



# University Catalog

## 2012-2013



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# KCUMB University Catalog 2012-2013

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, 2012.

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 Kansas City University of Medicine and Biosciences 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 the 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 student are responsible. Students should also consult the *KCUMB Student Handbook*. An electronic copy of this publication can be obtained at [www.kcumb.edu](http://www.kcumb.edu).

## **Contact Information**

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Kansas City, MO 64106-1453  
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(800) 234-4847 Toll Free  
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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**

## **Mission Statement**

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 life-long learning, research and service, KCUMB challenges faculty, staff, students and alumni to improve the well being of the diverse community it serves.

## **Vision Statement**

KCUMB will be recognized as a national leader in education, research, clinical practice and service.

## **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 7th and Wyandotte.

### **1917**

Mamie Johnston, a transfer student, becomes the first graduate. KCCOS moves to 15th 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 11th 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.

**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 10th president.

**1995**

Karen L. Pletz, J.D., is installed as the University's 11th 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 12th 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 12th 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 20th anniversary of providing free health screenings to elementary-age children living in the Kansas City area.



# **Academic Programs**

## **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 Genesis 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 9,400 College of Osteopathic Medicine graduates currently practice in the greater Kansas City area, and 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 beginning on Page 31 of this catalog.

## **College of Biosciences**

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. The College of Biosciences also granted diplomas to its first master of arts in bioethics students in 2009.

### **Master of Science in Biomedical Sciences**

The College of Biosciences offers a master of science in biomedical sciences. Students interested in pursuing the accredited master of science in biomedical sciences can enroll in either the 12-month or the research track program (about two years).

The 12-month track includes coursework in biochemistry, cell biology, molecular biology, genetics, research design and methodology, epidemiology, neuroscience, physiology, and anatomy and places emphasis on the acquisition of knowledge regarding state-of-the-art research methodologies and protocols, regardless of the field one chooses to enter. The research track targets individuals interested in pursuing 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 beginning on Page 135 of this catalog.

### Master of Arts in Bioethics

KCUMB's College of Biosciences 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 beginning on Page 135 of this catalog.

## **Dual-Degree Programs**

In addition to helping students fulfill their dreams of becoming physicians and researchers, KCUMB offers a variety of unique options for those interested in taking their educational experiences to the next level.

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

KCUMB's College of Osteopathic Medicine students can elect to concurrently study the complexities of leadership and management and earn a master of business administration in healthcare leadership through a partnership with Rockhurst University Helzberg School of Management, one of the nation's leading business schools.

The D.O./M.B.A. dual-degree program allows medical students to become conversant in the language of business, with courses in topics such as accounting, economics, finance, human resources, information technology, law, marketing and management.

The master of business administration in healthcare leadership 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.

Tuition, financial aid and loan arrangements for the D.O./M.B.A. dual-degree program are coordinated by KCUMB. However, Rockhurst University manages the registration, curriculum content, and faculty and graduation requirements of the M.B.A. components of the program and awards the M.B.A. degree.

KCUMB-COM students enrolled in the dual KCUMB/Rockhurst M.B.A. program must maintain a minimum cumulative GPA of 2.50 in the College of Osteopathic Medicine program to continue in the M.B.A. portion of the program. Students failing to

maintain a minimum cumulative GPA of 2.50 will be required to withdraw from the M.B.A. portion of the program. For additional details regarding the D.O./M.B.A. program, please contact the Rockhurst University Graduate College or refer its website at <http://www.rockhurst.edu/domba/>.

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

KCUMB's 2007 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. Additional information may be found in the College of Biosciences section of this catalog, beginning on Page 160.

## **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**

## **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.

## **Cafeteria**

The cafeteria 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.

## **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 good, 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.

## **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*.

## **Counseling and Support Services**

Because KCUMB knows how important it is for students to be emotionally healthy, students are encouraged to utilize the New Directions program, a free and confidential counseling service available to all students and their families. In addition to short-term counseling, New Directions also offers financial and legal support to all students and employees.

Students wishing to take advantage of this University-paid service can contact the Office of Student Affairs or access New Directions directly by calling: (800) 624-5544 (24 hours a day/7 days a week) or by visiting: [www.ndbh.com](http://www.ndbh.com). All counseling referrals and sessions are confidential. Arrangements will be made to match students with a New Directions counselor in their area. For the convenience of students on campus, a New Directions counselor is available, as requested, at an on-campus location to meet with students. The Office of Student Affairs can also suggest additional resources of assistance for students in need of support.

The Office of Student Affairs also supports students in career advising and residency preparations by facilitating the AAMC Careers in Medicine program and offering individual advising.

## **Dress Code**

Students are expected to maintain the highest standards of professional appearance at all times. During years one and two and while on campus, COM students are required to wear scrubs or white coats with professional dress. COB students are also required to wear professional dress. Appropriate professional dress for all KCUMB students includes business slacks with open-collar shirt for men, and business slacks or skirt with professional blouse or sweater for women. Jeans, tank tops, low-cut shirts, short skirts and hats are not permitted. Students must wear professionally appropriate footwear that meets the safety needs of the environment. Flip-flops or open-toed shoes are not allowed in laboratory settings.

Any student's attire that is distracting or offensive to others, or impedes the student's ability to carry out their day-to-day function will be considered a violation of KCUMB dress code and addressed by the Office of Student Affairs. When determining appropriate appearance such things as clothing style and neatness; hairstyles including length, style and colors; body piercings; body art; and personal hygiene should be considered. For example, body piercing is limited to the ears only as piercing has been shown to be a site for infectious disease, including MRSA, in medical settings. These examples of unprofessional dress are not all inclusive and attire not cited may still be deemed unprofessional by KCUMB administration. Appropriate dress for third- and fourth-year clerkships will be addressed during clerkship orientation.

Student identification badges/Building access cards should be worn above the waist and made viewable at all times. ID badges must be presented when requested by any member of KCUMB administration, staff or faculty. Badges are not transferable and must be returned to the KCUMB Security Office upon termination of student status. Badges are issued to first-year students free of charge during orientation week. Students are expected to keep their ID badges/building access cards during their entire educational career at the University. Lost badges must be reported promptly to the Security Office. Students may purchase a replacement student ID badge for a fee of \$25.

## **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).

## **Identification/Building Access Cards**

For your safety, KCUMB utilizes a card access system on all building entrances. Access cards are issued by KCUMB Security 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 Security upon termination of student status. Lost, stolen or misplaced badges must be reported promptly to KCUMB Security at ext. 7911 for deactivation. Students must pay a \$25 replacement fee for all lost, stolen 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 Leonard Smith Hall in rooms 300 and 322.

### **Summer Learning Enhancement Program**

Select students are invited to participate in the Summer Learning Enhancement Program prior to matriculating to the College of Medicine at KCUMB. This three-week 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. This includes pathology, anatomy and osteopathic manipulative medicine. For students in the College of Biosciences, tutoring is available for lecture-based material. Request forms can be completed at the front desk of Leonard 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

### 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.

## **D'Angelo 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:

Sundays	Noon - 11:30 p.m.
Mondays-Thursdays	7 a.m. - 11:30 p.m.
Fridays	7 a.m. - 6 p.m.
Saturdays	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 study and group study rooms with white boards and large-screen television monitors which can be linked to laptops, a student lounge area, two full skeletons, a Special Collections room housing historical items, osteopathic historical materials, memorabilia, yearbooks and student theses publications.

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 some print journals. Access to the extensive collection of older, bound journal publications on the Library's lower level is restricted to staff, and these journals are available upon request at the Access Services desk.

The Access Services area affords access to current textbooks on reserve, MGH case records, CD-ROMs and DVDs, 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 in the *KCUMB Student Handbook*.

Information Commons areas on the first and second floors contain multiple printers attached to the GoPrint System. A scanner, student fax, photocopier and a color printer are also available in the first floor Information Commons area.

The Reference Service office, reference collection and a reference study area are 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, E-mail, through the Library 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, E-mail or in person.

A variety of medical, biological, scientific, educational and informational online databases are available through the website at [www.kcumb.edu/library](http://www.kcumb.edu/library). The website also contains:

- The Library's online catalog
- Direct links to a variety of Library services (such as Interlibrary Loan, Board Review Bibliography and Reference)
- Customer renewal option
- Required textbook listing (some with direct E-book links)
- E-book and E-journal links
- Cross-reference searching
- Access to many other helpful resources

A few of the available database resources include:

- AccessMedicine
- Access Pediatrics
- AccessSurgery
- Clinical Pharmacology
- Human Anatomy

- MDConsult/FirstConsult
- ProceduresConsult
- USMLEasy
- UpToDate
- VisualDX

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

The Library's "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.

## **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 Student Activities Center. Unclaimed items will be disposed of after six months.

## **Mailboxes/Lockers**

Lockers with mail slots are provided for COB (biomedical sciences and bioethics) 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 and Alumni Relations Office.

## **Student Supplemental Medical Insurance Policy**

KCUMB has partnered with Hartford Life Insurance Company to provide Student Supplemental Medical Insurance coverage for all students. The Student Supplemental Medical Insurance policy attempts to help students cover medical expenses that are incurred during KCUMB-related activities, which are not covered by the student's personal medical insurance. The Student Supplemental Medical Insurance policy does not replace a student's personal medical insurance policy and students are still required to carry their own personal medical insurance. In accordance with every insurance policy, exclusions apply. If a medical injury, including needle stick, occurs as a first- or second-year student, please contact Student Affairs for information as to whether your injury

qualifies for this coverage and directions for filling out a medical claim form. If a medical injury, including needle stick, occurs as a third- or fourth-year student, please contact your OCCE Coordinator for information as to whether your injury qualifies for this coverage and directions for filling out a medical claim form. Forms for filing a medical claim through this policy can be found on the OCCE Web Portal as well as the KCUMB intranet, under the Student Affairs section.

## **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 Security is notified in advance. With the exception of overnight parking, KCUMB Security enforces parking regulations until 5 p.m. Monday through Friday. Please refer to the *KCUMB Student Handbook* for parking regulations.

## **Policies**

The University Catalog provides academic program information, curriculum requirements and general rules, regulations and policies that govern the academic enterprise. However, it is not intended to be an all-encompassing document. There are two other University publications that outline student expectations; these include the *Student Handbook* and the *Office of Community Clinical Education (OCCE) Policies and Procedures Manual*.

The *KCUMB Student Handbook* covers policies governing student conduct and responsibilities. The *Handbook* is published yearly and may be amended at any time without prior notice.

The *Office of Community Clinical Education 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.

## **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 for University Relations.

Students, faculty and employees are required to refer media inquiries to the Vice President 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 the *KCUMB Communicator*, 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 Division of Research staff is available to assist students in identifying and securing non-credit 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 Family 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
- University Annual Research Symposium

Students interested in learning more about participating in research should contact either the Director of Sponsored Programs and Research Compliance or the Associate Dean of Curricular Affairs. Please refer to the KCUMB Student Handbook or the University website at [http://www.kcumb.edu/research/research\\_home.asp](http://www.kcumb.edu/research/research_home.asp) for additional details.

## **Security and Safety on Campus**

Kansas City University of Medicine and Biosciences is located in a metropolitan area. While 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 routinely patrol the campus to detect 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.

Defibrillators are strategically placed on campus and include a mobile device carried by a security officer. The Basic Sciences Department is charged with maintenance and care of the defibrillators, and also provides specialized training for the Safety and Emergency Management Department and employees interested in qualifying as first responders.

Emergency blue-light phones are available in all student parking lots. These two-way call boxes allow individuals to speak directly to an on-duty security officer 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, and they can be obtained in print from the Security Department upon request.

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 Security 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 Security. 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 Director of Security or the next highest-ranking Safety and Emergency Management official.

### *Annual Security Report*

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 on our website at [www.kcumb.edu/annualecurityreport.pdf](http://www.kcumb.edu/annualecurityreport.pdf).

### **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 hour's 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 Administrative Team, in care of the Provost, 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 must be signed and returned to the KCUMB Physical Facilities Department (third floor Administration Building), 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 11 a.m. - 8 p.m. weekdays and 8 a.m. - 8 p.m. 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 Student Affairs. Security officers 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 Security. (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 the 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 the 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 Health Clinic**

The Student Health Clinic (SHC) is located on the first floor of the Dybedal building. The Clinic operates Monday through Friday between 8 a.m. and Noon from August through May when classes are in session. (The SHC Clinic is closed on University holidays).

The Student Health Clinic is for University students only. No spouses or children will be seen by a physician in the SHC. In order to be evaluated in the SHC, students must complete a Student Health Clinic history background form (available during Orientation Week and at the Clinic).

The Student Health Care Clinic offers only acute care. It is on campus to provide students with convenient care. It is not the purpose of the SHC to provide care or prescriptions for chronic or ongoing medical conditions. For additional details about the Student Health Clinic, please refer to the *Student Handbook*.

## **OMM Clinic**

The OMM Clinic is also located on the first floor of the Dybedal Clinical Research Center, Room 186. The OMM clinic is open for student appointments as listed below:

Monday: 7:30-8 a.m. and 11:30 a.m.-12:30 p.m.

Tuesday: 7:30-8 a.m.

Wednesday: 11:30 a.m.-12:30 p.m.

Thursday: No clinic hours

Friday: 11:30 a.m.-12:30 p.m.

## **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.

## **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 condition. The University is also not responsible for the payment of medical services not performed on campus. This includes medical services at KCUMB Physician Associates.

## **Website**

The goal of the KCUMB website, [www.kcumb.edu](http://www.kcumb.edu) 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, e-mail system, Blackboard, PowerCAMPUS Self-Service, the Alumni Online Community, etc.

### ***Blackboard Online Education ([blackboard.kcumb.edu](http://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 all MSI and MSII 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**

## **Campus Map**

For a complete campus map, see Page 30. An interactive map, with detailed descriptions of all campus facilities, is available at [www.kcumb.edu/tour/flashindex.html](http://www.kcumb.edu/tour/flashindex.html).

## **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.

## **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. The Butterworth Alumni Center also houses the University's Advancement and Alumni Relations Office.

## **Classroom Annex**

The Classroom Annex houses two of KCUMB's three major lecture halls – a 220-seat classroom and a 250-seat classroom. Each room features updated technology, including audio-visual 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**

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.

## **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, 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 opened in 2006 and 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.

## **Weaver Auditorium**

The opening of KCUMB's 1,500-seat Weaver Auditorium in 2008 marked a significant milestone for the University, allowing significant events, such as White Coating and commencement ceremonies, to take place on campus for the first time. Weaver Auditorium is the centerpiece in a complex that also includes the Student Activities Center and the D'Angelo Library.

