insurance

Insurance Requirement

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

Insurance Plan Information

The official Kent State University College of Podiatric Medicine 2026-2027 insurance plan is administered by Wellfleet. CIGNA is the brand name/network for the products and services provided by these companies and their applicable affiliated companies.

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

Insurance Waiver Procedure and Deadlines

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

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

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

1. My plan is provided by a company licensed to do business in the **United States, with a U.S. claims payment office and a U.S. phone number.**

2. My plan is currently active, and I agree to maintain health insurance coverage through the remainder of the 2026-2027 academic year.
3. My plan offers unlimited coverage per accident or illness.
4. My plan covers inpatient and outpatient medical care within the Cleveland, OH area (Emergency only coverage does not satisfy this requirement).
5. My plan covers inpatient and outpatient mental health care within the Cleveland, OH area (Emergency only coverage does not satisfy this requirement).
6. The deductible on my insurance plan does not exceed \$2,500 per individual or \$5,000 for a family plan.
7. My plan provides coverage for pre-existing conditions with no waiting period or limitations.
8. My plan provides coverage for prescription drugs.

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

Questions/comments about the Student Health Insurance Plan can be directed to Lorie Evans at lfranck2@kent.edu.

Student Foot Care

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

Immunizations

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

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

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

Documentation requirements for your immunization and titer records must show the specific dates you received the vaccine. Your titer record must have serum titer lab results that include a reference range. These records must show, at minimum, your name, the name of the vaccine, and the date of the administration and/or read date. A note from your healthcare provider is **not** acceptable proof that you are up to date on all vaccines.

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

All incoming KSUCPM students should take the following steps to follow mandatory immunizations, titters, and TB Testing,

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

Mandatory Immunizations for 1st-Year KSUCPM Students:

1st Year:

- **Tetanus, Diphtheria, Pertussis (Tdap)**
 - One Tdap vaccine within the past 10 years. Td will not be accepted.
 - Must be current ALL 4 years
- **Measles, Mumps, Rubella (MMR)**
 - Vaccine 1 dose if born before 01/01/1957; 2 doses if born on or after 01/01/1957. Minimum 4 weeks apart between Dose 1 and Dose 2.
- **Hepatitis B**
 - 3 doses are required. Dose 1 to Dose 2: minimum 4 weeks apart; Dose 2 to Dose 3: minimum 8 weeks apart (and at least 16 weeks after the first Dose)
- **Varicella**
 - 2 doses are required. Minimum 4 weeks apart between Dose 1 to Dose 2 unless you had the chickenpox disease.
- **Influenza**
 - Flu shots are mandatory every year during the flu season for KSUCPM Students.

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

Mandatory Titers for 1st-Year KSUCPM Students:

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

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

FAQs about Titers

What titers are required for KSUCPM Students?

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

What are titers?

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

Once a student receives their titers, are they compliant?

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

What are the steps after a student receives a titer?

If you are receiving titers from your Health Care provider:

- Check your titer results with your Health Care provider. (Please allow for enough time for lab results.)

- If the titer results are negative, you will need to consult with your healthcare provider to see what immunizations you will need to receive to have enough immunity from the disease.
 - After receiving the immunizations, you will need to repeat the titer to make sure you have enough immunity
- If the titer results are positive and your healthcare provider confirms that you have immunity, then you need to submit that record of the titer results.
- *Please note* that you require to have the Hep B series which can take up to four months to complete.

Mandatory TB Testing for 1st Year Students

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

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

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

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

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

Mandatory for 2nd Year:

- Influenza
- Tuberculosis screening

Mandatory for 3rd Year:

- Influenza

- Tuberculosis test

Mandatory for 4th Year:

- Influenza
- Tuberculosis test

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

1st Year:

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

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

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

Food Services

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

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

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

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

Campus & Facilities

Building Hours

KSUCPM campus/building will open at 6:00 a.m. and close at midnight. Security is on-site on evenings and weekends when the building is accessible to students.

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

Campus Security Office

You can find Campus Security information on our website at the following link:

www.kent.edu/cpm/campus-safety.

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

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

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

Monday – Friday 1:00 pm – 12:00 am

Saturday – Sunday 8:00 am – 12:00 am

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

Phone number: 216-916-7539

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

Smoking Policy

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

Morton and Norma Seidman Memorial Medical Library

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

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

Fitness Center

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

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

- Safety is the top priority and must be always practiced.
- Tennis shoes must be worn inside the fitness center
- Return dumbbells to the rack in proper order
- Wipe down any piece of equipment following use

- Food and drink of any kind are not permitted
- Spitting or defacing the facility is not permitted
- No sitting down or leaning on equipment unless the exercise required
- Use fitness room lockers while exercising only
- Use a lock when using a locker. The college is not responsible for any lost or stolen items
- Items left in the lockers for an extended period (with or without a lock) will be removed by the Student Services Office
- Damaged or defective fitness equipment should be reported immediately to the Student Services Office
- Students may be suspended from the Fitness Room for failure to adhere to any fitness room regulations

Student Lounge/Game Room

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

Student Lockers

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

Parking Rules and Regulations

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

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

Unless otherwise directed by the parking monitor, all vehicles must be parked in marked parking spaces. No vehicle shall be parked to extend beyond one space. Except for flat tires, jump-starts, and similar unavoidable problems, vehicle maintenance/repairs are not permitted in the parking areas. KSUCPM parking is not intended for overnight or extended-term parking. If a car, for some reason, must remain in the lot for a night, the student must request permission in writing from the Physical Plant Office 3 days in advance, stating the reason why the car will be left in the lot overnight.

