



# UNIVERSITY CATALOG

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# STUDENT HANDBOOK

2018-2019



## **University Catalog & Student Handbook 2018-2019**

### **Kansas City University of Medicine and Biosciences**

This catalog and student handbook is an official bulletin of Kansas City University of Medicine and Biosciences (KCU) and is intended to provide general information. The document contains policies, regulations, procedures and fees effective July 1, 2018. 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 document is subject to change without notice and does not constitute a contract between KCU and a student or an applicant for admission. The institution is not responsible for any misrepresentation or provisions that may arise as a result of errors in preparation.

Students are responsible for observing any policies or regulations contained herein or in the online policy library; therefore, they must read this document carefully. This document does not contain all institutional rules, regulations or policies for which students are responsible. Other University sources discuss expectations for and policies applicable to students: the Clinical Education (CE) Clerkship Guidelines and the University's Intranet-based policy library.

The CE clerkship information is prepared under the auspices of the executive dean of the College of Osteopathic Medicine. This document governs policies and practices for clinical clerkships. The current electronic copies of these publications, as well as other University policies, can be obtained at the University's intranet-based policy library. Note: Printed versions may not be current; the electronic version will always be current.

### **Contact Information**

#### **KCU-Kansas City**

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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.

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A photograph of three university students in a classroom setting, overlaid with a semi-transparent purple filter. In the foreground, a young woman with dark hair is smiling and looking down at a laptop. To her right, a young man with glasses is also smiling and looking towards the laptop. In the background, another young man is standing and looking towards the left. The overall scene suggests a collaborative learning environment.

# UNIVERSITY POLICIES

# Academic Calendars

## College of Osteopathic Medicine

### Doctor of Osteopathic Medicine

#### Fall Semester

July 1.....	OMS-III & IV: First Day of Clerkships
July 4.....	Independence Day - KCU Closed
July 16.....	New Student Orientation Begins
July 22.....	White Coat Ceremony - KCU-Joplin
July 28.....	White Coat Ceremony - KCU-Kansas City
July 30.....	OMS-I & II: First Day of Classes
Sept. 3.....	Labor Day - KCU Closed
Nov. 22-23.....	Thanksgiving Holiday - KCU Closed
Nov. 30.....	OMS-IV: Last Day of Fall Clerkships
Dec. 1.....	OMS-IV: First Day of Spring Clerkships
Dec. 19.....	OMS-I & II: Last Day of Classes
Dec. 20.....	OMS-I & II: Winter Break Begins
Dec. 31.....	OMS-III: Last Day of Fall Clerkships

#### Spring Semester

Jan. 1.....	OMS-III: First Day of Spring Clerkships
Jan. 1.....	New Year Holiday - KCU Closed
Jan. 7.....	OMS-I & II: First Day of Classes
Jan. 21.....	Martin Luther King, Jr. Day - KCU Closed
March 11-15.....	OMS-I & II: Spring Break
April 30.....	OMS-IV: Last Day of Spring Clerkships
May 10.....	KCU Commencement Activities ( <i>Attendance Required</i> )
May 11.....	KCU Commencement ( <i>Attendance Required</i> )
May 27.....	Memorial Day - KCU Closed
May 31.....	OMS-I & II: Last Day of Classes
June 30.....	OMS-III: Last Day of Clerkships

## DO/MA in Bioethics

#### Fall Semester

July 4.....	Independence Day - KCU Closed
July 9.....	First Day of July Session
July 20.....	Last Day of July Session
July 30.....	First Day of Classes
Sept. 3.....	Labor Day - KCU Closed
Nov. 22-23.....	Thanksgiving Holiday - KCU Closed
Dec. 19.....	Last Day of Classes
Dec. 20.....	Winter Break Begins

#### Spring Semester

Jan. 1.....	New Year Holiday - KCU Closed
Jan. 7.....	First Day of Classes
Jan. 21.....	Martin Luther King, Jr. Day - KCU Closed
March 11-15.....	Spring Break
May 11.....	KCU Commencement
May 23.....	Last Day of Classes
May 27.....	Memorial Day - KCU Closed

## College of Biosciences

### Doctor of Psychology

#### Fall Semester

July 13.....	Registration & Orientation
July 16.....	First Day of Classes
Sept. 3.....	Labor Day - KCU Closed
Sept. 24-28.....	Exam Week #1
Oct. 1-5.....	Term Break
Nov. 22-23.....	Thanksgiving Holiday - KCU Closed
Dec. 17-21.....	Exam Week #2
Dec. 24.....	Winter Break Begins

#### Spring Semester

Jan. 7.....	First Day of Classes
Jan. 21.....	Martin Luther King, Jr. Day - KCU Closed
March 11-15.....	Spring Break
March 25-29.....	Exam Week #1
May 11.....	KCU Commencement
May 27.....	Memorial Day - KCU Closed
June 10-14.....	Exam Week #2

## MS in Biomedical Sciences (Non-Research)

#### Fall Semester

Aug. 1-3.....	Registration & Orientation
Aug. 6.....	First Day of Classes
Sept. 3.....	Labor Day - KCU Closed
Nov. 22-23.....	Thanksgiving Holiday - KCU Closed
Dec. 10-14.....	Final Exam Week
Dec. 17.....	Winter Break Begins

#### Spring Semester

Jan. 7.....	First Day of Classes
Jan. 21.....	Martin Luther King, Jr. Day - KCU Closed
March 11-15.....	Spring Break
May 10.....	KCU Commencement Activities ( <i>Attendance Required</i> )
May 11.....	KCU Commencement ( <i>Attendance Required</i> )
May 15-21.....	Final Exam Week
May 22.....	Comprehensive Reviews Begin
May 24.....	Comprehensive Reviews End
May 27.....	Memorial Day - KCU Closed
May 28-31.....	Comprehensive Study
June 3.....	Comprehensive Exam #1
June 7.....	Comprehensive Exam #2 ( <i>Remediation</i> )

**MS in Biomedical Sciences (Research)**

**Fall Semester**

July 13.....Registration & Orientation  
 July 16.....First Day of Classes  
 Sept. 3.....Labor Day - KCU Closed  
 Nov. 22-23.....Thanksgiving Holiday - KCU Closed  
 Dec. 10-14.....Exam Week #3  
 Dec. 21.....Last Day of Classes  
 Dec. 24.....Winter Break Begins

**Spring Semester**

Jan. 7.....First Day of Classes  
 Jan. 21.....Martin Luther King, Jr. Day - KCU Closed  
 March 11-15.....Spring Break  
 May 11.....KCU Commencement  
 May 15-21.....Exam Week #3  
 May 27.....Memorial Day - KCU Closed  
 June 14.....Last Day of Classes

**Registration Dates & Deadlines**

**Fall Semester**

Program/Year	Add Date	Drop Date	Withdrawal Date
DO	Aug. 8	July 30	Nov. 16
Bioethics	Aug. 8	July 30	Nov. 16
PsyD	July 25	July 16	Nov. 16
Biosciences (Non-Research)	Aug. 15	Aug. 6	Nov. 16
Biosciences (Research)	July 25	July 16	Nov. 16

**Spring Semester**

Program/Year	Add Date	Drop Date	Withdrawal Date
DO	Jan. 16	Jan. 7	April 19
Bioethics	Jan. 16	Jan. 7	April 19
PsyD	Jan. 16	Jan. 7	April 19
Biosciences (Non-Research)	Jan. 16	Jan. 7	April 19
Biosciences (Research)	Jan. 16	Jan. 7	April 19

\*Registration deadlines do not apply to clerkships or intersession courses.

# About KCU

## History

KCU has a long, rich history of osteopathic medicine. Founded in 1916 by George J. Conley, DO, KCU is the oldest medical school in Kansas City, Missouri, and the largest medical school in Missouri.

In the early 2000s, KCU expanded its academic offerings to include the College of Biosciences. In 2017, KCU opened its second location in Joplin, Missouri and established a Doctor of Clinical Psychology degree.

KCU-Kansas City's Administration Building was a gift from the Alumni Association in 1979. Prior to KCU-Kansas City calling it home, the Administration Building was the original Children's Mercy Hospital. While renovated in 2015, the building kept the original skylights for the hospital's surgery room.

Prior Kansas City locations for KCU-Kansas City include:

- 7th and Wyandotte (1916)
- 15th and Troost (1917)
- 2105 Independence Avenue (1921)

Evolving with the times and what best reflected the programs offered, KCU's name has changed throughout the years.

- 1916 - The Kansas City College of Osteopathy and Surgery (KCCOS)
- 1970 - The Kansas City College of Osteopathic Medicine (KCCOM)
- 1980 - University of Health Sciences (UHS)
- 2004 - Kansas City University of Medicine and Biosciences (KCU)

Mamie E. Johnston, DO, became the first graduate from the Kansas City College of Osteopathy and Surgery, now KCU, in 1917. Dr. Johnston continued her education when the University instituted a new four-year curriculum and graduated again with the class of 1918.

## Historical Highlights

**1999** – KCU joins with seven other leading research institutions to form the Kansas City Area Life Sciences Institute.

**2001** – KCU and Rockhurst University inaugurate a DO/MBA in healthcare leadership dual-degree program.

**2006** – College of Biosciences confers first MS in Biosciences.

**2007** – KCU launches a DO/MA in Bioethics dual-degree program.

**2009** – College of Biosciences confers first MA in Bioethics degree.

**2013** – KCU integrates tablet technology into curriculum.

**2014** – KCU opens military track and becomes third medical school in U.S. to offer specialized training for military students.

**2016** – KCU turns 100.

**2017** – KCU opens second campus in Joplin, Missouri.

## Presidents

1. Dr. George J. Conley, DO (1916-1950)
2. Dr. Joseph M. Peach (1950-1964)
3. Dr. Richard Eby (1964-1965)
4. Dr. K.J. Davis (1965, Interim President)
5. Dr. Eugene B. Powers (1966-1968)
6. Dr. K.J. Davis (1968, Interim President)
7. Dr. Rudolph S. Bremen (1968-1988)
8. Dr. Elmer H. Whitten (1988-1991)
9. John P. Perrin, JD (1991-1994)
10. Dr. Jack T. Weaver (1994-1995)

11. Karen L. Pletz, JD (1995-2010)

12. Dr. H. Danny Weaver (2011-2013)

13. Dr. Marshall Walker (2013, Interim President)

14. Dr. Marc B. Hahn (2013-Present)

## Mission Statement

*"Improving the Well-Being of the Communities We Serve."*

Kansas City University of Medicine and Biosciences is a community of professionals committed to excellence in education, research, patient care and community service while improving the well-being of the communities we serve.

## Vision

Become the most student focused health sciences university in the nation by: delivering value; cultivating team spirit; and becoming a trusted partner.

## Core Values

**Integrity:** Demonstrating respect, honesty and professionalism

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

**Excellence:** Achieving quality in all that we do

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

**Intellectual Curiosity:** Pursuing personal and professional growth

**Innovation:** Embracing new practices to improve outcomes

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

## Strategic Goals

Five strategic goals form the foundations of this commitment:

**Goal 1:** Strengthen outcomes-based education for students through curricular innovation that incorporates teaching excellence and leading-edge technology.

**Goal 2:** Expand the national impact and reputation of KCU through the development of additional health science programs, new campuses and strategic partnerships.

**Goal 3:** Expand research that leverages the region's diverse demographics and resources to improve the health of our community

**Goal 4:** Develop partnerships that align with KCU's mission and create value for our constituents.

**Goal 5:** Build the best University team in the profession.

## Diversity & Inclusion

KCU is deeply committed to cultivating diversity and inclusion on its campuses and to challenging our students to embrace cultural proficiency and adeptness. As future physicians, psychologists, scientists, and healthcare professionals, students must understand and embrace cultural diversity in order to be competent and successful in team-based healthcare delivery. The University's faculty and staff must do the same.

KCU students, faculty, and staff serve diverse, underserved, at-risk, urban, and rural populations within geographically diverse communities nation-wide. In addition, KCU's alumni work to serve diverse communities all over the U.S., as well as internationally.

Furthermore, KCU's institutional strategic plan calls for the University to create a culture of inclusion, by securing more students, faculty, and staff from diverse backgrounds and enhance a campus sense of community. Our University's strategic plan outlines our priorities and best practices to achieve diversity through on-going and vigilant evaluation of our



institutional community. Students wishing to know and understand more about the University's effort to enhance diversity and inclusion on campus can contact the Office of the Provost.

### Accreditation

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

The HLC is an independent corporation and one of two commission members of the North Central Association of Colleges and Schools (NCA), which is one of the six regional institutional accreditors in the U.S. The HLC accredits degree-granting post-secondary education institutions in the North Central region.

KCU College of Osteopathic Medicine (KCU-COM) is also accredited by the Bureau of Professional Education of the American Osteopathic Association (AOA). The AOA is the official accrediting agency for osteopathic medicine approved by the U.S. Department of Education and by the Council of Post-Secondary Accreditation.

The AOA Commission on Osteopathic College Accreditation (COCA) serves the public by establishing, maintaining and applying accreditation standards and procedures to ensure that academic quality and continuous quality improvement delivered by the colleges of osteopathic medicine reflect the evolving practice of osteopathic medicine. The scope of COCA encompasses the accreditation of the colleges of osteopathic medicine.

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

#### **Department of Accreditation**

American Osteopathic Association  
142 East Ontario Street  
Chicago, IL 60611-2864  
1.800.621.1773 - Toll free  
312.202.8200 - Fax  
[predoc@osteopathic.org](mailto:predoc@osteopathic.org)

#### **The Higher Learning Commission**

230 South LaSalle St., Suite 7-500  
Chicago, IL 60604-1411  
1.800.621.7440 - Toll free  
312.263.7462 - Fax  
[complaints@hlcommission.org](mailto:complaints@hlcommission.org)

# Admissions

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

The Office of Admissions is one of three service units within Student Services, and it prides itself in delivering professional service to all applicants. The office is mindful that for applicants, any lack of knowledge about the way the application process works can be stressful. Consequently, applicants are encouraged to visit the [KCU website](#) to review the application process and frequently asked questions for clarification. Applicants are also welcome to contact the Office of Admissions directly.

Admissions personnel are available to respond to your calls between 8 a.m. and 4 p.m. Central Standard Time at 877.425.0427 or 816.654.7160.

## Authorization to Release Applicant Information

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

## College of Osteopathic Medicine

As Missouri's largest medical school and the oldest in Kansas City, KCU's College of Osteopathic Medicine has built a tradition of excellence dating back to 1916. KCU-COM is known for an educational environment emphasizing both academic excellence and the education of caring, compassionate physicians who place patients' needs above all other concerns. In 2017, the University opened a new COM location in Joplin, Missouri.

## Doctor of Osteopathic Medicine

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

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

## Honors Curriculum

COM students who meet certain requirements have the opportunity to participate in an honors track during their time at KCU.

### *Global Medicine (KCU-Kansas City)*

The Global Medicine Honors Track is an elective honors track for those students who have a strong desire to serve in an international capacity. This track provides exposure and clinical education surrounding multiple aspects of global medicine. It is designed to span 3.5 years of formal osteopathic education, which will culminate with clinical international medical education experiences. During the first two years of medical school, students will pursue additional hours of medical education, which include the principles and goals of global health, the burden of disease in both developing and already developed countries, comparative health systems, global ethics, case studies, and other selected topics in global medicine.

Acceptance to the global medicine track involves an application process that occurs during the end of the first semester. Students must be capable of handling the extra workload and participate in all activities. Approximately 12 students will be selected for each class. Grading is pass/

fail.

### *Military Medicine (KCU-Kansas City and KCU-Joplin)*

The Military Medicine Honors Track is a specialized curricular offering for recipients of the Health Professions Scholarship Program (HPSP) and National Guard members who will serve as military physicians following medical school graduation. This specialty track provides longitudinal learning opportunities uniquely aligned to address Medical Corps officer duties and obligations.

The military track consists of offerings in addition to the regular COM curriculum, covering topics such as: military medicine, career opportunities, leadership, health/wellness, trauma and wound care, disaster and combat medicine, triage, medical evacuation, operational medicine, tropical medicine, surgical skills, social adjustment, and support systems. The educational experiences will be delivered through didactic presentations and hands-on experiences. These experiences may include cadaver surgical skills sessions and use of cut-suit simulation to practice medical procedures and surgical skills. Grading is pass/fail.

### *Specialty Honors Tracks (KCU-Kansas City)*

While most students do not have a firm commitment to a specialty of interest until well into their third year, some students come to medical school already having developed a desire to enter a specific career specialty. These students may apply for a Specialty Honors Track.

Specialty Honors Tracks have a limited number of preselected rotation patterns uniquely designed for a specific career specialty. Specialty Honors Track students are enrolled in a tailored third-year curriculum focused on a preselected specialty. Students will be selected for the Specialty Honors Track based on interest and strength of their academic record in the first two years.

Specialty Honors Tracks, for OMS-III and OMS-IV, include the traditional core rotations plus possible opportunities as listed below.

**Family Medicine:** Family medicine, radiology, sports medicine or other primary care rotations

**Emergency Medicine:** Toxicology, emergency medicine, pediatric emergency medicine, radiology, trauma or sports medicine

**Orthopedics:** Trauma surgery, general orthopedics or sports medicine

**Obstetrics and Gynecology:** High-risk obstetrics, gynecology/ oncology and adolescent health

**Pediatrics:** Pediatric emergency medicine, neonatal intensive care unit (NICU), pediatric cardiology and pediatric intensive care unit (PICU)

**Internal Medicine:** Gastrointestinal, cardiology, hematology/oncology or infectious disease

**Surgery:** Trauma surgery, pediatric surgery or neurosurgery

**Psychiatry:** Underserved populations, child and adolescent psychiatry and addiction medicine

### **Community Health Track**

This Community Health Center track (CHC) provides the learner an opportunity to explore the challenges and solutions for providing quality medical care to populations which do not have ready access to routine/specialist medical care. Students will complete required clinical clerkships throughout three Federally Qualified Health Centers (FQHC). Additionally, students will participate in three month-long selectives, including experiences in population health, quality improvement, addictions medicine, oral health, integrated behavioral health care and community health center administration. Additionally, didactic curricular content will be delivered on a monthly basis, covering the concepts included in health system science.

CHC track students will also participate in longitudinal value-added experiential learning opportunities for the duration of the third year. Students will be assigned to one of the three FQHC's where they will be incorporated as a functional team member in one of the patient care areas of the center. In this setting, their duties may include functioning

as a care coordinator/community health worker for a small number of patients on a panel, participate as a member of the quality improvement team, or function as part of the care team for patients in a school-based clinic.

CHC students will also complete the Institute for Healthcare Improvement (IHI) basic quality certificate during the track.

### Dual-Degree Programs

KCU offers a variety of options for those interested in enhancing their educational experiences. The following degree programs are offered in conjunction with the DO degree program only.

#### Doctor of Osteopathic Medicine/Master of Arts in Bioethics

KCU's launch of the region's first graduate-level program in bioethics offers COM students the opportunity to concurrently earn a Master of Arts in Bioethics. The 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 end-of-life care, health-care equity and public policy, the globalization of medicine, and the relationship between environmental quality and human health.

The Master of Arts in Bioethics program and course schedule have been tailored to allow COM students to complete the program in the same four-year time frame as the doctor of osteopathic medicine program. COM students enrolled in the DO/MA dual-degree program must be approved by the dean of COM to pursue and continue in the program. An application process is made available at the end of the first semester of medical school. Students must remain in good academic standing in COM or they may be required to withdraw from the MA portion of the program.

Students must complete 30 semester hours of bioethics coursework, culminating with a capstone project or comprehensive examination. Additional details regarding the Master of Arts in Bioethics program and its curricular requirements may be found in the [COM Curriculum](#) section of this catalog.

#### DO/Master of Business Administration in Healthcare Leadership (KCU-Kansas City)

In partnership with Rockhurst University Helzberg School of Management, one of the nation's leading business schools, KCU-Kansas City medical students may pursue a Master of Business Administration (MBA) in healthcare leadership. This program and course schedule have been tailored to allow COM students to complete the program in the same four-year time frame as the doctor of osteopathic medicine program.

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

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

An application process is made available at the end of the first semester of medical school. Applicants must be approved for the dual-degree program by the campus dean of COM in order to pursue this area of study. Students must be in good academic standing and pass all courses within KCU-COM or they may be required to withdraw from the MBA portion of the program. For additional details regarding the DO/MBA dual-degree program, please contact the Rockhurst University Graduate College or refer to the [Rockhurst website](#).

## College of Biosciences

In 2004, KCU expanded its mission to include a greater emphasis on research and discovery thus establishing the College of Biosciences (COB). In 2006, KCU-COB conferred its first Master of Science in Biomedical Sciences. In 2017, KCU-COB established the Doctor of Psychology in Clinical Psychology program.

### Doctor of Psychology in Clinical Psychology (KCU-Kansas City)

Through the Doctor of Psychology in Clinical Psychology (PsyD) program's sequential, cumulative, and graded curriculum, students gain the knowledge, skills and attitudes necessary to practice as highly competent, caring, patient-focused clinical psychologists. Throughout the five-year program, students are exposed to a broad base of discipline-specific knowledge and receive training in the following profession-wide competencies:

- Research
- Ethical and legal standards
- Individual and cultural diversity
- Professional values, attitudes, and behaviors
- Communication and interpersonal skills
- Assessment
- Intervention
- Supervision
- Consultation and interprofessional/interdisciplinary skills.

By providing students with two years of geropsychology coursework along with supervised practicum and research experiences with an older adult population, the PsyD program at KCU trains students to be uniquely positioned to treat the fastest growing sector of the population.

Additional details regarding the program and its curricular requirements may be found in the [Doctor of Psychology in Clinical Psychology](#) section of this catalog.

### Master of Science in Biomedical Sciences (KCU-Kansas City)

There are two options for students interested in pursuing the accredited Master of Science in Biomedical Sciences. Individuals may apply for the non-research track or the research track program.

The non-research track includes coursework in anatomy, biochemistry, embryology, epidemiology, genetics, microbiology, immunology, molecular biology, physiology and histology. The research track is designed for individuals interested in pursuing careers in research or enrolling in doctoral programs in health-related fields, including medicine. Additional details regarding the program and its curricular requirements may be found in the [Master of Science in Biomedical Sciences](#) section of this catalog.

# Finance Policies

Tuition and fee information for each program is linked below:

- [Doctor of Osteopathic Medicine Tuition & Fees](#)
  - [Master of Arts in Bioethics Tuition](#)
  - [Master of Business Administration Tuition](#)
- [Doctor of Psychology in Clinical Psychology Tuition & Fees](#)
- [Master of Science in Biomedical Sciences Tuition & Fees](#)

Tuition and fees are due and payable in full before the first day of class each term unless the student is on an approved tuition payment plan or has pending financial aid sufficient to cover the balance due.

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.

Enrolled students are strongly encouraged to pay tuition and fees via [KCU's online payment portal](#). However, if a student wishes to pay via paper check, the payment should be made payable to: Kansas City University of Medicine and Biosciences (KCU) and sent to the address below:

**KCU c/o Finance Office**  
1750 Independence Ave.  
Kansas City, MO 64106

Payments must be received by the Office of Finance no later than the end of business on the specified due date. Students with an unpaid balance (including pending financial aid) may be subject to late fees.

## Communications

The KCU Office of Finance will communicate charges, payments and other important notices to students via their KCU email. Students are expected to check their email regularly to ensure important information is not overlooked.

## Tuition Payment Plan

KCU offers flexible tuition payment plans. The payment plan requires an application fee and approval from the Finance office. The application fee is based on the number of months over which the payments are extended. Students are charged \$25 for each month needed for extended payments.

Students must contact the Finance office to select a payment plan and specify the desired number of months over which to extend (up to four months). The application fee will be added to the student's open balance. The first payment—equal to the total balance due divided by the number of months selected for payment—is due prior to the first day of class.

## Past Due Balances

Tuition and fees are due no later than the first day of class, unless the student has been approved for a tuition payment plan. Students with past due balances will be:

- Assessed late fees of \$50/month.
- Subject to a hold on his/her student record.
- Ineligible for continued enrollment.

## Returned Payments

Should KCU be notified by its banking institution that a payment has been returned for any reason, the original payment will be reversed and a \$30 returned payment fee will be added to the student's account.

## Refund Policies

### Program Withdrawal Policy

Any student wishing to withdraw from all courses and leave the University must notify the campus dean of COM or the dean of COB and must complete the University checkout process as outlined in [Student Withdrawal from the University](#).

All academic records will be on hold until the check-out process is

completed and all financial obligations satisfied.

### Institutional Refund Policy

Tuition and fees are charged at the beginning of each academic term. Acceptance, matriculation, technology, and student activity fees are not eligible for refund.

Students officially separated from the University after the published drop deadline, but prior to completing 60 percent of the term will receive a refund of eligible tuition based on the percentage of the term completed. Students completing 60 percent or more of the program term are not eligible for a refund.

In such situations where a student is billed on a per credit hour basis rather than by term, students are eligible for a refund based upon the effective date of the drop. If the official drop date is on or before the first date of the course, the student will receive a full refund. For any withdrawal after the first day of the course, the student will be eligible for a refund based upon the percentage of the course completed. Students completing 60 percent or more of the course are not eligible for a refund.

Students enrolling in any intersession courses are eligible for a refund based upon the effective date of the drop. If the official drop date is on or before the first date of the course, the student is eligible for a full refund. If the official drop date is the second or third calendar day of the course, the student will receive a 50 percent refund. If the official drop date is after the third calendar date, the student will not receive a refund.

Students' academic records will be on hold until all open balances are 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 and, on or after the first day of the term, withdraw, stop attending all classes, go on an approved leave of absence, or are dismissed and/or expelled from the University during a term.

Title IV funding includes any federal financial aid programs authorized under the Higher Education Act of 1965 (HEA), as amended. The following programs are considered Title IV funds: Federal Direct Unsubsidized Loan and Federal Direct GradPLUS.

A student's withdrawal date for return of Title IV funds (R2T4) purposes is one of the following:

- The date the student began the institution's official withdrawal process or officially notified the institution of their intent to withdraw; or
- The official date of an approved leave of absence, withdrawal or dismissal from KCU as documented by the vice provost for Enrollment and Student Services; 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 academic-related activity in accordance with federal regulations.

When a student who has received Title IV HEA funds leaves school for any reason prior to completing more than 60 percent of the payment period (the academic period of enrollment by which a student receives a disbursement 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.

The federal regulations regarding R2T4 (34 CFR 668.22) require the school to calculate the total number of calendar days in the payment period, then the number of calendar days the student attended. The student's "earned" and "unearned" percentages are determined. The "unearned" funds paid to the school must be returned to the appropriate Title IV programs within 45 days of the student's date of withdrawal. The student will then be responsible for the payment of the remaining tuition balance due per the KCU refund policy. The student will be notified of

these amounts via email from the Office of Finance.

The R2T4 calculation differs from the University's Institutional Refund Policy.

If a student was not disbursed all of the funds that the student earned and is otherwise eligible, the student may be eligible for a post-withdrawal disbursement. The student's eligibility for the post-withdrawal disbursement will be determined by the R2T4 calculation. The financial aid office will contact the student by email regarding post withdrawal loan eligibility. The student has 14 days from notice date of the additional loan offer to accept or decline some or all of the loan amount offered.

In accordance with federal regulations, refunds are allocated in the following order: Federal Direct Unsubsidized Loan and Federal Direct GradPLUS.

### Return of Title IV Funds Calculation

These steps are followed in calculating the amount KCU may have to return on your behalf when you cease attendance in all of your classes in the payment period.

- Determine the percentage of the enrollment period completed by the student.
  - $\text{Days Attended in Payment Period} \div \text{Total Days in Payment Period} = \text{Percentage Completed}$
  - If the calculated percentage is more than 60 percent, then the student has "earned" all Title IV aid for the payment period.
- Apply the percentage completed to the Title IV aid disbursed to determine the aid earned by the student based on their withdrawal date.
  - $\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$
- Determine the amount of unearned aid to be returned to the appropriate Title IV aid program.
  - $\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$
  - One of the following actions will apply to a student:
    - If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.
    - If the aid already disbursed equals the earned aid, no further action is required.
    - If a student was not disbursed all of the funds that the student earned and is otherwise eligible, the student may be eligible for a post-withdrawal disbursement. The student's eligibility for the post-withdrawal disbursement will be determined by the return of title IV calculation. The financial aid office will contact the student by email regarding post withdrawal loan eligibility. The student has 14 days from notice date of the additional loan offer to accept or decline some or all of the loan amount offered.
- Distribute the responsibility to return funds between the institution and the student.
  - The student will receive a letter outlining the amount KCU must return on the student's behalf.
  - The student may be expected to repay an amount to KCU.
  - Any amount that must be repaid to KCU is due immediately. No grace period applies to this amount.
- Any refund or repayment obligation will be clearly outlined for the student in writing and will also appear on their University bill.
- Return of Title IV aid, based on the type of aid disbursed, in the following order:
  - Unsubsidized Direct Loan
  - Federal Direct PLUS Loan

### Payments for Global Medicine Track

During the course of a student's tenure with the University, he/she may choose to participate in a global medicine track trip, which may result in additional costs incurred by the student. Given the nature and timing of these trips, KCU has set forth a separate payment and refund policy.