## **Directions to KCUMB**

### *From the North:*

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

### *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 on Independence Ave. (also 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)  
Take Independence Ave to fourth stoplight  
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 on Independence Ave (also 24 Hwy)  
Take Independence Ave to fourth stoplight  
Turn left onto Woodland

# CAMPUS MAP

www.KCUMB.edu



Produced by mapinformation.com, August 2011

## CAMPUS BUILDINGS:

1. Administration Building
2. Classroom Annex
3. Smith Hall
4. D'Angelo Library
5. Weaver Auditorium
6. Student Activities Center
7. Dybedal Center for Research

8. Strickland Education Pavilion
9. Kesselheim Center for Clinical Competence
10. Butterworth Alumni Center
11. Power House
12. Maintenance Building
13. Community Garden and Park
14. Basketball Courts

- ★ Main Entrance
- P Parking Lots
- ⚠ Pedestrian Crossing
- ☎ Emergency Call Boxes
- ♿ Accessible Parking
- ♿ Accessible Entrances



**KANSAS CITY UNIVERSITY  
OF MEDICINE AND BIOSCIENCES**

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# **College of Osteopathic Medicine**

## **Academic Calendar and Course Schedule**

### **2012-2013**

#### **COM Academic Calendar**

##### *Summer Semester (June 1-July 31, 2012)*

June 1 MSIV Clerkships Begin

##### *Fall Semester (Aug. 1-Dec. 16, 2012)*

Aug. 6-10 MS I Orientation and Registration  
 Aug. 6 MS II Registration  
 Aug. 1 MSIII Clinical Clerkships Begin  
 Aug. 7 MSII Classes Begin  
 Aug. 8 School Picnic – University Closed at 3 p.m.  
 Aug. 9 MS I White Coating Ceremony  
 Aug. 13 MSI Classes Begin  
 Sept. 3 Labor Day – University Closed  
 Sept. 14 Hospital Day (8 a.m.-Noon); Classes Resume at 1 p.m.  
 Oct. 22-Nov. 2 Professional Enrichment Program III (MSII)  
 Oct. 29-Nov. 2 Professional Enrichment Program I (MSI)  
 Nov. 22-23 Thanksgiving Break – University Closed  
 Dec. 10-14 MSI and MSII Final Week of Scheduled Classes  
 Dec. 17-21 Remediation Week (if applicable)  
 Dec. 21 Final Semester Grades Due  
 Dec. 24 Student Winter Break Begins  
 Dec. 24-Jan. 4 University Closed  
 Dec. 31 MSIII and MSIV End of Fall Semester

##### *Spring Semester (Jan. 1-May 31, 2013)*

Jan. 1 MSIII and MSIV Clerkships Begin  
 Jan. 7 MSI and MSII Classes Begin  
 Jan. 21 Martin Luther King Day – University Closed  
 Feb. 18-22 Professional Enrichment Program II (MSI)  
 Feb. 25-Mar. 1 MSI and MSII Spring Break  
 Mar. 4-15 Professional Enrichment Program IV (MSII)  
 Apr. 25-26 Research Day (Tentative)  
 April 30 MSIV Clerkships End  
 May 9-10 COM – COB Dual Degree Project Defenses  
 May 13-17 Clinical Skills Assessment I (MSI)  
 May 13-17 Graduation Week  
 May 18 Commencement  
 May 20-31 Professional Enrichment Program V (MSII)  
 May 27 Memorial Day – University Closed  
 May 31 MSI – MSIV End of Spring Semester

### Summer Semester (June 3-July 31, 2013)

June 3	MSIII Summer Semester Begins
June 3	MSI and MSII Electives Begin
June 3	MSIV Clerkships Begin
June 3-7	Remediation Week (if applicable)
June 3-7	Professional Enrichment Program (PEP) Clinical (MSII)
June 7	MSI Cumulative Exam
July 4	Independence Day – University Closed
July 31	(MSI and MSII) End of Summer Semester

## **COM Section and Exam Schedule**

### Fall 2012

#### MSI

MED 101: Foundations of Medicine
Midterm – Aug. 27
Final Exam Week – Sept. 10-13
MED 102: Musculoskeletal
Midterm – Oct. 1
Final Exam Week – Oct. 22-26

#### Section Remediation

Remediation Exams – Oct. 29 – Nov. 2

MED 107: Cardiopulmonary I
Midterm – Nov. 19
Final Exam Week – Dec. 10-14

OCS 101: Osteopathic Clinical Skills I
Exam I: Sept. 11 / First Remediation: Sept. 14
Exam II: Oct. 22 / First Remediation: Oct. 26
Exam III: Dec. 10 / First Remediation: Dec. 14

#### Section Remediation

Remediation Exams – Dec. 17-21

*Note: Above reference schedule does not reflect lab practicals that may be given at dates other than exam week. This schedule does not include OCS MSI second attempt remediation exams; these are scheduled during PEPs or at the end of the semester.*

#### MSII

MED 211: Neuroscience I
Midterm – Aug. 20
Final Exam Week – Sept. 10-14
MED 212: Neuroscience II
Midterm – Oct. 1
Final Exam Week – Oct. 15-19

Section Remediation

Remediation Exams – Oct. 22-26

MED 210: Skin, Blood and Lymph

Midterm – Nov. 19

Final Exam Week – Dec. 10-14

OCS 201: Osteopathic Clinical Skills III

Exam I: Sept. 4 / First Remediation: Sept. 7

Exam II: Oct. 15 / First Remediation: Oct. 19

Exam III: Dec. 11 / First Remediation: Dec. 14

Section Remediation

Remediation Exams – Dec. 17-21

*Note: Above reference schedule does not reflect lab practicals that may be given at dates other than exam week. This schedule does not include OCS MSII second attempt remediation exams throughout the semester; these are scheduled during PEPs or at the end of the semester.*

Spring 2013

MSI

MED 109: Cardiopulmonary II

Midterm – Jan. 22

Final Exam – Feb. 11-15

Section Remediation

Remediation Exams – Feb. 18-22

MED 106: Gastrointestinal

Midterm – March 18

Final Exam – April 8-12

MED 108: Renal

Midterm – April 29

Final Exam – May 27-31

OCS 102: Osteopathic Clinical Skills II

Exam I: Feb. 11 / First Remediation: Feb. 15

Exam II: April 8 / First Remediation: Apr. 12

CSA I: May 13-17

Section Remediation

Remediation Exams – June 3-7

*Note: Above reference schedule does not reflect lab practicals that may be given at dates other than exam week. This schedule does not include OCS MSI second attempt*

*remediation exams scheduled throughout the semester; these are scheduled during PEPs or at the end of the semester.*

MSII

Osteopathic Clinical Skills Week  
Exams – Jan. 7-11

MED 202: Endocrine  
Midterm – Jan. 28  
Final Exam Week – Feb. 18-22

Section Remediation  
Remediation Exams – March 4-15

MED 203: Reproduction and Development  
Exam I – April 1  
Exam II – April 22  
Final Exam Week – May 6-10

OCS 202: Osteopathic Clinical Skills IV  
Exam I: Feb. 18 / First Remediation: Feb. 22  
Exam II: April 9 / First Remediation: April 12  
Exam III: May 6 / First Remediation: May 10

Section Remediation  
Remediation Exams – May 20-24 & 28-31

*Note: Above reference schedule does not reflect lab practicals that may be given at dates other than exam week. This schedule does not include OCS MSII second attempt remediation exams scheduled throughout the semester; these are scheduled during PEPs or at the end of the semester.*

Summer 2013

MSI

Cumulative Exam – June 7

MSII

No Scheduled Sections. (However, PEP-Clinical is required and electives are available.)  
CSA II – June 3-7

# **COM Osteopathic Medicine**

## **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 Americans 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.

## **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 carryout 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 Genesis 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 of 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**

## **General Introduction**

The Office of Admissions prides itself in delivering professional service to all applicants. The office is mindful that for applicants, the lack of knowledge about the way the application process works can be stressful. Consequently, applicants are encouraged to visit the KCUMB Web site ([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. Patrons, whether they are inquirers, applicants or students, will find the Office of Admissions to be professional, knowledgeable and very approachable.

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.

## **Minimum Technical Standards for Admission and Matriculation**

KCUMB is committed to the admission and matriculation of qualified applicants and acknowledges awareness of laws that prohibit discrimination against anyone on the basis 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.

The University will not discriminate against disabled individuals who are otherwise qualified, while expecting applicants and students to meet certain minimal technical standards as set forth herein. In adopting these standards, the University believes it must keep in mind the ultimate safety of the patients for whom its graduates will eventually care. The standards reflect what the University believes, in its professional and academic judgment, are the minimum expectations of osteopathic medical students (and physicians) necessary for the safe, efficient and effective delivery of medical care.

The holder of a doctor of osteopathic medicine degree must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to carry out the activities described below, candidates for the D.O. degree must be able to consistently, quickly, and accurately integrate all information received and have the ability to learn, integrate, analyze and synthesize data.

A candidate for the D.O. degree must have multiple abilities and skills, including observation, communication, motor, conceptual, integrative and quantitative, and behavioral and social. Technological compensation can be made for handicaps in some of these areas, but a candidate must be able to perform in a reasonably independent manner.

- **Observation**  
Candidates and students must have sufficient vision to observe demonstrations, experiments and laboratory exercises in the basic sciences. They must be able to observe a patient accurately up close and at a distance.
- **Communication**  
Candidates and students should be able to speak, to hear and to observe patients in order to elicit information, examine patients, describe changes in mood, activity and posture, and perceive nonverbal communications. They must be able to communicate effectively and sensitively with patients. Communication includes not only speech but also reading and writing. They also must be able to communicate effectively and efficiently in oral and written form with all members of the health-care team.
- **Motor Function**  
Candidates and students should have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds and the performance of obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.
- **Sensory Skills**  
Osteopathic candidates and students need enhanced ability in their sensory skills. Individuals who are otherwise qualified and who may have significant tactile sensory or proprioception disabilities may require a thorough evaluation. This would include individuals with significant previous burns, sensory motor deficits, cicatrix formation and many malformations of the upper extremities.
- **Strength and Mobility**  
Osteopathic treatments often require upright posture with sufficient lower extremity and body strength; therefore, individuals with significant limitations in these areas would be unlikely to succeed. Mobility to attend to emergency codes and to perform such maneuvers as CPR is required.
- **Visual Integration**  
Candidates and students must have adequate visual capabilities for proper evaluation and treatment integration to be able to assess asymmetry, range of motion and tissue texture changes.
- **Intellectual, Conceptual, Integrative and Quantitative Abilities**  
Candidates and students must be able to concentrate, analyze and interpret data, and make decisions within areas in which there is a reasonable amount of visual

and auditory distraction. They must also perform these functions timely and under a reasonable amount of stress since physicians are expected to be able to perform such duties in diverse clinical settings where others may be present and where there is a certain degree of noise. Candidates and students must be able to accurately write prescriptions, accurately perform basic mathematical functions, and accurately and quickly read charts with minimal error in areas where there may be distractions. The practice of medicine demands the ability to integrate and process information promptly and accurately in a time-sensitive environment. Candidates must be able to draw on their store of knowledge in emergency situations and under time limitations.

- **Behavioral and Social Attributes**

Candidates and students must possess the emotional health required for full utilization of their intellectual abilities, exercise good judgment, promptly complete all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates and students must be able to tolerate physically taxing workloads and to adapt to changing environments, to display flexibility and to 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 admissions and educational processes.

KCUMB will attempt to develop creative ways of opening the medical school curriculum to competitive, qualified disabled individuals when possible. In doing so, however, the University must maintain the integrity of its curriculum and preserve those elements deemed essential to the education of an osteopathic physician.

- **Participation in Osteopathic Clinical Skills Laboratory**

Active participation in Osteopathic Clinical Skills Laboratory is an admission, matriculation and graduation requirement.

The development of palpatory skills used for diagnosis and treatment is a significant distinction between the educational programs in osteopathic and allopathic medical schools. Stedman's Medical Dictionary defines palpation as examination with the hands and fingers, touching, feeling or perceiving by the sense of touch. Palpation in the osteopathic educational context is the use of touch to examine the body. Palpatory skills are used in all areas of osteopathic medical practice and are especially important in the evaluation and treatment of the musculoskeletal system.

The development of palpatory skills and grasp of osteopathic treatments are acquired in the first- and second-year labs of medical school. This learning requires active participation in all laboratory sessions. During the first two years, each student will palpate, in the laboratory setting, a variety of people,

representing both genders and individuals with different body types to simulate the diversity of patients expected in a practice setting. Being palpated by other students helps the student appreciate how palpation feels from the patient's perspective and enables the students to provide feedback to their laboratory partners, thus enhancing the palpatory skills of all students.

The osteopathic medical profession uses a variety of treatment models, and through the skills development process, the student learns the art and skills of manipulative treatment. Psychomotor skills are developed by repeated practice. Reading and observation, although helpful, do not develop the skills required to perform palpatory diagnosis and manipulative treatment. Each student is required to actively participate in all skill development laboratory sessions. These skills are taught by treating and being treated by a cadre of students of both genders and with varying body types to simulate a medical practice setting.

Proper dress attire is an important aspect of manipulation training in the laboratory setting. The development of palpatory skills needed to diagnose and treat problems of the musculoskeletal system requires dress attire to maximize the ability to evaluate tissue texture changes, bony and soft tissue landmarks, tenderness and range of motion. All students should wear loose fitting shirts and short pants/scrubs/sweats/bathing suits (no spandex) to the laboratory to allow easy access for palpation of body parts as determined by particular subject area of each lab (for example, if the cervical spine is being examined, then regular street clothes which allow complete access to the cervical area may be worn). To allow maximal exposure of the back, female students should wear a sports bra or bathing suit top under a loose fitting shirt. All students should keep their shirts on unless being directly palpated. Improper attire includes items that might impede palpatory and visual learning, including, but not limited to: denim, cut-offs, jewelry and belts. To help keep the tables clean and prevent tearing of the covers, it is especially important that shoes not be worn while on the tables. Scrubs may be worn in the lab with the caveats above. All scrubs should be in good repair and clean.

Occasionally, a student may present with a physical problem that may contraindicate a specific type of manipulation in a specific anatomical location. A student who feels manipulation might be contraindicated is required to contact the coordinator of OMM before the beginning of the section and present documentation of their problem. A member of the Family Medicine faculty will examine the student during the first week of school. If the problem is confirmed through the examination and review of the documentation, special arrangements may be authorized. The student will be expected to actively participate in all laboratory sessions not directly affected by their specific problem.

## **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 Academic

Accessibility Committee, which 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 Dr. Norbert Seidler, Professor and Chair of Biochemistry and Chair of the Academic Accessibility Committee, located in the Dybedal Center, 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.

### 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 (2012 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 2012 entering class, only May 2008 through September 2011 scores will be accepted. To register for the MCAT, apply online at [www.aamc.org](http://www.aamc.org). Direct questions via e-mail to [mcats\\_reg@act.org](mailto:mcats_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 page 48).
3. Satisfactory completion, with a grade of C or higher, of the following college courses, including laboratory work:
  - Biological Sciences (12 Semester Hours)
  - Genetics (3 Semester Hours) (in addition to 12 hours of biological sciences)
  - Chemistry (13 Semester Hours)
  - Biochemistry (3 Semester Hours) (in addition to 13 hours of Chemistry)
  - Physics (8 Semester Hours)
  - English Composition and/or Literature (6 Semester Hours)

Total: 45 Semester Hours

All of the above 45 semester hours are required to be recorded as "taken" or as "not yet taken/to be completed" (NY) on the Academic Record section of the AACOMAS application (see AACOMAS application instructions). The course name, number and semester in which the prerequisite will be completed must be included.

Applicants are strongly advised to provide evidence of a solid foundation and to demonstrate proficiency in the biological and physical sciences, including anatomy, bacteriology and mathematics. Further, applicants are encouraged to have taken courses in sociology, philosophy, psychology and medical terminology.

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 required to own a PC or laptop computer and printer. Specifications can be obtained at [www.kcumb.edu](http://www.kcumb.edu).

## **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. This course nomenclature/content issue occasionally occurs for genetics as well. An applicant may request substitution of undergraduate coursework for KCUMB's biochemistry or genetics 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 college 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. For genetics, the information submitted should indicate the course covered mendelian genetics/inheritance or hereditary factors. Applicants will be notified of decisions upon review of course content. Also, please note that if a substitution is granted, the substituted course will not be counted toward the fulfillment of any other prerequisite.