All permit holders must display a hangtag fully viewable from the front of the car around the rear-view mirror in the front window. Anyone found to be parking without a parking hangtag will be subject to ticketing and/or towing.

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

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

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

- All students are required to park in their designated areas 24/7, 365 days per year.
- Parking rules and regulations will always be enforced, and the college assumes no responsibility for loss, theft, or damage to such vehicles.

Violations and Fines

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

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

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

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

Parking fee waivers are available on a semester basis to students who either do not own a vehicle or who never use a vehicle to get to campus. Waivers are available when the following guidelines are met:

1. *Each semester*, the student seeking a waiver must submit request in writing (form available online at <http://www.kent.edu/cpm/ksu-cpm-parking-termination-form>) to the facilities office on the 3rd floor within a 2 week time period *after* the parking fee has been charged to their bursar account.
2. Parking pass must be turned in to facilities office at time of waiver request.

If the vehicle belonging to the student who waived the parking fee is found on campus at any time during the period waived, in addition to a parking violation, *the current semester parking fee will be automatically reinstated to the students bursar account.*

Fourth year students must waive for the entire 4th year as the parking fee is already discounted to reflect the amount of time they spend on campus.

Student Organizations

KSUCPM offers several student organizations, fraternities, and clubs to serve the student population.

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

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

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

American Association of Women in Podiatry (AAWP)

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

American College of Foot and Ankle Surgeons (ACFAS)

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

American Podiatric Medical Students' Association (APMSA)

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

Ohio Podiatric Medical Student Association (OPMSA)

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

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

Sports Medicine Club

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

American College of Foot and Ankle Pediatric (ACFAP)

The Kent State University Chapter of the Student National Podiatric Medical Association represents the interests of minority students, including American Indians, Blacks, Asians, and Spanish surname students. The association helps in the recruitment and retention of qualified ethnic minority students at KSUCPM.

American College of Podiatric Medicine (ACPM)

The national organization professional society focused on emphasizing the importance of orthopedics and medicine in the contemporary practice of podiatry.

Kappa Tau Epsilon (KTE)

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

Pi Delta National Honor Society – Beta Chapter

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

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

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

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

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

Steps to Starting a Student Organization:

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

Additional Helpful Links for Student Organizations

Room Reservations

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

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

Student Organization Event Request Form

Student organizations must seek approval for all events. hosted on campus. Please find the form here [KSUCPM Student Organization Form](#)

Alcohol Policy

1. There will be no alcohol served on campus at student-sponsored organizational events.

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

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

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

Catering Policy

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

FIRST RIGHT OF SERVICE

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

I. Exceptions for Catering Using University Catering Services

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

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

Click here: [CATERING FAQ](#)

KSU Policy for Making Products

- When a Student Organization/Club and Class wants to make a product (i.e. t-shirt) either has a university logo on it, or says “KSUCPM”, they need to use a licensed vendor/licensee. Licensed vendors are the only companies that have permission to print the University marks.
- KSU licensing agent’s website: <https://affinitylicensing.com/clients/collegiate>
- Organizations/Clubs/Classes must submit their logo first to the Office of Student Affairs for approval before submitting it to the licensed vendor.
- Organizations/Cubs/Classes make an order through a licensed vendor; the art is circulated internally through the University for approval.

Social Media

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

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

CFAC Facebook Page: www.facebook.com/ClevelandFootAnkleClinic

KSUCPM Twitter: www.twitter.com/kentstatecpm

CFAC Twitter: www.twitter.com/CFAl1

KSUCPM Instagram: www.instagram.com/kentstatecpm/

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

KSUCPM YouTube: www.youtube.com/channel/UC2bPT4JaNezutAgZK8xRn0Q

Social Media Guidelines

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

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

- **Avoid politics.** Political endorsements or advocacy positions should generally be avoided.
- **Comply with all legal restrictions and obligations.** Remember that social networking sites or weblogs can have legal and professional ramifications. Comments made unprofessionally can be used in legal, professional, or other disciplinary proceedings (i.e., hearings before a State Medical Licensing Board).
- **Be aware of risks to privacy and security.** Read the site's Terms of Use and Privacy Policy. Be cognizant of continuous changes in these sites and closely monitor the privacy settings of the social network accounts to optimize your privacy and security.

Social media guidelines and tips for student groups

Guidelines for student clubs and organizations

- Consider creating a Facebook “group,” instead of a “business” or “personal” page. A group allows all group members to see posts, add content, and maintain their privacy. A group allows members greater privacy and still uses the administrator function to add or remove group members.
- Student clubs and organizations are strongly encouraged to have their faculty advisor as an administrator on their social media page. If club leaders change or graduate, the club advisor can still grant access to new club officers and members.
- Every effort should be made to pass along login information and administrator privileges from one club president to the next so that new pages do not have to be created each academic year. This reduces confusion among club members as to which club page is the “official” or “correct” page for the club.
- Post contact information for the student club when possible. If your page is used to recruit new members, they need to know how to get in touch with the group.
- Student clubs and organizations are considered “unofficial” social media pages and should not use the Kent State University College of Podiatric Medicine or Kent State University logo. These sites are also encouraged to post a statement in their profile announcing that they are not an officially recognized KSUA or KSU social media page and all postings reflect their own personal opinions or their organization’s opinions. An example of this statement is provided below:

The views expressed on this (Facebook page, Twitter feed, etc.) are those of the (Insert Club Name) and are not endorsed by Kent State University College of Podiatric Medicine nor do they constitute any official communication from Kent State University College of Podiatric Medicine.