

OMS-IV Student Guide

Class of 2027

Updated May 2026

Student Doctors, Class of 2027

Liberty University College of Osteopathic Medicine

We are delighted to share this fourth-year guide with you. This guide is intended to assist you in navigating your fourth-year experience. Every phase of your education here at LUCOM has been unique, and the fourth year is no different.

Your time during the fourth year will be spent exploring career paths and figuring out where you will spend residency, the next phase of your development. You will need to set up electives and interviews as well as build relationships to put you on the path to success. The curriculum has been set up to facilitate these goals, and we are here to help.

Responsibility for arranging many fourth-year components rests with the student. It is essential that you familiarize yourself with all the information in this guide to make sure that your experience is a good one.

If there is anything we can do for you, please do not hesitate to reach out to us.

Sincerely,

Office of Clinical Education
College of Osteopathic
Medicine
LUCOMClinicalEducation@liberty.edu
(434) 582-4100

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Contact Information

We are happy to answer any questions you may have about the OMS-IV year or the information in this guide. Please use the contact information below to reach out.

Phone

- OCE: 434-582-4100
- OMS-IV Coordinator, Emma Becker: 434-592-6143

Email

- LUCOMClinicalEducation@liberty.edu

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Preparing for the OMS-IV Year

Course Requirements

Students must ensure that they have met ALL requirements for OMS-IV promotion as outlined in the LUCOM Catalog under [Academic Standing](#) in the Academic Promotion section.

Students must meet the OMS-IV credit requirements as outlined per LUCOM policies in the LUCOM Catalog under Academic Program, Curriculum Schedule, [Academic Year 2022 and 2023](#).

To increase individual competitiveness for the Match, students are strongly encouraged to complete the maximum number of audition rotations (GME Selective Rotations) with sites that have residency programs.

Credit Structure

The credit amount awarded for a successfully completed rotation is based on the weeks of attendance.

- 5-credit course
 - 2- or 3-week rotations
- 10-credit course
 - 4- or 5-week rotations
- Rotations of other lengths
 - Credit is not offered for 1-week rotations.
 - 6-week rotations must be split into one 4-week and one 2-week rotation.

Scheduling

See the Clinical Student Timeline in the LUCOM Catalog under Academic Program, Curriculum, [Curriculum Phases](#) for an overview of the OMS-IV year.

OMS-IV students are required to be at the LUCOM campus for Commencement week activities. Dates are subject to change. Information surrounding graduation will be communicated by the LUCOM Registrar.

Choosing a Specialty

- [Careers in Medicine](#) is a good resource for understanding which residency path may be a good fit for you.
- Use conversations with your OMS-III preceptors and experiences during those rotations to guide your interests.
- Refer to the career planning information on the [LUCOM website](#) for information on various specialties.

Big Picture Considerations for OMS-IV

- In discussions with your faculty mentor, your interest in residency programs should guide your OMS-IV rotation applications. Consider where (programs and geography) you would prefer to match and apply to rotations accordingly. Choose rotations at sites that have a residency program in your specialty choice and include sites that you might be interested in even if they are not your top choice.
- Consider specialty rotations that might help you gain knowledge to prepare you for residency and/or to parallel plan in a second specialty.
- Your faculty mentor is a key resource in making these big picture plans.

Away Rotation Fees

In the OMS-IV year at LUCOM, students complete their elective and selective rotations at affiliated sites of their choosing. In the [LUCOM Catalog](#), navigate to Financial Responsibilities to find policies related to financial responsibilities in the OMS-IV year.

Core Site Rotations

- *In the Fall 2026 semester, students will be permitted to complete up to 4 weeks of elective rotations at Core Sites.*
 - This could be two 2-week rotations or one 4-week rotation.
- *In the Spring 2027 semester, students will be permitted to complete up to 8 weeks of elective rotations at Core Sites.*
 - This could be any combination of 2-week rotations and 4-week rotations.
- OMS-IV rotations at Core Sites cannot disrupt OMS-III rotations; sites and LUCOM will keep that in mind when reviewing student requests.

Additional rotations at Core Sites will be approved in the audition/selective rotation category if the following criteria are met.

- The Core Site has a residency program.
- The residency program has a specialty that the student intends to match in.

These additional Core Site rotations fall outside of and do not count toward the maximum weeks listed above. For example:

- If a Core Site has an IM residency and you intend to match into IM or IM is your parallel plan, you would be approved for additional rotations at that Core site in any specialty.
- If a Core Site has an IM residency and you plan to match into any other specialty without IM as a parallel plan, you would not be approved for additional rotations at that Core Site.