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

## **Admissions Partnerships (Early Decision)**

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

Students from these Partnership Program Institutions, who meet these educational standards and who have earned a minimum ACT score of 28, are eligible to petition for acceptance to Kansas City University of Medicine and Biosciences following their third year of undergraduate education. 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 2011)**

- Class size: 255
- Average GPA: 3.55
- Average Science GPA: 3.51
- Average MCAT Score: 26
- Average Age: 25
- Age Range: 20-45 years old
- Percentage of Female Students: 36 percent
- Percentage Receiving Financial Aid: 94 percent
- Total applications received: 3,208

Current year class profile data is typically made available in late August of each year at [http://www.kcumb.edu/Adm2/com\\_schoolprofile.asp](http://www.kcumb.edu/Adm2/com_schoolprofile.asp)

## **Applicant Profile (Fall 2012)**

- 3,461 applications were received for this entering class.
- 89 percent from outside Missouri or Kansas.
- 6 percent from members of underrepresented minority groups
- 655 interviews were conducted
- 476 offers of admission extended for anticipated class size of 250-256

## **Application Process**

### *Step 1 – AACOMAS Application*

AACOMAS Online is an innovative 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 2013 entering class May of 2012 through February 2013. All application materials, including detailed instructions, can be accessed through the AACOM Web site, [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 at:  
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 2013 Entry)*

Applicants meeting the minimum initial review criteria will be invited to complete KCUMB's College of Osteopathic Medicine Secondary Application. Minimum criteria for automatic receipt of a KCUMB-COM Secondary Application are:

- 23 MCAT
- 3.25 Science GPA
- 3.25 Cumulative GPA

Minimum criteria for potential invitation to complete the KCUMB-COM Secondary Application by special selection of the Admissions Sub-Committee are:

- 21 MCAT
- 3.00 Science GPA
- 3.00 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 (see page 47), 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.

### **Feb. 1**

- AACOMAS Application deadline.
- Supplemental applications are accepted and processed until all interview positions have been filled.

### **Feb. 15**

- Transcript deadline for AACOMAS

### **April 1**

- KCUMB's College of Osteopathic Medicine Secondary Application Deadline

## **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 science faculty member who is familiar with the applicant's academic work.
  - 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, another science faculty, in addition to the above, or an employer's letter may be substituted. *Note: Evaluations must be written within the two years prior to making applications. Example: If applying beginning May 2012 letters must be dated no earlier than May 2010.*
  - 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.

## **Recommending a Student for Admission**

Persons interested in recommending a premedical student for admission to the college should write a letter to the Office of Admissions on behalf of the applicant.

Recommenders should briefly indicate in what capacity and for how long they have known the applicant. Areas of particular interest are:

- Applicant's motivation for osteopathic medicine
- Native intellectual ability (keenness, originality, capacity)
- Industry (promptness, application, perseverance, reliability)
- Initiative (imagination, independence, resourcefulness)
- Competence in classroom
- Competence in laboratory
- Character (integrity, honesty, responsibility, habits and ethics)
- Maturity
- Personality (strength, leadership, sense of humor)
- Attitude toward associates
- Expression (oral and written)
- Personal appearance (neatness, cleanliness, grooming)
- Patient contact
- Community service

## **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 2 organizations
- Involvement in a minimum of 4 community organizations/projects
- Involvement in research activities
- Commitment to an organization(s) for more than 2 years
- Participation in a domestic/international mission trip
- Work experience in the medical field e.g., EMT
- 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
- Ethics, cultural and/or human sensitivity issues
- Interest in KCUMB and the osteopathic profession

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 typically runs between \$800 - \$1,000 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 August 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 on the provided lists.

### **Funding Assurance**

Accepted applicants must provide assurance, prior to the start of first-year classes, that funding for tuition and budgeted living expenses are covered for the entire educational program. Therefore, a stipulation of matriculation obligates an accepted applicant to authorize KCUMB to obtain a current credit report.

A Credit Authorization Form will be provided to each accepted applicant by the Office of Admissions. The Finance Department, as a service to the applicant, will evaluate his/her ability to provide funding/obtain loans. This authorization will be in effect for the duration of the educational sequence at KCUMB.

### **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 Web site, [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 break in coverage or change in health insurance to the Assistant Dean for Student Affairs during their first two years. COM students must report any break 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.*

### **Transfer Admissions Policy**

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's College of Osteopathic Medicine upon completion of the equivalent level of medical education as currently structured at KCUMB's College of Osteopathic Medicine, 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's College of Osteopathic Medicine 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.
- KCUMB College of Osteopathic Medicine's Secondary Application and all supporting documents for transfer consideration must be received by the Office of Admissions no later than March 1 of the proposed matriculation year.
- Applicants interested in transferring to KCUMB's College of Osteopathic Medicine 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 College of Osteopathic Medicine's 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's College of Osteopathic Medicine, including course syllabi for courses in clinical skills, OPP and OMM;
- Two letters of recommendation.

### **Procedures and Deadlines**

- Applicant completes a KCUMB College of Osteopathic Medicine 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 applicant's file is forwarded to the COM Dean for final approval and confirmation of transfer credit equivalencies. Transfer credit accepted for COM is posted to the 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.

## **Persistence Rates**

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

- 95.2 percent of those students who entered in 2003 graduated within five years.
- 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.

*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.



# COM Fiscal Policies and Financial Aid

## **Tuition, Fees and Expenses**

Incoming first-year medical students must provide assurance, prior to the start of first-year classes, that funding for tuition and budgeted living expenses are covered for the entire academic program. Accepted applicants who are unable to provide this assurance will not be allowed to matriculate in the current academic year; however, they may reapply for the following year if funding assurance is provided. Current students must also exhibit the ability to fund tuition and budgeted living expenses to be eligible to advance to the next grade level. Evidence of students' ability to pay will be reviewed annually, approximately 90 days prior to the start of each academic year.

Tuition and fees are due and payable in full before each registration date unless special arrangements have been made with the Finance Office or when students have loan applications for amounts sufficient to cover tuition on file in the Financial Aid Office. Tuition and fees are due and payable for the entire academic year regardless of whether the student completes the entire year, except as noted in the refund policy. The University reserves the right to change the schedule of tuition and fees without advance notice and to make such changes applicable to present as well as future students.

The following fees and tuition apply to the 2012-2013 academic year:

### COM Fees and Tuition Information

#### **Application Fee (KCUMB Supplemental).....\$50**

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

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

**Tuition, 2012-2013 (Osteopathic Medicine) .....\$42,880**

Tuition and fees are due and payable in full before the day of class registration, unless special 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. 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**

Activities Fee .....	\$75
Health Service Fee .....	\$100
Late Registration Fee .....	\$100
Official Transcript Fee .....	\$5
Student Identification Badge Replacement Fee .....	\$25

**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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The estimated additional cost for a computer and accessories is \$ 1,800.

**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, 2012 – June 30, 2013**

COMLEX Level 1 .....	\$535 (includes registration fee)
COMLEX Level 2-CE .....	\$535
Reschedule Fee .....	\$85
(less than 30 full days and more than 5 full days before the scheduled exam)	
Cancellation Fee .....	\$190
(less than 5 full days but at least 24 hours before the scheduled exam)	
No-Show Fee .....	\$225

**Fees associated with Level 2 Performance Evaluation**

COMLEX Level 2-PE .....	\$1,185 (approximately)
Reschedule or Cancellation Fee .....	No Charge*
(more than 90 days before scheduled examination)	
Reschedule or Cancellation Fee .....	\$50*
(90 days to more than 30 days before a scheduled examination)	
Reschedule or Cancellation Fee .....	\$150*
(30 days to more than 48 hours before a scheduled examination)	
Reschedule or Cancellation Fee .....	\$400*
(48 hours 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 (<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 (USMLE) 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.USMLE.org](http://www.USMLE.org)

Fees (effective Nov. 1, 2012, and ending Dec.31, 2013)

USMLE Step 1 .....	\$560
USMLE Step 2 Clinical Knowledge.....	\$560
USMLE Step 2 Clinical Skills .....	\$1,200
USMLE Step 3 .....	\$780

*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:  
<http://www.usmle.org/pdfs/bulletin/2012bulletin.pdf>.*

## **University Withdrawal and 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**

COM and 1-Year Graduate Programs

- Students are admitted to KCUMB as a class cohort and tuition and fees are charged on an annual basis at the beginning of each academic year. Refunds of the total annual tuition (acceptance and matriculation fees are non-refundable) are granted upon written request from the student and are prorated based on the following schedule:
  - 75% refund during the first week of the first semester for the academic year (student owes 25% of the annual tuition charge);
  - 50% during the second week (student owes 50% of the annual charge); and
  - 25% during the third week through the tenth week of the first semester for the academic year (student owes 75% of the annual tuition).
  - No refunds are granted after the tenth week from the beginning of the academic year in question (student owes full annual tuition charge).
- A refund (if there is one and the student requested it) as well as an adjusted bill will be sent to the student's preferred address following withdrawal.
- 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 and fees 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 prorated 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 8/23 (third week) has "earned" 16.9% (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 (one-half of the annual tuition; \$21,020 plus required fees of \$175). The school must return 83.1% (amount unearned), or \$17,613, to Title IV loan programs and is allowed to retain \$3,582. Per the university refund policy, 75% of the total yearly tuition is due (25% refund) which is \$31,529.25 (\$42,039 x 75%). 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 (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 M.B.A. 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 M.B.A. degree.

KCUMB students enrolled in the dual KCUMB-Rockhurst M.B.A. program must maintain satisfactory academic progress in the College of Osteopathic Medicine program to continue in the M.B.A. portion of the program. Students failing to maintain satisfactory academic progress will be required to withdraw from the M.B.A. portion of the program.

The curriculum is divided into three segments and corresponds to the three time phases of the M.B.A. 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     September 1 for third-year students

The tuition refund and/or tuition discount, whichever is applicable, shall be prorated as follows:

- A 50 percent refund will be allowed if a student withdraws prior to the conclusion of the second week of instruction of a segment. No refunds are awarded following the second week of instruction in any segment.
- Students are charged for only segments in which they enroll. Enrollment/completion of one segment does not require enrollment and payment of subsequent segments. Students are not charged for segments offered in the future following withdrawal from the program.
- No tuition refund will be allowed for any completed segment following withdrawal or dismissal from the program.
- No tuition refund will be allowed for any student who is dismissed from the program for any reason including academic, personal or behavioral situations.
- A request for tuition refund must be made in writing to the KCUMB Finance Office, and be accompanied by a dated withdrawal letter from the program indicating acknowledgement by both the KCUMB Assistant Dean of Student Affairs and the Rockhurst M.B.A. Program Director.

## **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 2012 graduate borrowing the full cost of attendance for four years at KCUMB's College of Osteopathic Medicine is \$251,500.

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.

## **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 by the Promotion and Graduation Committee for the purpose of determining eligibility for progression into the next academic level and/or graduation. The Promotion and Graduation Committee reviews student records 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 P&G Committee has a concern regarding a student's eligibility for continued enrollment, progression to the next academic level of their educational program and/or graduation, the Committee makes a formal recommendation to the appropriate College Dean who then makes the final decision regarding the student's enrollment status.

### **COM Students – Satisfactory Academic Progress for Financial Aid Consideration**

Satisfactory Academic Progress is assessed annually. To qualify for financial aid, a COM student must have attained a 2.0 GPA (passing grade) by the beginning of the academic

year and meet the University's promotion requirements for years 2, 3 and 4 as outlined in the COM Assessment Policy, paragraphs B and C which outlines the pace of the educational program. COM students must complete the program within 5 years. A student will be denied financial aid until these requirements are met. 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 sections in years one and two of the program to be completed in sequential order. A withdrawal from a section is a withdrawal from the academic year or the program. A withdrawal or incomplete of an elective has little or no affect on SAP except that a total of 4 electives must be completed by the end of the second year to continue to third year as outlined in the Assessment Policy. In third-year, ten core clinical clerkships must be successfully completed in order to continue to fourth year. Passage of COMPLEX CE 1 & 2 and PE are required for graduation. The failure of the COMPLEX 1-CE exam results in a student being placed in a remedial, non-credit IDIS 001 NBOME Preparation course for 6 to 8 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, ten clerkships must also be completed. A COMPLEX 2-CE or PE exam failure results in a student being placed in a remedial, non-credit IDIS 002 or 002p NBOME Preparation course. Financial aid may be received for one IDIS 002 or 002p NBOME Preparation course within fourth year.

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 sections. 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 6-months) or a vacation block is not eligible to receive financial aid during these periods of time. In addition, this may result in a second disbursement being re-scheduled until the required number of clerkships have been completed.

### **SAP Appeal for COM Students**

A student is allowed an appeal of dismissal for failing the maximum number of sections or exams resulting in a GPA of less than 2.0. Acceptable appeal criteria are determined by the Promotion and Graduation Committee. If the appeal is recommended for approval by the Promotion and Graduation Committee and approved by the COM Academic Dean which results in the student's repeating the academic year to remediate the failed section(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 is monitored by the Associate Dean for Curricular Affairs in conjunction with the COM Academic Dean's office. 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 lifted.

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.

First- and second-year students with two section failures will have financial aid suspended until the result of the next exam is known. Third- and fourth-year students with two COMLEX failures will have financial aid suspended until the passage of their third attempt.

## **Loan Programs and Sources**

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

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. For more information about this loan, go to:  
[www.hrsa.gov/loanscholarships/loans/primarycare.html](http://www.hrsa.gov/loanscholarships/loans/primarycare.html).

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

The Stafford interest rate is fixed at 6.8 percent. An origination fee of 1 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

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

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

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

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 Unsub 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 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**

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/PORTALSWebApp/students/english/index.jsp>.

### **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**

Navy Officer Recruiting Station  
North Pointe Circle II, Ste 101  
7509 Tiffany Springs Parkway  
Kansas City, MO 64153  
(816) 880-1134; (800) 222-9597

#### **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.

## 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.*

## 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.** One-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. 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 a laptop computer and printer meeting KCUMB specifications. The maximum allowance is \$1,800.

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.*

## **The Financial Aid Application Process**

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

\* Special 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 first-year incoming students, an application packet will be sent upon receipt of the required acceptance fee. This packet will include:

1. KCUMB Application for Financial Aid
2. A letter and Instructions for Applying for Aid.

Each year, a student must complete the Department of Education's needs-analysis form, the Free Application for Federal Student Aid (FAFSA) posted online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov); KCUMB's FAFSA code is G02474.

Once the student has submitted the required documents and completed forms as listed on the Application for Financial Aid, the Financial Aid Office determines his or her aid eligibility. An Aid Award Offer is then sent to the student to notify him or her of eligibility for the following programs:

- Federal Unsubsidized Stafford Loan
- Federal Perkins Loan
- Federal Graduate PLUS loan

The calculation to determine financial aid eligibility is: cost of attendance (KCUMB student budget) minus expected family contribution from FAFSA (for need-based aid) and outside resources (scholarships, parental assistance, etc) equals eligibility. Each student must complete an online entrance counseling session for graduate students at <https://studentloans.gov> prior to the release of these funds. Each student must also

complete a Direct Stafford loan Master Promissory Note (MPN) and a Direct GradPLUS loan MPN online at <https://studentloans.gov> in order to receive funds from these programs.