- If the trip requires a deposit, the deposit must be paid 60 days prior to the departure date.
- The final balance must be paid 14 days prior to the departure date.
- Should the student withdraw from the trip after the deposit due date, but before final balance is due, the student will forfeit the deposit, but will receive a refund of any additional payments made.
- Students withdrawing from the course after the final due date will not receive a refund.

### Finance Appeals Committee

Students wishing to appeal any charges to their student account, the amount of their refund, or any matters having to do with their student account with the Finance Office may request to submit an appeal to the Finance Appeals Committee (FAC). The FAC is a staff-led committee that includes representation from the offices of Financial Aid, Finance, Registrar and Student Services.

Students must notify the University of their desire to have a matter reviewed by contacting Student Services.

#### KCU c/o Student Services

1750 Independence Ave.  
Kansas City, MO 64106

The FAC reserves the right to meet with the appealing student, but does not necessarily meet with every student. Once reviewed, the committee will provide the student with a written ruling on their decision.

# Student Financial Aid

The following provides general KCU financial aid information and summarizes key portions of the University's financial aid processes, guidelines and policies. Regulations and requirements concerning these issues change regularly. For further information and details, please contact the Financial Aid Office at [finaid@kcumb.edu](mailto:finaid@kcumb.edu) or visit [www.kcumb.edu/admissions/financial-aid](http://www.kcumb.edu/admissions/financial-aid). The federal financial aid application is available at [www.fafsa.gov](http://www.fafsa.gov).

Financial aid, typically consisting of loans, is available for a student's direct educational costs and living expenses while he/she receives an education. The primary federal sources are the Federal Direct Unsubsidized and GradPLUS loan programs. The unsubsidized and Grad PLUS loans accrue interest from disbursement. Refer to [Loan Programs & Sources](#) for maximum borrowing amounts for each program.

KCU's education is an investment in your future. Students should live at a modest level while completing their education to minimize their expenses in order to minimize debt. Students should budget their money wisely to pay for all expenses required while they are enrolled in school. Each year KCU's Financial Aid Office builds a cost of attendance (COA) that can include tuition and fees; room and board (or a housing and food allowance); and an allowance for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses, including an allowance for the rental or purchase of a personal computer; costs related to a disability; and reasonable costs for eligible study-abroad programs.

Federal law states that the budgets used to determine financial aid eligibility can only include the student's costs; spouse and/or children's expenses cannot be included. Living costs for family members must be covered by the student and spouse's earnings and/or assets. Financial aid can cover reasonable child care for children age 12 and younger for periods of enrollment. Please review this information under [Budget Adjustments](#).

Financial Aid staff is available to assist students in understanding the financial aid process, funding options, and repayment strategies. The Financial Aid office can be contacted at 816.641.7175 or [finaid@kcumb.edu](mailto:finaid@kcumb.edu).

## Consumer Information

In compliance with federal student aid regulations, KCU's consumer information is available for prospective and current students to [review online](#).

## General Financial Aid Policies

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

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

## Financial Aid Eligibility

To be eligible for federal assistance, a student must:

- 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.
- 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.

- Not owe a refund on a federal grant previously received or in default of other federal debt.
- Meet other eligibility requirements, such as those related to selective service registration, citizenship, drug convictions\* and aggregate aid limits.

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

For more information regarding eligibility, visit the [Federal Student Aid website](#).

## Impact of Drug Conviction on Title IV Eligibility

Please be advised that under federal law, a recipient of Title IV student financial assistance who is convicted for possession and/or sale of illegal drugs while enrolled as a student at KCU will be ineligible for further Title IV funds for a fixed period of time, as indicated below:

- First offense
  - Possession of illegal drug: One year from conviction date
  - Sale of illegal drug: Two years from conviction date
- Second offense
  - Possession of illegal drug: Two years from conviction date
  - Sale of illegal drug: Indefinite period
- Third (+) offense
  - Possession of illegal drug: Indefinite period
  - Sale of illegal drug: Indefinite period.

If convicted of both possession and selling illegal drugs and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. The student will lose eligibility again upon a subsequent drug conviction. Students can review the process of regaining federal aid eligibility on the [Federal Student Aid website](#).

## Financial Aid Application Process

### Step 1: FAFSA Application

Each year, students must complete the Department of Education's Free Application for Federal Student Aid (FAFSA) posted online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). KCU's Title IV school code is G02474. Parental information is not required on FAFSA. IRS Data Retrieval (if available) should be selected.

### Step 2: Review Student Budget (Cost of Attendance)

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

[DO - Tuition & Budget Information](#)

[PsyD - Tuition & Budget Information](#)

[MS in Biosciences - Tuition & Budget Information](#)

### Step 3: KCU Application

The Financial Aid Office requires completion of an application on NetPartner. NetPartner is the online system that allows students to manage the completion of the KCU application, check the status of missing forms, view disbursement information and accept/decline/reduce financial aid awards.

The Financial Aid Office will email the online NetPartner financial aid application instructions to all students. The application opens in late January for the upcoming school year. Continuing students will be notified via their KCU email. Incoming students will receive the email via the account used for admission. Once the student has completed the

## Student Financial Aid

application, the student will be notified of his/her financial aid awards in mid- to late April.

Students who are new borrowers to Federal Direct Loans must complete the [Federal Entrance Counseling](#) session in order to receive federal loan funds.

### Determination of Awards

Once the student has submitted all required documents and completed forms as listed on the application for financial aid, the Financial Aid Office determines the student's aid eligibility at KCU. Awarding of financial aid is done when the file becomes complete for packaging.

All financial aid awarded, which includes federal, state and private programs, will be determined within federal financial aid guidelines. The calculation to determine financial aid eligibility is: cost of attendance (KCU student budget) minus expected student and family contribution from FAFSA (for need-based aid) and outside resources (scholarships, etc.) equals eligibility.

Cost of Attendance	-	Expected Student/Family Contribution (from FAFSA)	-	Outside Resources	=	Aid Eligibility
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The comprehensive student budget has been designed to cover tuition, educational costs and reasonable living expenses for each academic year. Budgets are designed for the student only and are NOT intended to cover family living expenses or to cover debt incurred prior to attendance at KCU.

Students who accept federal loans must have a valid [Direct Loan Master Promissory Note \(MPN\)](#) and a [Direct GradPLUS loan MPN](#) completed online. The Financial Aid Office will contact the student via email if these documents need to be completed.

The federal GradPLUS program requires good credit. The Federal Direct Loan program reviews the student's credit to determine approval or denial of the loan. If denied, the student may appeal the denial or apply with an endorser (co-signer). Students who are unable to obtain the loan will need to rely on personal resources to finance the balance of their educational costs. Students can contact the loan origination center at 800.557.7394, Monday-Friday, 8 a.m.-8 p.m. with questions about the credit denial and endorser process.

### Notification of Awards

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

### Student Loan Disbursements

Student aid is generally disbursed in two equal disbursements, with the first at the start of the fall term and the second at the start of the spring term. Financial aid will automatically be applied to the tuition and required fees posted to the student's account. If the financial aid funds exceed the amount due on the billing statement, the student will have a credit balance on the account. The student will receive the credit balance of excess financial aid funds from the Finance Office via Electronic Funds Transfer (EFT). The EFT will be delivered to the bank account on file that the student selected during the direct deposit account setup. Credit balance refunds are typically available seven business days from the disbursement date. However, the refund process may take up to 14 days to complete.

To ensure timely receipt of student account refunds, KCU strongly encourages all students to sign up for direct deposit. Additionally, a paper check will not be issued for refunds of less than \$100. If the bank account information changes after the initial setup, the student should complete a

new [Direct Deposit form](#).

The student can check the disbursement schedule at the beginning of the academic year. The schedule is available to view on [NetPartner](#) under the Disbursements tab.

### 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

Federal verification is a process that requires institutions to verify the accuracy of information provided on a student's FAFSA if randomly selected by the Department of Education in an effort to assure federal aid is distributed to those who are eligible.

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

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

### Documentation Requirements

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

### University Scholarships

KCU scholarships can be awarded on the basis of academic achievement, merit, leadership, financial need, geographical location and/or community service. All KCU scholarships will be applied toward tuition and fees. The following scholarships are available at KCU.

### College of Medicine Scholarships

**Admissions:** Awarded by the Office of Admissions for incoming DO students only. An application is not required for these scholarships, except the KCU COM Service Leadership. Interested students need to

## Student Financial Aid

contact Admissions for the application. A list of admissions scholarships and award amounts is available on the [KCU website](#).

**Physicians Hall of Sponsors:** Awarded by the Financial Aid Scholarship Committee. Students must apply each year using the [Academic Works application](#) for the fall of the upcoming academic year. These awards are endowed scholarship funds for second-, third- and fourth-year medical students. Students will be notified via email when the application is available. Fund amounts vary from \$500 to \$3000.

**Merit:** Awarded by the Financial Aid Office. No application required. Students are chosen by earning a COMLEX Level 1 or COMLEX Level 2-CE score of 90 percent or higher for first-time test takers. The scholarship is applied to tuition for the spring term. If tuition is being met by another source (such as a military scholarship or fellowship) the student will not qualify for the scholarship award.

**Geographical:** The Financial Aid Office will notify eligible students via email if there are any additional materials or applications required for these award funds. Fund amounts can vary from award source.

### College of Biosciences Scholarships

**Research Track:** Students in the research track are eligible for a scholarship in their second year. Students must have a minimum 3.00 GPA to qualify for the scholarship. Eligible students will be notified via email when the application is available.

### Outside Scholarships

In addition to the scholarships listed, students are encouraged to apply for outside/private scholarships. These are several popular search engines.

- [Academic Works](#)
- [FastWeb](#)
- [Scholarships.com](#)
- [CollegeNet](#)
- [SallieMae](#)

Students should be vigilant when applying for outside/private scholarship and know how to spot a scholarship scam. If it sounds too good to be true, it probably is. Scholarship scams frequently involve one or more of the following:

- Scholarship fees - Do not spend money in order to apply for scholarships.
- Requests for financial information - Do not share bank account and/or credit card information.
- Guaranteeing scholarship money.

Students must inform the KCU Financial Aid office of any scholarships and awards received from sources outside of KCU. Students can notify the office by emailing the name and amount of the scholarship or award to [finaid@kcumb.edu](mailto:finaid@kcumb.edu). These scholarships and awards will be added to your financial aid package and could impact your aid eligibility.

### Impact of Scholarships on Financial Aid

Please be aware that scholarships are treated as a financial aid resource. They count toward your total cost of attendance. If a student receives a late scholarship award the financial aid award can be revised to make room for the scholarship.

Students at KCU can only receive institutional scholarships up to the cost of tuition and fees. Students who are receiving full tuition scholarships (e.g., Health Professions Scholarship Program, KCU Fellowship Programs, National Health Service Corps) are not eligible to receive additional institutional scholarships.

## Loan Programs & Sources for All Students

### [Federal Direct Unsubsidized Loan](#) – Department of Education Title IV

- This loan program is non-need-based. Students can borrow a base of \$20,500 per academic year. Interest accrues from the date of disbursement; the student is responsible for interest during all periods. The Department of Education is the lender. Payment is

owed to the Department of Education, but serviced by a company contracted with ED. Unpaid interest will capitalize at repayment.

- Current interest rate and origination information can be found on the [Federal Student Aid website](#). An origination fee is charged and deducted from the loan proceeds.
- Direct loans offer a six-month grace period after you graduate or drop below half-time enrollment.
- The cumulative maximum direct loan limit for graduate students is \$138,500.
- The cumulative maximum direct loan limit for medical students is \$224,000.
- Repayment information for this loan program is available on the [Dept. of Education Federal Student Aid website](#). Students may log in to the repayment estimator to view current federal loan balances and see estimates for future monthly payment plans.

### [Additional Unsubsidized Loan for Medical Students](#)

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

### [Federal Direct Graduate PLUS \(GradPLUS\) Loan Department of Education Title IV](#)

- This loan program is non-need-based. A GradPLUS loan is a federally guaranteed credit-based loan. A credit check is required.
- This loan has a higher interest rate than the Federal Direct Unsubsidized Loan.
- The loan does not have an aggregate limit.
- The GradPLUS enters repayment immediately after it is fully disbursed, at which time it is placed in an in-school deferment while the student continues in school.
- The loan enters a six-month post-enrollment deferment at the time the student is no longer enrolled. The same deferment and forbearance options apply as with federal direct loans.
- Repayment information for this loan program is available on the [Dept. of Education Federal Student Aid website](#). Students may log in to the repayment estimator to view current federal loan balances and see estimates for future monthly payment plans.

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

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

### *Private/Alternative Loans - Varies*

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.

Students requesting aid for the KCU-Rockhurst DO/MBA should be aware that this program can only be funded with private loans. The Financial Aid Office will notify MBA students of the aid application process via email.

## Service Obligation Scholarships for COM Students

Students interested in pursuing primary care in an underserved area



## Student Financial Aid

should consider the programs offered by the National Health Service Corps (NHSC), including the [National Health Service Scholarship](#), [Students to Service](#), and [loan repayment](#). Students should review each program to fully understand the service commitment owed for receipt of scholarship.

### National Health Service Corps

Health Resources and Services Administration  
Bureau of Primary Health Care  
Division of Scholarships and Loan Repayments

[Website](#)

800.221.9393

### Health Professions Scholarship Program (HPSP)

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

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

#### U.S. Army

U.S. Army Health Care Recruiter  
7500 College Blvd., Ste. 720  
Overland Park, KS 66210

[Website](#)

913.469.1795

#### U.S. Navy

U.S. Navy Medical Officer Programs Recruiter  
Navy Operations Support Center  
3100 Emanuel Cleaver II Blvd.  
Kansas City, MO 64130

[Website](#)

314.750.1834

#### U.S. Air Force

Air Force Recruiting Office  
4600 SE 29th St., Ste. 356  
Del City, OK 73115

[Website](#)

405.672.1253

### Veterans Benefits

KCU is approved for both campuses by the Department of Veterans Affairs (VA) for the certification of students eligible to receive VA educational benefits, such as the GI Bill, military scholarships and loan repayment programs.

To determine eligibility, contact the VA and apply for education benefits (VA Form 22-1990) or request a change of program or place of training (VA Form 22-1995) if you have previously used your benefits at another institution.

Once you are notified by the VA of your eligibility to receive educational benefits, submit the Certificate of Eligibility to the Assistant Director of Financial Aid at KCU.

Matters pertaining to the VA should be directed to the Financial Aid Office. Additional information is available [online](#).

### Budget Adjustments

Financial aid, as awarded or borrowed under federal or private programs, cannot exceed the KCU student budget. 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.

Federal regulations allow schools to adjust a student's cost of attendance for certain circumstances on a case-by-case basis. KCU will increase a student's cost of attendance for other reasonable education-related

expenses that exceed a student's budget. KCU has a no-cash policy for budget adjustments. The Financial Aid Office must be able to substantiate your expenses for your file. Budget adjustments are typically a reimbursement process. Purchases should be made using a form of payment in your name.

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

May 1 is the deadline for submission of these forms, and there could be an earlier date for graduating fourth-year students who may have an earlier last date of attendance. No adjustments will be considered after the loan period has expired for that academic year. An exception may be made for medical/dental expenses for which an insurance claim has not been paid. If you have questions about this policy, please contact the Financial Aid Office at 816.654.7175 or [finaid@kcumb.edu](mailto:finaid@kcumb.edu).

### Budget Adjustment Categories

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

**Computer Purchase/Electronic Purchase:** All KCU students are required to have either a laptop computer or tablet meeting KCU specifications. Only one increase is allowed per student's academic program. The purchase can include the purchase of a CPU, monitor, printer and other reasonable hardware/software. Students are permitted to purchase the computer July 1 if starting in the fall. The maximum allowance is \$1,500. Students will need to complete a Budget Adjustment Request form.

**Medical/Dental Expenses:** The student financial aid budget includes an allowance for medical/dental expenses and health insurance. It is KCU policy that all students provide proof of health insurance, and budget adjustments will be considered only for those students complying with that policy. A budget adjustment can be made for medically necessary procedures and medically necessary prescriptions for the amount that exceeds the budget allowances. Students must provide written verification of health insurance coverage (this is part of the Budget Adjustment Request Form).

**Tuition Adjustment:** Students may receive a budget adjustment for tuition charges in excess of what is allowed in the Cost of Attendance. The Financial Aid Office will email eligible students a separate application for financial aid requests for the bioethics and MBA dual-degree programs. On the Budget Adjustment Form, this information should be included in the section called "other." This is applicable to both the MBA and the bioethics dual-degree programs.

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

## Student Financial Aid

**Other Expenses:** Students having other extenuating circumstances should complete the appropriate section of the Budget Adjustment Request Form and make an appointment to meet with a staff member in the Financial Aid Office.

### Student Aid Revision Policy

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

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

- KCU will determine if the student had any increased financial need that was not anticipated at the time of the aid application and/or award.
- If no increased need is demonstrated, and the student's total aid still exceeds his/her need, and not all aid has been disbursed, then any undisbursed loans will be canceled to correct the over award.
- After all efforts have been exercised by the Financial Aid Office to reduce/eliminate the over-award, per federal guidelines, a Direct Loan Unsubsidized/Graduate PLUS borrower who is over-awarded and all funds have been disbursed at the time of the additional aid notification the student will not be required to repay funds that were delivered in excess of need. However, if the over-award was caused by the student misreporting or withholding information, the loans will be reduced and funds will be returned.
- In the event an over-award exists due solely to scholarships, vocational rehabilitation, etc., with no loans involved, the Financial Aid Office will contact the program's administrator to coordinate the programs appropriately.
- If the additional resource is specifically being applied 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.
- A revised award notification email will be sent to the student if aid is adjusted.

### Financial Aid Implications of a Leave of Absence

For Title IV purposes, a leave of absence (LOA) may be designated as either unapproved or approved. An LOA that does not meet all of the conditions for an approved LOA is designated as unapproved and considered a withdrawal. In this case, an R2T4 calculation is required, and the withdrawal date is the date the student begins the LOA.

An approved LOA is treated as a temporary interruption in a student's education instead of being counted as a withdrawal. In this case, no R2T4 calculation is required, and the student remains in an in-school status for Title IV loan repayment purposes.

Students should contact the Financial Aid Office prior to going on an approved leave of absence to determine what financial aid implications this will have on their federal financial aid eligibility.

To qualify as an approved LOA:

- The school must have a formal written policy regarding leaves of absence requiring that all requests for leaves of absence be submitted in writing and include the reason for the student's request;
- The student must follow the school's policy in requesting the LOA;

- There must be a reasonable expectation that the student will return from the LOA;
- The school must approve the student's request for an LOA in accordance with the school's policy;
- The institution may not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student is not eligible for any additional federal student aid;
- The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period. This 12-month period begins on the first day of the student's initial LOA;
- A student returning from an LOA must resume training at the same point in the academic program that he/she began the LOA. If a student returns early, the days the student spends in class before the course reaches the point at which the student began his/her LOA must be counted in the 180 days maximum for an approved leave of absence. In addition, a student returning from an LOA must complete the term to be eligible to receive a second or subsequent disbursement. In the event a student does not return to KCU at the expiration of an approved LOA, the student will be considered to have withdrawn. In this case, an R2T4 calculation is required, and the withdrawal date is the date the student began the LOA. KCU will report to the student's loan holders a change in enrollment status as of the withdrawal date. This may result in negative consequences on the student's loan repayment terms, including exhaustion of the student's grace period. Because of the stringent criteria that must be met, KCU can grant LOAs that meet the Department of Education's criteria for an approved LOA in a very limited number of cases. Therefore, as part of the prescribed KCU withdrawal procedures, students are required to meet with the director of Financial Aid in order to determine the effects of the LOA on their eligibility for federal student aid.

A student on an LOA or on a vacation block is not eligible to receive financial aid during that time. The approved LOA will not count against the student in the maximum time frame to complete their degree.

A student on a fellowship will not have that time away from the program count against the student in the maximum time frame to complete their degree.

### Repeated Coursework

A student may receive aid for repeating a previously passed course only once with prior approval from the Student Progress Committee. Repeated courses are counted as credits attempted and either earned or unearned, but only the most recent grade earned is used to calculate GPA.

### Repeat Academic Year

Repeating an academic year may have implications regarding your satisfactory academic progress. Students who will be repeating a year should contact the Financial Aid Office for more information about their aid eligibility for the repeated year.

### KCU Satisfactory Academic Progress for Financial Aid Consideration

Federal regulations require schools to monitor the academic progress of Title IV financial aid recipients. KCU must certify that students are making satisfactory academic progress (SAP) toward the completion of their KCU degree. KCU follows the regulations set forth by the Department of Education that students are meeting the three required measurements to determine SAP: qualitative (GPA), quantitative (pace progression) and time frame. The policy applies to students who are receiving federal aid, however these standards are cumulative so this includes all periods of the student's enrollment, which may include times when the student did not receive federal aid.

SAP policies differ for each program. Please review your program for detailed information.

[Satisfactory Academic Progress for Financial Aid Consideration - DO Program & Bioethics Dual-Degree Program](#)

[Satisfactory Progress for Financial Aid Consideration - PsyD Program](#)

[Satisfactory Progress for Financial Aid Consideration - MS in Biomedical Sciences Program](#)

SAP information is also available on the KCU website under [Financial Aid Policies](#).

### Borrowing Considerations & Default

Students must carefully consider the repayment implications of loan programs and avoid excessive borrowing. Students who ignore student loan repayment risk going into default. Default of a student loan is failure to repay the loan according to the terms agreed to in the promissory note. Default may result from failure to submit requests for deferment on time. A loan is considered to be in default if payments are not made for 270 days.

If a student defaults, the University, 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 may deny a school's participation in the student loan programs if the school's default rate is too high. The University will withhold the transcript of any student who is in arrears or in default under any loan or loan program where such arrearage or default adversely affects the University in any way.

### Financial Aid Fraud Misreporting & Misrepresentation

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 policies;
- 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 either the current academic year or the remaining years of enrollment.

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 campus dean of COM or the dean of COB. At that time, disciplinary action will be discussed with the student.

### Code of Conduct for Institutional Financial Aid Professionals

The Financial Aid Office is a member of the National Association of Student Financial Aid Administrators (NASFAA). NASFAA developed an ethical set of standards related to a [Financial Aid Code of Conduct](#). As members, KCU adheres to the information listed below.

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

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

Borrowers will not be auto-assigned to any particular lender.

- c. A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution's preferred lender list.
  - d. The University shall not request or accept from any lender any offer of funds for private loans, including funds for an opportunity pool loan, to students in exchange for providing concessions or promises to the lender for a specific number of federal loans made, insured or guaranteed, a specified loan volume or a preferred lender arrangement.
  - e. No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
  - f. The University should not enter into any revenue sharing agreement with a lender. Revenue sharing is any arrangement in which a lender pays a fee or provides other material benefits, including revenue or profit sharing, to the University or its officers, employees, or agents in exchange for recommending the lender or the loan product of the lender.
2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
    - a. No officer or employee of the Financial Aid Office or agent of the University shall accept from a lender, or an affiliate of any lender, any fee, payment or other financial benefit as compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.
    - b. The University shall not assign, through the award packaging or other materials, a first-time borrower's loan to a particular private lender. In addition, the University shall not refuse to certify, or delay the certification of, any loan based on the borrower's selection of a particular lender or guaranty.
    - c. The University shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing, except that a lender may provide professional development training consistent with state governmental ethics statutes, educational counseling materials (as long as the materials identify the lender that assisted in preparing the materials), and staffing services on a short-term, nonrecurring basis during emergencies or disasters. Employees of lenders must be directed to identify themselves as employees of the lender and to never identify themselves as University employees when meeting or speaking with students or parents.
    - d. No officer or employee of the Financial Aid Office (or employee or agent who otherwise has responsibilities with respect to education loans) shall accept from a lender, or an affiliate of any lender, any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or contract to provide services to, or on behalf of, a lender relating to education loans.
  3. Institutional award notifications and/or other institutionally provided materials shall include the following:
    - a. A breakdown of individual components of the institution's Cost of Attendance, designating all potential billable charges.
    - b. Clear identification of each award, indicating type of aid, i.e. gift aid (grant, scholarship), work, or loan.

## Student Financial Aid

- c. Standard terminology and definitions, using NASFAA's glossary of award letter terms.
  - d. Renewal requirements for each award.
4. All required consumer information is displayed in a prominent location on the institutional web site(s) and in any printed materials, easily identified and found, and labeled as "Consumer Information."
  5. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

### **Statement of Ethical Principles**

NASFAA members are required to exemplify the highest level of ethical behavior and demonstrate the highest level of professionalism. We, financial aid professionals, declare our commitment to the following [Statement of Ethical Principles](#).

# Academic Services & Policies

## Student Academic Records

### Office of the Registrar

The Office of the Registrar is committed to providing exemplary service to students, graduates and faculty. The office strives to provide accurate information and efficient service to the constituencies of the University. The office facilitates and coordinates activities in accordance with University policy and federal regulations and also serves as the custodian of student academic records. The Office of the Registrar serves as an information resource for students, graduates, faculty and staff; the office 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 (including Medical Student Performance Evaluations) will be processed by the Office of the Registrar 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 accepted. Active KCU students are encouraged to utilize KCU 360, our network service utility to review enrollment and grades.

The Office of the Registrar makes every effort to respond to requests in a timely manner; requests are typically processed within three to five business days from the time the request was received. 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.

KCU has authorized the [National Student Clearinghouse](#) (NSC) to provide transcript ordering via student authentication through the KCU network. There are multiple delivery options available through NSC, therefore it is recommended that students review transcript and delivery fees prior to requesting a transcript.

Delivery Type	Transcript Cost	Shipping Costs	Total Cost
Secure Electronic PDF	\$10	\$0	\$10
In-Person Pickup	\$20	\$0	\$20
Standard USPS	\$20	\$0	\$20
Certified Mail	\$20	\$6.50	\$26.50
FedEx	\$20	US: \$20 Canada/Mexico: \$25 International: \$55	\$40-75

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. If a transcript is verified as received, via certified mail, but the recipient is unable to locate the transcript, the student is responsible for requesting and paying for another transcript to be sent. 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/her original diploma or requests a duplicate due to a name change must make a request through the Office of the Registrar with supporting legal documentation. The cost for a duplicate diploma is \$125. A new diploma will have the word "duplicate" printed

on it.

### Name and/or Address Change

It is the responsibility of each student to immediately access the Student Forms section of the Registrar intranet page and submit an Address Change form to update any address or telephone number changes. If a name change is required, the student must submit a request, along with legal documentation, to the Office of the Registrar. It is imperative that these records be kept current at all times.

## Confidentiality & Disclosure of Student Records

### [Family Educational Rights and Privacy Act Policy and Notice of Rights](#)

The Family Educational Rights and Privacy Act (FERPA) requires educational institutions to annually notify students, in attendance, of their rights under the act regarding access to their education records and certain protections regarding the privacy of personally identifiable information in those records. KCU diligently applies FERPA protections in addition to a person's right to a general regard for privacy, in the broadest sense possible to protect the information of enrolled students, prospective students, and alumni. This policy is issued in compliance with that requirement.

The following definitions apply to this policy:

**Directory Information:** Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

**Disclosure:** To permit access to or the release, transfer or other communication of personally identifiable information contained in education records by any means to any party except the party identified as the party that provided or created the record.

**Education Records:** Those records, regardless of how the information is recorded, that directly relate to a student and are maintained by this University or by a party acting for this University. However, they do not include:

- Records kept in the sole possession of the maker, that are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- Records of the University's law enforcement unit that are created by it for law enforcement purposes and maintained by it.
- Records relating to an individual who is employed by the University (except if the individual is a student employed as a result of his/her status as a student) that are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee and are not available for any other purpose.
- Records on a student 18 years of age or older made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his/her professional capacity or assisting in a paraprofessional capacity so long as the records are made, maintained or used only in connection with treatment of the student and are disclosed only to individuals providing treatment.
- Records created or received by this University after the student is no longer in attendance and are not directly related to the individual's attendance as a student.

**Personally Identifiable Information:** Includes, but is not limited to:

- The student's name
- Name of parents or other family members
- Address
- A personal identifier
- Other indirect identifiers (e.g., date and place of birth, mother's

maiden name)

- Other information that, alone, or in combination, is linked or linkable to a specific student and would allow a reasonable person who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty
- Information requested by a person who the University reasonably believes knows the identity of the student to whom the education record relates.

### The Right to Review and Inspect

Students have the right to inspect and review their education records within 45 days of the date the University receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, that official shall advise the student of the correct official to whom the request should be addressed.

Please note the following:

- This right does not extend to the financial records, including any information those records contain, of the student's parents. Also, certain restrictions apply to a student's access to confidential letters and confidential statements of recommendation placed in a student's education records. Additionally, certain records may not be accessed by the student because they are excluded from FERPA's definition of "education records."
- If circumstances effectively prevent the student from exercising this right to inspect and review his/her education records, the University will either provide the student a copy of the requested records or make other arrangements for the student to inspect and review them.
- The University will not charge a fee to search for or to retrieve a student's education records but may charge a fee for a copy of those records, unless doing so would in some way effectively prevent the student from exercising this right.

### The Right to Seek an Amendment of the Student's Education Records

A student has the right to seek an amendment to that student's education records if the student believes the record to be inaccurate, misleading or in violation of the student's privacy rights.

