



# University Catalog

## 2014-2015



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# KCUMB University Catalog 2014-2015

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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, 2014. 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 KCUMB 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; therefore, they are urged to 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 *KCUMB Student Handbook*, the *Office of Community Clinical Education (OCCE) Policies and Procedures Manual*, and the University's website, [www.kcumb.edu](http://www.kcumb.edu).

The *KCUMB Student Handbook* covers policies governing student conduct and responsibilities. It also includes academic policies which are, in part, discussed herein. The *KCUMB Student Handbook* is published yearly and may be amended at any time without prior notice. The *OCCE Policies and Procedures 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. Electronic copies of these publications, as well as other University policies, can be obtained at [www.kcumb.edu](http://www.kcumb.edu).

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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 KCUMB

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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, KCUMB 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 achieve mutual goals

*Intellectual Curiosity:* pursuing personal and professional growth

*Innovation:* embracing new practices to improve outcomes

*Heritage:* honoring the legacy of our past

## Strategic Goals

Five strategic goals form the foundations of this commitment:

KCUMB Goal 1: Enhance Student Success

KCUMB Goal 2: Enhance Research Activity

KCUMB Goal 3: Promote and Increase Internal and External Service

KCUMB Goal 4: Promote Sustainability Across the Institution

KCUMB Goal 5: Enhance Institutional Diversity

## Historical Highlights

### 1916

The Kansas City College of Osteopathy and Surgery (KCCOS) is founded.

George J. Conley, D.O., becomes the college's first president.

Classes begin in a building at 7<sup>th</sup> and Wyandotte.

### 1917

Mamie Johnston, a transfer student, becomes the first graduate. KCCOS moves to 15<sup>th</sup> and Troost.

### 1921

2105 Independence Avenue becomes the school's address.

### 1940

Johnston Hall Science Building is dedicated.

### 1944

The 100-bed Wesley Hospital at 11<sup>th</sup> and Harrison is purchased, and Conley Hospital is converted to a maternity hospital.

### 1950

Dr. Joseph M. Peach is elected the College's second president.

### 1964

Dr. Richard Eby succeeds Dr. Joseph Peach as president.

### 1965

Dr. Richard Eby resigns and Dr. K.J. Davis, alumnus and dean of the College, becomes interim president.

### 1966

Dr. Eugene B. Powers is installed as the fifth president.

The College celebrates its golden anniversary and becomes the largest osteopathic college in the United States.

### 1968

On the sudden death of Dr. Eugene B. Powers, Dr. K.J. Davis is again selected as interim president.

Mazzacano Library opens.

Dr. Rudolph S. Bremen becomes the sixth president.

**1970**

KCCOS becomes The Kansas City College of Osteopathic Medicine (KCCOM).

**1972**

The Center for Health Sciences, later known as University Hospital, is opened.

**1979**

The new Administration Building, a gift from the Alumni Association, is occupied after extensive renovation, and 1750 Independence Avenue becomes the University's permanent address.

**1980**

The school's name becomes the University of Health Sciences.

**1986**

UHS celebrates its 5,000th graduate.

**1988**

Dr. Elmer H. Whitten is inaugurated as the eighth president. University Hospital closes.

**1991**

John P. Perrin, J.D., becomes the ninth president.

**1994**

Jack T. Weaver, D.O., becomes the 10<sup>th</sup> president.

**1995**

Karen L. Pletz, J.D., is installed as the University's 11<sup>th</sup> president.

**1996**

The Educational Pavilion, a four-story, state-of-the-art facility containing classrooms, a library, cafeteria, laboratories and faculty offices, is dedicated.

Classes begin on the consolidated campus.

**1998**

The University receives its first five-year accreditation by the North Central Association of Colleges and Schools.

UHS is one of eight leading medical schools, including Harvard and Vanderbilt, to receive a prestigious John Templeton Foundation Spirituality in Medicine Award.

**1999**

Dissolution of the separate corporations of the Alumni Association and Foundation brings stronger organization structure to the University.

Alumni Hall is renamed Leonard Smith Hall.

The University joins with seven other leading research institutions in forming the Kansas City Area Life Sciences Institute.

## **2000**

Genesis 2000, a three-year curriculum revision project, is integrated into the first-year curriculum and provides case-based learning with earlier clinical opportunities.

The Mary Lou Butterworth, D.O., Alumni Center is completed.

Campaign 2000, the University's first major capital campaign, is launched.

## **2001**

UHS and Rockhurst University inaugurate a dual-degree D.O.-M.B.A. in healthcare leadership program.

## **2002**

The University receives its first national challenge grant of \$500,000 from The Kresge Foundation.

## **2003**

The University receives a second Spirituality in Medicine Award from the John Templeton Foundation.

The Educational Pavilion is renamed the Darwin J. and Suzanne Strickland Education Pavilion.

Campaign 2000 ends with more than \$16 million in contributions.

## **2004**

The University's name is changed to Kansas City University of Medicine and Biosciences.

The Paul W. and Mary L. Dybedal Center for Research opens.

## **2006**

The College of Biosciences confers its first master of science degrees in biomedical sciences on 17 students.

The Center for Clinical Competence opens, providing the first center in the region dedicated to human patient simulator and standardized patient programs.

## **2007**

KCUMB launches a dual-degree program offering students the opportunity to concurrently earn a doctor of osteopathic medicine and a master of arts in bioethics.

The University officially opens Weaver Auditorium, a 1,500-seat auditorium named in honor of Jack T. Weaver, D.O., Mary Weaver, H. Danny Weaver, D.O., and Debra S. Albers, D.O.

The Kesselheim Center for Clinical Competence is named in honor of Howard I. Kesselheim, D.O., and his wife, Tina S. Kesselheim.

#### **2008**

KCUMB expands its bioethics degree offerings to include a one-year track and a part-time professional studies program for working adults.

KCUMB relocates its primary care office, KCUMB Physician Associates, the campus of St. Joseph's Medical Center in Kansas City, Mo.

#### **2009**

The College of Biosciences confers the first master's degrees in bioethics on 24 students.

KCUMB breaks ground on three new construction projects: a campus park and garden, the D'Angelo Library and a new student activities center.

#### **2010**

H. Danny Weaver, D.O., is named as the University's 12<sup>th</sup> president.

#### **2011**

KCUMB celebrated the opening of two new campus facilities that would dramatically improve students' experiences, the Student Activities Center and the D'Angelo Library.

KCUMB inaugurates H. Danny Weaver, D.O., as its 12<sup>th</sup> president during an investiture ceremony on Sept. 22, 2011.

The Community Garden and Park opens, offering a place for employees and students to participate in collective gardening and harvest vegetables to donate to local charity initiatives.

#### **2012**

The cities of Kansas City, Mo., and Kansas City, Kan., issue mayoral proclamations declaring April 15-21 as "Osteopathic Medicine Week."

Score 1 for Health is officially incorporated into KCUMB and celebrates its 20<sup>th</sup> anniversary of providing free health screenings to elementary-age children living in the Kansas City area.

#### **2013**

Marshall Walker, D.O., is named as KCUMB's 13<sup>th</sup> president and chief executive officer, effective Jan. 1, 2013. This is an interim position, until a national search for a permanent president is completed.

KCUMB begins the process of integrating tablet technology into the curriculum to increase sustainability efforts and provide students with a technological edge. As part of the effort, the University distributes Apple iPads and iPad minis to faculty and students.

Marc B. Hahn, D.O., is named as KCUMB's 14<sup>th</sup> president and chief executive officer, effective July 1, 2013.

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KCUMB unveils its five-year, \$60 million Campus Master Plan. The aggressive plan includes remodeling some existing facilities and adding new buildings to the campus.

KCUMB partners with the Samuel U. Rodgers Health Center, Missouri's first Federally Qualified Health Center, to improve access to medical care in the Northeast Neighborhood they both call home. KCUMB's faculty physicians join SURHC's existing staff in October. In addition, the University announces partnerships with the KC Care Clinic, the largest historically free clinic in the United States, and Research Medical Center's Goppert-Trinity Family Care Center.

## **2014**

Officials announce the addition of a military track to the College of Osteopathic Medicine curriculum, making KCUMB only the third medical school in the United States to offer specialized training for military students.

On May 17, KCUMB celebrates the 10,000th graduate of the College of Osteopathic Medicine.

In July, KCUMB celebrates the opening of the new Academic Center. The Academic Center, which sits adjacent to both the D'Angelo Library and the Student Activities Center, houses two large lecture halls, as well as breakout rooms for smaller study groups. By renovating the former Weaver Auditorium space, the Academic Center cost KCUMB approximately half of what a newly constructed building would have.

In the fall, KCUMB closes the historic Administration Building for renovations. Built in 1916 as the original Children's Mercy Hospital, the Administration Building was last renovated in the early 1970s and requires significant improvements to meet the needs of a state-of-the-art institution of higher education. In addition, a new Welcome Center will be added to the north side of the building, creating an inviting entry point for students, alumni and other guests.

# Academic Programs

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## College of Osteopathic Medicine

As the state's largest medical school and the oldest in Kansas City, Mo., KCUMB's College of Osteopathic Medicine has built a 96-year tradition of excellence. A state-of-the-art medical school, the College of Osteopathic Medicine 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.

### 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 that eliminates the artificial separation of the basic and clinical sciences.

Students pursuing the four-year doctor of osteopathic medicine degree consistently perform above the national average on all COMLEX board examinations. In addition, KCUMB's College of Osteopathic Medicine graduates consistently match in the 90th percentile with one of their top residency choices.

More than 600 of KCUMB's approximately 10,100 College of Osteopathic Medicine graduates currently practice in the greater Kansas City area. Our physician graduates work in a wide range of medical specialties and subspecialties in premier medical centers throughout the United States.

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

KCUMB's College of Osteopathic Medicine offers students the opportunity to earn a master of arts in bioethics, which explores moral values as they relate to research and the practice of medicine.

The bioethics program 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 stem-cell research, genetic engineering, 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 course work, culminating with a three-hour capstone project, which is typically a thesis on a question of special interest to the student. Capstone projects could also include projects such as developing a video or curriculum.

Additional details regarding the master of art in bioethics program and its curricular requirements may be found in the COM Curriculum section of this catalog.

## College of Biosciences

In 2004, KCUMB expanded its mission to include greater emphasis on research and discovery and established the College of Biosciences. In 2006, the College of Biosciences 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 two-year research track program.

The 12-month track includes coursework in anatomy, biochemistry, cell biology, epidemiology, genetics, immunology, molecular biology, physiology, and research design and methodology. 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

KCUMB offers a variety of options for those interested in enhancing their educational experiences.

### D.O./Master of Arts in Bioethics

KCUMB'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, which explores moral values as they relate to research and the practice of medicine.

Students must complete 30 semester hours of bioethics course work, culminating with a three-hour capstone project. The master of arts in bioethics program and course schedule have been tailored to allow KCUMB-COM medical students to not only complete the program in the same four-year timeframe as the doctor of osteopathic medicine program, but also stay in the greater Kansas City area for completion of their clinical clerkships.

KCUMB-COM students enrolled in the dual D.O./M.A. degree must maintain a minimum cumulative GPA of 2.50 in the College of Osteopathic Medicine program to continue in the bioethics portion of the program. Students failing to maintain a minimum cumulative GPA of 2.50 will be required to withdraw from the M.A. portion of the program.

### D.O./Master of Business Administration in Healthcare Leadership

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

The D.O./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 D.O./MBA dual-degree program are coordinated by KCUMB. 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.

KCUMB-COM students enrolled in the dual KCUMB/Rockhurst MBA program must maintain a minimum cumulative GPA of 2.50 in the College of Osteopathic Medicine program to continue in the MBA program. Students failing to maintain a minimum cumulative GPA of 2.50 will be required to withdraw from the MBA portion of the program. For additional details regarding the D.O./MBA program, please contact the Rockhurst University Graduate College or refer to the website at [www.rockhurst.edu/domba/](http://www.rockhurst.edu/domba/).

## 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 a survey, 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 Track honors track provides additional training to the core curriculum, students with HPSP scholarships who are slated to enter active duty service. This track will function in conjunction where possible with other COM enrichment tracks (Rural and Global Medicine). 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 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 provide 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.

## Rural Medicine

Rural Medicine Track is an honors track that focuses on the delivery of quality medical care in health systems with varying degrees of resources. Training and experience above and beyond the standard medical school curriculum are necessary to produce physicians who have the confidence and skill to practice in the rural and remote regions of our country. Participants will be given a robust extracurricular education of procedural skills in medicine and surgery that will better prepare them for residency training and practice. The instruction format for this track will be provide through several methods of instruction including clinical, simulation direct instruction and online. It will be taught by instructors with years of practical experience in the field. The track will also cover preventive medicine and public health subjects. Rural Medicine track is an elective honors track is a 3.5 year track. To be considered for the program students must be committed to rural practice and be capable of handling the extra work load. Students are eligible to apply in the fall of their first year, undergo an entrance interview by KCUMB students and faculty to be selected. Approximately 12 students will be selected for each class. Grading is pass/fail and attendance is mandatory to all meetings.

## **Accreditation**

KCUMB is a private university accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools and recognized by the Coordinating Board of Higher Education for the Missouri Department of Higher Education.

KCUMB-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 Higher Learning Commission of the North Central Association of Colleges and Schools or the American Osteopathic Association.

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

The Higher Learning Commission of the North Central Association  
of Colleges and Schools  
30 North LaSalle St., Suite 2400  
Chicago, IL 60602-2504  
(800) 621-7440

# Campus Life and General Information

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## Academic Dishonesty

The University holds its students to the highest standards of intellectual 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 may result in disciplinary action, including immediate dismissal. Any student witnessing or observing a perceived violation of academic dishonesty is required to report it as outlined in the *KCUMB Student Handbook* under Student Conduct Guidelines. Students failing to report an observed violation may also receive disciplinary action.

## Attendance Policy

KCUMB has an attendance policy for presence at classes, laboratories, educational activities and events. Please refer to the *KCUMB Student Handbook* for specific details.

## 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.

## Common Grounds

Common Grounds is a full espresso and coffee bar open to students, faculty, staff and visitors. It serves a wide range of coffee and espresso drinks, juices, smoothies, baked goods, sandwiches and salads. Common Grounds is located on the first floor of the Student Activities Center and is open from 7 a.m.-7 p.m. Monday through Friday. Weekend hours may vary.

## Conduct, Responsibility and Discipline

The University expects 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 expected 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 expected of all students. Additional details regarding student conduct guidelines and the AOA Code of Ethics are posted to the *KCUMB Student Handbook*.

## Cottonwood Café

The Cottonwood Café is open to students, employees and visitors from 7 a.m. to 2 p.m., serving breakfast and lunch, except when posted. It is located in the Strickland Education Pavilion (SEP).

## Counseling and Support Services

The University understands the intense environment and extra stress which graduate and medical students' experience. Because we know how important it is for students to be emotionally healthy, KCUMB encourages students to utilize the New Directions program, a free and confidential counseling service available to all students and their families 24 hours a day, seven days a week.

All counseling referrals and sessions are confidential and are not recorded in the student's file. 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.

Student social activities are scheduled to provide KCUMB students and their families opportunities to socialize off campus. The Office of Student Affairs will coordinate the events and obtain group rates when possible. Students are encouraged to suggest additional activities and events to the Office of Student Affairs.

## 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 KCUMB students, 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 KCUMB Intranet. Library staff members are available to assist customers at all times for their research and reference 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. 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 Commons areas on the first and second floors contain print kiosks. The first floor also allows access to a scanner, fax, and photocopier.

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 the knowledge necessary to access specific resources available in the Library and through the website. These classes are open to KCUMB 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 KCUMB 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 contains:

- 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
- Access to many other helpful resources

New resources are reviewed and evaluated on a consistency basis in order to provide KCUMB 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 "LibGuides" is where you will find research assistance, various subject guides and other useful resources compiled by the Library Team.

### **Dress Code**

Students must maintain a neat and clean appearance befitting students attending a professional school. Therefore, all KCUMB students must use good, professional judgment when determining what to wear on KCUMB's campus.

On campus the mode of dress is determined by each student's professional judgment, unless a department, laboratory or instructor has a dress code for particular activities (an example would be interacting with a real or simulated patient).

Student identification badges should be worn above the waist and made clearly viewable at all times. Please refer to section Identification/Building Access Cards for complete information.

Clothing having caricatures, messages, symbols, etc., that can be construed based on societal norms to be vulgar, offensive or contribute to creating a hostile learning environment is considered to be unacceptable attire and demonstrates inappropriate professional judgment that is subject to review and action by the Office of Student Affairs.

### Dress Code for Clinical Activities

On clinical rotations, students must wear dress that is professional in nature. White coats are required. Male students should wear collared shirts with ties. Female students should wear dresses or slacks/skirts with dress shirts. Closed-toed shoes are required. Specialty rotations or specific training sites may designate other prescribed clothing such as scrubs and/or tennis shoes. A professional appearance mandates the conservative use of jewelry, hair color and clothing selection. Any clothing, hair color, jewelry or body piercing that may cause a concern with affiliated faculty, hospitals or patients must be avoided. Students may be asked to change their appearance to conform to the dress code of rotational sites. Student identification badges should be worn above the waist and made clearly viewable at all times.

## **Employment**

Students in the COM program are strongly discouraged from seeking employment during their four academic years of study. Curriculum requirements generally preclude employment.

## **Firearms, Explosives and Weapons**

The possession, storage or use of firearms, explosives and weapons is strictly prohibited anywhere on campus or while one is engaged in University activities. Firearms, explosives and weapons are defined as, but not limited to, the following: revolvers, pistols, BB guns, pellet guns, air pistols, air rifles, stun guns, paint pellet guns, chemical weapons, knives, slingshots, firecrackers, fireworks, fire bombs, smoke bombs, blasting caps and ammunition. Toy weapons that look like real weapons are similarly prohibited on campus. Infraction of these regulations may result in the immediate suspension or expulsion of the violator(s).

## **Health Clinics**

### OMM Clinic

The Osteopathic Manipulative Medicine Clinic (OMM) is located on the first floor of the Dybedal Clinical Research Center (CRC), Room 186. The clinic closes during most of June and July, and reopens during Orientation. The appointment book for students to sign up is located in SEP third floor.

The OMM clinic is open for student appointments as listed below:

Monday:	11:30 a.m.-12:30 p.m.
Tuesday:	No clinic hours
Wednesday:	11:30 a.m.-12:30 p.m.
Thursday:	11:30 a.m.-12:30 p.m.
Friday:	11:30 a.m.-12:30 p.m.

### Student Health Clinic

The Student Health Clinic is located at Samuel U. Rodgers Health Center located just blocks from campus. For additional details about the Student Health Clinic, please refer to the *KCUMB Student Handbook*.

### **Identification/Building Access Cards**

For your safety, KCUMB utilizes a card access system on all building entrances. Access cards are issued by KCUMB Safety and Emergency Management to first-year students free of charge during orientation week. Access cards also serve as student identification badges and are required to be prominently displayed by students at all times above the waist, preferably in the upper torso region, visible from the front. ID badges/access cards must be presented when requested by any member of KCUMB administration, staff or faculty.

Students are prohibited from transferring access cards to other individuals or allowing others to use any time. Students are expected to keep their ID badges/access cards during their entire educational career at the University, but must return it to KCUMB Safety and Emergency Management upon termination of student status. Lost, stolen or misplaced badges must be reported promptly to KCUMB Safety and Emergency Management at ext. 7911 for deactivation. Students must pay a replacement fee of \$10 for all lost or misplaced ID badges/access cards.

### **Learning Enhancement and Support Services**

KCUMB is aware of the intense academic challenges faced by our students. For many, it will be their first time experiencing the large volume of material and significant study demands required at this University. Academic skills, including time management, study techniques and test-taking skills may need to be improved for students to get the most from their potential. All students are encouraged to pursue University supported services.

Learning specialists are available to offer academic skills workshops in addition to providing individual academic support. The Offices of Learning Enhancement are located on the third floor of Smith Hall in rooms 300 and 322.

#### ***Board Preparation***

The Department of Learning Enhancement is available to answer questions about board preparation. There are several common questions: When should I study? How do I make a study schedule? What books or other materials should I use? How do I know when I'm ready to take the exam? Workshops and individual meetings are offered to answer these common questions. Additionally, the department works closely with the elected second-year board prep representative to stay current with the latest changes.

#### ***Summer Learning Enhancement Program***

Select students are invited to participate in the Summer Learning Enhancement Program prior to matriculating to the College of Osteopathic Medicine at KCUMB. 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. Lectures are given by KCUMB faculty and laboratory activities are also introduced. Additionally, practice quizzes and a simulated exam help prepare students for challenging medical school tests.

#### ***Supplemental Instruction Program***

The Supplemental Instruction Program provides tutoring at no cost to KCUMB students. All KCUMB students are encouraged to receive tutoring. In the College of Osteopathic Medicine, tutoring is available for the practical or hands-on curriculum as well as didactics. For students in the College of Biosciences, tutoring is available for lecture-based material. Request forms can be completed at the front desk of Smith Hall.

Students who wish to participate in the Supplemental Instruction program as tutors may apply during the winter semester. Those are paid positions. Selection is primarily based on prior academic performance. Students choose to work as tutors for a variety of reasons. These include the fun of teaching and because it helps with preparation for Board exams.

## **Lost and Found**

Lost and found services are administered by KCUMB Safety and Emergency Management. Inquiries for lost and found items can be made at the security desk located in the Smith Hall, east wing entrance. Unclaimed items will be disposed of after six months.

## **Mailboxes/Lockers**

Lockers with mail slots are provided for College of Biosciences (COB) students only, and are located in the COB lecture rooms.

## **Mentoring Services**

Upon matriculation, each KCUMB student is matched with a faculty advisor and is required to meet with their advisor a minimum of two times during the academic year. Advisors are available any time a student has questions or concerns. In addition to faculty advisors, all entering KCUMB students are assigned a Big Brother/Big Sister, who serves as a mentor to the new student throughout their first year at the University. Students are also provided with opportunities throughout the year to participate in alumni mentoring events sponsored by the KCUMB Advancement/Alumni Relations Office.

## **Non-Discrimination/Harassment Policy**

KCUMB 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 the associate dean for student affairs, who is the coordinator of the University's non-discrimination program. Please refer to the *KCUMB Student Handbook* for additional details.

## **Office of Student Affairs**

The Office of Student Affairs provides assistance to students throughout their tenure at the University. The office assists the administration in interpreting student needs and concerns.

## **Parking**

The University makes parking available for employees and students. The University provides two lots designated for student parking. Student parking choices are available on a first-come, first-serve basis. Students are discouraged from parking in areas designated as reserved, visitor or employee. Overnight parking is prohibited unless Safety and Emergency Management is notified in advance. With the exception of overnight parking, KCUMB Safety and Emergency Management enforce parking regulations until 5 p.m. Monday through Friday. Please refer to the *KCUMB Student Handbook* for parking regulations.

### Programmatic Concerns

Concerns that relate to the quality of the COM educational program, accreditation standards and/or are beyond the scope of the Office of Student Affairs may be submitted in writing to the provost and dean of the College of Osteopathic Medicine. The provost and dean of the College of Osteopathic Medicine will respond to any written request in a timely manner, providing information about adjudication and resolution of the concern to the submitting student. A log of concerns submitted by students will be maintained by the provost and dean of the College of Osteopathic Medicine and will be utilized for quality and performance improvement.

### 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 vice president or director for university relations.

Students, faculty and employees are required to refer media inquiries to the vice president or director for university relations, thereby ensuring that timely and accurate information, delivered in a professionally accepted format, will reach the local and national media to help KCUMB communicate with its various constituencies.

Regularly scheduled publications include *KCUMB Magazine*, the alumni magazine; the *University Catalog*; and the *KCUMB Student Handbook*. Other publications fulfill specific recruitment, fund-raising and public relations needs.

### Research

KCUMB 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 may also elect to participate in research opportunities offered as elective credit through Curricular Affairs. KCUMB faculty are actively engaged in basic science, clinical and educational research.

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

- Faculty directed research (both credit and non-credit)
- One-year fellowship in anatomy
- One-year fellowship in osteopathic manipulative medicine
- Student summer research fellowship

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

- Fall student fellowship fair
- University Lecture Series
- Annual Research Symposium

Students interested in learning more about participating in research should contact the Office of Research and Sponsored Programs. Please refer to the *KCUMB 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. KCUMB 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, to keep personal items out of sight and to 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.

KCUMB 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. Administration Building - 2nd floor east wing by room #200
5. Administration Building - 4th floor by center stairwell
6. Grounds/Power House - Center pillar by fire extinguisher
7. Annex Building - Wall mount by east entrance/exit in between classrooms A & B
8. Smith Hall Bldg - 1st floor east wing hallway by elevators and room #108
9. Smith Hall Bldg - 3rd floor hallway by center stairway
10. Dybedal Research Center - 1st floor atrium south wall by main entrance/exit doors
11. Dybedal Research Center - 2nd floor hallway by restrooms
12. Strickland Education Pavilion - 1st floor atrium area by south entrance/exit doors
13. Strickland Education Pavilion - 3rd floor atrium area by east wing entrance
14. Strickland Education Pavilion - 4th floor atrium area by east wing entrance
15. KCCC - 1st floor entrance on wall to the right
16. Physical Facilities Bldg - 1st floor main central hallway outside shop
17. D' Angelo Library - 1st floor entrance/exit open area
18. Student Activity Center - 1st floor hallway by elevator
19. Safety Patrol Vehicles are all equipped with AED's, 4 total

Emergency blue-light phones are available in all student parking lots. Student parking lot #3 is located at the corner of Missouri & Highland Avenue, and lot #7 is at the corner of Independence & Highland Avenue. 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 KCUMB Intranet and the University's external website.