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

### *Student Loan Disbursements*

Student loans are disbursed in two equal disbursements, with the first at the beginning of the academic year, and the second at the midpoint of the academic year. 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 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 Accounting 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**

Students selected for verification by the U.S. Department of Education's Central Processor are governed by this policy:

- From the date of notification by the Financial Aid Officer, the student will have 30 calendar days to supply the necessary documentation;

- Failure to provide required documentation will result in the student's file being placed in an inactive status;
- A student selected for verification will be mailed a verification worksheet to the current address of record;
- A student must submit the completed verification worksheet, an IRS tax transcript of his/her federal tax return and any other documentation required to support the information declared. Any differences found will result in a correction to the student's FAFSA;
- A student's aid package will not be determined until the verification process has been completed.

The primary items that are verified are:

- Household size
- Number in college
- Adjusted gross income (AGI)
- U.S. taxes paid

Certain types of untaxed income:

- Child support
- IRA/Keogh deductions
- Tax-exempt interest
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- Payments to tax-deferred pension/savings plans (found on W-2)

## **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.

## **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.

## **Financial Aid Code of Conduct**

The Financial Aid Office at KCUMB, as a member of the National Association for Student Financial Aid Administrators (NASFAA), adheres to NASFAA's Statement of Ethic Standards 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)**



# **COM Academic Records and Policies**

## **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 e-mail, 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 credit hours

Half-time = 10 to 18.5 credit hours

Part-time = 0.5 to 9.5 credit hours

### **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. All 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. Students who wish to drop a course must officially communicate their request to the Registrar's Office within the prescribed time requirements. 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.

## **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. Request for an excused absence must be filed in the Department of Curricular Affairs at least 10 business days prior to an anticipated absence.

Excused absences may be granted prior to the date requested at the discretion of the Associate Dean for Curricular Affairs, at least two weeks prior to the absence. Absences will be accepted in extenuating circumstances for consideration of approval after the submission deadline.

### *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 Curriculum Coordinator or Curriculum Director within two days of returning to campus.
- *Academic Conflict:* Students may request an excused absence for academic-related conferences or activities. Only students in with a G.P.A. 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.

- *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 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; these students should report to the Associate Dean for Curricular Affairs at the end of the exam to document their tardiness. 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 IT 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 Curriculum.

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 G.P.A. 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 COMLEX board examination, or who falls below a COM cumulative G.P.A. 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 Provost and Dean of the College of Osteopathic Medicine 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 Provost and Dean of the College of Osteopathic Medicine, 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, 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 check-out 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. Security.
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.

## **Request for Reinstatement Following a Leave of Absence**

Following a leave of absence, a student must request reinstatement in writing at least two weeks in advance to the Provost and Dean of the College of Osteopathic Medicine. 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 Provost and Dean of the College of Osteopathic Medicine with a letter of withdrawal;
2. The student presents the Registrar with a signed letter from the Provost and Dean of the College of Osteopathic Medicine 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. Security

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

## **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 has a commitment to providing exemplary service to students, graduates and faculty. The department 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 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 \$5, 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;
      - i. The Secretary of Education; or
      - ii. 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;
      - i. Determine the amount of the aid;
      - ii. Determine the conditions for the aid; or
      - iii. 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 <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:

<i>Grade</i>	<i>Definition</i>	<i>Quality Pts</i>
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	Failure	0.00
H	Honors	
HS	High Satisfactory	
S	Satisfactory/Pass (70% minimum)	
U	Unsatisfactory/Fail	
IP	In-Progress	
I	Incomplete	
W	Withdrew	
NR	Not Reported	

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 G.P.A., 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. A grade of Satisfactory or Pass is equivalent to a minimum of 70%.

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.

## **Incomplete Grades**

An instructor may assign a grade of incomplete "I" if the student has been unable to complete the course/section on time because of unavoidable conditions. 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 contract to be in force. A copy of the contract will be mailed to the student by the Registrar's Office giving the student a 10-day window in which to decline the incomplete and receive their earned grade.

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 (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.

*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 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 [S] 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.

## Assessment Policy

### A. Testing/Grading

1. The school year is divided into fall, spring and summer semesters. Each COM semester during Years I and II has a designated number of Sections, with each Section having an assigned number of semester hours (or unit measure), as calculated by the Registrar.
2. Assessment during each COM Section will consist of:
  - a. Midterm exam, or in the case of an unusually long section, two exams may be given in lieu of a midterm;
  - b. Comprehensive final exam;
  - c. End of the Section lab practicals for Anatomy and Pathology, as applicable. (Note: Students must pass all lab practicals with a score of 70 percent 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 percent in order to continue in the academic program.)
  - e. Standardized patient interviews
3. Students will receive a letter grade for each COM Section. Points will be assigned for case presentations, laboratory and online exercises, Section midterm, the Section final exam and laboratory practical examinations. A total point score for the Section will be calculated.

A letter grade will be assigned to the score for the Section by the Curriculum Director and the Associate Dean for Curricular Affairs. Grades are submitted to the Dean of the College of Osteopathic Medicine for final approval. The following scale will be used to assign the grades:

<i>Score (%)</i>	<i>Grade</i>
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 whole percentage when assigning grades. Section scores may be adjusted to a mean score of 85 percent when the section mean falls below 85 percent.

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 Satisfactory/Unsatisfactory. The grade for Year II CSA will be listed separately on the transcript. For Year I, this grade will be inclusive of OCS Clinical and OCS Communication Skills.
  - b. Year I - Cumulative written examination. The board-like examination will include questions related to the sections completed during Year I. Grading will be Satisfactory/Unsatisfactory. Satisfactory performance will be 70 percent with the mean adjusted to 85 percent if the mean falls below 85 percent. Students scoring 94 percent or greater will be eligible for Honors on their transcript.
  - c. Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) will be administered during the spring 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.
  6. Evaluations for Continuous Quality Improvement (CQI) and Student Evaluation of Teaching will be completed at the end of each COM Section.

## **B. Promotion to COM Years II and III**

1. Satisfactory completion (passing grades) of:
  - a. All Sections
  - b. Clinical Skills Assessment Examination
  - c. Cumulative Examination, and
  - d. OCS, Pathology and Anatomy Practical Examinations.
2. Successful completion of Early Clinical Experience ECE 001 in year I.
3. Completion of the autopsy requirement prior to the end of year II.
4. Successful completion of 4 semester elective credits.
5. Completion of all Score 1 for Health activities.
4. Successful completion of COMLEX Level 1 (prior to participation in clerkship experiences)
 

*\*Special 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, and Provost and Dean of the College of Osteopathic Medicine 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 Provost and Dean of the College of Osteopathic Medicine.*
5. Be recommended for promotion by the Promotion and Graduation 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.

### **C. Promotion to COM Year IV**

#### **1. Satisfactory completion (passing grades) of:**

- a. All required clerkships
- b. One elective clerkship
- c. Four subject exams (COM 2014)
- d. Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE II)

### **Remediation Guidelines for Continued Enrollment Eligibility**

1. Failure of no more than two COM Sections in one academic year and failure of no more than three sections during the first two years (years MSI plus MSII). Remediation attempts will occur in accordance with the published remediation schedule. This will consist of completion of a Remediation Plan (including a written examination) developed by the Assistant Dean of Curricular Affairs along with the Curriculum Director in which the failure occurred. Section failures must be remediated in no more than two attempts.
2. Osteopathic Clinical Skills (COM-OSC): Students may fail only two practical examinations per semester with the opportunity to take the first chance remediation process. Upon the third practical examination failure in a semester (inclusive of the CSA for Year I only), the student fails the section. During section remediation, failure of any practical examinations will result in a failed remediation and immediate dismissal.
3. Failure of the COM Cumulative Exam: Students must achieve a 70% to pass the Cumulative Exam. Remediation will be considered successful with receipt of a passing grade on the remediation exam.
4. Successful remediation requires attaining a 70%. Adjustments are *not* applied to remediation exams.

### **Remediation Procedures for COM Students**

It is the responsibility of the 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 2 sections/courses in a year or a combination of 3 sections/courses in two years. The Cumulative Exam counts as a section grade. Therefore, no more than two F's or 1 F and an unsatisfactory on the students transcript may occur in one year or 3 F's over the first two years. Failure to remediate an F to a C will result in dismissal.

2. A section remediation exam will be scheduled by the Department of Curricular Affairs during the next PEP or at the end of the semester. Ordinarily, sections are remediated in the order they are failed.
3. A Cumulative Exam remediation will be scheduled by the Department of Curricular Affairs during the summer semester. Students should complete all section remediations prior to taking the Cumulative Exam.
4. Pathology and Anatomy practicals that require remediation to a competency of 70% will be scheduled during the next PEP or at the end of the semester. Demonstration of competency does not replace the original failing grade. Failure to pass a second practical remediation will result in a failed section.
5. 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. A first attempt remediation of a practical exam will normally be scheduled on Friday after the failed practical. Second attempt remediations of a practical exam will be scheduled during the next PEP or at the end of the semester in compliance with the published remediation schedule. Demonstration of competency does not replace the original failing grade. Failure to pass the second practical exam remediation will result in a failing semester grade and the entire section will be remediated at the next scheduled PEP or at the end of the semester.

## **Remediation Process for COM Students**

Students who receive a failing section grade must remediate the section to a passing grade prior to advancement to the next academic year. Successful remediation is notated on the student's academic transcript as either an F/C or U/S grade. Remediation of a course section is different than repeating a course in its entirety.

### **Remediation of a Failed Section**

- Students will be notified of a section failure following the section and informed of the next remediation opportunity.
- Remediation will be scheduled during the next Professional Enrichment Program (PEP) for students needing to remediate 1 or more sections.
- 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 prior to scheduling the Cumulative Exam for MSI students. Remediation for MSII student will occur during PEP-Clinical.
- On the first day of remediation, students will meet with the Assistant 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 (Curriculum 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 scheduled for the next remediation date. For MSII students, where the Professional Enrichment Program lasts two weeks, the next remediation date will be the second week.
- Only one section remediation should be attempted during one PEP week. *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 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 and informed of the next remediation opportunity.
- Lab practicals must be remediated to 70%.
- Section and lab practical remediations may occur in the same week.
- Failure of the second remediation of a practical exam will result in a **failed section**.
- If a student passes the section but fails a second remediation of a practical, the section grade will be recorded as F and 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 Schedule Guidelines**

The following is a schedule of remediations for sections and practical examinations. Multiple failures by a student may introduce variables that cannot be easily accomplished by this schedule. The Department of Curriculum and Education may demonstrate flexibility in these cases to best accommodate remediations for the student.

<b>FAILURE</b>	<b>REMEDICATION</b>
OCS Practical	First Remediation: Friday following next section exam.  Second Remediation: Friday following last final exam of semester

	<p>If two Practical exams must be remediated at the end of the semester: Friday, Monday, Tuesday following last final exam as scheduled by OMM/OMT.</p>
Anatomy and Pathology Practicals	<p>First Remediation: Thursday of PEP week 1 or Thursday following last final exam of semester, whichever occurs first.</p> <p>Second Remediation: MSI – Thursday following last final exam of semester; MSII – Thursday of PEP week 2 or Thursday following last final exam, whichever occurs first.</p>
Any Section	<p>First Remediation: Friday of PEP week 1.</p> <p>Second Remediation: MSI – Friday of next PEP week or Friday following last final exam of semester; MSII – second Friday of PEP week 2.</p> <p>If more than one Remediation is needed during PEP: MSI – one section (written and practicals) remediation scheduled during PEP and other remediation exams scheduled during remediation week at the end of the semester. Typically, remediations will be scheduled on prescribed days with OCS being held on Friday, Monday, Tuesday; Anatomy and Pathology on Thursday; and section finals on Friday.</p> <p>MSII – Second failed section exam during the next PEP or on the Friday following the last final exam of the semester, whichever occurs first.</p>

**Failure of COMLEX Level 1:**

- Failure of first attempt: Student is placed in a modified curriculum that includes up to a two-month delay in clinical clerkship participation and mandatory enrollment in IDIS 001 – NBOME Preparation. For additional details, please refer to the *Student Handbook*.
- Student passes COMLEX Level 1 on second attempt: Promotion to third year. (Note: once student retakes the COMLEX Level 1 exam, he/she is

allowed to continue with clinical clerkships in anticipation of a passing grade.)

- Failure of second attempt: Student is placed in a modified curriculum that includes additional delays in clinical clerkship participation and mandatory enrollment in IDIS 001 – NBOME Preparation for a second or subsequent time. For additional conditions and details, please refer to the *Student Handbook*.
- Failure of third attempt: DISMISSAL

#### **Failure of COMLEX Level 2-CE:**

- Failure of first attempt: Student is placed in a modified curriculum that includes up to a two-month delay in clinical clerkship participation and mandatory enrollment in IDIS 002 – NBOME Preparation. For additional details, please refer to the *Student Handbook*.
- Student retakes COMLEX Level 2-CE exam: Student is allowed to return to clinical clerkships in anticipation of a passing grade.
- Failure of second attempt: Student is placed in a modified curriculum that includes additional delays in clinical clerkship participation and mandatory enrollment in IDIS 002 – NBOME Preparation II, for a second time. For additional details, please refer to the *Student Handbook*.
- Failure of third attempt: DISMISSAL

#### **Failure of COMLEX Level 2-PE:**

- Failure of first attempt: Student is removed from clinical clerkships *and required to return to Kansas City* to receive one-to-one instruction from clinical faculty as assigned by the Provost and Dean of the College of Osteopathic Medicine. The Student is placed in a modified curriculum that includes up to a one-month delay in clinical clerkship participation and mandatory enrollment in IDIS 002 – NBOME Preparation II. For additional details, please refer to the *Student Handbook*.
- Student retakes COMLEX Level 2-PE: The student is allowed to continue with clinical clerkships in anticipation of a passing grade.
- Failure of second attempt: DISMISSAL

## **Dismissal**

Dismissal from the COM will result from:

1. Failure of three sections during a single year of the curriculum (MSI or MSII) or failure of a total of four sections in the first two years' curriculum (MSI plus MSII).
2. Failure of two sections and the Cumulative Examination for Year I.
3. Failure to successfully remediate any failed section or Cumulative Examination (two total attempts allowed).
4. Failure of two clerkships.

5. Failure to pass COMLEX Levels 1 in three attempts, failure to pass COMLEX Level 2-CE in three attempts or failure to pass COMLEX Level 2-PE in two attempts.
6. Failure to complete all academic requirements within five years of matriculation.

## **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, passed the cumulative examination, 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.

## **Clinical Clerkships Policy**

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 *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. Security.

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 an 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 2.00.

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 KCUMB 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**

## **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 and College in preparing its graduates to be highly competent, caring and compassionate osteopathic physicians. To that end, an enhanced curriculum was implemented in August 2000 (beginning with the Class of 2004). 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.