The exceptions to these criteria are Lynchburg Family Medicine Residency (LFMR) and Collaborative Health Partners Osteopathic Manipulative Medicine (CHP OMM). Rotations in other specialties throughout the Lynchburg Core Site will not be approved beyond the 4- and 8-week limits.

Core Site rotations are requested as normal using the 4th year rotation request/registration form in CORE. See below for details.

Setting Up a Rotation

To set up and complete an OMS-IV rotation, you must follow the steps below in order. A checklist is provided in Appendix A.

Step 1: Identify Site/Rotation

- Review the Research Center in CORE to identify sites that LUCOM is already affiliated with.
- Utilize partner platforms like VSLO, Clinician Nexus, etc.
 - Access to VSLO and Clinician Nexus is provided midway through the OMS-III year to give students the time to create profiles, familiarize themselves with the platforms, and upload any documents. VSLO training videos, for example, can be found [here](#).
 - Partner platforms and other individual sites (myClinicalExchange is an example of this) may have associated application fees.
- Other sites may have their own online applications or require you to directly contact the appropriate site personnel to apply. More information on these applications can be found on institution websites.

Step 2: Confirm/Request Affiliation Agreement

A site must have an affiliation agreement with LUCOM for you to rotate there. Consult the Research Center in CORE for affiliation agreement status.

- If no agreement exists or if the existing agreement has expired, *submit an affiliation request in CORE as soon as possible*. Affiliation agreements can take 6-8 months to establish. For updates on the status of an affiliation request, check CORE.
- If an affiliation agreement has not been established one month before your desired start date, schedule a backup rotation at an alternate site for the likelihood that the agreement is not executed in time.

Affiliation agreements at VSLO and Clinician Nexus Sites

- If you are applying for a rotation at a site through VSLO and the site is not already affiliated with LUCOM, submit an affiliation request.
- You do not need to submit affiliation requests for sites you're applying to through Clinician Nexus; these sites reach out to LUCOM Affiliations on their own to set up the agreement once you've accepted their rotation offer.

International agreements require a longer time to process (8-12 months), as they are more complex. If you want to set up an international affiliation agreement and rotate internationally, please reach out to LUCOMAffiliations@liberty.edu.

When you submit an affiliation request, you are strongly encouraged to email your site contact and copy LUCOMAffiliations@liberty.edu on that email. This helps avoid spam filters that inhibit communication and delay the process of setting up the agreement. For all questions related to affiliation agreements, reach out to LUCOMAffiliations@liberty.edu.

Step 3: Apply/Submit Required Documentation

Applications will allow students to upload some documentation themselves; other documentation must be uploaded by LUCOM. Other times, you or OCE will need to email documentation directly to a site contact.

- VSLO Applications
 - Students can submit the application, which will then populate home institution requirements for OCE, Student Health, Affiliations, and/or the Registrar to complete.
 - Students do not need to notify these departments of these requirements, as they check VSLO regularly during application season.
 - The only exception to this is the transcript, for which students must complete the [transcript request form](#) as described above.
- Clinician Nexus
 - Clinician Nexus does not notify LUCOM staff of missing requirements.
 - If a student needs any LUCOM department to upload documentation, the student should reach out to that department via email.
- Other types of applications
 - Some sites require documentation to be provided via email, either directly from LUCOM or by the student.
 - In these cases, reach out to LUCOMClinicalEducation@liberty.edu to request that this documentation be completed and/or sent to the site.

Types of documentation that are commonly required as part of the application and/or onboarding processes are listed below.

- Student Health Records
 - Ensure that all health records (AAMC Immunization form, HIPAA training, flu/covid immunizations, TB test, background check, etc.) are up to date through the Office of Student Health.
 - For any questions regarding health records or background checks, reach out to LUCOMStudentHealth@liberty.edu.
- Unique Background Checks
 - Some states require special documentation. These include the Pennsylvania child abuse background check and the Minnesota Caregiver Study and often require additional fingerprinting or other requirements.
 - Other states (usually including FL, NY, MN, PA, WA, TN, OH, NE, and MO) require specific additional screening requirements.
 - If you plan to rotate in one or more of these states or a site is requiring special documentation like this, reach out to LUCOMStudentHealth@liberty.edu.
- Transcripts
 - To have your transcript uploaded to VSLO or sent to a site, you must fill out the [transcript request form](#) and email it to LUCOMRegistrar@liberty.edu. This form is located on the LUCOM website under Academics → Documents and Forms → Internal Academic Documents and Forms (sign-in required) → Registrar Documents.
- Sites sometimes require onboarding documentation. These sites will reach out to you to request this documentation.