Students desiring an amendment to one of their education records should write the University official responsible for maintaining the record; clearly identify the part of the record they want changed; and specify why it is inaccurate, misleading, or in violation of the student's privacy rights. The University will follow its internal processes to review any request for amendment. The University will respond to any such request within a reasonable time after receiving the request. The student requesting the amendment will receive a written response indicating the University's decision in the matter.

The student's right to seek amendment may not be used to challenge grades.

### The Right to a Hearing Regarding the Request for an Amendment

If the University decides not to amend the record as requested by the student, it will notify the student of that decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of this right.

If, as a result of the hearing, the University decides that an amendment is warranted, it will amend the record accordingly and will inform the student of the amendment in writing.

If, as a result of the hearing, the University decides that an amendment is not warranted, it will inform the student of the right to place a statement

in the record commenting on the contested information or stating why he/she disagrees with the decision of the University not to make the amendment, or both. Any such statement placed in the student's education record will be maintained with the contested part of the record for as long as the record is maintained, and it will be disclosed whenever the University discloses the portion of that record to which the statement relates.

### The Right to Prevent Disclosure of That Student's Personally Identifiable Information

Students have the right to prevent the disclosure of personally identifiable information from their education records, except to the extent that FERPA and its implementing regulations authorize disclosures without consent.

Unless authorized by one of the FERPA exceptions, the University must obtain the written consent of a student before disclosing personally identifiable information contained in the student's education records. Where required, a student's consent must specify the records to be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom disclosure may be made. Upon request, a student will be provided with a copy of the records that he/she has consented to being disclosed.

The various circumstances under which FERPA permits the disclosure of a student's personally identifiable information without his/her consent include, but are not limited to, the following:

- Nonconsensual disclosures are permitted to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff). It also includes a person serving on the University's governing board; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks; or a contractor, consultant, volunteer or other party (such as an attorney, auditor or collection agent) to whom the University has outsourced University services or functions that it would otherwise use employees to perform, provided that this outside party is under the direct control of the University with respect to the use and maintenance of education records and is subject to FERPA restrictions governing the use and re-disclosure of personally identifiable information from education records.

Nonconsensual disclosures are also permitted to parents in three situations:

- Disclosure of a student's personally identifiable information to parents is permitted without a student's written consent if the University determines that there is an articulable and significant threat to the health or safety of the student or other individuals.
- Such disclosure is permitted to parents of the student if the parent provides documentation that the student is a dependent pursuant to Section 152 of the Internal Revenue Code of 1986 and notice is given to the student that a parent has requested such information.
- Such disclosure is permitted if the student is under 21 at the time of the disclosure and the University has determined that the student has committed a disciplinary violation of any federal, state or local law, or of any rule or policy of the University governing the use or possession of alcohol or a controlled substance.

### The Right to Opt Out of the Disclosure of Directory Information

Pursuant to FERPA, the University has classified certain personally identifiable information as directory information, which may be released without the student's consent.

This University defines directory information as: the student's name; local and home addresses; telephone number; email address; place and

date of birth; program of study; dates of attendance; enrollment status; participation in officially recognized activities; photograph; degrees, honors, and awards received; and the location, training institution, and medical specialty identified for postdoctoral education. A student ID number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems may also be deemed directory information, but only if that identifier cannot be used to gain access to education records, except when used in conjunction with one or more factors that authenticate the user's identity (e.g., PIN, password). Any such means of authentication must only be known or possessed by the authorized user.

FERPA permits the University to limit the disclosure of directory information to specific parties, for specific purposes, or both. In the exercise of that authority, this University may release all directory information to school officials as defined above. Other releases will be limited to those situations in which the University, in its discretion, believes the release would recognize a student for academic or extracurricular achievement or otherwise advance the student's career interests or when the University believes the release would serve to advance the interests and image of the University. Examples of such releases would be the disclosure of directory information to prospective employers, financial aid and scholarship agencies or to registry, licensure or certification services. Another example would be the release of directory information in connection with University-sanctioned alumni affairs. The University will not release directory information to persons or parties not affiliated with the University when their intent is to use that information for commercial purposes.

Students who wish to opt out of the release of some or all of their directory information must notify the Registrar in writing during the first 10 academic days of each academic term. Upon receipt of such request, the Registrar will designate that portion of the student's directory information as confidential and not to be released outside this University except to individuals, institutions, agencies and organizations otherwise authorized by FERPA.

This University will honor all requests to withhold any of the categories of directory information listed in the written request, but will not assume any responsibility to contact the student for subsequent permission to release that information. Nondisclosure will be enforced until the student subsequently authorizes its release. A student may not, however, opt out of the disclosure of the student's name, identifier or University email address in a class in which the student is enrolled.

Regardless of the effect on the student, this University assumes no liability for honoring the request of the student to restrict the disclosure of directory information.

### **The Right to File a Complaint with the U.S. Department of Education**

Students have the right to file a complaint concerning alleged failures by this University to comply with the requirements of FERPA. Students are encouraged to first allow the University to resolve the matter. Nevertheless, complaints may be sent to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

### **Dispute Resolution Policy**

From time to time, disputes may arise between the student and KCU. Notwithstanding issues involving Title IX, student discipline and grievances are handled utilizing the [Student Disciplinary Committees](#) and [Student Grievances](#) policies. For issues that are not resolved by the grievance procedure or a student disciplinary committee, or for other disputes where University means are not a reasonable option for resolution, KCU will look to binding arbitration for dispute resolution.

Arbitration is a dispute resolution process in which the disputing parties present their case to a third-party intermediary who considers all of the evidence and then makes a decision for the parties. Binding arbitration

simply means that the decision is binding for both parties. Arbitration is a very common approach for resolving various types of disputes, and KCU requires that all students who apply for admission agree to settle any disputes that cannot be resolved via University means (Student Disciplinary Committees or Student Grievance Procedures) use binding arbitration rather than a court system.

### **Binding Arbitration Agreement**

By pursuing enrollment at KCU, the student agrees that any dispute arising from his/her recruitment, enrollment, attendance or education at KCU or any claim, no matter how described, related in any manner, to any act or omission regarding the student's relationship with KCU, that is not resolved by a Grievance Procedure or Student Disciplinary Committee, shall be resolved by binding arbitration under the requirements of the Federal Arbitration Act. The American Arbitration Association (AAA) in Kansas City, Missouri, will conduct the binding arbitration under its commercial rules. All determinations as to the enforceability and effect of this arbitration agreement shall be decided by the arbitrator, and not by a court. Any award issued as a result of the binding arbitration may be entered in any court having jurisdiction.

### **Terms of Arbitration**

Both the student and KCU irrevocably agree that any dispute between them shall be submitted to arbitration. Neither the student nor KCU shall file or maintain any lawsuit in any court against the other, and agree that any suit filed in violation of this agreement shall be dismissed or stayed by the court in favor of an arbitration conducted pursuant to this agreement.

The costs and fees for arbitration will be governed by the American Arbitration Association's Employment Arbitration Rules. If neither party is totally successful in the prosecution or defense of its claims, each party will bear its own costs of arbitration unless the arbitrator determines that a more reasonable and equitable division of costs should be imposed.

The arbitrator's decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based.

Any remedy available from a court under the law shall be available in the arbitration.

### **Procedure for Filing an Arbitration**

Students are strongly encouraged, but not required, to utilize the grievance policy described in this catalog and student handbook ([Student Grievances](#)), prior to filing arbitration.

A student desiring to file arbitration should first contact the KCU president, who will provide the student with a copy of the AAA Commercial Rules. A student desiring to file arbitration should then contact the AAA in Kansas City, Missouri, which will provide the appropriate forms and detailed instructions. The student should return this form to the AAA.

### **Acknowledgment of Waiver of Jury Trial and Availability of AAA Rules**

The student acknowledges that he/she understands that both KCU and the student are irrevocably waiving rights to a trial by jury and are selecting instead to submit any and all claims to the decision of an arbitrator instead of a court. The student understands that the award of the arbitrator will be binding and not merely advisory.

### **Information Technology**

KCU recognizes the abundance of technological resources available. It is essential for individuals to have access to the latest technology and information obtainable in order to effectively and efficiently do their jobs, reach their goals, grow professionally and fulfill their educational requirements. For this reason, through the Information Technology department (IT), KCU provides technological access to individuals. Nevertheless, KCU must respect and observe the rights and privileges of copyright holders, obey the U.S. Copyright Act and other laws pertaining

to educational institutions, and preserve the integrity of its internal network systems.

### Account Guidelines

Accounts are automatically created for all matriculated KCU students, employees, and on an as-needed basis for educational requirements. Accounts will remain in effect until graduation, termination, expiration of the account pursuant to the terms of the special arrangement, or when the provisions of this policy have been violated, as applicable.

- Use of software owned or licensed by KCU constitutes the user's agreement to abide by copyright laws, license agreements, and all other appropriate laws and regulations.
- Only properly licensed software will be considered for installation.
- Only KCU-licensed software may be used on KCU-authorized equipment unless specific written authorization has been obtained from the department head of IT and the user can demonstrate that the software is properly licensed.
- KCU cannot and does not make any guarantee, explicit or implied, regarding the privacy of electronic mail or any other KCU-sponsored applications. Electronic mail is vulnerable to interception, misdirection and rerouting. Highly confidential materials and information subject to HIPAA or FERPA regulations, should be delivered and stored in another manner.

### User Responsibilities

Individuals who use IT resources at KCU are granted such access as a privilege. Everyone is expected to use accounts responsibly within the KCU-approved educational, academic, research and/or administrative guidelines for which such accounts are granted.

- Individuals shall use only the KCU accounts that have been authorized for his/her use.
- Individuals are responsible for any activity conducted on his/her accounts, and should protect his/her accounts by keeping passwords confidential.
- Users are responsible for ensuring that the authorized equipment for which he/she is responsible remains in compliance with this policy.
- Individuals learning of any misuse of KCU equipment or violations of this policy shall notify the IT department in a timely manner.
- The internet facilities provided by KCU are University property. Access to the internet imposes certain responsibilities and obligations. Use of the Internet, including the University's Internet applications, must be ethical and honest with due respect for intellectual property rights, system security, and personal privacy.
- Users are required to review the Nondiscrimination and Anti-Harassment Policy on the intranet. This policy specifically addresses procedures for reporting such incidents and the enforcement of these policies.
- Users must follow KCU's password management policies and all user accounts will be forced to change their passwords periodically throughout the year.

### University Monitoring Rights

KCU reserves the right to:

- Access or monitor (without notice) any use of the KCU network and University-owned applications including, but not limited to, internet access, email use, learning management system access and use, storage of electronic, magnetic, and other files and information, etc. Use of any KCU-sponsored applications constitutes consent to such access and monitoring.
- Request and obtain proof of proper licensing from any user of any software applications found on KCU authorized equipment.
- Inspect the drive space of all account holders, any and all other

authorized equipment, and any equipment on KCU premises, which is of a type and general character so as to be likely to be subject to these policies, including, but not limited to, the hardware itself and email messages stored thereon, and areas of KCU's network and KCU-sponsored applications.

- Monitor and read email messages and discussion boards. All electronic mail accounts and content of the discussion boards are the property of KCU.
- Periodically audit all authorized equipment for software and other materials that may violate this policy.

### Prohibited Activities

Be aware that KCU's status as an academic institution does not exempt it, its employees, faculty, agents, or its students from laws regarding the use and exploitation of intellectual property. Academic institutions have been and will be held liable for any unauthorized uses of proprietary material. If a particular activity is prohibited by this policy, then it has been determined by KCU that such activity is either unlawful or exposes KCU to unacceptable potential loss or liability.

Users are strictly prohibited from performing, alone or in conjunction with, any of the following activities. These include, but are not limited to, the following:

- Sharing of passwords or logins.
- Allowing friends, family, co-workers, or others to use KCU accounts, either locally or through dial-in or internet connections.
- Copying software without the proper authorization.
- Stealing hardware, software (including unauthorized reproduction), supplies or other property.
- Installing software (including but not limited to games, shareware, freeware, careware, etc.) on any KCU computer hard drive or network drive without proper authorization from the IT department.
- Without proper authorization, attempting to:
  - Access, copy or destroy programs or files that belong to other users or KCU;
  - Disable or overload any computer system or network;
  - Circumvent any system or procedure intended to protect the privacy or security of any person, network, information, data, program or system; or
  - Place or use, regardless of the means, on KCU property or in accounts on any KCU equipment so-called "hacker" files or other computer programs or devices whose principal function is to defeat security or copy protection mechanisms.
- Modifying or altering KCU computing equipment:
  - Changing computer settings;
  - Introducing viruses, worms, Trojan horses, trap-door programs, or other intentionally destructive or disabling codes into any system running on any KCU equipment (this includes the internet); or
  - Making any changes without written permission from the IT department.
- Attempting to undermine network security, to impair functionality of the network, or to bypass restrictions including, but not limited to, security restrictions set by IT or KCU.
- Assisting others in violating, or negligently allowing others to violate rules.
- Copying or uploading to, or copying or downloading from, authorized equipment copyrighted materials by account holders or other KCU personnel other than specifically authorized members of IT.
- Displaying, storing and/or using the internet to view, access, upload, download, store, transmit, create, or otherwise manipulate illegal or unlicensed software, copyrighted material (in the absence



of the authorization of the copyright holder), pornographic material, media files (e.g., music, video, etc.) or other unauthorized and/or non-course designated sexually explicit materials on any authorized equipment. In addition, such material may not be archived, stored, distributed, edited or recorded using authorized equipment.

- Sending or forwarding messages with sexual, racial, discrimination or harassing content, including any offensive or unlawful remarks, jokes, slurs and obscenities.
- Sending or forwarding electronic chain letters.
- Using email or internet services, including internet applications, for personal financial gain, business or commercial enterprises, personal use during scheduled working hours (including “surfing the net”), or illegal activities (including use of KCU’s email address or any part of a KCU domain name to solicit or receive solicited commercial-related or illegal communications).
- Using libelous or hateful material.
- Downloading from the internet any program, plug-in, or other binary file to any authorized equipment without the prior consent of the head of the IT department (such downloads include, but are not limited to, files with the extension .exe, .bat or .com).

### Discipline

Unauthorized or fraudulent use of the University’s computing resources is a serious violation of University regulations and may be against the law. Failure to comply with the stated provisions and applicable local, state and federal laws may result in disciplinary action and/or civil penalties (including damages, criminal fines and/or imprisonment). Information derived from system monitoring and/or contained in electronic message or files may be used as a basis for administrative, disciplinary or criminal proceedings.

- Individuals who do not comply with the provisions outlined in this policy may have all user privileges suspended, restricted or terminated. In addition, users may be subject to further disciplinary action, which may result in suspension, expulsion or termination from KCU.
- Any account holder who knowingly or negligently allows a third party to use his/her accounts to do anything otherwise prohibited by this policy shall be disciplined as if the account holder was the responsible party.
- In addition to any action which KCU may take against the account holder, KCU reserves the right to pursue any and all claims (equitable, legal and criminal) against and remedies to which KCU may be entitled to from the account holder and/or the actual third-party offender.
- If any unlicensed copyrighted materials or other items in violation of this policy are found on KCU premises or installed on any such equipment, the offending materials will immediately be removed and destroyed without warning. Unauthorized equipment may be impounded and held pending disciplinary action against the responsible individual.
- KCU may report to the appropriate law enforcement agencies any actions by account holders that are believed to be against the law.

### Amendments

Policies are subject to review and revision as deemed necessary. Please contact the Helpdesk at [helpdesk@kcumb.edu](mailto:helpdesk@kcumb.edu) to receive the most current version of this policy.

### Communications

All KCU students are required to check their KCU email regularly. KCU will officially communicate with and notify students of important and official communications via their KCU email address. KCU may also communicate officially through standard mail via the U.S. Postal Service (USPS). It is the responsibility of the student to update and keep current

their preferred mailing address by submitting an Address Change form via the Student Forms section of the Registrar intranet page.

### Bulletin Boards

Bulletin boards are located in designated campus buildings and are available for individual and group use to promote and inform students of opportunities and activities both on and off campus. Student Services has the right to remove any item(s) posted without approval. All postings should be dated to reflect the time of posting. Students are prohibited from affixing posters, flyers or informational materials to walls, restroom stalls, elevators, etc.

### KCU Intranet Site

The intranet is a private, internal website for KCU students, faculty and staff. The intranet provides students with information regarding KCU administrative departments, links to Student Services resources, a calendar of events, online approval forms for campus activities, a campus directory, important announcements, building hours, cafeteria menu and a helpful resource center. Students should check the intranet on a daily basis.

### KCU Website

The goal of the KCU website is to inform the general public about the University and to provide its constituents with valuable resources and information. The KCU website serves as the portal for many other applications, such as the KCU email system, Blackboard, PowerCampus Self-Service, KCU 360 Student Portfolio, NetPartner, etc.

### Blackboard Online Education

Blackboard is the online, distance education software package that KCU uses to provide supplemental instruction to students. Blackboard is an integral part of the multimedia learning process. All KCU students are required to check Blackboard for all class and schedule information. Many student-specific resources provided by Student Services and Clinical Education are available on Blackboard, in addition to the intranet.

### Email

All KCU email accounts are the property of KCU and may be subject to review at any time. KCU email should never be considered private or confidential. Email is one of the official means of communication by KCU to its students, and students are required to check their email daily for any official communications. Students must clean up their mailboxes regularly to receive official communication from the University and its representatives. The failure of a student to check his/her email or to receive email because of a full mailbox will not excuse the student from fulfilling their responsibilities or responding to communications.

### Photo/Video Release

All registered students consent to allow KCU to take, record, reproduce, digitally modify for enhancement and refinement, or use photographs, voice, video or video still, digital audio, quotes, public displays, public performances, or otherwise of a student’s likeness associated with KCU and its activities for the purposes related to marketing, social media or promotion of KCU including its classes, activities or other events without limitation. Students who do not wish to have their image used should contact the Office of the Registrar and request a FERPA hold to be placed on their student information/data. Once the proper forms have been signed by the student, Student Services will notify University Relations of the hold and will block any identified student images from being published.

### Academic Affairs Discretion

The following have the authority to assign students for both basic and advanced study:

- Deans of COM (Kansas City and Joplin)

- Dean of COB
- Vice Dean of COM
- Vice Provost for Enrollment and Student Services
- Student Support Committee (SSC)
- Student Progress Committees (SPC)

### Publications & Media Relations

The printing or distribution of any publication, or the use of the University name, logo or seal by students, must meet KCU identity standards and have prior approval from Student Services.

Students are required to refer media inquiries to University Relations, thereby ensuring that timely and accurate information, delivered in a professionally accepted format, will reach the local and national media to help KCU communicate with its various constituencies.

Regularly scheduled KCU publications include the *KCU Magazine* and the *University Catalog & Student Handbook*.

### Solicitation, Vending & Petitions

Solicitations on campus are prohibited. University-endorsed organizations must complete a fundraising event approval form with Student Services before selling anything on or off campus. 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 KCU who wishes to make a presentation, sell products or distribute information must submit a request in writing to the vice provost (Kansas City campus) or assistant vice provost of Student Services (Joplin campus). This policy includes the distribution of information, posting information on bulletin boards and any use of the facilities. Students are prohibited from soliciting on behalf of vendors using the University email system. All petitions and questionnaires (with the exception of those distributed by KCU departments) being distributed to students must be approved by Student Services.

### Academic & Physical Accommodations

KCU provides reasonable and appropriate accommodations for students with documented disabilities. The intent of this policy is to provide each student with the opportunity to excel academically, while creating an environment conducive to learning. KCU is committed to equal access to programs, services and activities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and any other state and/or federal applicable laws. KCU promotes an environment of respect and support for individuals with disabilities and will make reasonable accommodations for such individuals pursuant to applicable law.

Students or potential students with disabilities as defined by applicable law have the right to request reasonable accommodations from KCU. Persons requesting accommodations will need to provide appropriate, detailed documentation of both:

- A disability, which is a physical and/or mental impairment that substantially limits one or more major life activities.
- A need for accommodation, by virtue of the specific functional limitations of the disability, to have equal access to educational opportunities.

KCU will provide reasonable accommodation(s) for any documented disability that is certified as meeting eligibility requirements.

Information concerning eligibility for accommodations, required documentation, the application process for accommodations, temporary disabilities, and grievance procedures is set forth in KCU's Disability Services Policies and Guidelines available in the Office of the Vice Provost for Enrollment and Student Services and is also available on the University's website.

In addition, KCU has designated its vice provost for Enrollment and

Student Services as the disability services coordinator (504 coordinator) in order to coordinate KCU's compliance with Section 504 and the ADAAA for both KCU campuses in Kansas City and Joplin. Requests for information concerning services and activities accessible to and usable by persons with disabilities should be directed to the disability services coordinator:

**Richard P. Winslow, PhD, Vice Provost for Enrollment and Student Services**

Administration Building, Office 227

816.654.7512

[rwinslow@kcumb.edu](mailto:rwinslow@kcumb.edu)

KCU has designated its facilities manager as the deputy disability services coordinator for Facilities Access to assist the disability services coordinator in coordinating KCU's compliance with Section 504 and the ADAAA as it pertains to physical access to campus, buildings, and other facilities. Requests for information concerning physical access to campus, buildings, and other facilities should be directed to the deputy disability services coordinator for facilities access.

**Facilities Manager - Kansas City and Joplin**

Anna Graether

Administration Building, Office 122

816.654.7122

[agraether@kcumb.edu](mailto:agraether@kcumb.edu)

In setting forth this policy, however, it is important to note that some professions for which the University may offer programs may have certain cognitive, sensory, affective and/or psychomotor functional requirements that are essential functional requirements for the profession. Thus, individuals must be able to meet those functional requirements, with or without reasonable accommodation, in order to participate in the University's programs. For information on such functional abilities essential to professions for which the University offers programs, individuals should consult with:

**Richard P. Winslow, PhD, Vice Provost for Enrollment and Student Services**

Administration Building, Office 227

816.654.7512

[rwinslow@kcumb.edu](mailto:rwinslow@kcumb.edu)

All applicants receiving supplementary application materials for admission will be asked to certify, via the Technical Standards Certification Form, that they have reviewed the University's Minimum Technical Standards printed in this catalog. If the student is accepted to the program, the student will be required to complete a Post-Admissions Questionnaire requesting information regarding mental and/or physical limitations that may require accommodations while attending the University. Students bear the responsibility for full disclosure of a disability and the request for reasonable accommodations.

Requests for accommodations are made by the student according to the procedures outlined below. Applications may be submitted during any time of the academic year. Should a student apply for and be granted accommodations during a course, the accommodations only apply to exams, quizzes, etc. moving forward in the future. If an accommodation is granted during the first academic year, a renewal application must be submitted the following year if the applicant wants a continuation of the granted accommodations. Requests for special accommodations do not signify privilege until official notice is received.

All requests for special accommodations due to a physical, psychological, or learning disability must contain appropriate documentation and be directed to the disability services coordinator for a decision.

### Applicability

All matriculated students with documented physical and/or psychological disabilities may be eligible for accommodations.

## The Student's Responsibilities

The student must submit a completed application and have all required documentation forwarded to the disability services coordinator. The application form includes the following information:

- Name, student ID number, address and telephone number.
- Diagnosis of the disability and the earliest date that the disability was professionally diagnosed.
- Supporting documentation must be forwarded, 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.
- An application is incomplete if it does not contain documentation dated within 24 months of submission of application. The student may submit to the disability services coordinator a request for waiver of the 24-month requirement if such documentation is not medically necessary.
- It is the responsibility of the student to have an evaluation and tests administered and interpreted. The disability services coordinator can refer the student to a local physician. Any charges for having documentation forwarded are the student's responsibility.
- A personal description of how the disability affects major life activities.
- Define the accommodation(s) that is(are) requested.
- The applicant must indicate whether accommodations were granted in all previous educational environments; if accommodations were given, the applicant must provide:
  - Name of institution(s)
  - Name of person(s) and respective department(s) who granted accommodations
  - Subject area(s) for which accommodations were granted
  - Specific description of accommodations received.
- Signature of student.
- Date the application is submitted.

## The Disability Services Coordinator's Responsibilities

The disability services coordinator reviews the completed application and all documentation and follows these steps:

- Investigates whether the disability is ADA-protected;
- Determines if the student is otherwise qualified for the program;
- Assesses the reasonableness of the request;
- Assesses the risk of the student harming self and others.
- Reserves the right to request additional documentation.
- May consult with any necessary health care providers.
- May require that the student meet with any University-selected health care provider.
- Responsible for approval of all requests.
- Notifies the student applicant, by letter, of the decision. A copy of the letter will also be placed in the student's file in the Office of the Registrar/Vice Provost.

## Appeals Process

The student may file a written appeal to the vice provost for Enrollment and Student Services and the campus dean of COM or dean of COB within 10 business days of receipt of the vice provost's letter. It is the student's responsibility to file a complete and accurate appeal before the deadline. Failure to file a timely appeal immediately terminates the appeal process. Appeals must be written by the student, typewritten, neat and in good order. The student should limit his/her discussions about preparing

his/her appeal to the vice provost for Enrollment and Student Services and the campus dean of COM or dean of COB.

The written appeal must be submitted to the vice provost for Enrollment and Student Services who will forward the appeal on to the appropriate dean. The dean will review this document and may choose to meet with the student. In that case, the student must present his/her appeal in person.

The University recognizes that the disability accommodation process under this policy may take time. As a result, it is important that an individual requesting accommodation provide promptly all information required under this policy.

In some cases, however, the process cannot be completed before an accommodation must be implemented. As a result, on a case-by-case basis and when reasonable, a temporary accommodation may be implemented pending completion of the disability accommodation process under this policy. Such a temporary accommodation is implemented solely based on the need for additional time to complete the disability accommodation process, and shall be in place only until the disability accommodation process is completed. The provision of a temporary accommodation should not be construed in any way as a reflection of eligibility for accommodation or a determination as to the reasonableness of the accommodation provided. The provision of a temporary accommodation does not in any way change the requirements of this policy, nor is a student relieved of meeting those requirements.

Each individual requesting and/or receiving a reasonable accommodation under this policy is encouraged to maintain close contact with the disability services coordinator and his/her instructors. Additionally, the individual is encouraged to provide feedback as to the effectiveness of accommodations provided.

Any individual who has concerns about accommodations provided or not provided or who wishes to submit a complaint about discrimination or harassment based on disability should contact the campus dean of COM or dean of COB. The University endeavors to provide prompt and equitable resolution to student concerns.

## Registration

Unlike traditional undergraduate and graduate institutions where students individually register for courses, KCU engages in block registration for each student cohort. The student's respective department sends enrollment information to the Office of the Registrar every term. Students are responsible for reviewing their enrollment on KCU 360 prior to each semester to ensure they are enrolled correctly.

The last day to add a class is seven business days after the published first day of classes in the Academic Calendar. The first day of classes varies by program. This policy does not apply to clerkships.

Students are required to report on the orientation or registration date as specified in the [Academic Calendar](#). First-year COM students who fail to appear within the first hour of orientation risk losing their seat unless other arrangements have been made.

Third- and fourth-year COM students must complete registration materials, including financial aid arrangements, by July 1, prior to participating in clerkships. Third- and fourth-year COM students are not required to be physically present on campus for registration.

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.

## Semester Credit Definition

KCU awards semester credit based on an amount of work represented in intended learning outcomes and verified by evidence of student achievement. The institutionally established equivalency approximates to no less than 750 minutes (12.5 clock hours) of formalized instruction and

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, 37.5 clock hours, for each semester credit awarded.

KCU recognizes that formalized instruction may take place in a variety of delivery methods and variable lengths of time within the semester calendar definition. KCU utilizes the following semester credit calculations based on delivery method and the expectation that the minimum amount of formalized instruction, independent learning, and intended outcomes are being accomplished:

**Lecture:** 12.5 clock hours of formalized instruction (plus 25 clock hours of student out-of-class independent learning) equals one 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) equals one 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 equals one semester credit.

### Guidelines

Student learning outcome equivalents 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).
- Time required of course/section faculty and students to participate in online conference activities.

## Attendance Policy & Absences

Attendance at all scheduled KCU classes, laboratories, and clerkships is expected and in many cases required. As professionals, students are expected to adhere to this attendance policy with diligence. Any student having excessive absences from class, laboratories or clerkships may be in violation of the Code of Professional Conduct and face disciplinary action. (See [Student Discipline Procedures](#)).

A faculty member or administrator may take attendance at any time deemed appropriate or when requested by the campus dean of COM or the dean of COB. Attendance will be taken on specific dates and reported to the Office of the Registrar. These specific dates include the following:

- The first day of a class, course, or clerkship each semester
- The first meeting day of each COM course

Please review the program's attendance policy for additional information:

- [Attendance Policy - COM, DO](#)
- [Attendance Policy - COB, PsyD](#)
- [Attendance Policy - COB, Biosciences](#)

### Approved Religious Holidays

KCU makes every effort to honor specific religious holy days throughout the academic year. The University will do everything it can to honor students' wishes to celebrate recognized holy days. This includes making an effort to not schedule exams on specific dates. Should a student wish to be excused from classroom, lab, or exam activities on a specific holy day, he/she will need to follow the excused absence request policy for the appropriate program.

