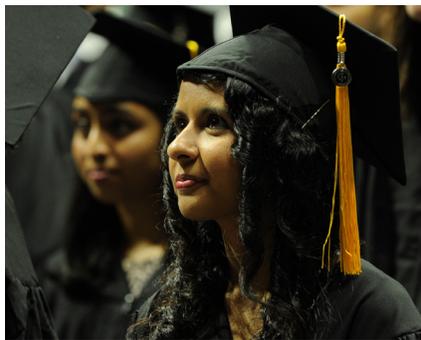




# UNIVERSITY CATALOG

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## 2015-2016



*Improving the well-being of the communities we serve.*

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# KCU Catalog 2015-2016

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This catalog is an official bulletin of Kansas City University of Medicine and Biosciences and is intended to provide general information. It contains policies, regulations, procedures and fees effective July 1, 2015. The University reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, amendments by state law and fee changes. Information provided in this catalog is subject to change without notice and does not constitute a contract between KCU and a student or an applicant for admission. The institution is not responsible for any misrepresentation or provisions that may arise as a result of errors in preparation.

Students are responsible for observing any policies or regulations contained herein or in the online policy library; therefore, they must read this catalog carefully. This catalog does not contain all institutional rules, regulations or policies for which students are responsible. Three other University sources discuss expectations for and policies applicable to students: the *KCU Student Handbook*, the *Office of Clinical Education Policies and Procedures Manual*, and the University's Intranet-based policy library.

The *KCU Student Handbook* covers policies governing student conduct and responsibilities. It also includes academic policies which are, in part, discussed herein. The *KCU Student Handbook* is published yearly and may be amended at any time without prior notice. The *OCE Clerkship Manual* is prepared under the auspices of the provost and dean of the College of Osteopathic Medicine. This document governs policies and practices for clinical clerkships. The current electronic copies of these publications, as well as other University policies, can be obtained at the University's Intranet-based policy library. *Note:* Printed versions may not be current; the electronic version will always be current.

## Contact Information

Kansas City University of Medicine and Biosciences  
1750 Independence Avenue  
Kansas City, MO 64106-1453  
(816) 654-7000 Main Switchboard  
(800) 234-4847 Toll Free  
(816) 654-7160 Admissions Office  
Email: [admissions@kcumb.edu](mailto:admissions@kcumb.edu)  
[www.kcumb.edu](http://www.kcumb.edu)

Administrative offices are open weekdays from 8 a.m. - 4:30 p.m. Visitors are strongly encouraged to make appointments before visiting the campus to ensure the availability of the person they would like to see.



# About KCU

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## Mission Statement

***“Improving the Well-Being of the Communities We Serve.”***

Kansas City University of Medicine and Biosciences is a community of professionals committed to excellence in the education of highly qualified students in osteopathic medicine, the biosciences, bioethics and the health professions. Through lifelong learning, research and service, KCU challenges faculty, staff, students and alumni to improve the well-being of the diverse community it serves.

## Vision Statement

- Become the most student-focused medical university in the nation
- Build the best university team in the profession
- Create the greatest workplace in the Midwest

## Core Values

*Integrity:* Demonstrating respect, honesty and professionalism

*Compassion:* Caring for students, patients, colleagues and all humanity

*Excellence:* Achieving quality in all that we do

*Collaboration:* Working with others to recognize diverse perspectives and achieve mutual goals

*Intellectual Curiosity:* Pursuing personal and professional growth

*Innovation:* Embracing new practices to improve outcomes

*Heritage:* Remain true to our Midwestern values and the guiding principles of osteopathic medicine

## Strategic Goals

Five strategic goals form the foundations of this commitment:

- Goal 1: Enhance student success
- Goal 2: Enhance research activity
- Goal 3: Promote and increase internal and external service
- Goal 4: Promote sustainability across the institution
- Goal 5: Enhance institutional diversity

## Accreditation

KCU is a private university accredited by the Higher Learning Commission and recognized by the Coordinating Board of Higher Education for the Missouri Department of Higher Education.

KCU-COM is also accredited by the American Osteopathic Association’s Commission on Osteopathic College Accreditation (COCA). The COCA is the official accrediting agency for osteopathic medicine approved by the United States Department of Education and by the Council of Post-Secondary Accreditation.

Questions or concerns regarding the University’s accreditation should be directed to either the American Osteopathic Association or the Higher Learning Commission.

Department of Accreditation  
American Osteopathic Association  
142 East Ontario Street  
Chicago, IL 60611-2864  
(800) 621-1773

The Higher Learning Commission  
30 North LaSalle St., Suite 2400  
Chicago, IL 60602-2504  
(800) 621-7440



# University History and Programs

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## College of Osteopathic Medicine

As the state's largest medical school and the oldest in Kansas City, Mo., KCU's College of Osteopathic Medicine (COM) has built a tradition of excellence dating back to 1916. The COM is known for an educational environment emphasizing both academic excellence and the education of caring, compassionate physicians, who place patients' needs above all other concerns. In 2015, the KCU-COM received pre-accreditation status from the COCA for the establishment of an additional location in Joplin, MO. The anticipated opening date is August, 2017.

### Doctor of Osteopathic Medicine

Through the College of Osteopathic Medicine's progressive and innovative curriculum, medical students develop clinical decision-making skills using an integrated, patient-centered approach to medicine. Students pursuing the four-year doctor of osteopathic medicine degree consistently perform above the national average on all COMLEX board examinations.

Additional details regarding the doctor of osteopathic medicine program and its curricular requirements may be found in the COM Curriculum section of this catalog.

### Master of Arts in Bioethics

KCU's Master of Arts in Bioethics (Kansas City campus) provides students with a broad orientation to the interdisciplinary field of bioethics, including both philosophical and religious ethics, as well as contributions from the social sciences and medicine.

The program prepares students to deal with critical ethical issues, such as end-of-life care, health-care equity and public policy, the globalization of medicine, and the relationship between environmental quality and human health. It is designed to accommodate students with diverse backgrounds and interests, including practicing physicians, nurses, lawyers, chaplains and other health-care professionals, many of whom regularly encounter ethical challenges in their work.

Students must complete 30 semester hours of coursework, culminating with a project. Additional details regarding the master of arts in bioethics program and its curricular requirements may be found in the COM Curriculum section of this catalog.

## College of Biosciences

In 2004, KCU (Kansas City campus) expanded its mission to include greater emphasis on research and discovery and established the College of Biosciences (COB). In 2006, the COB conferred its first master of science in biomedical sciences degree.

### Master of Science in Biomedical Sciences

There are two options for students interested in pursuing the accredited master of science in biomedical sciences degree. Students may apply for the 12-month track or the 24-month research track program.

The 12-month track includes coursework in anatomy, biochemistry, cell biology, epidemiology, genetics, immunology, molecular biology, physiology, and histology. Emphasis is placed on state-of-the-art research methodologies and protocols, regardless of the field one chooses to enter.

The research track is designed for individuals interested in careers as research scientists in major laboratories. Additional details regarding the master of science in biomedical sciences program and its curricular requirements may be found in the COB Curriculum section of this catalog.

## Dual-Degree Programs

KCU (Kansas City campus) offers a variety of options for those interested in enhancing their educational experiences.

### *DO/Master of Arts in Bioethics*

KCU's launch of the region's first graduate-level program in bioethics offers College of Osteopathic Medicine students the opportunity to concurrently earn a master of arts in bioethics.

Students must complete 30 semester hours of bioethics coursework, culminating with a project. The master of arts in bioethics program and course schedule have been tailored to allow KCU-COM medical students to complete the program in the same four-year time frame as the doctor of osteopathic medicine program.

KCU-COM students enrolled in the dual DO/MA degree must be approved to pursue and continue in the program by the COM Dean. An application process is made available at the end of the first semester of medical school. Students must maintain a minimum cumulative GPA of 3.0 in the College of Osteopathic Medicine program to continue in the bioethics portion of the program. Students must maintain a minimum cumulative GPA of 3.0 and pass all courses within the COM or they may be required to withdraw from the MA portion of the program.

### *DO/Master of Biosciences with Emphasis in Clinical Anatomy*

The Master's Degree is granted by the College of Biosciences as an MS in Biomedical Sciences with an emphasis in Clinical Anatomy. The objective of the graduate program in Clinical Anatomy is to provide advanced education in the range of clinical anatomy disciplines. Academic courses include Introduction to epidemiology, histology, human embryology, and radiological anatomy. Students will develop teaching and research skills; and prepare graduates for competitive residencies in surgery, radiology and other related specialties.

### *DO/Master of Business Administration in Healthcare Leadership*

In partnership with Rockhurst University Helzberg School of Management, one of the nation's leading business schools, KCU medical students may pursue a master of business administration in healthcare leadership. This program and course schedule have been tailored to allow KCU-COM medical students to complete the program in the same four-year timeframe as the doctor of osteopathic medicine program.

The DO/MBA dual-degree program allows medical students to develop leadership and management skills and learn the complexities of business. Courses include topics such as accounting, economics, finance, human resources, information technology, law, marketing and management.

Tuition, financial aid and loan arrangements for the DO/MBA dual-degree program are coordinated by KCU. However, Rockhurst University manages the registration, curriculum content, and faculty and graduation requirements of the MBA components of the program and awards the MBA degree.

Dual degree MBA applicants must be approved for the program by the COM Dean in order to pursue this area of study. An application process is made available at the end of the first semester of medical school. Students must maintain a minimum cumulative GPA of 3.0 in the College of Osteopathic Medicine program to continue in the MBA portion of the program. Students must maintain a minimum cumulative GPA of 3.0, and pass all courses within the COM or they may be required to withdraw from the MBA portion of the program. For additional details regarding the DO/MBA program, please contact the Rockhurst University Graduate College or refer to the website: <http://www.rockhurst.edu/helzberg-school-of-management/health-care-leadership-mba/>.

## Honors Curriculum

### *Global Medicine*

The Global Medicine Track is an elective honors track for those students who have a strong desire to serve in an international capacity. This track provides exposure and clinical education surrounding multiple aspects of global medicine. It is designed to span 3.5 years of formal osteopathic education, which will culminate with clinical international medical education experiences. During the first two years of medical school, students will pursue additional hours of medical education, which include the principles and goals of global health, the burden of disease in both developing and already developed countries, comparative health systems, global ethics, case studies, and other selected topics in global medicine. Acceptance to the global medicine track involves an application process that occurs during the end of the first semester. Students must be capable of handling the extra workload and participate in all activities. Approximately 12 students will be selected for each class. Grading is pass/fail.

### Military Medicine

The Military Medicine Track honors track provides additional training to the core curriculum for students with the Health Professionals Scholarship Program who are slated to enter active duty service. Students in this track will collaborate with other COM enrichment students. Areas of shared study include emerging infectious diseases, public health/epidemiology and debilitating or lethal endemic diseases found in salient regions of the world. The Military Medicine Track will also incorporate sessions and experiences related to Medical Corps Officer military obligations, leadership/discipline, harsh military environments/field exercises, disasters, stabilization/evacuation and triage in combat environments. The instruction format for this track will be provided through several methods of instruction including clinical, simulation direct instruction and online. Liaison with leaders/military officers at US posts, bases, medical centers, hospitals and other sites will occur in order to achieve the goals and objectives of this track. Expert guest military officers and appropriate civilian physician/teachers will be engaged and hosted at the campus. Grading is pass/fail.



# Admissions

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## General Introduction

KCU is a private institution and encourages applications from qualified students who are interested in pursuing a career in osteopathic medicine, regardless of their state of permanent residence.

The Office of Admissions is one of four service units within the department of Enrollment Management, and it prides itself in delivering professional service to all applicants. The office is mindful that for applicants, any lack of knowledge about the way the application process works can be stressful. Consequently, applicants are encouraged to visit the KCU website ([www.kcumb.edu](http://www.kcumb.edu)) to review the application process and most frequently asked questions for clarification. Applicants are also welcome to contact the Office of Admissions directly.

Admissions personnel are available to respond to your calls between 8 a.m. and 4 p.m. Central Time at (877) 425-0427 or (816) 654-7160.

## Authorization to Release Applicant Information

The Federal Privacy Act specifies that only the applicant has access to the application material and the status of his/her application. If the applicant wants another party or multiple parties (i.e., parent, spouse, advisor, physician, friend) to check the status of his/her application, the applicant is required to submit in writing a signed waiver giving personnel of KCU permission to discuss all details of the application with each said individual.

## College of Osteopathic Medicine

### Immunizations

Medical school applicants and enrolled medical students must satisfy all requirements for immunizations at the time of admission and throughout their medical school career. Student physicians, interacting with patients in hospitals and in clinics, are exposed to a variety of infectious agents. Although universal precautions are required in many of these encounters, the risk of infection is still increased. In order to protect the student physician, and to prevent the spread of disease to patients, student physicians must satisfy the immunization requirements. Failure to do so will prevent matriculation or, in the case of an enrolled student, lead to dismissal.

## Academic Requirements

### COM Entering Class Applications

The *minimum* academic requirements for admission to the first-year class are:

1. The Medical College Admissions Test (MCAT). The MCAT is administered electronically throughout the year. If applying for the 2015 entering class, only May 2012 through September 2014 scores will be accepted. To register for the MCAT, apply online at [www.aamc.org](http://www.aamc.org). Direct questions via email to [mcats\\_reg@act.org](mailto:mcats_reg@act.org) or call (319) 337-1357. Applicants applying through KCU's Partnership Program are not required to take the MCAT Exam.
2. A baccalaureate degree earned from a regionally accredited college or university. Exceptions are only made for those students accepted through our Partners Program (see Admissions Partnerships on next page).
3. Satisfactory completion, with a grade of C or higher, of the following college courses, including laboratory work:
  - Biochemistry (3 semester hours) (in addition to 13 hours of Chemistry)
  - Biological Sciences (12 semester hours)
  - Chemistry (13 semester hours)
  - English Composition and/or Literature (6 semester hours)
  - Physics (8 semester hours)

Total: 42 semester hours

While not required for admission, additional preparation in genetics, immunology, histology, or embryology will enhance fundamental preparation for the rigorous medical curriculum and are strongly encouraged.

The ability to use a personal or network computer has become an integral part of the KCU curriculum and is becoming a clinical necessity. Each entering student must have a good working knowledge of common PC use and applications. Laptops are strongly encouraged for third year students. Students will be provided an iPad at matriculation unless they have previously received one from KCU. A laptop is required for clinical examinations.

## Substitutions or Waiver of Admissions Requirements

Prerequisite course substitutions are permitted in some situations. Often undergraduate students have taken courses such as molecular or cellular biology, which may fulfill all or part of the prerequisite requirements for biochemistry. An applicant may request substitution of undergraduate coursework for KCU's biochemistry prerequisites by forwarding one of the following to the Office of Admissions:

- A faculty letter detailing course content
- A copy of the course description from the *University Catalog*
- A copy of the course syllabus

Documentation providing the most detail will expedite the review process. For biochemistry, the information should indicate the applicant has studied intermediary metabolism or more specifically, lipid metabolism. Applicants will be notified of decisions upon review of course content. Please note that if a substitution is granted, the substituted course will not be counted toward the fulfillment of any other prerequisite.

Any request for substitutions or waiver of any of the admission requirements must be submitted in writing to the director of admissions stating the request, rationale for the request and supporting documentation.

## Admissions Partnerships: Early Decision

Kansas City University of Medicine and Biosciences has developed partnership programs with select educational institutions, which have exceptional premedical programs. Partnership educational institutions have developed a prescribed educational program sequence, and students enrolled at each institution petition to matriculate through the partnership program sequence. The educational program sequence requires the completion of all medical school prerequisites in the first three years of matriculation (minimum of 90 semester or 135 quarter credits), while maintaining a cumulative grade point average of 3.25 and a minimum 3.5 science GPA.

Students from these partner program institutions, who meet these educational standards and who have earned a minimum ACT score of 28, are eligible to petition for acceptance to KCU through their undergraduate pre-health advisor during their sophomore year. Students who are offered a seat in the KCU-COM as full-time first-year students will matriculate at the end of their junior year. The Medical College Admissions Test (MCAT) requirement is generally waived for these applicants. Partner institutions include Avila University, Central Methodist University, Culver-Stockton, Drury University, Harris-Stowe State University, Missouri Southern State University, Missouri Western State University, Pittsburg State University, Rockhurst University, University of Missouri – St. Louis, University of St. Mary and William Jewell College. For additional information, please contact the KCU director of admissions.

## Application Process

### Step 1 – AACOMAS Application

AACOMAS Online is a web-based application for individuals seeking admission to colleges of osteopathic medicine. The application will allow prospective osteopathic medical students to submit their application to AACOMAS through a secured web server. AACOMAS Online will allow the user to create an account and spend multiple sessions completing their application. Applicants will be able to update their address, telephone number, certain biographical information and submit application fees online. Applicants will be notified by electronic mail when their materials have been received by AACOMAS.

AACOMAS Online is available for the 2015 entering class May of 2014 through January 15, 2015. All application materials, including detailed instructions, can be accessed through the AACOM website, [www.aacom.org](http://www.aacom.org). Applicants must request that official transcripts from all colleges and universities attended be mailed directly from the institution to the AACOMAS office. MCAT scores also are to be forwarded directly to AACOMAS from the MCAT office. Mail transcripts and MCATs to:

AACOMAS  
5550 Friendship Blvd., Suite 310  
Chevy Chase, MD 20815-7231  
Phone: (301) 968-4190

AACOMAS gathers all the necessary material about each applicant and transmits the information in a standardized format to the college of osteopathic medicine selected by the applicant. AACOMAS has no participation in the selection process.

The applicant will receive from AACOMAS a computer-generated applicant profile with a calculation of GPA and MCAT averages. KCU also will receive the applicant profile, accompanied by a photocopy of the AACOMAS application and personal statement. KCU conducts an initial review of the transmitted AACOMAS application, MCAT scores and academic records to determine which applications will be further processed.

### Step 2 – KCU College of Osteopathic Medicine Secondary Application

Applicants meeting the minimum initial review criteria will be invited to complete KCU's College of Osteopathic Medicine Secondary Application. Minimum requirements for each incoming year can be found on the website at <https://www.kcumb.edu/admissions/medical-students/requirements/>. The minimum criteria for automatic receipt of a KCU-COM Secondary Application:

- 25 MCAT, no less than 7 in any subject
- 3.25 Science GPA
- 3.25 Cumulative GPA

Applicants are encouraged to include the scheduled MCAT test dates on the AACOMAS application to indicate the intent of taking or retaking the exam.

## Applicant Protocol of the American Association of Colleges of Osteopathic Medicine

Applicants aspiring to become osteopathic physicians (DO) are expected to act professionally in their interactions with the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS) and with colleges of osteopathic medicine. Responsibility, respect, good judgment and cooperation are qualities valued by the osteopathic profession and applicants are expected to demonstrate these qualities throughout the application process.

1. Applicants are responsible for becoming familiar with admission requirements, which includes all required coursework, following application procedures and meeting all deadlines at each school to which they apply.
2. Applicants are responsible for the collection and timely submission of supplemental applications, letters of evaluation, transcripts and all applicable fees.
3. Applicants are responsible for reporting and updating any changes in the initially submitted application (e.g., address, telephone numbers, academic status and state of residence).
4. Applicants are responsible for responding promptly, either to accept or to decline all interview invitations and offers of admission.
5. Applicants who have made a final decision on the medical school they plan to attend have the obligation to promptly withdraw their applications from all other schools.
6. Applicants may hold only one acceptance after May 1.

## Application Schedule\*

Applicants are encouraged to begin the application process a year prior to matriculation. The following represents a monthly guide for application preparation.

### May

- Contact all colleges and universities attended and have official transcripts forwarded directly from the education institution to AACOMAS.
- Begin AACOMAS application.

### June

- May submit AACOMAS application beginning June 1

### August

- Invitations for completion of the Secondary Application are sent to qualified applicants upon receipt of the AACOMAS application in the Office of Admissions.

### September

- Personal interviews begin

### March 1

- AACOMAS application deadline
- KCU's College of Osteopathic Medicine Secondary Application deadline

\* Supplemental applications are accepted and processed until all interview positions have been filled.

## Required Supplemental Materials

The following supplemental materials are required as part of the application process for KCU's College of Osteopathic Medicine:

1. A completed KCU College of Osteopathic Medicine Secondary Application. (\$50 non-refundable fee waived if applicant has received fee waiver for AACOMAS fees.)
2. Letters of recommendation/evaluation from each of the following sources:
  - A physician (preferably an osteopathic physician);
  - A premedical source. This could be an advisor's letter, a composite evaluation or evaluations from a committee. If a premed source is not available, a letter from a science faculty member or advisor may be submitted.

*Note: Evaluations must be written within the two years prior to making applications. Example: If applying beginning May 2015, letters must be dated no earlier than May 2013.*
3. Applicants who anticipate making application for military scholarships should make arrangements to obtain additional copies of evaluation letters. Military scholarship committees require original letters for this purpose. Applicants anticipating applying for these scholarships should obtain additional evaluation letters from evaluators and have the letters placed in officially sealed envelopes.
4. Applicants who are not U.S. citizens or who do not hold permanent residency status must provide a copy of their immigration documentation to the Office of Admissions, including a copy of their F-1 VISA, and also proof of their ability to finance the entire length of their academic program.

*Note: International applicants who are in pending status for permanent U.S. residency are not eligible for admission.*
5. Applicants with college credit at foreign institutions, or institutions teaching in a language other than English, will be required to submit official foreign transcripts for evaluation services. Applicants should seek additional information about this process from the AACOMAS website. KCU will accept the foreign transcript evaluation report as fulfilling admission criteria only if the evaluation service has indicated that the required coursework is comparable to a regionally accredited U.S. college or university.

## Applicant Review and Notification

The major criteria for rating applicants include academic excellence and non-academic achievements. Academic excellence is measured by an assessment of the results of the Medical College Admissions Test, grades and grade point averages, modified by such information as the degree of difficulty of the program in which the applicant studied. Non-academic achievements also are considered, as well as a candidate's ability and desire to fulfill the mission of the University. The Admissions Committee looks for the following non-academic achievements:

- Leadership roles
- Involvement in community organizations/projects
- Involvement in research activities
- Commitment to an organization(s) for more than two years
- Participation in a domestic/international mission trip
- Work experience in the medical field (e.g., EMT, Nurse, etc.)
- Medical field volunteer experiences
- Shadowing of an osteopathic or allopathic physician

Following the above assessment, selected applicants are invited to visit the campus for a formal personal interview. Applicants are evaluated on the following criteria:

- Professional demeanor
- Problem-solving skills
- Communication skills

After the interview, the Admissions Committee reviews the applicant's file and then makes recommendations to the COM dean for consideration. Applicants are notified as soon as a final admission decision has been made.

## Non-U.S. Citizens/International Applicants

An international applicant is an applicant who is not a United States citizen or permanent resident and requires a student visa (F-1) to study in the United States. International students applying for admission to Kansas City University of Medicine and Biosciences must meet all general requirements for admission as stated in this catalog and other admissions publications. **Note:** *International applicants who are in pending status for permanent U.S. residency are not eligible for admission.*

International applicants whose native language is not English must also demonstrate objective competency in English by either: (1) completing the Test of English as a Foreign Language (TOEFL) within two years of the applicants anticipated matriculation date with a minimum score of 79 for the IBT (Internet-Based Testing) and a minimum score of 26 on the speaking component; or (2) successful completion of a minimum of 30 semester hours of coursework from a regionally accredited college/university in the United States, or from a recognized post-secondary Canadian institution that uses English as its primary language of instruction and documentation, not more than three years prior to the applicants

anticipated matriculation. Of the 30 semester hours, 15 hours must be in the sciences, six (6) hours in non-remedial English and three (3) hours in speech/public speaking.

Once an offer of admission is extended, international applicants must provide evidence of sufficient funding to cover the entire length of the program. The applicant must complete and submit a Financial Responsibility Form with all supporting bank and/or financial documentation to the KCU Office of Admissions. Once received, the financial documentation is reviewed by the Department of Finance for verification and is subject to approval before the issuance of an I-20 form by the registrar. International students are held to the same matriculation requirements as all other students.

## Matriculation Requirements

### Acceptance and Matriculation Fee

An acceptance fee and a matriculation deposit are required from successful applicants. (See "Tuition, Fees and Expenses.")

### Medical Equipment

Students are required to have certain medical equipment when starting medical school. Information is sent from the Office of Admissions to students prior to matriculation concerning specific equipment and pricing. Medical equipment is typically priced between \$900 - \$1,100 and can be purchased through the Matthews Bookstore.

### Official Transcripts

All incoming students are required to submit official transcripts from all universities or colleges attended directly to the Office of Admissions. Transcripts submitted to AACOM within the application process are not forwarded to the university. Acceptance is conditional until all official transcripts are received from schools attended. Transcripts must be on file prior to matriculation. It is expected that all required coursework listed on the AACOMAS application will be completed with a grade of C or higher, and that expected degrees are completed by August 1 of the matriculation year at KCU.

*Note: Matriculation will be denied to applicants who have failed to maintain a good record of scholastic performance and/or personal conduct between the time of their acceptance and their matriculation at the University. Discovery following admission or matriculation of intentional misrepresentation or omission of any information used in the application process or omission of information relative to scholastic records or test records may lead to student dismissal. The University reserves the right to deny admission to any applicant for any reason the University deems sufficient.*

### Required Textbooks

List of required textbooks for students are listed on the library website. Students are responsible for purchasing and having all textbooks or e-books on the provided lists.

### Criminal Background Check

Prior to matriculation, all students matriculating into the College of Osteopathic Medicine must have a criminal background check performed at their own expense. The background check will be performed by a certifying organization retained by Kansas City University of Medicine and Biosciences. The purpose of the background check is to satisfy federal and state requirements for individuals participating in clinical activities involving patient care, including clinical clerkships and early clinical experiences.