KCUMB 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, KCUMB Safety and

Emergency Management will send communication through one or more of the mechanisms identified above.

All emergencies on the KCUMB 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

KCUMB 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 preprogram or “speed dial” this number into cell phones for quick dialing. Second, blue light emergency phones 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 KCUMB 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 816-654-7912 ext.7912 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, KCUMB’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 KCUMB Safety and Emergency Management. The report can also be accessed through the website.

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## Smoking/Tobacco Use

KCUMB is a tobacco-free campus.

## Solicitation, Vending and Petitions

Solicitations on campus are prohibited. University-endorsed organizations must complete a fund-raising event approval form in the Office of Student Affairs before selling anything on or off campus. If organizations are holding an approved fund-raising event on campus, they must complete an extended hours form and obtain the signature of the director of student activities. All requests seeking donations from alumni, corporations, local businesses or other external constituents must be approved in advance by the Office of Advancement. Any person or group not endorsed by KCUMB who wishes to make a presentation, sell products or distribute information must submit a request in writing to the President's Cabinet, in care of the provost and dean of the College of Osteopathic Medicine. This policy includes the distribution of information, posting information on bulletin boards and any use of the facilities. All petitions and questionnaires (with the exception of those distributed by KCUMB departments) being distributed to students must be approved by the vice president for student affairs.

## Sports Facility

### Fitness Center

The Fitness Center is located in the basement of the Student Activities Center and is open to students, staff and faculty only (this excludes family members and friends). The facility is managed and maintained by the KCUMB Physical Facilities Department. A waiver (available on line) must be signed and returned to the KCUMB Physical Facilities Department Maintenance Facility or via e-mail to [Facilities@kcumb.edu](mailto:Facilities@kcumb.edu) prior to use of the facility.

Students are expected to respect the facility and equipment, and leave it in the condition it was in prior to their workout. Students failing to show respect for the facility or abusing the equipment may face disciplinary actions.

TVs will remain at normal volume levels at all times. Any equipment problems should be promptly reported to the Physical Facilities Department at ext. 7120.

### Basketball Courts

Three basketball courts, located at the south end of the parking lot off of Highland and Admiral, are available for current KCUMB students, faculty and staff ONLY. Hours of use are 8 a.m. - 8 p.m. weekdays and weekends unless modified hours are posted. Basketballs and air pumps are available at the front desk of Smith Hall. The password for the entrance gate will be changed periodically and will be posted by Safety and Emergency Management. Safety Dispatch should be contacted if there is difficulty using the password. All students must notify Safety and Emergency Management (ext. 7911) when going to and leaving the courts. The following guidelines must be followed:

- Travel in pairs
- Leave belongings locked up out of sight in car or in campus lockers. If you must take items with you, be sure to keep at least 10 feet away from the fence.
- Make sure the gate locks behind you when entering and leaving.
- Basketball only on courts – no skateboards, etc.
- No alcohol
- No inappropriate attire

- Absolutely no pick-up games with neighborhood or any non-KCUMB students. A call box is located in the parking lot and goes directly to Safety and Emergency Management. (Please use the call box if needed.)

Security will ask you to leave if any of the above guidelines are not followed.

### **Student Complaint Policy and Procedures**

KCUMB is committed to treating all members of the University community fairly with regard to their personal and professional concerns. The Student Complaint Policy and Procedures ensure that concerns are promptly dealt with and resolutions reached in a fair and just manner. The University's procedure enables students to bring complaints and problems to the attention of the University's administration. KCUMB forbids any retaliatory action against students who present concerns and complaints "in good faith." Additional details regarding the Student Complaint Policy and Procedures are posted in the *KCUMB Student Handbook*.

### **Student Government Association**

Upon enrollment, all KCUMB students become members of the Student Government Association (SGA). The representative governing body of SGA is the Student Senate. The Student Senate consists of six COM representatives and four officers from each COM class, as well as two representatives of each graduate program. An executive council consisting of the president, vice president, secretary and treasurer presides over the Student Senate. Each class elects representatives and class officers according to the SGA constitution.

An activity fee paid by each student finances SGA activities and SGA-chartered organizations. The primary function of SGA is to serve as a liaison between the students, faculty and administration. Student Senate members serve on administration and faculty committees, and help to bring about changes that will benefit the student body as a whole.

The Council of Presidents is an SGA committee composed of the presidents of all SGA-chartered organizations and recognized special interest groups. It was established to assist these organizations in coordinating and organizing various activities. Please refer to the *KCUMB Student Handbook* for additional details.

### **Student Supplemental Medical Insurance Policy**

KCUMB has partnered with Hartford Life Insurance Company to provide Student Supplemental Medical Insurance coverage for all students. More details can be found about this medical coverage in the *KCUMB Student Handbook*.

### **Travel for Educational Experiences**

Students may be required to participate in educational and community service events that require travel to various locations and venues as part of the curriculum. While the University may provide transportation to some of these events, others may be 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.

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### Transportation for Clerkships

[www.kcumb.edu/academics/college-of-osteopathic-medicine/clerkships/](http://www.kcumb.edu/academics/college-of-osteopathic-medicine/clerkships/)

Travel arrangements are the sole responsibility of the student. Students are not considered an agent or employee of the University and are not insured for any accidents or mishaps that may occur during any traveling that is done as a part of the student's academic program.

Standard means of transportation are classified as personal vehicles or accepted public transit systems. Any other form of transport, as it relates to clerkships, must be approved and authorized by the associate dean for clinical education and medical affairs (contact a clerkship coordinator for a Request to Appeal form).

Additional transportation guidance related to clerkship experiences are addressed in the Clerkship Manual.

## **University Property and Responsibility**

Students are responsible for damage to University property caused by their negligence or a willful act. Students must pay for damages within 15 days after receipt of invoice. Damage to University property is charged to the student(s) responsible at the total cost of repair or replacement. The student(s) will be subject to disciplinary action, dismissal and/or prosecution on criminal charges. The University is not responsible for the damage, loss or theft of personal property under any circumstance. The University is not responsible for the payment of medical services not performed on campus.

## **Website**

[www.kcumb.edu](http://www.kcumb.edu)

The goal of the KCUMB website is to inform the general public about KCUMB and to provide KCUMB constituents with valuable resources and information. The KCUMB website serves as the portal for many other applications, such as the KCUMB Intranet, email system, Blackboard, PowerCAMPUS Self-Service, the Alumni Online Community, etc.

### Blackboard Online Education

<https://blackboard.kcumb.edu/>

Blackboard is the online, distance education software package that KCUMB uses to provide supplemental instruction to students. Blackboard is an integral part of the multimedia learning process. Students are required to check Blackboard for class and schedule information.

### PowerCAMPUS Self-Service

PowerCAMPUS Self-Service is the web-based or online service component of our primary student administrative software system. Self-Service provides current students, faculty, administrators and other members of KCUMB's academic learning community with anytime, anywhere access to student information housed within PowerCAMPUS. Information available via Self-Service includes advisee lists and class rosters, unofficial transcripts, course schedules, term grades, academic plan, etc. Students and faculty can also use Self-Service to edit and manage their addresses and phone numbers.

# Facilities

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## Campus Map

For a complete campus map, see the last page of this section. An interactive map with detailed descriptions of all campus facilities is available at [www.kcumb.edu/Tour](http://www.kcumb.edu/Tour).

## Academic Center

The Academic Center's grand opening will coincide with the fall 2014 term. The facility has been renovated to provide two state of the art lecture halls and ten classrooms. The first floor lecture hall accommodates 311 and the second floor lecture hall seats 400. Connected directly to the Student Activity Center, this facility will also provide additional open study areas and is conveniently located next to the D'Angelo Library and Informatics Center.

## Administration Building

KCUMB's historic Administration Building, which once served as Kansas City's original Children's Mercy Hospital, was occupied by the University in 1979 after extensive renovations. It houses several departments and offices, including the Office of the President. The Administration Building is closed for renovation until August, 2015.

## Butterworth Alumni Center

The Butterworth Alumni Center serves as an important meeting and event space for the campus community. As a gathering place for students, faculty, staff and alumni, the building provides the opportunity to share experiences, build friendships and develop the future together. Butterworth is also the temporary home of the Office of the President during the Administration Building renovations.

## Classroom Annex

The Classroom Annex houses two of KCUMB's major lecture halls, including a 220-seat classroom and a 250-seat classroom. Each room features updated technology, including audiovisual systems, wired and wireless Internet access, and plenty of electrical outlets for students' laptops.

## Community Garden and Park

KCUMB's Community Garden and Park, located just south of the campus, offers a walking path, gazebo, fountain, picnic tables and plenty of green space. Vegetables harvested from the garden, which is maintained by KCUMB employees and students, are donated to local charitable organizations and farmers' markets.

## D'Angelo Library and Informatics Center

The D'Angelo Library, which opened in 2011, provides a beautiful and spacious place for students to study and browse various resources. The building features amazing views of the Kansas City skyline and KCUMB campus, as well as designated individual and group study rooms, a large conference room, a computer laboratory and other special collections.

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## **Dybedal Center for Research**

The Dybedal Center for Research is the focal point for research activities at KCUMB. The center is equipped for Biosafety Levels I and II research and includes more than 20,000 square feet of basic sciences laboratories, support rooms and office space. In addition, the building also houses the Dybedal Clinical Research Center, which conducts Phase I-IV studies on a variety of disease states, and the Score 1 for Health program, which offers free health screenings for elementary-age children in Kansas City's urban core.

## **Kesselheim Center for Clinical Competence**

The Kesselheim Center for Clinical Competence provides KCUMB's osteopathic medical students with access to state-of-the-art patient simulators, enabling students to experience integrated emergency medical scenarios and link those with standardized patient interactions.

## **Smith Hall**

Smith Hall serves as KCUMB's academic resource center, featuring numerous individual and group study rooms, each well equipped to meet students' needs. The building also houses the Office of Learning Enhancement, where students can receive academic support and meet with tutors.

## **Strickland Education Pavilion**

Strickland Education Pavilion, completed in 1996, is designed from the ground up to be the best possible learning environment for future osteopathic physicians and scientists. The building houses a state-of-the-art anatomy laboratory, the Wheeler Osteopathic Clinical Skills Laboratory, the University's cafeteria and many faculty offices.

## **Student Activities Center**

The Student Activities Center, which opened in 2011, provides a centralized gathering place and work spaces for students, as well as an expansive fitness center, full-service coffee shop, a bookstore and more. The rooftop terrace offers stunning views of the Kansas City skyline and another place for students to study or socialize.

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## Directions to KCUMB

### From the North

Burlington Avenue/Route 9 South  
Turn Left onto Admiral Boulevard  
Turn Left onto Paseo Boulevard  
Turn Right onto Independence Ave. (24 Hwy)  
Turn Left onto Woodland

### From the East

I-70 West  
Take Exit 3A (The Paseo exit/North)  
Turn Right and go eight blocks (to the seventh stop light)  
Turn Right onto Independence Ave. (24 Hwy)  
Turn Left onto Woodland

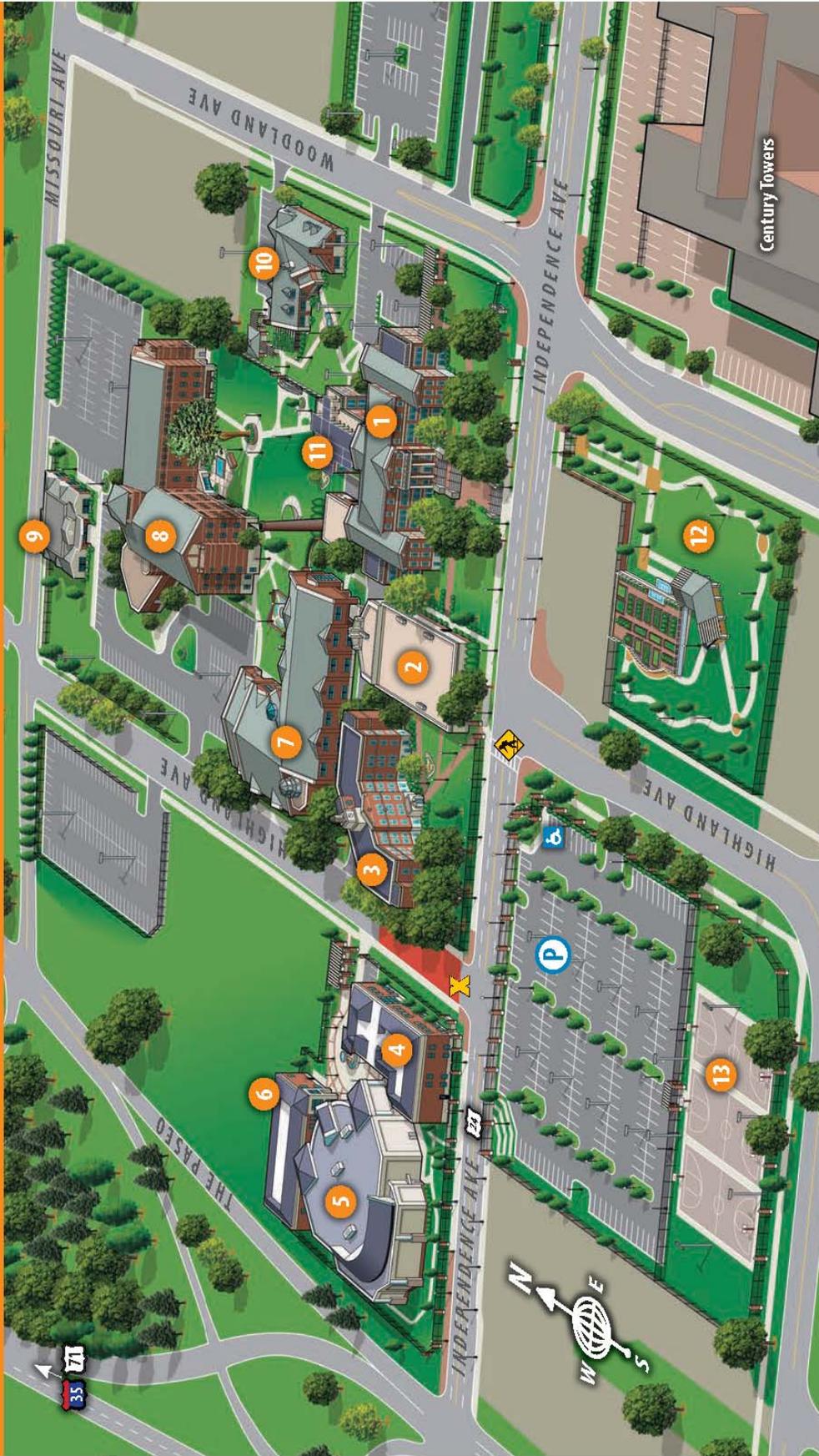
### From the West

I-70 East  
Take Exit 2H (24 Hwy East)  
Turn Right onto Independence Ave. (24 Hwy)  
Turn left onto Woodland

### From the South

I-35 North or I-670 East  
Take I-70 East  
Move to the left lane immediately  
Take 2N Exit, which is I-35 North  
Take 2H Exit, which is Admiral Blvd.  
Go across Admiral Blvd. to next intersection  
Turn Right onto Independence Ave (24 Hwy)  
Turn left onto Woodland

CAMPUS MAP



- 1. Administration Building (closed for renovations)
- 2. Classroom Annex
- 3. Smith Hall
- 4. D'Angelo Library
- 5. New Academic Center (opening August 2014)
- 6. Student Activities Center
- 7. Dybedal Center for Research
- 8. Strickland Education Pavilion (Enrollment Services on 1st floor)

- 9. Kesselheim Center for Clinical Competence
- 10. Butterworth Alumni Center
- 11. Power House
- 12. Community Garden and Park
- 13. Basketball Courts

- P Student and Visitor Parking
- ⚠ Pedestrian Crossing
- X Highland Ave. closed to thru traffic

# College of Osteopathic Medicine

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## Academic Calendar 2014-2015

### Semester I (July 1 – Dec. 31, 2014)

July 1	MSIII/MSIV semester begins
July 4	Independence Day – University Closed
July 28-Aug.1	MS I Orientation and Registration
Aug. 4	MS II Registration
Aug. 1	MSIII Clinical Clerkships Begin
Aug. 5	MSII Classes Begin
July 31	School Picnic (MSI students)
Aug. 2	MS I White Coating Ceremony
Aug. 4	MSI Classes Begin
Sept. 1	Labor Day – University Closed
Sept. 12	Hospital Day (8:00 a.m.-Noon); Classes Resume at 1:00 p.m.
Nov. 19	Research Day
Nov. 27-28	Thanksgiving Break – University Closed
Dec. 8-19	MSI and MSII Final Weeks of Scheduled Classes
Dec. 19	Final Semester Grades Due
Dec. 22	Student Winter Break Begins
Dec. 31	End of semester I
Dec. 22-Jan 4	University Closed

### Semester II (Jan. 1 – June 30, 2015)

Jan. 5	MSI and MSII Classes Begin
Jan. 19	Martin Luther King Day – University Closed
Feb. 23-27	MSII Spring Break
April 27-May 1	MSI Spring Break
May 9	Commencement
May 11-15	Clinical Skills Assessment II (MSII) (Tentative date)
June 1-5	Clinical Skills Assessment I (MSI) (Tentative date)
June 2	MSIV Clerkships Begin
June 29-30	Make-up and remediation exams
June 30	End of Semester II

## COM Section and Exam Schedule

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### Fall 2014

***MSI:*** *This schedule is preliminary and may change as the new curriculum is better developed. Students should not make early travel plans based upon these dates.*

MED 110: Molecular and Cellular Mechanisms

Exam – Aug. 12

Final Exam – Aug. 22

MED 111: Host Defense Mechanisms

Final Exam – Sept. 8

MED 112: Musculoskeletal I

Exam – Sept. 22

Anatomy Practical - Sept. 5

Mock Anatomy Practical - Oct. 3

Anatomy Practical - Oct. 7

Final Exam – Oct. 10

MED 113: Cardiopulmonary I

Exam – Nov. 3

Anatomy Practical - Nov. 17

Final Exam – Nov. 24

MED 114: Gastrointestinal I

Exam – Dec. 8

Anatomy Practical - Dec. 12

Final Exam – Dec. 15

MED 121: Medical Informatics and Information Literacy

Final Exam – Dec. 1

MED 123: Medical Bioethics

Exam – Oct. 15

Final Exam – Dec. 16

MED 125: Osteopathic Skills I

Exam 1 - Sept. 5

Exam 2 - Oct. 17

Exam 3 - Dec. 17

MED 130: Principles of Clinical Medicine

Exam 1 - Oct. 13

Exam 2 - Dec. 19

***Note:*** *The schedule above does not reflect lab practicals that may be given at dates other than exam week. This schedule does not include Osteopathic Skills MSI second attempt remediation exams.*

**MSII**

MED 211: Neuroscience I

Midterm – Aug. 18

Anatomy Practical - Sept. 2

Final Exam – Sept. 11

MED 212: Neuroscience II

Midterm – Sept. 29

Final Exam – Oct. 16

Section Remediation:

Make-up and Remediation Exams, if required - Oct. 20-31

MED 210: Skin, Blood and Lymph

Midterm – Nov. 17

Final Exam – Dec. 11

OCS 201: Osteopathic Clinical Skills III

Exam 1 - Sept. 8/Remediation: Sept. 12

Exam 2 - Oct. 13/Remediation: Oct. 17

Exam 3 - Dec. 8/Remediation: Dec. 12

Section Remediation:

Make-up and Remediation Exams, if required - Dec. 15-19

***Note:** The schedule above does not reflect lab practicals that may be given at dates other than exam week. This schedule does not include Osteopathic Skills MSII second attempt remediation exams throughout the semester.*

## Spring 2015

***MSI:** This schedule is preliminary and may change as the new curriculum is better developed. Students should not make early travel plans based upon these dates.*

MED 115: Renal I

Exam – Jan. 12

Final Exam – Jan. 23

MED 116: Endocrine

Exam – Feb. 2

Final Exam – Feb. 6

MED 117: Reproduction and Development I

Exam – Feb. 23

Anatomy Practical - Feb. 27

Final Exam – Mar. 2

MED 118: Neuroscience I

Exam – Mar. 30

Anatomy Practical - Apr. 13

Final Exam – Apr. 24

MED 119: Microbiology

Final Exam – June 26

MED 120: Mechanisms of Disease

Exam – May 18

Final Exam – June 12

MED 122: Medical Informatics and Information Literacy

Final Exam – May 22

MED 124: Medical Bioethics

Exam – (TBA)

Final Exam – (TBA)

MED 126: Osteopathic Skills II

Exam 1 - Feb. 3

Exam 2 - Mar. 3

Exam 3 - May 28

MED 131: Principles of Clinical Medicine

Exam 1 - Mar. 4

Exam 2 - June 8

CSAI - (TBA)

***Note:** Above reference schedule does not reflect lab practicals that may be given at dates other than exam week. This schedule does not include Osteopathic Skills MSI second attempt remediation exams scheduled throughout the semester.*

**MSII**

Osteopathic Clinical Skills Week

Exams – Jan. 5-9

MED 202: Endocrine

Midterm – Jan. 26

Final Exam – Feb. 19

Section Remediation:

Make-up and Remediation Exams, if required - Mar. 2-13

MED 203: Reproduction and Development

Exam 1 – Mar. 30

Exam 2 – Apr 20

Exam 3 - May 7

OCS 202: Osteopathic Clinical Skills IV

Exam 1 - Feb. 17/Remediation: Feb. 21

Exam 2 - April 7/Remediation: April 11

Exam 3 - May 5/Remediation: May 9

CSA 2 - May 18-22

Section Remediation:

Make-up and Remediation Exams, if required - May 11-29

***Note:** The schedule above does not reflect lab practicals that may be given at dates other than exam week. This schedule does not include Osteopathic Skills MSII second attempt remediation exams scheduled throughout the semester.*

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## Master of Arts in Bioethics Program (One-Year Track)

*Note: Dual-degree students follow the College of Osteopathic Medicine's Calendar*

### Fall Semester (August 4 – December 31, 2014)

Aug 4	Classes Begin
Sept 1	Labor Day University Closed
Nov. 24-28	No Classes for Thanksgiving
Dec. 12	Classes End for Semester
Dec. 22	Winter Break

### Spring Semester (January 1 – June 30, 2015)

January 5	Classes Begin
January 19	Martin Luther King Day University Closed
April 27-May 1	Spring Break
May 9	Commencement
May 25	Memorial Day University Closed
June 30	Last Day of Classes

# COM Osteopathic Medicine

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## What is Osteopathic Medicine?

The premise of osteopathic medicine is that people are more than just the sum of their body parts. That's why doctors of osteopathic medicine (D.O.s) practice take a holistic approach to medicine.

Instead of just treating specific symptoms, osteopathic physicians concentrate on understanding how all body systems are interconnected and how each one affects the others. They focus special attention on the musculoskeletal system, which reflects and influences the condition of all other body systems.

This system of bones and muscles makes up about two-thirds of the body's mass, and a routine part of the osteopathic patient examination is a careful evaluation of these important structures. D.O.s know that the body's structure plays a critical role in its ability to function. They use their eyes and hands to identify structural problems and to support the body's natural tendency toward health and self-healing.

Doctors of osteopathic medicine help patients develop attitudes and lifestyles that don't just fight illness, but help prevent it. Millions of patients prefer this concerned and compassionate care and have made D.O.s their doctors for life.

## What is a D.O.?

Osteopathic physicians (D.O.s) and allopathic physicians (M.D.s) are the only two medical practitioners considered "complete physicians," with full training and licensure to prescribe medications and perform surgery. D.O.s have opportunities to practice in all branches of medicine and surgery, from psychiatry to obstetrics, and from geriatrics to emergency medicine. Nationally, a high percentage of osteopathic physicians choose to practice in primary care (family medicine, internal medicine or pediatrics), and many serve in small towns and rural areas, where their practices include entire families and whole communities.

Osteopathic physicians attend one of the 29 osteopathic medical schools in the United States. These medical schools espouse the osteopathic philosophy and generally teach a four-year curriculum, which embraces preventive medicine and holistic patient care. Medical students learn to integrate osteopathic principles and techniques into the diagnosis and treatment of disease.

Following graduation, osteopathic physicians complete internship or residency training through a program accredited by the American Osteopathic Association (AOA) or the American Council for Graduate Medical Education (ACGME). D.O.s can choose to practice in any medical specialty, and training typically ranges from three to six years.