The following are recognized by KCU as acknowledged holy days. Students may request to be excused from class activities for the following

only:

- Eid al Adha (Islam)
- Rosh Hashanah (Judaism)
- Yom Kippur (Judaism)
- Diwali (Hindu, Jain, Sikh)
- Hanukkah (Judaism)
- Christmas (Christianity)
- Easter (Christianity)
- Eid al Fitr (Islam)

### Student Absence Due to Observation of Religious Holy Days

A student may be excused from attending classes or other activities, including examinations, for an observance of an approved religious holy day, including travel for that purpose. This policy applies to all students in the Biosciences and PsyD programs, as well as OMS-I and OMS-II students. Students rotating in their third and fourth years of the DO program are subject to the holiday schedules of the site(s) at which they are rotating.

A student requesting an excused absence for this reason must complete the following process:

1. The student should review the University's list of approved religious holidays in advance of making an excused absence request.
2. If the holiday is an approved holiday by the University, the student should then notify the Office of Assessment, as early in the academic year as possible, of their need to have an excused absence for said holiday.
3. The student must email their excused absence request, via Blackboard, to the "Excused Absences" link.
4. If the request is denied, the student is notified, in writing, of the decision.
5. If the Office of Assessment approves the excused absence request, the Course Director will be notified of the student's absence and an email will be sent to the student related to additional details which require follow-up.
6. An excused student may not be penalized for the absence and must be allowed to take an examination or complete an assignment from which the student is excused within a reasonable period after the absence. The faculty member may take appropriate action if a student fails to satisfactorily complete an assignment or examination within the stated period of time.

## Student Withdrawal from the University

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

The checkout procedure is as follows:

- If the student is withdrawing, he/she must present the campus dean of COM or dean of COB with a letter of withdrawal.
- Before leaving campus, the student must secure a checkout form from Student Services and undergo an exit interview.

The exit interview will occur with members of the Student Services team. For the convenience of the student, this will be handled in a single office in order to expedite the process. The completed checkout form will be submitted to the Office of the Registrar by University staff.

Once the student completes all obligations, including payment of all outstanding balances, the Office of the Registrar will release student records upon receiving signed consent.

## Student Unofficial Withdrawal from the University

In some cases, students may begin KCU coursework but stop attending all courses during the term. KCU's Financial Aid Office and the Office of the Registrar will review students at the end of each academic term to determine if the student unofficially withdrew from the University. A student receiving all grades of fail (F), withdrawal (W) or administrative withdrawal (AW) in any combination may be subject to the Return of Title IV funds calculation (R2T4) if it is determined that the student unofficially withdrew.

The offices of Financial Aid and Enrollment Services will contact and request from course instructors confirmation of when the student ceased attending his/her courses through graded class assignments, documented group project work or other documentation from the instructor. If and/or when instructors provide confirmation of the last date of attendance or coursework completed, the date provided will be used to calculate the R2T4 and federal funds to return.

If a last date of attendance cannot be confirmed, the half-way point of the semester may be used and 50 percent of the aid used to pay direct educational costs (tuition and fees) must be returned to the U.S. Department of Education on the student's behalf. The Financial Aid Office will use the policy for the [Return of Title IV Aid](#) in order to return the funds.

## Conferral of Degrees

Degrees are conferred upon completion of the degree requirements and approval of University faculty and administration. Diplomas are ordered after conferral for graduation in May and the subsequent conferral in June. Diplomas will be ordered in December for any degrees conferred after the June conferral date. For any degrees conferred after December, diplomas will be ordered in May.

## Dismissal from the University

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

## Exceptions to Academic Policy

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

## Leaves of Absence

A leave of absence (LOA) 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 maximum length granted for an LOA is 12 months. Should a student wish to take a leave longer than one year, they must appeal to the vice provost for Enrollment and Student Services. These requests for

extensions beyond 12 months are only granted in situations where there is a compelling, legitimate reason why the student should need additional time away. Should a student be on leave for more than 12 months, KCU reserves the right to require them to retake coursework to ensure that his/her basic science or clinical knowledge and skills are at an acceptably safe level.

The campus dean of COM (Kansas City or Joplin), vice provost for Enrollment and Student Services or dean of COB may grant an LOA 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 LOA must have a licensed physician, approved by the campus dean of COM or dean of COB, 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 an LOA with conditions may be required to meet with a student services staff member before reinstatement.

Students granted a financial LOA must, prior to returning to the University, prove to the Finance office of the University that they have the financial capability to advance in their education.

Students seeking an academic LOA 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 LOAs should be requested in writing - the LOA Request Form is available on the intranet - to the vice provost for Enrollment and Student Services, the campus dean of COM, or the dean of COB, who are responsible for approving or denying requests for LOAs. If unforeseen circumstances prevent a student from providing a prior written request, the request may be granted for the LOA by exception.

Students granted an LOA must follow the checkout process detailed in this catalog and handbook. OMS-I, OMS-II and COB students on an LOA of more than 30 days will be withdrawn from their program and must repeat the semester or year with the next cohort of students. Students placed on any LOA over 30 days will be considered withdrawn from coursework and will be reported to the U.S. Department of Education through the National Student Loan Data System (NSLDS) as withdrawn. LOAs have a significant impact on a student's federal financial aid status. Please contact the Financial Aid Office about the implications related to your LOA.

Following an LOA, a student must request reinstatement in writing to the vice provost for Enrollment and Student Services, the campus dean of COM or the dean of COB.

# Student Services & Campus Life

## Orientation

Students are required to attend all orientation activities. The orientation process is designed to provide a detailed overview of University expectations, policies, procedures and helpful advice that can assure success in each academic program. Orientation is also a time for each individual student to get to know their classmates and learn about the history, traditions and rites of passage associated with each academic program.

## International Student Services

### F-1 Status

A student's status is defined by the nonresident category officially granted by an immigration official. Students in an F-1 status are in the U.S. legally and have benefits and restrictions specified in the immigration regulations for the F-1 visa category.

### Period of authorized stay

F-1 status covers the period when a person is a registered, full-time student maintaining good academic standing and making progress toward his/her degree, as well as an optional period of practical training following completion of studies. The length of authorized stay is not related to the visa expiration date.

### Documents

Federal law requires students to carry registration documents at all times, including I-20 and passport with I-94 card attached or F-1 admission stamp (depending on what was received upon entry). For day-to-day purposes, students should maintain these documents in a secure location and should carry photocopies with them. However, when traveling outside the Kansas City or Joplin area, students should carry the original documents. When traveling by air, train, bus or ship, students may be required to produce these documents before boarding. Students should maintain photocopies of all documents in a separate location in the event documents are lost or stolen.

### Passport

The passport must be valid at all times. A copy of the student's passport should be placed on file in the Office of the Registrar. Students should report a lost or stolen passport to the police as a police report may be required by the country of origin prior to issuing a new passport. Students may contact their country's consulate in the U.S. in order to renew or replace their passport.

### Visa

The visa is a stamp placed in the passport by the U.S. consular officer. The visa permits a student to apply for admission into the U.S. as an F-1 student. The visa need not remain valid while a student is studying in the U.S. Canadian citizens are not required to have a visa. Visas can only be obtained outside of the U.S. at a U.S. consulate.

If the visa expires and the student leaves the U.S., the student must obtain a new F-1 visa before returning. Exceptions to this rule exist for short trips to Canada, Mexico, and the Caribbean islands.

### I-20 Certificate of Eligibility

Issued by KCU, the Form I-20 Certificate of Eligibility for Nonimmigrant Student Status (I-20) allows students to apply for an F-1 visa, enter and reenter the U.S. in F-1 status, and prove eligibility for various F-1 benefits.

The I-20 indicates the institution, program of study, and dates of eligibility. The I-20 must remain valid at all times. If an extension of the dates of eligibility is necessary, a student must request it prior to the expiration of the current I-20. A student is in violation of F-1 status if his/her I-20 expires prior to completing the academic program.

The I-20 is a printout from the Student Exchange Visitor Information System (SEVIS) record. SEVIS is the web-based system that the U.S. Department of Homeland Security (DHS) uses to maintain information on Student and Exchange Visitor Program (SEVP)-certified schools, F-1 students who come to the United States to attend those schools, U.S. Department of State-designated Exchange Visitor Program sponsors. Information is transmitted electronically throughout an F-1 student's academic career in the United States. Each student has a unique SEVIS ID number, which is printed on the I-20.

### I-94 Arrival & Departure Record

For most travelers arriving by air or sea, a paper I-94 card will not be issued. Instead, the Customs and Border Protection (CBP) official will issue an admission stamp in the passport. Travelers at land borders will receive paper I-94 cards.

The admission stamp or I-94 card records the date and place the student entered the U.S., immigration status, and authorized period of stay. Students may obtain a printout of the I-94 record on the CBP website.

### Maintaining Legal F-1 Status

F-1 regulations are complicated, confusing to understand, and occasionally change. The tips listed below are a brief summary of the key points to remember for maintaining legal F-1 student status. For more specific details or clarification, visit the DHS website for international students studying in the U.S.

- Keep passport valid – more than 6 months from its expiration date.
- Always carry a copy of the passport or a printout of the I-94 documentation from [www.cbp.gov/I94](http://www.cbp.gov/I94).
- Complete a full course of study each semester unless granted prior permission from a Designated School Official (DSO) to be less than full time.
- Get DSO approval if taking classes concurrently at another university/college or online as part of full-time requirements.
- Request extension prior to current I-20 expiration if not finished with program.
- Inform DSO if planning to transfer to another school at same or different program level.
- Do not work off campus without prior authorization.
- Do not work on campus more than 20 hours per week while school is in session.
- Report a change of name in passport to KCU registrar within 10 days.
- Report change of U.S. address to DSO within 10 days.
- Have a DSO sign the I-20 before traveling outside U.S. if planning to return to continue the program.

### SEVP & SEVIS

SEVP is a federally mandated program that began in 2003. The purpose of this program is to track all visitors to the U.S. in F, M, or J status. The internet-based automated system that was designed to accomplish this purpose is known as SEVIS. This system electronically monitors biographical and program information on all individuals, including dependents, who are in any of these three status classifications. Some of the information maintained in this data system includes name; date and country of birth; permanent, foreign and local addresses; program of study; enrollment history; dates of entry and exit from the U.S.; and employment authorizations.

KCU updates information about all F-1 students in SEVIS every semester. It is very important that students understand their responsibilities regarding their status so that they avoid any violations.

### Maintain a Valid I-20

Many kinds of updates must be reported to DHS through SEVIS. These updates also require a new I-20 to be generated. Students must notify

a DSO of the following changes and request an updated I-20. Students should continue to maintain old/outdated I-20s for their permanent record, even after graduation. Do not discard any I-20, even from previous schools. It is the student's responsibility to keep I-20s in case they are needed for future immigration benefit applications.

### Program Extension

If a student is unable to complete his/her course of study before the completion date noted on the I-20, an I-20 extension must be requested. Requests should be made well in advance of the current I-20 expiry date.

### Changing Schools

If considering transferring to another school, contact a DSO for more information.

### Change of Program Level

If a student completes a master's program at the KCU and is accepted into a doctoral program, the I-20 must be updated.

### Change of Funding

If there is a substantial change in the source or amount of funding, report this change to a DSO.

### Name Change

The name on the I-20 should match the name on the passport. If a student changes any part of his/her legal name—first/given name, middle name, or last/family name—on the passport, this change should be reflected on the I-20. Note: that SEVIS is a separate database from KCU. Changes to a student's KCU account do not indicate that a change to SEVIS has been made.

### Travel

Immigration law requires that the alien registration be in a student's possession at all times as evidence of legal entry and presence. (The alien registration is the entry stamp on the passport, or the printout of the I-94.) However, it is highly recommended that when traveling anywhere within the U.S. that students carry all of their immigration documents with them. Students may encounter immigration checkpoints when traveling near any U.S. land or sea border. Some states have also passed laws that allow local law enforcement agencies to verify immigration status of individuals stopped for other reasons.

### Returning to the U.S. After a Temporary Absence

At the port-of-entry the student must present:

- An unexpired I-20 with a valid travel signature
- Valid F-1 visa
- Passport
- Evidence of finances
- Copy of transcript and current course schedule
- SEVIS I-901 Fee Receipt

If returning from Canada, Mexico or adjacent islands (except Cuba) after a visit of less than 30 days solely in those countries, the visa need not be valid; however, the student will be required to show the previously issued I-94 in addition to the other documents listed above.

Students outside the U.S. for more than one quarter and those on Optional Practical Training (OPT) may have additional requirements.

### Change of Address

Students must notify a DSO of an address change immediately and the change must be reported to DHS within 10 days. It is recommended that students update their local addresses by completing a Change of Address form, available on the Registrar page of the KCU intranet. The local address reported to DHS must be a physical address; P. O. box addresses are not acceptable. Students may update a permanent foreign address via the Change of Address form as well. The permanent foreign address must be a non-U.S. address.

### Visa Expiration

The expiration date of a visa has no bearing on how long a student may stay in the U.S. Since the visa is an entry document, a visa must only be valid at the time of entry. If a student's visa expires while he/she is in the U.S., a new visa is only necessary if planning to exit/reenter the U.S.. The length of visa validity varies depending upon the visa classification and the diplomatic relationship between the U.S. and the home country. Similarly, visas may be valid for a single entry or for multiple entries.

Once a person is admitted into the U.S., the validity of the visa has no bearing upon that person's legal presence.

### Loss of F-1 Status

An F-1 student who does not follow the guidelines for maintaining status can lose his/her legal ability to remain in the United States as a full-time student. Violations of status include:

- Unauthorized drop below full-course load
- Failure to timely file for a program extension
- Accepting off-campus work without prior authorization

### Optional Practical Training (OPT) & Residency

F-1 students may be authorized up to a total of 12 months of full-time practical training, which is a privilege provided by the U.S. government so students can gain practical experience in their field of study. OPT is a temporary employment authorization, and in order to apply for this kind of employment authorization, the student must receive a recommendation from the DSO, then file an Application for Employment Authorization with the USCIS. Once the USCIS approves employment, they will send the student an Employment Authorization Document (EAD).

An application for standard post-completion OPT consists of four steps:

1. The student makes a request for OPT via KCU email to the DSO. The email must contain:
  - a. Recommendation date requested. The recommendation date cannot exceed 90 days prior to graduation.
  - b. Residency start date, which should include any required attendance program orientation.
  - c. Name and location of program, if known at the time of request.
2. After determining eligibility, the DSO updates SEVIS with an OPT recommendation.
3. The DSO prepares a Form I-20 with the OPT recommendation signs and dates the updated Form I-20 indicating that OPT has been recommended.
4. The student files a Form I-765 (with fee, signed Form I-20 with OPT recommendation, and any other supporting documents) with USCIS, within OPT filing deadlines.

### OPT Eligibility

A student is eligible for OPT if:

- The student has been a full-time student for one academic year at KCU.
- The student is not studying English as a Second Language.
- The student's proposed employment relates to the student's major area of study.
- The student has not used all of the practical training available at the current level of study.

### Reporting Requirements while on OPT

While on OPT, a student is required to report the following to their DSO:

- Change in legal name.
- Change in address while on OPT.
- Changes in employment or interruption of employment.

## Academic Support & Mentoring Services

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

### Learning Enhancement Programming

The University offers academic support including workshops, tutoring, board exam prep and remediation, course reviews, and one-on-one academic counseling. Learning specialists are available. It is suggested that students seek this support at the first sign of concern about academic performance abilities. The Office of Learning Enhancement is located on the third floor of Leonard Smith Hall (Kansas City) and in the Student Services wing (Joplin).

### Tutoring Program

The tutoring program provides limited supplemental instruction at no cost to students. Qualified students are selected to provide both large- and small-group tutoring for graduate and medical students throughout the academic year. All KCU students are encouraged to receive tutoring.

## COM Student Support Committee

The COM Student Support Committee (COM-SSC) is a committee made up of University faculty and staff charged with being the primary team for proactively identifying at-risk students and developing the interventions in order to assist students who are struggling. The COM-SSC committee will review a student's academic record as part of their charge. In addition, the committee will review all qualitative and/or quantitative data and information about the student's co-curricular experience, as well as any information that is available about any personal extenuating circumstances impacting the student's academic success. As a part of this comprehensive review, the COM-SSC will make recommendations and in some cases will mandate specific actions designed to bring to bear all University resources to help the student improve their academic standing. The COM-SSC has broad authority to review students' records, decide how best the University can assist the student academically, and can recommend a broad number of resources designed to support the student intellectually, emotionally and professionally. COM-SSC is not a disciplinary committee.

COM-SSC's meetings are not public and the committee follows all privacy guidelines in accordance with FERPA as a part of the processes and procedures.

## Counseling & Support Services

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

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Smith Hall 320

816.654.7219

[jdugan@kcumb.edu](mailto:jdugan@kcumb.edu)

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The licensed psychologists provide immediate support for students on-campus through psychotherapy, proactive support programs to assist with the extra stresses associated with medical school and graduate study. They provide additional information and support through the University's orientation program. They can also assist students who are dealing with any kind of substance abuse or addiction issue. KCU-Kansas City Counseling Services are located in Smith Hall. KCU-Joplin Counseling Services are located on the first floor in the Student Services wing.

For students wishing to be seen by a therapist or psychiatrist off-campus, the University partners with New Directions, a free and confidential counseling service available to all students and their families. This program offers a limited number of financial, legal or emotional counseling services. Students interested in this University-paid service may contact Student Services for information or New Directions directly at <https://www.ndbh.com> or 913.982.8398. All counseling referrals and sessions are confidential and are not recorded in the student's file.

## Career Services

KCU provides both COB and COM students with a comprehensive Office of Career Services. For students wishing to move from the master's degree level to a professional school or to enter the workforce, Career Services is available to students for resume review and preparation, connections with local biosciences-related companies, and job placement strategies. In addition, for students seeking a career in medicine, research, and psychology, Career Services provides a wide variety of online resources for students that can assist with background on professional schools and their application processes, specialty selection, and interviewing skill development. For more information, students are encouraged to contact Career Services.

**Tim Everly**

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## Nondiscrimination & Anti-Harassment Policy

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

Please refer to [Nondiscrimination & Anti-Harassment Policy: Title IX](#) section.

## Research

KCU encourages student research engagement while enrolled and attending classes at the University. The Office of Research and Sponsored Programs (ORSP) serves to assist students in identifying and securing research opportunities both on and off campus. KCU provides opportunities for all students interested in participating in research and provides instruction on research principle, policies, and procedures.

In addition, oversight of all research activities occurs in the ORSP, including compliance and training. The student may contact the ORSP to



## Student Services & Campus Life

find out about available opportunities both on and off campus. Students must provide information to their appropriate dean to participate in research activities based on the student's academic standing. Approval to participate in research activities will occur through the offices of the campus deans of COM and COB. A course, Introduction to Research Methods (IDIS 120), is offered to students in the second year of medical school with the purpose of providing an overview of research design and its application to research questions.

The following opportunities are available to students to gain research experience:

- Faculty-directed student volunteer research opportunities both on and off campus.
- One-year fellowship in Anatomy.
- One-year fellowship in Osteopathic Manipulative Medicine (OMM).
- Third- and fourth-year elective rotations involved in research activities at rotation sites.
- Support for scholarly activities, such as poster and manuscript development, grant applications and research fellowships off-campus.

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

- Annual Research Symposium
- Science Friday Talks

Please refer to the [ORSP's website](#) for additional details.

### Student Government Association

Upon enrollment, all KCU 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 representatives and four officers from each COM class and officers from the COB class, as well as 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 organizations in coordinating and organizing various activities.

### Organization Policies & Procedures

The following section details the benefits, requirements and procedures regarding both SGA-chartered organizations and KCU-recognized special-interest groups. Chartered organizations must abide by the SGA constitution and their chapter bylaws and can request SGA funds. Recognized special-interest groups have been granted official recognition by Student Services.

Student Services reviews requests for new chartered organizations. To become and/or remain a chartered organization, an interest group must have at least 10 members, have by-laws that include a mission supporting the education and career of medical or biosciences students, complete one service project per academic year, and have a recommendation from Student Services. Chartered organizations have the benefit of requesting SGA funds and all other privileges granted to KCU-endorsed organizations. Additional information about the new organization application process is available in Student Services.

Organized groups not interested or unable to meet the above-mentioned criteria can become a recognized special-interest group (not receiving

SGA funding).

Student organizations endorsed by the University receive certain benefits. These benefits include:

- Privilege to have access to and use of campus facilities;
- Permission to host events and publicize via email notices and bulletin boards;
- Opportunity to request assistance of campus departments, e.g. audio-visual, copy center;
- Inclusion in University publications and on the website with approval from Student Services;
- Limited funding at the discretion of the Student Senate (SGA-chartered organizations only);
- Opportunity to recruit new members at the annual fall organization fair;
- Documentation to satisfy requirements for national affiliation;
- Opportunity to schedule events on the KCU calendar.

The University is not responsible for the activities of student organizations; however, organizations are expected to meet certain criteria. In order to acquire and maintain officially endorsed status, organizations must:

- Abide by SGA and campus policies, in addition to federal, state and local laws and ordinances.
- Have at least one University employee who serves as an organization advisor.
- Submit the following documents to Student Services:
  - Constitution and bylaws
  - Membership list updated by Oct. 1 of each year
  - Election dates
  - Date and location of regular meetings (off and on campus).
- Have their president or a designated representative attend all Council of Presidents meetings.
- Participate in the annual organization fair to welcome new students to KCU.
- Conduct at least one community service project each academic year.
- Complete all forms required by Student Services in a timely manner. (Specific forms are referenced below.)

University-endorsed organizations may have such recognition revoked by the assistant vice provost for Student Services if the organization becomes inactive, has violated any requirements or if the organization's activities are in conflict with the best interests of the University. Once official recognition is revoked, the organization must go through the process established for official recognition of a new student organization.

### Special Forms & Necessary Approvals

Student organization activities are approved by Student Services. Approval forms can be obtained online from the KCU intranet within the Student Services department pages, in the Forms and Documents section or on Blackboard in the Campus Life community.

Student organizations that wish to request use of campus space for an event are required to submit a Student Room Request Form, available online.

Student organizations that wish to invite a guest speaker to present on campus are required to complete and submit a Speaker Approval Form at least 14 business days in advance of the presentation. Guest speakers must be approved by Student Services.

Organizations involved in community service projects must complete a Community Service Project Approval Form. The Community Service Medical Project form must be completed whenever an activity involves a student functioning in the role of a student physician. This form should be completed and submitted at least seven days prior to the scheduled

## Student Conduct

service project. For Community Service Medical projects, a licensed KCU faculty physician must act as a clinical supervisor during the entirety of the event.

Community Service Non-Medical Project forms must be completed by organizations who wish to participate in non-medical volunteer work. This form, also available online, should be completed and submitted at least seven days prior to the scheduled service project.

Organizations that elect to complete a fundraising project are required to submit a Fundraiser Approval Form to Student Services. Any and all external uses of the KCU logo or brand must be submitted to Student Services for approval.

All events, including meetings, guest speakers, parties and events by University-endorsed student organizations must be submitted in writing to Student Services in order to avoid conflicts in dates and location.

An organization calendar is available online via the KCU intranet and Blackboard and is intended to serve as a resource in scheduling events and determining availability.

### **Officer Requirements**

Any KCU student who is an officer of a University-endorsed organization is expected to maintain professional and academic standards. COM students receiving a Comprehensive Osteopathic Medical Licensing Examination (COMLEX) failure, a failing grade in any section or clerkship, maintaining a GPA below 2.5 or exhibiting any unprofessional behavior as defined by Student Services, will be required to resign from their leadership position.

Any COB student (e.g. biosciences or PsyD) whose GPA is less than 3.0 or who exhibits any misconduct, as defined by Student Services, will be required to resign from their leadership position.

# Student Conduct

## Conduct & Responsibilities

The University requires all students to be responsible individuals who possess the highest standards of integrity, honesty and personal conduct. These traits are prerequisites to independent learning, professional development, the successful performance of academic and clinical assignments, and the conduct of one's personal life. Accordingly, students are 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 required of all students.

## Code of Professional Conduct

It is not possible to enumerate all forms of inappropriate behavior. The following, however, are examples of behavior that could constitute a violation of University policy. Accordingly, KCU has established the following Code of Professional Conduct, indicating behavior that is subject to disciplinary action:

- Harassment, harm, abuse, damage, or theft to or of any individual or property;
- Physical or verbal abuse or the threat of such abuse to any individual;
- All forms of dishonesty: cheating, plagiarism, knowingly furnishing false information to the University, forgery, alteration or unapproved use of records;
- Entering or using KCU or hospital/clinic/research facilities without authorization;
- Disrupting teaching, research, administrative or student functions of the University;
- Actions resulting in being charged with a violation of federal, state or local laws, excluding minor traffic violations; and/or failure to report such charges/violations to KCU administration within 48 hours;
- Participation in academic or clinical endeavors at KCU or its affiliated institutions while under the influence of alcohol, non-prescribed controlled substances or illicit drugs;
- Unlawful use, possession or distribution of illegal drugs, non-prescribed controlled substances, or alcohol at any time
- Placing a patient in needless jeopardy;
- Unethical disclosure of privileged information;
- Behavior or appearance that demonstrates abusive or disrespectful conduct toward members of the faculty, administrative or professional staff, employees, students, patients or visitors of the University;
- Violation of any established rules, regulations, and policies of KCU, KCU-endorsed organizations, KCU departments or affiliated institutions;
- Failure to report an observed violation.
- Conspiring, planning or attempting to achieve any of the above acts.

## Inappropriate & Unprofessional Behaviors

During scheduled classes, the following behaviors are considered inappropriate and unprofessional by students:

- Any disruptive behaviors that detract from learning by other students (e.g., talking, making excessive noise, playing games).
- Any disrespectful behaviors toward the faculty member (e.g., talking, inappropriate questions, inattentive behaviors).

Students exhibiting inappropriate and unprofessional behaviors may be referred to Student Services.

## Academic Dishonesty

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

## Alcohol & Drugs

A link to the Drug and Alcohol Policy is available on the KCU intranet [here](#).

KCU is committed to providing a safe, healthy learning community for all its members. The University recognizes that the improper and excessive use of alcohol and other drugs may interfere with the University's mission by negatively affecting the health and safety of students, faculty and staff. It is due to the harm caused by excessive and illegal use that the University has a vested interest in establishing policies to prohibit unlawful behavior and sanctions to address policy violations by members of the University community.

Under the Drug-Free Schools and Communities Act (DFSCA) and in accordance with the Drug-Free Schools and Campuses Regulations (EDGAR), the University is required to have a drug and alcohol abuse and prevention policy and distribute this policy annually to all employees and students. This policy must outline the University's prevention, education and intervention efforts, and consequences that may be applied by both the University and external authorities for policy violations. The law also requires that individuals be notified of possible health risks associated with the use and abuse of alcohol and other drugs, and sources of assistance for problems that may arise as a result of use.

## Scope

This policy applies to all employees, students, applicants for employment, customers, third-party contractors and all other persons who participate in the University's educational programs and activities, including third-party visitors on campus (the University community). This policy addresses drug and alcohol abuse and prevention efforts.

## Drug & Alcohol Abuse and Prevention

### KCU Alcohol & Other Drugs Policy

For the purpose of this policy, the term 'drug' includes:

- Controlled substances, as defined in 21 USC 802, which cannot be legally obtained,
- Legally controlled substances which were not legally obtained, including:
  - Prescribed drugs when prescription is no longer valid (e.g. use of medication after a course of treatment is completed);
  - Prescribed drugs used contrary to the prescription;
  - Prescribed drugs issued to another person

All members of the campus community also are governed by laws, regulations and ordinances established by the state and local municipalities, and will be held accountable by law enforcement representatives of those entities for any illegal activity. It is the responsibility of all campus members to be aware of these laws.

The dispensing, selling or supplying of drugs or alcoholic beverages to a person under 21 years old is prohibited. Employees, students, faculty and campus visitors may not unlawfully: manufacture, consume, possess, sell, distribute, transfer or be under the influence of alcohol, illicit drugs or controlled substances on University property, while driving a University vehicle, or while otherwise engaged in University business. University property, as defined in this policy, includes all buildings and land

## Student Conduct

owned, leased or used by the University, and motor vehicles operated by employees, including personal motor vehicles, when used in connection with work performed for or on behalf of the University unless approved by the provost or president and chief executive officer.

Any person taking prescription drugs or over-the-counter medication is personally responsible for ensuring that, while taking such drugs or medications, he/she is not a safety risk to themselves and others while on University property; while driving a University or privately-owned vehicle; or while otherwise engaged in University business. It is illegal to misuse prescription medication, e.g., continue to use medication when the prescription is no longer valid, use prescribed drugs contrary to the prescription, and give or sell prescribed drugs to another person. Misusing prescription drugs can result in disciplinary action at KCU and, potentially, conviction with jail time.

Additional information pertaining to employee drug and alcohol use along with the University's right to require post-accident drug and alcohol screening or screening based on reasonable suspicion can be located in the KCU employee handbook.