Students will have a subsequent background check prior to clinical clerkships. Additional background checks may be required prior to graduation from the COM. The background checks will be performed at the student's expense and will be conducted in accordance with federal and state laws.

### Immunization and Health Requirements

Students, as future health-care workers, must protect their health and the health of future patients. All matriculating students at KCU must be vaccinated in accordance with University's guidelines. KCU determines immunization requirements based upon current Centers for Disease Control and Prevention (CDC) guidelines for health-care workers in combination with current requirements for clinical education. These guidelines/requirements change and are updated periodically, which may result in additional immunizations. Applicants and students are expected to be knowledgeable of the current CDC guidelines for health-care workers found on their website: [www.cdc.gov](http://www.cdc.gov).

In addition, all students are required to maintain personal health insurance. COM students must submit proof of personal health insurance to the Office of Admissions before matriculating and to the Office of Clinical Education and again before beginning clinical clerkships. COM students must report any lapse in coverage or change in health insurance to the Office of Clinical Education.

Students who fail to meet these guidelines will not be allowed to matriculate or may jeopardize their eligibility for continued enrollment.

## Transfer Admission Policy College of Osteopathic Medicine

Students enrolled at an AOA-COCA accredited osteopathic medical school may be considered for transfer admission into the second or beginning third year of medical studies at KCU-COM upon completion of the equivalent level of medical education as currently structured at KCU-COM, and provided that a vacancy exists. Transfer applicants must be in good academic standing at the school where they are currently enrolled, be eligible for continued enrollment/readmission, and present a valid and compelling reason for transfer.

### Eligibility Guidelines

- Applicants must be in good academic standing at the osteopathic medical school currently attending (or previously attended in event of a withdrawal) and be eligible for continued enrollment or readmission.
- Applicants interested in transferring to KCU-COM as a third-year medical student must have passed COMLEX Level 1.
- Applicants who have been dismissed by another osteopathic medical school are not eligible for transfer.
- Applicants from international or allopathic institutions, or from other health related professions are not eligible for transfer admission. Such individuals must apply through AACOMAS for admission as a first-year student.

### Requirements

- KCU-COM Secondary Application and fee;
- A personal statement presenting valid and compelling reasons for admission by transfer;
- Official transcripts from all previously attended colleges;
- A letter of evaluation and support from the dean at the current/previous osteopathic medical school;
- Official scores for all MCATs taken;
- Official scores for all COMLEXs taken (if applicable);
- A copy of the catalog from the osteopathic medical school transferring from;
- Any documentation, in addition to the catalog, which may be needed to demonstrate satisfactory completion of the equivalent curricular content at KCU-COM, including course syllabi for courses in clinical skills, OPP and OMM;
- Two letters of recommendation.

### Procedures and Deadlines

- Applicant completes a KCU-COM Secondary Application indicating interest as a transfer student and pays application fee.
- Deadline for receipt of application and fee is Feb. 1 of the year of the proposed matriculation.
- Deadline for receipt of all supporting documentation is March 1 of the year of the proposed matriculation.
- Office of Admissions reviews completed application for minimum admission qualifiers. If minimum qualifiers are met, the Office of Admissions contacts the vice provost to confirm available seat.
- If space is available, the applicant's curricular content from the other osteopathic school is reviewed by the COM dean and/or faculty with expertise in the areas of concern to ensure content fulfills the minimum curriculum requirements of KCU's College of Osteopathic Medicine and to determine transfer credit equivalencies.
- If curriculum content is appropriate for transfer consideration, applicant is invited for a personal interview.
- Interview team observations and applicant file is forwarded to the Admissions Committee for consideration.
- If the Admissions Committee recommends transfer admission, the applicant's file is forwarded to the COM dean for final approval and confirmation of transfer credit equivalencies. Transfer credit accepted for COM is posted to the KCU transcript as a semester credit value summary with a transfer GPA, however, transfer credit may not be utilized for the determination of graduation honors.
- Only applications that are complete and received by the advertised deadline will be considered. No exceptions or deadline extensions will be approved. Incomplete applications will be withdrawn from consideration.
- Applicants who submit a completed application for transfer admission will receive written notification of the decision rendered by the COM dean from the Office of Admissions.

Potential transfer students should request application information from KCU's Office of Admissions. Telephone: (816) 654-7162 between 8 a.m. and 4 p.m. Central Time.

## COM Health and Technical Standards

All medical school applicants and enrolled medical students are required to meet health and technical standards to be admitted to, participate in, and graduate from the medical education programs of KCUMB. Because the Doctor of Osteopathic Medicine (DO) degree signifies that the holder is a physician prepared for entry into the practice of a broad range of medical practices, and that he/she has met the requirements to enter a variety of diverse postgraduate training programs, KCUMB graduates must have the knowledge, skill, and capability to fully perform and function in a broad variety of clinical situations. KCUMB students and graduates are trained and must demonstrate competency to provide a wide spectrum of acute and chronic patient care, including emergency care in a variety of settings (the emergency room, the surgery suite, in the hospital, in a clinic, and as a first responder to a disaster are a few examples).

A candidate as well as an enrolled medical student for the DO degree must have abilities and skills in the areas described below and meet the standards described as an obligation to patients that they will interact with as a student physician and to society as the recipient of a DO degree upon graduation.

Reasonable accommodations will be made as required by law; however, the candidate/student must be able to meet all technical standards with or without reasonable accommodation. Please refer to the section on the Americans with Disabilities Act. The use of a trained intermediary necessarily requires that a candidate's judgment be mediated by someone else's power of selection and observation, and is not a permissible accommodation. Enrolled students who are unable to meet these standards may be subject to dismissal.

The technical standards consist of:

### Observation

Physical diagnosis is based upon a physician's ability to see, hear, touch, and interact with patients. Candidates and enrolled student physicians must be able to directly observe patients in order to diagnose. Direct observation of body stature, body position, ambulation, facial expression, skin color, range of motion, eye color, etc., are a few examples of the necessary capabilities a student physician must have to master the requirement of physical diagnosis. Candidates must be able to observe demonstrations, experiments, and patients in the basic and clinical sciences. This includes, but is not limited to, the ability to observe a patient accurately at a distance and close at hand. Observation requires the functional use of the sense of vision and somatic sensations. Thus the use of a trained intermediary will fail to meet this requirement.

### Communication

Candidates and enrolled student physicians must be able to speak, hear and observe patients in order to elicit information; describe changes in mood, activity and posture; and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients and other health care professionals. Student physicians must be able to hear and speak in emergency situations (a member of a cardiac arrest team, emergency surgery, trauma in the emergency room; are some examples). Communication (in English) includes speech, hearing, reading and writing. A candidate must be able to communicate effectively and sensitively in verbal and written form with all members of the health care team. Thus the use of a trained intermediary, especially in an emergency or surgical environment, will fail to meet this requirement.

### Sensory/Motor

Candidates and enrolled student physicians must have sufficient motor function to elicit information by palpation, auscultation, percussion as well as other diagnostic and therapeutic maneuvers. A candidate should be able to perform basic laboratory tests (urinalysis, CBC, blood glucose testing, etc.), carry out diagnostic procedures (endoscopy, paracentesis, etc.), and read EKGs and X-rays. A candidate should be able to execute motor movements reasonably required to provide general care, osteopathic manipulation and emergency treatments to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, administration of intravenous medication, application of pressure to stop bleeding, opening of obstructed airways, suturing of simple wounds, the Heimlich maneuver, and performance of basic obstetric maneuvers are some examples. Such actions require coordination of both gross and fine muscular movements, the ability to stand for a minimum of two hours and equilibrium with the functional use of the senses of touch and vision. Candidates must be able to lift a minimum of 40 lbs. Thus the use of a trained intermediary will fail to meet this requirement.

### Conceptual, Integrative and Quantitative Abilities

Candidates and enrolled student physicians must possess conceptual, integrative and quantitative abilities, including measurement, calculation, reasoning, analysis and synthesis. Problem solving, the critical skill demanded of physicians, requires all of these intellectual abilities. In addition, candidates must be able to comprehend three-dimensional relationships and to understand the spatial relationship of structures. Candidates and enrolled student physicians must be able to sit in a classroom and participate in a full 10 hour day. The practice of medicine requires periods of distinct concentration in surgery, trauma, emergency room care, and other patient settings. Candidates and enrolled student physicians must be capable of extended periods of intense concentration and attention. Candidates and enrolled student physicians who are incapable of intense concentration (with or without reasonable accommodations) do not meet this requirement.

### Behavior and Social Attributes

Candidates and enrolled student physicians must have the emotional health required for full use of the intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates and enrolled student physicians must be able to tolerate physically and mentally taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admission and educational processes.

## Osteopathic Principles and Practices (OPP) and Principles of Clinical Medicine (PCM) Laboratory Policies

All courses that include osteopathic manipulation and clinical skill courses include didactic presentations, demonstrations, practical laboratory experiences and clinical opportunities. During these activities, students establish their knowledge and ability to recognize and utilize the relationships between structures and function that are integral to osteopathic medicine.

The student must develop the knowledge and skills necessary to integrate the principles and coordinate the proper osteopathic and clinical techniques to prevent and treat pathology and dysfunction. Concurrently, the students will learn other medical approaches to the treatment of disease and dysfunction in the systems courses. Each course provides education on the principles, philosophy and history of osteopathic medicine, examination and evaluation of the patient, and the proper selection and application of osteopathic treatments and techniques. These courses require the active participation of all students in the laboratory setting where the student, through the active and tactile examination of others along with reciprocal examination, will learn and demonstrate the ability to evaluate and proficiently treat their future patients.

The training of an osteopathic physician requires the ability to perform tactile examinations and osteopathic manipulative techniques **on members of the same and opposite sex**. The training of an osteopathic physician also requires that a student experience and understand tactile diagnostic exercise and manipulative treatment. **Students are required to participate both as patients and as trainees in the OPP laboratory and PCM laboratory, and examine and be examined by members of the same and opposite sex.**

A graduate from the College of Osteopathic Medicine has the ability to apply for licensure as a physician in all fifty states. Their license is not restricted to any one particular sex, and candidates for graduation must demonstrate the ability to practice medicine on both males and females.

## Housing

KCU does not provide housing; however, the KCU Office of Admissions assists students in their search for housing.

## Master of Arts in Bioethics

Some of today's most critical challenges in health care revolve around ethical and humanistic issues. KCU's master of arts in bioethics trains future physicians, researchers, and other health-care providers to become leaders on hospital ethics committees and other professional venues.

Completion of KCU's master of arts in bioethics will enhance medical students' abilities to obtain scholarships, internships and residencies. The program assists those already working in health professions by improving their knowledge and skills, positioning them to become change agents and ethics leaders in the institutions they serve.

After completing the program in bioethics, a graduate will:

1. Demonstrate critical thinking, including ethical decision-making skills;
2. Apply various methodologies in evaluating bioethical situations;
3. Be proficient in and demonstrate ethical practices in clinical and other settings;
4. Integrate humanism, professionalism and cultural-competence when working with diverse populations;
5. Communicate effectively in written, oral and interpersonal contexts.

KCU provides three distinctive avenues for students to earn the master of arts in bioethics degree.

- DO/MA Dual-Degree Program: Students in this program complete both their doctor of osteopathic medicine and master of arts in bioethics in four years.
- One-Year MA Program: Students complete their master of arts in bioethics in one year of concentrated study. Often, students in this program choose to enter KCU's College of Osteopathic Medicine upon graduation.
- Career Enhancement Program: Students in this track generally work full time while pursuing their master of arts in bioethics on a part-time basis.

This specialized bioethics program will prepare students to become leaders on hospital ethics committees and among their colleagues at academic medical centers, clinics, group practices and hospitals. In addition, completion of the bioethics degree will demonstrate that students, especially those in the dual-degree and one-year programs, develop specialized clinical skills, which will enhance their applications for scholarships, internships and residencies.

## Admissions

### Master of Arts in Bioethics

- Bachelor's degree from an accredited college or university, and
- Combined GPA of at least 3.0 on a 4.0 scale for all colleges and universities attended, and
- Two letters of recommendation from non-family members who can attest to the applicant's academic and/or professional performance and likelihood of success in a graduate program, and
- Current score for a graduate entrance examination for applicant's relevant field (e.g., GRE, MCAT, LSAT, GMAT). Examination must have been taken in the past five years, or
- Graduate degree in another field (e.g., DO, JD, PhD, MS, MDiv, MSN).

Test scores will be considered along with other factors in determining whether an application is competitive, including the applicant's relevant work history and educational experience.

## Transfer Admission Policy

### Master of Arts in Bioethics

A student may transfer as many as six semester credits from a regionally accredited graduate institution toward completion of the master of arts in bioethics degree. To qualify for consideration as transfer credit, the following minimum requirements must be met:

- The requested credit must be from another regionally accredited graduate institution in the U.S. or a foreign institution that is recognized by its country's Ministry of Education, or equivalent agency, as a graduate degree granting institution.
- The requested credit must be for graduate-level coursework taught by a graduate faculty member with scholarly competence in the subject area.
- The transfer transcript must clearly indicate that the course was taken for graduate credit and include the number of credit hours and grade.
- The coursework must have received a grade of "B" or better (3.0 on a 4.0 scale).
- The course content is appropriate for the master arts in bioethics degree.

## College of Biosciences

### Admission Requirements

#### Master of Science in Biomedical Sciences

Requirements for admission to the master of science in biomedical sciences (either the one-year or two-year tracks):

- Bachelor's degree from an accredited college or university;
- Completion of 13 hours of chemistry (including organic chemistry), 12 hours of biological sciences, 8 hours of physics and 6 hours of English;
- Science GPA of greater than 3.0 on a 4.0 scale;
- Graduate entrance examination completion (MCAT or GRE). *If you are interested in a health professions program outside of medicine, we will accept admissions tests in accordance with those professions.*
- Two letters of recommendation, preferably from science faculty familiar with the applicant's academic abilities;
- All transcripts from any college or university attended. *If you have already submitted an application to KCU's College of Osteopathic Medicine, you do not need to submit transcripts at this time. If an offer of acceptance is extended, you will be required to submit all transcripts directly to KCU.* These should be submitted electronically to KCU from each institution, if available.

For more information about the master of science degree in biomedical sciences, please contact the KCU Admissions Office at 800-234-4847 or 816-654-7160.

### International Applicants

An international applicant is an applicant who is not a United States citizen or permanent resident and requires a student visa (F-1) to study in the United States. International applicants who are in pending status for permanent U.S. residency are not eligible for admission.

#### Requirements for International Applicants

International applicants whose native language is not English must also demonstrate objective competency in English by either:

1. Completing the Test of English as a Foreign Language (TOEFL) within two years of the applicant's anticipated matriculation date with a minimum score of 79 for the IBT (Internet Based Testing) and a minimum score of 26 on the speaking component; or
2. By successfully completing a minimum of 30 semester hours of coursework from a regionally accredited college/university in the United States, or from a recognized Canadian institution that uses English as its primary language of instruction and documentation, not more than three years prior to the applicant's anticipated matriculation. Of the 30 semester hours, 15 hours must be in the sciences, 6 hours in non-remedial English and 3 hours in speech/public speaking.

#### Non-U.S. Citizens

As part of the application, applicants who are not U.S. citizens or do not have permanent U.S. resident status are required to provide the Admissions Office with a copy of their INS documentation and Visa.

**Note:** *International applicants who are in pending status for permanent U.S. residency are not eligible for admission.*

### Previous Attendance at Foreign Institutions

Applicants with college credit at foreign institutions, or institutions teaching in a language other than English, must submit official foreign transcripts to one of the following evaluation services as part of the admissions processes:

Educational Credential Evaluators, Inc.  
P O Box 514070  
Milwaukee, WI 53203-3470  
(414) 289-3400

Josef Silny and Associates  
International Education Consultants  
7101 SW 102 Avenue  
Miami, FL 33171  
(305) 273-1616  
[www.jsilny.com](http://www.jsilny.com)

World Education Services, Inc.  
P O Box 745 Old Chelsea Station  
New York, NY 10113-0745  
(212) 966-6311

KCU will consider credit from the evaluation report only if the evaluation service has indicated the coursework taken was similar to coursework taken at an institution which is comparable to a regionally accredited U. S. college or university.

### Substitutions or Waivers of Admissions Requirements

Prerequisite course substitutions are permitted in some situations. Any request for substitutions or waiver of any of the admission requirements must be submitted in writing to the Admissions Office stating the request, rationale for the request and supporting documentation. An applicant may request substitution of undergraduate coursework prerequisites by forwarding one or more of the following to the admissions office:

- A faculty letter detailing course content;
- A copy of the course description from the *University Catalog*;
- A copy of the course syllabus.

Documentation providing the most detail will expedite the review process. Applicants will be notified of decisions upon review of course content. If a substitution is granted, the substituted course will not be counted toward the fulfillment of any other prerequisite.

### Application Process

Applicants are encouraged to begin the application process 10-12 months prior to anticipated matriculation.

### Review and Notification

The major criteria for rating applicants include both academic excellence and nonacademic achievements. Academic excellence is measured by an assessment of the results of the Medical College Admissions Test (MCAT), the Graduate Record Examination (GRE), and possibly other comparable professional degree admission tests, in addition to course grades and grade point averages. Nonacademic achievements also are considered, as well as a candidate's ability and desire to fulfill the mission of the University. Nonacademic activities considered are community/volunteer services (medical and non-medical) and leadership positions (official and non-official) and examples of the depth and duration of involvement. Activities for which the applicant has been honored should also be enumerated. This process is part of the application assessment.

Applicants are notified as soon as a final admission decision has been made. Applicants who have been offered admissions are then invited to visit the campus for an open house.

### Matriculation Requirements

- **Matriculation Fee** – A matriculation fee is required from accepted applicants. (See “Tuition, Fees & Expenses.”)
- **Official Transcripts** -- Acceptance is conditional until all official transcripts are received from previous colleges/universities attended. Transcripts must be received by the Admissions Office by July 1. Applicants accepted while completing coursework will be expected to receive a grade of C or higher, and degree requirements must be completed by July 1.
- **Immunizations and Proof of Health Insurance** – Prior to matriculation, all entering students must be vaccinated in accordance with University's guidelines. KCU determines immunization requirements based upon current Centers for Disease Control and Prevention (CDC) guidelines for health-care workers in combination with current requirements for the Office of Clinical Education. These guidelines/requirements change and are updated periodically. Applicants and students are expected to be knowledgeable of the current CDC guidelines for health-care workers found on the website [www.cdc.gov](http://www.cdc.gov).
- All students are required to maintain personal health insurance. Proof of personal health insurance must be submitted to the Office of Admissions before matriculating. Any break in coverage or change in health insurance must be reported to the associate dean for student affairs.
- **Criminal Background Check** – Prior to matriculation, all KCU students must agree to and undergo a criminal background check at their own expense. The background check will be performed by a certifying organization retained by the University.

*Note: Discovery following admission or matriculation of intentional misrepresentation or omission of any information used in the application process or omission of information relative to scholastic records or test records will subject the student to disciplinary action, including rescinded admission, probation, suspension or dismissal. Matriculation will be denied to applicants who have failed to maintain a good record of scholastic performance and/or personal conduct between the time of their acceptance and their matriculation at the University. The University reserves the right to deny admission to any applicant for any reason the University deems sufficient.*

## Transfer Admission Policy

### Master of Science in Biomedical Sciences – Research Track

A student may transfer up to nine (9) semester credit hours from a regionally accredited graduate institution toward completion of the master of science in biomedical sciences degree in the research track. To qualify for consideration as transfer credit, the following minimum requirements must be met:

- The requested credit must be from another regionally accredited graduate institution in the U.S. or a foreign institution that is recognized by its country's Ministry of Education, or equivalent agency, as a graduate degree granting institution.
- The requested credit must be for graduate-level coursework taught by a graduate faculty member with scholarly competence in the subject area.
- The transfer transcript must clearly indicate that the course was taken for graduate credit and include the number of credit hours and grade.
- The coursework must have received a grade of "B" or better (3.0 on a 4.0 scale).
- The course content is appropriate for the master of science in biomedical sciences degree research track.

## Housing

KCU does not provide housing; however, the KCU Office of Admissions assists students in their search for housing.

# Academic Records and Policies

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## Student Academic Records

### Office of the Registrar

The Office of the Registrar is committed to providing exemplary service to students, graduates and faculty. The office functions to provide accurate information and efficient service to the constituencies of the University while not only facilitating and coordinating activities in accordance with University policy and federal regulations, but also serving as the custodian of student academic records. The Office of the Registrar serves as an information resource for students, graduates, faculty and staff, and actively seeks ways to effectively communicate and inform those associated with the University of their rights and responsibilities.

### Academic Records Requests

Requests for academic records (excluding Medical Student Performance Evaluations) will be processed by the registrar's office in the order they are received. Federal regulations mandate a signed request to authorize the release of student academic records. Consequently, phone requests for transcripts are not acceptable. Faxed requests, however, are acceptable for unofficial copies only. Active KCU students are encouraged to utilize PowerCAMPUS Self-Service, our online service utility, to review and print unofficial transcripts.

The Office of the Registrar makes every effort to respond to requests in a timely manner and has traditionally been able to process transcript requests within three to five days from the time the request was received. Depending on staff workload, the office is frequently able to process transcript requests within one day. Requests for multiple transcripts, several different documents (e.g., a request for a Transcript as well as Board scores) or requests during peak operating times (e.g., graduation), may require additional processing time. Information which is required to meet a third-party deadline should be requested with at least two weeks lead time to ensure expedient delivery and appropriate recording.

Official transcripts cost \$10, due at the time of request. Requests will not be processed unless payment has been received in full and the student or alumnus has fulfilled all financial obligations to the University. All services will be withheld in situations of default on student loans or other similar financial obligations. Official transcripts are generally forwarded directly to the receiving party. Unofficial transcripts do not carry the college seal and are stamped with a red ink identifier. Unofficial transcripts are free of charge.

A graduate who has lost his or her original diploma or requests a duplicate due to a name change must make a request through the Office of the Registrar with supporting legal documentation. The cost for a duplicate diploma is \$125. A new diploma will have the word "duplicate" printed on the lower left corner.

### Confidentiality and Disclosure of Student Records

[www.ed.gov/policy/gen/quid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/quid/fpco/ferpa/index.html)

In accordance with the Family Educational Rights and Privacy Act and the regulations promulgated there under (34 C.F.R. Part 99, Regulations), the University will permit inspection and review of education records of students upon the following conditions:

1. The University will notify students of their rights to review records by referring to this policy;
2. An eligible student will be allowed to inspect and review his/her education records. Requests for copies of the records should be made in the Office of the Registrar, in writing, on the forms provided, and signed by the student. Records will be released in a reasonable time, and, in any event, no more than 45 days from the date of the request;
  - a. Educational records include all transcripts, confidential letters and confidential statements of recommendation, receipt of an honor or honorary recognition, letters of reprimand and all letters from the Student Performance Committee;
  - b. The University will not permit a student to inspect and review educational records that are financial records, including any information those records contain, of his/her parents, or any confidential letters or statements that the student has waived his/her right to inspect and review. This provision includes confidential admission information;
3. Personal identifiable information will not be released from an educational record without the prior signed consent of the student personally identified unless:
  - a. The disclosure is to other school officials, including faculty and contracted entities, within the University whom the University has determined to have legitimate educational interests;
  - b. The disclosure is, subject to the requirements of §99.35 of the Regulations, to authorized representatives of:
    - i. The Comptroller General of the United States;

- ii. The Secretary of Education; or
    - iii. State and local educational authorities.
  - c. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
    - i. Determine eligibility for the aid;
    - ii. Determine the amount of the aid;
    - iii. Determine the conditions for the aid; or
    - iv. Enforce the terms and conditions of the aid.
  - d. The disclosure is to accrediting organization to carry out their accrediting functions;
  - e. The disclosure is to comply with a judicial order or lawfully issued subpoena. The University will disclose information under this paragraph only after making a reasonable effort to notify the eligible student of the order or subpoena, or the parent of a dependent student, in advance of compliance. In addition, the University will attempt to obtain the student's written consent to the release of educational records prior to compliance with the judicial order or subpoena. If the University is unable to obtain the student's written consent, the University will notify the requesting party of its requirements under §99.33 of the Regulations concerning re-disclosure of the information. The University is required to only use reasonable good faith efforts to obtain the above referenced consents. In the event that such consents are not obtained, the University will use reasonable good faith efforts to obtain a protective order prohibiting public disclosure of such efforts;
  - f. The disclosure is in connection with a health or safety emergency, under the conditions described in §99.36 of the regulations;
  - g. The disclosure is directory information. The University has designated the following types of personally identifiable information as directory information: Student's name, address, telephone listing, e-mail address, date and place of birth, photograph, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended; and location, training institution and medical specialty identified for postdoctoral education;
  - h. The disclosure is in conjunction with the MSPE/Dean's Letter for submission on behalf of the student for an application for internship, residency, or fellowship;
  - i. The disclosure is in connection with a transfer of education records, under the conditions described in §99.31 and §99.34 of the regulations.
4. A legitimate educational interest by school officials, including faculty, includes requests for advisement purposes, information needed for writing letters of recommendation or commendation, or information needed to determine the academic status of a student for disciplinary measures;
5. The University will maintain a record of all disclosures made pursuant to this policy for the length of time it maintains the educational records of the student. The record of disclosures will be available for inspection by the student.

If an eligible student believes the educational records relating to the student contain information that is inaccurate, misleading or in violation of the student's rights of privacy, he or she may ask the University to amend the record. The University reserves the right to decide whether to amend the record as requested. If the University decides not to amend the records the student will be informed of his/her right to a hearing.

For a detailed review of FERPA legislation, please refer to the U.S. Department of Education website at [www.ed.gov/policy/gen/req/ferpa/index.html](http://www.ed.gov/policy/gen/req/ferpa/index.html).