All physicians – D.O.s and M.D.s – must pass a three-part medical board examination to meet licensing requirements to practice medicine.

## 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.

## Osteopathic Manipulative Treatment

Osteopathic manipulative treatment (OMT) is one of the techniques that sets osteopathic physicians apart from their allopathic peers.

Osteopathic physicians are trained to use their hands to diagnose, treat and prevent illness and injury. Through OMT, D.O.s move their patients' muscles and joints using a variety of techniques, including stretching, gentle pressure and resistance.

OMT is used for people of all ages and can ease pain, promote healing and increase overall mobility. When appropriate, it can also complement or even replace drugs or surgery. It's an added dimension of care that osteopathic physicians make use of to heal their patients.

## KCUMB-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.

## KCUMB Osteopathic Medical Student Oath of Commitment

As I embark upon the study of medicine at Kansas City University of Medicine and Biosciences' College of Osteopathic Medicine, I will enter into a relationship of mutual respect with my teachers and my colleagues to enhance the learning environment and gain the knowledge, skills and attitudes of an exemplary physician. I accept responsibility only for those matters for which I am competent, maintaining the trust expected of a physician. I will be ever cognizant of the human and medical needs of each patient acknowledging that healing also involves the spirit and that a physician must exemplify humane, holistic and compassionate care. I will value the knowledge and wisdom of the physicians who have preceded me and endeavor to contribute to this tradition. I will recognize my strengths and my weaknesses and strive to develop those qualities that will earn the respect of my patients, my colleagues, my family and myself. I will continue this learning throughout all the days of my life.

## The Osteopathic Oath

I do hereby affirm my loyalty to the profession I am about to enter.

I will be mindful always of my great responsibility to preserve the health and the life of my patients, to retain their confidence and respect both as a physician and a friend who will guard their secrets with scrupulous honor and fidelity, to perform faithfully my professional duties, to employ only those recognized methods of treatment consistent with good judgment and with my skill and ability, keeping in mind always nature's laws and the body's inherent capacity for recovery.

I will be ever vigilant in aiding in the general welfare of the community, sustaining its laws and institutions, not engaging in those practices, which will in any way, bring shame or discredit upon myself or my profession. I will give no drugs for deadly purposes to any person, though it be asked of me.

I will endeavor to work in accord with my colleagues in a spirit of progressive cooperation, and never by word or by act cast imputations upon them or their rightful practices.

I will look with respect and esteem upon all those who have taught me my art. To my college I will be loyal and strive always for its best interests and for the interests of the students who will come after me. I will be ever alert to further the application of basic biologic truths to the healing arts and to develop the principles of osteopathy which were first enunciated by Andrew Taylor Still.

## AOA Code of Ethics

The American Osteopathic Association has formulated this Code to guide its member physicians in their professional lives. The standards presented are designed to address the osteopathic physician's ethical and professional responsibilities to patients, to society, to the AOA, to others involved in healthcare and to self.

Further, the American Osteopathic Association has adopted the position that physicians should play a major role in the development and instruction of medical ethics.

*Section 1.* The physician shall keep in confidence whatever she/he may learn about a patient in the discharge of professional duties. The physician shall divulge information only when required by law or when authorized by the patient.

*Section 2.* The physician shall give a candid account of the patient's condition to the patient or to those responsible for the patient's care.

*Section 3.* A physician-patient relationship must be founded on mutual trust, cooperation and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he will serve. However, the physician should not refuse to accept patients because of the patient's race, creed, color, sex, national origin or handicap. In emergencies, a physician should make her/his services available.

*Section 4.* A physician is never justified in abandoning a patient. The physician shall give due notice to a patient or to those responsible for the patient's care when she/he withdraws from the case so that another physician may be engaged.

*Section 5.* A physician shall practice in accordance with the body of systematized and scientific knowledge related to the healing arts. A physician shall maintain competence in such systematized and scientific knowledge through study and clinical applications.

*Section 6.* The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized local, state and national associations representing the osteopathic medical profession. A physician should maintain membership in and actively support such associations and abide by their rules and regulations.

*Section 7.* Under the law a physician may advertise, but no physician shall advertise or solicit patients directly or indirectly through the use of matters or activities, which are false or misleading.

*Section 8.* A physician shall not hold forth or indicate possession of any degree recognized as the basis for licensure to practice the healing arts unless he is actually licensed on the basis of that degree in the state in which she/he practices. A physician shall designate her/his osteopathic school of practice in all professional uses of her/his name. Indications of specialty practice, membership in professional societies, and related matters shall be governed by rules promulgated by the American Osteopathic Association.

*Section 9.* A physician should not hesitate to seek consultation whenever she/he believes it advisable for the care of the patient.

*Section 10.* In any dispute between or among physicians involving ethical or organizational matters, the matter in controversy should first be referred to the appropriate arbitrating bodies of the profession.

*Section 11.* In any dispute between or among physicians regarding the diagnosis and treatment of a patient, the attending physician has the responsibility for final decisions, consistent with any applicable osteopathic hospital rules or regulations.

*Section 12.* Any fee charged by a physician shall compensate the physician for services actually rendered. There shall be no division of professional fees for referrals of patients.

*Section 13.* A physician shall respect the law. When necessary a physician shall attempt to help to formulate the law by all proper means in order to improve patient care and public health.

*Section 14.* In addition to adhering to the foregoing ethical standards, a physician shall recognize a responsibility to participate in community activities and services.

*Section 15.* It is considered sexual misconduct for a physician to have sexual contact with any current patient whom the physician has interviewed and/or upon whom a medical or surgical procedure has been performed.

*Section 16.* Sexual harassment by a physician is considered unethical. Sexual harassment is defined as physical or verbal intimation of a sexual nature involving a colleague or subordinate in the workplace or academic setting, when such conduct creates an unreasonable, intimidating, hostile or offensive workplace or academic setting.

*Section 17.* From time to time, industry may provide some AOA members with gifts as an inducement to use their products or services. Members who use these products and services as a result of these gifts, rather than simply for the betterment of their patients and the improvement of the care rendered in their practices, shall be considered to have acted in an unethical manner. (Approved July 2003)

*Section 18.* A physician shall not intentionally misrepresent himself/herself or his/her research work in any way.

*Section 19.* When participating in research, a physician shall follow the current laws, regulations and standards of the United States or, if the research is conducted outside the United States, the laws, regulations and standards applicable to research in the nation where the research is conducted. This standard shall apply for physician involvement in research at any level and degree of responsibility, including, but not limited to, research, design, funding, participation either as examining and/or treating provider, supervision of other staff in their research, analysis of data and publication of results in any form for any purpose.

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## KCUMB Professionalism, Competencies and Student Outcomes

KCUMB'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 professionalism program is to teach, evaluate and reinforce professional behavior.

KCUMB 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 carry out the high standards of the osteopathic medical profession.

KCUMB 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.

The College of Osteopathic Medicine's curriculum was designed to ensure graduates are able to demonstrate specific skills. The College has identified select educational objectives that serve as the foundation of the curriculum. 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 the 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 professional, ethical, legal, practice management, and public health issues applicable to medical practice;
5. Demonstrate basic support skills as assessed by nationally standardized evaluations.

In addition, the College of Osteopathic Medicine's curriculum prepares students for graduate medical education. Graduates meet the following minimal 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 Admissions

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## General Introduction

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 KCUMB 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.

KCUMB 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.

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.

## Health and Technical Standards

All candidates and enrolled medical students must 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 (D.O.) degree signifies that the holder is a physician prepared for entry into the practice of a broad range of medical practice, 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 D.O. 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 D.O. 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 asked to appear before the Student Performance Committee and may be subject to dismissal.

- **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.

- **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.

- **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 eight 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.

- **Immunizations**

Candidates 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.

- **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.

- **Sensory/Motor Abilities**

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, and equilibrium with the functional use of the senses of touch and vision. Candidates must be able to lift a minimum of 40 lbs. and stand for a minimum of one hour.

## **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.

## **Special Accommodations**

The University provides reasonable and appropriate accommodations for students with documented disabilities. The intent of the policy is to provide each student with an opportunity to excel academically, while creating an equitable environment conducive to learning. The policy will be administered consistently, fairly and in a non-discriminatory manner. The policy complies with the Americans with Disabilities Act (ADA) of 1992 and any other applicable state and/or federal laws.

All applicants receiving supplementary application material for admission will be asked to certify that they have reviewed the University's Minimum Technical Standards and the Osteopathic Clinical Skills Laboratories requirements. Any student accepted to a University program will be required to complete a Post-Admissions Questionnaire requesting information about mental and/or physical limitations that may require accommodation while attending the University.

The Academic Accessibility Committee (AAC) is responsible for reviewing the completed forms and will follow these steps:

1. In reviewing questionnaires that indicate mental and/or physical limitations, the AAC:
  - a. Investigates whether the disability is ADA-protected;
  - b. Determines if the student is otherwise qualified and is capable of completing the entire program;
  - c. Assesses the risk of the student harming self and others;
2. Reserves the right to request additional documentation;
3. May consult with any necessary health-care providers;
4. May require that the student meet with any University-selected health-care provider at the student's expense for further evaluation or testing;
5. Makes a formal recommendation to the provost and dean of the College of Osteopathic Medicine, based on all of the information received regarding a student's qualification for meeting the minimal technical standards for the program.

#### *The Provost and Dean of the College of Osteopathic Medicine's Responsibilities*

1. Reviews completed forms and the AAC's recommendation, and may request additional information (documentation) as necessary;
2. Collaborates with University legal counsel in rendering a decision;
3. Notifies the student by letter of the decision. A copy of the letter will be forwarded to the AAC chair and the registrar.

#### *Procedures for Requesting Special Accommodations*

Requests for accommodations are made by the student according to the procedures outlined below. Applications may be submitted at any time during the academic year. An application for accommodations is a request for only the academic year in which it was submitted. If an accommodation is granted during the first academic year, a renewal application must be submitted the following year should the student desire continuation of the granted accommodations. Requests for special accommodations do not signify privilege until official notice is received from the provost and dean of the College of Osteopathic Medicine.

All requests for special accommodations due to a physical, psychological or learning disability must contain appropriate documentation and be directed to the vice provost for Student and Enrollment Services, who makes recommendations to the provost and dean of the College of Osteopathic Medicine, who makes approval decisions.

#### *Applicability*

All matriculated students who have documented physical, learning and/or psychological disabilities are applicable.

#### *The Student's Responsibilities*

Submit a completed application, which can be obtained from the office of the vice provost for Student and Enrollment Services, located in the Strickland Education Pavilion, and have all documentation forwarded (release form available in the above-mentioned offices) to this office. The application form includes the following information:

1. Name, social security number, student ID number, address and telephone number;
2. Diagnosis of the disability and the earliest date that the disability was professionally diagnosed. Supporting documentation must be forwarded (release form), including diagnosis and how it affects major life activities; results of tests that were administered and interpreted; name, address and phone number of professional(s), including physician(s) responsible for administering and interpreting tests; date(s) that the tests were administered and interpreted; and recommendations for any accommodations;
3. A personal description of how the disability affects major life activities;
4. Description of the accommodation(s) that is (are) requested;
5. The applicant must indicate whether accommodations were granted in all previous educational environments; if accommodations were given, the applicant must provide:
  - a. Name of institution(s);
  - b. Name of person(s) [and respective department(s)] who granted accommodations;
  - c. Subject area(s) for which accommodations were granted;
  - d. Specific description of accommodations received;
6. Signature of student; and
7. Date the application is submitted.

*Important*

An application is incomplete if it does not contain documentation dated within 24 months of submission of application. The AAC may waive the 24-month requirement if additional documentation is not deemed necessary.

It is the responsibility of the student to have an evaluation and tests administered and interpreted. The AAC can refer the student to a local provider for evaluation. Any charges for an evaluation or forwarding of documentation are the student's responsibility.

*The Responsibilities of Other Administrative Personnel*

For COM students, the associate dean of curricular affairs will schedule and coordinate the administration of any necessary examinations, activities or events. For COB students, the dean of the College of Biosciences will schedule and coordinate the administration of any necessary examinations, activities or events.

**Authorization to Release Applicant Information**

The Federal Privacy Act specifies that only the applicant have 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 KCUMB permission to discuss all details of the application with each said individual.

## Academic Requirements

### 2014 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 2014 entering class, only May 2011 through September 2013 scores will be accepted. To register for the MCAT, apply online at [www.aamc.org](http://www.aamc.org). Direct questions via email to [mcata\\_reg@act.org](mailto:mcata_reg@act.org) or call (319) 337-1357. Applicants applying through KCUMB'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
4. 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 KCUMB curriculum and is becoming a clinical necessity. Each entering student must have a good working knowledge of common PC use and applications. First-year students are encouraged to own a laptop computer and printer. Specifications can be obtained at [www.kcumb.edu](http://www.kcumb.edu). Students will be provided an iPad at matriculation, however, 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 KCUMB'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.

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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 KCUMB through their undergraduate pre-health advisor during their sophomore year. Students who are offered a seat in the KCUMB-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 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 director of admissions.

## **Class Profile: Fall 2013**

- Class size: 265
- Average GPA: 3.60
- Average Science GPA: 3.53
- Average MCAT Score: 26
- Average Age: 24
- Age Range: 21-48 years old
- Percentage of Female Students: 49 percent
- Percentage Receiving Financial Aid: 94 percent
- Total applications received: 4,274

Current year class profile data is typically made available in late August of each year at [www.kcumb.edu](http://www.kcumb.edu).

## **Applicant Profile: Fall 2014**

- 4,274 applications were received for this entering class.
- 93 percent from outside Missouri or Kansas
- 11 percent from members of underrepresented minority groups
- 612 interviews were conducted
- 525 offers of admission extended for anticipated class size of 270

## 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. KCUMB also will receive the applicant profile, accompanied by a photocopy of the AACOMAS application and personal statement. KCUMB conducts an initial review of the transmitted AACOMAS application, MCAT scores and academic records to determine which applications will be further processed.

### Step 2 – KCUMB College of Osteopathic Medicine Secondary Application (Fall 2015 Entry)

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

- 24 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 (D.O.) 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

### Jan. 15

- AACOMAS Application deadline
- Supplemental applications are accepted and processed until all interview positions have been filled.
- KCUMB's College of Osteopathic Medicine Secondary Application Deadline

### Feb. 15

- Transcript deadline for AACOMAS

## Required Supplemental Materials

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

1. A completed KCUMB 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.*

- 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.
3. 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.*

4. 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. KCUMB will accept the foreign transcript evaluation report as fulfilling admission criteria only if the evaluation service has indicated that the required course work 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 in a minimum of two organizations
- Involvement in a minimum of four 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
- A minimum of 80 hours of shadowing of a physician, osteopathic or allopathic

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

- Communication style
- Professional demeanor
- Problem-solving skills
- Coping skills

After the interview, the Admissions Committee reviews the applicant's file along with associated metrics 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, 6 hours in non-remedial English and 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 KCUMB 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 course work listed on the AACOMAS application will be completed with a grade of C or higher, and that expected degrees are completed by Aug. 1 of the matriculation year at KCUMB.

### 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 will 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 may be required to undergo a subsequent background check prior to graduation from the COM. Should this be required, the background check will be performed at the student's expense and will be conducted in accordance with federal and state laws.

### Immunization and Health Requirements

Students who project themselves as future health-care workers must protect their health and the health of future patients. All matriculating students at KCUMB **must** be vaccinated in accordance with University's guidelines. KCUMB 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 Community 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 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 Community Clinical Education before beginning first-year early clinical experiences and again before beginning clinical clerkships.

All students must report any lapse in coverage or change in health insurance to the assistant dean for student affairs during their first two years. COM students must report any lapse in coverage or change in health insurance to the Office of Community Clinical Education during the third and fourth years.

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

***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 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.*

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## **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 KCUMB-COM upon completion of the equivalent level of medical education as currently structured at KCUMB-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 who previously applied to KCUMB-COM but were denied admission are not eligible for transfer.
- 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.
- An applicant's premedical science and overall grade point averages and MCAT scores must be equal to or greater than the averages of the class into which they wish to transfer.
- Applicants interested in transferring to KCUMB-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

- KCUMB-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 MCAT's taken;
- Official scores for all COMLEX's 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 KCUMB-COM, including course syllabi for courses in clinical skills, OPP and OMM;
- Two letters of recommendation.

#### Procedures and Deadlines

- Applicant completes a KCUMB-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 associate dean of clinical

education and medical affairs 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 KCUMB'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 applicants 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 KCUMB 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 KCUMB's Office of Admissions. Telephone: (816) 654-7162 between 8 a.m. and 4 p.m. Central Time.

## Persistency Rates

In compliance with the Student Right-to-Know Act, the five-year persistency or graduation rates of KCUMB students are:

- 97 percent of those students who entered in 2004 graduated within five years.
- 94.8 percent of those students who entered in 2005 graduated within five years.
- 92.5 percent of those students who entered in 2006 graduated within five years.
- 93.6 percent of those students who entered in 2007 graduated within five years.

*Note: Matriculated students occasionally include a transfer student. Therefore, some students may have actually graduated with less than four, but at least two years of study at KCUMB. Additionally, some students pursue fellowships or engage in a leave of absence, delaying graduation by a year.*

## Housing

KCUMB does not provide housing; however, the Office of Admissions can direct 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. KCUMB'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 KCUMB'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.

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

- D.O./M.A. 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 M.A. Program: Students complete their master of arts in bioethics in one year of concentrated study. Often, students in this program choose to enter KCUMB'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 course work 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 course work 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.

# COM Fiscal Policies and Financial Aid

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## Tuition, Fees and Expenses

The following fees and tuition apply to the 2014-2015 academic year:

**Application Fee (KCUMB 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 Nov. 15 will have until Dec. 15.
- Those accepted between Nov. 16 and Feb. 15 will have 30 days.
- Those accepted between Feb. 16 and March 1 will have 15 days.
- Those accepted after March 1 will have 14 days.
- 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.

Acceptance fees should be mailed to the Admissions Office. *Fee is non-refundable regardless of reason.*

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

Payable according to the following schedule:

- Those accepted prior to Feb. 15 will have until March 15.
- Those accepted between Feb. 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, 2014-2015 (Osteopathic Medicine) .....\$43,723**

**Term I Tuition Charge .....\$21,862**

**Term II Tuition Charge .....\$21,861**

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 .....	\$ 2,647
Second-Year Textbooks .....	\$ 3,303
Third-Year Textbooks .....	\$ 480

The approximate cost for instruments is:

First-Year Instruments.....	\$ 775
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**Tuition, 2014-2015 (Bioethics) .....\$21,619**

Activities Fee .....	\$ 75
Technology Fee.....	\$ 150

Tuition and fees are due and payable in full before the first day of class 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:

Bioethics Textbooks .....	\$ 700
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**National Boards**

KCUMB 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, 2014 – June 30, 2015**

COMLEX Level 1 .....	\$ 570
(Includes registration fee)	
COMLEX Level 2-CE .....	\$ 570
Reschedule or Cancellation Fee .....	\$ 85
(More than 30 full days before the scheduled exam)	
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)	
No-Show Fee .....	\$ 225

**Fees associated with Level 2 Performance Evaluation**

COMLEX Level 2-PE .....	\$ 1,245
(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 ([www.nbome.org/docs/PEOrientationGuide.pdf](http://www.nbome.org/docs/PEOrientationGuide.pdf)).***

Some KCUMB students may also choose to take the USMLE. (This is not required by KCUMB.) Examinations by the National Board of Medical Examiners (NBME) require the following fees and should be paid directly to:

National Board of Medical Examiners  
 P O Box 48014  
 Newark, NJ 07101-4814  
 Telephone: (215) 590-9500

National Board of Medical Examiners  
 3750 Market Street  
 Philadelphia, PA 19104-3102  
 Telephone: (215) 590-9500  
[www.NBME.org](http://www.NBME.org)  
[www.USMLE.org](http://www.USMLE.org)

## 2015 United States Medical Licensing Examination™ (USMLE™) Fees

Examination	Fee	Effective Dates
USMLE Step 1*	\$ 590	Three month eligibility periods beginning
USMLE Step 2 – Clinical Knowledge*	\$ 590	Nov. 1, 2014 – Jan. 31, 2015, and ending Oct. 1, 2015 – Dec. 31, 2015.
USMLE Step 2 – Clinical Skills	\$1,250	For completed applications received starting Jan. 1, 2015.
USMLE Step 3	\$ 800	Three month eligibility periods beginning Nov. 1, 2014 – Jan. 31, 2015, and ending Oct. 1, 2015 – Dec. 31, 2015.
* An additional regional test site fee is charged to all examinees who test outside the US and Canada.		

*Note: USMLE Examination Rescheduling fees are \$50 and greater depending on the number of days before the scheduled examination date. Students are encouraged to review the USMLE website at: [www.usmle.org/pdfs/bulletin/2014bulletin.pdf](http://www.usmle.org/pdfs/bulletin/2014bulletin.pdf).*

## General KCUMB 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 provost and 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 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 institutions 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.
3. 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 KCUMB 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 withdraws from school on Aug. 23 (third week) has "earned" 16.9 percent (completed 22 calendar days/130 total calendar days in period) of the \$31,635 received from first disbursements of Title IV funds. The school retained \$21,195 from these disbursements to pay institutional charges (half of the annual tuition; \$21,020 plus required fees of \$175). The school must return 83.1 percent (amount unearned), or \$17,613, to Title IV loan programs and is allowed to retain \$3,582. Per the university refund policy, 75 percent of the total yearly tuition is due (25 percent refund) which is \$31,529.25 (\$42,039 x 75 percent). The student owes the university \$27,947.25 (\$31,529.25 minus \$3,582).

- 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.
4. 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.

## Appeal Process

A student who has an issue with the billing or financial aid portion of this policy may write a letter of appeal: c/o Accounting Office (billing) or Director of Financial Aid, 1750 Independence Ave., Kansas City, MO 64106.

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

Students enrolled in the MBA program receive invoices and statements from KCUMB. Financial aid and loan arrangements are also handled by KCUMB. Payments for tuition are submitted to KCUMB and are 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.

KCUMB students enrolled in the dual KCUMB-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 will be required to withdraw from the MBA portion of the program.

The curriculum is divided into three segments and corresponds to the three time phases of the MBA program. One-third of the total tuition is allocated to each phase of program. Tuition is due and payable before the initiation of each segment.

The official start dates for each segment will be:

- Segment 1: June 1 for first-year students
- Segment 2: June 1 for second-year students
- Segment 3: Sept. 1 for third-year students

The tuition refund and/or tuition discount, whichever is applicable, shall follow the General Institutional Refund Policy for All Programs. Please refer to the above section, General KCUMB Tuition and Fees Refund Policy, for details.

## Budget Adjustments

A student may request a budget adjustment based on these four reasons only:

1. **Health Insurance.** The actual cost paid by the student for health insurance (to a maximum of \$125/month) will be added provided that the most recent bill or premium notice indicating the amount due is submitted at the time of initial application for aid. Health insurance costs for family members cannot be included. Limitations apply.
2. **Child Care.** Half the actual cost of child care up to the maximum allowed or students with dependent children 12 years and under that meet qualification criteria. Private school tuition does not qualify as child care. Limitations may apply. An application for the allowance with appropriate documentation is required. Limitations apply.
3. **Medical Expenses.** Extraordinary expenses (for the student only) not covered in the student budget for unreimbursed medical expenses for non-elective procedures incurred within the current academic year. Documentation is required and limitations may apply.
4. **Computer Purchase.** All KCUMB students are required to have either a laptop computer or tablet meeting KCUMB specifications. The maximum allowance is \$1,000. Certain limitations are in effect. Documentation is required. Forms are available in the Financial Aid Office during normal business hours.

*Note: A student may appeal any denial of a request for a budget adjustment or extraordinary circumstances by submitting a written request for appeal to the director of financial aid.*

### **Student Financial Aid**

Education is very expensive. A student may live at a modest level while completing their education to minimize their expenses to match their financial aid. The primary obligation for financing a student's education lies with the student and the student's family. The federal and private agencies, which make funds available for borrowing, do so with the understanding that a student must sacrifice in order to achieve his/her educational goals.

Upon acceptance to KCUMB, a student who needs financial assistance must complete a Free Application for Federal Student Aid (FAFSA). An application can be made online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This information allows the Financial Aid office staff to determine the degree and amount of need-based financial assistance, loan amounts and scholarship awards for which a student is eligible.

Financial aid, as awarded or borrowed under federal or private programs, cannot exceed the KCUMB standardized budget (Cost of Attendance) and must be used solely for the student's education. This means the borrower must live on personal expenses of \$20,100 (\$2,010 per month) for the 10-month period of his or her first year from all monies available to them, including personal resources, parental assistance, awards, scholarships and loans. Personal income from the previous year, the income of the student's spouse, and the income of the student's parents (for the Primary Care Loan) also are taken into account when figuring the amount a student can be awarded or can borrow.

Money is available for a student's direct educational costs and personal support while he or she receives an education. The student must be frugal and a good money manager to make the budget work comfortably. 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.