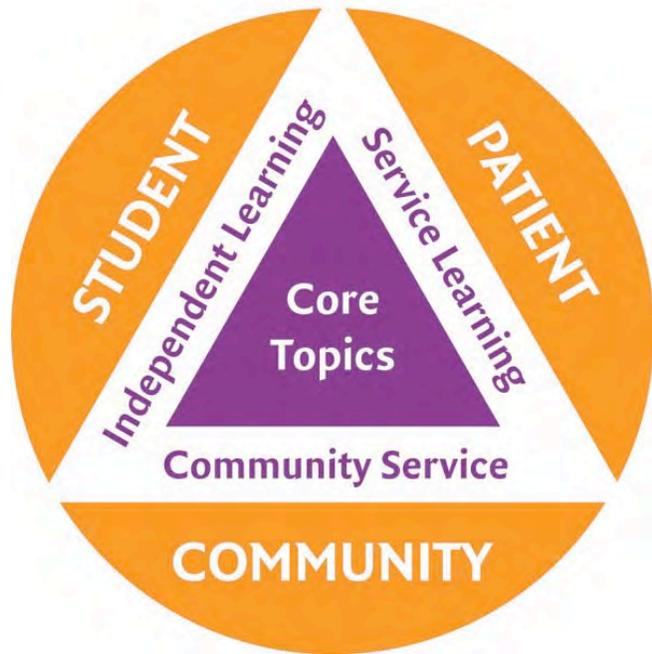
### **Teaching Methods**

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.

## Professional Enrichment Program

Medical students engage in a Professional Enrichment Program (*PEP*) after each two sections in the curriculum during the first two years. This one to two week program embraces three components essential to the training and development of future physicians: service learning, community service and independent learning.

Students participate in a variety of clinical experiences and service projects along with independent learning opportunities selected by students to enhance previously studied material or areas representing a new interest. During *PEP*, students are also exposed to current topics important in medical practice and patient care.



***PEP I*** – The first *PEP* period focuses on enhancing student learning skills and providing students opportunities to experience ways to minimize stress during the rigors of medical education. *PEP I* occurs at the end of the Musculoskeletal section and lasts one week. Students engage in service learning through Score 1 for Health and other activities. Core topics are introduced through lectures and electives providing students with an introduction to material important for practice and lifelong learning.

***PEP II*** – The second *PEP* provides students with the first opportunity to begin organizing a curriculum vita that will be an integral part of professional development and presentation. Community service and learning opportunities, including early clinical experiences, will be available and students may select electives to enrich their learning experience. Career choices will be explored and core topics will continue. *PEP II* occurs at the end of the Cardiopulmonary II section and lasts one week.

***PEP III*** – The second year is an intense year of academic undertaking and three *PEP* periods are provided for students. *PEP III* occurs at the end of Neuroscience II and lasts two weeks. Students have a greater opportunity to engage in electives and career development activities to help develop interests prior to clinical clerkship training. Longitudinal core topics continue as well as newer topics that are more closely aligned with medical practice.

***PEP IV*** – *PEP IV* extends second year experiences, occurs at the end of the Endocrine section and lasts two weeks. Students may engage in service learning, community service and electives while also attending classes addressing core topics for medical practice.

**PEP V** – This two-week period provides students with opportunities for electives, service learning and community service. PEP V begins at the end of the Reproduction and Development section. An important aspect of PEP V is a review of formative evaluations during preclinical training and enhancing skills required for assessments at the end of year two.

**PEP-Clinical** is a one-to-two week period devoted to special topics required for beginning third-year clinical clerkship experiences. Among these are ACLS certification, CSA examination, review of licensing requirements, and OSHA and HIPAA training.

## First-Year Curriculum

The courses offered in the first year are:

MED 101	Foundations of Medicine (5 weeks)
MED 102	Musculoskeletal (6 weeks)
MED 107	Cardiopulmonary I (6 weeks)
MED 109	Cardiopulmonary II (6 weeks)
MED 106	Gastrointestinal (6 weeks)
MED 108	Renal (6 weeks)
OCS 101	Osteopathic Clinical Skills I (17 weeks)
OCS 102	Osteopathic Clinical Skills II (19 weeks)
ECE 001*	Early Clinical Experience (non-credit, required)
BCLS	Basic Cardiac Life Support (non-credit, required)
CUM EX I	Cumulative Examination I (non-credit, required)

The Professional Enrichment Program (PEP) I and II are part of the first-year curriculum.

### *Special notes:*

- *Students are also required to attend one autopsy experience and complete a minimum of 4 semester credits of electives prior to beginning year III. Students may elect to complete these requirements anytime within their first and/or second year of study. A maximum of 2 Clinical Care Practicum credits may be applied toward the 4 semester elective credit requirement.*
- \* *Students who have significant prior experience working in a clinical setting (e.g. nursing or other medical degree; EMT certification, etc.) may be granted an exception to the ECE 001 requirement. Refer to the ECE 001 course description later in this Catalog or contact the Associate Dean for Curricular Affairs for additional information.*
- *Dual-degree students (D.O./M.A. and D.O./M.B.A.) 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 IDIS 110 has additional restrictions that apply to the dual D.O./M.A. Bioethics degree program. Please refer to the IDIS 110 course description as posted to this catalog.*

## **First-Year Course Descriptions**

### **MED 101 – Foundations of Medicine (5 weeks)**

Foundations of Medicine is designed to build a knowledge base that will assist first-year students in understanding the material presented in subsequent sections. The course focuses on baseline fundamental knowledge in areas of biochemistry, embryology, genetics, immunology, pathology, pharmacology and physiology. Osteopathic diagnosis and treatment (ODT) of disorders is introduced as part of the course.

*6 semester credits*

### **MED 102 – Musculoskeletal (6 weeks)**

The Musculoskeletal section introduces the basic and clinical sciences of back pain, musculoskeletal disease, including limb and joint pain via clinical presentations. Other musculoskeletal-related topics covered in this section include aging, alternative therapies, exercise, and women's health and rehabilitation. Osteopathic diagnosis and treatment (ODT) of disorders is integrated throughout the course. At the conclusion of each clinical presentation, a practicing clinician, along with basic scientists, conducts a review of the presented material for the purpose of integrating basic science and clinical information.

*9 semester credits*

### **MED 107 – Cardiopulmonary I (6 weeks)**

This course is a multidisciplinary approach to understanding the basic and clinical science of common cardiopulmonary disorders. Students are introduced to diagnoses and treatments of relevant disorders and several are supported by patient presentations including the normal patient, cough and dyspnea, and hemoptysis. Appropriate skills laboratories, standardized patients, discussion groups, computer-assisted learning and problem solving will be incorporated into this section to supplement the lecture presentations.

*6.5 semester credits*

### **MED 109 Cardiopulmonary II (6 weeks)**

This course is a continuation of Cardiopulmonary I and provides additional information to students about normal and abnormal function of the cardiopulmonary system and electrocardiograms with a greater emphasis on clinical application. Patient presentations include hemoptysis, chest pain and the sleepy patient.

*5 semester credits*

### **MED 106 – Gastrointestinal (6 weeks)**

The Gastrointestinal section introduces medical students to the gastrointestinal system, from normal structure/function of the GI tract to the clinical presentation of major pediatric, adult and geriatric gastrointestinal diseases/dysfunctions, including the clinical presentation of nausea and vomiting, jaundice, abdominal pain and changes in

bowel habits. Also included is a discussion of nutrition as it applies in the normal person and in special circumstances. The section will be presented in lecture, small-group discussion, computer-aided instruction and laboratory formats.

*7 semester credits*

### **MED 108 – Renal (6 weeks)**

The Renal section integrates anatomy, physiology and pathology with diagnosis, treatment and management of diseases affecting the renal system. The section begins with basic information on the structure and function of the kidneys, ureters and bladder. The role of the kidney in the regulation of blood pressure, acid/base and electrolyte balance, and in red blood cell production will be established. Students will integrate this basic knowledge and gain an understanding of the pathophysiology and multisystem nature of diseases of the kidneys, ureters and bladder, including hypertension, acid/base disorders and electrolyte imbalance. The section utilizes case presentations in both lecture and discussion group/laboratory activities.

*8 semester credits*

### **OCS 101 – Osteopathic Clinical Skills I (17 weeks)**

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 (19 weeks)**

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 a history and physical exam as dictated by the body systems covered by the other ongoing simultaneous sections. 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 curriculum are professional communication; physical examination skills and medical record documentation; osteopathic manipulative medicine diagnostic skills; and integrating spirituality in medicine.

*3 semester credits*

### **BCLS – Basic Life Support**

Non-credit. Certification is required to advance to second year of studies. All students must take the KCUMB offered course. Graded S/U.

### **ECE 001 – Early Clinical Experience**

This is a non-credit, required course designed to provide students with early clinical exposure during a four-hour shadowing experience. Graded S/U.

**Special Note:** An exemption from completing the required ECE 001 course is allowed for students who have had significant prior experience working within a clinical setting. Six months is the minimal experience in one of the categories listed below. An Exception to Academic Policy form must be completed and submitted to the Associate Dean for Curricular Affairs along with appropriate evidence of experience. Student will be notified if an exception is granted. If a student is not complete with their immunizations or has not provided a copy of their insurance card to OCCE, an exemption will not be granted.

Potential Exemption Categories:

- Previously earned medical degree (e.g. nursing, physical therapy)
- Previously earned terminal degree with clinical experience (e.g. D.C., D.P.M., Ph.D.)
- Previously earned training certificate (e.g. EMT certification)
- Previous work experience in clinical setting (e.g. hospital technician/technologist, physician office assistant, medical assistant, etc)

### **Cum Ex I – Cumulative Examination I**

A cumulative examination is required at the completion of the first year of academic study and must be passed to progress to the second year of study. This non-credit exam is recorded on the transcript at the end of the second semester of the first year and is posted as H/S/U.

### **Second-Year Curriculum**

The course offerings in the second year are:

MED 211	Neuroscience I (6 weeks)
MED 212	Neuroscience II (5 weeks)
MED 210	Skin, Blood and Lymph (6 weeks)
MED 202	Endocrine (6 weeks)
MED 203	Reproduction and Development (8 weeks)
ACLS	Advanced Cardiac Life Support (non-credit, required)
CSA	Clinical Skills Assessment (non-credit, required)
OCS 201	Osteopathic Clinical Skills III
OCS 202	Osteopathic Clinical Skills IV

*Professional Enrichment Program III-V and PEP-Clinical are also part of the second-year curriculum.*

*Special Note: Students must complete a minimum of 4 semester credits of electives prior to beginning year III. Students may elect to complete these requirements anytime within their first and/or second year of study. A maximum of 2 Clinical Care Practicum credits may be applied toward the 4 semester credit elective requirement.*

## **Second-Year Course Descriptions**

### **MED 211 – Neuroscience I (6 weeks)**

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 (5 weeks)**

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 210 – Skin, Blood and Lymph (6 weeks)**

The Skin, Blood and Lymph section is presented in two sections. Students initially learn the basic histology and physiology of the skin. Diseases of the skin including wounds, skin infections, immunopathologic skin diseases and tumors are studied. Descriptive terms in dermatology are emphasized.

The second portion introduces the cellular and humoral components of the blood and the structure and function of lymphoid tissues, while continuing to build the function of the immune system. Students will consider diseases and disease processes affecting red and white blood cells and lymphoid tissue. Disease entities studied include anemias, polycythemia, bleeding and clotting disorders, leukemias and immunodeficiency disorders, including HIV infection/AIDS. 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. (Previously MED 103).

*9 semester credits*

### **MED 202 – Endocrine (6 weeks)**

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 (8 weeks)**

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*

### **ACLS – Advanced Cardiac Life Support**

*Non-credit, required.* Certification is required prior to clinical clerkship participation and for graduation. All students must pass KCUMB's course. Graded S/U.

### **OCS 201 – Osteopathic Clinical Skills III (17 weeks)**

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 (16 weeks)**

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, interpretation of medical research and evidence base of OMM. 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 and spirituality in medicine skills with communication skills into the patient encounter.

*2.5 semester credits*

### **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. Graded S/U.

*Non-credit, required*

### **Second-Year Clinical Care Practicums (E)**

Clinical Care Practicums are designed to provide second-year students with exposure, supervised observation and training to further their understanding in the disciplines identified below. The 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. Specific goals and learning objectives are provided to enhance the learning experience. Clinical Care Practicums are typically offered during the summer immediately following the conclusion of the MSI curriculum, are variable credit (2-8 credit hours) depending on time on task and are always graded S/U. Clinical care practicum experiences are optional, however, students may utilize a maximum of 2 credits from a clinical care practicum toward the fulfillment of the 4 semester credit pre-clinical elective requirement. Clinical Care Practicums are coordinated through the Office of Community Clinical Education and student participation is by permission only. Availability and scheduling details are traditionally advertised during the later part of the spring semester.

EMED 220	CCP: Emergency Medicine
FMED 220	CCP: Family Medicine
FMED 222	CCP: Preventive/Community Medicine
IMED 220	CCP: Internal Medicine
OBGY 220	CCP: OBGYN
OCS 220	CCP: Osteopathic Manipulation
PATH 220	CCP: General Pathology
PATH 221	CCP: Forensic Pathology
PATH 222	CCP: Transfusion Medicine
PATH 224	CCP: Surgical Pathology
PEDS 220	CCP: Pediatrics
RADI 220	CCP: General Radiology
SURG 220	CCP: Surgery

*2-8 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 – NBOME I Preparation**

This is a mandatory course for students who are unsuccessful in passing COMLEX Level 1. Students formulate a detailed independent study plan in conjunction with the Director of Learning Enhancement. This course is graded S/U based on passing of the COMLEX Level 1 exam and meets no clinical graduation requirement. Credit value is variable depending on the individualized plan of study and required time on task. However, first time enrollees are required to participate in a minimum of 37.5 hours of study per week for six to eight weeks. Course may be repeated for credit up to a maximum of 54 credits as approved by the Provost and Dean of the College of Osteopathic Medicine. Repeat credit is assigned based on weekly increments of 37.5 contact hours (1.0 semester credit). Students should refer to the *Student Handbook* for additional details.

*1-18 semester credits*

### **IDIS 002 – NBOME II Preparation**

This is a mandatory course for students who are unsuccessful in passing COMLEX Level 2-CE. Students formulate a detailed individualized study plan in conjunction with the Director of Learning Enhancement. This course is graded S/U based on passing of the COMLEX Level 2-CE exam and meets no clinical graduation requirement. Credit value is variable depending on the individualized plan of study and required time on task. However, first time enrollees are required to participate in a minimum of 37.5 hours of study per week for six to eight weeks. Course may be repeated for credit up to a maximum of 54 credits as approved by the Provost and Dean of the College of Osteopathic Medicine. Repeat credit is awarded 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 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 is graded S/U based on passing of the COMLEX Level 2-PE exam and 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 Clerkship**

This is a mandatory clerkship designed for students who are unsuccessful in passing a clinical clerkship and require remediation. Students focus on continued development of 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. Graded S/U.

*5 semester credits*

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

All elective courses are designed to accommodate the semester format of the University and are graded S/U.

### **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. Graded S/U.

*2 semester credits*

### **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 S/U based on attendance, interaction with first-year students and overall attitude. Graded S/U.

*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. Graded S/U.

*0.5 semester credit*

### **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. Graded S/U.

*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 “hand-on” experiences 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. May be repeated for credit up to a maximum of 4 semester credits. Graded S/U.

*2 semester credits*

### **BCHE 215 – 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. Graded S/U. Pre-requisite: 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 “hand-on” experiences 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. May be repeated for credit up to a maximum of 4 semester credits. Graded S/U.

*2 semester credits*

**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. Graded S/U.

*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. Graded S/U.

*0.5 semester credit*

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

This course will introduced medical students to advanced concepts and practices of sports medicine. Graded S/U.

*0.5 semester credit*

**FMED 211 – Medical Pathways (E)**

The objective of this course is to provide students with the basics of the medical record and the approach to recording medical information. Graded S/U.

*1 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. Graded S/U.