## Student Withdrawal from the University

Withdrawal is a voluntary action by the student to leave the university. It is imperative that any student who leaves the University (becomes a non-student), for any reason, complete the University's checkout process and procedures. Failure to complete this checkout procedure will cause the University to withhold all records pertaining to the student's attendance.

The checkout procedure is as follows:

1. If the student is withdrawing, he/she must present the provost and dean of the College of Osteopathic Medicine (COM students) or dean of the College of Biosciences (COB students) with a letter of withdrawal;
2. If the student is being dismissed, the provost and dean of the College of Osteopathic Medicine (COM students) or dean of the College of Biosciences (COB students) will inform the registrar of the dismissal as soon as possible and communicate with the student who is being dismissed that checkout is in order;
3. Before leaving campus, the student must secure a checkout form from the Office of Student Affairs and undergo an exit interview with:
  - a. Office of Financial Aid;
  - b. Office of Credit and Collections;
  - c. Library;
  - d. Office of Information Technology;
  - e. Department of Anatomy;
  - f. Office of Clinical Education (COM students); and
  - g. Safety and Emergency Management.

The exit interview will occur with members of the Office of Student Affairs. For the convenience of the student, this will be handled in a single office and representatives from each of the offices/departments listed above will be brought to the student in order to expedite the process. The completed checkout form will be submitted to the Office of the Registrar by University staff.

4. Once the student completes all obligations, the Office of the Registrar will release student records upon signed consent.

## Dismissal from the University

The University reserves the right, at its sole discretion, to dismiss any student at any time prior to graduation, in the event of a breach of the Professional Code of Conduct, any policy or directive set forth in the *University Catalog* or *KCU Student Handbook*, or failure to satisfy any requirement for graduation; provided, however, that all procedures for review or action be adhered to.

## Exceptions to Academic Policy

The *University Catalog* and the *KCU Student Handbook* are the basic authority sources for academic requirements and associated policies. All students are expected to follow the catalog and student handbook in the pursuit of their degrees. On occasion, however, extraordinary circumstances may warrant departures from the catalog requirements. Students who believe their situation warrants a deviation from academic policy may petition for an exception to policy by filing an appeal with the vice provost for enrollment and student services.

# College of Osteopathic Medicine

## General Academic Information

### Responsibility of the Student

Students are required to become familiar with the academic policies, curriculum requirements and associated deadlines as posted to this catalog and the *KCU Student Handbook*. The Office of Student Affairs will aid students in understanding the academic program requirements, if necessary. It is ultimately the student's responsibility to know and comply with all University policies and procedures and to meet all stated requirements for the degree. It is also the student's responsibility to monitor daily their campus email and Blackboard accounts, and the University website and Intranet.

### Academic Advising

Academic advising may come from multiple sources: the office of the dean, the office of the vice provost for enrollment and student services, the assistant dean for year 1, the assistant dean for year 2, the associate dean for clinical affairs, faculty advisors, education specialists, and the students at risk committee.

### Academic Load

Fall and Spring semesters:

Full-time = 12 or more semester credits

Half-time = 6 to 11.5 semester credits

Part-time = 0.5 to 5.5 semester credits

### Good Academic Standing

Students are considered to be in good academic standing when they meet the minimum criteria for continued enrollment. Refer to the COM Eligibility for Continued Enrollment section of this catalog for additional details.

### Registration

Unlike traditional undergraduate and graduate institutions where students individually register for courses, KCU engages in block registration for each student cohort. Consequently, first and second year students are required to report on the orientation/registration date as specified in the Academic Calendar.

First year students who fail to appear within the first hour of orientation risk losing their seat. Students failing to appear at the beginning of registration may be required to pay the late registration fee.

Third and fourth year students must complete registration materials, including financial aid arrangements, by the specified date, prior to participating in clerkships.

All outstanding financial obligations to the University or University-affiliated clerkship sites must be cleared in order for a student to register. Students who are not in University compliance may not attend classes or participate in clerkships.

## Grades and Grading Policies - College of Osteopathic Medicine

### Grades and Quality Points

The academic grades and quality point system in force at KCU is as follows:

<u>Grade</u>	<u>Definition</u>	<u>Quality Points</u>
A	Excellent work: 94-100%	4.00
A-	90-93%	3.67
B+	87-89%	3.33
B	Average: 84-86%	3.00
B-	80-83%	2.67
C+	77-79%	2.33
C	Minimum Average: 70-76%	2.00
F/C	Successful Remediation	2.00
F	Fail	0.00
H	Honors	
HP	High Pass	
P	Pass	
IP	In-Progress	
I	Incomplete	
W	Withdrew	
NR	Not Reported	
AU	Audit	

The grade point average is the sum of earned grade points divided by the sum of term-hour credits passed and failed.

The record of each student will be reviewed each year to evaluate the student's potential for continuance. At the end of the academic year, the Student Performance Committee (SPC) may recommend promotion to the following year, make-up examinations, summer remediation or dismissal.

KCU graduates students who meet and surpass the minimum expectations of the Commission on Osteopathic College Accreditation. At a minimum, a graduate must be able to:

1. Demonstrate basic knowledge of osteopathic philosophy and practice and osteopathic manipulative treatment;
2. Demonstrate medical knowledge through one or more of the following: passing course tests, standardized tests of NBOME, end-of-clerkship tests; research activities, presentations, and participation in directed reading programs and/or journal clubs; and/or other evidence-based medical activities;
3. Demonstrate interpersonal and communication skills with patients and other health care professionals;
4. Demonstrate knowledge of profession, ethical, legal, practice management and public health issues applicable to medical practice;
5. Demonstrate basic support skills as assessed by nationally standardized evaluations.

To demonstrate these expectations have been met in an objective manner, each student must demonstrate minimal knowledge in each discipline prior to graduation. This includes the basic science disciplines (anatomy, biochemistry, behavioral science, bioethics, embryology, genetics, histology, immunology, microbiology, neuroscience, pathology, pharmacology and physiology) and clinical sciences (osteopathic clinical skills, family medicine, internal medicine, obstetrics and gynecology, pediatrics, psychiatry, surgery, and emergency medicine).

### Incomplete Grades

A course director may assign a grade of "I" if the course director believes that a student has been unable to complete the course/section on time because of extenuating circumstances beyond the student's control.

Any student receiving a grade of incomplete "I" must coordinate with the course director/assistant dean to satisfy all outstanding coursework for the course/section. Once outstanding requirements for the course are satisfied, the course director will process a change of grade form converting the "I" to a letter grade. The deadline for the grade change is the first day of class of the next academic year. Once this deadline has passed, the "I" becomes an "F."

A degree cannot be awarded to a student with an incomplete grade on his/her record.

*Note: In-progress or "IP" grades are reserved only for those instances when students are unable to complete a course by the established deadline due to an instructor or administrative challenge (e.g., instructor is hospitalized and several class meetings must be rescheduled, University closes during finals week due to inclement weather, etc.).*

### Grade Changes/Corrections

No grade will be changed unless the course director certifies in writing that an error occurred in computing or recording the grade, or a section or course has been successfully remediated. Such changes must be approved by the provost and dean of the College of Osteopathic Medicine. If the change of grade impacts individual students rather than the entire class, or it is because an instructor neglected to turn their grades in by the established deadline, the change of grade must be documented on a grade change form and submitted to the Office of the Registrar for processing.

### Section/Course Grade Appeal Process

Within 10 calendar days of completion of a course, a student may request that their course grade be reviewed. Students should make this request to the appropriate assistant or associate dean, in consultation with the course director, to review their points and final grade. If the student feels an error remains, a final request to review the section grade may be made directly to the dean of the college.

### Course Repeats and Audits

Should a student fail to academically progress while enrolled in the medical school, and based on the totality of the student's academic performance while enrolled, the SPC may recommend that a student repeat an academic year in order to establish a firm foundation to assist the student in their studies of the previously-taken subjects. Students approved for readmission after a period of suspension or an approved leave of absence may also be required to repeat previously-taken courses.

All course enrollments and earned grades will remain on the student's academic transcript. Once a student successfully repeats a course, the highest passing grade replaces the former grade in the calculation of the student's grade point average. If the successfully repeated course is a clerkship, the grade will be recorded as a [P] on the transcript.

### Semester Credit Definition

KCU awards semester credit based on an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates to no less than 750 minutes (12.5 clock hours) of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes) for a total of 2,250 minutes or 37.5 clock hours for each semester credit awarded. Additionally, KCU recognizes that formalized instruction may take place in a variety of delivery methods and variable lengths of time within the semester calendar definition. As such, KCU utilizes the following semester credit calculations based on delivery method and the expectation that the minimum amount of formalized instruction, independent learning, and intended outcomes are being accomplished:

#### **Lecture**

12.5 clock hours of formalized instruction (plus 25 clock hours of student out-of-class independent learning) = 1 semester credit. Small group discussions and learning activities are considered the same as lectures for credit hour calculation purposes.

#### **Labs**

25 clock hours of formalized instruction (plus 12.5 clock hours of student out-of-class independent learning) = 1 semester credit.

#### **Clerkships, Directed Study, Independent Study, Practicum and Research**

37.5 clock hours of formalized instruction and/or student out-of-classroom independent learning in any combination = 1 semester credit.

#### **Guidelines**

Student learning outcome equivalencies are to be based on documented qualitative and quantitative expectations for:

- Time required of students to complete assigned learning activities;
- Time required of students to read and understand content developed by course/section faculty, excluding time required to read assignments in a course syllabus;
- Time required of course/section faculty to respond to student questions received through electronic mediums (e.g., email, online classroom, discussion boards, chat rooms; and
- Time required of course/section faculty and students to participate in online conference activities.

## Academic Assessment, Status and Promotion

### Eligibility for Continued Enrollment

At the end of the academic year and as needed, KCU's Student Performance Committee (SPC) evaluates student performance. Students are considered for promotion one academic year at a time. At any time, the University, by recommendation of the SPC and/or the action of the administrative officers, reserves the right to place on conditional or stipulated status, suspend or dismiss a student who has failed to:

- Maintain acceptable standards of academic performance based on the totality of their academic record.
- Maintain acceptable ethical, moral, personal or professional conduct.
- Abide by the University's policies, rules and regulations.
- Fulfill legal or financial obligations to the University.
- Show professional promise including mental and emotional fitness commensurate with the expected degree.

### COM Assessment Policy

For the COM assessment policy, testing and grading, and promotion to years II, III, and IV, please refer to the *KCU Student Handbook*.

## NBOME Academic Requirements

Successful completion of the National Board of Osteopathic Medical Examiners (NBOME) examinations is required for osteopathic medical students to graduate and become licensed. The NBOME examinations are composed of four sequential segments – COMLEX Level 1, COMLEX Level 2-CE, COMLEX Level 2-PE and COMLEX Level 3. All KCU students must pass COMLEX Level 1 in order to progress to the third year of studies. COMLEX Level 2-CE and COMLEX Level 2-PE are required to qualify for graduation from the University.

The NBOME examination sequence follows exacting timelines and has restrictions on numbers of retakes in cases of initial failures. The medical school policy for a failed COMLEX examination is that a student is required to appear before the Student Performance Committee (SPC). The SPC may recommend remediation of a failed COMLEX exam. This is true for each individual failure. Should a student be allowed to take the failed COMLEX exam more than two times, a failure of the third attempt will result in dismissal from the medical school. Refer to the *KCU Student Handbook* for additional details.

## Grade Assessments for Reinstated Students

Reinstated students are held accountable to all previously earned grades and they remain part of the permanent student record. If, upon returning, a student is required to retake a previously failed section, the retake will replace the entire remediation process for that section and will supersede the remediation process described for academic failures of continuously matriculated students. If the returning student fails the section a second time, the consequences will be identical to those described for failing the remediation process for a continuously matriculated student.

## Graduation and Commencement Requirements

### COM Degree Requirements

A student who has fulfilled all the academic requirements may be granted the doctor of osteopathic medicine degree provided the student:

- Has been in residence at an AOA-accredited college of osteopathic medicine, the last two years of which must have been at KCU;
- Has complied with all the curricular, legal and financial requirements of KCU;
- Attends, in person, the ceremony at which time the degree is conferred (unless excused by the provost and dean of COM);
- Has passed Levels 1, 2-CE and 2-PE of the COMLEX examination administered by the National Board of Osteopathic Medical Examiners;
- Has demonstrated the ethical, personal and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine;
- Has demonstrated suitability for the practice of osteopathic medicine as evidenced by the assumption of responsibility for patient care and integrity in the clinical activities;
- Has received formal approval for graduation from the Faculty Senate and the Board of Trustees.

COM students must graduate within six years of the date of matriculation. Exceptions to the six-year policy will be considered by the provost and dean of the College of Osteopathic Medicine on an individual basis, taking into account only extenuating circumstances.

## Commencement Ceremony

Participation in the commencement ceremony is mandatory for all students who have fulfilled their degree requirements.

## Class Rank and Latin Honors

Class rank at graduation is based on the cumulative grade point average for all first and second-year courses.

The criteria for graduating with Latin honors are as follows:

- Top 2 percent of class: Summa Cum Laude
- Next 5 percent of class (3 -7 percent): Magna Cum Laude
- Next 5 percent of class (8-12 percent): Cum Laude

# College of Biosciences

## General Academic Information

### Responsibility of the Student

Students are required to become familiar with the academic policies, curriculum requirements and associated deadlines as posted to this catalog and the *KCU Student Handbook*. The academic advisor will aid the student in understanding their academic program requirements as well as interpretation of policies whenever necessary. However, it is ultimately the student's responsibility to know and comply with all University policies and procedures and to meet all stated requirements for the degree. It is also the student's responsibility to monitor daily their campus email and Blackboard accounts, and the University website and Intranet.

### Academic Advising

Academic advisors are charged with the responsibility of assisting students in the successful completion of the student's program of study. The faculty of the College of Biosciences serve as the primary academic advisors for all students in the one-year biomedical sciences program. Students participating in the research track are each assigned an advisor by the dean.

### Academic Load

Fall and Spring Semesters:

Full-time = 12 or more semester credits for one-year track

Half-time = 6 to 11.5 semester credits

Part-time = 0.5 to 5.5 semester credits

### Good Academic Standing

Students are considered to be in good academic standing when they meet the minimum criteria for continued enrollment. Refer to the Eligibility for Continued Enrollment section of this catalog for additional details.

### Registration

KCU engages in block registration by student cohort. Consequently, students are required to report to campus on the registration date as specified in the academic calendar. Students who fail to appear risk losing their seat. All students failing to appear at the beginning of registration may be required to pay the late registration fee. Students who are not in university compliance may not attend classes.

### Examinations

Examinations are regularly scheduled and required. Students are evaluated on the basis of their performance of assignments as well as achievements on written, oral and practical examinations. Please refer to the *KCU Student Handbook* for additional details.

### Attendance/Absences

Attendance at all KCU classes is required. As professionals, students are expected to adhere to this attendance policy with diligence. Missed laboratory sessions may be made up if they occur related to an excused absence. Requests for excused absences must be filed at least 10 days prior to the anticipated absence. Excused absences may be granted prior to the date requested at the discretion of the dean of the College of Biosciences, at least 10 days prior to an anticipated absence. Unanticipated absences will only be considered for extenuating circumstances beyond the student's control.

## Excused Absences, Make-Up Examinations and Quizzes

The following policy outlines the criteria for excused absences, make-up examinations and quizzes:

- **Civic Responsibilities:** Students who are required to be physically present at citizenship hearings, court hearings or jury duty on the date of a regular lecture, examination or quiz will be granted an excused absence and allowed to take a make-up examination or practical. Students should contact the dean of the College of Biosciences with supporting documentation to discuss such circumstances prior to occurrence. It is the student's responsibility to schedule make-up examinations or practicals with the COB course director within two days of returning to campus.
- **Academic Conflict:** COB students may request an excused absence for academic-related conferences or activities. Only students in good academic standing (GPA of 3.0 or above) will be considered.
- **Death in the Family:** Any student applying for an excused absence or to take a make-up exam or quiz due to a death in their family must provide a copy of the death certificate or obituary program. Consideration will be given for deaths of spouse, life partner, parents, siblings, children, in-laws or grandparents.
- **Religious Holiday:** Students may request an excused absence for a holiday of their faith. Such holidays should be considered a significant observance recognized by a majority of the faith.
- **Illness:** Any student who misses a lecture, lab, exam or practical due to illness must be seen by their private health-care provider on the day of the illness in order to have such illness documented.
- **Other:** Additional extenuating circumstances, not covered by these guidelines, may be brought to the dean of the College of Biosciences for consideration. **However, excused absences should not be requested for weddings, vacations, birthdays, non-family special events, etc.**
- **Excessive make-up requests:** Any student requesting excessive numbers of excused absences, make-up examinations, labs or practicals will be referred to the appropriate KCU administrators.

As professionals, students are expected to adhere to the KCU attendance and absenteeism policy with diligence.

## Leaves of Absence

A leave of absence may be granted from the University for several reasons, including:

- A medical emergency or illness;
- A financial emergency;
- Personal emergency;
- Military service;
- Pursuit of an academic endeavor other than the regular classroom work, either on campus or at another recognized educational institution.

All leaves of absence must be requested in writing to the dean of the College of Biosciences, who is responsible for approving or denying requests for leaves of absence.

The vice provost for enrollment and student services may grant a leave of absence for a designated period of time with or without conditions. Conditions may be required in cases of academic deficiency or medical related issues. A student granted a leave of absence with conditions may be required to meet with the vice provost for enrollment and student services before reinstatement.

Students granted a medical leave of absence must have a licensed physician, selected by the vice provost for enrollment and student services, certify in writing that their physical and/or mental health is sufficient to continue in a rigorous educational program before they may return to the University.

Students granted a financial leave of absence must, prior to returning to the University, prove to the finance department of the University that they have the financial capability to advance in their education.

Students seeking an academic leave of absence must verify that all terms and conditions of the leave are stated before the leave will be granted, thereby ensuring that the student does not miss important core information.

Students granted a leave of absence must present the registrar with a letter signed by the dean of the College of Biosciences indicating that a leave of absence has been approved and that the check-out process is in order.

*Note: Students approved for a leave of absence will retain their KCU email account and have access to PowerCampus Self-Service, but all other access to electronic services will be suspended until such a time that the student is officially reinstated to active status.*

## Request for Reinstatement Following a Leave of Absence

Following a leave of absence, a student must request reinstatement in writing to the dean of the College of Biosciences.

## Disciplinary Situations

In cases where the administrative officers deem it necessary, a disciplinary situation may be referred to the Student Performance Committee, as detailed in the Student Conduct Guidelines. For additional information on student conduct guidelines, disciplinary actions and appeal processes, please refer to the *KCU Student Handbook*.

### Course Drops and Withdrawals

Students who wish to drop/withdraw from a single or multiple courses, but not withdraw completely from the University, must adhere to the following procedures:

Students may drop courses within five class days following the initial class meeting. A student who wishes to drop a course is required to complete a Drop or Withdraw Request online or obtain a form from the Office of the Registrar. The student is responsible for submitting the form to the registrar's office within the prescribed time. A student who drops a course within the five-day time sequence will have no record of the course on their transcript.

A student who wishes to withdraw from a course beyond the prescribed five-day time sequence, will be allowed to do so up until the Friday before final exam week, but the course(s) will be recorded on the student's transcript with a "W" in the grade category.

Exceptions to this policy may be granted based on extenuating circumstances only. Appeals to the withdrawal deadline are only granted following submission of a written petition, with the concurrence of the course director and the approval of the dean of the College of Biosciences.

## Grades and Grading Policies – College of Biosciences

### Grades and Quality Points – MS in Biomedical Sciences

<u>Grade</u>	<u>Quality Points</u>
A	4.00
B	3.00
C	2.00
F	0.00/Fail
P	Pass
I	Incomplete
W	Withdrawal
NR	Not Reported
AU	Audit

### Incomplete Grades

A course director may assign a grade of "I" if he/she believes that a student has been unable to complete the course/section on time because of extenuating circumstances beyond the student's control. An Incomplete Grade Contract should be completed that clearly details the requirements for completion of the course/section.

The student's signature is not required for the incomplete grade contract to be in force. In the event an "I" grade is being assigned, the department chair must be notified before the contract is presented to the student. Upon receipt, the registrar's office will provide a copy of the contract to the student's KCU email address. The student will have three business days to decline the incomplete grade and receive the current earned grade with all missing assignments calculated as a zero.

Any student receiving a grade of "I" must coordinate with the course director to satisfy all outstanding coursework for the course/section. Once outstanding requirements for the course are satisfied, the course director will process a change of grade form converting the "I" to a letter grade. The deadline for the grade change is the last day of class of the next full-length (i.e., fall or spring) term. Once this deadline has passed, the "I" becomes an "F."

A degree cannot be awarded to a student with an incomplete grade on his/her record.

### Grade Changes/Corrections

No grade will be changed unless the course director certifies in writing, that an error occurred in computing or recording the grade. Such changes must be approved by the dean of the College of Biosciences and must be documented on a grade change form that is submitted to the Office of the Registrar for processing.

### Grade Appeals

Grade appeals should only be made when a student contends that the final course grade assigned by the course director is arbitrary or capricious. It is not to be used to challenge grades on individual assignments. "Arbitrary or capricious" implies that:

- The student has been assigned a grade on the basis of something other than his or her performance in the course; or
- Standards utilized in the determination of the student's grade are more exacting or demanding than those applied to other students in the course; or

- The grade is based upon standards that are significant, unannounced and unreasonable departures from those articulated in the course description distributed at the beginning of the course.

The assessment of the quality of the student's academic performance is one of the major responsibilities of university faculty members and is solely and properly their responsibility. A grade appeal is not appropriate when a student simply disagrees with the faculty member's judgment about the quality of the student's work. A student who is uncertain about whether or not a grade should be appealed or who needs additional information about the grade appeals process can contact the dean of the College of Biosciences.

Some examples of the basis for legitimate disagreement could include, but are not limited to, the following:

- Students are not informed of the basis for grade calculation in the syllabus, on Blackboard, or prior to the assignment.
- The student's grade was not calculated in accordance with the stated policy in the syllabus, on Blackboard, or as provided prior to the assignment.
- Significant and unwarranted deviation from grading procedures and course syllabi set at the beginning of the course or a grade assigned arbitrarily and capriciously on the basis of whim or impulse.
- There is an error in the computation of the grade that was not corrected.
- The student, through no fault of his/her own, was not provided with the same opportunity to complete the requirements for the course in terms, for example, of time, access to materials, or access to the course director as the other students.

### Semester Credit Definition

KCU awards semester credit based on an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates to no less than 750 minutes (12.5 clock hours) of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes) for a total of 2,250 minutes or 37.5 clock hours for each semester credit awarded. Additionally, KCU recognizes that formalized instruction may take place in a variety of delivery methods and variable lengths of time within the semester calendar definition. As such, KCU utilizes the following semester credit calculations based on delivery method and the expectation that the minimum amount of formalized instruction, independent learning, and intended outcomes are being accomplished:

#### **Lecture**

12.5 clock hours of formalized instruction (plus 25 clock hours of student out-of-class independent learning) = 1 semester credit. Small group discussions and learning activities are considered the same as lectures for credit hour calculation purposes.

#### **Labs**

25 clock hours of formalized instruction (plus 12.5 clock hours of out-of-class independent learning) = 1 semester credit.

#### **Guidelines**

Student learning outcome equivalencies are to be based on documented qualitative and quantitative expectations for:

- Time required of students to complete assigned learning activities;
- Time required of students to read and understand content developed by course/section faculty, excluding time required to read assignments in a course syllabus;
- Time required of course/section faculty to respond to student questions received through electronic mediums (e.g., email, online classroom, discussion boards, chat rooms; and
- Time required of course/section faculty and students to participate in online conference activities.

## **Academic Assessment, Status and Promotion**

### Eligibility for Continued Enrollment

The COB dean, in partnership with course directors, evaluates graduate level student performance at the end of each semester to determine if the student has fulfilled all academic requirements for promotion into the next semester. The Student Performance Committee (SPC) reviews student eligibility for continuation and/or graduation at the conclusion of each academic year. The SPC reviews student records to determine if the student has fulfilled all academic requirements, has maintained the standards of ethical, moral, personal, and professional conduct, and is considered mentally and emotionally fit. At a Faculty Senate meeting preceding commencement, the SPC certifies to the faculty the names of those students eligible to graduate, by degree level and program.

The University, by recommendation of the SPC and/or the action of the administrative officers, reserves the right to place on conditional or stipulated status, suspend or dismiss a student who has failed to:

1. Pass all courses. A failure in any COB course results in automatic dismissal and does not require action by the PGC or administrative officers, other than the dean of the COB.

2. Complete all graded courses with a cumulative grade point average (GPA) of 2.5 or higher after the first semester for all one-year track programs and 2.5 or higher after each of the first two semesters for all research and extended length programs, and 3.0 or higher after completion of all graded coursework (all programs).
3. Maintain acceptable standards of academic performance.
4. Maintain acceptable ethical, moral, personal or professional conduct.
5. Abide by the University's policies, rules and regulations.
6. Fulfill legal or financial obligations to the University.
7. Show professional promise, including mental and emotional fitness in the biomedical sciences.

### Academic Program Length Restrictions

All master's degree students who are not participating in the dual-degree doctor of osteopathic medicine program must graduate within three years of the date of matriculation. The dean of the College of Biosciences must approve exceptions to this policy on an individual basis, taking into account extenuating circumstances only.

## Assessment Policy – College of Biosciences

### Testing/Grading

The school year is divided into fall and spring semesters. The semesters are typically comprised of 15-17 credit hours each for students enrolled in the one-year track. Students enrolled in the research track will take a minimum of 9 credit hours in per semester. The number of semester hours (or unit measure) is calculated by the registrar.