### KCU Drug & Alcohol Abuse Prevention Strategies

The University uses evidence-based strategic interventions, collaboration, innovation and the incorporation of wellness programs to reduce harmful consequences of alcohol and other drug use. Strategies include:

- Providing education and awareness activities
- Offering substance-free social and extracurricular, and public/community service options
- Creating a health conscious environment
- Restricting the marketing and promotion of alcohol and other drugs
- Limiting availability of alcohol
- Developing and enforcing campus policies and enforcing laws to address high-risk and illegal alcohol and other drug use
- Providing early intervention and referral for treatment.

For more detailed information on the University alcohol and other drug prevention strategies, contact Student Services at 816.654.7210 (student-related inquiry) or Human Resources at 816.654.7010 (employee-related inquiry).

### Health Risks

The use or abuse of alcohol and other drugs increases the risk for a number of health-related and other medical, behavioral, and social problems. Below is a general description of the health risks associated with drug use.

#### Alcohol

Can cause short-term effects such as loss of concentration and judgment and behavior problems. Long-term effects include risk of liver and heart damage, malnutrition, cancer and other illnesses. Use of alcohol can be highly addictive to some persons.

#### Amphetamines

Can cause short-term effects such as rushed, careless behavior and pushing beyond your physical capacity, leading to exhaustion. Tolerance increases rapidly. Long-term effects include physical and psychological dependence and withdrawal, which can result in depression and suicide. Continued high doses can cause heart problems, infections, malnutrition and death.

#### Cannabis

Can cause short-term effects such as slow reflexes, increase in forgetfulness, altered judgment of space and distance; can aggravate preexisting heart and/or mental health problems. Long-term health effects include permanent damage to lungs, reproductive organs and brain function. Can interfere with physical, psychological, social development of young users.

#### Cocaine (Crack)

Can cause short-term effects such as impaired judgment; increased breathing, heart rate, heart palpitations; and anxiety, restlessness, hostility, paranoia and confusion. Long-term effects may include damage to respiratory and immune systems, malnutrition, seizures and loss of brain function. Highly addictive.

#### Designer Drugs/Synthetic Cannabinoids (Bath Salts, K2, Spice)

Can cause short-term effects such as elevated heart rate and blood pressure; chest pain; and hallucinations, seizures, violent behavior and paranoia. May lead to lack of appetite, vomiting and tremor. Long-term use may result in kidney/liver failure, increased risk of suicide and death.

#### Hallucinogens (PCP, LSD, Ecstasy, Dextromethorphan)

Can cause extreme distortions of what is seen and heard. Can induce sudden changes in behavior, loss of concentration and loss of memory. Increases risk of birth defects in user's children. Overdose can cause psychosis, convulsions, coma and death. Frequent and long-term use can cause permanent loss of mental function.

#### Inhalants (Nitrous Oxide, Amyl Nitrite, Butyl Nitrite, Chlorohydrocarbons, Hydrocarbons)

Can cause short-term effects such as nausea, dizziness, fatigue, slurred speech, hallucinations or delusions. May lead to rapid and irregular heart rhythms, heart failure and death. Long-term use may result in loss of feeling, hearing and vision. Can result in permanent damage to the brain, heart, lungs, liver and kidneys.

#### Opiates/Narcotics (Heroin, Morphine, Opium, Codeine, Oxycodone, China White)

Can cause physical and psychological dependence. Overdose can cause coma, convulsions, respiratory arrest and death. Long-term use leads to malnutrition, infection and hepatitis. Sharing needles is a leading cause of the spread of HIV and hepatitis. Highly addictive, tolerance increases rapidly.

#### Sedatives

Can cause reduced reaction time and confusion. Overdose can cause coma, respiratory arrest, convulsions and death. Withdrawal can be dangerous. In combination with other controlled substances, sedatives can quickly cause coma and death. Long-term use can produce physical and psychological dependence. Tolerance can increase rapidly.

#### Tobacco (cigarettes, cigars, chewing tobacco)

Can cause disease of the cardiovascular system, in particular smoking being a major risk factor for a myocardial infarction (heart attack), diseases of the respiratory tract, such as Chronic Obstructive Pulmonary Disease (COPD), and emphysema and cancer, particular lung cancer and cancers of the larynx and mouth. Nicotine is highly addictive.

KCU is a tobacco-free campus.

For an extensive list of health-related risks, visit The National Institute on Drug Abuse at <http://www.drugabuse.gov>

## Counseling & Treatment Programs

The University encourages individuals with alcohol- or other drug-related problems to seek assistance.

#### KCU-Kansas City Counseling Services

Jim Dugan, PhD, 816.654.7219  
Beth Epley, PsyD, 816.654.7223

#### KCU-Joplin Counseling Services

Brandi Norman, PsyD, 417.208.0630

#### Emergency Contact for Students, Faculty & Staff

KCU Safety & Emergency Management  
Kansas City, 816.654.7911  
Joplin, 417.208.0800

#### New Directions Employee Assistance Program

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913.982.8398 - <http://www.ndbh.com>

New Directions provides confidential counseling and consultation services for KCU students and their families.

24-hour availability for consultation and intervention on issues related to substance use disorders and more.

### Missouri Physicians Health Program

800.274.0933 - Toll-free, 24-hour hotline - <http://www.themphp.org/>

### Professional Renewal Center

785.842.9772 - <http://prckansas.org/>

### National Clearinghouse for Drug & Alcohol Information

800.729.6686 - Toll-free

The clearinghouse provides resources for specialists and referrals to local self-help groups.

## University Sanctions

The use or abuse of alcohol and other drugs also increases the risks of behavioral and social problems such as negative effects on academic work performance; conflicts with classmates, co-workers, family, friends and others; conduct problems resulting in disciplinary action, including dismissal from an academic program; and legal problems resulting in ticketing, fines and imprisonment.

University policies, local ordinances, state laws and federal laws prohibit the unlawful possession, and use or distribution of illicit drugs and alcohol.

Violation of University policies will be subject to campus disciplinary review pursuant to University policies and consistent with local, state and federal laws. Disciplinary action may include dismissal of individuals and/or sanction of organizations in violation of this policy. Violators may also be subject to the loss of financial aid.

### Students

The University community has established expectations for nonacademic student conduct within this catalog and handbook that specifically address the illicit use of alcohol and other drugs as follows:

KCU's Code of Professional Conduct outlines behaviors subject to disciplinary action, including:

- Participation in academic or clinical endeavors at KCU or its affiliated institutions while under the influence of alcohol, nonprescribed controlled substances, or illicit drugs.
- Unlawful use, possession or distribution of illegal drugs, nonprescribed controlled substances or alcohol at any time.
- Being under the influence of illegal drugs at any time, whether they are on or off University-owned or controlled property.
- Possession or use of cannabis. Although cannabis may be legal under some state laws, the possession or use of cannabis is a violation of federal law (with or without a prescription). The possession or use of cannabis shall be deemed a violation of federal law, and students are subject to immediate dismissal.
- Sale, use, possession or storage of alcoholic beverages is strictly prohibited on KCU property and affiliated institutions.

KCU's Code of Professional Conduct and disciplinary actions for violation of KCU's Alcohol and Other Drugs Policy is administered by the Office of Student Services. The Office of Student Services is charged with facilitating the resolution process used to determine responsibility. The Office of Student Services, under the authority of the vice provost for Enrollment and Student Services, works with parties to determine appropriate educational measures and sanctions. These measures cover a wide range of educational sanctions, including but not limited to suspension and expulsion from the institution. Student Services may delegate portions of the conduct process to other units of the University who have a vested interest in the conduct of smaller student communities.

### Faculty & Staff

Sanctions for violations by faculty and staff are governed by the KCU employee handbook. KCU has zero tolerance for violation of this policy. Violations of this policy may lead to disciplinary action up to and including immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

### External Sanctions

Violations of laws and ordinances may result in misdemeanor or felony convictions accompanied by the imposition of legal sanctions, which include but are not limited to, the following:

- Fines as determined under local, state or federal laws
- Imprisonment, including up to life imprisonment, for possession or trafficking of drugs such as heroin, cocaine, marijuana, and prescription drugs
- Forfeiture of personal and real property
- Denial of federal benefits such as grants, contracts and student loans
- Loss of driving privileges
- Required attendance at substance abuse education or treatment programs.

A full description of federal sanctions for drug felonies can be found at: <http://www.dea.gov/druginfo/ftp3.shtml>.

This section is not intended as legal advice; individuals should seek independent legal counsel for advice.

### Employee Reporting Requirement

Under the Drug-Free Workplace Act, in addition to the other requirements of this policy and University standards, KCU requires all employees who work in any capacity under a federal grant or contract to notify his/her University supervisor or department head in writing of his/her conviction for a violation of any criminal drug statute occurring in the workplace or on work-related activities no later than five calendar days after such conviction. The supervisor or department head will notify KCU Human Resources, who will consult with the appropriate staff to satisfy the University's reporting obligations.

### Alcohol Marketing Standards

The University will refuse advertising inconsistent with the fundamental mission of the University, or in conflict with the image the University seeks to project or the well-being of the University community. Examples of advertisements that will not be accepted include:

- Alcoholic beverages
- Tobacco products
- Sex as a product
- Gambling
- Paraphernalia associated with illegal drugs
- Dishonest, deceptive, or illegal advertising.

### Distribution of Policy

A copy of the policy statement will be distributed to all faculty, staff and students annually via email at the beginning of the fall semester and/or at the time a student enrolls during the year if outside of the fall semester. New employees will be provided a copy of the policy upon hire.

### Review of University Prevention Program & Policy

Biennially, KCU shall review its Drug & Alcohol Abuse and Prevention Policy and program to determine effectiveness and implement changes, if needed, and to ensure that the University's disciplinary sanctions are consistently enforced.

### For More Information

For more information concerning this policy, contact the University's

chief compliance officer, Stacy Jackson.

### Stacy Jackson

Chief Compliance Officer

816.654.7065

[scjackson@kcumb.edu](mailto:scjackson@kcumb.edu)

## Background Check

Prior to matriculation and prior to beginning third-year clinical rotations, all KCU students will have a criminal background check performed at their own expense. The background check is to be performed by a certifying organization retained by KCU. The purpose of the background check is to satisfy federal, state and individual hospital requirements for students participating in clinical activities involving patient care. Any criminal activity occurring prior to or after matriculation must be immediately reported to the vice provost for Enrollment and Student Services. Failure to report may result in dismissal.

*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 matriculation at the University. The University reserves the right to deny admission to any applicant for any reason the University deems sufficient.*

## Dress Code

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

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

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

## Employment

Students are strongly discouraged from seeking off-campus employment during the academic year. Curriculum requirements preclude off campus employment.

## Firearms, Explosives & Weapons

The possession or use of firearms, weapons or explosives is prohibited. This includes but is not limited to firecrackers, torpedoes, skyrockets, rockets, roman candles, sparklers, or other devices containing any combustible or explosive substance used to propel another object.

The policy prohibiting bringing or possessing weapons on this institution's property does not apply in the following circumstances:

- Local, state or federal law enforcement personnel coming onto the institution's property in their law enforcement capacity or in accordance with other lawful authority.
- Use or possession for a legitimate educational purpose under the sponsorship of a faculty member or other institution official, provided the faculty member or official has first obtained appropriate approvals, including the approval of the institution's director of campus operations.

- Use or possession for a lawful purpose within the scope of a person's employment at the institution (e.g., campus security, police).

The University's director of campus operations is the delegated contact for any exceptions to the above-stated prohibitions for authorized activities.

## Off-Campus Activities

Off-campus activities are subject to the same laws and penalties governing all citizens. "Campus" refers to all entities owned or operated by the University or its associated corporations.

## University Property & Responsibility

Students will be held responsible for damage to University property caused by their negligence or a willful act. Students must pay fully for damages within 15 days after receipt of invoice through the Office of Finance. Damage to University property is charged to the responsible student(s) 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.

## Student Discipline Procedures

Complaints involving alleged misconduct by students in both Kansas City and Joplin will be handled according to the following procedures except in those cases where different procedures are prescribed by another University policy (e.g., allegations of sexual harassment, research misconduct). KCU has established a multi-dimensional approach to adjudicating student misconduct, poor academic performance and/or disciplinary issues. The following steps are to be followed in any case where a student is alleged to have violated the Code of Professional Conduct as enumerated in this handbook:

1. All reports of code violations shall be reported to Student Services and/or to the vice provost for Enrollment and Student Services. Reports must be filed in writing and must be signed by the reporting party.
2. Student Services will review the report and determine if the charge is of the nature to merit an investigation of the allegation(s).
3. If the charge is of a nature to merit an investigation, Student Services, along with the vice provost will gather, analyze and investigate the information. (This will be done as quickly as possible, but sometimes the nature of such investigations takes longer to gather evidence and speak with potential witnesses.)
4. After all information is gathered, the vice provost will apply a preponderance-of-the-evidence standard in making a judgment about the validity of the grievance and will then decide how best the alleged misconduct should be adjudicated. The multidimensional nature of KCU's disciplinary system allows for cases to be heard by the Student Progress Committee (SPC), the student-run Honor Council or administrators within Student Services.
5. The vice provost will make the final decision as to how the case will be heard and will make a referral to the specific adjudicating body for disposition of the case. The student will also be notified in writing to appear before the appropriate body to have their case heard.
6. In cases where the information does not merit referral to the SPC or the Honor Council, the case will be dealt with by Student Services staff.
7. Once the case has been formally adjudicated, the vice provost will then communicate in writing the outcome to the individual(s)

involved.

The University reserves the right to address inappropriate behavior that does not clearly fall within the identified Code of Professional Conduct.

## Student Disciplinary Committees

### COM Student Progress Committee

The Student Progress Committee (COM-SPC) is a committee made up of University faculty and staff, charged with being the primary team responsible for review of the totality of COM students' academic performance. The COM-SPC reviews any student's academic record who has failed any required element for graduation: a course/section/clerkship, a national board examination, failure to comply with COM-SPC remediation plan (described in following section) and/or any student who has failed to show adequate academic progress in his/her path of study and/or demonstrated concerning lapses in professionalism. The committee oversees students within COM at both the Kansas City and Joplin campuses, with representation from faculty at each campus.

As a part of the comprehensive review, the COM-SPC will make the decision as to whether or not the student should be granted remediation after a failure. The COM-SPC has broad authority to review students' records, decide how best the University can assist the student in getting back on track academically and can recommend a broad number of professional options for consideration as part of any final decision.

### Composition of the COM-SPC

The COM-SPC is composed of three year-specific subcommittees (Year 1, Year 2, and Years 3 & 4). These subcommittees are responsible for the oversight of the remediation plan of any student in that year who has experienced a failure of an element/course/section required for graduation or has otherwise failed to show adequate academic progress. Each campus of the COM will have a year-specific subcommittee. The subcommittees shall consist of:

- The Dean's appointee over curriculum for that year;
- A learning enhancement specialist;
- A clinical psychologist;
- Ad hoc faculty representative(s) who may serve as a faculty advisor;
- Ex officio committee advisors requested to be present for committee meetings.

The Dean's appointee over the curriculum serves as the chair of the subcommittee and as such, is a voting member of the COM-SPC. All voting members of the COM-SPC are full-time KCU faculty with non-adjunct faculty appointments. The composition of the voting members of the SPC is as follows:

- Subcommittee chair, Year 1 of COM (KC)
- Subcommittee chair, Year 1 of COM (Joplin)
- Subcommittee chair, Year 2 of COM (KC)
- Subcommittee chair, Year 2 of COM (Joplin)
- Subcommittee chair, Years 3 & 4 of COM (KC)
- Subcommittee chair, Years 3 & 4 of COM (Joplin)
  - Beginning with the 2019-2020 academic year
- Basic Science faculty member (KC)
- Basic Science faculty member (Joplin)
- Clinical Science faculty member (KC)
- Clinical Science faculty member (Joplin)
- Bioethics faculty member
- Chairperson of the COM-SPC

A quorum of committee members is required in order for the COM-SPC to finalize any decision. A quorum is defined as having six members present. The chairperson of the COM-SPC only votes in the event of a tie vote of those members present.

### COM-SPC Process

For academic-related failures and reviews, the COM-SPC process is, generally speaking, as follows:

- **First Course/Section/Clerkship Failure**
  - The student is notified of his/her first course/section/clerkship failure via email/digital letter and informed that they will be meeting with the year-specific subcommittee of the COM-SPC.
  - At a minimum, the chair of the subcommittee and learning specialist will meet with the student to discuss the student's failure. The student's academic advisor and a psychologist from KCU Counseling Services will be notified of the meeting and may choose to attend.
  - The subcommittee members and the student will meet together to formulate a remediation plan for the failed coursework. The remediation plan may include, but is not limited to the following: study plan, regular meetings with a learning specialist and/or regular meetings with a psychologist from KCU Counseling Services. The remediation plan will include timelines and expected outcomes/behaviors that the student will be expected to adhere to in agreeing to said plan.
  - The remediation plan will be signed by the student.
  - Course/section remediations will take place in one of two structured remediation times within the academic calendar.
  - Failure to comply with the remediation plan can result in an automatic required meeting with the full COM-SPC.
- **Second Course/Section/Clerkship Failure**
  - After a second course/section/clerkship failure, the student will meet with the full subcommittee again and review their prior remediation plan and make adjustments as necessary to ensure success. Additional resources may be involved in the meeting and within the revised remediation plan. All resources that are brought to bear in order to assist a student are at the discretion of the subcommittee chair.
- **Third Course/Section/Clerkship Failure or National Board Exam Failure**
  - After a third course/section/clerkship failure, any failure of a national board examination, failure to comply with the previously approved remediation plan, or any professionalism concern for behaviors not fitting for a physician, the student will be notified via email/digital letter of a required meeting with the full COM-SPC for review.
  - Prior to any meeting with the COM-SPC, the student is instructed to meet with the vice provost for Enrollment & Student Services to better understand the COM-SPC hearing, how the student can best prepare for the hearing, and to answer any questions from the student.
  - The student is notified, via email, of the time and place of the COM-SPC meeting.
  - The student meets with the COM-SPC.
  - The COM-SPC then communicates the decision to the student via email/digital letter.
  - Decisions of the COM-SPC may consist of, but are not limited to the following:
    - Course/section/clerkship or national board exam remediation;
    - Repeating an academic year of coursework in the COM;
    - Dismissal from the COM.
  - Decisions are determined by majority vote of the members of COM-SPC attending the hearing.
  - The student is given time to consider the decision and can appeal the decision for any reason. The appeals process for any COM-SPC decision is explained to the student after the

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decision is delivered.

- If the student wishes to appeal the COM-SPC decision, he/she will appeal to the executive dean of COM. (See [Student Discipline Assurances](#) for specific instructions on appeals.)

### COM-SPC Meeting Structure

COM-SPC meeting will take place twice monthly, once on the Kansas City campus and once on the Joplin campus. Students are expected to attend the meeting with the COM-SPC in person, except for students on clinical rotations at locations determined to be a substantial distance from either campus. Those students shall meet with the COM-SPC via teleconference.

In the event that there are solely remediation plans to review, but no students for an in-person meeting, the COM-SPC may meet virtually via tele- or video-conference at the discretion of the chairperson of COM-SPC.

### Executive Session of COM-SPC Meetings

The first portion of each meeting is considered an executive session for review of any student remediation plans currently in progress. New remediation plans that have occurred since the last COM-SPC meeting will be presented by the subcommittee chair first, followed by updates on process of already existing remediation plans. The COM-SPC will then vote to approve said new remediation plans. The executive session portion of the meeting may be attended by learning specialists, Counseling Services staff, as well as the representatives of Student Services and Clinical Education departments, as well as the vice provost for Enrollment and Student Services. Students are not allowed to attend any executive session of the committee.

### Official Hearing of COM-SPC Meetings

The official hearing portion of the meeting includes the voting members of the COM-SPC and the student being reviewed. This portion of the meeting is closed to all but voting members of the committee and appropriate administrative support staff of the committee. Proceedings of the closed portion of the official hearing of the COM-SPC meeting are strictly confidential.

### Psy-D Student Progress Committee

The PsyD Student Progress Committee (PsyD-SPC) is a committee made up of University PsyD core faculty, charged with being the primary team responsible for review of the totality of PsyD students' academic, professional, training, and other student records and performance.

Students must demonstrate satisfactory achievement in all of the program's education and training profession-wide competency areas throughout their time in the program. The PsyD-SPC reviews any student's academic and professional record that is identified as having problems within any evaluative domain in the program. The committee addresses all academic and professional issues according to the policies published in this catalog and handbook.

The PsyD-SPC also aims to proactively identify at-risk students and develop interventions that would assist students who are struggling. The following are examples of issues or problems that may lead a student to be brought before the PsyD-SPC: course failure; issues with professionalism (e.g., recurrent tardiness, turning in assignments late, making inappropriate comments, inappropriate social media activity), and an inability to meet the Health Service Psychology's technical standards. This list is not exhaustive and students can be referred to the PsyD-SPC for additional issues or violations. Students will be provided with formal, written notification of any problems, as well as an opportunity to represent themselves before the PsyD-SPC regarding the issue in question.

As a part of a comprehensive review, the PsyD-SPC establishes and mandates protocols and recommendations appropriate to the individual student. The committee has broad authority to review student records, decide how best the program and/or the University can assist the student in getting back on track academically, and can recommend a broad

number of professional options for consideration as part of any final decision. (See [Sanctions Related to Violations of the Code of Professional Conduct](#).) Students may appeal a PsyD-SPC decision by filing an appeal through the dean of COB.

For academic-related failures and review, the PsyD-SPC process is, generally speaking, as follows:

- The student is notified, by the Office of the Vice Provost for Enrollment and Student Services, via email/digital letter, of his/her academic issue. The student is informed that the PsyD-SPC will meet to review the issue. The student is invited to address the committee at the hearing and is provided with the time and place of the hearing.
- The student is instructed to meet with the chair of the PsyD-SPC to better understand the PsyD-SPC hearing, how to best prepare for the hearing, and to ask any questions.
- The PsyD hearing takes place. The student may or may not choose to be present at the hearing; however, the committee will render a decision even in situations where the student chooses not to attend the hearing.
- After a thorough discussion and review of relevant policies, the issue in question, and the student's response, the PsyD-SPC will vote and determine a decision. The committee then communicates that decision to the vice provost who then communicates the decision to the student via email/digital letter.
- The student can appeal the decision of the PsyD-SPC. The appeals process is explained to the student in writing after the decision is delivered. For specific instructions regarding appeals, see [Student Discipline Assurances](#).
- Students may appeal to the dean of COB. The dean of COB has the responsibility to review the case and has the authority to uphold, reverse, or modify the decision in any way. The dean of COB will communicate his/her decision to the student via email/digital letter.
- If a student chooses, he/she may appeal the decision of the dean to the provost of the University. The provost has the authority to uphold, reverse, or modify the decision in any way. The decision of the provost is final and cannot be appealed further.

### COB Student Progress Committee

The COB Student Progress Committee (COB-SPC) is a committee made up of University faculty and staff charged with being the primary team reviewing the totality of COB students' academic performance. COB-SPC reviews any academic, professional or other student matters. As a part of the comprehensive review, COB-SPC establishes and mandates protocols and recommendations appropriate to the individual student. The committee directs and requests students to be subject to further review and action by the COB-SPC for academic or professional violations.

COB-SPC has broad authority to review students' records, decide how best the University can assist the student in getting back on track academically, and can recommend a broad number of professional options for consideration as part of any final decision.

For academic-related failures and reviews, the COB-SPC process is, generally speaking, as follows:

- The student is notified of his/her course failure via email/digital letter and informed that they will appear before COB-SPC for review.
- The student is instructed to meet with the vice provost for Enrollment and Student Services to better understand the COB-SPC hearing, how to best prepare for the hearing, and to ask any questions.
- The student is notified via email of the time and place of the COB-SPC hearing.
- The student meets with the COB-SPC.



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- The COB-SPC then makes a recommendation to the Chair of the COB-SPC, who communicates the final decision to the student via email/digital letter.
- The student is given time to consider the decision and can appeal the decision for any reason. The appeals process is explained to the student after the decision is delivered.
- Students may appeal to the dean of COB.

### University Honor Council

The Honor Council is made up of University students representing each year within COM and COB. The University Honor Council has authority for and addresses the highest standards of integrity, honesty and professional conduct, as well as all student Code of Professional Conduct policies. The KCU Honor Council shall consider cases involving alleged violations of the Honor Code.

### Student Discipline Assurances

The following assurances are granted to all students in the handling of all alleged violations of the Code of Professional Conduct:

1. **Disciplinary Notification:** Any student charged with an alleged violation of the Code of Professional Conduct will be given written notice. Email notification may serve as written notice.
2. **Hearing:** Every student alleged to have violated the Code of Professional Conduct has a right to a hearing. The KCU disciplinary system is a multi-dimensional system that allows the student the right to a formal hearing through the Student Progress Committee, Honor Council, or a hearing through Student Services.
3. **Appeal:** All students who are charged and found responsible for a violation of the Code of Professional Conduct have the right to appeal the decision of the Student Progress Committee, Honor Council, and any decision made by staff members within Student Services. The student must express his/her intent to appeal any decision within five business days after the initial decision is delivered (verbally or written, whichever is first) to the student. The student must submit an appeal in writing to the executive dean of COM or dean of COB. That written appeal should be submitted for review within five business days of receipt of the initial decision.

Appeals must clearly outline the sanction(s) the student is appealing along with any compelling argument as to why the decision be overturned. For example, if part of the process was perceived as being “unfair,” be very specific and include this in the appeal. Disagreement with University policy is not considered a compelling argument for appeal. The appeal is considered by the executive dean of COM or dean of COB with the autonomy to uphold the appealed decision, reverse the decision all together, or change the decision by making the decision either more or less severe. Students can expect a decision on their appeal within a reasonable period of time from the appeal submission date.

If the student does not agree with the decision of the executive dean of COM or dean of COB, they do have the ability to appeal that decision to the provost of the University. They have an additional five business days to submit the appeal to the Office of the Provost for review and consideration. The provost has the authority and autonomy to uphold the appealed decision, reverse the decision all together, or change the decision by making the decision either more or less severe. Once the provost of the University has rendered a decision on an appeal, the decision is final with no additional options for appeal.

### Sanctions Related to Violations of the Code of Professional Conduct

The following are examples of sanctions that may be imposed as a result

of the disciplinary and/or academic review process and may be levied as a result of a disciplinary or academic review hearing. This list is not exhaustive and sanctions are based on the circumstances of the charges. The merits of each case will be considered before sanctions are levied. It is the intent of the judicial system that the sanction(s) imposed are in response to the academic record, student’s professional behavior, any patterns of inappropriate personal behavior, and disciplinary history of the individual student.

#### No Action

An official response from the disciplinary body indicating that no action be taken in regards to the student’s case.

#### Verbal/Written Warning

Documented warning that the behavior/academic performance demonstrated was unacceptable.

#### Required Remediation

Required corrective academic action. This is required only after a student has failed a course, section, clerkship and/or national examination. Remediation is not guaranteed for any student who has failed a course, section, clerkship and/or national examination.

#### Conditional Requirements

Official stipulations required of the student in order for the student to reconcile his/her behavior. Stipulations may include, but are not limited to the following:

**Academic Probation:** An official status of warning from the University, stating that the student is under the most sensitive academic monitoring and improvement plan, which becomes a part of the student’s record for the period of time they are on probation. For specific information regarding academic warning, please review:

[Academic Probation - DO](#)

[Academic Probation - PsyD](#)

[Academic Probation - Biosciences](#)

**Academic Warning:** A status of warning from KCU to the student indicating that the University is concerned about the student’s academic performance. See the program for specific information regarding academic warning:

[Academic Warning - DO](#)

[Academic Warning - PsyD](#)

[Academic Warning - Biosciences](#)

**Clerkship Alterations:** Required change(s) to a student’s clerkship that might increase the student’s likelihood of successful completion of said clerkship (e.g., changing location, repeating the clerkship, repeating an entire year, repeating a shelf exam, completing an independent study)

**Counseling Intervention:** Required referral to a mental health provider for counseling when a student’s behavior indicates that counseling may be beneficial.

**Disciplinary Probation:** An official state of warning from the University which states that if the student violates any University policy during the probationary time, he/she could face up to suspension or dismissal depending upon the severity of the violation. The probationary status of the student may be communicated to the student’s academic advisor, faculty or any other person who has legal access to this information.

**First-Year Curricular Change:** A formal decision that a first-year student withdraw from COM and transfer to COB, with the possibility of readmission to COM, after meeting specified academic criteria.

**Partial (nonacademic) Suspension:** A partial suspension of a student’s normal right to participate in extra-curricular, co-curricular and other nonacademic activities. The student will continue to attend classes and may use all academic resources. The student will not be in good

## Student Conduct

standing during the time of the suspension.

**Referral to Outside Agency:** The University may refer a student to the Missouri Physician's Health Program (MPHP) or other similar programs, for assessment and treatment.

**Required Tutoring/Learning Support:** The University has the authority to require a student to seek mandatory tutoring and/or assistance from a learning specialist if it is deemed appropriate in assisting the student with academic performance issues.

**Restrictions/Stipulations of Behavioral Activity:** The University may restrict a student's behavioral activity this is deemed appropriate, including but not limited to restricting the student's contact with another student.

**Restitution or Monetary Fine:** Financial accountability for damage to property, and/or continued disciplinary problems, caused by the student, or a fine that is deemed appropriate for the offense.