*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. Graded S/U.

*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. Graded S/U.

*1 semester credit*

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

Prerequisite: FMED 225

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. Graded S/U.

*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. Grades S/U.

*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. Graded S/U.

*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. May be repeated for credit up to a maximum of 6 semester credits. Graded S/U.

*2 semester credits*

**GENE 210 – Dysmorphology (E)**

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

*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. Graded S/U.

*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. Graded S/U.

*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. May be repeated for credit up to a maximum of 6 semester credits. Graded S/U.

*2 semester credits*

**IDIS 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*

**IDIS 111 – Bioethics in Action: The OSCE Experience (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 bioethics OSCE experiences. Graded S/U.

*1 semester credit*

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

The purpose of this course is to provide an overview of research design. 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 of 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. Graded S/U.

*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. Graded S/U.

*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. Graded S/U.

*1.5 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. May be repeated for credit up to a maximum of 4 semester credits. Graded S/U.

*2 semester credits*

### **IDIS 200 – Integrative Medicine (E)**

This course is designed to present the underlying philosophy of integrative medicine; provide evidence of the effectiveness of select integrative medicine approaches; and examine integrative medicine approaches for identified medical problems. Graded S/U.

*0.5 semester credit*

### **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. Graded S/U.

*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. Graded S/U.

*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. Graded S/U.

*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. Graded S/U.

*1 semester credit*

### **IDIS 205 – Introduction to Judgment and Decision Making (E)**

This course provides an introduction to the science of judgment and decision making incorporating current research in cognitive neuroscience and psychology, evolutionary biology and behavioral psychology. The course provides an overview of the neurological processes involved in forming judgments and decisions, factors that can enhance or impede the quality of judgments and decisions, and techniques for improving judgment and decision making. Graded S/U.

*1 semester credit*

### **IDIS 207 – Understanding Managed Care (E)**

This course introduces students to a variety of challenges faced by health-care providers in a managed-care environment. Topics include fundamentals of managed-care structure, capitation rate development, utilization management, cost and resources allocation and measurement of health outcomes. The course has directed studies, case analysis and projects. Graded S/U.

*0.5 semester credit*

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

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

*1.0 semester credit*

**IDIS 211 – Medical Classics (E)**

This course will provide modern diagnostic insights to Morgagni's original autopsy descriptions. Participants present a book report, complete reading assignments, and engage in high level discussions, evaluating what the classic authors described in terms of today's scientific knowledge. Graded S/U.

*1 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. Graded S/U.

*0.5 semester credit*

**IDIS 213 – Medicine, Literature 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. Graded S/U.

*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. Graded S/U.

*1 semester credit*

**IDIS 220 – Medical Education Research (E)**

The focus of the course will be to provide students with a basic understanding of research methodology within the framework of medical education research. Topics covered include: the nature of scientific inquiry; identification and formulation of a research question; formation of research and statistical hypotheses, research design strategies, techniques used for gathering quantitative and qualitative data; analysis and presentation of research; and research ethics. May be repeated for credit for a maximum of 10 credits. Graded S/U.

*1-5 semester credits*

**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 3 times for a maximum of 1.5 semester credit. Graded S/U.

*0.5 semester credit*

### **IDIS 223 – Cultural Competence (E)**

This 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. Graded S/U.

*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. Graded S/U.

*1 semester credit*

### **IDIS 228 – Foundation of Physical Activity Behavior (E)**

This course utilizes study designs, risk calculation, measures of association and subject selection to study physical activity behavior. This foundation of physical activity research methodology will be used to examine relevant scientific information concerning the association between physical activity and chronic diseases. Graded S/U.

*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. Graded S/U.

*1 semester credit*

### **IDIS 232 – Pathways to Care (E)**

This course is designed to enhance student awareness regarding the underserved and homeless population. Through a unique collaboration between KCUMB and Sheffield Place of Kansas City, students will be matched with Sheffield Place families to provide regular family coaching/mentoring and to provide health-care education to mothers and children designed to enhance their quality of life. Graded S/U.

*1 semester credit*

### **IDIS 234 – Spanish for Medical Professionals IV**

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. Graded S/U.

*0.5 semester credit*

**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. May be repeated for credit up to a maximum of 4 semester credits. Graded S/U.

*2 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. May be repeated for credit up to a maximum of 6 credits. Graded S/U.

*2 semester credits*

**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. Graded S/U.

*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. May be repeated for credit up to a maximum of 4 semester credits. Graded S/U.

*2 semester credits*

### **OCS 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. Graded S/U.

*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. Graded S/U.

*1 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. Graded S/U.

*1 semester credit*

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

This course allows students to work hand-in-hand with department faculty to introduce incoming students to pathology, including microscope work, autopsy 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 2 semester credits. Graded S/U.

*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. Graded S/U.

*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. Graded S/U.

*0.5 semester credit*

**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. Graded S/U.

*1 semester credit*

**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. Graded S/U.

*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. May be repeated for credit up to a maximum of 6 semester credits. Graded S/U.

*2 semester credits*

**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-base improvement at the end of the course. Graded S/U.

*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. Graded S/U

*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. May be repeated for credit up to a maximum of 30 semester credits. Graded S/U.

*2-10 semester credits*

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

This course will provide physicians 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. Graded S/U.

*0.5 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. Graded S/U.

*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. Graded S/U.

*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. Graded S/U.

*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. Graded S/U.

*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. Graded S/U.

*1 semester credit*

### **PMED 203 – Biomedical Sciences Research (E)**

This elective is intended to provide a framework within which MSI and MSII 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. Graded S/U.

*2 semester credits*

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

This course is intended to build on the analytical skills acquired in PMED 104. Graded S/U.

*1 semester credit*

## **Fellowship Opportunities**

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

The KCUMB Clinical Anatomy Fellowship program provides selected students with advanced professional education in aspects of human gross, microscopic and clinical anatomy, and provides a framework under which selected students develop teaching and research skills. Variable credit with fall and spring offering awarded 20 credits and summer offers awarded 5 credits. This is a 12-month program with a maximum credit value of 50 semester credits. Prerequisite: Selection through application process. Graded S/U.

*5 or 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 selected students develop teaching and research skills. Variable credit with fall and spring offerings awarded 20 credits and summer offerings 4 credits. This is a 12-month program with a maximum credit value of 48 semester credits. Prerequisite: Selection through application process. Graded S/U.

*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 Institutional Effectiveness, 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, Division of Research, 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 (100 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 5 semester credits each.

Third-year consists of nine required clinical clerkships and one elective clerkship for a total of 10 blocks (50 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 (50 semester credits). These include: Cardiology (one block), Emergency Medicine (one block), Rural/Underserved Primary Care (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 five semester credits. Third-year discipline-specific (required) clerkships are awarded Honors (H), High Satisfactory (HS), Satisfactory (S) or Unsatisfactory (U) grades. All remaining clerkships (electives and sub-internships) are graded satisfactory/unsatisfactory (S/U).

## **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 & Medical Affairs, 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 starts 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 that 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. Required clerkships are graded as Unsatisfactory (U), Satisfactory (S), High Satisfactory (HS) and Honors (H).

*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. All electives are graded S/U.

*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 graded S/U.

## 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

### Standard Option I

EMED 401	Emergency Medicine
IMED 401	Cardiology
FMED 401	Rural/Underserved Primary Care Clinic
Sub-internships	(two blocks)
Electives	(five blocks)

### Alternate Option II

EMED 401	Emergency Medicine
IMED 401	Cardiology
FMED 401	Rural/Underserved Primary Care Clinic
FMED 402	Rural/Underserved Primary Care Clinic II (E)
FMED 403	Rural/Underserved Primary Care Clinic III (E)
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.

*5 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.

*5 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.

*5 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.

*5 semester credits*

### **OBGY 301 – Obstetrics/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, student will continue to improve their abilities to obtain, record, analyze and communicate clinical information.

*5 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.

*5 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.

*5 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 to prepare for more advanced study of the discipline.

*5 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, in-patient admission, operative procedures, and inpatient and outpatient recovery. Students participate as a member of a multidisciplinary team responsible for patient care.

*5 semester credits*

### **EMED 401 – Emergency Medicine**

This fourth-year required clerkship is designed to provide the student 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. Learning 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. Graded S/U.

*5 semester credits*

### **FMED 401 – Rural/Underserved Primary Care Clinic I**

This fourth-year required clerkship is designed to provide the student with clinical exposure, observation and training to further their understanding of rural or underserved primary care. Students focus on continuity of patient care and ambulatory management of common acute to chronic medical problems within a rural or underserved primary care setting to prepare for more advanced study of the discipline. Graded S/U.

*5 semester credits*

### **FMED 402/403 – Rural/Underserved Primary Care Clinic II & III (*option II*)**

Required clerkships for those students pursuing fourth-year curriculum option II; otherwise considered as elective clerkships. These fourth-year clerkships are designed to provide the student with additional clinical exposure, observation and training of rural or underserved primary care. Students focus on continuity of patient care and ambulatory management of common acute to chronic medical problems within a rural or underserved primary care setting and build on what they learned in FMED 401. Graded S/U.

*5 semester credits each*

### **IMED 401 – Cardiology**

This fourth-year required clerkship provides the student 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. Graded S/U.

*5 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: <http://www.kcumb.edu/acad3/do/electives3-4.asp>.

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 five semester credits and graded S/U.

Electives are generally completed as full-block experiences and are awarded five semester credits. Students may obtain special permission to participate in up to two, two-week electives and be awarded 2.5 semester credits for each experience. 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)
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 402	Rural/Underserved Primary Care II (E)
FMED 403	Rural/Underserved Primary Care III (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)
IDIS 402	Health-Care Management & Public Health Policy (E)
IDIS 403	Medical Informatics (E)
IDIS 404	Integrated Medicine (E)
IMED 402/402s	Pulmonary Medicine (E) or (Sub-I)
IMED 403/403s	Gastroenterology (E) or (Sub-I)
IMED 404/404s	Infectious Diseases (E) or (Sub-I)
IMED 405/405s	General Internal Medicine (E) or (Sub-I)
IMED 406/406s	Cardiology (E) or (Sub-I)
IMED 409/409s	Rheumatology (E) or (Sub-I)
IMED 410/410s	Neurology (E) or (Sub-I)
IMED 412/412s	Hematology/Oncology (E) or (Sub-I)
IMED 413/413s	Endocrinology/Metabolism (E) or (Sub-I)

IMED 414/414s	Medical Genetics (E) or (Sub-I)
IMED 415/415s	Dermatology (E) or (Sub-I)
IMED 416/416s	Nephrology (E) or (Sub-I)
IMED 417/417s	Allergy/Immunology (E) or (Sub-I)
IMED 418/418s	Gerontology (E) or (Sub-I)
IMED 419/419s	Addiction Medicine (E) or (Sub-I)
IMED 420/420s	Critical Care Medicine (E) or (Sub-I)
IMED 421/421s	Hospice/Palliative Care (E) or (Sub-I)
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)
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. During the time spent on campus, students will be expected to spend a minimum of 40 hours preparing didactic sessions and language study, and a minimum of 90 hours of field experience during the clinical portion of the experience. Prerequisite: Permission of instructor. Graded S/U.

*5 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. Graded S/U.

*1-5 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 in advance for consideration and approval. Credit value is variable (1-5 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 S/U.

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)
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)

*1-5 semester credits*



# **College of Biosciences**

## **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 and the master of arts in bioethics in 2009.

## **Master of Science in Biomedical Sciences**

The College of Biosciences offers a master of science in biomedical sciences. Students interested in pursuing the accredited master of science in biomedical sciences can enroll in either the 12-month or the research track program (about 2 years).

The 12-month track includes coursework in biochemistry, cell biology, genetics, epidemiology, physiology, molecular biology, neuroscience, research design and methodology, and anatomy, and places emphasis on the acquisition of knowledge regarding 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 pursuing careers as research assistants or enrolling in Ph.D. programs in the biomedical sciences.

## **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 and other health-care providers to become leaders among their colleagues on hospital ethics committees and at academic medical centers, group practices and other professional venues.

Completion of KCUMB's master of arts in bioethics will enhance medical students' abilities to earn coveted 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.

Graduates of the KCUMB bioethics program will develop important competencies, including the abilities to:

- Excel in critical thinking and ethical decision- making
- Effectively communicate with others
- Be self-reflective about professional practice
- Be culturally proficient in service to diverse populations
- Excel in qualities of humanism and professionalism
- Think “outside the box” regarding health-care issues

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.

With this specialized bioethics degree, students will be qualified 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 – have developed specialized clinical skills, which will enhance their applications for scholarships, internships and residencies.

# **College of Biosciences**

## **Academic Calendars**

### **2012-2013**

#### **Master of Science in Biomedical Sciences Program**

##### *Fall Semester (Aug. 16-Dec. 15, 2012)*

Aug. 16	Orientation and Registration
Aug. 20	Classes Begin
Sept. 3	Labor Day – University Closed
Oct. 8-12	Midterm Exams
Nov. 22-23	Thanksgiving Break – University Closed
Dec. 10-14	Final Exams
Dec. 15	Student Winter Break Begins
Dec. 24-Jan. 4	University Closed

##### *Spring Semester (Jan. 22-May 17, 2013)*

Jan. 21	Martin Luther King Day – University Closed
Jan. 22	Classes Begin
Mar. 11-15	Midterm Exams
Mar. 18-22	Spring Break – Classes Suspended
Apr. 25-26	Research Day
May 13-17	Final Exams

##### *Summer Semester (June 3-July 30, 2013)*

June 3	Classes Begin
June 3-14	Seminars
June 17-July 5	Comprehensive Review
July 4	Independence Day – University Closed
July 5	Thesis Due
July 8	Comprehensive Exam 1
July 22	Comprehensive Exam Retake (if applicable)
July 30	Commencement

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

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

### Summer Semester (June and July, 2012)

June 29	Orientation and Registration
July 2	Classes Begin
July 4	Independence Day – University Closed
July 25	Last Day of Classes

### Fall Semester (Aug. 1-Dec. 15, 2012)

Aug. 1	Classes Begin
Sept. 3	Labor Day – University Closed
Nov. 19-23	No Bioethics Classes
Nov. 22-23	Thanksgiving Break – University Closed
Dec. 14	Last Day of Classes
Dec. 15	Student Winter Break Begins
Dec. 24-Jan. 4	University Closed

### Spring Semester (Jan. 7-May 10, 2013)

Jan. 7	Classes Begin
Jan. 21	Martin Luther King Day – University Closed
March 18-22	Spring Break – Classes Suspended
April 26	Last Day of Regular Classes
May 9-10	Dual-Degree Project Defenses

### Summer Semester (June 3-30, 2013)

June 3	Final Projects/Thesis Due
June 5-14	Final Project/Thesis Defenses
July 30	COB Commencement

# **COB Admissions**

## **General Introduction**

The Office of Admissions 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 or master of arts in bioethics 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 or bioethics, 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 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 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.

## **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 G.P.A. of greater than 3.00 on a 4.0 scale
4. MCAT completion with minimum score of 19. (Substitution for other comparable professional degree entrance examination score may be allowed if applicant is wanting 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.

### Masters of Arts in Bioethics

1. Bachelor's degree from an accredited college or university, with a science and cumulative G.P.A. of greater than 3.00 on a 4.0 scale
2. Graduate Aptitude Test Scores: All applicants must submit an official copy of their graduate aptitude test scores as part of their application. Examples of these aptitude tests include the Graduate Records Examination (GRE) or the Medical College Admissions Test (MCAT) developed and administered by the Educational Testing Service (ETS). (*Note: Beginning with the 2011 entering class, all applicants who are also interested in applying to the College of Osteopathic Medicine must take the MCAT.*)
3. Two letters of recommendation, preferably an academic recommendation that attests to the applicant's ability to perform in a graduate college setting.