Testing during a course may consist of:

- Quizzes;
- Midterm exam(s);
- Final Exam;
- Lab practical examinations (if applicable).

Students will receive a letter grade for each course except those designated "satisfactory/unsatisfactory." Points may be assigned for examinations, quizzes, lab exercises, assignments, practicals, and other learning activities.

1. A percentage of the total point score possible for the course will be calculated based on points earned.
2. The course director will assign a letter grade of A, B, C, or F generally based on the following scale:

A	90-100%
B	80-89%
C	70-79%
F	< 70%

3. If the student fails a course, he/she will be dismissed from the College of Biosciences.
4. The registrar will calculate an overall GPA each semester. This information will then be reported to students via PowerCampus Self-Service.
5. A Continuous Quality Improvement evaluation will be completed at the end of each course. All students will be required to fill out an evaluation before receiving their grade for the course.

## Dismissal from the College of Biosciences

### Dismissal from MS in Biomedical Sciences Program

A student will be dismissed from the master of science in biomedical sciences program for any of the following reasons:

- Failing a course;
- Having a GPA of less than 2.5 after fall semester in one-year track, or less than 2.5 after the first two semesters in the research track program;
- Having a GPA of less than 3.0 after two or more semesters in the one-year track program or less than 3.0 after three or more semesters in the research track program.
- Unsatisfactory performance on comprehensive examination or seminar/mini-thesis.
- Not maintaining the standards of ethical, moral, personal and professional conduct required of KCU students.
- Not completing all required coursework within three years of matriculation date.

## Graduation and Commencement Requirements

### *MS in Biomedical Sciences Program*

A student who has fulfilled all the academic requirements of their program may be granted a degree from KCU's College of Biosciences provided the student:

1. Has been in residence at KCU's College of Biosciences for at least one year and has maintained a GPA of 3.0 or greater and passed all courses;
2. Has completed all curricular requirements within the prescribed program length;
3. Has complied with all legal and financial requirements of the University;
4. Has demonstrated the ethical, personal and professional qualities deemed necessary for the pursuit of a successful career in the biomedical sciences;
5. Attends, in person, the ceremony at which time the degree is conferred, unless excused by the dean of the College of Biosciences for extenuating circumstances.

# Fiscal Policies and Financial Aid

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## Tuition, Fees and Expenses, College of Osteopathic Medicine

The following fees and tuition apply to the 2015-2016 academic year:

**Application Fee (KCU Supplemental) . . . . . \$ 50**

Fee is payable upon submission of application for admission. (Fee may be waived if applicant receives an AACOMAS fee waiver.) Fee is non-refundable regardless of reason.

**Acceptance Fee . . . . . \$ 1,000**

Accepted applicants need to make sure payment is received according to the following schedule:

- Those accepted prior to November 15 will have until December. 14.
- Those accepted between November 15 and January 14 will have 30 days.
- Those accepted between January 15 and May 14 will have 14 days.
- Those accepted on or after May 15 will be asked for an immediate deposit.

Payment to Admissions is credited toward tuition once payment of the balance of the tuition is received. Acceptance fees should be mailed to the Admissions office. Fee is non-refundable regardless of reason.

**Matriculation Fee . . . . . \$ 1,000**

- Those accepted prior to February 15 will have until March 15.
- Those accepted between February 15 and May 31 will have 14 days to submit a combined acceptance and matriculation fee totaling \$2,000.
- Those accepted on or after June 1 may be asked for an immediate deposit.

Payment is credited toward tuition once payment of the balance of the tuition is received. Mail matriculation fee to the Admissions office. This fee is non-refundable regardless of reason.

*Note: Withdrawing prior to matriculation does not negate the no-refund policy.*

**Tuition, Full Year, 2015-2016 (Osteopathic Medicine) . . . . . \$ 43,288**

Term I Tuition Charge . . . . . \$ 21,644

Term II Tuition Charge . . . . . \$ 21,644

**Activities Fee . . . . . \$ 75**

**Technology Fee . . . . . \$ 150**

Tuition and fees are due and payable in full before the first day of class each term, unless payment arrangements have been made with the Finance Office, or when loan applications for amounts sufficient to cover tuition and fees are on file in the Financial Aid Office.

*Note: The above fees are charged in Term I only. Tuition includes parking, library privileges and laboratory supplies, but not instruments, equipment, computers, texts, lab manuals or health insurance. Tuition is subject to change annually.*

### Miscellaneous Fees

Late Registration Fee . . . . . \$ 100

Official Transcript Fee . . . . . \$ 10

Student Identification Badge Replacement Fee . . . . . \$ 10

## Books and Instruments

The approximate costs for required textbooks are:

First-Year Textbooks . . . . .	\$ 2,500
Second-Year Textbooks . . . . .	\$ 2,000
Third-Year Textbooks . . . . .	\$ 480

The approximate cost for instruments is:

First-Year Instruments. . . . .	\$. 900
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## National Boards

KCU requires successful completion of COMLEX Levels 1, 2-CE and 2-PE prior to graduation.

Examinations (COMLEX) by the National Board of Osteopathic Medical Examiners (NBOME) require the following fees, which are subject to change. National Board fees are paid directly to:

National Board of Osteopathic Medical Examiners  
 8765 W. Higgins Rd., Ste. 200  
 Chicago, IL 60631-4174  
 Telephone: (773) 714-0622  
[www.NBOME.org](http://www.NBOME.org)

### Fee Schedule effective July 1, 2015 – June 30, 2016

COMLEX Level 1 . . . . .	\$ 590
(Includes registration fee)	
COMLEX Level 2-CE . . . . .	\$ 590
Reschedule or Cancellation Fee . . . . .	No Charge*
(More than 30 full days before the scheduled exam)	
Reschedule Fee . . . . .	\$ 85
(Between 30 days and up to 5 days before scheduled exam—rescheduling or cancellation)	
Reschedule Fee . . . . .	\$ 190
(Between 5 days and up to 24 hours before scheduled exam—rescheduling or cancellation)	
Cancellation Fee . . . . .	\$ 225
(Less than 24 hours before the scheduled exam or no show)	

### Fees Associated with Level 2 Performance Evaluation

COMLEX Level 2-PE . . . . .	\$ 1,290
(Approximate)	
Reschedule or Cancellation Fee . . . . .	No Charge*
(More than 90 days before scheduled examination)	
Reschedule or Cancellation Fee . . . . .	\$ 50*
(90 days and up to 30 days before a scheduled examination)	
Reschedule or Cancellation Fee . . . . .	\$ 150*
(30 days and up to 48 hours before a scheduled examination)	
Reschedule or Cancellation Fee . . . . .	\$ 400*
(48 hours and up to and including the start of a scheduled examination)	
No-Show Fee . . . . .	\$ 650*

\* If candidates must cancel and reschedule any testing date for the COMLEX-USA Level 2-PE examination, significant rescheduling charges may apply. Candidates can cancel a scheduled examination online, unless it is on the same day as the examination. Candidates are advised to contact the NBOME National Center for Clinical Skills Testing (610-825-6551) immediately if encountering travel delays or the need to cancel an exam session on the day of a scheduled examination; failure to notify NBOME prior to the start of the examination session will result in a cancellation fee of \$650 as noted in NBOME's Bulletin of Information (<https://www.nbome.org/docs/PEOrientationGuide.pdf>).

<b>Tuition, Full Year, 2015-2016 (Bioethics)</b> .....	<b>\$21,404</b>
Term I Tuition Charge. ....	\$ 10,702
Term II Tuition Charge. ....	\$ 10,702
<b>Activities Fee</b> .....	<b>\$ 75</b>
<b>Technology Fee</b> .....	<b>\$ 150</b>

### Tuition, Fees and Expenses, College of Biosciences

The following fees and tuition apply to the 2015-2016 academic year:

<b>Application Fee</b> .....	<b>\$ 30</b>
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Fee is payable upon submission of application for admission. Fee is non-refundable regardless of reason.

<b>Acceptance/Matriculation Fee</b> .....	<b>\$ 500</b>
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Accepted applicants may be required to pay the fee 14 days after their acceptance. The payment schedule for late acceptances may vary. Payment is credited toward tuition once payment of the balance of the tuition is received. Mail acceptance fees to the Admissions Office. Fee is non-refundable regardless of reason.

*Note: Withdrawing prior to matriculation does not negate the no-refund policy.*

<b>Tuition, 2015-16 (1-Year Track)</b> .....	<b>\$27,776</b>
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Term I Tuition Charge. ....	\$ 13,888
Term II Tuition Charge. ....	\$ 13,888

<b>Tuition, 2015-16 (2-Year Track, Class of 2017 &amp; beyond)</b> .....	<b>\$27,776</b>
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Term I Tuition Charge. ....	\$ 13,888
Term II Tuition Charge. ....	\$ 13,888

<b>Student Activity Fee</b> .....	<b>\$ 75</b>
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<b>Technology Fee</b> .....	<b>\$ 150</b>
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Tuition and fees are due and payable in full before the first day of each term, unless payment arrangements have been made with the Finance Office, or when loan applications for amounts sufficient to cover tuition and fees are on file in the Financial Aid Office. Students with an unpaid balance 15 days after classes begin will be considered to be on a payment plan and will be assessed a \$50 fee each month the balance remains open, which is in line with the KCU Tuition Payment Plan policy.

*Note: The above fees are charged in Term 1 only. Tuition includes parking, library privileges and laboratory supplies, but not instruments, equipment, computers, texts, lab manuals or health insurance. Tuition is subject to change annually.*

#### Books and Instruments

The approximate costs for required textbooks are:

Biomedical Sciences Textbooks .....	\$ 600
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#### Miscellaneous Fees

Late Registration Fee .....	\$ 100
Transcript Fee .....	\$ 10
Student ID/Building Access Card Replacement Fee .....	\$ 10

## General Tuition and Fees Refund Policy

### Withdrawal & Refund Policy

Any student wishing to withdraw from all courses and leave the University (become a non-student) must submit a letter of withdrawal to the dean of the College of Osteopathic Medicine or dean of the College of Biosciences, as applicable; then complete the University check-out process as outlined under the procedures component of this policy. Failure to complete the checkout process within 10 business days of non-attendance, unless otherwise approved, will result in the University withholding all student academic records until such a time that the requirement is met. The University withdrawal effective date is determined by the appropriate college dean and is typically based on the date the request for withdrawal was received.

### General Institutional Refund Policy for All Programs

Tuition and requisite fees are charged at the beginning of each academic term. Fees are only charged in the first term of the Academic Year and are not eligible for refund. Eligible tuition refunds, less non-refundable acceptance/matriculation, are prorated based on the following schedule:

- 100 percent refund for withdrawal prior to the 1st day of term;
- 75 percent refund if withdrawal is within the 1st – 14th calendar day of the term (student owes 25 percent of the term tuition);
- 50 percent refund if withdrawal is within the 15th – 28th calendar day of the term (student owes 50 percent of the term tuition);
- 25 percent refund if withdrawal is within the 29th – 42nd calendar day of the term (student owes 75 percent of the term tuition).
- No refunds are granted if the withdrawal is after the 42nd calendar day of the term (student owes full term charges).
- There are no refunds for courses for which a grade of I (incomplete) or IP (in progress) is received.
- If a student is asked to leave the University for academic or disciplinary reasons, all rights to adjustments of tuition are forfeited.
- No person may secure copies of their academic records until their account is paid in full.

### Title IV Institutional Refund & Return to Title IV Policy

This policy applies to all students who have utilized federal Title IV funding in support of their tuition and fees, who withdraw, go on Leave of Absence greater than 180 days or are suspended, dismissed and/or expelled from the University.

1. *The term Title IV Funds refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Federal Direct Unsubsidized Stafford Loan, Federal Direct Subsidized Stafford Loan, Federal Direct GradPLUS and Federal Perkins Loan programs.*
2. *A student's withdrawal date for Return to Title IV (R2T4) purposes is:*
  - The date the student began the institution's official withdrawal process or officially notified the institution of their intent to withdraw; or
  - The midpoint of the term for a student who leaves without notifying the institution; or
  - The student's last date of attendance at a documented academically related activity.
  - When a student who has received Title IV, HEA funds leaves school for any reason prior to completing greater than 60 percent of the period of enrollment pro-rated to a payment period (the period for which a student received one of the two disbursements of Title IV funds), will have all or a portion of their financial aid funds returned to the appropriate aid program(s) by the University.
  - Federal regulation 34 CFR 668.22 (Return of Title IV Funds) requires the school to calculate the total number of calendar days in the period, then the number of calendar days the student attended. The student's "earned" and "unearned" percentages are determined. The "unearned" funds paid to the school must be returned to the appropriate Title IV programs within 45 days of the student's date of withdrawal. The student will then be responsible for the payment of the remaining tuition balance due per the KCU refund policy. The student will be notified of these amounts at the time of their checkout from the University.
  - The Return of Title IV Funds calculation, which is determined based upon a payment period and tuition/fees (institutional charges) paid for that period, DIFFERS from the University's Institutional Refund Policy, which is based upon the academic year and the full cost of tuition for the year.

#### *Example:*

*A second-year COM student who starts classes on August 5 and withdraws from school on August 23, 2014, (third week) has "earned" 13.9 percent (completed 18 calendar days/129 total calendar days in period) of the \$32,622 received from first disbursements of Title IV funds. The school retained \$22,086.50 from these disbursements to pay institutional charges (half of the annual tuition; \$21,861.50 plus required fees of \$225). The school must return 86.1 percent (amount unearned), or \$19,016.47, to Title IV loan programs. Per the KCU refund policy, the student is refunded 50 percent of the tuition based on the date of withdrawal. The student is given \$10,930.50 tuition refund. Total owed back would be \$19,016.47, subtracted from tuition refund \$10,930.50.*

- If a student earned more aid than was disbursed to him/her, the student could be eligible for a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

In accordance with federal regulations, refunds are allocated in the following order: Federal Direct Unsubsidized Stafford Loan; Federal Direct Subsidized Stafford Loan; Federal Perkins Loan; Federal Direct GradPLUS. Then any other federal, state or private refund requirements apply, if applicable; and finally, the student.

### Billing/Financial Aid Appeal Process

A student who has an issue with the billing or financial aid portion of this policy may write a letter of appeal:

KCU c/o Accounting Office (billing) or Director of Financial Aid  
1750 Independence Avenue  
Kansas City, MO 64106

## Student Financial Aid

KCU's education is an investment in your future. Students should live at modest level while completing their education to minimize their expenses in order to keep their debt levels in check. Financial aid money typically consisting of loans is available for a student's direct educational costs and living expenses while he or she receives an education. The primary federal sources are the unsubsidized Stafford and GradPLUS loan programs. The unsubsidized Stafford and GradPLUS loans accrue interest from disbursement. Refer to "Loan Programs and Sources" for maximum borrowing amounts for each program.

Students should plan to budget their money wisely to pay for all expenses required while they are enrolled in school. Each year KCU's financial aid office builds a cost of attendance (COA) that includes tuition and fees; room and board (or a housing and food allowance); and allowances for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses, including an allowance for the rental or purchase of a personal computer; costs related to a disability; and reasonable costs for eligible study-abroad programs.

Federal law states that the budgets used to determine financial aid eligibility can only include the student's costs: spouse and/or children's expenses cannot be included. Living costs for family members must be covered by the students and spouse earnings and/or assets. Financial aid can cover reasonable child care for children age 12 and younger for periods of enrollment. Please view this information under budget adjustments.

Typical indebtedness of a 2015 graduate borrowing the full cost of attendance for four years at KCU's College of Osteopathic Medicine is \$222,264. Typical indebtedness for the one-year Bioethics program is \$43,962.

The KCU Student Financial Aid Office staff are available to assist students in understanding the financial aid process, funding options and repayment strategies.

## Consumer Information

[www.kcumb.edu/about/who-we-are/consumer-information/](http://www.kcumb.edu/about/who-we-are/consumer-information/)

In compliance with federal student aid regulation, the link above will direct you to KCU's consumer information for prospective and current students.

## General Financial Aid Policies

KCU Financial Aid attempts to make adequate financial assistance available to all students within the limits of the student budget and the availability of loans and scholarships. A comprehensive student expense budget has been designed to cover tuition, educational costs and reasonable living expenses for each academic year. Budgets are designed for the student only and are not intended to cover family living expenses or to cover debt incurred prior to attendance at KCU.

The Financial Aid Office takes seriously its responsibility to provide a reasonable expense budget and to monitor long-term student debt. Based upon these principles, all financial aid awarded, which includes federal, state and private programs, will be determined within federal financial aid guidelines and the limits of the student budget.

### Default

Students who ignore student loan payments risk going into default. Default of a student loan is failure to repay the loan according to the terms agreed to in the promissory note. Default also may result from failure to submit requests for deferment on time. A loan is considered to be in default if payments are not made for 270 days.

If a student defaults, the college, the organization that holds the loan, the state and the federal government can all take action to recover the money. The federal government and the loan agencies can deny a school's participation in the student loan programs if the school's default rate is too high. The University will withhold the transcript of any student who is in arrears or in default under any loan or loan program where such arrearage or default adversely affects the University in any way.

## Financial Aid Eligibility and Application Process

[www.kcumb.edu/admissions/financial-aid/scholarships-loans/com/](http://www.kcumb.edu/admissions/financial-aid/scholarships-loans/com/)

To be eligible for federal assistance, a student must:

1. Be enrolled at least half-time in a degree or certificate program that leads to gainful employment and be in good standing, making satisfactory progress;
2. Not be in default on any loan from a student loan fund or on a loan guaranteed or insured under the Federal Student Loan Program;
3. Not owe a refund on a federal grant previously received or in default of other federal debt;
4. Meet other eligibility requirements, such as those related to selective service registration, U.S. citizenship or eligible non-citizen, drug convictions\* and aggregate aid limits.

*\*Note: Conviction for any offense, during a period of enrollment for which the student is receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of federal aid eligibility.*

For more information regarding eligibility, go to <http://studentaid.ed.gov/SA/eligibility>.

### Step 1: FAFSA Application

Each year, students must complete the Department of Education's Free Application for Federal Student Aid (FAFSA) posted online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

- KCU's Title IV code is: G02474.
- Parental information is not needed on the FAFSA. As of 2015, those who filed a tax return for the previous year (2014) should ensure that the FAFSA filing status is "Already Completed" and that IRS Data Retrieval (if available) is selected. FAFSA applications filed with "Will File" status require that it must be updated to "Already Completed" and selected IRS Data Retrieval to populate tax information.

### Step 2: Review Student Budget - Cost of Attendance

This budget information is provided to assist in estimating your monthly budget and managing your available financial resources (e.g., employment earnings, financial aid and assistance from family members) for the upcoming academic year. Budget information can be found at:

COM - <http://www.kcumb.edu/admissions/financial-aid/tuition-fees/com/>

COB - <http://www.kcumb.edu/admissions/financial-aid/tuition-fees/cob/>

### Step 3: Review Financial Aid Application Process

Students should thoroughly review the application information on this page, as well as eligibility requirements and other policies.

### Step 4: KCU Application

The Office of Financial Aid at KCU offers a convenient online application process available at <https://netpartner.kcumb.edu/>. Students are required to complete an application for financial aid, review the required forms and check the status of missing forms, and accept/decline/reduce their aid award.

- **For Incoming Students:** After the acceptance and matriculation fees have been paid, Financial Aid will contact the student when the application for financial aid becomes available and provide instructions for the online application process. Students who are new borrowers to Direct loans complete the online Federal Entrance Counseling session at [www.studentloans.gov](http://www.studentloans.gov) in order to receive federal loan funds.
- **For Continuing Students:** The Office of Financial Aid will email the online application instructions to all students through their KCU email account. Once the student has completed the application, the Office of Financial Aid will take the following steps to finish the financial aid process.

### Determination of Awards

Once the student has submitted all required documents and completed forms as listed on the application for financial aid, the Financial Aid Office determines the student's aid eligibility at KCU. Processing of financial aid is done in the order the files became complete for packaging. The calculation to determine financial aid eligibility is cost of attendance (KCU student budget) minus outside resources (scholarships, etc.) equals eligibility. Using a priority system, aid award packaging begins with the consideration of gift assistance and scholarships, then education loans. Students who require loans must apply for the Federal Direct Stafford loan. Higher-interest rate loans such as the Federal Direct GraduatePLUS are considered as a last resort to fulfill the student's unmet need. Each student must complete a Direct Stafford loan Master Promissory Note (MPN) and a Direct GraduatePLUS loan MPN online on the [www.studentloans.gov](http://www.studentloans.gov) website in order to receive funds from these programs.

*Note: The Federal GraduatePLUS requires good credit. The Federal Direct Loan program reviews the student's credit to determine approval or denial of the loan. If denied, the student may appeal the denial or apply with an endorser (co-signer). Students who are unable to obtain the loan will need to rely on personal resources to finance the balance of their educational costs. Students can contact the loan origination center at 800-557-7394, Monday - Friday, 8 a.m. - 8 p.m. with questions about the credit denial and endorser process.*

### Notification of Awards

Once the student has been awarded, they will be notified by email at their KCU account to log in to NetPartner to view the aid and accept/decline/reduce the aid offered. The award letter shows the cost of attendance (student budget) according to the student's program/class, and the total annual financial aid awards the student may receive from all sources. Beyond the sources of assistance indicated on the award letter, a student may seek out private scholarships.

### Student Loan Disbursements

Student loans are disbursed in two equal disbursements, with the first at the beginning of the academic year. The second disbursement is available at the point in which the student has completed half of their credits for the year and weeks of instruction. To be eligible for the second disbursement for all years in COM, students must have successfully completed the coursework and half of the weeks of instructional time. Students can check the disbursement schedule at [www.kcumb.edu/admissions/financial-aid/](http://www.kcumb.edu/admissions/financial-aid/) at the beginning of the academic year.

Students will be notified by email when the loan money has credited to their KCU tuition and fees. Students can expect a refund of any excess funds to their bank account selected during direct deposit set up. The refund process may take up to 14 days to complete. This means that students may not have access to funds for several weeks after school has started.

Direct loan funds are received into the University's bank account by electronic funds transfer from the U.S. Treasury. The funds then are disbursed to the student's tuition account by the Finance Office for the amount of tuition and fees due at that time, and the remainder is refunded to the student for other educational and living expenses.

KCU PHOS Scholarships, Perkins loans and Primary Care loans are disbursed in two disbursements.

### Conflicting Information

If a review of student financial information reveals discrepancies or shows conflicting information, no federal, state or other financial aid will be released until the discrepancy or conflicting information is resolved. The following guidelines concerning discrepancies are in effect:

- Students who fall into this category may be school-selected for verification. A verification worksheet will be mailed to the student by the Financial Aid Office;
- The student will be given every opportunity to provide an explanation or documentation to resolve the conflict;
- If the Financial Aid Office gives an adverse decision, the student may submit a written request for appeal to the director of financial aid.

## Verification of Student Financial Information

<http://www.kcumb.edu/admissions/financial-aid/policies-eligibility/verification>

Please refer to the web address shown above for verification information.

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## Loan Programs and Sources for All Students

### Federal Direct Stafford Loan – Department of Education Title IV

<https://studentaid.ed.gov/sa/types/loans/interest-rates>

Please review the link above to check on the current interest rate information. An origination fee is charged and deducted from the loan proceeds. You can locate that amount at <https://studentaid.ed.gov/sa/types/loans/interest-rates>.

- Direct Stafford loans offer a six-month grace period.
- The cumulative maximum Stafford Direct Loan limit for medical students is \$224,000.
- The cumulative maximum Stafford Direct Loan limit for graduate students is \$138,500.

### Federal Direct Unsubsidized Stafford Loan

<https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

This program provides \$20,500 per year. Interest accrues from the date of disbursement; student is responsible for interest during all periods; ED is the lender; payment is owed to ED, but serviced by a company contacted with ED; unpaid interest will capitalize at repayment.

### Additional Unsubsidized Stafford Loan for Medical Students

<https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

This program allows DO students an additional \$20,000 (nine-month academic year) up to \$26,667 (12-month academic year) per year.

### Federal Direct Graduate PLUS (GradPLUS) Loan

<http://studentaid.ed.gov/types/loans/plus>

A GradPLUS loan is a federally guaranteed credit-based loan. A credit check is required. This loan has a higher interest rate than the Direct Unsubsidized loan. The loan does not have an aggregate limit. The GradPLUS enters repayment immediately after it is fully disbursed, at which time it is placed in an in-school deferment while the student continues in school. The loan enters a six-month post-enrollment deferment at the time the student is no longer enrolled. The same deferment and forbearance options apply as with Stafford loans.

### Federal Perkins Loan – Department of Education Title IV

<http://studentaid.ed.gov/types/loans/perkins>

Perkins monies are contingent on the availability of funds and the demonstration of need according to federal regulations and University guidelines. The interest rate is five percent. Loan limits are up to \$8,000 per year with a total aggregate of \$60,000, including undergraduate loans. For more information regarding Title IV federal student loans, go to: <http://studentaid.ed.gov>.

### Primary Care Loan (PCL) – Health and Human Services Title VII

<http://www.hrsa.gov/loanscholarships/loans/primarycare.html>

Applies to COM students only. A student must commit to primary care including the internship, residency and practice. The interest rate is five percent. Loan amount is contingent upon the availability of funds. Parent financial information is needed. The loan is available to third- and fourth-year students only.

### Private/Alternative Loans - Varies

This funding is available to students in the Rockhurst MBA program. The Department of Education mandates that non-school certified private education loans be included when determining eligibility for federal programs. KCU does not recommend private loans for programs that are eligible for federal aid. Therefore, KCU does not recommend, nor provide information regarding, private loan lenders or programs. A student may choose to borrow a private loan after receiving counseling in regard to the advantages of federal loans versus private. In accordance with Sec. 128(e)(3) of the Truth in Lending Act (15 U.S.C. 1638(e)(3)), a Self-Certification form is available upon request from the financial aid office although the form is routinely provided to the student by the private loan lender during the application process. Also upon request, the financial aid office will assist the student in the completion of the form if needed.