A student may not be eligible for the full amount of loans based on his or her needs analysis application (FAFSA) and the KCUMB standardized student budget (Cost of Attendance). The amount a student can borrow is based on the cost of his/her education and potential personal contributions, not on the student's desire for capital.

Students must carefully consider the repayment implications of loan programs and avoid excessive borrowing. KCUMB has a federally mandated obligation to keep a student's indebtedness to a minimum. A student will receive counseling while in school about the nature of his/her debt and the projected payment schedule. Borrowing money from these programs is a privilege, not a right; the regulations controlling these programs change periodically. The typical indebtedness of a 2014 graduate borrowing the full cost of attendance for four years at KCUMB's College of Osteopathic Medicine is \$274,000. The typical indebtedness for the one-year Bioethics program is \$43,962.

The KCUMB Financial Aid Office personnel are available to assist students in financing their educations. The staff will help find money for the student, but the primary responsibility for the financing of a student's education lies with the student. This means that such things as supplying personal documentation, supplying family documentation, ensuring that a student qualifies for loans by having a favorable credit report and providing monies for prior commitments are the student's obligations under the system.

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. 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.

## General Financial Aid Policies

The University 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 KCUMB.

The University 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. Students will not be allowed unlimited borrowing simply because programs are available.

*Note: The Department of Education mandates that non-school certified private education loans be included when determining eligibility for federal programs.*

*KCUMB does not recommend private loans for programs that are eligible for federal aid. Therefore, KCUMB 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.*

## Standards for Satisfactory Academic Progress (SAP)

Federal law and regulations require that all students receiving financial assistance from Title IV and Title VII programs must maintain satisfactory academic progress. KCUMB academic leadership establishes university and/or program level academic standards that are then used to determine eligibility for federal financial aid. The academic progress of each student is monitored at the conclusion of each course by academic leadership and evaluated at the end of each academic year for the purpose of determining eligibility for progression into the next academic level and/or graduation. Student records are reviewed to determine whether the student has fulfilled all academic requirements and has maintained the standards of ethical, moral, personal and professional conduct required for continued study. If the academic leadership has a concern regarding a student's eligibility for continued enrollment, progression to the next academic level of their educational program and/or graduation, a formal recommendation is made to the appropriate college dean who then makes the final decision regarding the student's enrollment status.

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## **Satisfactory Academic Progress for Financial Aid Consideration (COM Students)**

Satisfactory Academic Progress is assessed annually. To qualify for financial aid, a COM student must have attained a minimum 2.0 cumulative GPA (passing grade) by the beginning of each academic year and meet the University's promotion requirements for years two, three, and four as outlined in the COM Assessment Policy, paragraphs B and C which outlines the pace of the educational program. A student will be denied financial aid until these requirements are met. In addition, COM students must complete the program within five years to remain eligible for financial aid. The student will be notified of a denial by the Financial Aid Office.

The College of Osteopathic Medicine is a lock-step program requiring the courses in years one and two of the program to be completed in sequential order. A withdrawal from a course is a withdrawal from the academic year or the program. A withdrawal or incomplete of an elective has little or no effect on SAP except that a total of four electives must be completed by the end of the second year to continue to third year as outlined in the Assessment Policy. First- and second-year COM students with two course failures will have financial aid suspended until the result of the next exam is known. In third-year, ten core clinical clerkships must be successfully completed in order to continue to fourth year. Passage of COMLEX CE 1 & 2 and PE are required for graduation. Failure of the COMLEX 1-CE exam results in a student being placed in a remedial IDIS 001 COMLEX 1 preparation course for six to eight weeks which may lengthen the student's third year. A student may receive financial aid for one remedial IDIS 001 course in third year. In fourth year, 10 clerkships must also be completed. A COMLEX 2-CE or -PE exam failure results in a student being placed in a remedial IDIS 002 COMLEX 2-CE preparation or IDIS 002p COMLEX 2-PE preparation course. Financial aid may be received for one IDIS 002 COMLEX 2-CE preparation or IDIS 002p COMLEX 2-PE preparation course within fourth year. Additionally, third- and fourth-year COM students with two failures of the same COMLEX will have financial aid suspended until the passage of their third attempt.

In order for students to be eligible to receive a second financial aid disbursement in the first- or second-years, the student must successfully complete the fall semester courses. First- and second-year students on clinical clerkships must successfully complete half of their scheduled clerkships to be eligible to receive a second disbursement of the academic year. A student on LOA (less than six months) or a vacation block is not eligible to receive financial aid during these periods of time, which may also result in a second disbursement being re-scheduled until the required number of clerkships have been completed.

A student will lose financial aid eligibility if placed in any status by administrative directive that stipulates the student is "Not in Good Standing" or "Not Meeting Satisfactory Progress" or placed on suspension from academic participation. The student will regain financial aid eligibility once the stipulation is lifted.

## **SAP Appeal for COM Students**

Students are allowed an appeal of dismissal for failing the maximum number of courses or exams resulting in a GPA of less than 2.0. Acceptable appeal criteria are determined by the Appeals Committee. If the appeal is recommended for approval by the Appeals Committee and approved by the provost and dean of the COM and results in the student's repeating the academic year to remediate the failed course(s), the student will be placed on Financial Aid Probation and allowed to receive financial aid for the next payment period. The student must meet at least half-time enrollment status. The terms of the appeal are monitored by the associate dean for curricular affairs in conjunction with the provost and dean of the COM. The terms of the appeal must be met in order for financial aid to continue. The director of financial aid will notify the student of the probationary period. The student will also be notified when Financial Aid Probation is terminated.

## **Loan Programs and Sources**

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

[www.hrsa.gov/loanscholarships/loans/primarycare.html](http://www.hrsa.gov/loanscholarships/loans/primarycare.html)

A student must commit to primary care including the internship, residency and practice. The interest rate is 5 percent. Loan amount is contingent upon the availability of funds. Parent financial information is needed. Available to third- and fourth-year students only.

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

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

The Stafford interest rate is fixed at 6.8 percent. An origination fee of 1.051 percent is charged and deducted from the loan proceeds. Stafford loans offer a six-month grace period. The cumulative maximum Stafford limit for medical students is \$224,000, of which only \$65,500 can be Subsidized Stafford.

### **Federal Direct Unsubsidized Stafford Loan**

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

This program provides \$20,500 per year. Interest accrues from the date of disbursement; unpaid interest will capitalize at repayment.

### **Federal Increased Unsubsidized Stafford for Medical Students**

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

Allows an additional \$20,000 (nine-month academic year) to \$26,667 (12-month academic year) per year.

### **Federal Direct Graduate PLUS (GradPLUS) Loan**

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

This federal loan program became available July 1, 2006. Congress extended the undergrad PLUS (parent) loan to allow graduate students to borrow on their own signature up to the cost of attendance (less the amount of Unsubsidized Stafford loan and other aid). A credit check is required. The interest rate is fixed at 7.9 percent; requires the borrower to pay a 4.204 percent origination fee. The fee is deducted from the loan proceeds. 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 5 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>.

### **Service Obligation Scholarships**

(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. KCUMB 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 29<sup>th</sup> St., Ste. 356  
Del City, OK 73115  
(405) 672-1253

#### **National Health Service Corps**

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

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

### **Veteran's Information**

Matters pertaining to the Veteran's Administration should be directed to the Director of Financial Aid.

### **University Scholarships**

Also known as Physicians' Hall of Sponsors scholarships, these scholarships are offered through the University's Advancement Office. Students apply during the scholarship application period in the spring for the next academic year. Eligibility requirements are stated on the scholarship form.

## 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, citizenship, 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/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). KCUMB's Title IV code is: G02474.

Parental information is not needed. As of 2014, those who filed a tax return for the previous year (2013) 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.

### **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: KCUMB Application**

The Office of Financial Aid at KCUMB offers a convenient online application process called NetPartner. Students will 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 must complete the online Federal Entrance Counseling session at [studentloans.gov](http://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 KCUMB 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 his or her aid eligibility. 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 (KCUMB 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 *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.*

### **Notification of Awards**

Once an award letter has been completed, the student will be notified by email to log in to NetPartner to view the letter and accept/decline/reduce the aid offered. The timing of notification is based upon the academic year start date.

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. For first- and second-year students, the second disbursement generally occurs the second week of January. To be eligible for the second disbursement, the student must have successfully completed the fall semester and attended the first day of class. For third- and fourth-year students on clerkship, the second disbursement is released after half of the required clerkships have been completed.

The student will receive a disbursement schedule at the beginning of the academic year to aid in budgeting their student loan funds. Direct loan funds are received into the University's bank account by electronic funds transfer from the U.S. Treasury. The funds are posted to the student's tuition account by the Business 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. This process may take up to 14 days.

Perkins loans and Primary Care loans are disbursed from the KCUMB Finance Office, also in two disbursements.

### **Repeated Academic Year**

A student whose appeal of dismissal is granted and is allowed to repeat an academic year may be eligible to receive financial aid on Financial Aid Probation (see Satisfactory Academic Progress policy). The student's enrollment must meet at least half-time status. Audited sections do not qualify toward enrollment status for financial aid eligibility and loan deferment. This enrollment status also applies to a student returning from a Leave of Absence who had completed a portion of the academic year and must audit sections successfully completed.

## 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/>

Federal verification is a process which requires institutions to verify the accuracy of information provided on a student's FAFSA in an effort to assure federal aid is distributed to those who are eligible.

Schools may be required to verify all or any of the following criteria:

- Household size (number of people in your household)
- Number enrolled in college (number of household members attending a post-secondary educational institution at least half time)
- Adjusted Gross Income (AGI) or income earned from work if income is below minimum required for income tax filing
- U.S. income tax paid for the base year
- Certain untaxed income and benefits for the base year, such as:
  - Education credits
  - Untaxed IRA distributions
  - Untaxed pensions
  - IRA deductions
  - Interest on tax-free bonds
- Child support paid for the base year
- Receipt of food stamps/SNAP benefits for base and prior year
- High school completion status
- Identity/statement of educational purpose

## Documentation Requirements

KCUMB students selected for verification will be contacted via email regarding the documents needed. All requested documentation should be submitted to the Financial Aid Office within 30 days of request. Failure to do so will place the student's file in a pending status.

## Verification Worksheet

The verification worksheet is used to verify self-reported household size, household number in college, SNAP benefits and child support paid. Select the correct form for the academic year. It can be found in the forms section in NetPartner.

### Acceptable IRS Documentation

To satisfy KCUMB's request for IRS documentation, please read all of the options below, then select one:

- **IRS Data Retrieval Tool (DRT):** The requirement for verifying tax return information is satisfied by transferring the tax return information directly to your FAFSA using the IRS DRT. Please note that once transferred, any changes made to this information will result in the need to submit a copy of your federal tax return transcript.
- **IRS Tax Return Transcript:** To request an IRS tax return transcript, call the IRS at 1-800-908-9946, complete the IRS online request form, or file IRS Form 4056-EZ. Use this option when the filer:
  - Was not deemed eligible to use the IRS DRT;
  - Originally transferred the IRS data to the FAFSA using DRT, but then updated the IRS data manually; or
  - Filed an amended tax return. In this case, the filer must also submit a signed copy of IRS Form 1040X to KCUMB.
- **Signed copy of tax return:** Acceptable only if submitted under the following conditions:
  - The filer has filed a Commonwealth of Puerto Rico return;
  - The filer has filed a foreign tax return;
  - The filer has filed an amended federal tax return. In this case, the filer must also submit a signed copy of the IRS form 1040X to KCUMB.

### 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 officer will take all 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:

- A revised aid award offer will be completed and sent to the student advising him/her of the revision;
- A new disbursement schedule will be completed and sent to the student with the revised award offer to advise him/her of how the change will affect future disbursements, tuition payments and living expenses;
- Subsequent disbursements will be cancelled or reduced accordingly;
- If the additional resource is credited to 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;
- After all efforts have been exercised by the Financial Aid Office to reduce/eliminate the over-award, per federal guidelines, a Stafford Loan borrower who is over-awarded and received funds disbursed directly to him/her will not be required to repay funds that were delivered in excess of need unless the over-award was caused by his/her misreporting or withholding information.

- 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.

## **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:
  - a. The current academic year, or;
  - b. 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.

## **Financial Aid Code of Conduct**

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

The Financial Aid Office at KCUMB, as a member of the National Association of Student Financial Aid Administrators (NASFAA), adheres to NASFAA's Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals.

### **Code of Conduct for Institutional Financial Aid Professionals**

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

- Refrain from taking any action for his or her personal benefit;
- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves;
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain;
- Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid;
- Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity;
- Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

The full document can be found at the website shown above.

### KCUMB Tuition Payment Plan

KCUMB 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 Stafford 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 1st payment minimum based upon a \$40,000 open balance:

<b>Total Repayment Months</b>	<b>Application Fee</b>	<b>1st Payment Minimum</b>
2	\$ 50	\$20,000
3	100	13,333
4	150	10,000
5	200	8,000
6	250	6,667

All checks should be made payable to KCUMB and mailed to KCUMB Finance Department, 1750 Independence Ave, Kansas City, MO 64106. Payments must be received by the Finance Office no later than the end of business on the specified due date. Should funds be 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, KCUMB will issue a credit based upon the actual number of months of repayment.



# COM Academic Records and Policies

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## General Academic Information

### Responsibility of the Student

Students are expected to become familiar with the academic policies, curriculum requirements and associated deadlines as posted to this *University Catalog* and the *Student Handbook*. An academic advisor will aid students in understanding the academic program requirements as well as interpretation of policies whenever necessary. However, it is ultimately the student's responsibility to be cognizant of 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 frequently monitor campus email, the University website and intranet, and also their blackboard accounts; these communications venues have replaced mass mailing as the university's most effective and efficient ways to disseminate important information to the campus community.

### Academic Advising

Each student is assigned a faculty advisor. Faculty advisors are charged with the responsibility of assisting students in the successful completion of the student's program of study.

### Academic Load

Fall and spring semesters:

Full-time = 19 or more semester credits

Half-time = 10 to 18.5 semester credits

Part-time = 0.5 to 9.5 semester credits

Summer semester (third- and fourth-year COM students):

Full-time = 10 or more semester credits

Half-time = 5 to 9.5 semester credits

Part-time = 1 to 4.5 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, KCUMB engages in block registration for each student cohort (with the exception of course electives). 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.

## Course Drops and Withdrawals

Students may drop (cancel registration) an elective course at any time through the first class meeting if the course has multiple class meetings, or before the class begins if the class only meets on one day. A student who drops a course within the prescribed time sequence will have no record of the course on their transcript.

Students may withdraw from an elective course after the drop deadline and up to the last class meeting. Course withdrawals are recorded as a “W” notation on the student’s academic transcript.

Students who wish to drop or withdraw from an elective course must complete a course drop/withdraw form and submit it to the Registrar’s Office for processing within the time requirements identified above.

## Attendance/Absences

***Attendance at all KCUMB classes, laboratories and clerkships is required.*** As professionals, students are expected to adhere to the attendance policy with diligence. Excessive unexcused absences from class, laboratories or any learning activity will result in a percent deduction to their final adjusted grade. Additionally, depending on the severity of the excessive absences, students may be deemed in violation of the Professional Code of Conduct and face disciplinary action. Excessive absenteeism is defined as missing more than 10 percent of the scheduled class, laboratory or learning activity.

Missed laboratory sessions may be made up if they occur related to an excused absence. Requests for consideration of an excused absence must be filed in the Department of Curricular Affairs at least 10 business days prior to an anticipated absence.

Exceptions to the deadline for consideration of an excused absence may be granted for extenuating circumstances beyond the students control and at the discretion of the associate dean of curricular affairs. See the *Student Handbook* for additional details.

### 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 associate dean for curricular affairs 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 COM curriculum coordinator or curriculum director within two days of returning to campus.
- ***Academic Conflict:*** COM students may request an excused absence for academic-related conferences or activities. Only students in with a GPA of 2.5 or greater will be considered.
- ***Death in the Family:*** Any student applying for an excused absence or to take a make-up exam or practical 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 the KCUMB Student Health Clinic physician or their private health-care provider on the day of the illness in order to have such illness documented. KCUMB's Student Health Clinic physicians will forward written documentation/assessment of the student's physical conditions to the associate dean for curricular affairs with his/her recommendation. If a make-up is approved, it will be scheduled by the curriculum coordinator within two days of returning to campus.
- *Other*: Additional extenuating circumstances, not covered by these guidelines, may be brought to the associate dean for curricular affairs 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 KCUMB administrators.

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

### 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. The results of examinations and reports concerning attendance, conduct and potential professional attributes are considered by the Promotion and Graduation Committee in the process of determining eligibility for promotion and graduation.

### Testing Policy and Protocols

COM classes will be divided into two classrooms for all written and online exams; random seating assignments for each room will be posted prior to the exam.

All exams will start and end on time. No students are allowed to leave the room until 20 minutes have elapsed from the scheduled start of a written exam. If a student arrives late to the exam but before 20 minutes have elapsed, the student may take the exam without an extension of the original test time. If the student arrives after 20 minutes have elapsed, the student may request to take the exam with the time remaining. For additional details regarding testing policies and protocols, as well as authorizations for special accommodations, please refer to the *Student Handbook*.

### Electronic Capture of Learning Activities

Electronic capture of learning activities is the responsibility of the Information Technology Department, which follows University guidelines for obtaining appropriate permissions from those involved. Learning activities at KCUMB involve all scheduled curricular activities and include lectures, labs, small groups, presentations, reviews, demonstrations, and any activity in which faculty members, patients, or off-campus visitors are participating.

Capturing any of these events using video recorders, cameras or camera devices, digital recorders in any form, including cell phones and PDAs, is not allowed without the express written consent of all persons involved and the administration. Posting of any material for "personal use" to any website also requires written consent in advance. A request form is available from the departments of Curriculum or Information Technology and should be completed with signatures prior to any activity.

The form should be returned signed to the Department of Curricular Affairs.

Students who initiate electronic capture of faculty, staff, visitors, or a curriculum activity without permission will be asked to discontinue the activity immediately. Additional action may involve referral to the University Administration for un-professional conduct.

## Participation in the Dual-Degree Program

Students are required to have a minimum cumulative GPA of 2.5 to be eligible to enroll and/or participate in any other degree program while an active COM student. Enrollment without the permission of the COM dean may result in disciplinary action, including dismissal from the COM.

Dual-degree students who receive a failing grade on any COM section, COM clerkship or COMPLEX board examination, or who falls below a COM cumulative GPA of 2.5 must either withdraw or take a leave of absence from the respective dual-degree program.

## Leaves of Absence

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

- Medical emergency or illness;
- 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.

The associate dean for student affairs may grant a leave of absence for a designated period of time with or without conditions. Conditions are commonly prescribed in cases of academic deficiency or medical related issues. Students granted a leave of absence with conditions may be required to meet with the associate dean for student affairs before reinstatement.

Students granted a medical leave of absence must have a licensed physician, selected by the associate dean for student affairs, 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, demonstrate 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.

All leaves of absence should be requested in writing to the provost and dean of the College of Osteopathic Medicine, who is responsible for approving or denying requests for leaves of absence.

Students granted a leave of absence must follow the checkout process detailed below:

1. Students must present the registrar with a letter signed by the provost and dean of the College of Osteopathic Medicine indicating that a leave of absence has been approved and that checkout is in order;
2. Before leaving campus, the student must secure a checkout form from the Office of the Registrar and undergo an exit interview with the:
  - 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 Community Clinical Education (COM MSIII and MSIV students); and
  - g. Safety and Emergency Management.
3. The completed checkout form must be submitted to the Office of the Registrar.
  4. Once the student completes all obligations, the Office of the Registrar will release student records upon signed consent.

**Note:** Students approved for a leave of absence will retain their KCUMB 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 (LOA), a student must request reinstatement in writing at least two weeks in advance to the associate dean for student affairs. Documentation regarding the completion of any/all conditions placed on the student as part of their LOA must accompany the request for reinstatement.

## Disciplinary Situations

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

## University Withdrawal

It is imperative that any student who leaves the University (becomes a non-student), for any reason, complete the University's checkout procedure. Failure to complete this checkout procedure within 10 business days, unless otherwise approved, will cause the University to withhold all records pertaining to the student's attendance.

The checkout procedure for a student withdrawing from the University is as follows:

1. The student must present the associate dean for student affairs with a letter of withdrawal;
2. The student presents the registrar with a signed letter from the associate dean for student affairs that their request for withdrawal has been approved and that checkout is in order;
3. Before leaving campus, the student must secure a checkout form from the Office of the Registrar and undergo an exit interview with the:
  - 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 Community Clinical Education (COM MSIII and MSIV students); and
  - g. Safety and Emergency Management.

The completed checkout form must be submitted to the Office of the Registrar no later than two weeks after the decision to withdraw was made.

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

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## **Request for Readmission Following a University Withdrawal**

Students who withdrew from the University on their own volition may request readmission consideration by submitting a written request to the provost and dean of the College of Osteopathic Medicine at least eight weeks before the start of the academic year the students wishes to return.

If the student was in good academic standing at the time of withdrawal and no more than two years have passed since last enrolled, the provost and dean of the College of Osteopathic Medicine may elect to approve/disapprove the request for readmission without a formal recommendation from the Admissions Committee.

If the student was not in good academic standing at the time of withdrawal and/or it has been longer than two years since last enrolled, the student must start the admissions process afresh. A new AACOMAS application and KCUMB College of Osteopathic Medicine Secondary Application must be submitted in addition to the request for readmission. Once the applications and all supplemental documents have been received by the Admissions Office, the application will be reviewed for potential interview selection. If the applicant is selected for an interview and they receive a recommendation to readmit from the Admissions Committee, then the provost and dean of the College of Osteopathic Medicine will review the application for a final decision.

## **Student Academic Records**

### **Office of the Registrar**

The Office of the Registrar is one of three units within the department of Enrollment Management, and 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 Registrar's Office 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 KCUMB students are encouraged to utilize PowerCAMPUS Self-Service, our online service utility, to review and print unofficial transcripts.

The Registrar's Office 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 Registrar's Office 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.

## **Medical Student Performance Evaluation**

The Medical Student Performance Evaluation (formerly the Dean's Letter) is an important document designed to assist students in obtaining admission to postgraduate programs, specifically internships and residencies. Data utilized in the creation of the Medical Student Performance Evaluation (MSPE) include academic progress, assessment of professionalism, COMLEX scores, faculty recommendations, clerkship evaluations and comments from preceptors. Information regarding volunteer service, leadership opportunities, research and/or membership in service organizations is noted. Academic Affairs personnel solicit information from students during their second year of study by having them submit a curriculum vitae for inclusion in the MSPE.

## **Confidentiality and Disclosure of Student Records**

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 Promotion and Graduation Committee to the student;
  - 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/reg/ferpa/index.html](http://www.ed.gov/policy/gen/reg/ferpa/index.html).

# Grades and Grading Policies

## Grades and Quality Points

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

<u>Grade 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. If a student fails a section or course and successfully remediates or retakes the section or course, a grade of C will be assigned for purposes of calculating the cumulative GPA, class standing and ranking. Remediation generally occurs within the same term the original course was failed and successful remediation is notated on the transcripts as F/C. Repeated course grades are notated on the transcript through the use of brackets [C]. Courses not remediated or repeated will be carried forward with the grade earned.

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 Promotion and Graduation Committee may recommend promotion to the following year, make-up examinations, summer remediation or dismissal.

KCUMB 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, cardiology and emergency medicine).

## Incomplete Grades

An instructor may assign a grade of “I” if the instructor 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. Upon receipt, the Registrar’s Office will provide a copy of the contract to the student’s KCUMB 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 incomplete “I” must coordinate with the instructor/curriculum director to satisfy all outstanding coursework for the course/section. Once outstanding requirements for the course are satisfied, the instructor 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 semester. 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.

**Special 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 associate dean for curricular affairs (COM) 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’s 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

A student may request that their section or course grade be reviewed. Students should request the curriculum and assessment coordinator 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 associate dean of curricular affairs.

## Course Repeats and Audits

Students approved for readmission after an academic dismissal will be required to repeat their last year of attendance. Students will be registered for and must successfully repeat all section offerings

that they previously failed and may be required by the provost and dean of the College of Osteopathic Medicine, to audit those courses previously passed in their last year or semester of attendance. Students approved for readmission after a period of suspension or an approved leave of absence may also be required to repeat or audit previous taken sections/courses.

All course enrollments and earned grades will remain on the student's academic transcript. However, once a student successfully repeats a course/section, the most recent grade replaces the former grade in the calculation of the student's grade point average. The maximum grade allowed for the repeat of a traditionally graded course/section is a "C," which is recorded as a [C] on the academic transcript. If the successfully repeated course is an elective or fourth-year clerkship, the grade will be recorded as an [P] on the transcript.

## Semester Credit Definition

KCUMB 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, KCUMB 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, KCUMB 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, KCUMB's Promotion and Graduation Committee evaluates student performance. Students are considered for promotion one academic year at a time. At any time, the University, by recommendation of the Promotion and Graduation Committee 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.
- 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 expectations of a practicing physician.