**Restorative Service:** A project or amount of community service hours served by the student for the good of the community. This is usually completed within the community. If the service is approved to be done off-campus, it must be at a not-for-profit organization and the student cannot receive pay for his/her work.

### Suspension

A formal separation of the student (without refund) from the University during a specific period of time. The period of suspension can range from one semester to an indefinite period of time. The student will not be in good standing during the suspension.

### Dismissal

Permanent separation of the student from KCU (without refund). Dismissal is permanently noted on the student's KCU transcript.

### Other Appropriate Actions

The University reserves the right to place a variety of disciplinary and/or academic sanctions upon a student that are not specifically outlined above, as long as they are approved by the SPC and/or campus dean of COM, the University Honor Council, and/or a member of Student Services.

## Student Grievances

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

### Definition

A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by an individual (e.g., student, faculty, staff, administrator) that in any way adversely affects the status, rights or privileges of a member of the student body. Such complaints may include, but are not limited to the following:

- Academic programs or courses
- Accreditation standards or processes
- Discrimination
- Financial aid
- General mistreatment
- Harassment, including sexual violence
- Mentoring

- Privacy of student educational records
- Privacy of student health records
- Parking
- Research
- Security and safety
- Student health.

University policy strongly encourages students who believe they have a concern/grievance to use all appropriate avenues for informal resolution before initiating the formal grievance procedure. Students wishing to informally resolve an issue can contact Student Services or any other academic or administrative office, on campus, which might appropriately handle said issue. If the office contacted cannot resolve the issue for the student, they will refer the student to the appropriate office and provide the student with a specific faculty/staff member who can assist them.

Should such an informal resolution be impossible, the student may pursue the following options if they wish to file a formal grievance.

### Procedure

Grievances relating to sex discrimination, sexual harassment or sexual violence fall under the purview of Title IX and will be dealt with under separate procedures. For further details on the basis for these kinds of grievances see the [Nondiscrimination and Anti-Harassment Policy](#).

All other formal grievances should be submitted in writing to the Office of the Provost. The Provost, acting in their professional capacity will review all formal grievances, with the goal of attempting to resolve the issue for the student.

Students submitting a formal grievance to the Provost should be as specific as possible regarding the action that precipitated the grievance:

- Date
- Location
- Individuals involved (including witnesses)
- Summary of the incident
- Efforts made to settle the matter informally
- Remedy sought.

Except as noted above or as otherwise stated in the University's policies, grievances will be evaluated and investigated in accordance with the [Student Discipline Procedures](#). If deemed necessary, the issue will also be referred to Human Resources or other appropriate administrative leadership team member.

A record of all formal grievances, including written findings of fact and any transcripts or audio recordings, will be kept on file in the Office of the Provost and in the student's permanent educational file. An annual report of formal student complaints will be provided to the leadership team by June 1 of each year. Reports will be provided to the leadership team on a more frequent basis if necessary. The University uses student complaints in its ongoing performance improvement process.

### Filing a Complaint with the University's Accrediting Agencies

The Higher Learning Commission of the North Central Association of Colleges and Schools (HLC-NCA) and the Commission on Osteopathic College Accreditation (COCA) recognize their responsibility to provide complainants the opportunity to utilize their organizations as a vehicle to deal with specific grievances as well as being a mechanism for reviewing and finally resolving complaints. Complaints that cannot be addressed by the University may be filed with HLC-NCA or COCA at the following addresses:

#### Department of Accreditation

American Osteopathic Association  
142 East Ontario Street  
Chicago, IL 60611-2864  
1.800.621.1773 - Toll free

312.202.8200 - Fax

[predoc@osteopathic.org](mailto:predoc@osteopathic.org)

**The Higher Learning Commission**

230 South LaSalle St., Suite 7-500

Chicago, IL 60604-1411

1.800.621.7440 - Toll free

312.263.7462 - Fax

[complaints@hlcommission.org](mailto:complaints@hlcommission.org)

**Information for Crime Victims About Disciplinary Proceedings**

The University will, upon written request, disclose to the alleged victim of any crime of violence or a non-forcible sex offense or, if the alleged victim is deceased as a result of the crime or offense to the alleged victim's next of kin the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. Requests for such documentation should be directed to Student Services.

# Student Health & Wellness

KCU is committed to student wellness. Through student leadership and support from University administration, programming both on and off campus is designed to encourage self-care, resilience and personal growth to address the health of the body, mind and spirit.

The Student Wellness Council was established in 2016 to help foster a culture of wellness on KCU's campuses. The council consists of representatives of all four COM classes, as well as representatives from the COB.

## Physical Health Services

Student health services, through an on-site clinic, are not provided or contracted by KCU. However, KCU students may seek healthcare through a group of off-campus, endorsed clinical providers who have affiliations with the University. Student may seek medical services for acute care or short-term treatment at any of KCU's affiliate locations. KCU encourages students to establish a healthcare home with a primary care provider. Frequently, being an established patient enhances how quickly you can be seen for a problem. If a student requires chronic care or needs to be seen during off-hours, he/she should contact his/her own provider. Clinic information is available via [Student Health Resources](#). Students need to present their insurance card when seeing any healthcare provider. All expenses for health services are the responsibility of the student.

## Emotional & Psychological Support

The University understands the intense environment and extra stress that graduate and medical students experience. Because it is important for students to be emotionally healthy, students are encouraged to utilize the counseling services that are available to them. The University has two licensed counselors on the Kansas City campus and one licensed counselor on the Joplin campus. Students may make appointments in confidence by contacting a counselor directly via phone or email.

### Jim Dugan, PhD - Kansas City

Smith Hall 320  
816.654.7219  
[jdugan@kcumb.edu](mailto:jdugan@kcumb.edu)

### Beth Epley, PsyD - Kansas City

Smith Hall 200  
816.654.7223  
[bepley@kcumb.edu](mailto:bepley@kcumb.edu)

### Brandi Norman, PsyD - Joplin

417.208.0630  
[bnorman@kcumb.edu](mailto:bnorman@kcumb.edu)

The counselors provide immediate support for students on campus through psychotherapy, proactive support programs to assist with the extra stresses associated with medical school and graduate study, and provide additional information and support through the University's orientation program. They can also assist students who are dealing with any kind of substance abuse or addiction issue. KCU-Kansas City Counseling Services are located in Smith Hall. KCU-Joplin Counseling Services are located on the first floor in the Student Services wing.

For students wishing to be seen by a therapist or psychiatrist off campus, the University offers its New Directions program, a free and confidential counseling service available to all students and their families. Students wishing to take advantage of this University-paid service may contact New Directions directly at <https://www.ndbh.com> or at 913.982.8398. All counseling referrals and sessions are confidential and are not recorded in the student's file.

## Exposure to Blood & Bodily Fluids

Students are expected to utilize universal precautions at all times

when they are exposed to blood or bodily fluids. Students who are exposed to blood and/or bodily fluids should follow the policy of the institution where the incident occurred. The University and institution where the incident occurred should be notified immediately. A copy of the completed incident report must be sent to the Office of Clinical Education (CE) or to the dean of the COB. For incidents occurring on a KCU campus, please refer to [Injuries Occurring on Campus](#).

## Health Insurance Policy

All students are required to maintain personal health insurance. All students must submit proof of personal health insurance to the Office of Admissions before matriculating. COB students must also submit this information to the Office of Admissions.

Every student's health insurance policy should have minimum coverage levels, which include coverages of chronic health issues, acute health issues, emergent care, and catastrophic events.

Policies which only cover catastrophic events are not acceptable. Policies which are provided through health care co-ops are not acceptable.

Students wishing to purchase their own policy while at KCU can utilize the health insurance exchange created for the University. Students can access the exchange at [www.ixshealth.com/kcumb](http://www.ixshealth.com/kcumb). This exchange provides health, dental and vision insurance options for all students.

International students must have a health insurance policy, purchased in the U.S., which fully covers the student within the U.S. So-called "traveler's insurance" policies are not acceptable. Canadian students cannot use their Canadian Health Service policy as coverage while enrolled at KCU.

Prior to beginning clinical experiences, COM students must submit proof of personal health insurance to CE.

All students must report any break in coverage or change in health insurance to the assistant vice provost for Student Services while attending classes on campus. COM students must report any break in coverage or change in health insurance to the CE during the third and fourth years.

## Student Supplemental Medical Insurance Policy

KCU 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 KCU academic-related activities, which are not covered by the student's personal medical insurance, such as:

- Injury or illness while participating in KCU course(s), labs or clinical training that take place on KCU campus or at an offsite location approved by KCU.
- Injury or illness while participating in group travel in connection with supervised KCU activities.

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 a needle stick, occurs as a first- or second-year DO student, please contact Student Services 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 a needle stick, occurs as a third- or fourth-year DO student, please contact the assigned CE coordinator for information whether the 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 CE web portal as well as the [KCU intranet](#), under the Student Services section.

## Injuries Occurring on Campus

If a student experiences an accident or injury on campus, the student should report the incident to Safety & Emergency Management and Student Services immediately, and no later than 24 hours after the occurrence. If the University is closed, the incident should be reported the next business day. A member of Safety & Emergency Management will complete an accident/injury report.

The director of campus operations will assign the incident report for investigation and forward to the chief compliance officer.

A preliminary review, if warranted, will gather additional information while it is fresh and accurate in the minds of those involved or who may have witnessed the incident. The chief compliance officer will assess the situation and present recommendations for any corrective action to the Safety and Loss Control Committee.

Data and statistics from all incident reports will be collected, analyzed and presented to the Safety and Loss Control Committee for review. This information will assist the committee in determining whether intervention is needed.

Reportable events may include but are not limited to the following:

- Any injury to a student occurring on University premises or in connection with University business.
- A condition presenting a safety hazard.
- Damage to University property.

## Medical Treatment of Students by KCU Faculty

KCU faculty will not provide medical treatment of, or medical advice to, KCU students except in emergency situations while awaiting emergency response. Student must seek healthcare advice and/or treatment off campus from a non-KCU related source. Students may view KCU's website or intranet for a list of recommended healthcare providers in the Kansas City and Joplin areas, who do not have a conflict of interest related to assessing student performance.

Although not allowed or encouraged, should a KCU faculty member have to provide medical treatment for a student, they are required, per University policy, to recuse themselves from any and all situations where they may have to assess, grade, and/or decide promotion for that particular student.

This includes clinical clerkship preceptors who have a direct assessment and grading responsibility for assigned KCU students. Students who are on rotations should always avoid seeking medical treatment/advice from their clerkship preceptor.

If a student has difficulty in finding medical treatment/advice, they can contact Student Services for a referral to an appropriate physician.

# Nondiscrimination and Anti-Harassment Policy: Title IX

## Policy Statement

Kansas City University of Medicine and Biosciences (collectively the University) is committed to providing a learning and working environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination on the basis of sex. The University considers sex discrimination (as defined below) in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity.

Sexual harassment (as defined below), whether verbal, physical or visual, is always inconsistent with the mission and expectations of the University, and may constitute a form sex discrimination in violation of this policy. Sexual harassment also includes sexual violence (as defined below). Examples of specific conduct that constitutes sexual harassment and sexual violence are set forth below.

## Scope

This policy applies to administrators, faculty, and other University employees; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the University's educational programs and activities, including third-party visitors on campus (the University community). This policy prohibits Sex Discrimination, Sexual Harassment, and Sexual Violence when the complainant and alleged perpetrator are members of the same or opposite sex, and it applies regardless of national origin, immigration status, or citizenship status. The University's prohibition on sex discrimination, sexual harassment, and sexual violence extends to all aspects of its educational programs and activities, including but not limited to admissions, employment, academics and student services.

The University has jurisdiction over Title IX-related complaints regarding conduct that occurred on campus, during or at an official University program or activity (regardless of location), or off campus when the conduct could create a hostile environment on campus. The University will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination and remedy its effects.

## Title IX Statement

It is the policy of the University to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit sex discrimination in the University's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The University has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

**Stacy Jackson, Title IX Coordinator**  
 Chief Compliance Officer  
 1750 Independence Avenue  
 Kansas City, MO 64106  
 816.654.7065  
[scjackson@kcumb.edu](mailto:scjackson@kcumb.edu)

**Jamie Hirshey, Deputy Coordinator**  
 Campus Human Resources Director  
 2817 St. Johns Boulevard  
 Joplin, MO 64804

417.208.0633

[jhirshey@kcumb.edu](mailto:jhirshey@kcumb.edu)

A person may also file a complaint of sex discrimination with the U.S. Department of Education's Office for Civil Rights (OCR) regarding an alleged violation of Title IX by visiting the [OCR's website](#) or by calling 1.800.421.3481.

## Sex Discrimination

The University prohibits discrimination on the basis of sex ("Sex Discrimination") in all the University's programs and activities. In compliance with Title IX and its implementing regulations, the University has implemented this policy to eliminate, prevent and address conduct that constitutes sex discrimination. Conduct, such as sexual harassment, constitutes sex discrimination when it denies or limits a person's ability to participate in or benefit from the University's programs or activities based on sex. Sexual harassment denies or limits a person's ability to participate in or benefit from the University's programs and activities, when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any aspect of the University's programs and activities;
- Submission to or rejection of such conduct by a person is used as a basis for any decision adversely affecting such person with respect to the University's programs and activities; or
- Such conduct is severe or pervasive, such that, considering all relevant circumstances, the conduct denies or limits a person's ability to participate in the University's programs and activities.

Notwithstanding the aforementioned definition of Sex Discrimination, the University reserves the right to resolve, investigate and/or take disciplinary action against any improper conduct of a sexual nature including but not limited to sexual harassment, even though such conduct is not of the type, severity, or pervasiveness that constitutes sex discrimination under this policy.

## Definition of Sexual Harassment

Sexual harassment is any unwelcome conduct of a sexual nature. Sexual harassment constitutes sex discrimination when it denies or limits a person's ability to participate in or benefit from the University's programs and activities. The University encourages members of the University community to report any and all instances of sexual harassment, even if they are unsure whether the sexual harassment constitutes sex discrimination.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature, such as:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos or sexual humor
- Obscene gestures
- Sexual graffiti, pictures, or posters
- Sexual violence (as defined below)

Further examples of sexual harassment may be found in the [Frequently Asked Questions](#) section.

## Definition of Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth. A single instance of sexual violence may be sufficiently severe to deny or limit a person's ability to participate in or benefit from the University's programs or activities, and, therefore, constitute sex discrimination.

## Nondiscrimination and Anti-Harassment Policy: Title IX

Some examples of sexual violence include:

- Rape or sexual assault: Sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
- Unwilling sexual penetration (anal, vaginal, or oral) with any object or body part that is committed by force, threat, or intimidation
- Sexual touching with an object or body part, by a man or woman upon a man or woman, without consent
- Sexual touching with an object or body part, by a man or woman upon a man or woman, committed by force, threat, or intimidation
- Prostituting another student
- Non-consensual video or audio-taping of sexual activity
- Knowingly transmitting a sexually transmitted disease to another

Further examples of Sexual Violence may be found in the [Frequently Asked Questions](#) section.

### Definition of Consent

Lack of consent is a critical factor in determining whether Sexual Violence has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats and/or physical force are used, there is no consent.
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. Warning signs of when a person may be incapacitated due to drug and/or alcohol use include: slurred speech, falling down, passing out, and vomiting.
- If a person is asleep or unconscious, there is no consent.
- If a person is below the minimum age of consent in the applicable jurisdiction, there cannot be consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he/she withdraws consent.
- Being in a romantic relationship with someone does not imply consent to any form of sexual activity.
- Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student; supervisor/employee).

### Sexual Misconduct

Sexual misconduct is an umbrella term covering sex discrimination, sexual harassment and sexual violence and this term will be used throughout the remainder of this policy and the [Complaint Resolution Procedures](#) when collectively referring to these types of conduct.

### Definition of Domestic Violence, Dating Violence & Stalking

The crimes of domestic violence, dating violence and stalking can also constitute sexual harassment when motivated by a person's sex. These crimes, no matter the motivation behind them, are a violation of this policy.

- Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction [...], or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws

of the jurisdiction.

- Missouri's definition of domestic violence can be found at Mo. Rev. Stat. § 455.010.
- Under Missouri law, domestic violence also includes the crime of "domestic assault," which can be found at Mo. Rev. Stat. §§ 565.072-565.074.
- Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.
  - Missouri law does not specifically define dating violence, but conduct of this nature is covered by Missouri's definitions of domestic violence and domestic assault.
- Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his/her safety or the safety of others; or (B) suffer substantial emotional distress.
  - Missouri's definition of stalking can be found at Mo. Rev. Stat. § 455.010 and § 565.225.

## Roles & Responsibilities

### Title IX Coordinator

It is the responsibility of the Title IX Coordinator to coordinate dissemination of information, education and training programs to:

1. Assist members of the University community in understanding that Sexual Misconduct is prohibited by this policy;
2. Ensure that investigators are trained to respond to and investigate complaints of Sexual Misconduct
3. Ensure that employees and students are aware of the procedures for reporting and addressing complaints of Sexual Misconduct
4. To implement the Title IX Complaint Resolution Procedures or to designate appropriate persons for implementing the Title IX Complaint Resolution Procedures.

### Administrators, Deans, Department Chairs, & Other Managers

It is the responsibility of administrators, deans, department chairs, and other managers (i.e., those that formally supervise other employees) to:

1. Inform employees under their direction or supervision of this policy
2. Work with the Title IX Coordinator to implement education and training programs for employees and students
3. Implement any corrective actions that are imposed as a result of findings of a violation of this policy

### All Employees

It is the responsibility of all employees to review this policy and comply with it.

### Students

It is the responsibility of all students to review this policy and comply with it.

### The University

When the University is aware that a member of the University community may have been subjected to or affected by conduct that constitutes sexual misconduct, the University will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the prohibited conduct. The University will act in accordance with its Title IX Complaint Resolution Procedures, described below.

## Complaints

### Making a Complaint

#### Employees

All University employees, except those identified in Section VI.A.4 below, have a duty to file a complaint with the Title IX Coordinator when they believe or receive information indicating that a member of the University community may have been subjected to conduct that constitutes prohibited Sexual Misconduct. This includes employees who may have a professional license requiring confidentiality if they are not employed by the University in that professional role. An employee not making a report as required by this policy may be disciplined accordingly up to and including termination.

#### Students

Students who believe they or another member of the University community may have been subjected to conduct that constitutes prohibited sexual misconduct are encouraged to file a complaint with the Title IX Coordinator. Students should also be aware that all employees at the University, other than those identified in Section VI.A.4 below, have an obligation to report information about sexual misconduct that they become aware of or witness. Students may also file a complaint with the U.S. Department of Education's Office for Civil Rights, as set forth above.

#### Other Persons

Any other persons who are involved in the University's programs and activities, including visitors on campus, who wish to report sexual misconduct should file a complaint with the Title IX Coordinator. They may also file a complaint with the U.S. Department of Education's Office for Civil Rights, as set forth above.

#### Confidential Discussions

If a victim desires to talk confidentially about his/her situation, there are resources available. The following resources are available to assist you and will not further disclose the information you provide, unless otherwise required to do so by law (e.g., if the victim is a minor):

James Dugan, PhD  
Beth Epley, PsyD  
Brandi Norman, PsyD

#### Content of the Complaint

So that the University has sufficient information to investigate a complaint, the complaint should include:

- The date(s) and time(s) of the alleged Sexual Misconduct
- The names of all person(s) involved in the alleged Sexual Misconduct, including possible witnesses
- All details outlining what happened; and
- Contact information for the complainant so that the University may follow up appropriately.

#### Information Provided to Complainant & Respondent

A complainant who makes a claim of sexual misconduct to the University will be given a copy of the document titled "Explanation of Rights and Options After Filing a Complaint Under the Title IX Policy." This document provides information about this policy and the [Complaint Resolution Procedures](#) used to investigate and resolve complaints of sexual misconduct, options for filing complaints with the local police, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given information about the process.

#### Conduct that Constitutes a Crime

Any person who believes they have been subject to sexual misconduct that also constitutes a crime—including sexual violence, domestic assault, dating violence or stalking—is encouraged to make a complaint to local law enforcement, as well as to the University's Title IX Coordinator. If requested, the University will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency,

please contact 911. A victim may decline to notify such authorities.

#### Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence or Stalking

If you are the victim of Sexual Violence, Domestic Violence, Dating Violence, or Stalking, do not blame yourself. These crimes are never the victim's fault. The University recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of sexual violence, domestic violence or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual violence, domestic violence or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence.

Once a complaint of sexual violence, domestic violence, dating violence or stalking is made, the complainant has several options such as, but not limited to:

- Contacting parents or a relative
- Seeking legal advice
- Seeking personal counseling (always recommended)
- Pursuing legal action against the perpetrator
- Pursuing disciplinary action
- Requesting that no further action be taken
- Requesting further information about the University's policy and procedures for addressing Sexual Misconduct
- Requesting further information about available resources.

#### Vendors, Contractors & Third-Parties

This policy applies to the conduct of vendors, contractors, and third parties. Persons who believe they have been discriminated against or harassed in violation of this policy should make a complaint in the manner set forth in this section.

#### Retaliation

Retaliation is prohibited by this policy. Retaliation is defined as material, adverse action taken against a person because the person reported or assisted in making a complaint of sexual misconduct or otherwise participated in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section.

#### Protecting the Complainant

Pending final outcome of an investigation in accordance with the Title IX Complaint Resolution Procedures, the University will take steps to protect the complainant from further sexual misconduct or retaliation. This may include assisting and allowing the complainant to change his/her academic, transportation, or work situation, to the extent that the University has control over these environments, if options to do so are reasonably available and upon request of the complainant. Such changes may be available regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Requests to change an academic, transportation, or work situation, or for any other protective measure, should be made to the Title IX Coordinator.

If a complainant has obtained a temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the



Title IX Coordinator. The University will take all reasonable and legal action to implement the order.

### Amnesty

The University recognizes that an individual who has been drinking alcohol or using drugs may be hesitant to report sexual misconduct. To encourage reporting, the University will not take disciplinary action for drug or alcohol use against an individual reporting sexual misconduct, either as the complainant or as a witness, provided that these conduct violations did not and do not place the health or safety of any other person at risk. The University may, however, require the reporting individual to attend a course or pursue other educational interventions related to alcohol and drugs.

The University's commitment to amnesty in these situations does not prevent action by police or other legal authorities against an individual who has illegally consumed alcohol or drugs.

### Timing of Complaints

The University encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit the University's ability to investigate and respond to the conduct complained of.

### Investigation & Confidentiality

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the [Title IX Complaint Resolution Procedures](#) below, and the University will take disciplinary and remedial action where appropriate. The University will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the University cannot guarantee confidentiality to those who make complaints. In the event that the complainant's confidentiality cannot be ensured, the University will notify the complainant.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his/her name not be disclosed to the alleged perpetrator, the University's ability to respond may be limited. The University reserves the right to initiate and proceed with an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the University community.

The Title IX Coordinator is responsible for evaluating requests for confidentiality.

### Resolution

If a complaint of sexual misconduct is found to be substantiated, the University will take appropriate corrective and remedial action. Students, faculty, and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, probation, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from University programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, work, transportation, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

### Bad Faith Complaints

While the University encourages all good faith complaints of Sexual Misconduct, the University has the responsibility to balance the rights of all parties. Therefore, if the University's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to disciplinary action.

## Academic Freedom

While the University is committed to the principles of free inquiry and free expression, conduct constituting sexual misconduct is neither legally protected expression nor the proper exercise of academic freedom.

## Education

Because the University recognizes that the prevention of sexual misconduct, as well as domestic violence, dating violence and stalking, is an important issue, it offers educational programming to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation; and members of student organizations. Among other items, such training will cover relevant definitions, procedures, and sanctions; provide safe and positive options for bystander intervention; and provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, please contact the Title IX Coordinator.

## Frequently Asked Questions

1. [What kinds of conduct constitute prohibited sex discrimination?](#)
2. [What are some additional examples of sexual harassment?](#)
3. [What should I do if I have been subject to sexual misconduct?](#)
4. [What are some additional examples of sexual violence?](#)
5. [What constitutes "consent" for purposes of sexual violence?](#)
6. [What should I do if I am a victim of sexual violence, domestic violence, dating violence or stalking?](#)
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17. [What should I do if I am retaliated against for making a complaint of sex discrimination?](#)
18. [How does the University handle false allegations of sex discrimination?](#)

### 1. What kinds of conduct constitute prohibited sex discrimination?

All discrimination on the basis of sex in the University's programs and activities is prohibited under this policy. Sexual harassment, defined as any unwelcome conduct of a sexual nature, is one way a person may discriminate against another due to his/her sex. The University has a duty under Title IX to take the steps outlined in this policy when conduct, like sexual harassment, denies or limits a person's ability to participate in or benefit from the University's programs and activities. In such circumstances, sexual harassment constitutes sex discrimination. The University encourages you to report any and all instances of sexual harassment, even if you are unsure whether the sexual harassment

constitutes sex discrimination.

Sexual violence is a particularly severe form of sexual harassment that includes physical sexual acts perpetrated against a person's will or where a person is for some reason incapable of giving consent. Even a single instance of sexual violence can constitute sex discrimination under this policy and should always be reported.

For further descriptions and examples of sexual harassment, sexual violence and sex discrimination, please see Questions 2 and 4 below, as well as Section IV of the University's Title IX: Nondiscrimination and Anti-Harassment Policy.

### 2. What are some additional examples of Sexual Harassment?

Sexual harassment is any unwelcome conduct of a sexual nature. Sexual harassment constitutes a form of prohibited sex discrimination when it denies or limits a person's ability to participate in or benefit from the University's programs and activities. The University's policies protect men and women equally from sexual harassment, including harassment by members of the same sex. Staff, faculty, and students are protected from sexual harassment by any other staff, faculty, student, or contractor. Examples of kinds of conduct that constitute sexual harassment include, but are not limited to, the following:

- Engaging in unwelcome sexual advances
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails or text messages
- Telling unwelcome, sexually-explicit jokes
- Displaying sexually suggestive or lewd photographs, videos, or graffiti
- Making unwelcome and unwanted physical contact, such as rubbing, touching, pinching, or patting
- Making unwelcome and suggestive sounds, such as "cat calls" or whistling
- Commenting on a person's dress in a sexual manner
- Making sexual gestures
- Repeatedly asking someone for a date after the person has expressed disinterest
- Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for a romantic relationship
- Telling another person of one's sexual fantasies, sexual preferences, or sexual activities
- Commenting on a person's body, gender, sexual relationships, or sexual activities
- Using sexually explicit profanity

### 3. What should I do if I have been subject to sexual misconduct?

The University encourages you to report sexual misconduct as soon as possible. Ignoring sexual misconduct does not make it go away. And delayed reporting may limit the University's ability to investigate and remedy the sexual misconduct.

If you are a student, you may report sexual misconduct to the Title IX Coordinator, Deputy Coordinator, or Richard Winslow, PhD. If you are the victim of sexual misconduct that constitutes a crime, the University encourages you to also file a complaint with local law enforcement and to press charges. If requested, the University will assist you in filing a complaint with local law enforcement.

You always have the option to directly confront the person that is harassing you. Sometimes, individuals are not aware that their behavior is offensive and quickly apologize and change their behavior once it is brought to their attention. However, you are not required or expected to confront your harasser prior to filing a complaint.

### 4. What are some additional examples of sexual violence?

Sexual Violence is a form of prohibited sexual harassment. Sexual

violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability. Examples of kinds of conduct that constitute sexual violence include, but are not limited to, the following:

- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent
- Having sexual intercourse with a person who is unconscious because of drug or alcohol use
- Hazing that involves penetrating a person's vagina or anus with an object
- Use of the "date rape drug" to effect sexual intercourse or some other form of sexual contact with a person
- One partner in a romantic relationship forcing the other to have sexual intercourse without the partner's consent
- Exceeding the scope of consent by engaging in a different form of sexual activity than a person has consented to
- Gropping a person's breasts or groin on the dance floor or at a bar
- Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity
- Coercing someone into having sexual intercourse by threatening to expose their secrets
- Secretly videotaping sexual activity where the other party has not consented

### 5. What constitutes "consent" for purposes of sexual violence?

Lack of consent is the critical factor in determining whether sexual violence has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats and/or physical force are used, there is no consent.
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
- If a person is asleep or unconscious, there is no consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he/she withdraws consent.

### 6. What should I do if I am a victim of sexual violence, domestic violence, dating violence or stalking?

If you are the victim of sexual violence, domestic violence, dating violence or stalking, do not blame yourself. These crimes are never the victim's fault. Please contact the Title IX Coordinator as soon as possible for information on options and resources available to you. You may also wish to call local law enforcement (911 if an emergency), or the National Sexual Assault Hotline at 1-800-656-HOPE.

If you are the victim of sexual violence, domestic violence or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual violence, domestic violence or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of Stalking, to the extent such evidence exists. In cases of Stalking, evidence is more likely to be in the form of letters, emails, text messages, etc., rather than

evidence of physical contact and violence.

### **7. Can I make a complaint of sexual violence against my boyfriend or girlfriend?**

Anyone can commit sexual violence, even if you and that person are in a romantic relationship. The critical factor is consent. If your boyfriend or girlfriend perpetrates a sexual act against you without your consent, such conduct constitutes sexual violence, and you may make a complaint. This type of conduct and other types of conduct perpetrated by your boyfriend or girlfriend may also be classified as domestic violence or dating violence.