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## Service Obligation Scholarships for COM Students

### Armed Forces Scholarship Program

To be eligible for the military scholarship, a student must be a U.S. citizen. Recipients are provided full tuition, fees, books, equipment and a monthly stipend. For each year of scholarship support, the student must serve one year in the designated service branch. The minimum obligation is two years. KCU traditionally has a high number of students receiving military scholarships.

## Military and National Health Service Programs

For military programs, students should contact their recruiter or the recruiters on the list that follows:

### U.S. Army

U.S. Army Health Care Recruiter  
7500 College Blvd., Ste. 720  
Overland Park, KS 66210  
(913) 469-1795

### U.S. Navy

U.S. Navy Medical Officer Programs Recruiter  
Navy Operations Support Center  
3100 Emanuel Cleaver II Blvd.  
Kansas City, MO 64130  
(816) 924-4278

### U.S. Air Force

Air Force Recruiting Office  
4600 SE 29th St., Ste. 356  
Del City, OK 73115  
(405) 672-1253

### National Health Service Corps

<http://nhsc.hrsa.gov/scholarships/index.html>

Health Resources and Services Administration  
Bureau of Primary Health Care  
Division of Scholarships and Loan Repayments  
(800) 221-9393

### Veterans Benefits

<http://www.kcumb.edu/admissions/financial-aid/policies-eligibility/>

Veteran's Information Matters pertaining to the Veteran's Administration should be directed to the Financial Aid Office.

## University Scholarships

Applies to COM students only. Physicians' Hall of Sponsors scholarships are offered by donors through the University's Office of Institutional Advancement. Students will be notified by email when the application is available to complete. These scholarships are for continuing students. First year students are awarded from the admissions office.

## KCU Budget Adjustments

Federal regulations allow schools on a case-by-case basis to adjust a student's cost of attendance for certain circumstances. KCU will increase a student's cost of attendance for other reasonable education-related expenses that exceed a student's budget. KCU has a no cash policy. We must be able to substantiate your expenses for your file. This a reimbursement process. Purchases should be made using a form of payment in your name.

If the adjustment request is denied the student has the right to appeal the decision in writing. The appeal will then be taken to the Student Financial Aid Advisory Committee. Their decision in this matter is final. The Director retains the discretion of professional judgement on a case-by-case basis.

May 1 is the deadline for submission of these forms, and there could be an earlier date for graduating fourth-year students who may have an earlier last date of attendance. No adjustments will be considered after the loan period has expired for that academic year. An exception may be made for medical/dental expenses for which an insurance claim has not been paid. If you have questions about this policy, please contact the KCU Student Financial Aid Office, (816) 654-7175, or [finaid@kcumb.edu](mailto:finaid@kcumb.edu).

## Budget Adjustment Categories

### **Care of Dependents**

If a student pays for a third party to watch their dependent, KCU can increase the student cost of attendance for these expenses. The increased cost will not exceed a reasonable cost for dependent care in the community. Students must complete the 2015-2016 Dependent Care Budget Adjustment Form and provide all required documentation that is specified on the form.

### **Computer Purchase/Electronic Purchase**

All KCU students are required to have either a laptop computer or tablet meeting KCU specifications. Only one increase is allowed per student's academic program. The purchase can include the purchase of a CPU, monitor, printer and other reasonable hardware/software. Students are permitted to purchase the computer July 1 if starting in the fall. The maximum allowance is \$1500. Students will need to complete a 2015-2016 Budget Adjustment Request form.

### **Medical/Dental Expenses**

The student financial aid budget includes an allowance for medical/dental expenses and health insurance. It is KCU policy that all students provide proof of health insurance, and budget adjustments will be considered only for those students complying with that policy. Budget adjustments will not be made for the purchase of health insurance that costs more than is allowed in the budget. A budget adjustment can be made for medically necessary procedures and medically necessary prescriptions for the amount which exceeds the budget allowances.

Students must provide written verification of health insurance coverage (this is part of the 2015-2016 Budget Adjustment Request Form). If a student purchases dental insurance, they must provide proof of dental health insurance with effective dates covering the enrollment period. If the student does not have dental insurance, a budget adjustment will be made for the amount that exceeds the budget allowances for medical/dental expense.

### **Tuition Adjustment**

Students may receive a budget adjustment for tuition charges in excess of what is allowed in the Cost of Attendance. On the 2015-2016 Budget Adjustment form, this information should be included in the section called "other." This is applicable to the MBA and the dual degree bioethics program.

### **Vehicle Repairs**

While a student's financial aid budget includes an allowance for maintenance of a vehicle, an adjustment can be made for car repairs that exceed the budgeted amount. Financial aid budgets cannot be increased for the purchase of a vehicle. Expenses above the budgeted amount are covered on one primary vehicle per year. Once a student has submitted receipts for a vehicle, that vehicle becomes "primary" in terms of consideration for budget appeals. The budget adjustment increase will represent the difference between the actual repairs and budget allowance. Receipts must be submitted for any repairs for which the budget adjustment is being requested. Receipts must be submitted prior to the release of any subsequent financial aid. Since the budget includes an allowance for comprehensive and collision car insurance, a 2015-2016 budget adjustment for an accident will cover a reasonable deductible of \$500. If the student has not purchased comprehensive and collision car insurance, the KCU Student Financial Aid Office will not increase the budget to cover any expenses any expenses which would have been covered by insurance.

### **Other Expenses**

Students having other extenuating circumstances should complete the appropriate section of the 2015-2016 Budget Adjustment Request Form and make an appointment to meet with a staff member in the KCU Student Financial Aid Office.

## Satisfactory Academic Progress for Financial Aid Consideration

Federal regulations require schools to monitor the academic progress of Title IV financial aid recipients. KCU must certify that students are making satisfactory academic progress (SAP) toward the completion of their KCU degree. KCU follows the regulations set forth by the Department of Education that students are meeting the three required measurements to determine SAP: qualitative (GPA), quantitative (progression) and timeframe. KCU Financial Aid works closely with the Student Performance Committee (SPC), which tracks the student's academic performance. Students must be in good academic standing consistent with SPC policies to maintain continued financial aid.

The policy applies to students who are receiving federal aid, however these standards are cumulative so this includes all periods of the students enrollment, which may include periods when the student did not get federal aid.

Please review SAP information at our link: <http://www.kcumb.edu/admissions/financial-aid/>.

### Leaves of Absence

A student on LOA (less than six months or 180 days) is not eligible to receive financial aid during periods of time on leave. The time away from the program of study will not count against the student in timeframe to complete their degree. Fellowship time does not count toward the six year maximum timeframe for COM students.

### Course Failure

Failure of any course(s) at KCU may be grounds for dismissal from the program. If a student fails a course, the Student Performance Committee (SPC) will consider the totality of the student's academic performance while enrolled at KCU. Based upon the committee's findings, a recommendation will be presented to the appropriate deciding authority.

Students are guaranteed the right to appeal any decision by the SPC's deciding authority to the dean of COM/COB. All decisions made by the dean remain final. See the *KCU Student Handbook* for more information about course failure appeals.

A student who successfully remediates a course will receive a grade of F/C in that course and that grade will be used to calculate the GPA. In the event a course and the remediation of that course are failed, the student will receive a final grade of F and be referred to the SPC. If a student fails to complete all requirements necessary for remediation, he/she will be referred to the SPC and will receive a final grade of F for the course.

### Repeat Academic Year

A student may be allowed under certain circumstances (e.g., poor grasp of fundamental science and medical concepts) to remediate poor academic performance and failure to progress by repeating an academic year in full upon recommendation of the deciding authority and approval of the dean. The student must retake and pass all courses regardless of previous performance. Students who fail any course are subject to review by the SPC. Students who repeat coursework still must complete their degree in six years of matriculation.

### Payment and Tuition Refund Policy Related to MBA in Healthcare Leadership Program

Students enrolled in the MBA program will receive all of their financial aid from KCU for the Rockhurst MBA program. Only private/alternative loans are available to fund this program. There is no federal aid eligibility for this program of study. KCU Finance will bill the student and all payments for tuition are submitted to KCU. These payments credited separately from College of Osteopathic Medicine accounts.

Rockhurst University manages the registration, curriculum content, faculty and graduation requirement components of the program. Rockhurst University awards the MBA degree. KCU students enrolled in the dual KCU-Rockhurst MBA program must maintain satisfactory academic progress in the College of Osteopathic Medicine program to continue in the MBA portion of the program.

Students failing to maintain satisfactory academic progress may be required to withdraw from the MBA portion of the program. The curriculum is divided into segments and corresponds to the phases of the MBA program. Tuition is due and payable before the initiation of each segment. The official start dates for each segment will be found at <http://www.kcumb.edu/admissions/financial-aid/>.

The tuition refund shall follow the General Institutional Refund Policy for All Programs. Please refer to the above section, General KCU Tuition and Fees Refund Policy, for details.

## Student Aid Revision Policy

In order to prevent or minimize over-awards, reduce student debt and comply with federal, state and private aid programs, the following policy is in effect: At the time a student receives other aid after the initial financial aid package is determined, the student's aid will be re-evaluated to determine his/her new eligibility and whether an over-award will occur.

The financial aid office will take steps necessary to reduce or eliminate the over-award to the extent of his/her control. If an over-award occurs, the procedures listed below will be followed:

- KCU will determine if the student had any increased financial need that was not anticipated at the time of the aid application and/or award.
- If no increased need is demonstrated, the student's total aid still exceeds his or her need and not all aid has been disbursed, we will cancel any undisbursed loans to correct for the over award.
- After all efforts have been exercised by the Financial Aid Office to reduce/eliminate the over-award, per federal guidelines, a Direct Loan Unsubsidized/Graduate Plus borrower who is over-awarded and all funds have been disbursed at the time of the additional aid notification, the student will not be required to repay funds that were delivered in excess of need. However, if the over-award was caused by the student misreporting or withholding information, the loans will be reduced and funds will be returned.
- In the event an over-award exists due solely to scholarships, vocational rehabilitation, etc., with no loans involved, the Financial Aid Office will contact the program's administrator to coordinate the programs appropriately.
- If the additional resource is specifically being applied as tuition (as with scholarships or vocational rehabilitation), the resulting refund will be returned to the loan programs to reduce any over-award. In the event a personal check was given to pay any part of the tuition, it will be determined whether an equivalent amount of loan funds was delivered to the student creating the over-award. These funds will also be returned to the lender of the loan program to the extent of the loan funds delivered to the student.
- A revised award notification email will be sent to the student if aid is adjusted.

## Financial Aid Fraud

### Misreporting, Misrepresentation and Fraud

Any student found to have misreported information and/or altered documentation to increase his/her student aid eligibility or to fraudulently obtain federal funds may face any or all of the following disciplinary action(s):

- Subject to the Student Conduct Guidelines;
- As per federal regulation 668.14(g), referral to the Office of the Inspector General of the Department of Education, or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter;
- Loss of participation in federal financial aid programs for:
  - The current academic year, or;
  - The remaining years of enrollment.

### Evidence of Misrepresentation

In the event the director of financial aid finds evidence of willful misrepresentation and/or fraud, the student will meet with the director of financial aid and the provost and dean of the College of Osteopathic Medicine. At that time, disciplinary action will be discussed with the student.

## Code of Conduct for Institutional Financial Aid Professionals

[http://www.nasfaa.org/mkt/about/Statement\\_of\\_Ethical\\_Principles.aspx](http://www.nasfaa.org/mkt/about/Statement_of_Ethical_Principles.aspx)

The KCU Financial Aid office is a member of the National Association of Student Financial Aid Administrators (NASFAA), who has developed an ethical set of standards related to a financial aid code of conduct. As members we adhere to the information listed below.

NASFAA members are required to exemplify the highest level of ethical behavior and demonstrate the highest level of professionalism. Institutional members of NASFAA will ensure that:

### Financial Aid Professional Code of Conduct

1. No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.
  - a. Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
  - b. If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publically disclosed. Borrowers will not be auto-assigned to any particular lender.

- c. A borrower’s choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution’s preferred lender list.
- d. No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
- 2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
- 3. Institutional award notifications and/or other institutionally provided materials shall include the following:
  - a. A breakdown of individual components of the institution’s Cost of Attendance, designating all potential billable charges.
  - b. Clear identification of each award, indicating type of aid, i.e., gift aid (grant, scholarship), work, or loan.
  - c. Standard terminology and definitions, using NASFAA’s glossary of award letter terms.
  - d. Renewal requirements for each award.
- 4. All required consumer information is displayed in a prominent location on the institutional web site(s) and in any printed materials, easily identified and found, and labeled as “Consumer Information.”
- 5. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

**Finance Policies and Financial Aid**

KCU Tuition Payment Plan

KCU offers students an option to extend the repayment period for tuition and fees rather than through long-term financing. The University provides multiple plans to fit the varying needs of their students. Students may choose to extend their repayment period up to five months; however an application fee will apply.

The application fee per plan is determined by the length of the plan and has been designed as a less costly alternative to the Federal Direct Unsubsidized and GradPLUS origination fees and accrued interest.

Students must confirm their length of desired plan to the Finance Office prior to making their first payment. The application fee will be added to the student’s open balance, which must be paid in full by their selected due date.

After their initial payment is made, students will be provided the flexibility to pay as little or as much throughout their repayment period while ensuring their balance will be paid in full by their selected due date. Students will be required to make an initial payment equal to their open balance divided by the number of months selected prior to the start of class.

Below is an example of the available payment plans, with the first payment minimum based upon a \$20,000 open balance:

<i>Total Repayment Months</i>	<i>Application Fee</i>	<i>1st Payment Minimum</i>
2	\$ 50	\$10,000
3	100	6,667
4	150	5,000
5	200	4,000
6	250	3,333

All checks should be made payable to KCU and mailed to:

KCU Finance Department  
 1750 Independence Avenue  
 Kansas City, MO 64106

# KCU

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Payments must be received by the Finance Office no later than the end of business on the specified due date. For funds received after the due date, an additional \$50 late fee may be charged to the student's account.

Additionally, for every 14 calendar days payment has not been received, an additional fee of \$25 may be charged to the student's account. Students are encouraged to view their most current balance via PowerCampus Self-Service prior to making their final payment.

Students should communicate with the Finance Office if they wish to pay off their balance earlier than anticipated. Should the balance be paid in full prior to the original due date, KCU will issue a credit based upon the actual number of months of repayment.

Students with an unpaid balance 15 days after classes begin will be considered to be on a payment plan and will be assessed a \$50 fee each month the balance remains open, which is in line with the KCU Tuition Payment Plan policy above.

# Campus Life and General Information

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## Academic Support and Mentoring Services

Upon matriculation, advising and support are available to all students. Academic skills, including time management, study techniques and test-taking skills may need to be improved for students to succeed. Resources range from assigned faculty advisors, to the Office of Student Affairs, to psychologists, to assistant and associate deans as well as deans of the university. In addition to faculty advisors, all entering KCU-COM students are assigned a big brother/big sister, who serves as a mentor to the new student throughout their first year at the University. Learning specialists are available to offer academic skills workshops in addition to providing individual academic support through the Offices of Learning Enhancement, located on the third floor of Smith Hall.

### Learning Enhancement Program

Select students are invited to participate in the Learning Enhancement Program prior to matriculating to the College of Osteopathic Medicine. This program offers students a head start in medical school by providing a variety of information on learning styles, study techniques and test-taking skills. The program is free of charge.

### Tutoring Program

Tutoring services are available at no cost to all KCU students. All KCU students are encouraged to receive tutoring.

## Counseling and Support Services

The University understands the intense environment and extra stress which graduate and medical students experience. Because it is important for students to be emotionally healthy, there are two licensed counselors on campus. Students are encouraged to set up appointments by emailing the respective counselor they would like to see.

For students who are off-campus or would like to see an off-campus counselor, KCU contracts with New Directions. This program offers a limited number of financial, legal or emotional counseling services. Students wishing to take advantage of this University-paid service may contact the Office of Student Affairs for information, or New Directions directly at [www.ndbh.com](http://www.ndbh.com) or (913) 982-8398. All counseling sessions are confidential.

## Academic Dishonesty

The University holds its students to the highest standards of intellectual and professional integrity. Therefore, the attempt of any student to pass any examination by improper means, present work which the student has not performed, or aid and abet a student in any dishonest act will result in disciplinary action, which may include immediate dismissal. Any student witnessing or observing a perceived violation of academic dishonesty is required to report it as outlined in the *KCU Student Handbook* under Student Conduct Guidelines. Students failing to report an observed violation will also receive disciplinary action up to possibly including immediate dismissal.

## Conduct, Responsibility and Discipline

The University requires all students to be responsible individuals who possess the highest standards of integrity, honesty and personal conduct. These traits are prerequisites to independent learning, professional development, the successful performance of academic and clinical assignments, and the conduct of one's personal life. Accordingly, students are required to adhere to a standard of behavior consistent with the University's high standards at all times off and on campus. Compliance with institutional rules and regulations, in addition to city, state and federal laws, is required of all students. Additional details regarding student conduct guidelines and the AOA Code of Ethics are found within the *KCU Student Handbook*.

## Bookstore

Matthews Bookstore, located in the Student Activities Center, sells required texts and reference books, laboratory and clinic coats, supplies and medical equipment, as well as University clothing, gift items and computer programs.

## D'Angelo Library and Informatics Center

[www.kcumb.edu/academics/dangelo-library](http://www.kcumb.edu/academics/dangelo-library)

The D'Angelo Library's mission is to serve the informational needs of KCU students, residents, faculty and staff. The D'Angelo Library's hours of operation are:

Monday - Friday	7 a.m.-11:30 p.m.
Saturday - Sunday	9 a.m.-11:30 p.m.

Special hours, such as holiday hours, are posted in advance on the digital signage in the D'Angelo Library and posted on the KCU Intranet. Library staff members are available to assist customers at all times for their research, reference and educational needs.

The D'Angelo Library offers wireless computer access, study tables and tablet chairs with plug-in internet access, a computer station/instructional center, computer stations in study carrels, five individual and group study rooms with white boards and large-screen television monitors, a student lounge area, two full skeletons, a Special Collections room housing historical items, osteopathic historical materials, memorabilia and yearbooks.

Faculty and student publications are displayed and available on the first floor, as well as many historical displays. The second floor houses the Library's main collection of medical and bioscience materials, as well as ample study space for students. The Access Services area affords access to current textbooks on reserve, Massachusetts General Hospital case records, as well as the Interlibrary Loan area. The accessibility of materials and information is the prime consideration in the circulation policies of the D'Angelo Library. Detailed information regarding these policies is posted on the D'Angelo Library website.

Information common areas on the first and second floors contain print kiosks. The first floor also allows access to a scanner, fax, photocopier and two WEPA print stations.

The Reference Service office is located on the second floor. Reference Service offers assistance with research, teaching and other informational needs by performing various searches and locating specific materials. This service provides literature search capability with access to both bibliographic and full text databases relating to medicine and the biosciences. Requests are accepted by phone, mail, email, through the Library Chat Service on the website, or in person.

The D'Angelo Library offers a wide variety of classes designed to assist users in developing skills in research, information management and literacy, and the knowledge necessary to access specific resources available in the Library and through the website. These classes are open to KCU students, faculty and staff without charge.

Interlibrary Loan Service augments the holdings of the D'Angelo Library by providing access to other national and international collections. This service is available to KCU students, faculty and staff without charge. Requests are accepted through the website, by phone, mail, email, in person, or through the Library Chat Service.

A variety of medical, biological, scientific, educational and informational online databases are available through the website. A few of the available database resources include:

- AccessMedicine
- AccessPediatrics
- AccessSurgery
- Clinical Key
- Clinical Pharmacology
- Human Anatomy
- Johns Hopkins ABX Guide
- McGraw Hill E-book First Aid Series
- Natural Standard
- OVID
- USMLEasy
- UpToDate
- VisualDX

The website also offers:

- The Library's online catalog
- Direct links to a variety of library services (such as interlibrary loan, board review resources and reference)
- Customer renewal option
- Required textbook listing (some with direct e-book links)
- E-book and E-journal links
- Apps for mobile devices
- Digital archives
- Access to many other helpful resources

New resources are reviewed and evaluated on a consistent basis in order to provide KCU students, faculty and staff access to the most relevant and current information available.

The Library's online "Chat Service" allows for immediate response to inquiries from students, faculty and staff by the D'Angelo Library personnel.

The D'Angelo Library's "InfoGuides" is where you will find research assistance, various subject guides and other useful resources compiled by the Library Team.

### Non-Discrimination/Harassment Policy

KCU is committed to providing an academic and employment environment in which students and employees are treated with courtesy, respect and dignity. It is the policy of the University that no student shall, because of race, ethnicity, national origin, color, creed, religion, age, disability, veteran or military status, sex, gender, gender identity, sexual orientation or any other characteristic protected by law, be excluded from participation in, be denied the benefit of or be subjected to discrimination in any program sponsored by the University. Inquiries regarding compliance must be directed to KCU's chief compliance officer, who is the coordinator of the University's non-discrimination and Title IX program. Please refer to the *KCU Student Handbook* for additional details.

### Publications/Media Relations

The printing or distribution of any publication, or the use of the University name, logo or seal by students, must have the prior approval of the director for university relations. Students, faculty and employees are required to refer media inquiries to the director for university relations.

### Research

KCU encourages student research engagement while in school and the Office of Research and Sponsored Programs staff are available to assist students in identifying and securing research opportunities both on and off campus. Students must be approved to participate in research opportunities.

The following opportunities are available to students to gain research experience while on campus:

- Faculty directed research
- One-year fellowship in anatomy
- One-year fellowship in osteopathic manipulative medicine

The University sponsors the following events for the purpose of building student research capacity:

- Annual Research Symposium
- Science Friday Talks
- University Lecture Series

Please refer to the *KCU Student Handbook* or the University website [www.kcumb.edu/research/](http://www.kcumb.edu/research/) for additional details.

### Security and Safety on Campus

The Kansas City University of Medicine and Biosciences is located in a metropolitan area. KCU has instituted certain security measures for student safety, including the utilization of a card access system for all building entrances. Students are encouraged to remain alert and cautious when on campus, keep personal items out of sight and keep their vehicles locked. To request a security escort to your car or to reach a patrol agent, call security at ext. 7911 or (816) 654-7911.

KCU campus security operates 24 hours a day, seven days a week. Security officers and Kansas City Police Department officers patrol both the interior and exterior of campus to prevent and deter crime. They are readily available to help in emergencies and to render assistance in motorist assists and escorts. The department also enforces parking regulations and serves as the repository for lost and found items.

Automated External Defibrillators (AED) are strategically placed on campus and include mobile devices carried by security officers. The Safety and Emergency Management Department is charged with maintenance and care of the defibrillators.

### AED Locations

1. Butterworth Alumni Center - 1st floor inside the entrance/exit on west wall
2. Academic Center - 1st floor by SAC entry and elevator area
3. Academic Center - 2nd floor foyer by elevator
4. Grounds/Power House - Center pillar by fire extinguisher
5. Annex Building - Wall mount by east entrance/exit in between classrooms A & B
6. Smith Hall Bldg - 1st floor east wing hallway by elevators and room #108
7. Smith Hall Bldg - 3rd floor hallway by center stairway
8. Dybedal Research Center - 1st floor atrium south wall by main entrance/exit doors
9. Dybedal Research Center - 2nd floor hallway by restrooms
10. Strickland Education Pavilion - 1st floor atrium area by south entrance/exit doors
11. Strickland Education Pavilion - 3rd floor atrium area by east wing entrance
12. Strickland Education Pavilion - 4th floor atrium area by east wing entrance
13. KCCC - 1st floor entrance on wall to the right
14. Physical Facilities Bldg - 1st floor main central hallway outside shop
15. D' Angelo Library - 1st floor entrance/exit open area
16. Student Activity Center - 1st floor hallway by elevator
17. Safety Patrol Vehicles are all equipped with AEDs, 4 total

Emergency blue-light "Code Blue" poles and boxes are available in all student parking lots and throughout the entire campus area. Student parking lot A is located at the corner of Missouri & Highland Avenue, and lot G is at the corner of Independence & Highland Avenues. These two-way call boxes allow individuals to speak directly to the on-duty emergency campus dispatcher in the event of an emergency.

Fire exits and fire extinguishers are located throughout all buildings. If evacuation of a building becomes necessary, please use the stairways. Elevators should not be used under any circumstances. Tampering with fire alarms or fire prevention equipment is forbidden and may result in dismissal.

### Emergency Plan

Procedures for emergencies are detailed on both the KCU Intranet and the external website.

KCU has partnered with Rave Mobile Safety to provide an emergency alert system capable of delivering messages to University emails, personal emails and/or cell phones. In the event of an emergency on or near campus that may endanger the University population, KCU Safety and Emergency Management will send communication through one or more of the mechanisms identified above.

All emergencies on the KCU campus should be reported immediately by dialing 816-654-7911 for Safety and Emergency Management. Upon notification of an emergency, the security officer on duty will respond to the scene to confirm that emergency or disaster conditions exist. If needed, a follow-up call will be made to emergency responders via 911 to assure the response and give directions needed. The security officer will, as soon as practical, contact the manager of Safety and Emergency Management or the next highest-ranking Safety and Emergency Management official.

### Emergency Communications

KCU provides two methods of communications to Security and emergency personnel. First, the Safety & Emergency Management campus dispatcher may be reached from any phone on campus by dialing 7911 and off campus or by cell phone at 816-654-7911. Students are asked to pre-program or "speed dial" this number into cell phones for quick dialing. Second, Code Blue emergency poles and boxes have been installed outdoors in strategic locations around campus. A simple push of the emergency button connects the caller with the dispatcher and alerts the dispatcher that the call is an emergency.