The ability to use a personal or network computer is an integral part of the KCUMB curriculum and is a necessity. Each entering student must have a good working

knowledge of common PC use and applications. Students are required to own a PC or laptop computer. Specifications can be obtained at [www.kcumb.edu](http://www.kcumb.edu).

## **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 include:**

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) 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 post secondary Canadian institution that uses English as its primary language of instruction and documentation, not more than 3 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.

### **Non-U.S. Citizens**

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

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

## **Previous Attendance at Foreign Institutions**

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

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 College 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 six 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. The Chair of the Bioethics Department reviews and makes admissions decisions for the bioethics 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, typically held in April.

## 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.
- **Funding Assurance** – Students who matriculate into KCUMB graduate programs (with the exception of the Bioethics Career Enhancement Track) are making a financial commitment to the University for one academic year at a time. Incoming graduate students must provide assurance, prior to the start of classes, that funding for tuition and budgeted living expenses are covered for the entire academic program. Therefore, a stipulation of matriculation obligates an accepted applicant to authorize KCUMB to obtain a current credit report.  
A Credit Authorization Form will be provided to each accepted applicant by the Admissions Office. The Finance Department, as a service to the applicant, will evaluate each applicant’s ability to obtain student loans in an amount sufficient to cover tuition and living expenses, as needed. Accepted applicants who are unable to provide this assurance will not be allowed to matriculate.
- **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 their 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 Assistant 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.*

## **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

## **Tuition, Fees and Expenses**

Incoming students must provide assurance, prior to the start of classes, that funding for tuition and budgeted living expenses are covered for the entire academic program. Accepted applicants who are unable to provide this assurance will not be allowed to matriculate in the current academic year; however, they may reapply for the following year if funding assurance is provided. Current students must also exhibit the ability to fund tuition and budgeted living expenses to be eligible to advance to the next grade level. Evidence of students' ability to pay will be reviewed annually, approximately 90 days prior to the start of each academic year.

Tuition and fees are due and payable in full before each registration date unless special arrangements have been made with the Finance Office or when students have loan applications for amounts sufficient to cover tuition on file in the Financial Aid Office. Tuition and fees are due and payable for the entire academic year regardless of whether the student completes the entire year, except as noted in the refund policy. The University reserves the right to change the schedule of tuition and fees without advance notice and to make such changes applicable to present as well as future students.

The following fees and tuition apply to the 2012-2013 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, 2012-13 (Biomedical Sciences) .....\$27,520**

Student Activity Fee .....\$50

Health Service Fee .....\$100

**Tuition, 2012-13 (Bioethics) .....\$21,202**

Student Activity Fee .....\$50

Health Service Fee .....\$100

Tuition and fees are due and payable in full before the day of class registration, unless special 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. 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 .....	\$500
Bioethics Textbooks .....	\$530

### **Miscellaneous Fees**

Late Registration Fee .....	\$100
Transcript Fee .....	\$5
Student ID/Building Access Card Replacement Fee .....	\$25

The estimated additional cost for a computer with accessories is \$1,800.

## **General KCUMB Tuition and Fees Refund Policy**

### ***All Programs, Except Dual Degree and Career Enhancement***

No course will be credited toward promotion, graduation or subsequent credit if a student has not paid the required tuition and fees, including any additional tuition incurred by repeating any portion of the regular program.

The Trustees of the University reserve the right to change the schedule of tuition and fees, without advance notice, and to make such changes applicable to present as well as future students of the University, and to establish additional fees or charges for special services whenever, in their opinion, such action is deemed advisable.

No part of the tuition fee shall be refunded to students who withdraw for any reason after the tenth week from the first day of the academic schedule.

A request for a tuition fee refund requires written notification to the Business Office, and must be received before the close of business during the week in which the refund is requested. The request for a tuition fee refund requires prior written notification of withdrawal from the University. Students who voluntarily withdraw from the University may be entitled to a refund. However, students who are dismissed or suspended from the University are not entitled to tuition refunds.

Students are admitted to KCUMB as a class cohort, and tuition and fees are charged on an annual basis at the beginning of each academic year. Refunds of the total annual tuition (acceptance and matriculation fees are non-refundable) are granted upon the following schedule:

- 75 percent refund during the first week of the first semester for the academic year. (Student owes 25 percent of the annual tuition charge.)
- 50 percent during the second week of the first semester for the academic year. (Student owes 50 percent of the annual charge.)
- 25 percent during the third week through the tenth week of the first semester of the academic year. (Student owes 75 percent of the annual tuition charge.)
- No refunds will be granted after the tenth week from the beginning of the academic year in question. (Student owes full annual tuition charge.)

The check will be mailed to the student from the Business Office approximately two weeks from the date of receipt of the written request and notification of withdrawal from the University.

### ***Dual-Degree and Career Enhancement Programs***

No course will be credited toward graduation or subsequent credit if a student has not paid the required tuition and fees, including any additional tuition incurred by repeating any portion of the program.

The Trustees of the University reserve the right to change the schedule of tuition and fees, without advance notice, and to make such changes applicable to present as well as future students of the University, and to establish additional fees or charges for special services whenever, in their opinion, such action is deemed advisable.

A request for a tuition-fee refund requires written notification to the Finance Office, and must be received before the close of business on the fifth calendar day after the beginning of each course for which a refund is requested. The request for a tuition-fee refund requires prior written notification of withdrawal from the course to be submitted to the Registrar. Students who voluntarily withdraw from a course may be entitled to a refund. Students who are dismissed or suspended are not entitled to tuition refunds.

A refund of 100 percent of the amount paid or owing will be allowed to a student who withdraws no later than the fifth calendar day after the beginning of any course. No refund is given following the fifth calendar day. A request for tuition refund must be made in writing to the KCUMB Finance Office and be accompanied by a dated withdrawal letter from the course, which has been sent to the Dean of the College of Biosciences.

No tuition refund will be allowed for any course that has been completed.

A tuition refund is not available to a student who is dismissed from the bioethics dual-degree program.

### **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 prorated 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 8/23 (third week) has "earned" 16.9% (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 (one-half of the annual tuition; \$21,020 plus required fees of \$175). The school must return 83.1% (amount unearned), or \$17,613, to Title IV loan programs and is allowed to retain \$3,582. Per the university refund policy, 75% of the total yearly tuition is due (25% refund) which is \$31,529.25 (\$42,039 x 75%). 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 (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 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 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. Credit and Collections;
  - c. Library;
  - d. Information Technology;
  - e. Anatomy (MSI or MSII students only);
  - f. Community Clinical Education (COM MSIII and MSIV students); and
  - g. Security
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.

### **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 and bioethics 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 2012-13 full cost of attendance for the one-year Biomedical Science program is \$48,270 and the one-year Bioethics program is \$43,962. 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.

## 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.** One-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.

**4. Computer Purchase.** All KCUMB students are required to have a laptop computer and printer meeting KCUMB specifications. The maximum allowance is \$1,800.

Certain limitations are in effect. Documentation is required. This is a one-time only purchase for enrollment at KCUMB. 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.*

## **The Financial Aid Application Process**

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

For more information regarding eligibility, go to <http://studentaid.ed.gov/PORTALSWebApp/students/english/aideligibility.jsp>.

An application packet will be sent to incoming students upon receipt of the required acceptance fee. This packet will include:

1. KCUMB Application for Financial Aid
2. Instructions for Applying for Aid
3. Information Release/Electronic Authorization Form
4. Student Budget (Cost of Attendance)

Each year, a student must complete the Department of Education's Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov); KCUMB's FAFSA code is **G02474**.

Once the student has submitted the required documents and completed forms as listed on the Application for Financial Aid, the Financial Aid Office determines his or her aid eligibility. An Aid Award Offer is then sent to the student to notify him or her of eligibility for the following programs:

- Federal Unsubsidized Stafford Loan
- Federal Perkins Loan
- Federal Graduate PLUS loan

The calculation to determine financial aid eligibility is: Cost of Attendance (KCUMB Student Budget) minus outside resources (scholarships, parental assistance, etc) equals eligibility.

Each student must complete an online Entrance Counseling Session at <https://studentloans.gov/myDirectLoan/index.action> prior to the release of these funds. Each student must also complete a Direct Stafford loan Master Promissory Note (MPN) and a Direct GradPlus loan MPN online at <https://studentloans.gov> in order to receive funds from these programs.

### 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**

Students selected for verification by the U.S. Department of Education's Central Processor are governed by this policy:

- From the date of notification by the Financial Aid Officer, the student will have 30 calendar days to supply the necessary documentation;
- Failure to provide required documentation will result in the student's file being placed in an inactive status;
- A student selected for verification will be mailed a verification worksheet to the current address of record;
- A student must submit the completed verification worksheet, an IRS tax transcript of his/her federal tax return and any other documentation required to support the information declared. Any differences found will result in a correction to the student's FAFSA;
- A student's aid package will not be determined until the verification process has been completed.

The primary items verified are:

- Household size
- Number in college
- Adjusted gross income (AGI)
- U.S. taxes paid

Certain types of untaxed income:

- Child support
- IRA/Keogh deductions
- Tax-exempt interest
- Untaxed portions of IRA distributions
- Untaxed portions of pensions

- SNAP Benefits (food stamps)
- Payments to tax-deferred pension/savings plans

## **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/Dean of the College of Osteopathic Medicine. At that time, disciplinary action will be discussed with the student.

## **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.

## **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 3.00, but earning at least a 2.50 cumulative G.P.A. 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. or M.A. 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. 2-year research track must attain a 2.5 cumulative G.P.A. by the end of year one to be eligible for financial aid for year two and a cumulative G.P.A. of 3.0 by the end of the fall semester in year two to continue to be eligible. 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**

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

The interest rate is fixed at 6.8 percent. An origination fee of 1 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**

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**

The Federal 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 Unsub 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 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.

For more information regarding federal student loans, go to:  
<http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp>

## **Financial Aid Code of Conduct**

The Financial Aid Office at KCUMB, as a member of the National Association for Student Financial Aid Administrators (NASFAA), adheres to NASFAA's Statement of Ethic Standards 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)

# **COB Academic Records and Policies**

## **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 *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 e-mail, the university website 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 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.

The Chair of the Bioethics Department serves as the academic adviser for all students in the bioethics program.

### **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 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 quiz. 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 quizzes with the Course Director within two days of returning to campus.

*Academic Conflict:* Students may request an excused absence for academic-related conferences or activities. Only students in good academic standing (G.P.A. 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.

*Illness:* Any student who misses a lecture, exam or quiz due to illness must be seen by the KCUMB Student Health Clinic physician or their private health-care provider on the day of the missed lecture, exam or quiz 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 exam or quiz is approved, it will be scheduled with 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 or quizzes will be referred to the Promotion and Graduation Committee or Administrative Officers.

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. Please refer to the KCUMB Student Handbook for additional details.

## **Participation in Dual-Degree Program**

Students are required to have a minimum cumulative G.P.A. 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 Dean of COM may result in disciplinary action, including dismissal from the COM.

Dual-degree students who receive a failing grade on any COM section, COM clerkship, COMLEX board examination, or who falls below a COM cumulative G.P.A. 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:

- 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;
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. Security
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 Change of Status Form from the Registrar's Office, obtain the signature of the course director and return the form to the Registrar's Office within the prescribed time requirements. 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 drop 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. Appeals to the withdrawal deadline are only granted following submission of a written petition, the concurrence of the course director and the approval of the Dean of the College of Biosciences.

## **Transfer of Credit for Bioethics Program**

A student may transfer as much as four semester credits from a regionally accredited graduate institution toward completion of their KCUMB 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 of arts in bioethics degree.

Students requesting transfer credit must submit:

1. An official transcript from the institution where the course was taken;

2. A photocopy of the course description from the appropriate school Catalog or bulletin; and
3. Information certifying the instructor's credentials (e.g., a copy of the instructor's vita or a biographical sketch printed from the institutions website).

Students may request transfer credits for either required or elective courses in the bioethics program. However, transfer credit may not substitute for the Final Project course. Current students who are considering taking courses at another institution for transfer credit are encouraged to seek approval prior to beginning the course. All requests for transfer must be completed and submitted to KCUMB 90 days prior to a student's anticipated graduation. All transfer coursework is denoted as "TR" credit on the students KCUMB transcript and has no bearing on the students GPA.

KCUMB dual-degree D.O./M.A. bioethics students who transfer the "Ethics for Physicians" elective course from the College of Osteopathic Medicine to the bioethics program are excluded from this transfer credit policy. Credit for the "Ethics for Physicians" course is automatically applied to both programs for all D.O./M.A. degree-seeking students.

## **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 anytime 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;
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:
  - f. The Office of Financial Aid;
  - g. The Office of Credit and Collections;
  - h. The Library; and
  - i. 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 has a commitment to providing exemplary service to students, graduates and faculty. The department 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 \$5, 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**

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 \$5 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 B99.35 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 <http://www.ed.gov/policy/gen/reg/ferpa/index.html>.

## **Grades and Grading Policies**

### **Grades and Quality Points – M.S. in Biomedical Sciences**

<i>Grade</i>	<i>Quality Points</i>
A	4.00
B	3.00
C	2.00
F	0.00

S	Satisfactory/Pass
U	Unsatisfactory/Fail
I	Incomplete
W	Withdrawal
NR	Not Reported

## **Grades and Quality Points – M.A. in Bioethics**

<i>Grade</i>	<i>Quality Points</i>
A	4.00
B+	3.33
B	3.00
C	2.00
F	0.00
S	Satisfactory/Pass
U	Unsatisfactory/Fail
I	Incomplete
W	Withdrawal
NR	Not Reported

### **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. The student’s signature is not required for the contract to be in force. A copy of the contract will be mailed to the student by the Registrar’s Office giving the student a 10-day window in which to decline the incomplete and receive their earned grade.

Any student receiving a grade of “I” must coordinate with the instructor/section 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 (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 section director or instructor 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 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 instructor 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.

## **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.

**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 Promotion and Graduation Committee evaluates student performance at the end of each semester of study. Records are reviewed 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 the end of an academic year, the Promotion and Graduation Committee reviews students with respect to the above requirement and certifies eligibility for graduation.

At a Faculty Senate meeting preceding commencement, the Promotion and Graduation Committee certifies to the faculty the names of those students eligible for the master of science in biomedical sciences degree and the master of art in bioethics degree.

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:

1. Pass all courses.
2. Complete all graded courses with a cumulative grade point average (G.P.A.) 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 or bioethics.

### **Assessment Policy – Biomedical Sciences**

A. 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 on-year track and will be at least 4 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:

1. Quizzes;
2. Midterm exam(s);

3. Final Exam;
  4. Lab practical examinations (if applicable).
- B. Students will receive a letter grade for each course (except those designated “satisfactory/unsatisfactory” courses). Points may be assigned for examinations, quizzes, lab exercises, assignments, practicals, etc.
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 G.P.A. each semester. This information will then be reported to students.
  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.
- C. Graduation Requirements for biomedical sciences students
1. Satisfactory completion (passing grades) of:
    - a. All courses (with an overall G.P.A. of 3.0 or higher)
    - b. Completion of all required course work within three years of matriculation.
  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.
- D. Dismissal for biomedical sciences students
1. A student will be dismissed from the master of science in biomedical sciences program for any of the following reasons
    - a. Failing a course;
    - b. Having a G.P.A. of less than 2.5 after one semester in the one-year track program or less than 2.5 after each of the first two semesters in the research track program;
    - c. 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.
    - d. Not maintaining the standards of ethical, moral, personal and professional conduct required of KCUMB students.
    - e. Not completing all required course work within three years of matriculation date.