- Letters of Recommendation (LORs), Letters of Intent, and Chair Letters
 - For guidance on which types of letters and how many are required in your desired specialty, work with your faculty mentor.
 - To request a letter of recommendation or intent for OMS-IV rotations, complete the [Letter of Recommendation form](#) and email it to your letter writer.
 - This form is located on the LUCOM website under Academics → Documents and Forms → Internal Academic Documents and Forms (sign-in required) → Clinical Affairs.
 - The letter writer should email the letter to LUCOMClinicalEducation@liberty.edu and should NOT copy the student on the email.
 - Please note that letters previously uploaded to ERAS are not able to be downloaded for use in rotation applications. The only way to request a letter of recommendation and have it submitted on applications is the process described above.
 - Students are strongly encouraged to waive their right to view letters of recommendation. Some programs may reject the letter or application if this right has not been waived.
 - To request a chair letter, complete the online [clinical chair letter request form](#). OCE will review your request and send it to your letter writer. This form is located on the LUCOM website under Academics → Documents and Forms → Internal Academic Documents and Forms (sign-in required) → Clinical Affairs.

Step 4: Submit 4th year rotation request/registration form in CORE

All rotations must be approved in advance by the Office of Clinical Education for students to receive credit. Students rotating without OCE approval and registration of a rotation, whether in the US or internationally, will be in violation of policy and will not receive credit. The student's medical malpractice insurance provided through LUCOM does not cover unapproved/unregistered rotations. The [LUCOM Catalog](#) (Medical Malpractice Insurance, Practicing Medicine, and Affiliation Agreements) explains the importance of this requirement. ***Students found to be in violation of these policies may be referred to the Student Progress Committee and/or the Professional Advisory Group.***

To register for OMS-IV rotations, students must submit the 4th year rotation request/registration form in CORE. ***Without approval of this form, the student is not approved to complete the rotation.*** Students can find instructions on how to do this in the home tab of the CORE platform. Details are below. Please direct any questions to LUCOMClinicalEducation@liberty.edu.

- Wait to submit the 4th year request/registration form in CORE until the following criteria have been met:
 - The site has an active affiliation agreement with LUCOM. If you've submitted an affiliation request, you must wait to submit the 4th year rotation request/registration until that affiliation request is approved.
 - The site has confirmed your rotation dates.

- Requests must include a confirmation screenshot to verify the site’s approval of the rotation. The screenshot must:
 - Clearly be from the site
 - Include the rotation dates
 - Not be a text/chat thread
- If you do not yet know your preceptor, make sure the site coordinator contact information listed in the request is accurate.
- If a request is part of a schedule change, email LUCOMClinicalEducation@liberty.edu to let OCE know, or leave a comment in the 4th year rotation request/registration form detailing the change.
- LUCOM requires that all rotations begin on a Monday and end on a Friday.
 - If a site has slightly different dates, you can complete the rotation on those dates, but you’ll need to adjust them slightly in your rotation request to begin on the closest Monday and end on the closest Friday for reporting purposes.
 - For example, if a site’s rotation dates run from November 13, 2026, to December 13, 2026, you could complete the rotation on those dates. In CORE, however, you would need to list the dates starting on a Monday (November 16th) and ending on a Friday (December 11th).

Step 5: Provide Preceptor Information for Credentialing

To ensure that student doctors are receiving the best education possible, LUCOM requires that all OMS-IV preceptors be credentialed. You must provide your preceptor’s information, including name, degree, and contact information, to OCE as soon as possible if you do not see your preceptor listed in CORE already. OCE will work with LUCOM Credentialing to credential the preceptor. Preceptors must be attendings with a DO or MD and cannot be residents or fellows.

Rotation Requirements

Kaplan Quiz

All students will be assigned a Kaplan quiz that will open by 8am EST on the first Monday of the rotation and close at 11:30pm EST on the last Thursday of the rotation. The quiz name will include the date that it closes and the specialty of the rotation for easy identification. The quiz will be located in the Step 2 question bank; quizzes for OMM rotations will be located in the Level 2 question bank.

You are responsible for completing this quiz before the due date. If you do not complete the quiz before the due date, you will receive a make-up quiz that is due one week later, on the Thursday after the rotation ends. You are responsible for completing the make-up quiz by its due date.

Not completing these quizzes is considered a professionalism violation. Repeated instances of failure to submit by the deadline may result in administrative action.