### Timely Warnings/Crime Alerts

Timely warnings are issued whenever there is an ongoing threat of crime or danger to the KCU University community on and around campus. If circumstances warrant, timely warnings/crime alerts are prepared and sent throughout the University via RAVE mass texting notifications, campus wide emails, and posted notices in campus buildings.

### Security Escorts

The Safety and Emergency Management department provides an on-campus escort service for students all year round, 24/7. Patrol officers will walk escort requests to buildings and/or vehicles parked in and around university lots. Those interested in an escort should contact the Safety Dispatch desk at 816-654-7911 ext.7911 on campus.

### Annual Security Report

[www.kcumb.edu/campus-life/campus-safety](http://www.kcumb.edu/campus-life/campus-safety)

In compliance with regulations of the Department of Education, KCU's Safety and Emergency Management Department publishes an *Annual Security Report* and distributes the document to all students, faculty and staff. The Campus Security Act requires all colleges and universities to:

- Publish an annual report by Oct. 1 that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms;
- The statistics must be gathered from campus security, local law enforcement and other university officials who have "significant responsibility for students and campus activities;"
- Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees;" and
- Disclose in a public crime log "any crime that occurred on campus or within the patrol jurisdiction of University security and is reported to University security."

Prospective students, current students, faculty and staff can receive a paper copy of the report upon request to KCU Safety and Emergency Management. The report can also be accessed through the website.

## Smoking/Tobacco Use

KCU is a tobacco-free campus.

## Student Complaint Policy

KCU is committed to treating all members of the University community (i.e., administrators, faculty, and other University employees, students, applicants for employment, third-party contractors, all other persons that participate in the University's educational programs and activities, including third-party visitors on campus) fairly with regard to their personal and professional concerns. The student grievance policy ensures that concerns are promptly dealt with and resolutions reached in a fair and just manner. The University's grievance procedure enables students to bring complaints and problems to the attention of the University's administration. KCU forbids any retaliatory action against students who present concerns and complaints in good faith.

Please refer to the *KCU Student Handbook* for more information.



# College of Osteopathic Medicine

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## KCU-COM Mission and Vision

### Mission

The College of Osteopathic Medicine prepares students to become highly competent, caring and compassionate osteopathic physicians who demonstrate the highest level of professionalism, ethics and sensitivity to the diverse personal and cultural contexts in which care is delivered. We are committed to the service of humanity and the advancement of knowledge through a collaborative environment that provides distinctive osteopathic clinical training and fosters excellence in education, research and scholarly activity, and lifelong learning.

### Vision

The College of Osteopathic Medicine is recognized as a leader in osteopathic medical education and health care by exceeding standards of academic and clinical achievement.

## Professionalism

### Core Values

KCU's core values include integrity, compassion, excellence, collaboration, intellectual curiosity, innovation and heritage. With emphasis on service, the University believes in graduating students who can provide exemplary and professional care to their patients. The primary goal of the program is to teach, evaluate and reinforce professional behavior.

KCU students are expected to be responsible individuals who possess the highest standards of integrity, honesty and personal conduct. Accordingly, students are expected to comply with institutional rules and to uphold and carryout the high standards of the osteopathic medical profession.

KCU has an active Quality Enhancement program. The quality enhancement process engages all stakeholders in the assessment and improvement of the educational processes that support the delivery of University curricula. Specially, assessment focuses on the following:

- Mission and Planning
- Governance
- Student Outcomes
- Curricula
- Leadership, Community Service and Social Responsibility
- Support Services
- Resource Allocation and Program Costs
- Faculty and Staff
- Contributions to other programs
- Student, Stakeholder and Market Focus
- Research and Scholarship

Students are an integral part of the University's Quality Enhancement process, as such students are occasionally asked to complete surveys, participate in focus groups or serve on committees responsible for academic quality improvement. In fact, students are encouraged to participate and participation is considered to be an important component of professionalism.

Students can be assured that their participation in all quality enhancement processes is confidential; all information utilized is strictly guarded to ensure anonymity.

## Osteopathic Principles

The osteopathic philosophy embraces the idea of the unity of structure (anatomy) and function (physiology). There are four main principles of osteopathic medicine:

1. The body is a unit, and the person represents a combination of body, mind and spirit.
2. The body is capable of self-regulation, self-healing and health maintenance.
3. Structure and function are reciprocally interrelated.
4. Rational treatment is based on an understanding of these principles: body unity, self-regulation, and the interrelationship of structure and function.

The College of Osteopathic Medicine's curriculum prepares students for graduate medical education. Graduates are required to meet the following osteopathic core competencies:

### Competency 1: Osteopathic Philosophy and Osteopathic Manipulative Medicine

Graduates are expected to demonstrate and apply knowledge of accepted standards in Osteopathic Manipulative Treatment (OMT). The education goal is to train a skilled and competent osteopathic practitioner who remains dedicated to life-long learning and to practice habits consistent with osteopathic principles and practices.

### Competency 2: Medical Knowledge

Graduates are expected to demonstrate and apply knowledge of accepted standards of clinical medicine in their respective specialty area, remain current with new developments in medicine, and participate in life-long learning activities, including research.

### Competency 3: Patient Care

Graduates must demonstrate the ability to effectively treat patients, provide medical care that incorporates osteopathic principles and practices, empathy, awareness of behavioral issues, preventive medicine and health promotion.

### Competency 4: Interpersonal and Communication Skills

Graduates are expected to demonstrate interpersonal and communication skills that enable them to establish and maintain professional relationships with patients, families and other members of health care teams.

### Competency 5: Professionalism

Graduates are expected to uphold the Osteopathic Oath in the conduct of their professional activities that promote advocacy of patient welfare, adherence to ethical principles, collaboration with health professionals, life-long learning, and sensitivity to diverse patient populations. Graduates should be cognizant of their own physical and mental health in order to effectively care for patients.

### Competency 6: Practice-Based Learning and Improvement

Graduates must demonstrate the ability to critically evaluate their methods of clinical practice, integrate evidence-based medicine into patient care, show an understanding of research methods, and improve patient care practices.

### Competency 7: Systems-Based Practice

Graduates are expected to demonstrate an understanding of health-care delivery systems, provide effective and qualitative patient care with the system, and practice cost-effective medicine.

# COM Academic Calendar

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## Academic Calendar 2015 - 2016\*

### Doctor of Osteopathic Medicine Program

#### ***Fall Semester*** (July 1 - December 31, 2015)

June 1	.....Semester Begins MS IV
July 1	..... Semester Begins MS I, MS II, and MS III
July 4	.....Independence Day – University Closed
July 27 - 31	.....MS I Orientation and Registration
July 31	..... MS II Registration
August 1	.....MS I White Coat Ceremony
August 3	.....MS I and MS II Classes Begin
September 7	..... Labor Day, University Closed
September 11	.....Hospital Day (8:00 a.m. - Noon)
November 26 - 27	..... Thanksgiving Holiday, University Closed
December 18	..... MS I and MS II Last Day of In-class Activity for the Semester
December 23 - January 3	..... University Offices Closed
December 31	..... Semester Ends

#### ***Spring Semester*** (January 1 – June 30, 2016)

January 4	..... MS I and MS II Classes Begin
January 18	..... Martin Luther King Day, University Closed
March 10 - 18	.....MS I Spring Break
April 4 - 8	..... MS II Spring Break
May 7	..... KCU Commencement
May 31	..... Semester Ends MS IV
June 30	.....Semester Ends MS I, MS II, and MS III

\* All dates and times are subject to change.

*Note: Dual-degree students follow the above academic calendar for the College of Osteopathic Medicine.*

*For the COM course and examination schedule, please refer to the Outlook calendar.*

# COM Academic Calendar

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## Academic Calendar 2015 - 2016\*

### Master of Arts in Bioethics Program, One-Year Track

#### ***Fall Semester*** (July 1 - December 31, 2015)

July 1 ..... Semester Begins  
July 4 ..... Independence Day – University Closed  
August 10 ..... Bioethics Program 1-Year Track Classes Begin  
September 7 ..... Labor Day, University Closed  
November 26 - 27 ..... Thanksgiving Holiday, University Closed  
December 18 ..... Bioethics Program 1-Year Track Last Day of Scheduled Classes  
December 21 - January 3 ..... University Offices Closed  
December 31 ..... Semester Ends

#### ***Spring Semester*** (January 1 – June 30, 2016)

January 4 ..... Bioethics Program 1-Year Track Classes Begin  
January 18 ..... Martin Luther King Day, University Closed  
March 10 - 18 ..... Bioethics Program 1-Year Track Spring Break  
May 7 ..... KCU Commencement  
June 17 ..... Bioethics Program 1-Year Track Last Day of Scheduled Classes  
June 30 ..... Semester Ends

\* All dates and times are subject to change.

# COM Curriculum

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## Doctor of Osteopathic Medicine

### General Overview

The curriculum at Kansas City University of Medicine and Biosciences College of Osteopathic Medicine consists of a minimum of four years of structured training leading to the doctor of osteopathic medicine. The first two years of the curriculum center upon the foundations of basic and clinical medical sciences. Osteopathic principles and philosophy as well as contemporary concepts in medical education are integrated into the curriculum. The last two years of medical education focus on training in clinical settings.

### Curriculum Philosophy

The purpose of the curriculum is to advance the mission of the University in preparing its graduates to be highly competent, caring and compassionate osteopathic physicians.

KCU College of Osteopathic Medicine (KCU-COM) has an integrated systems curriculum designed with principles that emphasize life-long learning. The didactic curriculum is transdisciplinary, systems-based and interactive with programmed repetition. The KCU-COM curriculum stresses active, adult learning and instills the habit of life-long learning, a fundamental goal at KCU. Life-long learning is recognized as a necessary attribute for a fully competent and successful career in the practice of medicine.

The Year 1 curriculum progresses through all organ systems and stresses normal structure and function. Basic biomedical science disciplines are reviewed in all first year system courses with an emphasis on normal physiology and anatomy. Clinical relevancy is stressed from the very beginning of Year 1 through the inclusion of clinical integration sessions that highlight the application of salient material.

The Year 2 curriculum consists of Year 1 system courses but with the emphasis on pathology, clinical medicine and pharmacology. Mechanisms of disease processes and clinical patient presentations are stressed so that students may learn to develop a thorough differential diagnosis of disease states. Programmed repetition occurs in Year 2 with a review of all organ system physiology at the beginning of each course. Clinical integration sessions emphasize application of the material throughout the year.

Principles in Clinical Medicine and Osteopathic Skills are two longitudinal courses scheduled concurrent to all systems courses in the first two years of the KCU-COM curriculum. These courses emphasize foundational knowledge in clinical medicine and osteopathic manipulation, respectively, while integrating topics relevant to the current system course. Principles of Clinical Medicine and Osteopathic Skills are competency-based courses. The KCU-COM curriculum utilizes standardized patient interactions and increasingly sophisticated simulations to assess the clinical competencies and osteopathic skills of students so they meet the expectations of core clinical rotations and electives in years three and four.

There is an incremental shift over Years 1 and 2 of the KCU-COM curriculum of teacher-centered learning to student-centered learning. This solidifies and begins the process intended to stimulate the life-long learning required of a physician. Lectures consist of introductions and are delivered in conjunction with assigned readings and clinical integration sessions, which are focused upon cases. Faculty content experts conduct clinical integration sessions and typically employ interactive technology with full student engagement.

The curricular goal by the end of year two is to engender in our students the general ability to think diagnostically at an appropriate level as a physician-in-training. The expectation is that students bring those capabilities to core clinical rotations and electives in years three and four. The overarching curricular goal is that each graduate is fully prepared to enter residency (GME) and successfully develop the requisite knowledge, skills and attitudes of a fully-trained osteopathic physician.

## Teaching Methods

A variety of teaching and learning methods are incorporated during the first two years. These methods include classroom lectures, laboratory exercises, small-group discussions, clinical integration sessions, computer-assisted instruction, designated student assignments, specialized workshops, and the use of standardized patients and human patient simulators.

## First Year College of Osteopathic Medical School Courses

### **MED 110 – Molecular and Cellular Mechanisms**

This is a multidisciplinary course which incorporates aspects of biochemistry, molecular biology, cell biology, and genetics. Topics reviewed within these disciplines include function of cellular elements, cell structure, cellular organelles and macromolecules, DNA/RNA structure and function, protein synthesis, regulation of gene expression, energetics, metabolism, and regulation of cellular activity. These topics are presented via learning sessions using lectures, clinical correlations, medical vignettes, and directed reading. The course objective is to present the mechanisms underlying normal physiology and metabolism thus providing a foundation for understanding disease processes.

*4 semester credits*

### **MED 111 – Host Defense Mechanisms**

This course introduces basic concepts necessary to understand the normal function of the immune system including the cellular and humoral components included in the system. It provides an overview of the human immune system, including processes which may lead to immunopathogenesis. This course will utilize lectures, directed reading assignments, and clinical integrative case discussions.

*3 semester credits*

### **MED 112 – Musculoskeletal I**

This interdisciplinary course introduces fundamental concepts which enable the student to understand the normal structure and function of the musculoskeletal system as well as the basic science which underlies disorders associated with skeletal muscle, the neuromuscular junction, bone, and joints. This course has an introduction to gross dissection and radiographic anatomy in order to enhance understanding of structure and function. In addition to dissection, this course will utilize lectures, directed reading assignments, and clinical integrative case discussions.

*6 semester credits*

### **MED 113 – Cardiopulmonary**

This course introduces the basic structure and function of the cardiac and respiratory systems as well as an introduction to normal coagulation and hemostasis. It provides an overview of the function of the cardiorespiratory system as well as the biomedical science underlying disorders of the heart, circulatory and respiratory systems. Topics reviewed include cardiac cycle and sounds, basic ECG, hemodynamics, autonomic control, respiratory cycle, perfusion, ventilation, gas transport, acid/base balance, and control of breathing. This course utilizes lectures, cadaver dissection, radiographic anatomy, directed reading assignments, and interactive class sessions.

*7 semester credits*

### **MED 114 – Gastrointestinal I**

This course is a multidisciplinary course designed to provide knowledge necessary to understand integration of the normal structure and function of the gastrointestinal and hepatobiliary systems. It covers basic principles of digestion, absorption, secretion, and motility as well as an overview of the regulation of mechanical, chemical, neural, and hormonal systems which control digestive processes. The course is structured to include the gross and radiographic anatomy of the primary and accessory organs of digestion. This course utilizes lectures, cadaver dissection, directed reading assignments, and case discussions.

*3.5 semester credits*

### **MED 115– Renal I**

The renal course utilizes a multidisciplinary approach to prepare students with a foundational understanding of the normal structure and function of the renal system. This course reviews the basic functional principles of the organs of urine production and excretion including the gross anatomy, histology, and embryology of the kidney and urinary tract. A thorough investigation of the essential physiology of kidney function will include the primary renal processes, urine formation, and renal blood flow. In addition, the renal system's role in ion regulation, acid-base balance, fluid volume, and salt-water balance will be examined along with the regulatory control mechanisms of these functions. An understanding of the renal system will be accomplished through student involvement in lectures, directed student assignments, and relevant interactive clinical correlation sessions.

*3.5 semester credits*

**MED 116– Endocrine I**

This course is designed to introduce the basic anatomy, physiology, histology, and embryology of the major endocrine structures and organs. It also reviews production, secretion, regulation of secretion, and actions of the hormones associated with each structure/organ and its target tissue(s). The course provides a basis for understanding the pathological conditions resulting from endocrine dysfunction. This course utilizes lectures, cadaver dissection, directed reading assignments, and case discussions.

*1.5 semester credits*

**MED 117– Reproduction and Development I**

This course is designed to introduce the basic anatomy, physiology, histology, and embryology of the major reproductive structures and organs of the male and female. It provides an overview of production, secretion, regulation of secretion, and actions of the hormones associated with each structure/organ and its target tissue(s). The course also introduces basic information related to pregnancy, perinatal physiology and development, and contraception. This course utilizes lectures, cadaver dissection, directed reading assignments, and case discussions.

*2 semester credits*

**MED 118– Neuroscience I**

This course introduces the anatomy and physiology of the central and peripheral nervous system as a basis of understanding normal function. The study of neuroanatomy and head/neck anatomy is bridged by an introduction of the cranial nerves. Concepts in this course are presented utilizing clinical-based lectures, reading assignments, cadaver dissection, and reinforced by integrative class sessions which relate basic neuroanatomical knowledge with the clinical symptoms presented by a neurological deficit.

*4 semester credits*

**MED 119– Mechanisms of Disease I**

This intensive course is designed to impart and stimulate through lectures and active, adult learning strategies, acquisition of introductory knowledge and understanding/application of the basic tenets of human pathophysiology. Pathology is the study of disease and the basic science of clinical medicine. As such it is foundational to the understanding and development of differential diagnosis “thinking” and the rationale for many of the diagnostic studies and therapeutic modalities employed in clinical medicine. This course, along with Mechanisms of Disease II, are considered bridging learning endeavors to aid students in preparing for Year II of the KCU curriculum.

*1.5 semester credits*

**MED 120– Mechanisms of Disease II**

This course builds on the information introduced in MED 119 and employs lectures, clinical interactive sessions and active, adult learning strategies along with introductory knowledge of the basic tenets of human pathophysiology to further explore infectious causes of pathology and disease. This course, along with Mechanisms of Disease I, are considered bridging learning endeavors to aid students in preparing for Year II of the KCU curriculum.

*6 semester credits*

**MED 121/122 – Medical Informatics and Information Literacy**

A series of two competency-based courses that serve as an introduction to information literacy and evidence-based practice. This course is designed to enable students to access, assess, and present medical information. Course objectives are accomplished through designated student assignments, lectures, and small group sessions which culminate in the development and presentation of a clinical case in student-led grand rounds.

*1 semester credit*

**MED 123 – Bioethics I**

This course is designed to enable students to apply ethical principles to medical practice, healthcare policy, and biomedical research. Students learn to recognize ethical issues, engage in moral reasoning, and make decisions which respect the rights of patients while fulfilling the obligations of physicians. Course objectives are accomplished through designated student assignments, lectures, and written assignments.

*1 semester credit*

## **MED 125– Osteopathic Skills I**

This course is designed to provide basic information related to diagnosis and treatment using current anatomic, biomechanical, and functional osteopathic principles and practice which allow the integrative use of these treatments into patient care. Additional topics reviewed include the history and philosophy of osteopathic medicine, professional communication, examination skills, and medical record documentation. The course is structured to deliver content via lectures and competency-based laboratory experiences and skills demonstrations.

*2 semester credits*

## **MED 126– Osteopathic Skills II**

This course builds on basic concepts introduced in MED 125 and is designed to provide more advanced information related to the integrative use of osteopathic principles and practices in patient care. Emphasis is on more advanced application of osteopathic manipulative medicine diagnostic skills and treatments. The course is structured to deliver content via lectures and competency-based laboratory experiences and skills demonstrations.

*2 semester credits*

## **MED 130 – Principles of Clinical Medicine I**

This course is coordinated with the systems courses and is designed to introduce skills required to communicate with patients and to complete a comprehensive history and physical exam with accurate and adequate documentation of the encounter. Additionally, the course seeks to develop active clinical thinking/problem solving skills along with demonstration of competency in the clinical application of basic medical procedures. Course content is delivered via lectures, human patient simulation sessions, standardized patient encounters, and competency-based laboratory experiences and skills demonstrations culminating in clinical skills assessments.

*3 semester credits*

## **MED 131– Principles of Clinical Medicine II**

This course is a continuation of MED 130 and is coordinated with the systems courses. It is designed to introduce skills required to communicate with patients and to complete a comprehensive history and physical exam with accurate and adequate documentation of the encounter. Additionally, the course seeks to develop active clinical thinking/problem solving skills along with demonstration of competency in the clinical application of basic medical procedures with an introduction to patient presentation and admission orders. Course content is delivered via lectures, human patient simulation sessions, standardized patient encounters, and competency-based laboratory experiences and skills demonstrations culminating in clinical skills assessments.

*3 semester credits*

## **Second Year College of Osteopathic Medical School Courses**

### **MED 213 – Disaster Medicine I**

This course will provide advanced knowledge and skills in the broad categories of disaster medicine, pandemic disasters, trauma (abdominal, head and neck), wound care, pandemic infection, poisoning and bioterrorism disasters and team communication/leadership. During this course students will complete basic and advanced disaster medicine certification. Students will also be certified in Basic and Advances Cardiac Life Support.

*3 semester credits*

### **MED 215 – Renal II**

The Renal II course focuses on the pathophysiology and pathologic entities of the renal system. Broad topics to be emphasized include the wide spectrum of physiologic functions of the human kidney, pathologic renal entities (e.g., glomerulopathy, glomerulonephritis, tubulointerstitial disorders, infections, toxic and ischemic insults, vascular disease and neoplasms), drugs used in the treatment of hypertension, and clinical aspects of the above-mentioned disorders. Key aspects of clinical laboratory test ordering and data utilization in the diagnosis and monitoring of kidney and urinary tract disease are discussed.

*3.5 semester credits*

**MED 216 – Endocrine II**

The Endocrine II course will review the basic principles of endocrine hormone signaling, storage, secretion and action. Abnormalities in normal endocrine physiology will be discussed through pathophysiologic correlations and clinical discussions. The course will emphasize the hypothalamic/pituitary complex, thyroid, parathyroid, adrenal, and endocrine functions of the pancreas. Students are expected to be familiar with the hypofunctioning or hyperfunctioning of key endocrine glands, the structure, secretion and action of endocrine hormones (peptide, steroid and thyroid hormones), and the major clinical endocrine disorders related thereto. Pharmacology as it relates to hormone secretion and action will be discussed. Emphasis will be placed on understanding the pathophysiology of each endocrine gland with the intent to use the general principles of endocrine pathophysiology and pharmacology to effectively diagnose, manage and care for patients with endocrine disorders.

*5.5 semester credits*

**MED 217 – Reproduction II**

This course introduces the care of the pregnant woman, based on principles learned previously. The course will focus on the process of the pregnant state, normal labor and delivery, and management of common obstetrical and gynecological issues, with an emphasis on interpretation of clinical cases.

*5 semester credits*

**MED 222 – Musculoskeletal II**

The Musculoskeletal II course introduces second year students to the pathophysiology, the signs and symptoms, the diagnosis, and the treatment of commonly occurring musculoskeletal diseases, limb, and joint pain; as well as less common, but serious, musculoskeletal disorders with neoplastic, infectious or inherited etiologies. The core scientific and medical disciplines in the Musculoskeletal II course are: pathology, internal medicine (primary care and sub-specialties), and pharmacology. This course complements the Musculoskeletal 1 section, which was rich in anatomy and physiology, and includes reading assignments, lectures, case-based clinical presentations and clinical simulations.

*6.5 semester credits*

**MED 223 – Bioethics II**

This course is designed to enable students to apply ethical principles to medical practice, healthcare policy, and biomedical research. Students learn to recognize ethical issues, engage in moral reasoning, and make decisions which respect the rights of patients while fulfilling the obligations of physicians. Course objectives are accomplished through designated student assignments, lectures, and written assignments.

*0.5 semester credit*

**MED 224 – Gastrointestinal II**

The course covers the gastrointestinal system, including the hepatobiliary and pancreatic systems. After a brief review of normal physiologic principles and processes, the initial two weeks are devoted to a thorough study of gastrointestinal pathology. Clinicopathological correlations are emphasized. The remainder of the course is devoted to the application of the integrated pathophysiological principles in clinical settings under the guidance of appropriate clinical faculty. Material that has been previously covered is integrated into clinical application and used to build the clinical framework needed to be a competent osteopathic physician. Emphasis is placed on understanding the pathophysiology and the ability to correlate and use basic principles in the management of gastrointestinal disorders. Clinical discussions and lectures focus on disease states the students will encounter throughout their careers.

*6 semester credits*

**MED 225 – Osteopathic Skills III**

The third semester of osteopathic skills is designed to teach students new manipulative medicine treatment modalities; built on the foundation from year 1 by integrating examination skills with the use of osteopathic principles, and OMT treatment practices into patient care.

*2.5 semester credits*

**MED 226 – Osteopathic Skills IV**

The fourth semester of osteopathic skills is designed to teach students new manipulative medicine treatment modalities; built on the foundation from year 1 by integrating examination skills with the use of osteopathic principles, and OMT treatment practices into patient care.

*2.5 semester credits*

## **MED 228 – Neuroscience II**

The first week of the Neuroscience II course will focus on the general principles of pharmacology (i.e., pharmacodynamics, pharmacokinetics, drug biotransformation, and clinical trials). The remainder of the Neuroscience II course is designed to use the neuroanatomy and neurophysiology basic science information presented in Year 1 to underpin a comprehensive overview of neuropathology, including both non-neoplastic and neoplastic diseases. Neuroanatomy, neurophysiology, and clinical neurology applications are integrated to build the clinical framework necessary to succeed during year 3 and year 4 clinical rotations.

*7 semester credits*

## **MED 229 – Hematology and Lymph**

This course is designed to provide the student with a comprehensive overview of hematology and hematopathology. All blood cell lines will be discussed in the context of the pathophysiology and pathology of both non-neoplastic and neoplastic diseases. This material will be integrated into clinical applications and used to build the clinical framework needed to successfully synthesize and integrate course content. Topics include hematopoiesis, red cell disorders and the clinical work-up of anemia, non-neoplastic and neoplastic white cell disorders, and bleeding and hypercoagulable disorders. In addition, students will be exposed to concepts related to solid organs of the hematologic/lymphatic system (spleen and thymus). Pertinent pharmacology to the treatment of anemia and neoplastic diseases will be presented and common diagnostic tests and their interpretation will be integrated throughout the course.