## **Assessment Policy – Bioethics**

- A. Courses are typically 3 credit hours (37.5-45 contact hours) and offered during the summer, fall and spring. In each course, faculty may employ a variety of assessment methods, including:
1. Quizzes and examinations, including a Final Exam
  2. Class participation
  3. Small group discussions
  4. Group projects
  5. Research papers
  6. Class presentations
  7. Online assignments
  8. Experiential learning projects
- B. Students will receive a letter grade for each course, except those courses designated “satisfactory/unsatisfactory.”
1. A percentage of the total point score possible for the course will be calculated based on the points earned or on an averaging of letter grades earned throughout the course.
  2. The course director will assign a letter grade generally based on the following scale:

A	90-100%
B+	87-89%
B	80-86%
C	70-79%
F	< 70%
  3. Following the completion of each semester, the Registrar will report to students their final course grade and overall G.P.A.
  4. If a student’s G.P.A. falls below 3.0, he/she will be placed on academic probation.
  5. Students will be asked to complete course and instructor evaluations for each course they complete.
- C. Graduation Requirements for students in the master of arts in bioethics program:
1. Satisfactory completion (passing grades) of:
    - a. All courses, with an overall G.P.A. of 3.0 or higher
    - b. Bioethics Thesis or Final Project; and
    - c. Completion of all required course work within three years of matriculation (five years for students in the Professional Enhancement Track)
  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 arts degree in bioethics.
- D. Dismissal from the Bioethics program
1. A student will be dismissed from the bioethics program for any of the following reasons:
    - a. Failing a course;
    - b. Having a G.P.A. of less than 2.5 after one semester or less than 3.0 after two or more semesters of coursework.

- c. Not maintaining the standards of ethical, moral, personal, and professional conduct required of KCUMB students; or
- d. Not completing all required course work within three years of matriculation date (five years for students in the Career Enhancement Track or dual D.O./M.A. program).

## **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**

Full-time status in all graduate-level programs equals 9 or more semester credits during the fall and spring semester, and 6 or more credits during the summer semester. Half-time status equals 6-8 semester credits during the fall and spring semesters, and 3-5 semester credits during the summer semester.

## **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 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. Before leaving campus, the student must secure a checkout form from the Office of the Registrar and undergo an exit interview with:
  - j. The Office of Financial Aid;

- k. The Office of Credit and Collections;
  - l. The Library;
  - m. 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.

## **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 KCUMB 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 the KCUMB College of Biosciences provided the student:

1. Has been in residence at the KCUMB College of Biosciences for at least one year and has maintained a G.P.A. 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 or bioethics;
5. Attends, in person, the ceremony at which time the degree is conferred.



# COB Curriculum

## **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 55 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 be around two years.

## **Master of Science in Biomedical Sciences (One-Year Track)**

Required Courses (38 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 507 Neuroscience: Cognition & Behavior (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 570 Synthesis/Comprehensive Exam (3)
- BIOS 571 Seminar/Mini-Thesis (3)

### **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 513 Biochemistry (3)

#### **Spring Semester**

- BIOS 502 Human Anatomy II (3)
- BIOS 506 Human Physiology II (3)
- BIOS 507 Neuroscience (3)
- BIOS 508 Human Genetics (3)
- BIOS 510 Introduction to Research Methodology (2)

BIOS 514 Molecular Biology (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 55 semester credits as outlined below:

**Primary Required Courses (49 Semester credits):**

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 Communications (1)

BIOS 520 Research Seminar I (1)

BIOS 521 Research Seminar II (1)

BIOS 522 Research Seminar III (1)

BIOS 580 Research Project (20)

BIOS 590 Thesis (6)

**Additional Course/Elective Requirements (6 semester credits)**

Choose six credits from the following selection:

BIOS 501 Human Anatomy I (3)

BIOS 502 Human Anatomy II (3)

BIOS 580 Research Project (3-6)

***Example of Research Track Curriculum***

**Fall Semester (first year)**

BIOS 503 Cell Biology and Histology (3)

BIOS 513 Biochemistry (3)

BIOS 505 Human Physiology I (3)

BIOS 515 Scientific Communications (1)

**Spring Semester (first year)**

BIOS 508 Human Genetics (3)

BIOS 506 Human Physiology II (3)

BIOS 514 Molecular Biology (3)

**Summer Semester (first year)**

BIOS 511 Advanced Research Ethics (1)

BIOS 520 Research Seminar I (1)

BIOS 580 Research Project (5)

**Fall Semester (second year)**

BIOS 580 Research Project (9)

BIOS xxx Bioscience Elective or Research (3)

**Spring Semester (second year)**

BIOS xxx Bioscience Elective or Research (3)

BIOS 521 Research Seminar II (1)

BIOS 580 Research Project (6)

**Summer Semester (second year)**

BIOS 522 Research Seminar III (1)

BIOS 590 Thesis (6)

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.

## **Biomedical Sciences Course Descriptions**

### **BIOS 501/502 – Human Anatomy I & II**

These courses will introduce students to the basic features of human anatomy, including cells and organ systems, with a concentration on a detailed analysis of the structure and embryological development of each body system. Essential knowledge will be presented in a comprehensible, organized manner, emphasizing the relationships of structure and function of the various body systems. Medical implications of structure-function aspects will be discussed.

*3 semester credits (per course)*

### **BIOS 503 – Cell Biology and Histology**

This course will emphasize cellular structure and function and the functional anatomy of tissues. Emphasis will be placed on the eukaryotic cell and its components, including cell membranes (plasmalemma as well as organelle membranes) and membrane proteins, the chemical nature of DNA and the mechanism of gene expression, cell interactions

(including ligands and receptors), cell secretion and cell division. Cellular interactions that give rise to various tissues will be examined and the specific histological characteristics of each of the major systems will be examined at the cellular and ultramicroscopic level.

*3 semester credits*

### **BIOS 505/506 – Human Physiology I & II**

These courses will use lectures, discussions, on-line activities and assignments, and on-line laboratories to provide an in-depth understanding of human physiology. Topics covered will include the functioning of the following body systems: neural, musculoskeletal, cardiovascular, respiratory, renal, gastrointestinal, endocrine and reproductive. The courses will examine how various physiological systems interact to maintain homeostasis. Disease states will be used to illustrate how physiological imbalances may cause or be caused by disease.

*3 semester credits (per course)*

### **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 will provide an in-depth study of heredity principles and genome variation in humans, especially in relation to disease. Topics will include single-gene disorders, multi-factorial traits, mitochondrial genetics, pedigree analysis, chromosome structure, chromosomal disorders, population genetics and the human genome project.

*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 will introduce students to basic tools, procedures, and instruments used in laboratory research in the biomedical sciences, especially molecular biology. Topics will include research design and ethics, and laboratory exercises such as genomic and proteomic techniques.

*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 properties of aqueous solutions, thermodynamics, protein structure, mechanisms of enzyme action and intermediary metabolism.

*3 semester credits*

### **BIOS 514 – Molecular Biology**

This course will provide students with the foundations regarding the basic principles of molecular biology. Topics covered will include basic molecular genetic mechanisms, internal organization and regulation of the cell, and cell function within tissues and organisms.

*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. Graded S/U.

*1 semester credit*

### **BIOS 520/521/522 – Research Seminar Series I, II & III**

This seminar series is designed for students enrolled in the research track of the master of science in biomedical sciences program. Students will give formal oral presentations of the research conducted for their master's degree and which will be published in each 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). The final seminar presentation (BIOS 522) will serve as a "thesis defense" for purposes of meeting the requirements for the M.S. degree. Graded S/U.

*1 semester credit each*

### **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. Graded S/U.

*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. Graded S/U.

*3 semester credits*

### **BIOS 580 – Research Project**

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

*3-9 semester credits (variable)*

### **BIOS 590 – Thesis**

Each student will write and defend a research thesis. The thesis will be based on original research. Graded S/U.

*6 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*

## **Master of Arts in Bioethics Overview**

KCUMB offers Kansas City's only graduate-level degree in bioethics. The bioethics program, which started in 2007, provides students with a broad orientation to the interdisciplinary field of bioethics, attending to both philosophical and religious ethics as well as contributions from the social sciences and the medical humanities. Students must complete 30 semester hours of course work.

The final course in the degree program, the final project, allows students to pursue a bioethics question of special interest. This final project may take the form of either a traditional master's thesis or a non-traditional project, such as the creation of a bioethics educational curriculum for in-service training of health-care providers. It is intended as a directed study 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 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)

*\* Special 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.*

## **Bioethics One-Year Track**

This track is approximately 12 months in length and is especially designed for students who expect to continue their education by pursuing a D.O., M.D., J.D. or Ph.D. in the future. 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 especially 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 One-Year Track Curriculum**

### **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 at the Margins (3)
- BETH 508 Clinical Topics in Bioethics (3)
- BETH 5xx Elective (3)
- BETH 5xx Elective (3)
- BETH 5xx Elective (3)
- 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:

#### **Summer Semester**

One course – typically a required elective (3)

#### **Fall Semester**

Five courses – typically all core courses. One course taken in August (3), and four courses taken August through December (12)

### **Spring Semester**

Three courses – typically two core courses and one elective requirement (9)

### **Summer Semester**

One course – BETH 550 Bioethics Final Project\* (3)

*\*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 timeframe 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.*

## **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 at the Margins (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)**

IDIS 110 Ethics for Physicians (1)

**Spring Semester (MSI)**

BETH 506 Exploring the Foundations of Bioethics (2)

**Summer Semester (MSI)**

Two courses – typically both are core requirements (6)

**Fall Semester (MSII)**

One course – typically a core requirement (3)

**Spring Semester (MSII)**

One course – typically a core requirement (3)

**Summer Semester (MSII)**

Two courses – typically both are required electives (6)

**Fall Semester (MSIII)**

One course – typically a core requirement (3)

**Spring Semester (MSIII)**

One course – typically a required elective (3)

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

One course – BETH 550 Bioethics Final Project (3)

***Special 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.*

## **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 establishes the philosophical foundations for bioethics. The course begins with a survey of key historical figures, such as Plato, Aristotle, Kant and Mill, as well as several representative 20th century figures, such as Rawls and Nussbaum. Connections between these philosophers and current issues in bioethics are identified and explored along the way. The course also examines different methods of ethical reasoning, such as deontology, teleology, casuistry, aretology and narrative approaches.

*3 semester credits*

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

This course provides an overview of the major areas of bioethics. Participants gain familiarity with the terminology, resources and major frameworks of ethical analysis involved in the field of bioethics. Issues that are examined and analyzed include problem-solving methods, the theory and practice of informed consent, end-of-life decision-making, physician-assisted death, pediatric ethical dilemmas, resource allocation and problems posed by managed care, research ethics and organ transplantation. Extensive use of case discussion and analysis assist learners in developing and enhancing problem-solving skills.

*3 semester credits*

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

This course helps students gain an understanding and appreciation of different world religions through their ethical systems. It begins by introducing students to selected world religions, their beliefs, theologies and philosophies of life. The course continues with an examination of the religions' ethical systems, focusing especially on bioethics. The course usually examines Hinduism, Buddhism, Confucianism, Judaism, Christianity and Islam.

*3 semester credits*

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

This required course examines the challenge of diverse cultural perspectives and their influence on bioethics. The course focuses on social differences, such as gender, sexuality, ethnicity and class, and considers the role of complex social contexts in the formation of values. Students explore social construction of identity, embodiment and community relating to bioethics and issues related to reproduction, disease and normalcy.

*3 semester credits*

### **BETH 505 – Bioethics at the Margins**

This course explores issues of ethical and just treatment of groups marginalized by society, including the mentally ill, the differently able, the poor, homeless and others. The course will also explore the ethical and public policy issues in the American health-care system, which left more than 40 million Americans with no insured health-care coverage in 2003.

*3 semester credits*

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

This course is designed specifically for the dual-degree bioethics program and will enable students to develop a basic, foundational knowledge and competency in bioethics. Students will learn about the core issues in bioethics as well as its frameworks, methods and resources.

*2 semester credits*

### **BETH 507 – Clinical Dilemmas Seminar**

This course is designed for dual-degree students in their third-year of clerkships and is offered online. The course helps students develop a bioethics specialization in clinical ethics. It prepares students to serve on hospital ethics committees and to provide formal or informal ethics consultation in clinical settings. Extensive use of case discussion and analysis will assist learners in developing and enhancing ethical problem solving skills. Students may not earn credit for both BETH 507 and 508.

*3 semester credits*

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

This course enables students to develop a clinical specialization in bioethics. It prepares them to serve on hospital ethics committees and to provide formal and informal ethics consultations in hospitals and other clinical settings. One important component of the course is contextualized learning and observation in clinical externships at Kansas City hospitals and other health-care facilities. Students may not earn credit for both BETH 508 and 507.

*3 semester credits*

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

Prerequisite: Permission of department chair

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

*3 semester credits*

### **BETH 510 – Selected Topics (E)**

Prerequisite: Permission of department chair

This elective course explores various topics and issues in bioethics as identified by the Bioethics Department. May be repeated for credit with different topics up to a maximum of 12 semester credits.

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

This elective course explores global health care and emerging bioethical issues. It begins with a comparative survey of different national health-care plans, examining a range of approaches from universal coverage to laissez-faire approaches. It will also explore the challenge of providing healthcare in areas of severe poverty, focusing especially on conditions such as hunger and malnutrition, malaria and HIV/AIDS. Finally, the course will explore the internationalization of health care, including topics such as “medical tourism” and the increasing use of off-shore medical service.

*3 semester credits*

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

There is increasing evidence that an inter-relationship exists between environmental problems and human health. Reports of the relationship between the release of industrial chemicals into the environment and rapidly increasing child development problems are an illustration of this emerging problem. The interplay between environmental problems and human health raises new issues and new challenges for bioethics. This elective course will explore these new dimensions of bioethics and their implications for medicine, health care and public policy. Course requirements will include a final research paper.

*3 semester credits*

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

This course will explore the experience of dying, focusing on the experiences of patients, challenges of caring for dying patients, and the ethical issues that surround dying in the 21st Century.

*3 semester credits*

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

This course explores the relationship between bioethics and the law. Following a brief historical review of bioethics and the legal system, a selected number of seminal legal cases will form the basis for discussion. Selected cases will strategically touch upon reproduction, end-of-life care, doctor-patient relationships, standards of care, new technologies, and death and transplantation. This course will also explore research ethics as another form of 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 529 – Independent Study (E)**

Prerequisite: Permission of department chair

This independent study provides an opportunity for students to pursue an area of specialized interest in bioethics with an instructor who has expertise in that particular area. An independent study requires permission by the bioethics program director. May be repeated for credit under different topics to a maximum of 6 credits.

*1-3 semester credits*

**BETH 550 – Bioethics Final Project**

Prerequisite: Approval of Student Final Project Proposal form and permission of instructor.

This course provides an opportunity for students to design a research project under the direction of a faculty member. It culminates in the presentation and defense of the project before the bioethics faculty and selected student peers.

*3 semester credits*