### **8. What should I do if I am subject to sexual misconduct by someone who is not a University student or employee?**

The University's policies protect you from sexual misconduct perpetrated by vendors, contractors, and other third parties that you encounter in your University learning, living, and employment environment. If you believe that you have been subject to sexual misconduct, you should make a report just as if it were committed by a University student or employee.

### **9. What should I do if I am subject to sexual misconduct by a student but we are off campus?**

It is possible for off-campus conduct between University employees or students to contribute to a hostile working or academic environment or otherwise violate the University's policies. You may make a complaint of sexual misconduct even if the conduct occurs off campus.

### **10. Should I contact the University if I have already notified the police about sexual violence?**

Calling the local police or filing a police report is not the same as filing a complaint of sexual violence with the University. You should not assume that local law enforcement will forward your complaint to the University. As such, anyone who reports sexual violence to local police is also encouraged to report the matter to the University's Title IX Coordinator so that the University can begin to investigate the issue as quickly as possible.

### **11. What should I do if I observe sexual misconduct, but it is not directed at me?**

Anyone who witnesses sexual misconduct, even if it is directed at someone else, can still feel uncomfortable and harassed. If you are a student and witness sexual misconduct please make a complaint in the same manner as if the conduct was directed against you. If you are an employee or staff member of the University, it is your duty to report sexual misconduct of any kind.

### **12. What is the role of the Title IX Coordinator?**

The Title IX Coordinator oversees the University's compliance with Title IX and receives inquiries regarding Title IX, including complaints of sexual misconduct. The Title IX Coordinator has received special training on the University's policies and procedures pertaining to sexual misconduct, and is available to answer questions about those policies and procedures, respond to complaints, and assist you in identifying other resources to aid in your situation.

### **13. If I make a complaint of sexual misconduct, will it be treated confidentially?**

The University will take reasonable and appropriate steps to preserve the confidentiality of the parties to the complaint and to protect the confidentiality of information gathered during the investigation. However, the University has an obligation to provide a safe and non-discriminatory environment for all students and employees. Therefore, no unconditional promises of confidentiality can be provided. If your confidentiality cannot be guaranteed, the University will notify you.

### **14. Who is typically involved in investigating a complaint of sexual misconduct?**

The University's Title IX Coordinator or his/her designee will be

involved in investigating complaints of Sexual Misconduct. The Title IX Coordinator may appoint another member of the staff to investigate and resolve the complaint. The process of gathering evidence will necessarily require the involvement of the complainant, the respondent, and any witnesses to the incident that gave rise to the complaint. In sum, it will involve those persons necessary to fairly and completely investigate the complaint and resolve it.

### **15. What are the possible outcomes of an investigation into a complaint?**

The outcome will be determined based on the totality of the evidence using a preponderance of the evidence standard. If the preponderance of the evidence does not support a finding that the incident occurred, then the complaint is resolved in favor of the accused. If, however, the preponderance of the evidence supports a finding that sexual misconduct occurred, the actions taken by the University will include those necessary to maintain an environment free from discrimination and to protect the safety and well-being of the complainant and other members of the University community. The University's actions will include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions. In addition, it is possible that an investigation may substantiate violations of University policies and standards other than the Title IX: Non-Discrimination and Anti-Harassment policy. If such other violations are identified, the University reserves the right to take immediate action to address them, irrespective of whether the investigation determines that sexual misconduct occurred.

### **16. May I have a support person with me in the investigation process?**

During the investigation process, both a complainant and a respondent may ask a support person to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person cannot be another complainant or respondent. The support person does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. A support person may be removed if he/she becomes disruptive or does not abide by the limitations discussed.

### **17. What should I do if I am retaliated against for making a complaint of sexual misconduct?**

The University's Title IX: Nondiscrimination and Anti-Harassment Policy prohibits retaliation against any person for making a good faith complaint of sexual misconduct, and/or cooperating in the investigation of (including testifying as a witness to) such a complaint. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the underlying allegation of sexual misconduct. If you feel you are the victim of retaliation in violation of this policy, you should report the retaliation just as you would a complaint of sexual misconduct.

### **18. How does the University handle a bad faith allegation of sexual misconduct?**

A bad faith allegation of sexual misconduct occurs when the accuser intentionally reports information or incidents that he/she knows to be untrue. Failure to prove a complaint of sexual misconduct is not equivalent to a bad faith allegation. The University may impose sanctions against an individual who knowingly makes false allegations of sexual misconduct.

## **Title IX: Complaint Resolution Procedures Administration**

For purposes of these complaint resolution procedures, "investigating officer" means the Title IX Coordinator or his/her designee. The investigating officer shall have responsibility for administering these

complaint resolution procedures.

### **Promptness, Fairness & Impartiality**

These procedures provide for prompt, fair, and impartial investigations and resolutions. The investigating officer shall discharge his/her obligations under these complaint resolution procedures fairly and impartially. If the investigating officer determines that he/she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, the investigating officer shall designate another appropriate individual to administer these procedures.

### **Training**

These procedures will be implemented by officials who receive annual training on the issues related to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence and stalking and on how to conduct an investigation that protects the safety of victims and promotes accountability.

## **Investigation & Resolution of the Complaint**

### **Commencement of the Investigation**

Once a complaint is made, the investigating officer will commence an investigation of it as soon as practicable. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sexual misconduct. During the course of the investigation, the investigating officer may receive counsel from University administrators, the University's attorneys, or other parties as needed.

In certain narrow circumstances, the investigating officer may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the investigating officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.

### **Content of the Investigation**

During the investigation, the complainant will have the opportunity to describe his/her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The investigating officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

### **Support Person**

During the investigation process, both a complainant and a respondent may ask a support person to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person cannot be another complainant or respondent. The support person does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and he/she must agree to maintain the confidentiality of the process. A support person may be removed if he/she becomes disruptive or does not abide by the limitations discussed in the previous sentence.

### **Interim Measures**

At any time during the investigation, the investigating officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Title IX: Nondiscrimination and Anti-Harassment Policy.

### **Pending Criminal Investigation**

Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the University will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the University of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the University will proceed with its own investigation and resolution of the complaint.

### **Other Policy & Standards Violations**

In the course of conducting an investigation under these procedures, the investigating officer may identify evidence establishing that University policies and standards other than the Title IX: Non-Discrimination and Anti-Harassment policy were violated. The University reserves the right to take immediate action to address such other violations of policies and standards, irrespective of whether the investigation determines that sexual misconduct occurred. In addition, in cases involving a visitor or contractor as a respondent, the University reserves the right to take summary action to permanently prohibit such person from entering onto University property and/or to terminate the respondent's relationship with the University, irrespective of whether the investigation determines that sexual misconduct occurred.

### **Resolution**

At the conclusion of the investigation, the investigating officer will prepare a preliminary written report. The preliminary written report will identify the relevant evidence collected during the investigation, identify findings of fact, and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. The parties shall be given three days to review a copy of the preliminary written report in a proctored setting. After the review of the preliminary written report, each party will be given three days to submit any comments or response, in writing, to the investigating officer. Thereafter, the investigating officer will consider the parties' submissions, if any, and will finalize the written report and transmit a copy to the Title IX Coordinator.

If the written report determines that sexual misconduct occurred, the Title IX Coordinator will confer with administrators with supervisory authority over the respondent and identify those steps necessary to maintain an environment free from sexual misconduct and to protect the safety and well-being of the complainant and other members of the University community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of sexual misconduct and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

Thereafter, the Title IX Coordinator will provide the parties with a brief, written determination of the investigation. If necessary, the version of the determination provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act (FERPA), and the Clery Act, as explained by the April 4, 2011 Dear Colleague Letter issued by the U.S. Department of Education, available [here](#).

The written determination shall be final, subject only to the right of appeal set forth below.

### **Special Procedure Concerning Complaints Against the President & Executive Vice Presidents**

If a complaint involves alleged conduct on the part of the University president, the University Board of Trustees will designate the investigating officer. Based on the information gathered by the investigation, the University Board of Trustees will prepare and issue

the written report determining the complaint. The determination of the University Board of Trustees is final and not subject to appeal.

If a complaint involves alleged conduct on the part of a University executive vice president, the University president will designate the investigating officer. Based on the information gathered by the investigation, the University president will prepare and issue the written report determining the complaint. The determination of the University president is final and not subject to appeal.

### Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. However, informal means may only be used with the complainant's voluntary cooperation and the involvement of the Title IX Coordinator. The complainant, however, will not be required to work out the problem directly with the respondent. Moreover, either party may terminate any such informal means at any time and elevate the complaint to the formal process.

### Timing Of the Investigation

The University strives to complete its investigation and resolution in a reasonably prompt manner. The time it takes to complete an investigation and resolution will vary depending on all the facts and circumstances, including the nature and complexity of the allegations, the availability of witnesses, and intervening breaks in the University's calendar. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation.

## Rights of the Parties

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to evidence considered by the investigating officer in preparing the written report
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any evidence independently developed by the investigating officer

## Appeals

### Grounds of Appeal

The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- The decision was contrary to the substantial weight of the evidence
- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the investigating officer, would result in a different decision
- Bias or prejudice on the part of the investigating officer, or
- The punishment or the corrective action imposed is disproportionate to the offense

### Method of Appeal

Appeals must be filed with the University Provost within 10 days of receipt of the written determination of the outcome of the complaint. The appeal must be in writing and contain the following:

- Name of the complainant
- Name of the respondent
- A statement of the determination of the complaint, including corrective action if any
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and
- Requested action, if any.

The appellant may request a meeting with the University Provost, but the

decision to grant a meeting is within the University Provost's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

### Resolution of the Appeal

The University will resolve the appeal in a reasonably prompt manner. The decision of the University Provost is final. The University Provost shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the investigating officer's previous written determination and/or the sanctions and remedial measures imposed. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator within three days of the resolution.

## Documentation

Throughout all stages of the investigation, resolution, and appeal, the investigating officer, the Title IX Coordinator, and the University Provost as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts, and audio recordings.

## Intersection with Other Procedures

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Title IX: Nondiscrimination and Anti-Harassment Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other University grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Title IX: Nondiscrimination and Anti-Harassment Policy.

Nothing in the University's Title IX Complaint Procedures, Title IX: Nondiscrimination and Anti-Harassment Policy, or associated materials should be interpreted so as to limit the University's right to resolve, investigate, and/or take disciplinary action against any improper conduct of a sexual nature, including but not limited to sexual harassment, even though such conduct is not of the type, severity or pervasiveness that constitutes sex discrimination as defined in the Title IX: Nondiscrimination and Anti-Harassment Policy.

# Campus Security: Kansas City Campus

## Security & Safety on Campus

KCU-Kansas City is located in a metropolitan area. KCU has instituted certain security measures for student safety, including the utilization of a card access system for all building entrances. Students are encouraged to remain alert and cautious when on campus, keep personal items out of sight and keep their vehicles locked.

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

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

## Annual Security Report

In compliance with regulations of the U.S. Department of Education, SEM 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.”
- 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.” This log is available upon request in the SEM office.

## Emergency Plan

Procedures for emergencies are detailed on SEM page of both the [KCU intranet](#) and the University’s [external website](#).

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

All emergencies on the campus should be reported immediately by dialing 816.654.7911. Upon notification of an emergency, the security officer on duty will respond to the scene to confirm that emergency or disaster conditions exist. If needed, a follow-up call will be made to emergency responders via 911 to assure the response and give directions needed. The security officer will, as soon as practical, contact the manager of SEM or the next highest-ranking SEM official.

All students must provide their cell phone number to the Office of the Registrar. This can be done via the Address Change form, available in the Student Forms section of the Registrar intranet page. These phone numbers must be kept current at all times for emergency contact.

## AED Locations

**Academic Center:** First and second floor, northeast wall by the exit.

**Administration Building:** First floor by the men’s restroom and third floor by the men’s restroom.

**Annex Building:** Wall mount by east entrance/exit in between classrooms A and B.

**Butterworth Alumni Center:** First floor inside the entrance/exit on west wall.

**D’Angelo Library:** First floor, after going through main entrance.

**Dybedal Research Center (DCR):** First floor entrance and second floor by the restrooms.

**Facilities:** Shop area.

**Kesselheim Center for Clinical Competence:** Entrance.

**Powerhouse:** Center pillar.

**Smith Hall:** First floor and third floor east wing by elevator.

**Strickland Education Pavilion:** First floor atrium area by south wall by the east exit, third floor by Wing 320, and fourth floor atrium area.

**Student Activity Center:** First floor North hallway by campus store.

**Safety Patrol Vehicles:** Four vehicles are equipped with AED’s.

**Venus/Maintenance Storage Building:** Right wall, west entrance.

## First Aid Kit Locations

- SEM office
- SEM patrol vehicles (four vehicles)
- DCR second floor lab areas and hallways

## Code Blue Emergency Poles & Call Boxes

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

## Fire Exits & Extinguishers

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 Communications

KCU provides three methods of communications to security and emergency personnel.

- The SEM campus dispatcher may be reached from any phone on campus by dialing ext. 7911 and off-campus or by cell phone at 816.654.7911. Students are asked to pre-program or “speed dial” this number into cell phones for quick dialing.
- Code blue emergency poles and boxes have been installed outdoors in strategic locations around campus. A simple push of the emergency button connects the caller with the dispatcher and alerts the dispatcher that the call is an emergency.
- Students are encouraged to download the Alertus Mobile Safety App. The opt-in mobile phone application enables the University to extend the reach of our emergency blue-light phones on campus by putting a virtual emergency phone on personal smartphones carried by those within the KCU community. Alertus set-up instructions can be found on the [SEM page](#).

## Timely Warnings & Crime Alerts

In the event that a situation arises, either on- or off-campus, that, in the

judgment of the security officers, constitutes a serious or continuing threat, a campus-wide “timely warning” will be issued.

If circumstances warrant, timely warnings or crime alerts are prepared and sent throughout the University via Rave Mobile Safety mass texting notifications, campus-wide emails and posted notices in campus buildings.

### Security Escorts

SEM offers an on-campus service for students to provide a security escort. This service is available year-round (24 hours a day, seven days a week). Patrol officers will walk students to buildings and/or vehicles parked in and around University lots. Those interested in a security escort should contact the security dispatch desk at 816.654.7911, ext. 7911 on campus.

### Identification/Building Access Cards

KCU-Kansas City utilizes a card access system on all building entrances. Access cards are issued by SEM to incoming students free-of-charge during orientation week. Access cards also serve as student identification badges and, in accordance with the dress code, are required to be prominently displayed by students at all times above the waist, preferably in the upper torso region, and visible from the front. ID badges/access cards must be presented when requested by any member of KCU administration, staff or faculty.

Students are prohibited from transferring access cards to other individuals, allowing others to use their access cards or granting access to non-KCU personnel. Students are expected to keep their ID badges/access cards during their entire educational career at the University, but must return it to SEM upon termination of student status. Lost, stolen or misplaced badges must be reported promptly to SEM at ext. 7911 for deactivation. For all lost, stolen or misplaced ID badges/access cards, students can receive a free replacement at the security dispatch desk located in the east wing of Smith Hall.

### Smoking/Tobacco Use

KCU is a tobacco-free campus.

### Inclement Weather

The president and/or designee of the University may declare the University closed or delay opening due to inclement weather. In the event this should occur, a decision will be made no later than 7:00 a.m.

Electronic announcements will be sent via the RAVE Emergency Alert System and through email. If an announcement is not made regarding the closing or delayed opening of the University, students must assume that the University is open and attend class at regularly scheduled times.

### Lost & Found

All lost and found items should be given to a KCU security officer. Security officers can be reached at ext. 7911. Inquiries for lost items can be made at the security dispatch desk located on the first floor of Smith Hall. All unclaimed articles will be disposed of after six months.

### Motor Vehicles & 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-served basis. Students are not allowed to park in areas marked reserved or visitor.

The speed limit on campus is five miles per hour. Pedestrians have the right of way. Vehicles are parked at the owner's risk. The University assumes no responsibility for articles left in vehicles, or for any loss by theft of any vehicle or part thereof, or for any damage which may be caused to any vehicle or part thereof, by fire, trespassers, visitors or other causes.

### Permits

- All students will be issued a parking permit from the security dispatch desk located on the first floor, east wing of Smith Hall.
- Each individual will be responsible for completing an Application for Parking Permit for each vehicle the individual will be parking on campus. There is no charge for parking permits.
- Parking permits must be displayed in the extreme lower right corner (passenger side) of the front window of the vehicle and must be visible from the outside of the vehicle.
- Motorcycles, mopeds and motor scooters must also have permits, and all parking regulations apply.
- Bicycles are to be parked in bike racks and are not allowed inside University buildings. Registration of bicycles is not required.
- Temporary parking permits are available. The permit must be hung on the rearview mirror.
- The registration of a vehicle does not enable KCU to guarantee that a parking space is available.

### Regulations

Parking regulations will be enforced; however, students are permitted to use staff or reserved parking spaces outside of business hours (8 a.m. - 4:30 p.m., Monday-Friday).

Tickets may be issued by members of the SEM department. Tickets are written on three-part NCR forms. The original (white) will be retained in the ticket book. The second (yellow) copy will be taken to the security dispatch desk within one hour of issuance (during the business day) or by noon the following business day if issued after hours on weekdays, weekends or holidays. The third (pink) copy will be placed carefully under the wiper blade of the vehicle in violation. If the operator of the vehicle arrives prior to placement of the ticket under the wiper blade, the ticket will be handed to the operator. No security officer shall accept money or other valuables either to fail to issue a ticket.

Any person using abusive, argumentative or threatening language toward any security officer who is performing his/her duties in accordance with these or any other University regulations will be referred to the appropriate authority for disciplinary action. There are no fine amounts associated with tickets issued by the security department. If a student ignores the warnings on a ticket and continues to violate parking rules, then the information will be forwarded to the vice provost for Enrollment and Student Services for resolution.

Tickets may be issued for the following reasons:

- Blocking a vehicle or driveway
- Damaging KCU property
- Double-parking, parking in loading zones, visitor spaces or other restricted areas
- Driving or parking on grassy areas (unless grass areas are designated for use)
- Failure to display KCU parking sticker
- Failure to obey any other University, state or local regulation or law regarding appropriate vehicular operation or parking
- Obstructing a fire lane
- Operating vehicles in a reckless manner. Repeated offenses may result in suspension of campus parking privileges
- Parking overnight or for an extended period without specific authorization
- Parking in a no-parking zone
- Parking in non-designated areas. This includes parking in visitor spaces and employee parking lots during regular business hours.

### Appeals Process

- Tickets may only be waived by the director of campus operations.
- Appeals should be directed to the director of campus operations in

a timely manner.

## **Animals on Campus**

KCU is a learning environment and strives to have a distraction-free environment for all students to attend lectures, labs and to study.

This policy does not apply to Service Animals which are covered under the Americans with Disabilities Act (ADA). Only dogs are recognized as service animals under titles II and III of the ADA.

Animals are generally restricted from entering KCU buildings and courtyards. They are allowed on the outdoor spaces on campus but owners are expected to keep animals under control and on a leash. Students shall not tie an animal up on the outside of the building while they enter the building or leave animals unattended. Students shall not leave their pets in vehicles when temperatures would be unsafe. When pets are on campus the owner is expected to clean up after their pet.

Kansas City has a community garden and park. This is a fenced location and pets are allowed into the park. The pets are allowed to be off leash in the park but aggressive or misbehaved pets will be restricted from the location.



# Facilities Information: Kansas City Campus

## Campus Contact Information

KCU-Kansas City	816.654.7000
KCU-Kansas City (Toll free)	800.234.4847
Financial Aid Office (Toll free)	877.425.0247
IT Helpdesk	816.654.7700
Library	816.654.7260
Office of the Registrar	816.654.7190
Security	816.654.7911
Smith Hall Front Desk	816.654.7218
Student Services	816.654.7215
Switchboard	816.654.7000
KCU Website	<a href="http://www.kcumb.edu">www.kcumb.edu</a>
KCU Intranet	<a href="http://intranet.kcumb.edu">intranet.kcumb.edu</a>

## Building Hours & Services

### Academic Center (AC)

6:00 a.m. to midnight, daily

Classrooms for DO and PsyD programs, conference rooms.

### Administration Building

6:00 a.m. to midnight, daily

IT Department, Admissions, Financial Aid, Registrar, Finance, Office of the President

### Campus Store

7:30 a.m. to 9:30 p.m., Monday-Friday

10:30 a.m. to 8:00 p.m., Saturday-Sunday

Sells food, beverages, KCU apparel, accessories.

### Community Park & Garden

7:00 a.m. to 7:00 p.m. daily (unless posted)

Provides a park-like setting for students, faculty and staff. Offers an opportunity for collective gardening for those who wish to participate in planting, tending and harvesting produce to donate to local charities.

### D'Angelo Library

7:00 a.m. to 11:30 p.m., Monday-Friday

9:00 a.m. to 11:30 p.m., Saturday-Sunday

Books (print and electronic), study areas, computers, electronic periodicals, educational software, anatomical models. Special hours, such as holiday hours, are posted in advance on the digital signage in the D'Angelo Library and posted on the KCU intranet.

### Dybedal Center for Research

7:45 a.m. to 4:45 p.m., Monday-Friday

Offices of Basic Research, Score 1 for Health

### Kesselheim Center for Clinical Competence (KCCC)

As established by the director

Human patient simulators, standardized patient program.

### Mary L. Butterworth, DO, Alumni Center

Students are not allowed access into the building unless it is for a prescheduled meeting.

Davidson Room

### Smith Hall

Open 24 hours

Audio-visual equipment, OMT tables, computers, study rooms, lockers, vending machines, Learning Enhancement and Counseling Services.

### Student Activities Center (SAC)

6:00 a.m. to midnight, daily

Coffee shop, lounge, televisions, computers, game tables, campus store, fitness center, lockers.

### Strickland Education Pavilion (SEP)

6:00 a.m. to midnight, daily

Anatomy and OCS Labs, Ricci Auditorium (BIOS classroom), cafeteria, vending machines, faculty offices, Office of the Dean, Clinical Education. Faculty offices on the third and fourth floors are open Monday through Friday from 8:00 a.m. to 4:30 p.m.

## Use of Buildings for Student Activities

Any use of building space for organized student activities and/or events must be pre-approved by Student Services. Approval forms can be obtained online from the KCU intranet within the Student Services department pages, in the Forms and Documents section, or in the Campus Life community on Blackboard.

Changes in building hours will occur from time to time as functions change. Students may be asked to prepare to leave certain areas 15 minutes before designated closing times. KCU may also implement summer and holiday hours.

## Leonard Smith Hall | Learning Enhancement & Counseling Services

Leonard Smith Hall houses study rooms, a student study lounge, nondenominational chapel, locker rooms and vending machines. The Offices of Learning Enhancement and Counseling Services are located on the second and third floors.

The second, third and fourth floors contain individual and small group study rooms. Rooms can be checked out by registering at the front desk.

## D'Angelo Library

The mission of the D'Angelo Library is to provide a dynamic, learner-centered environment while serving the informational and research needs of the KCU community. The library team is available to assist with access to information resources, library services and information literacy instruction.

The library offers:

- Wireless computer access
- Furniture equipped with plug-in internet access and charging units for mobile devices
- Computer and instructional center
- Study carrels with computers
- Five individual and group study rooms each with an OMT table, wall-mounted Apple TV, DVD/Blu-ray player, and white board
- Two lounge areas
- Special Collections room featuring medical and osteopathic materials, memorabilia, and yearbooks.
- Large TV monitor displayed upon entering the library highlighting the latest library and campus news.

Faculty, student and staff publications, as well as historical materials and artifacts, are displayed on the first floor. All students' required textbooks in the curriculum are placed on reserve and located in the Access Services area. Anatomical models are located on the first floor, along with a scanner, fax, photocopier, and two WEPA print stations. The library's main collection of medical and bioscience print books is located on the second floor. Both floors contain catalog kiosks and a variety of study spaces.

The library offers assistance with research through consultations, literature searches and other research-centered services. Requests are accepted by phone, email, the library online chat service during regular business hours, mail or in person.

## Facilities Information: Kansas City Campus

The Medical Informatics instructional program offers classes designed to assist users in developing skills in research, information management and literacy and the knowledge necessary to access specific resources available in the library and through the website on or off campus.

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

A variety of medical, biological, scientific, educational and informational online databases are available through the [library website](#).

The website also offers:

- The online catalog (with options to search, place holds, renew materials, and request books through the MOBIUS Library Consortium).
- Direct links to a variety of services, such as interlibrary loan and research.
- Required textbook listings, some with direct e-book links.
- E-book and e-journal links.
- Board review materials.
- Helpful mobile apps.
- InfoGuides offering research assistance, various subject guides and other useful resources compiled by library staff.
- Digital archives documenting the history of the University and osteopathic medicine.
- Library policies.
- Access to many other helpful resources.

New resources are reviewed and evaluated on a consistent basis in order to provide the most relevant and current information available.

## Sports Facilities

### Fitness Center

The Fitness Center is located in the lower level of the Student Activities Center and is open to students only. This is a private facility and is not open to family members or friends of KCU students. The facility is managed and maintained by the KCU Facilities Department. Prior to use of the facility, a waiver must be signed and returned to the Facilities Department. Forms can be obtained online from the KCU intranet within the Student Services department pages, in the Forms and Documents section.

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, abusing the equipment, or violating any fitness center rules or regulations may face disciplinary actions.

Fitness instructors wanting to schedule and reserve the aerobics area for classes may do so by contacting Student Services.

### Basketball Courts

Three basketball courts, located at the south end of the parking lot off of Highland and Admiral, are available for current KCU students, faculty and staff only. Hours of use are 11:00 a.m. to 8:00 p.m. weekdays and 8:00 a.m. to 8:00 p.m. weekends (unless modified hours are posted).

Basketballs are available at the front desk of Smith Hall. The password for the entrance gate will be changed periodically and can be obtained through the Safety & Emergency Management Department (SEM) or Student Services. Security officers should be contacted if there is difficulty using the password. All students must notify SEM (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 line.

- Make sure the gate locks behind you when entering and leaving.
- Use the courts for basketball only. No skateboards, etc.
- Drinking alcohol is not permitted.
- Wearing inappropriate attire is not permitted.
- Absolutely no pick-up games with neighborhood or non-KCU students.
- Be familiar with locations of call boxes in the parking lot. Calls go directly to SEM. Use the call box as needed.

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

### Student Lockers

Lockers are located in Smith Hall, Student Activities Center, and the Strickland Education Pavilion and are available to students for personal storage use. Students are allowed to request one locker and are responsible for supplying their own lock. Lockers should be requested from and registered with Student Services. Safety and Emergency Management has the authority to cut any lock that is not registered with Student Services.

## Community Park & Garden

KCU-Kansas City's Community Park & Garden provides the University an opportunity to grow and share nutritious foods with underserved populations while reaffirming a commitment to promoting healthy lifestyles. Students and employees can join the gardening group or the Community Garden Compost Program.

## KCU Campus Store

The KCU campus store, located in the Student Activities Center, primarily sells food and beverage items, similar to a convenience store. The campus store also stocks laboratory and clinical coats, school supplies, university clothing and gifts. The store also sells KCU-branded apparel [online](#).

The purchase of books is entirely done through an [online book seller](#). Medical equipment is purchased through the campus store at the beginning of the school year. The store will only stock a few of these equipment items after the start of the school year.

Any problems with the online book-ordering or medical equipment problems should be reported to the campus store. The campus store acts as the liaison with the online book seller and medical equipment company.

## Food and Drink in University Facilities

Students are individually responsible for all food and/or drink they bring into any University facility. Students are expected to adhere to all building, classroom and/or laboratory policies related to having food or drink in a particular area. Students are generally allowed to bring food and drink into classrooms during course periods. Storage of food in refrigerators provided for student use is allowed on a short-term basis only. Students are responsible for removing any food or drink they place in any of the University's refrigerators. University faculty and staff reserve the right to remove and discard any food or drink left in said refrigerators. University faculty and staff also reserve the right to ban food or drink for any individual student or for an entire classroom when circumstances justify doing so.

# Campus Security: Joplin Campus

## Security & Safety on Campus

KCU has instituted certain security measures for student safety, including the utilization of a card access system for all building entrances. Students are encouraged to remain alert and cautious when on campus, keep personal items out of sight and to keep their vehicles locked.

KCU-Joplin campus security operates from 6:15 a.m. to 11:00 a.m., seven days a week. Security officers patrol both the interior and exterior of campus to prevent and deter crime. They are readily available to help in emergencies, provide security escorts and render assistance to motorists. The department also enforces parking regulations and serves as the repository for lost and found items.

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

## Annual Security Report

In compliance with regulations of the U.S. Department of Education, SEM 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.”
- 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.” This log is available upon request in the SEM office.

## Emergency Plan

Procedures for emergencies are detailed on SEM page of both the [KCU intranet](#) and the University’s [external website](#).

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

All emergencies on the campus should be reported immediately by dialing 417.208.0800. Upon notification of an emergency, the security officer on duty will respond to the scene to confirm that emergency or disaster conditions exist. If needed, a follow-up call will be made to emergency responders via 911 to assure the response and give directions needed. The security officer will, as soon as practical, contact the manager of SEM or the next highest-ranking SEM official.