Preceptor Evaluation

Students cannot receive a final grade for a rotation until their preceptor has completed an end-of-rotation evaluation for them and OCE has received this evaluation. Preceptors must use the OMS-IV Preceptor Evaluation of Student for this purpose, unless the site requires the use of their own form. Once the evaluation is received, OCE will input the scoring in CORE for you to review.

The preceptor evaluation must be emailed to LUCOMClinicalEducation@liberty.edu or faxed to 434-582-3892 by either the preceptor or their site coordinator/office manager. ***OCE cannot accept preceptor evaluations from student doctors.***

If a rotation is precepted by more than one physician, have them collaborate to submit one complete evaluation.

You will receive an email reminding you to request that your preceptor send in their evaluation every Monday from the time the rotation ends to the time the evaluation is received. Ensure that you are following up with your preceptor/site coordinator at least every other week to ensure that this is completed and sent to OCE.

LCOM 5998: Osteopathic Approach to Pain Management

LCOM 5998: Osteopathic Approach to Pain Management will be held in Spring 2027. There is no option to complete this course in Fall 2026. Specifics regarding the pain course will be provided to the Class of 2027 as soon as they are available. Until then, avoid making plans to complete course requirements based on word of mouth from prior classes, as requirements may change from year to year.

Appendix A: OMS-IV Rotation Checklist

Use this checklist as a guide to identifying, scheduling, and completing OMS-IV rotations. Please refer to the OMS-IV guide for more detailed information about each of these steps. Reach out to LUCOMClinicalEducation@liberty.edu with any questions.

- Identify a site and rotation.**
 - Use the CORE Research Center, VSLO, Clinician Nexus, and site websites to identify rotations.
 - Check the site's affiliation status in the CORE Research Center.
 - If no affiliation agreement exists, submit an affiliation request in CORE as soon as possible.

- Apply/submit required documentation to the site.**
 - Applications may require student health records, unique background checks, transcripts, COMAT documentation, letters of recommendation, or other academic documents. Request any that you do not have from LUCOMClinicalEducation@liberty.edu, LUCOMStudentHealth@liberty.edu, or LUCOMRegistrar@liberty.edu.
 - Communicate Clinician Nexus application requirements to LUCOMClinicalEducation@liberty.edu. There is no need to complete this step for VSLO application requirements.

- Await site acceptance and confirmation of rotation dates.**

- Submit 4th year rotation request/registration form in CORE (as soon as site confirms dates) in advance of the rotation.**
 - All rotations must be approved in advance by the Office of Clinical Education for students to receive credit. Students rotating without OCE approval and registration of a rotation will be in violation of policy and will not receive credit. Students found to be in violation of these policies may be referred to the Student Progress Committee and/or the Professional Advisory Group.*
 - Submit a 4th year rotation request/registration form in CORE for each rotation as soon as you receive confirmation of the dates from the site and an affiliation agreement has been established. Instructions for submitting this request are found on the CORE home page.
 - Confirmation screenshot must 1) clearly be from the site, 2) include the rotation dates, 3) not be a text/chat thread.
 - List the rotation start date as the closest Monday to the start date provided by the site; list the rotation end date as the closest Friday to the end date provided by the site.

- Provide preceptor information to OCE (no later than the end of the first week of the rotation).**

- Provide preceptor name, degree, and contact information to LUCOMClinicalEducation@liberty.edu as soon as possible. Preceptors must be attendings with a DO or MD and cannot be residents.
- Complete all site onboarding requirements and attend rotation.**
 - Reach out to LUCOMClinicalEducation@liberty.edu with any forms that need institutional signature.
- Complete Kaplan quiz during rotation (due on the last Thursday of the rotation).**
 - Quizzes open at 8am EST on the first Monday of the rotation and close at 11:30pm EST on the last Thursday of the rotation.
 - If you do not complete the quiz by the due date, you will receive a make-up quiz due the next Thursday. Repeated instances of failure to submit by the deadline may result in administrative action.
 - You cannot receive a final grade for the rotation until this quiz is completed.
- Arrange for preceptor to complete an evaluation and send it to OCE.**
 - Provide your preceptor with the AY26-27 OMS-IV Preceptor Evaluation of Student form via pdf or print. If you do not yet have this form, reach out to LUCOMClinicalEducation@liberty.edu.
 - Request that your preceptor or a site coordinator/office manager email the completed evaluation to LUCOMClinicalEducation@liberty.edu or fax it to 434-582-3892. The evaluation must be sent by one of these individuals; it cannot be received from you.
 - You cannot receive a final grade for the rotation until this evaluation is received.