*6 semester credits*

## **MED 230 – Principles of Clinical Medicine III**

PCM3 is the third installment of a 2-year longitudinal course that addresses the foundations of clinical medicine. Students will learn how to perform a history and physical exam, complete appropriate medical documentation, effectively communicate with patients, perform various clinically-related skills and integrate the use of osteopathic principles and practices into patient care. The overall goal of the 2-year Principles in Clinical Medicine curriculum is for students to demonstrate competence in the above-mentioned areas prior to starting third year clinical clerkships.

*2.5 semester credits*

## **MED 231: Principles of Clinical Medicine IV**

PCM4 is the fourth and final installment of a 2-year longitudinal course that addresses the foundations of clinical medicine. Students will learn how to perform a history and physical exam, complete appropriate medical documentation, effectively communicate with patients, perform various clinically-related skills and integrate the use of osteopathic principles and practices into patient care. The overall goal of the 2-year Principles in Clinical Medicine curriculum is for students to demonstrate competence in the above-mentioned areas prior to starting third year clinical clerkships.

*2.5 semester credits*

## **MED 233– Cardiovascular Medicine**

Cardiovascular Medicine is structured with the goal of enabling the student to obtain the requisite knowledge necessary to understand the pathology, physiology, pharmacology and clinical medicine of the cardiovascular system. Upon completion of the course, the student will be able to recognize presenting signs and symptoms of various C-V diseases and develop appropriate differential diagnosis and treatment. Special emphasis on interpretation of ECG's will be presented. The content of this course will be presented via lecture, interactive lectures, reading assignments, case presentations, and patient presentations.

*5 semester credits*

## **MED 234 – Respiratory Medicine**

The Respiratory Medicine course will concentrate on the pathology, pathophysiology, diagnosis and treatment of major disorders of the lungs, and the relationship multisystem diseases have with the pulmonary system. Student activities will concentrate on the fundamental obstructive, restrictive, and infectious diseases. Pulmonary emergencies and primary and secondary malignancies will be presented, with an emphasis on diagnostic techniques and treatment methodologies. Broad classes of antibiotics, antivirals, and antifungals will be introduced and discussed as they relate to respiratory medicine.

*4.5 semester credits*

## **MED 235 – Behavioral Science and Psychiatry**

The Behavioral Science and Psychiatry System is structured to expose students to psychiatric and behavioral medical issues commonly seen in practice. The clinical component of the course will focus on mental health disorders, such as depression, bipolar disorder, mania, psychosis, anxiety, and drug abuse. Symptoms of these disorders will be explored in detail with a heavy emphasis on the available pharmacologic treatments.

*3 semester credits*

**MED 236 – Bioethics III**

This course is a continuation of Bioethics II (MED 223), which focuses on professionalism, clinical ethics, research ethics, and public policy.

*0.5 semester credit*

**MED 238 – Current Issues in Bioethics I**

This course provides an opportunity to explore current ethical issues as presented by leaders in the field of bioethics. Students will use basic principles of bioethics learned in previous courses to investigate current debates.

*0.5 semester credit*

**MED 239 – Current Issues in Bioethics II**

This is the second half of Current Issues in Bioethics, a course which provides an opportunity to explore current ethical issues as presented by leaders in the field of bioethics. Students will use basic principles of bioethics learned in previous courses to investigate current debates.

*0.5 semester credit*

**MED 250 – Comprehensive Systems Integration**

The Comprehensive Systems Integration Course is a required, structured overview course designed to aid the student preparing for the COMLEX I Board Examination. Self-assessment and continuous review of key concepts in biomedical disciplines by means of an online question bank is a key component of the course. The course culminates with a comprehensive lecture series and practice exams conducted under conditions similar to the actual COMLEX level 1 Board Exam.

*11 semester credits*

**First and Second Year Elective Courses**

Elective courses are designed to accommodate the semester format of the University and are offered at various times.

**ANAT 199 – Anatomy Research (E)**

This elective is intended to provide a framework within which students may engage in anatomy research projects or a variety of activities related to such research at KCU or other approved institution(s), and receive academic credit. Students are expected to participate in an ongoing research project or conduct their own study under approved mentorship. Permission of instructor required. Credit value is variable depending on the individualized plan of study and required time on task. May be repeated for credit up to a maximum of 20 credits.

*2-5 semester credits*

**ANAT 208 – Anatomical Dissection (E)**

This course will involve lab-oriented clinical anatomy dissection of a cadaver. Students will work in teams and present the clinical anatomy of the specific area. Specific areas of clinical anatomy may include abdomen, thorax, hand and forearm, head and neck and lower limbs, depending on the cadaver.

*2 semester credits*

**ANAT 299 – Anatomy Research (E)**

This elective is intended to provide a framework within which students may engage in anatomy research projects or a variety of activities related to such research at KCU or other approved institution(s), and receive academic credit. Students are expected to participate in an ongoing research project or conduct their own study under approved mentorship. Permission of instructor required. Credit value is variable depending on the individualized plan of study and required time on task. May be repeated for credit up to a maximum of 20 credits.

*2-5 semester credits*

**IDIS 100 – Independent Study (E)**

This elective is for students who have been identified by the administration to pursue a special, directed course of study during a semester. Prerequisite: Recommendation of the dean of the COB or COM.

*6 semester credits*

## **IDIS 197 – Medical Education Research (E)**

This elective is intended to provide a framework within which medical students may engage in biomedical science research projects or a variety of activities related to such research at KCU or other approved institution(s) and receive academic credit. Students are expected to participate in an ongoing research project or conduct their own study under approved mentorship. Permission of the appropriate college is required.

*1-5 semester credits*

## **IDIS 198 – Biomedical Science Research (E)**

This elective is intended to provide a framework within which medical students may engage in biomedical science research projects or a variety of activities related to such research at KCU or other approved institution(s) and receive academic credit. Students are expected to participate in an ongoing research project or conduct their own study under approved mentorship. Permission of the appropriate college is required.

*1-5 semester credits*

## **IDIS 199 – Social Medicine Research (E)**

This course is intended to provide a framework within which MSI students may engage in behavioral science research projects or a variety of activities related to such research at KCU or other approved institution(s) for academic credit. Students are expected to participate in an ongoing research project or conduct their own study under approved mentorship. Permission of the appropriate college is required.

*1-5 semester credits*

## **IDIS 202 – Spanish for Medical Professionals I (E)**

This course is designed for those with little to no previous experience with the Spanish language and for those who wish to improve their medical Spanish skills. It is based on the concept of using simple conversations to facilitate a health care interaction and using repetition to learn a new language. Previous knowledge in Spanish is helpful, but not essential.

*1 semester credit*

## **IDIS 203 – Health-Care Management and Public Health Policy (E)**

This course provides an introduction to health-care management and public health policies in the health-care field including areas of managed care, quality care issues, cost considerations, and management and leadership practices. Students are introduced to the management languages of accounting, economics, finance, human resources, information technology, law, marketing and management.

*0.5 semester credit*

## **IDIS 209 – Spanish for Medical Professionals II (E)**

This is an advanced course for students who have completed IDIS 202 or who have equivalent training and experience with medical Spanish.

*1.0 semester credit*

## **Global Health Track**

### **GLMD 100/200 – Global Health Track (E)**

This elective introduces students to principles and goals of global health, the burden of disease to countries, comparison of health systems, and global ethics. Selection for the Global Medicine Track is by application. Prerequisites: Application for admission to the Global Medicine Track. Selection is competitive and limited to 12 students. May be repeated for credit.

*1 semester credit*

### **GLMD 205/305/405 – Global Health Outreach (E)**

This elective provides didactic review sessions and instruction, including understanding of pre-post travel clinical consultation, information regarding travel safety and prevalence of disease/illness in a specific country, in preparation for a medical mission to that country to provide supervised medical care. May be repeated for credit. Prerequisites: Must be in good academic standing at KCU and complete the application process for each outreach.

*0.5 - 4 variable credits*

**FMED 311 – DOCARE: International Community Medicine (E)**

This elective clerkship consists of approximately two weeks on KCU's campus to conduct didactic review sessions of medical Spanish, as well as sessions regarding travel safety, prevalence of disease/illness in Central America and preparation for a medical mission. The remaining two weeks are spent in Guatemala providing supervised medical care. Prerequisites: 1) MSIII or MSIV status; 2) Knowledge of Spanish is helpful, but not required. May be repeated for credit.

*4 semester credits*

**FMED 312 – DOCARE: Dominican Republic International Medicine (E)**

This clerkship consists of four weeks in collaboration with University Central del Este (UCE), in the Dominican Republic. The student will have the opportunity for didactic sessions in medical and conversational Spanish, as well as patient care in a variety of settings, including rural, urban, and underserved. Prerequisites: 1) MSIII or MSIV status; 2) Knowledge of Spanish is helpful, but not required. May be repeated for credit.

*4 semester credits*

**Military Medicine Track****MIMD 101/102, 201/202 – Military Medicine I, II, III, and IV (E)**

This elective is a specialized curricular honors track for Health Professions Scholarship Program (HPSP) student recipients and National Guard members who will serve as military physicians in the U.S. Army, Navy, and Air Force following medical school graduation. This specialty track provides learning opportunities uniquely aligned to address Medical Corps officer duties and obligations. Graded P/F.

*1 semester credit*

**Fellowship Opportunities****OCS 399 – OMM Fellowship (E)**

The OMM Fellowship provides selected students with advanced professional education in osteopathic manipulative medicine, and provides a framework under which they develop teaching and research skills. Variable credit with fall and spring offerings awarded 20 credits and summer offerings awarded 4 credits. This is a 12-month program with a maximum value of 48 credits. Prerequisite: Selection through application process.

*4 or 20 semester credits*

*Student Research Fellowship*

The University sponsors research fellowships for medical students. The purpose of the research fellowship program is to promote research involvement by KCU students in collaboration with KCU faculty. The application process and timeline is announced annually by the Office of Research and Sponsored Programs, and fellowships are awarded competitively. Potential areas of research include: basic sciences, clinical sciences, clinical epidemiology and public health, preventative medicine, health services and educational research. Interested parties should contact the vice president of research.

**Third and Fourth Year Clinical Clerkships**

Clinical clerkships in the third and fourth years reinforce and expand on the training of the first two years of medical school. Third year consists of required clinical clerkships. Curricular modules with learning objectives and reading assignments are provided for all required clerkships to enhance student learning. Fourth year consists of three required clerkships, five elective clerkships and two sub-internships. Required third and fourth year clinical clerkships are completed at designated training sites. Assignment to sites is determined by a match process conducted during the second year.

*Enrollment Status of Third and Fourth Year Students*

Students enrolled in clerkships are considered full time.

*Third and Fourth Year Clerkship Registration*

The Office of the Registrar will register all third-year medical students for placeholder clerkship blocks called ROTA 3A (fall – 24 credits) and ROTA 3B (spring – 24 credits) in this sequence. Similarly, fourth-year medical students will be registered for placeholder clerkship blocks called ROTA 4A (fall – 24 credits) and ROTA 4B (spring – 12-20 credits) in this sequence. These placeholder codes will later be detailed to the specific course ID on the student's transcript when the Clinical Education Department submits the final grade rosters.

## Travel for Clinical Experiences

Students participating in the osteopathic medical curriculum are required to receive instruction in a clinical setting. As a result, it will be necessary for students to make arrangements for transportation to and lodging near clinical facilities. The University does not provide for the cost of transportation or lodging. Travel arrangements are the sole responsibility of the student. Students are not considered agents or employees of the University and are not insured for any accidents or mishaps that may occur during any travel to and/or from educational activities unless the travel is completed as a group in direct supervision of a University official and in direct connection to the educational and/or University sponsored event. Students are responsible for all out-of-pocket expenses associated with clinical education, such as transportation, housing, meals, professional attire, laboratory fees, etc.

## **Required Clinical Clerkship Descriptions**

All clerkships are offered for 2 or 4 semester credits.

### **FMED 301 – Family Medicine I**

This required clerkship provides students with clinical exposure, observation and training to further their understanding of family medicine. Two themes are addressed during this first of two family medicine clerkships: 1) prevention and wellness, and 2) communities and populations. Students focus on ambulatory management of common, acute, and chronic medical problems within a primary care setting to prepare for more advanced study of the discipline.

### **IMED 301 – Internal Medicine**

This required clerkship provides students with clinical exposure, observation and training to better understand principles and practices of general internal medicine. Students focus on active participation in the care and management of patients to prepare for more advanced study of the discipline.

### **IMED 302 – Internal Medicine II**

This required clerkship provides a continuation of training initiated in IMED 301. Students will more actively participate in care and management of patients and engage in greater responsibility in patient care. Additional concepts of systems-based practice will be introduced to acquaint students with care of emergency patients and the role of physicians.

### **OBGY 301 – Obstetrics and Gynecology**

This required clerkship provides students with clinical exposure, observation and training to further their understanding of obstetrics and gynecology. Students focus on the diagnosis, treatment and management of common OB/GYN conditions to prepare for more advanced study of the discipline. During the clerkship, students will continue to improve their abilities to obtain, record, analyze and communicate clinical information.

### **PEDS 301 – Pediatrics**

This required clerkship provides students with clinical exposure, observation and training to further their understanding of pediatrics. Students focus on inpatient and outpatient medical management of infants and children to prepare for more advanced study of the discipline.

### **PSYC 301 – Psychiatry**

This required clerkship provides students with clinical exposure, observation and training to further their understanding of psychiatry. Students focus on assisting with the treatment and medical management of patients with psychiatric disorders to better understand mental health and illness to prepare for more advanced study of the discipline.

### **SURG 301 – General Surgery I**

This required clerkship provides students with clinical exposure, observation and training to further their understanding of general surgery. Students focus on active participation in the care of surgical patients in the operating room, the clinic and office.

### **SURG 302 – General Surgery II**

This required clerkship provides students with a continuation of clinical exposure, observation and training to further develop understanding and skills in general surgery. Students actively participate in the care of patients in various stages of evaluation and treatment. These include, but are not limited to, preoperative visits, inpatient admission, operative procedures, and inpatient and outpatient recovery. Students participate as members of a multidisciplinary team responsible for patient care.

### **CLMD 406 – Clinical Management Review**

This elective is a self-paced study and review to improve the student's knowledge in clinical medicine.

## EMED 401 – Emergency Medicine

This fourth-year required clerkship is designed to provide students with clinical exposure, observation and training to further their understanding of emergency medicine. Students focus on the care, treatment and diagnosis of a variety of acute and sub-acute problems in the adult emergency medicine patient. Highlights how to stabilize and correctly triage critically ill patients to prepare for more advanced study of the discipline. Specific goals, learning objectives and reading assignments are outlined in the required curriculum modules.

## Elective and Sub-Internship Clerkships

The following list of elective and sub-internship clerkships is designed to provide students with clinical exposure, observation and training to further their understanding within a selected area of interest as specified in the course title. These experiences take place in a wide variety of clinical, office and hospital settings presenting unique opportunities with regard to the spectrum of clinical situations encountered. Learning is enhanced with specific goals and learning objectives.

Sub-internships are restricted to fourth-year students and are designed to provide the student with an increased level of patient care responsibility. Students serve as the primary care provider under the direct supervision of the attending physician or faculty and may perform simple diagnostic procedures. Training focuses on self-education and includes more advanced study of the discipline. Sub-internships must be completed as full block experiences. These clerkships are all awarded four semester credits.

Electives are generally completed as full-block experiences and are awarded four semester credits. Up to three fourth-year elective blocks may be completed as two, two-week elective clerkships (minimum of 10 business days per experience) and be awarded two semester credits for each experience. All other electives and required clinical clerkships must be full block experiences. Exceptions to credit values are rarely made and only in extenuating circumstances, as approved by the provost and dean of COM.

<u>Course ID</u>	<u>Title</u>
ANES 402/402s	Anesthesiology (E) or (Sub-I)
ANES 411/411s	Pain Management (E) or (Sub-I)
CLMD 402	Health-Care Management & Public Health Policy (E)
CLMD 403	Medical Informatics (E)
CLMD 404	Integrated Medicine (E)
CLMD 405	Healthcare Improvement (E)
CLMD 407	Clinical Management Review II (E)
EMED 402/402s	Emergency Medicine (E) or (Sub-I)
EMED 404/404s	Wilderness Medicine (E) or (Sub-I)
FMED 311	DOCARE – International Community Medicine (E)
FMED 312	DOCARE – Dominican Republic International Medicine (E)
FMED 404/404s	Geriatrics (E) or (Sub-I)
FMED 405/405s	Sports Medicine (E) or (Sub-I)
FMED 406/406s	General Family Medicine (E) or (Sub-I)
FMED 408	Community Medicine (E)
FMED 409/409s	Primary Care (E) or (Sub-I)
FMED 410/410s	Physical Medicine & Rehabilitation (E) or (Sub-I)
FMED 411	International Health (E)
GENE 401	Clinical Topics in Medical Genetics (E)
GENE 499	Medical Genetics Research (E)
IDIS 397/497	Medical Education Research (E)
IDIS 400	Clinical Independent Study (E)
IMED 401	Cardiology (E)
IMED 402/402s	Pulmonary Medicine (E) or (Sub-I)
IMED 403/403s	Gastroenterology (E) or (Sub-I)
IMED 404/404s	Infectious Diseases (E) or (Sub-I)
IMED 405/405s	General Internal Medicine (E) or (Sub-I)
IMED 406/406s	Cardiology (E) or (Sub-I)
IMED 409/409s	Rheumatology (E) or (Sub-I)
IMED 410/410s	Neurology (E) or (Sub-I)
IMED 412/412s	Hematology/Oncology (E) or (Sub-I)
IMED 413/413s	Endocrinology/Metabolism (E) or (Sub-I)
IMED 414/414s	Medical Genetics (E) or (Sub-I)

IMED 415/415s	Dermatology (E) or (Sub-I)
IMED 416/416s	Nephrology (E) or (Sub-I)
IMED 417/417s	Allergy/Immunology (E) or (Sub-I)
IMED 418/418s	Gerontology (E) or (Sub-I)
IMED 419/419s	Addiction Medicine (E) or (Sub-I)
IMED 420/420s	Critical Care Medicine (E) or (Sub-I)
IMED 421/421s	Hospice/Palliative Care (E) or (Sub-I)
IMED 422	Electrocardiogram Interpretation (E)
MED 411	DOCARE International Community Med (E)
OBGY 401/401s	Maternal Fetal Medicine (E) or (Sub-I)
OBGY 402/402s	Medical Genetics (E) or (Sub-I)
OBGY 403/403s	General Gynecology (E) or (Sub-I)
OBGY 404/404s	Gynecologic Oncology (E) or (Sub-I)
OBGY 405/405s	General Obstetrics (E) or (Sub-I)
OBGY 406/406s	General Obstetrics/Gynecology (E) or (Sub-I)
OBGY 407/407s	Reproductive Endocrine (E) or (Sub-I)
OCS 401/401s	Osteopathic Manipulation (E) or (Sub-I)
PATH 401/401s	General Pathology (E) or (Sub-I)
PATH 402/402s	Clinical Pathology (E) or (Sub-I)
PATH 403/403s	Anatomic Pathology (E) or (Sub-I)
PATH 404/404s	Blood Banking (E) or (Sub-I)
PATH 405/405s	Forensic Pathology (E) or (Sub-I)
PATH 406/406s	Hematopathology (E) or (Sub-I)
PATH 407/407s	Toxicology (E) or (Sub-I)
PEDS 401/401s	Neonatology (E) or (Sub-I)
PEDS 402/402s	Pediatric Infectious Disease (E) or (Sub-I)
PEDS 403/403s	Pediatric Hematology/Oncology (E) or (Sub-I)
PEDS 404/404s	Pediatric Pulmonary Medicine (E) or (Sub-I)
PEDS 405/405s	Pediatric Gastroenterology (E) or (Sub-I)
PEDS 406/406s	Pediatric Neurology (E) or (Sub-I)
PEDS 407/407s	Pediatric Rheumatology (E) or (Sub-I)
PEDS 408/408s	Pediatric Genetics (E) or (Sub-I)
PEDS 409/409s	Pediatric Critical Care Medicine (E) or (Sub-I)
PEDS 410/410s	Adolescent Medicine (E) or (Sub-I)
PEDS 411/411s	General Pediatrics (E) or (Sub-I)
PEDS 412/412s	Pediatric Cardiology (E) or (Sub-I)
PEDS 413/413s	Pediatric Dermatology (E) or (Sub-I)
PEDS 414/414s	Pediatric Nephrology (E) or (Sub-I)
PEDS 415/415s	Developmental Pediatrics (E) or (Sub-I)
PEDS 416/416s	Pediatric Endocrinology/Metabolism (E) or (Sub-I)
PEDS 417/417s	Pediatric Allergy/Immunology (E) or (Sub-I)
PEDS 418/418s	Pediatric Emergency Medicine (E) or (Sub-I)
PEDS 419/419s	Community Pediatrics (E) or (Sub-I)
PEDS 420/420s	Medicine/Pediatrics (E) or (Sub-I)
PMED 401/401s	General Preventive Medicine (E) or (Sub-I)
PMED 402/402s	Occupational Medicine (E) or (Sub-I)
PMED 403/403s	Public Health (E) or (Sub-I)
PMED 404/404s	Environmental Health (E) or (Sub-I)
PMED 405/405s	Aerospace Medicine (E) or (Sub-I)
PSYC 401/401s	General Psychiatry (E) or (Sub-I)
PSYC 402/402s	Pediatric Psychiatry (E) or (Sub-I)
RADI 401/401s	General Radiology (E) or (Sub-I)
RADI 402/402s	Pediatric Radiology (E) or (Sub-I)
RADI 403/403s	Nuclear Medicine (E) or (Sub-I)
RADI 404/404s	Interventional Radiology (E) or (Sub-I)
RADI 405/405s	Body Imaging (E) or (Sub-I)
RADI 406/406s	Radiation Oncology (E) or (Sub-I)
SURG 401/401s	General Surgery (E) or (Sub-I)

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SURG 402/402s	Cardiovascular Surgery (E) or (Sub-I)
SURG 403/403s	Otolaryngology/ENT (E) or (Sub-I)
SURG 404/404s	Ophthalmology (E) or (Sub-I)
SURG 405/405s	Thoracic Surgery (E) or (Sub-I)
SURG 406/406s	Urology (E) or (Sub-I)
SURG 407/407s	Neurosurgery (E) or (Sub-I)
SURG 408/408s	Transplant Medicine (E) or (Sub-I)
SURG 409/409s	Plastic Surgery (E) or (Sub-I)
SURG 410/410s	Orthopedic Surgery (E) or (Sub-I)
SURG 411/411s	Colorectal Surgery (E) or (Sub-I)
SURG 412/412s	Trauma Surgery (E) or (Sub-I)
SURG 413/413s	Pediatric Surgery (E) or (Sub-I)

## Research Clerkships

These elective clerkship experiences are designed to provide the student with a basic understanding of the selected area of interest. Students focus on the development and execution of a guided research project or participate with an existing study. Emphasis is placed on the integration of research into medical practice to prepare for more advanced study in the discipline. These clerkships take place in a wide variety of clinical, hospital or laboratory settings. Specific goals and learning objectives are determined by the supervising preceptor and a formalized plan must be submitted to the Office of Clinical Education and Office of Research and Sponsored Programs in advance for consideration and approval. Credit value is variable (1-4 semester hours) depending on the individualized study plan and required time on task. Credit is assigned based on increments of 1.0 credit for every 37.5 hours of contact time. Graded P/F.

ANAT 499	Anatomy Research (E)
ANES 499	Anesthesiology Research (E)
BCHE 499	Biochemistry Research (E)
EMED 499	Emergency Medicine Research (E)
FMED 499	Family Medicine Research (E)
GENE 499	Medical Genetics Research (E)
IMED 499	Internal Medicine Research (E)
MBIO 499	Microbiology Research (E)
OBGY 499	OB/GYN Research (E)
OCS 499	OPP Research (E)
PATH 499	Pathology Research (E)
PEDS 499	Pediatric Research (E)
PHAR 499	Pharmacology Research (E)
PHYS 499	Physiology Research (E)
PMED 499	Research in Preventive Medicine/Public Health (E)
PSYC 499	Psychiatry Research (E)
RADI 499	Radiology Research (E)
SURG 499	Surgery Research (E)

## Master of Arts in Bioethics

### Master of Arts in Bioethics Overview

KCU's bioethics program provides students with a broad orientation to the interdisciplinary field of bioethics. This program attends to both philosophical and religious ethics as well as contributions from the social sciences and the medical humanities. Students must complete 30 credit hours of coursework. All courses in the MA programs are graded HP/P/F.

The final course in the degree program a capstone project. This allows students to pursue a bioethics question of special interest. It is intended as a mentored project in which the student works under the direction of a faculty member to make a significant contribution to bioethics. After completion of the project, the student typically presents his/her project in a conference with the KCU bioethics faculty and selected student peers.

While ensuring that students have a solid foundation in bioethics, the bioethics program encourages critical creative thinking, collaborative work with other students and faculty, and innovative approaches to bioethics problems.

Although the requirements are identical for all students in the master of arts in bioethics program, there are three distinct tracks for completion of the degree:

- Dual degree with the osteopathic medicine program (DO/MA)
- One-year track (full-time)\*
- Career enhancement track (part-time)

*Note: Students accepted into the one-year bioethics degree program are expected to maintain full-time status in the fall and spring semesters and no less than half-time status in the summer semesters, unless otherwise approved by the dean.*

### Master of Arts in Bioethics - One-Year Track

This track is approximately 12 months in length and is designed for students who expect to continue their education by pursuing a DO, MD, JD or PhD. Today some of the most critical challenges in medicine are ethical issues. These ethical issues include questions about stem cell research, genetic engineering, end-of-life care, health-care equity and public policy, the "globalization" of medical practice and the relationship between environmental quality and human health. It is crucial that persons trained in bioethics provide leadership for addressing these vital ethical issues. This track will prepare students to integrate their bioethics degree with another professional or academic degree in order to provide the critical leadership needed for addressing these social and ethical issues.