## COM Assessment Policy

### Testing/Grading

1. The school year is divided into semester I and II. During the first two years of training, semesters will be designated I-IV. Each COM semester during has a designated number of courses, with each course having an assigned number of semester hours (or unit measure).
2. Assessments during each COM course may consist of:
  - a. Midterm exam or other tests in lieu of a midterm
  - b. Comprehensive final exam
  - c. Course lab practicals for anatomy (Note: Students must pass all lab practicals with a score of 70% in order to continue the academic program.)
  - d. Osteopathic Clinical Skills, which includes weekly quizzes, lab practicals and other assignments/assessments. (Note: Students must pass all lab practicals and skills assessments with a score of 70% in order to continue in the academic program.)
  - e. Standardized patient interviews.
3. Students will receive a letter grade for each COM course. Points will be assigned for case presentations, laboratory and online exercises, course midterm and tests, the course final exam and laboratory practical examinations. A total point score for the course will be calculated. A letter grade will be assigned to the score for the course by the Assessment Coordinator and the Associate Dean for Curricular Affairs. Grades (numerical and letter) are submitted electronically to the Registrar's Office. The following scale will be used to assign the grades:

<u>Score (%)</u>	<u>Grade</u>
94-100	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
70-76	C
0-69	F

Percentage scores will be rounded to the nearest thousandth of a whole percentage when assigning grades. Course scores may be adjusted to a mean score of 85% when the course mean falls below 85%.

4. COM End-of-Year Assessment includes:
  - a. Clinical Skills Assessment (CSA), using an Objective Structured Clinical Examination (OSCE) format. Skills tested will include doctor-patient communication/interviewing skills, physical exam skills and Osteopathic Clinical Skills. Each component will comprise one-third of the test and will be weighted evenly. Students must pass all three components to pass the CSA. Grading will be Pass/Fail. The grade for Year II CSA will be listed separately on the transcript.
  - b. Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) will be administered during the semester IV of Year II and is required.
5. The Registrar will calculate an overall GPA and class standing for COM students each semester during the first two years and at the end of the second year. Class standing for graduation is based on students cumulative GPA at the conclusion of year II. This information will then be reported to students.

### Promotion to COM Years II and III

1. Satisfactory completion (passing grades) of:
  - a. All courses
  - b. Clinical Skills Assessment Examination
  - c. OCS and Anatomy Practical Examinations.
2. Successful completion of 4 semester elective credits.
3. Completion of all Score 1 for Health activities.
4. Successful completion of BCLS, ACLS, BDLS, and ADLS certifications
5. Successful completion of COMSAE Level 1
6. Successful completion of all preclinical training requirements such as immunizations, orientations, proof of insurance, at others as specified
7. Successful completion of COMLEX Level 1 (prior to participation in clerkship experiences).

*Note:* Students have three attempts to successfully pass COMLEX Level 1. If a student is unsuccessful in their first or second attempt to pass COMLEX Level 1, they are required to participate in IDIS 001 and may be required to demonstrate an acceptable level of preparedness as determined by the director of Learning Enhancement prior to another attempt at the COMLEX exam. Students in this scenario are considered promoted to third year, but are ineligible for clerkship participation unless otherwise allowed by the dean of the College of Osteopathic Medicine.
8. Be recommended for promotion by the Student Performance Committee. All records are reviewed to determine whether or not the student has fulfilled all academic requirements; has maintained the standards of ethical, moral, personal and professional conduct required for the continued study of osteopathic medicine; and is mentally and emotionally fit to become a physician.

### Promotion to COM Year IV

Satisfactory completion (passing grades) of:

1. All required clerkships
2. One elective

Prior to taking COMLEX level 2CE, the student may be provided a Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE 2CE) to demonstrate preparedness for COMLEX 2-CE.

## **Remediation Policy and Procedures for COM Students**

There is no automatic remediation for students who fail a section, course, shelf exam, clerkship, and/or national examination. Students who fail a section, course, shelf exam, clerkship, and/or national examination will be required to appear before the Student Performance Committee to discuss the failure. The Student Performance Committee will make an appropriate recommendation, including whether remediation is recommended, to the COM vice dean. The COM vice dean will consider the recommendation and make a final decision. The student will then be notified by the COM vice dean as to whether or not they have been granted the opportunity for remediation.

It is the responsibility of each COM student to be aware of his/her academic status at all times and to attend all scheduled remediations, when applicable. Failure to attend a scheduled remediation exam will result in a failing grade for that remediation attempt and potential dismissal from the University.

1. A student may fail no more than two sections/courses in a year or a combination of three sections/courses in two years. Failure to remediate an F to a C grade will result in dismissal.
2. A section remediation exam will be scheduled by the Department of Curricular Affairs before the end of the semester. Ordinarily, sections are remediated in the order they are failed.
3. Anatomy practicals that require remediation to a competency of 70% will be scheduled before the end of the semester. Demonstration of competency does not replace the original failing grade. Failure to pass a second anatomy practical remediation will result in a failed section.
4. Each OCS section is a semester long course with several practical exams given throughout the term. A student must demonstrate 70% competency on each practical exam. Remediation of a practical exam will normally be scheduled on Friday after the next section exam. Failure to remediate successfully results in a section failure. Additionally, failing more than one practical in a semester results in a section failure. Section remediation will be scheduled at the end of the semester in compliance with the published remediation schedule. Demonstration of competency does not replace the original failing grade.

Students who receive a failing section grade must appear before the Student Performance Committee for a review of their entire academic record and performance. If allowed to remediate, the student must remediate the section to a passing grade prior to advancement to the next academic year.

### Remediation of a Failed Section

- Students will be notified of a section failure following the section and will be required to go before the Student Performance Committee.
- If allowed to remediate by the COM vice dean, the student will be informed of the next remediation opportunity.
- At the end of fall semester, remediation will be scheduled the week following the section final exam.
- At the end of spring semester, remediation will be scheduled for MSI students. Remediation for MSII students will occur after scheduled sections have ended.
- On the first day of remediation, students will meet with the associate dean for Curricular Affairs and the Curriculum Director or other appointed faculty member to identify areas of weakness during the failed section. A plan to address weaknesses requiring specific faculty assistance will be agreed upon. The student will proceed to work with faculty members, the director of Learning Advancement or independently to prepare for an examination on the first Friday of the remediation week.
- During remediation, students *may* be excused from required activities if requested.
- Students registered for electives should seek guidance from faculty (section director, advisor, discipline representative working with student) or the director of Learning Advancement about the feasibility of this activity during remediation.
- In cases of unsuccessful remediation, the student will be required to reappear before the Student Performance Committee for further review and conversations about the student's academic record and performance. If allowed to remediate again by the COM vice dean, the student will be scheduled for the next remediation date.
- In the event that more than one section requires remediation, a remediation plan for the student will be made by the administration.
- Students may have a total of two remediation attempts per section or anatomy practical. Successful remediation occurs with a 70% or greater on a remediation attempt.
- Students may remediate both a section and a practical examination separately.
- Failure of the second remediation for a section results in dismissal.

### Remediation of a Failed Practical

- Students will be notified of practical examination failures following the section. Should the student fail a practical exam, they will be required to appear before the Student Performance Committee. If allowed to remediate by the COM vice dean, the student will be informed of the next remediation opportunity.
- Lab practicals must be remediated to 70%.
- Failure of the second remediation of an anatomy practical exam will result in a failed section.
- If a student passes the section but fails a second remediation of an anatomy practical, the student will be required to reappear before the Student Performance Committee. The section grade will be recorded as F and if the COM vice dean allows the student another opportunity to remediate, the student may remediate to a C by the process described above. The second remediation will be a combination of a written exam and lab practical with a focus on material supporting the laboratory material.

### Remediation of a Failed Shelf Exam and/or Clerkship

- Students will be notified of a failed shelf exam and/or clerkship and will be required to go before the Student Performance Committee for a comprehensive review of their academic record.
- If allowed to retake the shelf exam and/or clerkship, by the COM vice dean, the student will be informed of the next retake opportunity.
- Retakes will be scheduled accordingly and the student will be notified of the time/date.

### **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.

### **Academic Standing/Status**

A student is considered in good academic standing if they achieve a passing grade in a minimum of six of eight sections in year one and five of seven sections in year two, earn a cumulative grade point average of 2.0 or better at the conclusion of each academic year, plus complete all other academic requirements necessary for promotion (e.g., Score 1 participation, early clinical experience, autopsy experience, and electives).

For years three and four, students must satisfactorily complete all required core clerkships and approved clinical experiences. Incomplete grades cannot be counted toward these requirements.

The Promotion and Graduation Committee and/or the Provost and Dean of the College of Osteopathic Medicine may recommend a change in student status even though a student's grade point average is 2.0 or higher. A student on conditional or stipulated academic standing/status may be precluded from active participation in university sponsored extracurricular events.

Conditional Status is a designation for students who have failed one or more courses or sections (and do not qualify for dismissal) or a clinical clerkship and have yet to complete remediation. Conditional Status students are allowed to continue in the academic program until such time as remediation is satisfactorily completed per the University's remediation policy. Once remediation successfully occurs, the student is removed from conditional status. Conditional Status students are considered to be making satisfactory academic progress in the University's academic programs.

Conditional Status students may be required to participate in special services offered by the University, including but not limited to: programs on tutoring, counseling, mentoring, examinations of standardized patients and study skills classes. Conditional Status students are restricted from taking COMLEX or USMLE examinations until they have successfully completed KCUMB's COM curricular prerequisites.

Stipulated Status is a designation applied to students with restrictions imposed either by administrative directive or by the Promotion and Graduation Committee. The stipulations applied to the student determine whether or not the student is considered progressing satisfactorily in the academic program. Stipulated Status shall continue for the period specified by the order and will outline the conditions to be met. An administrative directive is required to release a student from stipulated status.

## Clerkship Honors (H) and High Pass (HP) Grades

For clerkship honors, students will be compared to other students on the same service, on the same clerkship block, and against their graduating class. Students taking required third- and fourth-year clerkships are eligible for Honors (H) and High Pass (HP) grading, and those taking elective clerkships are eligible under certain conditions.

1. Required elements include on-time accomplishment of:
  - a. Within five business days following the start of the clerkship: Clerkship registration
  - b. Within five business days following the clerkship end date:
    - 1) MedIQ
    - 2) Subject Exam (High score will help, but will not hinder)
2. Optional element helpful for you to gauge your progress, but not required: Mid-clerkship assessments

Eligibility for Honors and High Pass is determined utilizing the preceptor evaluation(s) and the other elements of the clerkship. Satisfactory completion of all required elements for a clerkship will initially be given a grade of Pass (P) pending receipt of all clerkship evaluations for that block and subsequent review of those evaluations by the Academic Review Committee.

Honors and High Pass may also be attained if no major or minor deficiencies are reported on the preceptor evaluation and a scaled score is achieved as shown in the table below. Subject exams will count for both months if applicable (IMED 301, IMED 302). Students should not take a subject exam for Internal Medicine or Surgery until both blocks are completed. Students must take the subject exam at the end of the clerkship. Failure to take the exam as scheduled will result in a minor deficiency and the exam will have to be rescheduled within the next month. Passing six subject exams are a requirement for successful completion of required third-year clerkships.

	NBME Exam Scores		
	H	HP	F
Family Medicine	82	78	58
Internal Medicine	82	78	64
OB/GYN	79	75	59
Pediatrics	79	75	59
Psychiatry	84	80	63
Surgery	80	76	58

## Grading for Elective Clerkships

Students may earn Honors or High Pass grades for elective clerkships when:

1. The clerkship had at least 10 percent enrollment in the prior year. Honors or High Pass may be earned for sub-I clerkships which had at least 5 percent enrollment in the prior year.
2. The number of students in a month is at least 10 students, or collectively over two consecutive months includes at least 10 students.
3. The current year has an increase in the enrollment in a particular clerkship. Exemplary clinical performance is documented in the preceptor evaluation or by performance on a national exam, if available.
4. Exceptional performance is documented through the fall semester of year IV, predominantly, but not exclusively.

### Grade Determination

1. Grades will be determined for elective clerkships with the same criteria as for required clerkships.
2. Students who do not take the exam as scheduled, except for an excused absence, will receive a Failure. Failure to take the exam as scheduled will result in a minor deficiency and the exam will have to be rescheduled within the next month.

### Clerkship Failure

If a student fails one clinical clerkship, the Office of Community Clinical Education will schedule a remediation block in the same discipline. The student will be immediately placed on conditional status until the failure is successfully remediated. If a student fails more than one clinical clerkship, he/she will be dismissed.

If a student requires remediation, the remediation clerkship(s) will take place at a clinical site and with clinicians determined by the University. The remediation schedule may partially or completely alter the content and location of the student's clinical clerkships and may delay graduation or the fulfillment of University academic and professional requirements. If the student fails a remediation clerkship he/she will be dismissed from the University.

## **Written Complaints Against a Student on Clinical Clerkships**

If an attending physician, director of medical education, clinical staff member, patient or other relevant party files a written complaint against a student with the University, the provost and dean of the College of Osteopathic Medicine may immediately suspend the student pending investigation.

## **Dismissal and Checkout of Students**

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 *Student Handbook*, or failure to satisfy any requirement for graduation; provide, however, that all procedures for review or action be adhered to.

It is imperative that any student who leaves the University (becomes a non-student), for any reason, complete the University's checkout procedure. 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, or if he/she is requesting a leave of absence, he/she must present the registrar with an approved request signed by the provost and dean of the College of Osteopathic Medicine (COM students) or dean of the College of Biosciences (COB students);
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 the Registrar 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 Community Clinical Education (COM students); and
  - g. Safety and Emergency Management.

The completed checkout form must be submitted to the Office of the Registrar.

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

## **Dismissal Appeals Process**

The student has five business days following receipt of a notice of dismissal to file an Intent-to-Appeal to the Office of the provost and dean of the College of Osteopathic Medicine. The Intent-to-Appeal letter is required to expedite the process, and failure to file a letter indicating the intent to appeal within the five-day period will nullify the continued appeals process.

COM students in years I and II may continue to attend classes and take examinations (with the exception of remediation exams and COMLEX Board exams) during the appeals process with the approval of the provost and dean of the College of Osteopathic Medicine. Students on clerkships are not allowed to continue on clerkships pending the appeals process for dismissal.

For additional details regarding how to draft and file an appeal, please refer to the *Student Handbook*.

## **Request for Readmission Following a Dismissal**

Students who were previously dismissed from the University may request readmission consideration no earlier than two years following their dismissal date. Requests for readmission consideration must be submitted in writing to the provost and dean of the College of Osteopathic Medicine at least one year before the start of the academic year the students wishes to return. The letter of request for readmission must include a statement from the student that clearly articulates what contributed to their initial dismissal as well as an action plan to ensure future success if granted readmission.

The student must also submit a new AACOMAS application and KCUMB College of Osteopathic Medicine Secondary Application for readmission consideration. Once the applications and all supplemental documents have been received by the Office of Admissions, the application will be reviewed for potential interview selection. If the applicant is selected for an interview and they receive a recommendation to readmit from the Admissions Committee, then the provost and dean of the College of Osteopathic Medicine will review the application for a final decision.

## **Academic Renewal**

Academic Renewal is designed for medical students who are successful in being readmitted after an extended absence of no less than four academic years and whose cumulative grade point average when last enrolled was less than 2.0.

Academic renewal permits students to re-enroll in the osteopathic medical program and begin anew. All previously earned grades remain on the student's academic transcript, but the student carries

no grade point average at the time of readmission. All previous grades will be marked with an asterisk (\*) indicating that they are no longer computed in the GPA and an academic renewal notation will be included on the transcript.

If academic renewal is granted, the student may be asked to repeat certain courses/sections and must successfully pass all remaining academic requirements to continue eligibility for enrollment. Failure to do so will result in academic dismissal with no opportunity to appeal.

Students who have returned under academic renewal are not eligible for Latin Honors.

Former students interested in petitioning for academic renewal must submit a letter of request, along with a justification statement and two letters of reference to the provost and dean of the College of Osteopathic Medicine.

## Exceptions to Academic Policy

The *University Catalog* is the basic authority for academic requirements and associated policies. All students are expected to follow the catalog 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 provost and dean of the College of Osteopathic Medicine.

There are, however, several academic requirements and procedures for which exceptions are never made, even through the academic petition process (i.e., successful completion of course/section requirements; minimum GPA to graduate, etc.).

# Graduation and Commencement Requirements

## 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 KCUMB;
- Has complied with all the curricular, legal and financial requirements of KCUMB;
- 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, the Promotions and Graduation Committee and Board of Trustees.

COM students must graduate within five years of the date of matriculation. Exceptions to the five-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.

## NBOME Academic Requirements

Successful completion of the National Board of Osteopathic Medical Examiners examinations is required for osteopathic medical graduates to 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 KCUMB students must pass COMLEX Level 1, COMLEX Level 2-CE and COMLEX Level 2-PE to qualify for graduation from the University. A preponderance of KCUMB-COM students successfully pass each segment of the NBOME exams on their first attempt.

The NBOME examination sequence follows exacting timelines and has restrictions on numbers of retakes in cases of initial failures. COMLEX Level 1 and COMLEX Level 2-CE can be taken only three times each. A student will have two separate attempts to pass COMLEX Level 2-PE. Students must successfully complete the requirement of passing COMLEX Level 1 and COMLEX Level 2-CE within six attempts and within five years from the date of matriculation. A student failing to meet these precise timeline requirements will be dismissed from the University. Refer to the *Student Handbook* for additional details.

## Commencement Ceremony

Participation in the commencement ceremony is mandatory for all students who have fulfilled their degree requirements. Students who have successfully met all academic requirements, including COMLEX Levels 1 and 2-CE, but who did not successfully pass COMLEX Level 2-PE on their first attempt may also participate in the commencement ceremony as a prospective graduate, provided the student has met the following conditions:

- Has participated in KCUMB's sponsored remediation for failure of COMLEX Level 2-PE;
- Has re-scheduled and retaken the COMLEX Level 2-PE examination at the earliest possible date (as documented by the Office of the Dean) before the day of commencement;
- KCUMB has not yet received his/her scores; and
- The student fully expects that all degree requirements will be met no later than November 30 following the commencement ceremony.

## 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



# 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 four years of structured training leading to the doctor of osteopathic medicine. The first two years of the curriculum are classroom oriented, covering the foundations of basic and clinical medical sciences. Osteopathic principles and philosophy as well as contemporary concepts in medical education are integrated into the four-year curriculum. The last two years 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. To that end, an enhanced curriculum was implemented in 2000. This curriculum eliminated the artificial separation of basic and clinical sciences, integrating essential concepts and information into a seamless continuum of clinical presentations. The foundations of anatomy, biochemistry, epidemiology, genetics, immunology, medical ethics, microbiology, osteopathic principles and practices, pathology, pharmacology, physiology and the clinical disciplines of internal medicine, pediatrics, family medicine, surgery, OB/GYN and psychiatry, as well as many subspecialties are incorporated into clinical presentations covering all diseases physicians will encounter during day-to-day practice. Health-care policy, medical informatics, professionalism, and health and wellness are also integrated into the curricular structure.

The patient-centered curriculum prepares students to begin analyzing and integrating medical information in a format used by medical practitioners. The curriculum approach integrates the basic and clinical sciences from the first day of medical school and includes opportunities for clinical experiences, eliminating the former postponement of meaningful clinical decision making until the third year of medical school.

### Teaching Methods

A variety of teaching and learning methods are used in the first two years. These methods include classroom lectures, laboratory exercises, small-group discussions, computer-assisted instruction, specialized workshops, and the use of standardized patients and human patient simulators.

## First-Year Curriculum

The courses offered in the first year are shown in the sequence in which they are taken:

MED 110	Molecular and Cellular Mechanisms
MED 111	Host Defense Mechanisms
MED 112	Musculoskeletal I
MED 113	Cardiopulmonary I
MED 114	Gastrointestinal I
MED 121/122	Medical Informatics and Information Literacy
MED 123	Bioethics I
MED 125	Osteopathic Manipulative Medicine
MED 130	Primary Care Medicine
OCS 101	Osteopathic Clinical Skills I
OCS 102	Osteopathic Clinical Skills II

### *Special notes:*

- *Dual-degree students (D.O./M.A. and D.O./MBA) may request a waiver of up to 2 semester elective credits. Application for waiver may be made following completion of at least 2 semester elective credits.*
- *Elective course BETH 110 has additional restrictions that apply to the dual D.O./M.A. bioethics degree program. Please refer to the BETH 110 course description as posted to this catalog.*

## First-Year Course Descriptions

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

This course establishes basic human mechanisms at the cellular and molecular levels that are necessary to how cells function and interact with other cells.

*3 semester credits*

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

This course introduces concepts of humoral and cellular immunology necessary to understand the concepts of defense mechanisms in humans.

*2 semester credits*

### **MED 112 – Musculoskeletal I**

This course introduces students to the fundamental concepts of the musculoskeletal system through several disciplines. This course has an intensive lab experience in which students are introduced to gross dissection as a way to enhance their understanding of structure and function.

*5.5 semester credits*

### **MED 113 – Cardiopulmonary I**

This course introduces students to the basics of interactions between the cardiovascular and pulmonary systems. The development of the systems is used to introduce the functional aspects of the systems and includes normal laboratory testing and interpretation.

*5.5 semester credits*

**MED 114 – Gastrointestinal I**

This course introduces students to the gastrointestinal system with an emphasis on the normal structure and function. The course includes normal laboratory testing and interpretation.

*3.5 semester credits*

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

This course is designed for first year students as an introduction to library medical informatics and information literacy. It will reinforce fundamental concepts of medical informatics, information literacy, medical technologies and evidence-based practice.

*1 semester credit*

**MED 123 – Bioethics I**

This course introduces learners to the field of bioethics and the role of ethics in the practice of medicine or research.

*1 semester credit*

**MED 125– Osteopathic Manipulative Medicine**

This course is designed to provide students with the foundation of the history and philosophy of osteopathic medicine, appropriately communicate with patients, and integrate the use of osteopathic principles and practices into patient care. The primary areas are professional communication; examination skills, medical record documentation; and osteopathic manipulative medicine diagnostic skills.

*2 semester credits*

**MED 130 – Principles of Clinical Medicine**

This course introduces the foundations of osteopathic medicine which include how to perform a history and physical exam, document the encounter, communicate with patients, perform various skill sets, demonstrate competence, and integrate the use of osteopathic principles and practices in patient care.

*4 semester credits*

**OCS 101 – Osteopathic Clinical Skills I**

OCS 101 is the first semester of a two-year longitudinal course that will meet weekly throughout each semester. It is designed to teach students foundations of the history and philosophy of osteopathic medicine, how to perform a history and physical exam, appropriately communicate with patients, and integrate the use of osteopathic principles and practices into patient care. The four primary areas of focus in the OCS 101 course are professional communication; physical examination skills and medical record documentation; osteopathic manipulative medicine diagnostic skills; and integrating spirituality in medicine. The varied learning opportunities provide foundational cognitive and psychomotor skills to prepare the student to progress into further OCS curricular offerings.

*4 semester credits*

## OCS 102 – Osteopathic Clinical Skills II

OCS 102 is the second semester of a two-year longitudinal course and meets formally every week throughout the semester. It is designed to teach students how to perform an Osteopathic history and physical exam as dictated by the body systems covered by the other ongoing simultaneous sections as well as the OCS section. This course will allow for the continued development of appropriate communication with patients and integration of the use of osteopathic principles and practices into patient care. The four primary areas of focus in the OCS 102 course are professional communication; physical examination skills and medical record documentation; osteopathic manipulative medicine diagnostic and treatment skills; and integrating spirituality in medicine.

*3 semester credits*

## Second-Year Curriculum

The courses offered in the second year are shown in the sequence in which they are taken:

MED 211	Neuroscience I
MED 212	Neuroscience II
MED 210	Skin, Blood and Lymph
MED 202	Endocrine
MED 203	Reproduction and Development
MED 213	Disaster Medicine I
MED 214	Disaster Medicine II
BCLS	Basic Cardiac Life Support
ACLS	Advanced Cardiac Life Support
CSA	Clinical Skills Assessment
OCS 201	Osteopathic Clinical Skills III
OCS 202	Osteopathic Clinical Skills IV

## Second-Year Course Descriptions

### ACLS – Advanced Cardiac Life Support

Certification is required prior to clinical clerkship participation and maintained throughout clinical training. All students must complete KCUMB's course.

*Non-credit, required*

### BCLS – Basic Life Support

Certification is required to advance to third year of studies. All students must take the KCUMB offered course.

*Non-credit, required*

### CSA – Clinical Skills Assessment

This transcript notation represents the testing of second year medical student's communication/ interviewing skills, physical exam skills and integrated osteopathic clinical skills. Each component of the test comprises one-third of the assessment and each are weighted evenly. Students must pass all three components of the test to receive a satisfactory grade.

*Non-credit, required*

**MED 202 – Endocrine**

The Endocrine section focuses on the synthesis, function and regulation of various hormones in both normal and disease states. The structure and role of various endocrine organs is studied. Content for each presentation will include basic science material fundamental to understanding of the normal condition along with clinically relevant material such as diagnosis and treatment. Presentations such as diabetes will correlate metabolic and physiologic changes with the underlying disease process. The section will be presented using lecture, small-group discussion, computer-aided instruction and laboratory formats. At the conclusion of each clinical presentation, a practicing clinician, along with basic scientists, conduct a review of the presented material for the purpose of integrating basic science and clinical information.

