



NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Policy Name:	Required Documents Policy
Approval Authority:	Dean's Council
Responsible Executive:	Dean's Council
Responsible Office(s):	Department of Clinical Education
Effective:	November 2019
Expires:	January 2024
Last Revised:	July 2023
Next Review Date:	N/A

Required Documents Policy

Policy Statement

Students who project themselves as future healthcare workers must protect their health and the health of future patients. All students at Noorda-COM must be vaccinated in accordance with the College's guidelines in order to pursue the clinical education aspects of the curriculum. Healthcare facilities (hospitals, clinics, offices) require all contributing to patient care to be appropriately immunized to minimize patient risk. Students are expected to be knowledgeable of the current CDC guidelines for healthcare workers found on their website, www.cdc.gov. In addition, all students are required to maintain personal health insurance, auto insurance, and current, updated immunizations.

Noorda-COM students must upload all required documents, including proof of personal health insurance, auto insurance, and immunizations to [Exxat](#). Students are responsible for monitoring the status of their own documents and updating them prior to expiration dates. Students who fail to meet these guidelines may jeopardize their eligibility for participation in clinical education and/or continued enrollment.

Entities Affected by the Policy

Assistant Dean for Clinical Education
Assistant Dean for Academic Affairs
Associate Dean for Clinical Affairs
Associate Dean for Student Affairs
Clinical Education Department
Professionalism, Academics, and Clinical Committee (PACC)
Registrar
Student Promotion Committee (SPC)
Students

Policy Procedures

Students are required to maintain current documentation throughout medical school. A student is considered out of compliance the next business day after a document expires.

Students will receive multiple reminders about documents near expiration:

1. Weekly email notifications from Exxat starting 30 days before their required documents expire.
2. Clinical Coordinators will call/text students that have a document expiring within 14 to 21 days. The student's plan of action will be added to Progress IQ and the student's Docents will be notified.
3. Clinical Coordinators will email the student the last business day before expiration.
4. Students are expected to check school email at least twice daily to be aware of these notifications.

It is the student's responsibility to update the documents before they expire.

Required Immunizations

After documenting the required immunizations for matriculation (see [Admissions Policy](#)), the following are required to be updated annually for current students:

- Tuberculosis Testing Results
- Influenza immunization

Students must upload all immunizations and required documents on Exxat. Students will be personally responsible to keep all immunizations current during their time at Noorda-COM.

Vaccine Exemptions

Please see the [Admissions Policy](#)

Drug Screening and Background Check

Students will be required to undergo an additional background check towards the completion of the second year prior to matriculation to third year and clinical clerkships. For more information, please see the [Admissions Policy](#).

Health Insurance Information

All students must report any break in coverage or change in health insurance to the Associate Dean for Student Affairs while attending classes on campus. COM students must report any break in coverage or change in health insurance to Clinical Education during the third and fourth years. For more information, please see the [Admissions Policy](#).

Auto Insurance Information

All Noorda-COM students are required to submit proof of personal auto insurance to the Clinical Education Department after matriculation. Students are responsible for understanding the frequency of their auto insurance renewal. For some, this may be quarterly, semi-annual, annual, etc. Students need to keep their auto insurance documentation current in Exxat throughout their time at Noorda-COM. Students may seek an Auto Insurance exemption if they do not have a personal mode of transportation by contacting the Clinical Education Department.

Questions

Any questions can be directed to the Clinical Education Department studenthealth@noordacom.org

Definitions

N/A

Responsibilities

N/A

Policy Violations

A student will be considered out of compliance the next business day after a document expires. The student will be notified via email and informed that the Assistant Dean of Clinical Education placed them on “Required Document Hold” status effective immediately. An incident report will be submitted to PACC. It may also be submitted to SPC (Student Promotion Committee) for administrative review and could be escalated for possible disciplinary action.

When a student is placed on Required Document Hold status, they are no longer considered an active student and will lose access to academic content, labs, testing, transcripts, and all clinical experiences. If you are scheduled for a clinical experience or to take an exam while in Required Document Hold status you must submit documentation by 4pm the prior business day to be eligible to participate or sit for the exam. This also impacts verification of enrollment (including loan deferment) and letters of good standing. If a student is applying for scholarships or HPSP, the Office of the Registrar cannot verify they’re an active student in good standing.

A student can remove the Hold by uploading a new document in Exxat that meets the required document guidelines **AND** emailing studenthealth@noordacom.org that the document has been uploaded. Hold removal may take up to 24 hours. Even though a student has uploaded a new document, they may still be required to meet with SPC to discuss the missed deadline.

If any student has a significant barrier (financial, transportation, health) that would prohibit the student from successfully meeting deadlines for required documents, the student must reach out to the Student Affairs Department at least one week before the deadline occurs.

If a student’s document has been disapproved, the student should proactively reach out to studenthealth@noordacom.org for further information.

Students shall only use Noorda-COM accounts that have been authorized for their own use. Sharing of passwords or logins is strictly prohibited (see [Code of Professional Conduct Policy](#)).

Noorda-COM has a grievance policy that enables students to bring complaints and problems to the attention of the College’s administration. Noorda-COM forbids any retaliatory action against students who present concerns and complaints in good faith. College policy strongly encourages students who believe they have a grievance to use all appropriate avenues for informal resolution

before initiating the formal grievance procedure. Should such a resolution be impossible, the student may pursue options per the [“Student Grievance Policy”](#).

Interpreting Authority

Dean’s Council

Statutory or Regulatory References

N/A

Relevant Links

[Admissions Policy](#)

[Student Grievance Policy](#)

[Code of Professional Conduct](#)

Policy Adoption Review and Approval

Dean’s Council