### Master of Arts in Bioethics – Standard Curriculum One-Year Track

#### Required Courses (30 semester credits)

BETH 501	History and Methodology for Bioethics (3)
BETH 502	Introduction to Bioethics (3)
BETH 503	Religious Perspectives and Bioethics (3)
BETH 504	Diversity, Culture and Bioethics (3)
BETH 505	Bioethics and Public Policy (3)
BETH 508	Clinical Topics in Bioethics (3)
BETH 525	Research Ethics (3)
BETH 5xx	Electives (6)
BETH 550	Bioethics Final Project (3)

#### One-Year Track Course Sequence and Schedule

The course schedule for the one-year track may vary from semester to semester, but is traditionally offered in the following framework:

#### **Fall Semester**

Six courses, one course taken in August and five courses taken August through December.

#### **Spring Semester**

Four courses, three courses in the spring and then the capstone project.

*Note: Students in the one-year bioethics degree track are required to submit their Final Project Proposal (FPP) form to their bioethics advisor by the assigned date during the fall semester and fulfill scheduled requirements. Failure to submit the FPP in the appropriate time frame will result in a hold being placed on the student's academic record, which not only prevents registration and the ability to secure a transcript, but can also delay graduation and/or prevent admission into the College of Osteopathic Medicine.*

## Master of Arts in Bioethics - Dual-Degree Track

The dual-degree track is approximately 44 months in length and is designed for KCU medical students who decide to pursue a master's degree in bioethics conjointly with their DO degree. This degree is especially designed for students who want to provide leadership as physicians in helping to address the plethora of complex ethical issues confronting medicine today. With the joint degree (DO/MA), graduates will be especially well placed to provide bioethical leadership on hospital ethics committees, among their physician peers and in the local community. This degree will also help student be more competitive when applying for residencies, fellowships and scholarships.

*Note: Dual-degree students who are simultaneously completing the DO program and MA in bioethics program are eligible to request a waiver of up to two elective credits from the DO curriculum.*

## Master of Arts in Bioethics – Standard Curriculum Dual-Degree Track

### Required Courses (30 semester credits)

BETH 501	History and Methodology for Bioethics (3)
BETH 503	Religious Perspectives and Bioethics (3)
BETH 504	Diversity, Culture and Bioethics (3)
BETH 505	Bioethics and Public Policy (3)
BETH 506	Exploring the Foundations of Bioethics (2)
BETH 507	Clinical Dilemmas in Bioethics (3)
BETH 5xx	Elective (3)
BETH 5xx	Elective (3)
BETH 5xx	Elective (3)
BETH 550	Bioethics Final Project (3)

### Dual-Degree Track Course Sequence and Schedule

The course schedule for the dual-degree track can vary from semester to semester, but is traditionally offered in the following framework:

#### **Fall Semester (MSI)**

Elective and one course

#### **Spring Semester (MSI)**

Two courses

#### **Fall Semester (MSII)**

Two Courses

#### **Spring Semester (MSII)**

Two Courses

#### **Fall Semester (MSIII)**

One Course

#### **Spring Semester (MSIII)**

One Course

#### **Fall and/or Spring Semester (MSIV)**

One Course – Final Project

## Master of Arts in Bioethics - Career Enhancement Track

This track is designed for health-care professionals – physicians, nurses, social workers, attorneys, chaplains, medical technicians, etc., who have developed an interest in bioethics professionally and would like to pursue master’s-level training in bioethics. These students may pursue the master’s degree on a part-time basis, although the expectation is that the degree will be completed within five years. There is no required order of courses for completion of the bioethics degree, but a minimum of 30 semester hours is required. Therefore, career-enhancement students may take the required and elective courses in the order that works best for their individual schedules.

### Bioethics Course Descriptions

#### **BETH 501 – History and Methodology for Bioethics**

This course develops the philosophical foundations of bioethics. The course will be a mixture of lectures and discussion, and will center on key texts of Western moral philosophy by Mill, Kant, and Aristotle, along with selections from other contemporary theorists.

*3 semester credits*

#### **BETH 502 – Introduction to Bioethics**

This course examines how advances in medicine have shaped new questions and challenges for ethics. It will explore the moral and social complexities that demonstrate the essential role of bioethics in 21st century health care.

*3 semester credits*

#### **BETH 503 – Religious Perspectives and Bioethics**

This course introduces students to the communities, practices, values, texts and beliefs of selected religious traditions with a focus on their bioethical implications.

*3 semester credits*

#### **BETH 504 – Diversity, Culture and Bioethics**

This course explores the role of human and cultural variation in health and illness. It examines the intersection between disability, race, gender, sexual orientation, diverse spiritual beliefs and medical practice.

*3 semester credits*

#### **BETH 505 – Bioethics and Public Policy**

This course will introduce students to issues of marginalization in American health care and key ethical issues in national and international public health systems and policies.

*3 semester credits*

#### **BETH 506 – Exploring the Foundations of Bioethics**

This course will provide a foundational base of knowledge that will demonstrate the need for skills in bioethics and the medical humanities in everyday doctoring.

*2 semester credits*

#### **BETH 507 – Clinical Dilemmas in Bioethics**

This course will enhance students’ skills in ethical decision-making by applying those skills to actual cases encountered in the clinical setting. Students may not earn credit for both BETH 507 and 508.

*3 semester credits*

#### **BETH 508 – Clinical Topics in Bioethics**

This course will demonstrate the value of bioethics in clinical settings. It will explore ethical challenges that clinicians face in their work and provide opportunities for students to shadow health care practitioners in various settings. Students may not earn credit for both BETH 507 and BETH 508.

*3 semester credits*

#### **BETH 509 – Independent Study: Core Replacement**

This independent study opportunity enables students to complete one of the required courses at a time when it is not offered as a group class. Prerequisite: Permission of the department chair.

*3 semester credits*

**BETH 510 – Selected Topics (E)**

This elective course explores various topics and issues in bioethics as identified by the Bioethics Department. Prerequisite: Permission of department chair. May be repeated for credit up to a maximum of 12 credits.

*3 semester credits*

**BETH 511 – Bioethics and Globalization (E)**

This course explores global health care and bioethical issues, surveys national health care plans from universal coverage to laissez-faire approaches. It explores providing health care in areas of severe poverty, focusing on hunger and malnutrition, malaria and HIV/AIDS.

*3 semester credits*

**BETH 512 – Environmental Quality, Human Health and Bioethics (E)**

This course explores the inter-relationship between environmental problems and human health, focusing on the implications for bioethics, the practice of medicine, health care and public policy.

*3 semester credits*

**BETH 514 – Death and Dying: Social and Ethical Factors (E)**

The experience of dying has changed profoundly as medical technologies have been able to prolong life and stave off death. This course will examine the consequences of modernization and medicalization of the dying process for patients, loved ones, providers, and the broader society.

*3 semester credits*

**BETH 515 – Bioethics and the Law (E)**

This course explores the relationship between bioethics and the law. Selected legal cases will strategically touch upon reproduction, end-of-life care, doctor-patient relationships, standards of care, new technologies, death, transplantation, and explore research ethics and regulation.

*3 semester credits*

**BETH 516 – Pediatric Ethics (E)**

This course will focus on the ethical issues that arise in pediatric medicine during the diagnosis, decision-making and treatment of infants, children and adolescents as well as elements of philosophical ethics.

*3 semester credits*

**BETH 517 – Passive Ethics: Suffering, Futility and Death (E)**

Most traditional discourse regarding ethics deals with the discussion and adjudication of the actions taken by an individual. This course will focus upon the individual or group that is "acted upon" by those who make decisions and take actions. In particular, the course will look at the meaning of suffering by investigating how it has been defined and how it impacts medical decision making. This course will also use a variety of methods to understand how conflict develops when either physicians or families declare that care is "futile." Finally, it will pay close attention to decision making when death is imminent.

*3 semester credits*

**BETH 518 – Social and Ethical Transformations in Bioethics (E)**

Medicine is a social institution. The shape of healthcare delivery, the medical profession, and knowledge about the body, all emerge through a collaboration of medicine and society. This course will explore these connections in the past, present, and future.

*3 semester credits*

**BETH 519 – Film and Creative Imagination in Bioethics (E)**

This course will stimulate creative imagination of students through the craft of film making. It will examine how films create and convey meanings that are relevant to understanding the human condition and issues that loom large in the practice of medicine.

*3 semester credits*

**BETH 521 – Social Justice, Bioethics, and the Practice of Medicine (E)**

This course will explore the social factors which underlie and shape the experiences of illness and health. It will focus on the social organization of medical care and how health and access to medical care are variably attained by different groups.

*3 semester credits*

## **BETH 522 – Professional Bioethics (E)**

This elective course provides students with the opportunity to receive intensive professional development regarding current research in bioethics through participation in an academic conference and mentoring from faculty. Prerequisite: Permission of instructor. May be repeated for credit up to a maximum of three credits.

*1 - 3 semester credits*

## **BETH 525 – Research Ethics (E)**

This course explores key ethical issues in the history, funding, design, conduct, and publishing of biomedical research.

*3 semester credits*

## **BETH 529 – Independent Study (E)**

This independent study opportunity enables students to pursue an interest in bioethics with an instructor who has that specific expertise. Prerequisite: Permission of department chair. May be repeated for credit under different topics for a maximum of 6 credits.

*1 - 3 semester credits*

## **BETH 550 – Bioethics Final Project**

This course allows students to pursue a bioethical issue of special interest. Students will complete the default project type unless they petition the Bioethics chair for a variation. Prerequisites: Minimum of 24 bioethics credit hours and approval of the department chair. May be repeated for credit up to a maximum of six credits.

*1 - 3 semester credits*

# College of Biosciences

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## Introduction

With an expanded mission that includes greater emphasis on research and discovery, KCU established the College of Biosciences in 2004. The College of Biosciences granted its first diplomas to graduates of the master of science in biomedical sciences program in 2006.

## Master of Science in Biomedical Sciences

The College of Biosciences offers a master of science in biomedical sciences. Students interested in pursuing the master of science in biomedical sciences can enroll in either a 12-month non-research or two-year research track program. Students in the College of Medicine may pursue a one-year research-based anatomy track.

The 12-month track includes coursework in biochemistry, cell biology, genetics, epidemiology, physiology, molecular biology, immunology, embryology, and anatomy, and places emphasis on the acquisition of knowledge regarding state-of-the-art research protocols, regardless of the field one chooses to enter. The 12-month track is designed to prepare students for doctoral programs in the health care professions (e.g., DO, MD, DDS).

The research track is designed for individuals interested in pursuing careers as research assistants or enrolling in PhD programs in the biomedical sciences, or in pursuing a career in a health-related field including medicine.

The anatomy track includes courses in epidemiology, histology, anatomical imaging, embryology and pedagogy in anatomy. This track also emphasizes research.

## Biomedical Sciences Learning Outcomes

Graduates from the one-year master of science in biomedical sciences track will:

1. Be able to understand and summarize articles on research topics from biomedical science journals and present professional reviews of the topics in seminars and professional quality papers.
2. Have a basic knowledge of the role and use of biostatistics in biomedical research and be able to generate hypotheses and select appropriate statistical tests to properly evaluate and compare research data.
3. Be able to effectively use biomedical databases when investigating scientific questions.
4. Be able to summarize how research is used to develop new therapies in medicine.
5. Be able to articulate interrelationships of diverse information and apply those relationships to current clinical situations.
6. Be prepared to succeed in doctoral programs in the health professions and life sciences.

Graduates from the research (two-year) and anatomy tracks, in addition to the six learning outcomes for the one-year track, will:

1. Be able to interpret/analyze biomedical information and use it to design/conduct research in biomedical sciences.
2. Be able to conduct original, translational research.
3. Be able to develop the ability to meet professional standards for writing publications and assist with grant preparation and submissions.



# College of Biosciences

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## COB Academic Calendar 2015 - 2016\*

### **Fall Semester** (August 5 - December 11, 2015)

August 5 - 6 . . . . .Registration and Orientation  
August 7 . . . . .Community Service Day and Royals Baseball Event  
August 10 . . . . .Classes Begin  
September 7 . . . . .Labor Day, University Closed  
September 14 - 18 . . . . .Exam Week #1  
October 26 - 30 . . . . .Exam Week #2  
November 26 - 27 . . . . .Thanksgiving Holiday, University Closed  
December 7 - 11 . . . . .Final Exam Week #3

### **Winter Break, Classes Suspended** (December 14, 2015 - January 1, 2016)

### **Spring Semester** (January 4 – July 31, 2016)

January 4 . . . . .Classes Begin  
January 18 . . . . .Martin Luther King Day, University Closed  
February 2 - 12 . . . . .Exam Week #1  
February 28 - March 4 . . . . .Spring Break, Classes Suspended  
March 28 - April 1 . . . . .Exam Week #2  
April 29 & May 2 - 5 . . . . .Final Exam Week #3  
May 6 . . . . .No Classes - Commencement Activities TBA (Required Attendance)  
May 7 . . . . .KCU Commencement (Required Attendance)  
May 9 - 13 . . . . .Comprehensive Study  
May 16. . . . .Comprehensive Reviews Begin (Schedule TBA)  
May 30. . . . .Memorial Day, University Closed  
June 4. . . . .Comprehensive Reviews End  
June 9. . . . .Comprehensive Exam #1  
June 23. . . . .Comprehensive Exam #2 (Remediation)  
June 30. . . . .Degrees Awarded to 1-Year Track, 2-Year Research Track, and MS in  
Biomedical Sciences with Emphasis in Anatomy

\* All dates and times are subject to change.



# COB Curriculum

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## Master of Science in Biomedical Sciences

### Master of Science in Biomedical Sciences Overview

All students in the master of science in biomedical sciences degree programs, whether in the one-year or research track, will be full-time students, unless specifically approved to be part-time. The one-year master's program requires the completion of 36 semester credits, is more classroom intensive and does not involve the conduct of original research. The research master of science degree program requires the completion of approximately 60 semester credits, which includes advanced courses and a thesis based upon the results of original research. The time required to conduct original research necessitates this track to typically be about two years.

### Master of Science in Biomedical Sciences - One-Year Track

The length of the one-year program is approximately 11 months.

#### Required Courses (36 of the following semester credits)

BIOS 501	Human Anatomy I (3)
BIOS 502	Human Anatomy II (3)
BIOS 503	Histology (3)
BIOS 505	Human Physiology I (3)
BIOS 506	Human Physiology II (3)
BIOS 508	Human Genetics (3) ~OR~ BIOS 517 Human Embryology and Developmental Biology (3)
BIOS 509	Introduction to Epidemiology (3)
BIOS 513	Biochemistry (3)
BIOS 514	Molecular Biology (3)
BIOS 516	Immunology (3)
BIOS 570	Synthesis/Comprehensive Exam (3)
BIOS 571	Scientific Seminar (3)

#### Elective Courses

BIOS 581	Biomedical Research (1-5)
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#### Example of One-Year Curriculum

##### Fall Semester

BIOS 501	Human Anatomy I (3)
BIOS 503	Histology (3)
BIOS 505	Human Physiology I (3)
BIOS 509	Introduction to Epidemiology (3)
BIOS 513	Biochemistry (3)

##### Spring Semester

BIOS 502	Human Anatomy II (3)
BIOS 506	Human Physiology II (3)
BIOS 508	Human Genetics (3) ~OR~ BIOS 517 Human Embryology and Developmental Biology (3)
BIOS 514	Molecular Biology (3)
BIOS 516	Immunology (3)
BIOS 570	Synthesis/Comprehensive Exam (3)
BIOS 571	Scientific Seminar (3)

## Master of Science in Biomedical Sciences - Research Track (Approximately Two Years)

Students in the research program are required to successfully complete approximately 60 semester credits:

### Primary Research Track Courses

BIOS 503	Histology (3)
BIOS 509	Introduction to Epidemiology (3)
BIOS 513	Biochemistry (3)
BIOS 514	Molecular Biology (3)
BIOS 520	Research Seminar (1)
BIOS 580	Research (3-9 per semester)
BIOS 590	Thesis (6)

### Additional Course Requirements (4 of the following semester courses)

BIOS 501	Human Anatomy I (3)
BIOS 502	Human Anatomy II (3)
BIOS 505	Human Physiology I (3)
BIOS 506	Human Physiology II (3)
BIOS 508	Human Genetics (3)
BIOS 516	Immunology (3)

### Detailed Example of Research Track Curriculum

#### **Fall Semester (first year)**

BIOS 503	Histology (3)
BIOS 509	Introduction to Epidemiology (3)
BIOS 513	Biochemistry (3)
BIOS 520	Research Seminar (1)
BIOS 580	Research (5)

#### **Spring Semester (first year)**

BIOS 508	Human Genetics (3) ~OR~ BIOS 517 Human Embryology and Developmental Biology (3)
BIOS 514	Molecular Biology (3)
BIOS 580	Research (3-6)

#### **Fall Semester (second year)**

BIOS 5xx	Bioscience Elective (3)
BIOS 520	Research Seminar (1)
BIOS 580	Research (9)

#### **Spring Semester (second year)**

BIOS 516	Immunology (3)
BIOS 520	Research Seminar (1)
BIOS 580	Research (8)
BIOS 590	Thesis (5)

Length of the research track is about 24 months. (This may vary depending on the time needed to complete an original research project, i.e., collect enough data for a thesis dissertation.)

The curriculum for each student in the research track will be determined in consultation with the student and a graduate thesis committee composed of three or more faculty members, at least one of whom should be affiliated with another institution. The director of the student's research project will be a member of the committee and serves as the student's academic advisor, as appointed by the dean of the College of Biosciences. The graduate thesis committee must approve any changes to the originally approved curriculum. The thesis must be successfully defended before the graduate thesis committee to fulfill the requirements for the degree.

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## Master of Science in Biomedical Sciences with Emphasis in Clinical Anatomy

Students in the College of Medicine may pursue a one-year research-based anatomy track.

### Primary Anatomy Track Courses

BIOS 503	Histology (3)
BIOS 509	Introduction to Epidemiology (3)
BIOS 517	Human Embryology and Developmental Biology (3)
BIOS 520	Research Seminar (1)
BIOS 530	Foundations in Teaching and Learning I: Theory and Practice (3)
BIOS 531	Foundations in Teaching and Learning II: Implementation and Evaluation (3)
BIOS 580	Research (3-9)
BIOS 590	Thesis (6)

### Detailed Example of Anatomy Track Curriculum

#### **Fall Semester**

BIOS 503	Histology (3)
BIOS 509	Introduction to Epidemiology (3)
BIOS 520	Research Seminar (1)
BIOS 530	Foundations in Teaching and Learning I: Theory and Practice (3)
BIOS 580	Research (5)

#### **Spring Semester**

BIOS 517	Human Embryology and Developmental Biology (3)
BIOS 520	Research Seminar (1)
BIOS 580	Research (3-9)
BIOS 590	Thesis (6)

## Biomedical Sciences Course Descriptions

### **BIOS 501 – Human Anatomy I**

This course is an introduction to human gross anatomy and will cover both functional and structural aspects of the human body. Material on gross structure and function will be supplemented with lectures on the development of anatomical systems. Prerequisite: Enrollment in the College of Biosciences.

*3 semester credits*

### **BIOS 502 – Human Anatomy II**

This course continues the presentation of the structure and function of the human body. Emphasis is on anatomical regions covering the musculoskeletal system, abdomen, pelvis, head and neck. Prerequisite: BIOS 501 or equivalent.

*3 semester credits*

### **BIOS 503 – Histology**

Students will study the chemical and molecular structure of the eukaryotic cell as well as its basic functions, with emphasis on cell membrane structure and function. Students will then apply the cellular level of biology to the study of tissues and their structure and function, exploring similarities and differences in the tissues that make up each of the body's major systems. Tissue identification and identification of parts of tissues and organs at the microscopic level will be studied using slides presented during lectures and incorporated into the exams.

*3 semester credits*

### **BIOS 505 – Human Physiology I**

This course is a two-semester period of learning utilizing classroom lectures and discussions, and assignments. Upon completion of the course, the participants will be able to describe components of the body systems, including cardiovascular, renal, and respiratory; and to explain how each system functions and how the various physiological systems interact to maintain homeostasis.

*3 semester credits*

### **BIOS 506 – Human Physiology II**

This is the second half of a two-semester course utilizing classroom lectures, discussions and assignments. Upon completion of this course, participants will be able to describe the components of the body systems, including neural, gastrointestinal, endocrine, and reproductive, and to explain how each system functions and how the various physiological systems interact to maintain homeostasis. Prerequisite: BIOS 505.

*3 semester credits*

### **BIOS 508 – Human Genetics**

This course provides a study of heredity principles and genome variation in relation to the inheritance of human disease. Aspects of molecular, developmental, and immune-genetics will also be introduced.

*3 semester credits*

### **BIOS 509 – Introduction to Epidemiology**

This course will introduce students to epidemiology and applied biostatistics, as well as the basics of scientific writing and presentations.

*3 semester credits*

### **BIOS 513 – Biochemistry**

This course will provide students with the foundations of information regarding the basic principles associated with biochemistry. Topics covered will include protein structure, thermodynamics, mechanisms of enzyme action and intermediary metabolism.

*3 semester credits*

### **BIOS 514 – Molecular Biology**

This course will provide a foundation of basic principles of molecular biology. The topics to be covered include basic molecular genetic mechanisms, internal organization and regulation of the cell, and cell function within tissues and organisms. Successful completion of the course will enable students to initiate independent study and participate in upper level courses in the biosciences.

*3 semester credits*

**BIOS 516 – Immunology**

This course includes lectures on the mechanisms of humoral and cellular immunity. Material will cover characteristics of antigens, antibodies and their interactions; ontogeny, immune responsiveness, hypersensitivity and immunologic tolerance.

*3 semester credits*

**BIOS 517 - Human Embryology and Developmental Biology**

This elective will examine early human development and the fetal-maternal relationship, including gametogenesis, fertilization, implantation, the establishment of the basic embryonic body plan, placental formation and the morphological changes that occur during the development of the various systems of the human embryo and fetus. Genetic factors in development will be discussed, including signaling factors and morphogenetic proteins. Body systems to be discussed include integumentary, nervous, sensory, head and neck, cardiovascular, respiratory, digestive, and urogenital. Limb development will be examined as well as aspects of fetal physiology. Attention will be given to causes, mechanisms, and patterns of developmental disorders.

*3 semester credits*

**BIOS 520 – Research Seminar**

This seminar course is designed for students enrolled in the research track of the biomedical sciences program. Students will give formal oral presentations of the research conducted for their master's degree and which will be published in the student's thesis. The presentations will be made to the members of the student's graduate advisory committee and other invited audience members (e.g., students and faculty). May be repeated for credit up to a maximum of three credits.

*1 semester credit*

**BIOS 530– Foundations in Teaching and Learning I: Theory and Practice**

The purpose of this course is to provide graduate students with the requisite knowledge to effectively deliver educational materials to adult learners based on current best practices. Topics to be covered include basic learning theories, cognitive science and metacognition, pedagogy, new teaching methods and skills teaching. Students will learn approaches to basic curriculum design principles for lecture preparation, including development of effective learning objectives as well as formative and summative assessment strategies. Current literature pertaining to course topics will be reviewed and discussed throughout the course/semester. Approaches to medical education research will be discussed, including both qualitative and quantitative research design and inquiry.

*3 semester credits*

**BIOS 531 – Foundations in Teaching and Learning II: Implementation and Evaluation**

The purpose of this course is to apply the information presented in the Foundations in Teaching and Learning I: Theory and Practice course in the creation of presentation materials given to first year medical and graduate students. Students will be required to work with a faculty member to develop and present one lecture and associated learning objectives and test questions for a topic in embryology, histology, or gross anatomy. In addition, students will be expected to organize a representative course for one anatomical region, which may include relevant course material in embryology, histology, gross anatomy, and/or pathology at the graduate program level.

*3 semester credits*

**BIOS 533 – Advanced Topics in Anatomy (E)**

This elective is designed for students with interests in anatomical research and current anatomy topics in the literature. May be repeated once for credit for a maximum of two credits.

*1 semester credit*

**BIOS 570 – Synthesis/Comprehensive Exam**

This course will provide integration, synthesis and review of the biosciences content covered in the master of science in biomedical sciences one-year track. Content will be provided in both didactic and online formats. There will be a comprehensive examination at the end of the course.

*3 semester credits*

**BIOS 571 – Scientific Seminar**

In this course, each student will prepare a seminar of approximately 45 minutes on a current research topic in the biomedical sciences and present the seminar. In addition, each student will be required to attend the seminars.

*3 semester credits*

## **BIOS 572 – Independent Study in Hematological Genetics**

This course is designed for students to become knowledgeable in the area of hematological genetics. The course involves a review of basic Mendelian genetics, diagnostic testing and a survey of a broad spectrum of hematological diseases.

Prerequisite: Approval of the dean of the College of Biosciences.

*3 semester credits*

## **BIOS 580 – Research (Two-year Research and Anatomy Tracks)**

This course is for students enrolled in the research track of the master of biomedical sciences program. Students will conduct an original research project as approved and supervised by each student's advisory committee. May be repeated for credit up to a maximum of 45 credit hours.

*3-9 semester credits (variable)*

## **BIOS 581 – Biomedical Research (One-year Track)**

This elective provides students an opportunity to learn and/or improve research techniques in a laboratory setting. Students will be able to participate in the development of an individual project as part of a research team. May be repeated for credit up to three semesters for a maximum of 15 credit hours. Prerequisite: GPA of 3.0 or higher.

*1-5 semester credits (variable)*

## **BIOS 590 – Thesis**

Each student will write and defend a research thesis. The thesis will be based on original research.

*6 semester credits*