*6.5 semester credits*

**MED 203 – Reproduction and Development**

The Reproduction and Development section introduces the male and female reproductive systems, introduces the fetus as the patient and takes the student through the life cycle of development. The section will begin with a discussion of the normal structure and function of both the male and female reproductive systems. Students will learn about normal growth and development, health and disease, and the impact of culture, family and environment on human development. The final stages of development focus on key geriatric issues and how culture, family and environment play a major role in health and wellness in this population. Clinical presentations of major adult and geriatric reproductive diseases and dysfunctions will be covered, with an emphasis on women's health. Diagnostic algorithms will accompany each presentation to develop clinical reasoning skills. The section will be presented in lecture, small-group discussion, computer-aided instruction and laboratory formats.

*10 semester credits*

**MED 210 – Skin, Blood and Lymph**

Students will learn basic histology and physiology of the skin. They will be introduced to the cellular and humoral components of the blood and structure and function of lymphoid tissues to enhance their understanding of the immune system. Students will also consider diseases and disease processes affecting red and white cells and lymphoid tissue.

*6.5 semester credits*

**MED 211 – Neuroscience I**

The Neuroscience section introduces the neuroscience and pathophysiologic basis of neurologic disease. There is an emphasis on an integration of disciplines with diagnosis, treatment and management of diseases affecting peripheral and central nervous systems. (Previously MED 204)

*7 semester credits*

**MED 212 – Neuroscience II**

The Neuroscience II section extends the fundamentals of Neuroscience I with a focus on human behaviors affected through normal and abnormal neurological functioning.

*5.5 semester credits*

**MED 213 – Disaster Medicine I**

This course will provide basic knowledge and skills in the broad categories of disaster medicine, pandemic disasters, trauma, chest imaging, shock, wound care, and team communication/leadership.

*1 semester credit*

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## **MED 214 – Disaster Medicine II**

This course will provide advanced basic 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. Prerequisite: MED 213.

*2 semester credits*

## **OCS 201 – Osteopathic Clinical Skills III**

OCS 201 the third semester of a two-year longitudinal course that meets formally every week throughout the semester. It is designed to teach students more of the history and physical exam as related to systems covered within the simultaneous sections, begin the process of learning how to apply medical research studies to the patient encounter, continue to learn appropriate communicate with patients by beginning to integrate the physical examination skills and spirituality in medicine issues, and incorporate the use of osteopathic principles and practices into patient care. The primary areas of focus in the OCS 201 curriculum are professional communication with integration of physical examination skills and documentation of the encounter; application of new osteopathic manipulative medicine skills taught in the section, and the integration of spirituality in medicine into the patient encounter.

*3 semester credits*

## **OCS 202 – Osteopathic Clinical Skills**

OCS 202 is the fourth semester of the two-year longitudinal course that meets weekly throughout the semester. It designed to teach students more osteopathic treatment modalities applicable to many regions of the musculoskeletal system with application of osteopathic principles and practice (inclusive of integration of manipulative skills) to patients with specific types of illnesses, and interpretation of medical research. The primary areas of focus of OCS 202 are the mastery of professional communication; physical examination skills with medical record documentation; osteopathic manipulative medicine skills, integrating physical examination/spirituality in medicine skills and communication skills into the patient encounter.

*2.5 semester credits*

## **Preparatory/Developmental Courses**

These are educational experiences designed to help students achieve academic success by developing or enhancing skill level proficiencies for clinical clerkships and/or COMLEX examination preparation. Student participation is determined by the provost and dean of the College of Osteopathic Medicine. Credits earned for preparatory/developmental courses cannot be used toward degree requirements.

### **IDIS 001 – COMLEX I Preparation**

This is a mandatory course for students who are unsuccessful in passing COMLEX Level I. Students focus on the study of osteopathic medical knowledge and clinical skills considered essential for osteopathic generalist physicians to practice medicine without supervision. Course includes consultation with the director of learning enhancement to review course objectives and help construct an individualized study plan including use of reading materials, questions, videos and/or audio materials. May be repeated for credit up to a maximum of 18 credits.

*1-18 semester credits*

**IDIS 002 – COMLEX II-CE Preparation**

This is a mandatory course for students who are unsuccessful in passing COMLEX Level II-CE. Students focus on the study of osteopathic medical knowledge and clinical skills considered essential for osteopathic generalist physicians to practice medicine without supervision. Course includes consultation with the director of learning enhancement to review course objectives and help construct an individualized study plan including use of reading materials, questions, videos and/or audio materials. May be repeated for credit up to a maximum of 18 credits.

*1-18 semester credits*

**IDIS 002p – NBOME II-PE Preparation**

This is a mandatory course for students who are unsuccessful in passing COMLEX Level 2-PE. Students are required to return to Kansas City to receive one-on-one instruction from a clinical faculty member as approved by the provost and dean of the College of Osteopathic Medicine. This course meets no clinical graduation requirement. Credit value is variable depending on the individualized plan of study and required time on task. Credit is assigned based on increments of 1.0 credit or 37.5 contact hours. Students should refer to the *Student Handbook* for additional details.

*1-18 semester credits*

**IDIS 003 – Osteopathic Clinical Skills**

This is a clerkship for students who are unsuccessful in passing a clinical clerkship. Students focus on the functional knowledge and application of the multiple facets of osteopathic clinical skills necessary to perform a competent diagnostic evaluation and subsequent treatment of patients. May be repeated for credit up to a maximum of 10 credits.

*5 semester credits*

**First- and Second-Year Elective Courses**

All elective courses are designed to accommodate the semester format of the University.

**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 KCUMB 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*

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**ANAT 209 – Foundations in Teaching Anatomy (E)**

This course provides selected second-year students with experience in teaching anatomy in the laboratory setting. Participants assist first-year students in their laboratory experiences and provide individual instruction under the supervision of faculty and staff. This course is a year-long experience with a fall and spring registration of 1 semester credit each. The course is graded based on attendance, interaction with first-year students and overall attitude.

*1 semester credit*

**ANAT 210 – Advanced Suture Skills (E)**

This course is designed for students interested in developing better skills in suturing. Students will work in supervised small groups to develop and perfect their skills.

*0.5 semester credit*

**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 KCUMB 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*

**BCHE 100 – Fundamentals of Neurochemistry (E)**

This course provides students an opportunity to learn the basic concepts of neurochemistry at the cellular and biochemical level with emphasis on general principles of biochemistry.

*1 semester credit*

**BCHE 199 – Research in Chemical Neurobiology (E)**

This course provides students an opportunity to learn and/or improve research techniques in a supervised setting and allows students to have “hands-on” experience in laboratory science by preparing for and conducting experiments associated with specified objectives. Students will be able to develop an individual project as part of a research team. Credit value is variable from 2-5 semester credits. May be repeated for credit up to a maximum of 15 credits.

*2-5 semester credits*

**BCHE 215 – Advanced Neurochemistry (E)**

This course provides students an opportunity to learn about the biomolecules associated with the normal and pathological function of the nervous system with the emphasis on general principles of biochemistry. Prerequisite: Successful completion of MED 211 & 212.

*1.5 semester credits*

**BCHE 299 – Research in Chemical Neurobiology (E)**

This course provides students an opportunity to learn and/or improve research techniques in a supervised setting and allows students to have “hands-on” experience in laboratory science by preparing for and conducting experiments associated with specified objectives. Students will be able to develop an individual project as part of a research team. Credit value is variable from 2-5 semester credits. May be repeated for credit up to a maximum of 15 credits.

*2-5 semester credits*

**BETH 110 – Ethics for Physicians (E)**

This course provides an opportunity to explore the ethical dimensions of medicine at an advanced level, focusing on professional ethics for physicians as well as clinical bioethics topics, such as informed consent and end-of-life care. Students pursuing the dual D.O./M.A. bioethics degree may use this course to fulfill an elective requirement in the D.O. program or toward a curriculum requirement in the M.A. program, but not both.

*1 semester credit*

**FMED 104 – Sports Medicine (E)**

This course is designed to educate medical students in the care and management of athletic teams as a part of their future practices. At the conclusion of this course, students will recognize the role of the team physician, understand common equipment utilized by the physician to care for the athlete, recognize common medical emergencies in athletics, perform on-field evaluation and sideline management of common athletic injuries, and gain appreciation for the broad spectrum of care to athletes of varying backgrounds and abilities.

*0.5 semester credit*

**FMED 125 – Basic Disaster Life Support (E)**

This course is designed to provide students with introductory training for disasters requiring medical preparedness. This training complies with national guidelines to standardize emergency response training nationally and to strengthen the nation's public health system. This course is a prerequisite to the Advanced Disaster Life Support elective.

*0.5 semester credit*

**FMED 210 – Advanced Sports Medicine (E)**

This course will introduce medical students to advanced concepts and practices of sports medicine.

*0.5 semester credit*

**FMED 212 – Complementary and Alternative Medicine (E)**

This course encompasses the prominent types of complementary and alternative medicine modalities likely to be encountered by physicians in practice. The course is taught via didactic lectures and demonstrations with audience participation.

*0.5-1 semester credit*

**FMED 213 – Advanced OMM Techniques (E)**

This course offers students an opportunity to further develop skills in manipulative medicine by participating in lecture/lab experiences covering expanded usage of previously taught modalities as well as new modalities. The case presentation context will be used to further clinical application of OMM.

*0.5 semester credit*

**FMED 225 – Advance Disaster Life Support (E)**

Prerequisite: FMED 125

This course is designed to provide students with advanced training for disasters requiring medical preparedness. This training complies with national guidelines to standardize emergency response training and to strengthen the nation's public health system. This course allows students to demonstrate competencies in casualty decontamination, specified essential skills and mass-casualty incident information systems/technology applications.

*1 semester credit*

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**FMED 226 – Advance Disaster Life Support Instructor (E)**

This course provides students with Advanced Disaster Life Support training and additional training to become an instructor for ADLS. The course includes instruction in coordinating and conducting rotation stations. This training complies with national guidelines to standardize emergency response training and to strengthen the nation's public health system. Prerequisite: FMED 225.

*0.5 semester credit*

**FMED 230 – Case Presentations in Clinical Medicine (E)**

This course will focus on synthesizing information taught during the first and second years of the COM curriculum, with an emphasis on clinical medicine. The top 10 diagnoses seen in primary care, as well as the top five inpatient admitting diagnoses will be covered, and students will practice obtaining medical history, documenting and utilizing evidence-based, cost-effective diagnostic strategies in order to arrive at a treatment plan. Prerequisite: Permission of instructor.

*1.5 semester credits*

**GENE 100 – Fundamentals of Genetic Analysis (E)**

This course provides additional study for students with limited background in genetic analysis as well as providing substantive review for students seeking to refresh and enhance an understanding of analysis applications.

*0.5 semester credit*

**GENE 199 – Medical Genetics Research (E)**

This course provides students an opportunity to learn and/or improve research techniques, particularly molecular techniques, in a supervised setting. Students will be able to develop an individual project as part of a research team. Credit value is variable from 2-5 semester credits. May be repeated for credit up to a maximum of 15 credits.

*2-5 semester credits*

**GENE 210 – Dymorphology (E)**

This course builds on the skills and knowledge gained during the first two years of medical training by emphasizing a stronger understanding of dymorphology. The course will provide an introduction into dymorphology assessment; an overview of common diagnoses, management and treatments; and development of differential diagnoses.

*1 semester credit*

**GENE 211 – Clinical Genetics (E)**

This course provides a systematic and comprehensive review of the application of genetics to commonly studied genetic diseases and syndromes encountered in medical training.

*0.5 semester credit*

**GENE 213 – Advanced Topics in Genetics (E)**

This course is designed for students with interests in genetic research and current topics in the literature. May be repeated for credit up to a maximum of 4 semester credits.

*1 semester credit*

**GENE 299 – Medical Genetics Research (E)**

This course provides students an opportunity to learn and/or improve research techniques, particularly molecular techniques, in a supervised setting. Students will be able to develop an individual project as part of a research team. Credit value is variable from 2-5 semester credits. May be repeated for credit up to a maximum of 15 credits.

*2-5 semester credits*

**IDIS 111 – Bioethics in Action: The OSCE Experience I (E)**

Physicians face challenging ethical situations every day. This elective will provide students with practical experience in communicating about difficult issues in complex scenarios, including two bioethics OSCE experiences that will explore psychosocial and emotional issues that surround end of life experiences.

*1 semester credit*

**IDIS 112 – Bioethics in Action: The OSCE Experience II (E)**

Physicians face challenging ethical situations every day. This elective will provide students with practical experience in communicating about difficult issues in complex scenarios, including two bioethics OSCE experiences that will explore psychosocial and emotional issues that surround HIV and domestic violence.

*1 semester credit*

**IDIS 120 – Introduction to Research (E)**

The purpose of this course is to provide an overview of research design and its application to research questions. This overview consists of understanding the preliminary considerations that go into selecting a quantitative, qualitative or mixed methods research design. These include knowing the definition for these different approaches, considering philosophical world views, reviewing the literature, understanding the use of theory, anticipating ethical issues and developing writing strategies. The course will include the process of research as it relates to each approach. This process includes writing an introduction, specifying a purpose statement, and developing research questions and/or hypotheses. This course will also discuss the methods and procedures for quantitative, qualitative, and mixed methods studies.

*2 semester credits*

**IDIS 121 – Introduction to Statistics & Quantitative Analysis (E)**

The purpose of this course is to provide an introduction to statistics used in research. The course will provide students with a foundation of practical skills in statistics focusing on data collection, management and analysis. More specifically, the course will cover descriptive statistics, inferential statistics, hypothesis testing, correlation techniques, statistics used in epidemiology and statistics used in decision making. This course includes laboratory time that is dedicated to the effective use of PASW (formally SPSS). Students will be expected to analyze data in the lab and accurately interpret output.

*2 semester credits*

**IDIS 122 – Introduction to Clinical Research (E)**

This course provides students with an advanced knowledge and experience in the application of the practical aspects required to achieve success in conducting human research. May be repeated for credit up to a maximum of 6 credits.

*1.5 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 KCUMB or other approved institution(s) and receive academic credits. 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.

*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 KCUMB or other approved institution(s) and receive academic credits. 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 199 – Behavioral Science 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 KCUMB 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 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 8 credits.

*1-2 semester credits*

**IDIS 201 – Spirituality in Medicine (E)**

This course exemplifies the Osteopathic integration of “Body, Mind and Spirit.” Students will be exposed to a variety of religious beliefs, often by practitioners of those faiths. Treatment considerations of the hospitalized patient and the dying patient will be discussed in small groups and with selected chaplains from the area. Students will also have an opportunity to explore their own belief system. For the interested students, optional activities, such as a sweat lodge, meditation, a retreat and following a chaplain on rounds may be available.

*1 semester credit*

**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 204 – Biomolecular Aspects of Clinical Medicine Journal Club (E)**

This course consists of nine sessions for students who are interested in discussing recent journal articles linking clinical cases with relevant and interesting biomolecular science research studies.

*1 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*

**IDIS 212 – Global Health (E)**

This broad-based course is designed to provide a review and understanding of common types of medical and community health issues likely to be encountered in developing countries around the globe.

*0.5 semester credit*

**IDIS 213 – Medicine and Law (E)**

This course provides the basic doctrines and principles of the law to serve as a foundation for legally sound medical practice. The contents include a comprehensive coverage of the dynamics of the law, its application to the health-care professional issues, and recent developments related to health-care delivery. Literature related to all aspects of life with special reference to health and health-care is included throughout the course. Literary narrative writings are discussed to demonstrate the relation to the practice of medicine.

*1.5 semester credits*

**IDIS 214 – Spanish for Medical Professionals III (E)**

This is an advanced course in medical Spanish intended for those with a Spanish language background who are actively using their past/current Spanish skills. Students will work in a Spanish-speaking community site with a preceptor for this course. Prerequisite: IDIS 209 or fluent to semi-fluent Spanish speaking skills and permission of instructor.

*1 semester credit*

**IDIS 221 – Leadership in Health Promotion (E)**

The purpose of this elective is for students to define a group within the University community who could improve their state of health and then to design and implement a program that will impact this group. The student will demonstrate skills in leadership, organization and self-direction. May be repeated for credit up to three times for a maximum of 1.5 credits.

*0.5 semester credit*

**IDIS 223 – Cultural Competency (E)**

This elective course examines our own culture – the Iatroculture – and preconceived notions about cultures, races and other groups. The content will identify features that make cultures unique while exploring the commonalities among cultures. The course will teach students new skills to appreciate all cultures. May be repeated for a maximum of 2 credits.

*1 semester credit*

**IDIS 224 – American Sign Language for Professionals (E)**

This is an introductory course to familiarize the student with a foundational working knowledge of American Sign Language with a strong emphasis on the medical sign language skill acquisition. Students will learn and use the manual alphabet and basic sign language to communicate with other students in lecture and interactive small group settings.

*1 semester credit*

**IDIS 229 – Human Patient Simulator Concepts (E)**

This course is designed to enhance student patient interview and physical examination skills through the use of human patient simulators and the application of didactic material in the creation of a case scenario.

*1 semester credit*

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**IDIS 234 – Spanish for Medical Professionals IV (E)**

This course provides students with the opportunity to participate in medical mission trips in a Spanish-speaking country. Students will be immersed in the culture and language of the country while shadowing and assisting American healthcare professionals. Prerequisite: IDIS 214 or equivalent language skills as approved by the associate dean for curricular affairs.

*1 semester credit*

**IDIS 235 – BCLS Instructor Training (E)**

This elective course provides the training necessary for students to become qualified Basic Cardiac Life Support instructors. The instructive phase involves didactic and hands-on training. Participants provide BCLS instruction to other students to fulfill the course requirement.

*1 semester credit*

**IDIS 250 – Biostatistics for Medical Students (E)**

This course is designed to acquaint medical students with fundamental concepts in biostatistics. Successful completion of the course will improve a student's ability to successfully read and interpret statistics used in biomedical research science.

*0.5 semester credit*

**IDIS 297 – 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 KCUMB or other approved institution(s) and receive academic credits. 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.

*1-5 semester credits*

**IDIS 298 – 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 KCUMB or other approved institution(s) and receive academic credits. 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 299 – Behavioral Science Research (E)**

This course is intended to provide a framework within which MSII students may engage in behavioral science research projects or a variety of activities related to such research at KCUMB 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 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 8 credits.

*1-2 semester credits*

**IMED 200 – Hospice/Palliative Medicine (E)**

This elective is designed to introduce the student to basic principles and concepts involved in the care of the terminally ill patient. Prerequisite: Completion of first year of didactic studies.

*2.5 semester credits*

**MBIO 199 – Microbiology Research (E)**

This course is intended to provide a framework within which MSI students may engage in microbiology research projects or a variety of activities related to such research at KCUMB 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. Credit value is variable from 2-5 semester credits. May be repeated for credit up to a maximum of 15 credits.

*2-5 semester credits*

**MBIO 210 – Clinical Applications in Microbiology (E)**

This elective is intended to provide MSII students with an extensive in-depth examination of microbial pathogens, to a greater extent than experienced in the required COM curriculum. Principles of basic bacteriology, mycology parasitology and virology will be integrated into a diagnosis of infected patients by examining clinical scenarios (case studies). Public speaking skills will also be enhanced through the presentation of infectious disease case studies to the class. Prerequisites: Successful completion of Neuroscience I and II sections.

*1 semester credit*

**MBIO 215 – Clinical Immunology and Microbiology (E)**

This course is intended to provide a framework within which MSII students may integrate the principles of basic bacteriology, virology and immunology into the diagnosis of patients within clinical scenarios. Prerequisite: Successful completion of all MSI and MSII required sections.

*0.5 semester credit*

**MBIO 299 – Microbiology Research (E)**

This course is intended to provide a framework within which MSII students may engage in microbiology research projects or a variety of activities related to such research at KCUMB 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. Credit value is variable from 2-5 semester credits. May be repeated for credit up to a maximum of 15 credits.

*2-5 semester credits*

**MIMD 101/102 – Military Medicine I and II (E)**

This course is provides students in the Military Medicine track with education and training surrounding military leadership, military medicine and maintenance health and wellness for military physicians. Curriculum will be delivered through lecture, online and onsite training experiences, anatomy lab and simulation. May be repeated once for credit.

*1 semester credit*

**OCS 215 – Osteopathic Principles and Practice and Clinical Case Integration (E)**

This course is intended to help students organize the OCS curriculum knowledge for the preparation of evaluating and treating patients during the clinical years. It is designed to be an interactive discussion of the application of osteopathic principles and practice within a clinical case context format. While discussing clinical cases, the integration of the osteopathic concepts will be emphasized as well as physical diagnosis skills. The clinical presentation being discussed will determine which specific OMT technique will be included.

*1 semester credit*

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**OMMD 209 – Foundations in Teaching OMM (E)**

This course provides selected second-year students with experience in teaching Principles of Osteopathic Medicine in the laboratory setting. Participants assist first-year students in their weekly laboratory experience and provide individual instruction and demonstration of osteopathic techniques under the supervision of faculty and staff. May be repeated for credit up to a maximum of 2 credits.

*0.5 semester credit*

**PATH 110 – Basic Forensic Pathology (E)**

This elective introduces forensic pathology in the setting of a medical examiner's office. The student will learn the differences between hospital and forensic autopsies, natural and non-natural causes of death, and types of wound presentations associated with non-natural causes of death.

*1 semester credit*

**PATH 112 –Pathology Symposium (E)**

This elective will allow students to gain an enhanced understanding of disease through small group-directed discussions and acquire skills critical to a physician's lifelong learning. May be repeated for a maximum of 4 credits.

*1 semester credit*

**PATH 199 – Pathology Research (E)**

This elective provides students with an opportunity to learn and/or improve skills in pathology identification and develop research techniques. Students will be able to develop an individual project or participate as part of a research team. Prerequisite: Permission of instructor prior to registration. Repeatable for up to a maximum of 20 credits.

*1-5 semester credits*

**PATH 209 – Introduction to Pathology Teaching (E)**

Course participants work hand-in-hand with department faculty to introduce incoming students to pathology, including microscope work, and making and presenting clinicopathologic correlations. Prerequisite: MSII status and permission of the department chair. May be repeated for credit up to a maximum of 3 credits.

*1 semester credit*

**PATH 211 – Introduction to Hospital Pathology (E)**

This course allows students to join hospital pathologists for hands-on learning, including processing and diagnosing surgical specimens and biopsies, and experience in the clinical lab. Prerequisite: MSII status and permission of the department chair.

*1 semester credit*

**PATH 212 –Pathology Symposium (E)**

This elective will allow students to gain an enhanced understanding of disease through small group-directed discussions and acquire skills critical to a physician's lifelong learning. May be repeated for a maximum of 4 credits.

*1 semester credit*

**PATH 215 – Pathology Applications (E)**

This elective provides students with an intensive overview of pathology applications as they will actually appear in practice. Students will be presented (in rapid-fire mode) with clinical situations to assess in their small groups, and then be responsible for presenting their analysis to the larger group.

*0.5 semester credit*

**PATH 299 – Pathology Research (E)**

This elective provides students with an opportunity to learn and/or improve skills in pathology identification and develop research techniques. Students will be able to develop an individual project or participate as part of a research team. Prerequisite: Permission of instructor prior to registration. Repeatable for up to a maximum of 20 credits.

*1-5 semester credits*

**PEDS 199 – Pediatric Research (E)**

This elective provides students with an opportunity to learn and/or improve research techniques in a pediatric setting. Students will be able to develop an individual project as part of a research team. Prerequisite: Permission of instructor prior to registration. Repeatable for up to a maximum of 20 credits.

*1-5 semester credits*

**PEDS 202 – Introduction to Newborn Care (E)**

This course provides an introduction to newborn infants in a clinical setting. Students meet with the physician to discuss complicated newborn care, resuscitation, routine care and orders, and palliative care for neonates and parents.

*1 semester credit*

**PEDS 203 – Neonatal Resuscitation (E)**

This course provides instruction in neonatal resuscitation based on the American Academy of Pediatrics and the American Heart Association's International Guidelines.

*1 semester credit*

**PEDS 299 – Pediatric Research (E)**

This elective provides students with an opportunity to learn and/or improve research techniques in a pediatric setting. Students will be able to develop an individual project as part of a research team. Prerequisite: Permission of instructor prior to registration. Repeatable for up to a maximum of 20 credits.

*1-5 semester credits*

**PHAR 101 – Deconstructing NSAID Anti-Inflammatory Drugs (E)**

This course will introduce the history and development of non-steroidal anti-inflammatory drug (NSAIDs); the basis for their clinical efficacy/safety, especially their cardiovascular, renal and hepatic side-effects; the dominant molecular hypothesis that shapes the controversy over their cardiovascular safety, their use in cancer prevention and the evidence for OMT as an alternate/complement to NSAIDs. This course will reinforce knowledge gained in cardiovascular and musculoskeletal sections of the curriculum and anticipates some of the content in the gastrointestinal sections of the curriculum.

*1 semester credit*

**PHAR 199 – Pharmacology Research (E)**

This course is intended to provide a framework within which MSI students may engage in pharmacology research projects or a variety of activities related to such research at KCUMB 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. Credit value is variable from 2-5 semester credits. May be repeated for credit up to a maximum of 15 credits.

*2-5 semester credits*

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**PHAR 202 – Study Designs & Medical Literature Evaluation (E)**

This course will introduce students to the various study designs commonly utilized by medical researchers and published in the medical literature. Students will be given the opportunity to learn how to systematically review the medical literature and to determine if the findings of a publication are scientifically sound, generalizable and useable for changes in the care of the patients. Students will also be given the opportunity to practice board-relevant exam questions, as a group, to formally assess their knowledge-based improvement at the end of the course.

*1 semester credit*

**PHAR 215 – Transitioning from Basic Pharmacology to Pharmacotherapeutics (E)**

This course is intended to provide a framework within which MSII students may integrate the principles of basic pharmacology, evidence-based medicine guidelines and best practices in the treatment of patients within clinical scenarios.

*0.5 semester credit*

**PHAR 299 – Pharmacology Research (E)**

This course is intended to provide a framework within which MSII students may engage in pharmacology research projects or a variety of activities related to such research at KCUMB 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. Credit value is variable from 2-10 semester credits. May be repeated for credit up to a maximum of 30 credits.

*2-10 semester credits*

**PHYS 110 – Exercise Counseling by Physicians (E)**

This course will provide students with the knowledge, skills, and tools essential for prescribing exercise to their patients. Emphasis will be placed on how to accomplish this task within the primary setting.

*0.5 semester credit*

**PHYS 120 – Core Concepts in Physiology 1 (E)**

This course is designed to increase first year medical students' mastery of physiology as taught in Foundations of Medicine and Musculoskeletal. This course relies heavily on independent learning to review the core concepts required to understand future physiology material and to ensure that the students are able to use the concepts in critical thinking/diagnostic reasoning as required in future sections.

*1 semester credit*

**PHYS 121 – Core Concepts in Physiology 2 (E)**

This one-week intensive elective course is intended for MS-1 students whose self-assessments or test performance/discipline mastery reports indicate the need for additional assistance to master basic cardiorespiratory physiology before future sections and boards. This course will utilize technology-enhanced teaching and independent learning to cover topics such as ventilation/perfusion (V/Q) inequalities and cardiac/respiratory cycles; beginning with a brief review of the basic physiology and then moving to exercises designed to develop the student's ability to apply the information using critical reasoning skills as required in future sections of the KCUMB curriculum and COMLEX.

*1 semester credit*

**PHYS 201 – Exercise Medicine (E)**

This course represents an advanced level of investigation of the influences of exercise on the human body and their clinical relevance. Emphasis will be placed on the premise that inactivity is abnormal behavior with routine exercise being the normal human condition. Techniques and justification for decreasing inactivity will be discussed for multiple population groups and conditions.

*1 semester credit*

**PHYS 212 – Fundamentals of Health Promotion I (E)**

The purpose of this course is to promote a personal and professional attitude that will improve the health of the participant and influence treatment of their future patients. Three areas will be emphasized including nutrition, exercise and stress management. A series of lectures, assignments and directed studies are associated with the course. May be repeated for credit for a maximum of 1 credit.

*0.5 semester credit*

**PHYS 213 – Advanced Topics in Physical Activity and Health (E)**

This course is designed for students with interests in human performance, exercise physiology and sports medicine. This course is also offered at the Graduate College level as PHYS 513, so credit may not be earned for both PHYS 213 and PHYS 513.

*1 semester credit*

**PHYS 215 – Clinical Pathophysiology (E)**

This course is designed to prepare students to understand the pathophysiology behind common, specific patient presentations. It will allow the student to draw on this understanding to more effectively diagnose and treat the patient.

*1 semester credit*

**PMED 104 – Introduction to PASW (SPSS) and Biomedical Statistics (E)**

Prerequisite: Acceptance into the KCUMB Student Summer Research Fellowship program or permission of instructor.

This course is intended to provide advanced exposure and instruction on biomedical statistics and research methodology along with hands-on experience in data management and statistical analysis using PASW (SPSS) Windows-based statistical software. Students learn to enter, import, define, manipulate, transform, recode, combine and calculate variables, as well as assess normality of data, generate descriptive and inferential statistical analyses and associated output, export output, and are provided exposure to test interpretation.

*1 semester credit*

**PMED 204 – Data Management Using SPSS II (E)**

This course is intended to build on the analytical skills acquired in PMED 104.

*1 semester credit*

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## Fellowship Opportunities

### **ANAT 399 – Clinical Anatomy Fellowship (E)**

The KCUMB Fellowship in Clinical Anatomy program provides advanced professional education in aspects of human gross, microscopic and clinical anatomy, and provides a framework under which students develop teaching and research skills. Prerequisites: 1) Successful completion of years 1 & 2 COM course work. 2) Submission of applications including statement of interest. 3) Development of an initial research project outline with an appropriate number of primary literature citations. May be repeated twice for credit.

*20 semester credits*

### **OCS 399 – Undergraduate 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*

### **Summer Student Research Fellowship**

The University sponsors summer research fellowships for medical students. The purpose of the summer research fellowship program is to promote research involvement by KCUMB students in collaboration with KCUMB 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. Fellowships run from June 1 to July 31 each year and students who are awarded a fellowship will receive a stipend. However, the awarding of a summer research fellowship does not automatically equate to academic credit. Students interested in earning academic credit for research activity are encouraged to explore registration opportunities for research oriented course offerings as advertised each semester. Interested parties should contact the director of sponsored programs, at (816) 654-7602 for additional information.

## **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. Each student must complete a minimum of 20 blocks (80 semester credits) of clinical clerkships. All clerkships are identified in terms of “blocks,” which are either four-weeks or one month in duration and carry a credit value of four semester credits each.

Third-year consists of nine required clinical clerkships and one elective clerkship for a total of 10 blocks (40 semester credits). These include: Family Medicine (two blocks), Internal Medicine (two blocks), Pediatrics (one block), Surgery (two blocks), Obstetrics/Gynecology (one block), Psychiatry (one block) and one clerkship elective (one block). 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 for a total of 10 blocks (40 semester credits). These include: Internal Medicine Elective (Core, one block), Emergency Medicine (one block), Clinical Case Management Review (one block), electives (five blocks) and Sub-internships (two blocks).

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.

### Clinical Clerkship Credit and Grading

All full-block clinical clerkships are awarded four semester credits. Under special circumstances, and with permission of the director of OCCE, these courses may be taken for two semester credits. All required discipline-specific clerkships are awarded Honors (H), High Pass (HP), Pass (P) or Fail (F) grades. All remaining clerkships (electives and sub-internships) are graded pass/fail (P/F).

### Enrollment Status of Third- and Fourth-Year Students

Students enrolled in clerkships are considered full time. This full-time status is based on a schedule, approved by the associate dean of clinical education, allowing the student to complete the sequence of graduation requirements with his/her class. While the University operates under a semester calendar system and admits students as a cohort group with each academic year typically starting in August, the fourth-year COM program typically begins on June 1.

### 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.

### Clinical Clerkship Terms and Definitions

**Required Clerkships:** The 12 clinical clerkships required of all students are designed to provide students with exposure, observation and training to further their understanding of patient care in a variety of clinical, office and hospital settings. Serving as the foundation for clinical training, all required clerkships are enhanced by specific goals, learning objectives and reading assignments.

**Electives:** Clerkships selected by the student to obtain clinical exposure, observation and training within an area of interest. Elective clerkships are enhanced by specific goals and learning objectives.

**Sub-internships:** Fourth-year clerkships are selected by the student to obtain additional clinical exposure, observation and training within areas of interest. Students serve as the primary care provider under direct supervision of the attending physician or faculty and may perform simple diagnostic procedures. Focus is placed on self-education and more advanced study of the selected discipline area. Sub-internships are enhanced by specific goals and learning objectives and are completed at a residency or at a core site.

## Third-Year Curriculum

Clerkship offerings for the third year are:

FMED 301	Family Medicine I
FMED 302	Family Medicine II
IMED 301	Internal Medicine I
IMED 302	Internal Medicine II
OBGY 301	Obstetrics/Gynecology
PEDS 301	Pediatrics
PSYC 301	Psychiatry
SURG 301	General Surgery I
SURG 302	General Surgery II
Elective	(one block)

## Fourth-Year Curriculum

CLMD 406	Clinical Management Review
EMED 401	Emergency Medicine
IMED 4xx	Internal Medicine
Sub-internships	(two blocks)
Electives	(five blocks)

## Third- and Fourth-Year Clerkship Registration

The Office of the Registrar will register all third-year medical students for a placeholder clerkship block called ROTA 3A (fall – 25 credits) and ROTA 3B (spring – 25 credits) in this sequence. These placeholder codes will later be detailed to the specific course ID on the student’s transcript when the Office of Community Clinical Education submits the final grade rosters.

Similarly, fourth-year medical students will be registered for a placeholder clerkship block called ROTA 4C (summer – 10 credits), ROTA 4A (fall – 20 credits) and ROTA 4B (spring – 20 credits), in this exact sequence. These placeholders will follow the same transcript procedures as identified for third-year experiences.

## Required Clinical Clerkship Descriptions

### 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.

*4 semester credits*

### FMED 302 – Family Medicine II

This required clerkship provides students with clinical exposure, observation and training to further their understanding of family medicine. The primary theme addressed during this family medicine clerkship is acute and chronic illness. 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.

*4 semester credits*

**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.

*4 semester credits*

**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.

*4 semester credits*

**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.

*4 semester credits*

**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.

*4 semester credits*

**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.

*4 semester credits*

**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.

*4 semester credits*

**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.

*4 semester credits*

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

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

*4 semester credits*

### **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.

*4 semester credits*

### **IMED 4xx – Internal Medicine**

This fourth-year required clerkship provides students with clinical exposure, observation and training to further their understanding of internal medicine subspecialties. Students focus on the basic care, treatment and diagnosis of common illnesses in the adult patient to prepare for more advanced study of the discipline. Training emphasizes physician awareness, assessment, treatment, and acknowledgement of common conditions. This requirement must be fulfilled with a physician with specialty board certification.

*4 semester credits*

## **Elective and Sub-Internship Clerkship Descriptions**

### Mission

The mission of the Clerkship Electives Program is to prepare students for entry into clinical practice through elected experiences that complement and extend the training gained in required core clerkships. These elected experiences will facilitate broad-based reflection on career goals and choice while also enhancing skills in patient assessment, evaluation and treatment.

### Goals

Electives provided by KCUMB and affiliated partner institutions will:

1. Prepare students to confidently and competently assess patients with undifferentiated disease; identify medical problems; and diagnose, treat and communicate findings to the patient;
2. Assist students in selecting a career focus and identify programs which match career goals;
3. Facilitate student understanding of the role of the physician in patient care and community health; and
4. Prepare students for entry into clinical training programs.

The following list of elective and sub-internship clerkships are 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. Elective clerkship syllabi with detailed course descriptions are available in the Curriculum section of KCUMB's website at: [www.kcumb.edu/academics/college-of-osteopathic-medicine/curriculum/course-descriptions/electives-yr3and4/](http://www.kcumb.edu/academics/college-of-osteopathic-medicine/curriculum/course-descriptions/electives-yr3and4/).

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 2 (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 400***	Clinical Independent Study (E)
IDIS 401	Bioethics (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)

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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)
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)
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)

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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)
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)

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

This elective clerkship consists of approximately two weeks on KCUMB'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 up to a maximum of 10 credits.

*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 up to a maximum of 10 credits.

*4 semester credits*

**\*\*\* IDIS 400 – Clinical Independent Study (E)**

This elective is designed to provide students with an opportunity for independent study in areas of medical education, clinical practice, research, or investigational inquiry. An application and approval of the study project by the associate dean of curricular affairs or the provost and dean of the College of Osteopathic Medicine is required.

*1-4 semester credits*

## IMED 401 – Cardiology (E)

This fourth-year required clerkship provides students with clinical exposure, observation and training to further their understanding of cardiology. Students focus on the basic care, treatment and diagnosis of common cardiovascular illnesses in the adult patient to prepare for more advanced study of the discipline. Training emphasizes physician awareness, assessment, treatment, and acknowledgement of common cardiovascular conditions.

*4 semester credits*

## 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 Community 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)

*1-4 semester credits*

## Honors Curriculum

Course requirements for the Honors programs are under development. For information, please contact the Office of Curricular Affairs. Program information may be found in the Academic Programs section under Honors Curriculum.

## Master of Arts in Bioethics Overview

KCUMB's bioethics program, which started in 2007, 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 course work.

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 KCUMB 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 (D.O./M.A.)
- 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 of the College of Biosciences.*

## 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 D.O., M.D., J.D. or Ph.D. 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 can 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 adviser 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 KCUMB medical students who decide to pursue a master's degree in bioethics conjointly with their D.O. 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 (D.O./M.A.), 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.

## **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)
IDIS 110	Ethics for Physicians (1)
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

*Note:* Dual-degree students who are simultaneously completing the D.O. program and M.A. in bioethics program are eligible to request a waiver of up to two elective credits from the D.O. curriculum. However, dual-degree students who elect to take advantage of this waiver may not use IDIS 110 in partial fulfillment of their remaining D.O. elective requirements.

## **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*

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**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 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. It may be a traditional thesis project or a non-traditional project. It culminates in the presentation and defense of the project. Prerequisite: 18 credits of core bioethics courses and 9 credits of bioethics electives and approval of the chair of the department and faculty.

*3 semester credits*

# College of Biosciences

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## Introduction

With an expanded mission that includes greater emphasis on research and discovery, KCUMB 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 or research track program (about two years).

The 12-month track includes coursework in biochemistry, cell biology, genetics, epidemiology, physiology, molecular biology, immunology, introduction to research methodology, 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., D.O., M.D., D.D.S.). The research track is designed for individuals interested in pursuing careers as research assistants or enrolling in Ph.D. programs in the biomedical sciences.

## COB 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) track, 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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## Academic Calendar 2014-2015

### Master of Science in Biomedical Sciences Program

#### Fall Semester (Aug. 18 - Dec. 12, 2014)

Aug. 14.....	Orientation and Registration
Aug. 15.....	Service Day and Activities
Aug. 18.....	Classes Begin
Sept. 1.....	Labor Day – University Closed
Oct. 6 - 10.....	Midterm Exams
Nov. (TBA) .....	Research Day
Nov. 27 - 28.....	Thanksgiving Break – University Closed
Dec. 8 - 12.....	Final Exams
Dec. 15 .....	Student Winter Break Begins
Dec. 22 – Jan. 2 .....	University Closed

#### Spring Semester (Jan. 5 – May 8, 2015)

Jan. 5 .....	Classes Begin
Jan. 19 .....	Martin Luther King Day – University Closed
Feb. 23 - 27 .....	Midterm Exams
March 2 - 6.....	Spring Break – Classes Suspended
May 4 - 8.....	Final Exams
May 9 .....	Commencement

#### Summer Semester (June 1 – July 24, 2015)

June 1 - 26.....	Seminars/Comprehensive Review
July 1 .....	Comprehensive Exam 1
July 4.....	Independence Day – University Closed
July 15 .....	Comprehensive Exam 2 (Remediation)
July 24.....	Degrees Awarded



# COB Admissions

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## General Introduction

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 a lack of knowledge about the way the application process works can be stressful. Consequently, applicants to the master of science in biomedical sciences programs are encouraged to visit the KCUMB 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 admissions office directly. Patrons, whether they are inquirers, applicants or students, will find the admissions office to be professional, knowledgeable and approachable.

KCUMB is a private institution and encourages applications from qualified students interested in pursuing a career in biomedical sciences regardless of their state of permanent residence.

Admissions personnel are available to respond to calls between 9 a.m. and 4 p.m. Central Time at (877) 425-0247 or (816) 654-7160.

## Special Accommodations

The University provides reasonable and appropriate accommodations for students with documented disabilities. The intent of the policy is to provide each student with an opportunity to excel academically, while creating an equitable environment conducive to learning. The policy will be administered consistently, fairly and in a non-discriminatory manner. The policy complies with the Americans with Disabilities Act (ADA) of 1992 and any other applicable state and/or federal laws.

Any student accepted to a University program will be required to complete a Post-Admissions Questionnaire requesting information about mental and/or physical limitations that may require accommodation while attending the University.

The Academic Accessibility Committee (AAC) is responsible for reviewing the completed forms and will follow these steps:

1. In reviewing questionnaires that indicate mental and/or physical limitations, the AAC:
  - a. Investigates whether the disability is ADA-protected;
  - b. Determines if the student is otherwise qualified and is capable of completing the entire program;
  - c. Assesses the risk of the student harming self and others;
2. Reserves the right to request additional documentation;
3. May consult with any necessary health-care providers;
4. May require that the student meet with any University-selected health-care provider at the student's expense for further evaluation or testing;
5. Makes a formal recommendation to the dean of the College of Biosciences.

### Procedures for Requesting Special Accommodations

Requests for accommodations are made by the student according to the procedures outlined below. Applications may be submitted at any time during the academic year. An application for accommodations is a request for only the academic year in which it was submitted. If an accommodation is granted during the first academic year, a renewal application must be submitted the

following year should the student desire continuation of the granted accommodations. Requests for special accommodations do not signify privilege until official notice is received from the dean of the College of Biosciences.

All requests for special accommodations due to a physical, psychological or learning disability must contain appropriate documentation and be directed to both the Academic Accessibility Committee and the dean of the College of Biosciences, who make decisions regarding implementation of special accommodations.

### Applicability

All matriculated students who have documented physical, learning and/or psychological disabilities are applicable.

### The Student's Responsibilities

Submit a completed application, which can be obtained from the chair of the Academic Accessibility Committee, and have all documentation forwarded (release form available in the above-mentioned offices) to the chair of the Academic Accessibility Committee. The application form includes the following information:

1. Name, social security number, student ID number, address and telephone number;
2. Diagnosis of the disability and the earliest date that the disability was professionally diagnosed. Supporting documentation must be forwarded (release form), including diagnosis and how it affects major life activities; results of tests that were administered and interpreted; name, address and phone number of professional(s), including physician(s) responsible for administering and interpreting tests; date(s) that the tests were administered and interpreted; and recommendations for any accommodations;
3. A personal description of how the disability affects major life activities;
4. Define the accommodation(s) that is (are) requested;
5. The applicant must indicate whether accommodations were granted in all previous educational environments; if accommodations were given, the applicant must provide:
  - a. Name of institution(s);
  - b. Name of person(s) [and respective department(s)] who granted accommodations;
  - c. Subject area(s) for which accommodations were granted;
  - d. Specific description of accommodations received;
6. Signature of student;
7. Date the application is submitted.

### **Important**

An application is incomplete if it does not contain documentation dated within 24 months of submission of application. The AAC may waive the 24-month requirement if additional documentation is not deemed necessary.

It is the responsibility of the student to have an evaluation and tests administered and interpreted. The AAC can refer the student to a local provider for evaluation. Any charges for an evaluation or forwarding of documentation are the student's responsibility.

If an accommodation is granted during the first academic year, a renewal application must be submitted to the AAC each subsequent year if the student wants a continuation.

University policies are nondiscriminatory and give consideration to all applicants for admission, financial aid and special accommodations without respect to gender, sexual orientation, race, color, creed, age, religion, disability or national origin. Inquiries regarding compliance must be directed to the associate dean for student affairs.

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## Authorization to Release Applicant Information

The Federal Privacy Act specifies that only the applicant have 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 a signed waiver giving personnel of Kansas City University of Medicine and Biosciences permission to discuss all details of the application with each said individual.

## Academic Requirements

### Master of Science in Biomedical Sciences

1. Bachelor's degree from an accredited college or university;
2. Completion of 13 hours of chemistry (including organic chemistry), 12 hours of biological sciences, 8 hours of physics, and 6 hours of English;
3. Science and cumulative GPA of greater than 3.0 on a 4.0 scale;
4. MCAT completion with minimum score of 21 for a one-year track. (Substitution for other comparable professional degree entrance examination score may be allowed if applicant wishes to pursue other health care professional admittance, such as dental, veterinary or pharmacy school. Please contact the Office of Admissions for additional information.);
5. Two letters of recommendation, preferably from science professors who can attest to the applicant's ability to perform in a graduate setting.

## 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 course work 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.*

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## 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:

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

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

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

KCUMB will consider credit from the evaluation report only if the evaluation service has indicated the course work taken was similar to course work 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 Graduate Record Examination (GRE), the Medical College Admissions Test (MCAT) 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.

The dean of the College of Biosciences reviews and makes admissions decisions for the biomedical sciences applicants. 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 at least five working days before the start of the academic year. Applicants accepted while completing course work will be expected to receive a grade of C or higher, and degree requirements must be completed at least five working days before the start of the academic year.
- **Immunizations and Proof of Health Insurance** – Prior to matriculation, all entering students must be vaccinated in accordance with University's guidelines. KCUMB 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 Community 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 KCUMB 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 course work 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 course work 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

KCUMB does not provide housing; however, the KCUMB Admissions Office can assist students in their search for housing.

# COB Fiscal Policies and Financial Aid

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## Tuition, Fees and Expenses

The following fees and tuition apply to the 2014-2015 academic year:

**Application Fee.....\$ 30**

Fee payable upon submission of application for admission. *Fee is non-refundable regardless of reason.*

**Acceptance/Matriculation Fee .....\$ 500**

Accepted applicants are required to pay the fee 21 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.*

**Tuition, 2014-15 (Biomedical Sciences) .....\$28,057**

**Term I Tuition Charge .....\$14,029**

**Term II Tuition Charge .....\$14,028**

Student Activity Fee.....\$ 75

Technology Fee.....\$ 150

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. *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.*

## Books and Instruments

The approximate costs for required textbooks are:

Biomedical Sciences Textbooks .....\$ 600

## Miscellaneous Fees

Late Registration Fee .....\$ 100

Transcript Fee .....\$ 10

Student ID/Building Access Card Replacement Fee .....\$ 10

## **General KCUMB 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 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 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 institutions 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.

3. 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 KCUMB 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 withdraws from school on Aug. 23 (third week) has "earned" 16.9 percent (completed 22 calendar days/130 total calendar days in period) of the \$31,635 received from first disbursements of Title IV funds. The school retained \$21,195 from these disbursements to pay institutional charges (half of the annual tuition; \$21,020 plus required fees of \$175). The school must return 83.1 percent (amount unearned), or \$17,613, to Title IV loan programs and is allowed to retain \$3,582. Per the university refund policy, 75 percent of the total yearly tuition is due (25% refund which is \$31,529.25 (\$42,039 x 75 percent). The student owes the university \$27,947.25 (\$31,529.25 minus \$3,582).
  - 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.
4. 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.

### Appeal Process

A student who has an issue with the billing or financial aid portion of this policy may write a letter of appeal: c/o Accounting Office (billing) or Director of Financial Aid, 1750 Independence Ave., Kansas City, MO 64106

### Withdrawal from the University

Students wishing to withdraw from all courses and leave the University must complete the University Checkout process as follows:

1. The student must present the executive vice president for academic and medical affairs, and provost and dean of the College of Osteopathic Medicine or the dean of the College of Biosciences, as applicable, with a letter of withdrawal;

2. The student presents the registrar with a signed letter from the executive vice president for academic and medical affairs, and provost and dean of the College of Osteopathic Medicine or the dean of the College of Biosciences, as applicable, that their request for withdrawal has been approved and that checkout is in order;
3. Before leaving campus, the student must secure a checkout form from the Office of the Registrar and undergo an exit interview with the following departments or offices:
  - a. Financial Aid (see Entrance and Exit Counseling);
  - b. Finance;
  - c. Library;
  - d. Information Technology;
  - e. Anatomy (MSI or MSII students only) (bone box must be returned);
  - f. Community Clinical Education (COM MSIII and MSIV students); and
  - g. Safety and Emergency Management
4. The completed checkout form must be submitted to the Office of the Registrar no later than two weeks after the decision to withdrawal was made.
5. Once the student completes all obligations, the Office of the Registrar will release student records upon written request.

## Budget Adjustments

A student may request a budget adjustment based on these four reasons only:

1. **Health Insurance.** The actual cost paid by the student for health insurance (to a maximum of \$125/month) will be added provided that the most recent bill or premium notice indicating the amount due is submitted at the time of initial application for aid. Health insurance costs for family members cannot be included.
2. **Child Care.** Half the actual cost of child care up to the maximum allowed for students with dependent children 12 years and under that meet qualification criteria. Private school tuition does not qualify as child care. Limitations may apply. An application for the allowance with appropriate documentation is required.
3. **Medical Expenses.** Extraordinary expenses (for the student only) not covered in the student budget for unreimbursed medical expenses for non-elective procedures incurred within the current academic year. Documentation is required and limitations may apply.

*Note: A student may appeal any denial of a request for a budget adjustment or extraordinary circumstances by submitting a written request for appeal to the director of financial aid.*

## Student Financial Aid

Education is expensive. During schooling, a student may be forced to live at a modest level. The primary obligation for financing a student's education lies with the student and the student's family. The federal and private agencies, which make funds available for borrowing, do so with the understanding that a student must sacrifice in order to achieve his/her educational goals.

Upon acceptance to KCUMB, a student who needs financial assistance must complete a Free Application for Federal Student Aid (FAFSA). An application can be made online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The KCUMB FAFSA code is G02474. This information allows the Financial Aid office staff to determine the degree and amount of need-based financial assistance, loan amounts and scholarship awards for which a student is eligible.

Financial aid, as awarded or borrowed under federal or private programs, cannot exceed the KCUMB standardized budget (Cost of Attendance) and must be used to offset the cost of the student's

education. This means biomedical sciences student borrowers must live on personal expenses of \$2,010 per month for their enrollment period from all monies available to them, including personal resources, parental assistance, awards, scholarships and loans. Personal income from the previous year and the income of the student's spouse are taken into account when figuring the amount a student can be awarded or can borrow.

Money is available for a student's direct educational costs and personal support while he or she receives an education. The student must be frugal and a good money manager to make the budget work comfortably. The primary federal sources are the subsidized and unsubsidized Stafford and GradPLUS loan programs. The subsidized Stafford loan is a low-interest program on which the government pays the interest while the student borrower is in school and is the loan of first choice. The unsubsidized Stafford and GradPLUS loans accrue interest from disbursement and are the loans of last resort. Refer to "Loan Programs and Sources" for maximum borrowing amounts for each program.

A student may not be eligible for the full amount of loans based on his or her needs analysis application (FAFSA) and the KCUMB standardized budget (Cost of Attendance). The amount a student can borrow is based on the cost of his/her education and potential personal contributions, not on the student's desire for capital.

Students must carefully consider the repayment implications of loan programs and avoid excessive borrowing. KCUMB has a federally mandated obligation to keep a student's indebtedness to a minimum. A student will receive counseling while in school about the nature of his/her debt and the projected payment schedule. The typical indebtedness of a student borrowing the 2013-14 full cost of attendance for the one-year Biomedical Sciences program is \$48,270. Borrowing money from these programs is a privilege, not a right; the regulations controlling these programs change periodically.

The KCUMB Financial Aid Office is in place to assist students in financing their educations. The office staff will help find money for the student, but the primary responsibility for the financing of a student's education lies with the student. This means that such things as supplying personal documentation, supplying family documentation, ensuring that a student qualifies for loans by having a favorable credit report and providing monies for prior commitments are the student's obligations under the system. 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. 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.

### **General Financial Aid Policies**

The University 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 KCUMB.

The University 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. Students will not be allowed unlimited borrowing simply because programs are available.

*Note: The Department of Education mandates that non-school certified private education loans be included when determining eligibility for federal programs.*

*KCUMB does not recommend private loans for programs that are eligible for federal aid. Therefore, KCUMB 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.*

For students applying for financial aid at or beyond the midpoint of their academic year, financial aid eligibility will be determined for living expenses based on the number of months remaining in the academic year plus unpaid tuition that is not covered by another source.

## **Satisfactory Academic Progress for Financial Aid Consideration (COB Students)**

Satisfactory Academic Progress (SAP) is assessed at the end of each semester. A student falling below a 3.0, but earning at least a 2.50 cumulative GPA at the end of the first semester will be placed on financial aid warning status for the next payment period and will continue to receive Title IV aid for that period. Students in the one-year M.S. track failing to attain a 3.0 cumulative GPA by the end of the second semester (payment period) will lose financial aid eligibility. Students in the M.S. two-year research track must attain a 2.5 cumulative GPA by the end of year one to be eligible for financial aid for year two. Additionally, students in the M.S. two-year research track must attain a 3.0 cumulative GPA by the end of the first semester of the second year to remain in the program. Failure to meet these requirements at any time will result in loss of financial aid eligibility.

Per academic program length restrictions, all master's degree students must graduate within three years of the date of matriculation. In order for a student to qualify for financial aid for additional years of at least half time enrollment, they must meet the qualitative requirements previously stated. In addition, a student placed in any status by administrative directive that stipulates the student is considered "Not in Good Standing" or "Not Meeting Satisfactory Progress" or placed on suspension from academic participation is ineligible for financial aid. The director of financial aid will notify the student of the loss of financial aid eligibility.

## **Loan Programs and Sources**

<http://studentaid.ed.gov>

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

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

The interest rate is fixed at 6.8 percent. An origination fee of 1.051 percent is deducted from the loan proceeds. This program provides \$20,500 per year with a cumulative maximum of \$138,500, less the amount of subsidized Stafford. Interest begins to accrue at disbursement; unpaid interest will capitalize at repayment.

### **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 5 percent. The cumulative amount is \$60,000 (including undergraduate loans).

### **Federal Direct GradPLUS Loan – Department of Education Title IV**

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

The Federal Direct GradPLUS loan program was made available July 1, 2006. Congress extended the undergrad PLUS (parent) loan to allow graduate students to borrow on their own signature up to the cost of attendance (less the amount of the Unsubsidized Stafford loan and other aid). A credit check is required. The interest rate is fixed at 7.9 percent and requires the borrower to pay a 4.204 percent origination fee. The fee is deducted from the loan proceeds. 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 the Stafford Loan program.

## **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, citizenship, 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/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). KCUMB's Title IV code is: G02474.

Parental information is not needed. As of 2013, those who filed a tax return for the previous year (2012) 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.

### ***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: KCUMB Application***

The Office of Financial Aid at KCUMB offers a convenient online application process called NetPartner. Students will 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 must complete the online Federal Entrance Counseling session at [studentloans.gov](http://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 KCUMB 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 his or her aid eligibility. 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 (KCUMB 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 [studentloans.gov](http://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.*

### ***Notification of Awards***

Once an award letter has been completed, the student will be notified by email to log in to NetPartner to view the letter and accept/decline/reduce the aid offered. The timing of notification is based upon the academic year start date. 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, student may seek out private scholarships.

### ***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>

Federal verification is a process which requires institutions to verify the accuracy of information provided on a student's FAFSA in an effort to assure federal aid is distributed to those who are eligible.

Schools may be required to verify all or any of the following criteria:

- Household size (number of people in your household)
- Number enrolled in college (number of household members attending a post-secondary educational institution at least half time)
- Adjusted Gross Income (AGI) or income earned from work if income is below minimum required for income tax filing
- U.S. income tax paid for the base year
- Certain untaxed income and benefits for the base year, such as:
  - Education credits
  - Untaxed IRA distributions
  - Untaxed pensions
  - IRA deductions
  - Interest on tax-free bonds
- Child support paid for the base year
- Receipt of food stamps/SNAP benefits for base and prior year
- High school completion status
- Identity/statement of educational purpose

### Documentation Requirements

KCUMB students selected for verification will be contacted via email regarding the documents needed. All requested documentation should be submitted to the Financial Aid Office within 30 days of request. Failure to do so will place the student's file in a pending status.

### Verification Worksheet

The verification worksheet is used to verify self-reported household size, household number in college, SNAP benefits and child support paid. Select the form for the academic year for which you have been selected. It can be found in the forms section in NetPartner.

### Acceptable IRS Documentation

To satisfy KCUMB's request for IRS documentation, please read all of the options below, then select one:

- **IRS Data Retrieval Tool (DRT):** The requirement for verifying tax return information is satisfied by transferring the tax return information directly to your FAFSA using the IRS DRT. Please note that once transferred, any changes made to this information will result in the need to submit a copy of your federal tax return transcript.

- **IRS Tax Return Transcript:** To request an IRS tax return transcript, call the IRS at 1-800-908-9946, complete the IRS online request form, or file IRS Form 4056-EZ. Use this option when the filer:
  - Was not deemed eligible to use the IRS DRT;
  - Originally transferred the IRS data to the FAFSA using DRT, but then updated the IRS data manually; or
  - Filed an amended tax return. In this case, the filer must also submit a signed copy of IRS Form 1040X to KCUMB.
- **Signed copy of tax return:** Acceptable only if submitted under the following conditions:
  - The filer has filed a Commonwealth of Puerto Rico return;
  - The filer has filed a foreign tax return;
  - The filer has filed an amended federal tax return. In this case, the filer must also submit a signed copy of the IRS form 1040X to KCUMB.

## 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 officer will take all 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:

- A revised aid award offer will be completed and sent to the student advising him/her of the revision;
- A new disbursement schedule will be completed and sent to the student with the revised award offer to advise him/her of how the change will affect future disbursements, tuition payments and living expenses;
- Subsequent disbursements will be cancelled or reduced accordingly;
- If the additional resource is credited to 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;
- After all efforts have been exercised by the Financial Aid Office to reduce/eliminate the over-award, per federal guidelines, a Stafford Loan borrower who is over-awarded and received funds disbursed directly to him/her will not be required to repay funds that were delivered in excess of need unless the over-award was caused by his/her misreporting or withholding information;
- 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.

## 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:
  - a. The current academic year, or;
  - b. 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 executive vice president for academic and medical affairs and provost and dean of the College of Osteopathic Medicine. At that time, disciplinary action will be discussed with the student.

## Financial Aid Code of Conduct

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

The Financial Aid Office at KCUMB, as a member of the National Association of Student Financial Aid Administrators (NASFAA), adheres to NASFAA's Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals.

### Code of Conduct for Institutional Financial Aid Professionals

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

- Refrain from taking any action for his or her personal benefit
- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain
- Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid
- Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity
- Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid

The full document can be found at: [www.nasfaa.org/mkt/about/Statement\\_of\\_Ethical\\_Principles.aspx](http://www.nasfaa.org/mkt/about/Statement_of_Ethical_Principles.aspx)

## KCUMB Tuition Payment Plan

KCUMB 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 Stafford 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 1st payment minimum based upon a \$40,000 open balance:

<b>Total Repayment Months</b>	<b>Application Fee</b>	<b>1st Payment Minimum</b>
2	\$ 50	\$20,000
3	100	13,333
4	150	10,000
5	200	8,000
6	250	6,667

All checks should be made payable to KCUMB and mailed to KCUMB Finance Department, 1750 Independence Ave, Kansas City, MO 64106. Payments must be received by the Finance Office no later than the end of business on the specified due date. Should funds be 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, KCUMB will issue a credit based upon the actual number of months of repayment.

# COB Academic Records and Policies

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## General Academic Information

### Responsibility of the Student

Students are expected to become familiar with the academic policies, curriculum requirements and associated deadlines as posted to this catalog and the *KCUMB Student Handbook*. The academic adviser 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 be cognizant of 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 frequently monitor campus email, the university website, Intranet announcements, and also their blackboard accounts, as these communications venues have replaced mass mailing as the University's most effective and efficient ways to disseminate important information to the campus community.

### Academic Advising

Academic advisers are charged with the responsibility of assisting students in the successful completion of the student's program of study.

The dean of the College of Biosciences serves as the primary academic adviser for all students in the one-year biomedical sciences program and students participating in the research track are each assigned an adviser by the dean.

### Registration

KCUMB 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.

### Attendance/Absences

Attendance at all KCUMB 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 the KCUMB Student Health Clinic physician or their private health-care provider on the day of the illness in order to have such illness documented. KCUMB's Student Health Clinic physicians will forward written documentation/assessment of the student's physical conditions to the dean of the College of Biosciences with his/her recommendation. If a make-up is approved, it will be scheduled by the course director within two days of returning to campus.
- *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 KCUMB administrators.

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

## 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 KCUMB Student Handbook for additional details.

## 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.

The dean of the College of Biosciences may grant a leave of absence for a designated period of time with or without conditions. Conditions are commonly prescribed in cases of academic deficiency or medical related issues.

Students granted a medical leave of absence must have a licensed physician, selected by the dean of the College of Biosciences, 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.

A student granted a leave of absence with conditions may be required to meet with the associate dean for student affairs before reinstatement.

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.

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

Students granted a leave of absence must follow the checkout process detailed below:

1. Students 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 checkout is in order. A student in COB who has taken the BIOS Anatomy course(s) must return the bone box.
2. Before leaving campus, the student must secure a checkout form from the Office of the Registrar and undergo an exit interview with:
  - a. The Office of Financial Aid;
  - b. The Office of Credit and Collections;
  - c. The Library;
  - d. The Office of Information Technology; and
  - e. Safety and Emergency Management
3. The completed checkout form must be submitted to the Office of the Registrar.
4. Once the student completes all obligations, the Office of the Registrar will release student records upon written request.

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 Promotion and Graduation Committee, as detailed in the Student Conduct Guidelines. For additional information on student conduct guidelines, disciplinary actions and appeal processes, please refer to the *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 obtain a Course Drop and Withdrawal Form from the Registrar's Office and obtain the signatures from the following individuals or departments:

- Course Director/Advisor
- Financial Aid Office
- Finance/Accounting Department
- Dean of the College of Biosciences
- Registrar

The student returns the form to the Registrar's Office within the prescribed time. A student who drops a course within the prescribed 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 "Withdrawal" notation 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.

## University Withdrawal

It is imperative that any student who leaves the university (becomes a non-student), for any reason, complete the university's checkout procedure. Failure to complete this checkout procedure will cause the university to withhold all records pertaining to the student's attendance. Students may initiate a University Withdrawal at any time prior to the start of the term through the Friday before final exams. Students who withdraw from the University after the first day of class will have "W" recorded on their transcripts regardless of attendance.

The checkout procedure for a student withdrawing from the university is as follows:

1. The student must present the dean of the College of Biosciences, with a letter of withdrawal. A student in COB who has taken the BIOS Anatomy course(s) must return the bone box.
2. The student presents the registrar with a signed letter from the dean of the College of Biosciences, that their request for withdrawal has been approved and that checkout is in order;
3. Before leaving campus, the student must secure a checkout form from the Office of the Registrar and undergo an exit interview with:
  - a. The Office of Financial Aid;
  - b. The Office of Credit and Collections;
  - c. The Library; and
  - d. The Office of Information Technology.The completed checkout form must be submitted to the Office of the Registrar.
4. Once the student completes all obligations, the Office of the Registrar will release student records upon written request.

## Student Academic Records

### Office of the Registrar

The Office of the Registrar is one of three service units within the department of Enrollment Management, and 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 statutes, but also serving as the custodian of student academic records. The Registrar's Office 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 KCUMB students are encouraged to utilize PowerCAMPUS Self-Service, our online service utility, to review and print unofficial transcripts.

The Registrar's Office makes every effort to respond to requests in a timely manner and has traditionally been able to process transcript requests within one 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 Registrar's Office 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/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/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 Promotion and Graduation Committee to the student;
  - 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;
  - c. There will be a fee of \$10 per request for copies of official transcripts. There is no charge for unofficial transcripts.

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 organizations 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, email 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/reg/ferpa/index.html](http://www.ed.gov/policy/gen/reg/ferpa/index.html).

## Grades and Grading Policies

### Grades and Quality Points – M.S. 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 KCUMB 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.

KCUMB 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, KCUMB 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, KCUMB 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.

**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 Promotion and Graduation Committee (PGC) reviews student eligibility for continuation and/or graduation at the conclusion of each academic year. The PGC 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 PGC certifies to the faculty the names of those students eligible to graduate, by degree level and program.

The University, by recommendation of the PGC 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.

## Assessment Policy – Biomedical Sciences

### *Testing/Grading*

The school year is divided into fall, spring and summer semesters. The fall and spring 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 the fall and spring semesters. The summer semester is typically comprised of 6 credit hours for students in the one-year track and will be at least 6 credit hours for those in the research track. 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.

## Graduation Requirements

### Biomedical Sciences Program

Graduation requirements for students in the biomedical sciences program:

1. Satisfactory completion (passing grades) of:
  - All courses (with an overall GPA of 3.0 or higher)
  - Completion of all required course work within three years of matriculation
  - Satisfactory performances on summer semester comprehensive examination and seminar/mini-thesis.
2. The recommendation for graduation from the Promotion and Graduation Committee. All records are reviewed to determine whether the student has fulfilled all academic requirements, has maintained the standards of ethical, moral, personal and professional conduct required of a recipient of a master of science degree in biomedical sciences.

## Dismissal from the College of Biosciences

### Master of Science in Biomedical Sciences

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 summer semester comprehensive examination or seminar/mini-thesis.
- Not maintaining the standards of ethical, moral, personal and professional conduct required of KCUMB students.
- Not completing all required course work within three years of matriculation date.

### **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.

### **Academic Load**

Fall and spring semesters:

Full-time = 15 or more semester credits for one-year track

Half-time = 6 to 8 semester credits

Part-time = less than 6 semester credits

### **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.

### **Dismissal and Checkout of Students**

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 student code of conduct, any policy or directive set forth in the *University Catalog* or *Student Handbook*, or failure to satisfy any requirement for graduation; provided, however, that all procedures for review or action be adhered to.

It is imperative that any student who leaves the University (becomes a non-student), for any reason, complete the University's checkout procedure. 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 dean of the College of Biosciences, with a letter of withdrawal, or if he/she is requesting a leave of absence, he/she must present the registrar with an approved request signed by the dean of the College of Biosciences;
2. If the student is being dismissed, the dean of the College of Biosciences 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. A student in COB who has taken the BIOS Anatomy course(s) must return the bone box before the checkout procedure is complete;
4. Before leaving campus, the student must secure a checkout form from the Office of the Registrar and undergo an exit interview with:
  - a. The Office of Financial Aid;
  - b. The Office of Credit and Collections;
  - c. The Library;
  - d. The Office of Information Technology;

- e. The completed checkout form must be submitted to the Office of the Registrar.
5. Once the student completes all obligations, the Office of the Registrar will release student records upon written request.

## Dismissal Appeals Process

Students have five business days following receipt of a notice of dismissal to file an Intent-to-Appeal to the Office of the Dean of the College of Biosciences. The Intent-to-Appeal letter is required to expedite the process, and failure to file a letter indicating an intent to appeal within the five-day period will nullify the continued appeals process.

COB students may continue to attend classes and sit for quizzes/examinations during the appeals process with the approval of the dean of the College of Biosciences. Additional details regarding how to draft and file an appeal are available in the *Student Handbook*.

## Exceptions to Academic Policy

The *University Catalog* is the basic authority for academic requirements and associated policies. All students are expected to follow the catalog in the pursuit of their degrees. On occasion, however, extraordinary circumstances may warrant minor 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 dean of the College of Biosciences. There are, however, several academic requirements and procedures for which exceptions are never made, even through the academic petition process (e.g., successful completion of course requirements; minimum GPA to graduate, etc.).

## Graduation and Commencement Requirements

### Degree Requirements

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

1. Has been in residence at KCUMB'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.

# COB Curriculum

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## 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 38 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

**Required Courses** (38 of the following semester credits):

BIOS 501	Human Anatomy I (3)
BIOS 502	Human Anatomy II (3)
BIOS 503	Cell Biology and Histology (3)
BIOS 505	Human Physiology I (3)
BIOS 506	Human Physiology II (3)
BIOS 508	Human Genetics (3)
BIOS 509	Introduction to Epidemiology (3)
BIOS 510	Introduction to Research Methodology (2)
BIOS 513	Biochemistry (3)
BIOS 514	Molecular Biology (3)
BIOS 516	Immunology (3)
BIOS 525	Introduction to Research (2)
BIOS 570	Synthesis/Comprehensive Exam (3)
BIOS 571	Seminar/Mini-Thesis (3)

**Elective Courses:**

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

#### **Fall Semester**

BIOS 501	Human Anatomy I (3)
BIOS 503	Cell Biology and Histology (3)
BIOS 505	Human Physiology I (3)
BIOS 509	Introduction to Epidemiology (3)
BIOS 510	Introduction to Research Methodology (2)
BIOS 513	Biochemistry (3)

**Spring Semester**

BIOS 502	Human Anatomy II (3)
BIOS 506	Human Physiology II (3)
BIOS 508	Human Genetics (3)
BIOS 514	Molecular Biology (3)
BIOS 516	Immunology (3)

**Summer Semester**

BIOS 571	Seminar/Mini-Thesis (3)
BIOS 570	Synthesis/Comprehensive Exam (3)

Length of one-year program is approximately 11 months.

## **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	Cell Biology and Histology (3)
BIOS 505	Human Physiology I (3)
BIOS 506	Human Physiology II (3)
BIOS 508	Human Genetics (3)
BIOS 511	Advanced Research Ethics (1)
BIOS 513	Biochemistry (3)
BIOS 514	Molecular Biology (3)
BIOS 515	Scientific Communication (1)
BIOS 516	Immunology (3)
BIOS 520	Research Seminar (1)
BIOS 580	Research (3-9 per semester)
BIOS 590	Thesis (6)
PHYS 513	Advanced Topics in Physical Activity and Health (3)

**Additional Course/Elective Requirements** (6 of the following semester credits)

BIOS 5xx	Biosciences Elective (3)
BIOS 507	Neuroscience: Cognition and Behavior (3)
IDIS 520	Introduction to Research (2)
PHYS 513	Advanced Topics in Physical Activity and Health (1-4)

Detailed Example of Research Track Curriculum**Fall Semester (first year)**

BIOS 503	Cell Biology and Histology (3)
BIOS 513	Biochemistry (3)
BIOS 515	Scientific Communication (1)
BIOS 580	Research (5)

**Spring Semester (first year)**

BIOS 508	Human Genetics (3)
BIOS 514	Molecular Biology (3)
BIOS 580	Research (3-6)

**Summer Semester (first year)**

BIOS 511	Advanced Research Ethics (1)
BIOS 520	Research Seminar (1)
BIOS 580	Research (4)

**Fall Semester (second year)**

BIOS 516	Immunology (3)
BIOS 580	Research (9)

**Spring Semester (second year)**

BIOS 5xx	Bioscience Elective (3)
BIOS 580	Research (8)

**Summer Semester (second year)**

BIOS 590	Thesis (5)
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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 advisory committee composed of three or more faculty members, at least one of whom should be affiliated with another university. The director of the student's research project will be a member of the committee and serves as the student's academic adviser, as appointed by the dean of the College of Biosciences. The graduate advisory committee must approve any changes to the originally approved curriculum. The thesis must be successfully defended before the graduate advisory committee to fulfill the requirements for the degree.

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## 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 – Cell Biology and 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**

The Human Physiology 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 507 – Neuroscience: Cognition and Behavior*

This course will cover cognitive and behavioral psychology and neuroscience. Topics will include the emerging understanding of brain structure and function as it relates to memory, emotions, motivation, decision-making and other activities; the development of the brain from fetus to adulthood; and the use of neuroimaging techniques in identifying functions of different areas of the brain.

*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 510 – Introduction to Research Methodology**

This course includes lectures that will provide the theoretical basis for state-of-the-art biomedical research methods. This course will also provide the practical experience in performing and the application of these methods in the medical field.

*2 semester credits*

**BIOS 511 – Advanced Research Ethics**

This course is designed for students in the research track of the master of science in biomedical sciences program. It will explore important ethical issues concerning biomedical research. The course will encompass both lecture and a web-based online tutorial, the CITI Course for Responsible Conduct for Research.

*1 semester credit*

**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 515 – Scientific Communication**

This course is designed for students in the research track of the master of science in biomedical sciences program. It will cover the core techniques involved in scientific writing as well as oral presentations of scientific information. It will also offer students the instruction and practice required to become proficient in presenting data to the public. Several biomedical research methodologies will be discussed to provide a broad background into the scientific community. This course will also help students develop the skills needed to intelligently critique and evaluate published scientific work.

*1 semester credit*

**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 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 525 – Introduction to Research**

The purpose of this course is to provide an overview of research design and its application to research questions. This overview consists of understanding the preliminary considerations that go into selecting a quantitative, qualitative, or mixed methods research design. These include knowing the definition for these different approaches, considering philosophical worldviews, reviewing the literature, understanding the use of theory, anticipating ethical issues, and developing writing strategies. The course will include the process of research as it relates to each approach. This process includes writing an introduction, specifying a purpose statement, and developing research questions and/or hypotheses.

*2 semester credits*

**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 – Seminar/Mini-Thesis**

In this course each student will prepare a mini-thesis of approximately 25 pages on a current research topic in the biomedical sciences and present a seminar on the topic. In addition, each student will be required to attend the seminar presentation of the other students in the class.

*3 semester credits*

**BIOS 580 – Research**

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**

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*

**IDIS 520 – Introduction to Research**

The purpose of this course is to provide an overview of research design and its application to research questions. This overview consists of understanding the preliminary considerations that go into selecting a quantitative, qualitative, or mixed methods research design. These include knowing the definition for these different approaches, considering philosophical world views, reviewing the literature, understanding the use of theory, anticipating ethical issues, and developing writing strategies. The course will include the process of research as it relates to each approach. This process includes writing an introduction, specifying a purpose statement, and developing research questions and/or hypotheses. This course will also discuss the methods and procedures for quantitative, qualitative, and mixed methods studies.

*2 semester credits*

**PHYS 513 – Advanced Topics in Physical Activity and Health (E)**

This elective is designed for students with interests in human performance, exercise physiology and sports medicine. This course is also offered in the COM program as PHYS 213, so credit may not be earned for both PHYS 213 and PHYS 513.

*1 semester credit*