All students must provide their cellular phone number to the Office of the Registrar. This can be done via PowerCampus Self-Service. These phone numbers must be kept current at all times for emergency contact.

## AED Locations

**Reception Area:** First floor main entry area, northwest corner of building on the column to the east of the reception desk.

**Office of Safety & Emergency Management:** First floor, northwest corner of main dining area.

**Standardized Patient Area Hallway:** On the south wall, east side of the double entry/exit doors located between the two southern wings.

**Safety Patrol Vehicle:** The SEM patrol vehicle is equipped with an AED.

## First Aid Kit Locations

- SEM office
- SEM patrol vehicle

## Code Blue Emergency Poles & Call Boxes

Emergency blue-light “code blue” poles and boxes are available in the student parking lot and throughout the entire campus area. The student parking lot is located on the north side of the main campus building. These two-way call boxes allow individuals to speak directly to the on-duty emergency campus dispatcher in the event of an emergency.

## Fire Exits & Extinguishers

Fire exits and fire extinguishers are located throughout the building. If evacuation of the 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 Communications

KCU provides three methods of communications to security and emergency personnel.

- The SEM campus dispatcher may be reached from any phone on campus by dialing ext. 0800 and off-campus or by cell phone at 417.208.0800. Students are asked to pre-program or “speed dial” this number into cell phones for quick dialing.
- Code blue emergency poles and boxes have been installed outdoors in strategic locations around campus. A simple push of the emergency button connects the caller with the dispatcher and alerts the dispatcher that the call is an emergency.
- Students are encouraged to download the Alertus Mobile Safety App. The opt-in mobile phone application enables the University to extend the reach of our emergency blue-light phones on campus by putting a virtual emergency phone on personal smartphones carried by those within the KCU community. Alertus set-up instructions can be found on the [SEM page](#).

## Timely Warnings & Crime Alerts

In the event that a situation arises, either on- or off-campus, that, in the judgment of the security officers, constitutes a serious or continuing threat, a campus-wide “timely warning” will be issued.

If circumstances warrant, timely warnings or crime alerts are prepared and sent throughout the University via Rave Mobile Safety mass texting notifications, campus-wide emails and posted notices in campus buildings.

## Security Escorts

SEM offers an on-campus service for students to provide a security escort. This service is available year-round during the normal business hours of 6:15 a.m. to 11:00 p.m., seven days a week. Patrol officers will walk students to buildings and/or vehicles parked in and around University lots. Those interested in a security escort should contact the security dispatch desk at 417.208.0800, ext. 0800 on campus.

## Identification/Building Access Cards

For your safety, KCU-Joplin utilizes a card access system on the building entrances. Access cards are issued by SEM to first-year students free of charge during orientation week. Access cards also serve as student identification badges and, in accordance with the dress code, are required

to be prominently displayed by students at all times above the waist, preferably in the upper torso region, and visible from the front. ID badges/access cards must be presented when requested by any member of KCU administration, staff or faculty.

Students are prohibited from transferring access cards to other individuals, allowing others to use their access cards or granting access to non-KCU personnel. Students are expected to keep their ID badges/access cards during their entire educational career at the University, but must return it to SEM upon termination of student status. Lost, stolen or misplaced badges must be reported promptly to SEM at ext. 0800 for deactivation. For all lost, stolen or misplaced ID badges/access cards, students can receive a free replacement at the dispatch desk in the SEM office, located at the northwest corner of the dining hall area.

## Smoking/Tobacco Use

KCU is a tobacco-free campus.

## Inclement Weather

The president and/or designee of the University may declare the University closed or delay opening due to inclement weather. In the event this should occur, a decision will be made no later than 7:00 a.m.

Electronic announcements will be sent via the RAVE Emergency Alert System and through email. If an announcement is not made regarding the closing or delayed opening of the University, students must assume that the University is open and attend class at regularly scheduled times.

## Lost & Found

All lost and found items should be given to a KCU security officer. Security officers can be reached at ext. 0800. Inquiries for lost items can be made at the dispatch desk in the SEM office, located in the northwest corner of the dining hall area. All unclaimed articles will be disposed of after six months.

## Motor Vehicles & Parking

The University makes parking available for employees and students. The University provides the north lot for student parking. Student parking choices are available on a first-come, first-served basis. Students are not allowed to park in areas marked reserved or visitor. Overnight parking is prohibited unless Security is notified in advance and the student receives permission to do so.

The speed limit on campus is five miles per hour. Pedestrians have the right of way. Vehicles are parked at the owner's risk. The University assumes no responsibility for articles left in vehicles, or for any loss by theft of any vehicle or part thereof, or for any damage which may be caused to any vehicle or part thereof, by fire, trespassers, visitors or other causes.

## Permits

- All students will be issued a parking permit from the dispatch desk in the SEM office, located in the northwest corner of the dining hall area.
- Each individual will be responsible for completing an Application for Parking Permit for each vehicle the individual will be parking on campus. There is no charge for parking permits.
- Parking permits must be displayed in the extreme lower right corner (passenger side) of the front window of the vehicle and must be visible from the outside of the vehicle.
- Motorcycles, mopeds and motor scooters must also have permits, and all parking regulations apply.
- Bicycles are to be parked in bike racks and are not allowed inside University buildings. Registration of bicycles is not required.
- Temporary parking permits are available. The permit must be hung on the rearview mirror.
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that a parking space is available.

## Regulations

Parking regulations will be enforced; however, students are permitted to use staff or reserved parking spaces outside of business hours (8 a.m. - 4:30 p.m., Monday-Friday).

Tickets may be issued by members of the SEM department. Tickets are written on three-part NCR forms. The original (white) will be retained in the ticket book. The second (yellow) copy will be taken to the security dispatch desk within one hour of issuance (during the business day) or by noon the following business day if issued after hours on weekdays, weekends or holidays. The third (pink) copy will be placed carefully under the wiper blade of the vehicle in violation. If the operator of the vehicle arrives prior to placement of the ticket under the wiper blade, the ticket will be handed to the operator. No security officer shall accept money or other valuables either to fail to issue a ticket.

Any person using abusive, argumentative or threatening language toward any security officer who is performing his/her duties in accordance with these or any other University regulations will be referred to the appropriate authority for disciplinary action. There are no fine amounts associated with tickets issued by the security department. If a student ignores the warnings on a ticket and continues to violate parking rules, then the information will be forwarded to the vice provost for Enrollment and Student Services for resolution.

Tickets may be issued for the following reasons:

- Blocking vehicle or driveway
- Damaging KCU property
- Double-parking, parking in loading zones, visitor spaces or other restricted areas
- Driving or parking on grassy areas (unless grass areas are designated for use)
- Failure to display KCU parking sticker
- Failure to obey any other University, state or local regulation or law regarding appropriate vehicular operation or parking
- Obstructing a fire lane
- Operating vehicles in a reckless manner. Repeated offenses may result in suspension of campus parking privileges
- Parking overnight or for an extended period without specific authorization
- Parking in a no-parking zone
- Parking in non-designated areas. This includes parking in visitor spaces and employee parking lots during regular business hours.

## Appeals Process

- Tickets may only be waived by the director of campus operations.
- Appeals should be directed to the director of campus operations in a timely manner.

## Animals on Campus

KCU is a learning environment and strives to have a distraction free environment for all students to attend lectures, labs and to study.

This policy does not apply to service animals which are covered under the Americans with Disabilities Act (ADA). Only dogs are recognized as service animals under titles II and III of the ADA.

Animals are generally restricted from entering KCU buildings and courtyards. They are allowed on the outdoor spaces on campus but owners are expected to keep animals under control and on a leash. Students shall not tie an animal up on the outside of the building while they enter the building or leave animals unattended. Students shall not leave their pets in vehicles when temperatures would be unsafe. When pets are on campus the owner is expected to clean up after their pet.

# Facilities Information: Joplin Campus

## Campus Contact Information

KCU-Joplin	417.208.0630
Financial Aid	417.208.0664
Financial Aid (Toll-free)	877.425.0247
Security	417.208.0800
Student Services	417.208.0700
IT Helpdesk	816.654.7700
Registrar	816.654.7190
Switchboard	816.654.7000
KCU Website	<a href="http://www.kcumb.edu">www.kcumb.edu</a>
KCU Intranet	<a href="http://intranet.kcumb.edu">intranet.kcumb.edu</a>

## Building Hours & Services

### Farber-McIntire Campus

6:00 a.m. to midnight, daily.

Administration, faculty, and student services hours will typically be Monday to Friday, 8:00 a.m. to 4:30 p.m. The cafeteria, campus store, and library hours will vary according to curriculum schedules and student demand. Student needs will dictate hours of operation for many areas of the campus and will be communicated to faculty, staff and students. KCU-Joplin may also implement summer and holiday hours.

### Administration

Located on the second floor, north wing

Office of the Dean, Human Resources, Finance.

### Cafeteria

Located on the first floor, near the main entrance

7:00 a.m. to 11:00 p.m., Monday-Thursday

7:00 a.m. to 5:00 p.m., Friday

Closed Saturday and Sunday

### Campus Store

Located on the first floor, near the main entrance

The store will offer apparel, supplies, and gifts. Additional KCU-branded apparel can be purchased online. Purchase of books is through an online bookseller. The campus store will have staffed hours based on student demand.

### Faculty

Located on the second floor, central wing

Faculty offices, Fellows offices, Faculty support.

### Fitness Facilities

Access to an off-campus fitness facility will be provided for all KCU-Joplin students.

### Dawson Heritage Foundation Library

7:00 a.m. to 11:00 p.m., Monday-Friday

9:00 a.m. to 11:00 p.m., Saturday-Sunday

Books (print and electronic), study areas, computers, electronic periodicals, educational software, anatomical models. Special hours, such as holiday hours, are posted in advance on the digital signage in the Dawson Library and posted on the KCU intranet.

### Lockers

Located on the first floor

Lockers are available to students for personal use. Students will be assigned a locker and combination. Safety & Emergency Management has the authority to open any lock as needed.

## Student Services

Located on the first floor, central wing

Admissions - Room 1614

Assistant Vice Provost of Student Services - Room 1619

Financial Aid & Registrar - Room 1606

Learning Enhancement - Room 1621

Student Activities - Room 1608

Counseling - Room 1613

## Support Staff

Located throughout the building

Security, Information Technology, Facilities.

## Use of Buildings for Student Activities

Any use of building space for organized student activities and/or events must be pre-approved by Student Services. Approval forms can be obtained online from the KCU intranet from within the Student Services department pages, in the Forms and Documents section.

Changes in building hours will occur from time to time as functions change. Students may be asked to prepare to leave certain areas 15 minutes before designated closing times. KCU may also implement summer and holiday hours.

## Dawson Heritage Foundation Library

The mission of the Dawson Library is to provide a dynamic, learner-centered environment while serving the informational and research needs of the KCU community. Library staff is available to assist with access to information resources, library services and information literacy instruction.

The library offers:

- Wireless computer access
- Furniture equipped with plug-in internet access and charging units for mobile devices
- Four individual and group study rooms, wall-mounted Apple TV, DVD/Blu-ray player and white board
- Special collections include medical and osteopathic materials, memorabilia and yearbooks
- Large TV monitor highlighting the latest library and campus news.

The Dawson Library is housed in the Freeman Health System Wing. The wing includes the Felix E. Wright Family Chapel, one lounge area and an additional 10 small study rooms.

All required textbooks for the curriculum are placed on reserve and located in the Access Services area. The library also houses anatomical models and allows access to a scanner, fax, photocopier and one WEPA print station. The library also contains catalog kiosks and a variety of study spaces.

The library offers assistance with research through consultations, literature searches and other research-centered services. Requests are accepted by phone, email, the library online chat service during regular business hours, mail or in person.

The Medical Informatics instructional program offers classes designed to assist users in developing skills in research, information management and literacy and the knowledge necessary to access specific resources available in the library and through the website on or off campus.

Interlibrary Loan Service augments the holdings of the Dawson Library by providing access to other national and international collections. This service is available to KCU students, faculty, residents and staff without charge. Requests are accepted by phone, email, the library online chat service, mail or in person.

A variety of medical, biological, scientific, educational and informational online databases are available through the [library website](#).

The website also offers:

- The online catalog with options to search, place holds, and renew

materials.

- Direct links to a variety of services, such as interlibrary loan and research.
- Required textbook listings, some with direct e-book links.
- E-book and e-journal links.
- Board review materials.
- Helpful mobile apps.
- InfoGuides offering research assistance, various subject guides and other useful resources compiled by library staff.
- Digital archives documenting the history of the University and osteopathic medicine.
- Library policies.
- Access to many other helpful resources.

New resources are reviewed and evaluated on a consistent basis in order to provide the most relevant and current information available.

### **Food and Drink in University Facilities**

Students are individually responsible for all food and/or drink they bring into any University facility. Students are expected to adhere to all building, classroom and/or laboratory policies related to having food or drink in a particular area. Students are generally allowed to bring food and drink into classrooms during course periods. Storage of food in refrigerators provided for student use is allowed on a short-term basis only. Students are responsible for removing any food or drink they place in any of the University's refrigerators. University faculty and staff reserve the right to remove and discard any food or drink left in said refrigerators. University faculty and staff also reserve the right to ban food or drink for any individual student or for an entire classroom when circumstances justify doing so.

A grayscale photograph of two female doctors in white lab coats. The doctor on the right is looking at the doctor on the left, who is holding a clipboard. A stethoscope is visible around the neck of the doctor on the right. In the background, a sign on a wall reads "Please change the TABLE PAPER before using the XRAY".

# DOCTOR OF OSTEOPATHIC MEDICINE

# Doctor of Osteopathic Medicine

## COM Mission Statement

The College of Osteopathic Medicine (COM) 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.

## 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:

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

KCU-COM curriculum prepares students for graduate medical education. Graduates are required to meet the following osteopathic core competencies:

### *Competency 1: Osteopathic Philosophy & 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 lifelong 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 lifelong learning activities, including research.

### *Competency 3: Patient Care*

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

### *Competency 4: Interpersonal & 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,

lifelong 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 & 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.

## 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.

## College of Osteopathic Medicine Honor Code

Upon matriculation at Kansas City University of Medicine and Biosciences, I have become a member of the osteopathic medical profession. I understand that I will be expected to maintain and promote the ethical standards that my profession embodies.

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 member of the medical profession. I will adhere to the highest standards of integrity, honesty and personal conduct at all time off and on campus. 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.

## Admissions

### Academic Requirements

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

- The Medical College Admissions Test (MCAT). The MCAT is administered electronically throughout the year. If applying for the 2018 entering class, only May 2015 through September 2017 scores will be accepted. To register for the MCAT, apply online at [www.aamc.org](http://www.aamc.org). Direct questions via email to [mcats\\_reg@act.org](mailto:mcats_reg@act.org) or call 319.337.1357. Applicants applying through KCU's Partnership Program are not required to take the MCAT exam.
- A baccalaureate degree earned from a regionally accredited



college or University. Exceptions are only made for those students accepted through our [Partners Program](#).

- Satisfactory completion, with a grade of C or higher, of the following college courses, including laboratory work:
  - Biochemistry: 3 semester hours (4.5 quarter hours)
  - Biological Sciences: 12 semester hours (18 quarter hours)
  - Chemistry: 13 semester hours (19.5 quarter hours)
  - English Composition and/or Literature: 6 semester hours (9 quarter hours)
  - Physics: 8 semester hours (12 quarter hours)
  - Total: 42 semester hours (63 quarter hours)

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

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

### Substitutions or Waiver of Admissions Requirements

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

- A faculty letter detailing course content.
- A copy of the course description from the university catalog.
- A copy of the course syllabus.

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

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

### Admissions Partnerships

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

Students from these partner program institutions who meet these educational standards and who have earned a minimum ACT score of 28 are eligible to petition for acceptance to KCU through their undergraduate pre-health advisor during their sophomore year. Applicants who are offered a seat in COM as full-time first-year students will matriculate at the end of their junior year. The Medical College Admissions Test (MCAT) requirement is generally waived for

these applicants. Partner institutions include Avila University, Central Methodist University, Culver-Stockton College, Doane University, Drury University, Harris-Stowe State University, MidAmerica Nazarene University, Missouri Southern State University, Missouri Western State University, Pittsburg State University, Rockhurst University, University of Missouri – St. Louis, University of St. Mary, and William Jewell College. For additional information, please contact the KCU director of Admissions.

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

An international applicant is an applicant who is not a U.S. citizen or permanent resident and requires a student visa (F-1) to study in the U.S.. International students applying for admission to KCU 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
2. Successfully completing a minimum of 30 semester hours of coursework from a regionally accredited college/university in the U.S., or from a recognized post-secondary Canadian institution that uses English as its primary language of instruction and documentation, not more than three years prior to the applicants anticipated matriculation. Of the 30 semester hours, 15 hours must be in the sciences, six hours in non-remedial English and three hours in speech/public speaking.

Once an offer of admission is extended, international applicants must provide evidence of sufficient funding to cover the entire length of the program. The applicant must complete and submit a Financial Responsibility Form with all supporting bank and/or financial documentation to the KCU Office of Admissions. Once received, the financial documentation is reviewed by the Office 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.

### International Students and Residency Placement

International students pursuing any medical degree, including the DO degree, are finding it more difficult to find residency training options post-graduation. Most international and national medical school associations are recommending that international students pursuing the DO degree pursue an ACGME residency training program in the United States, after graduation. This is the best residency option for international students. However, no guarantees exist for residency applicants, especially students from countries outside the United States. The factors that exist and impact residency placement are out of the control of KCU and individual students. We encourage all international student applicants to think seriously about the options that are available to them post-graduation from medical school before committing to a medical school within the United States.

### Application Process

#### Step 1: AACOMAS Application

AACOMAS Online is a web-based application for individuals seeking admission to colleges of osteopathic medicine. The application allows prospective osteopathic medical students to submit their application to AACOMAS through a secured web server. AACOMAS Online allows the user to create an account and spend multiple sessions completing their application. Applicants are able to update their address, telephone number and 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 2018 entering class May 2017 through March 1, 2018. All application materials, including detailed instructions, can be accessed through the AACOM website, [www.aacom.org](http://www.aacom.org). Applicants must request that official transcripts from all colleges and universities attended be mailed directly from the institution to the AACOMAS office. MCAT scores must also be forwarded directly to AACOMAS from the MCAT office. Mail transcripts and MCATs to:

### AACOMAS Transcript Processing Center

P.O. Box 9137  
Watertown, MA 02471

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

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

### Step 2: KCU-COM Secondary Application

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

- 501 MCAT score.
- 3.25 science GPA.
- 3.25 cumulative GPA.

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

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

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

1. Applicants are responsible for becoming familiar with admission requirements, which includes all required coursework, following application procedures and meeting all deadlines at each school to which they apply.
2. Applicants are responsible for the collection and timely submission of supplemental applications, letters of evaluation, transcripts and all applicable fees.
3. Applicants are responsible for reporting and updating any changes in the initially submitted application (e.g., address, telephone numbers, academic status, 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 15.

## 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.
- Submit application.

### August

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

### September

- Personal interviews begin

### March 1

- AACOMAS application deadline
- KCU-COM Secondary Application deadline

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

## Required Supplemental Materials

The following supplemental materials are required as part of the application process for KCU-COM:

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

*Note: Evaluations must be written within the two years prior to making applications. Example: If applying beginning May 2016, letters must be dated no earlier than May 2014.*

Applicants who anticipate applying 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.

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 proof of their ability to finance the entire length of their academic program.

Applicants with college credit at foreign institutions or institutions teaching in a language other than English will be required to submit official foreign transcripts for evaluation services. Applicants should seek additional information about this process from the AACOMAS website. KCU will accept the foreign transcript evaluation report as fulfilling admission criteria only if the evaluation service has indicated that the required coursework is comparable to a regionally accredited U.S. college or university.

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

### Applicant Review & Notification

The major criteria for rating applicants include academic excellence and nonacademic achievements. Academic excellence is measured by an assessment of the results of the MCAT, grades and grade point averages, modified by such information as the degree of difficulty of the program in which the applicant studied. Nonacademic 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 nonacademic achievements:

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

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

- Professional demeanor.
- Problem-solving skills.
- Coping skills.

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

### Matriculation Requirements

#### Acceptance & Matriculation Fee

An acceptance fee and a matriculation deposit are required from successful applicants. (See [Tuition & Fees](#).) Acceptance is conditional until all fees, paperwork, and coursework is completed. Failure to submit all documents and forms by the posted due dates will result in forfeiture of seat in the upcoming class. These fees are non-refundable regardless of reason. Withdrawing prior to matriculation does not negate the non-refund policy.

#### 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, along with all other required documents for admission, must be on file prior to matriculation. It is expected that all required coursework listed on the AACOMAS application will be completed with a grade of C or higher, and that expected degrees are completed by July 1 of the matriculation year at KCU.

#### Criminal Background Check

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

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

*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 matriculation at the University. The University reserves the right to deny admission to any applicant for any reason the University deems sufficient.*

### Immunization & Health Requirements

Students who project themselves as future health care professionals are obligated to protect their health and the health of their future patients. All matriculating students at KCU are required to be vaccinated in accordance with the Centers for Disease Control and Prevention (CDC) immunization guidelines. These guidelines change and are updated periodically, and applicants and students are expected to be knowledgeable regarding the current CDC guidelines for health care workers found on their website: [www.cdc.gov](http://www.cdc.gov). KCU students are responsible for maintaining a current and thoroughly documented official record of immunizations at all times. More information is available [online](#).

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 again to the Office of Clinical Education (CE) before beginning clinical clerkships. COM students must report any lapse in coverage or change in health insurance to CE.

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 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.*

### Required Textbooks

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

### Medical Equipment

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

### Transfer Admission Policy

Students enrolled at an AOA-COCA accredited osteopathic medical school may be considered for transfer admission into the second or beginning of the third year of medical studies at KCU upon completion of the equivalent level of medical education as currently structured at KCU 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.

Under no circumstances may a student graduate from KCU-COM without completing a minimum of two terminal years of education at the institution.

### Eligibility Guidelines

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

### Requirements

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

### Procedures & Deadlines

- Applicant completes a COM Secondary Application indicating interest as a transfer student and pays application fee.
- Deadline for receipt of application and fee is Feb. 1 of the year of the proposed matriculation.
- Deadline for receipt of all supporting documentation is March 1 of the year of the proposed matriculation.
- Office of Admissions reviews completed application for minimum admission qualifiers. If minimum qualifiers are met, the Office of Admissions contacts the vice provost to confirm available seat.
- If space is available, the applicant's curricular content from the other osteopathic school is reviewed by the deans of COM and/or faculty with expertise in the areas of concern to ensure content fulfills the minimum curriculum requirements of KCU-COM and to determine transfer credit equivalents.
- Upon approval by the deans of COM, the documentation is forwarded to the Office of the Registrar for appropriate transfer consideration. Upon official confirmation from the Office of the Registrar regarding all applicable transfer courses, the 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 appropriate dean of COM for final approval and confirmation of transfer credit equivalents. Transfer credit accepted for COM is posted to the KCU transcript as a semester credit value summary with a transfer GPA, however, transfer credit may not be utilized for the determination of graduation honors.
- Only applications that are complete and received by the advertised deadline will be considered. No exceptions or deadline extensions

will be approved. Incomplete applications will be withdrawn from consideration.

- Applicants who submit a completed application for transfer admission will receive written notification of the decision rendered by the appropriate dean of COM from the Office of Admissions.
- Potential transfer students should request application information from KCU's Office of Admissions, 816.654.7162, between 8 a.m. and 4 p.m.

### Health & Minimum Technical Standards

More information about this policy is available [online](#).

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

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

Reasonable accommodations will be made as required by law; however, the candidate/student must be able to meet all technical standards with or without reasonable accommodation. Please refer to the section on the Americans with Disabilities Act. The use of a trained intermediary necessarily requires that a candidate's judgment be mediated by someone else's power of selection and observation, and is not a permissible accommodation. Enrolled students who are unable to meet these standards may be asked to appear before the Student Progress Committee (COM-SPC) and may be subject to dismissal. Requests for accommodations should be directed to the KCU disability services coordinator. See [Academic & Physical Accommodations](#).

### Immunizations

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

### Observation

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

### Communication

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

### Sensory/Motor

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

### Conceptual, Integrative & Quantitative Abilities

Candidates and enrolled student physicians must possess conceptual, integrative and quantitative abilities, including measurement, calculation, reasoning, analysis and synthesis. Problem-solving, the critical skill demanded of physicians, requires all of these intellectual abilities. In addition, candidates must be able to comprehend three-dimensional relationships and to understand the spatial relationship of structures. Candidates and enrolled student physicians must be able to sit in a classroom and participate in a full eight-hour day. The practice of medicine requires periods of distinct concentration in surgery, trauma, emergency room care and other patient settings. Candidates and enrolled student physicians must be capable of extended periods of intense concentration and attention.

### Behavior & Social Attributes

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

### Osteopathic Principles & Practices and Principles of Clinical Medicine Laboratory Policies

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

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

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

A graduate from KCU-COM has the ability to apply for licensure as a physician in all 50 states. Their license is not restricted to any one particular sex, and candidates for graduation must demonstrate the ability to practice medicine on both males and females.

### Housing

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

## Dual-Degree Programs

### Master of Arts in Bioethics

Some of today's most critical challenges in health care revolve around ethical and humanistic issues. The Master of Arts in Bioethics trains future physicians, researchers and other health care providers to become leaders on hospital ethics committees and other professional venues. More importantly, a bioethics education encourages the process of becoming a better, more compassionate physician leader.

Completion of a Master of Arts in Bioethics may enhance medical students' abilities to obtain scholarships, internships, and residencies. The program assists those working in health professions by improving their knowledge and skills, positioning them to become change agents and ethics leaders in the institutions they serve.

After completing the program in bioethics, a graduate will:

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

Students in this program may complete both their Doctor of Osteopathic Medicine and Master of Arts in Bioethics in four years.

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

This program attends to both philosophical and religious ethics as well as contributions from the social sciences and the medical humanities. Students must complete 30 credit hours of coursework.

The final course in the dual-degree program is a capstone project or comprehensive examination. The project allows students to pursue a bioethics question of special interest. It is intended as a mentored project in which the student works under the direction of a faculty member to make a significant contribution to bioethics. After completion of the project, the student may request to present his/her project in a conference with the KCU bioethics faculty and selected student peers. Comprehensive examinations entail students addressing assigned topics and writing about them in response to exam questions for which they have prepared from a reading list to be provided.

While ensuring that students have a solid foundation in humanistic studies, this program also teaches critical thinking skills and collaboration on innovative approaches to resolving ethics dilemmas.

Admission to the DO/MA in Bioethics dual-degree program involves an application process during the first semester of the DO program. Students will be notified of acceptance before the end of the fall semester of the first year. Students must be in good standing in the DO program or they may be required to withdraw from the MA in Bioethics portion of the program.

### **Transfer Credit Policy - MA in Bioethics**

Transfer credit is limited to six credit hours for the MA in Bioethics dual-degree program. Grades associated with transferred credit hours will not transfer; transfer credits are limited to electives.

The Chair of Bioethics is responsible for determining the applicability of transfer work to the student's program. All transfer credits must be completed at an accredited graduate school with a grade of B or better. Pass/fail courses will not be accepted in transfer.

Transfer Credit Request forms are available in the Office of the Registrar. Coursework used to satisfy requirements for one graduate degree may not be used to meet the requirements for a second graduate degree. Student requesting transfer credit must provide the following documentation to their academic program:

- Published catalog course description;
- Course syllabus;
- Official transcript noting earned credit for the course(s). Note: Transcripts received from other universities cannot be released to students or third parties. Transcripts submitted for this purpose must be sent directly from the awarding institution to KCU. Transcripts which have been released to the student and/or third parties are not accepted.

To receive transfer credit, students must submit their Transfer Credit Request form along with all corresponding documentation and receive approval prior to the end of their first semester enrolled in the dual-degree program.

### **Master of Business Administration**

In partnership with Rockhurst University Helzberg School of Management, KCU-Kansas City medical students may pursue a Master of Business Administration (MBA) in Healthcare Leadership. This program and course schedule have been tailored to allow medical students to complete the program in the same four-year time frame as the DO program.

An application process is made available at the end of the first semester of medical school. Applicants for the DO/MBA dual-degree program must be approved for the program by the campus dean of COM in order to pursue this area of study. Students must maintain a minimum cumulative GPA of 3.0 and pass all courses within COM or they may be required to withdraw from the MBA portion of the program. For additional details regarding the DO/MBA program, please contact the Rockhurst University Graduate College or refer to the [Rockhurst website](#).

## **Fellowship Opportunities**

### **Osteopathic Manipulative Medicine Fellowship**

The Osteopathic Manipulative Medicine (OMM) Fellowship program has been in existence since 1992. Since that time, many students have enjoyed the opportunity to learn as well as teach the art and science of osteopathic manipulative medicine. The OMM fellowship allows the interested student to practice and perfect his/her skills while working with experienced osteopathic physicians. The OMM fellowship requires a significant commitment to the profession, faculty, colleagues, patients and medical students.

The OMM fellowship is designed to facilitate the development of future osteopathic physicians skilled in osteopathic philosophy, principles and manipulative diagnostic and treatment skills. The fellowship also helps to encourage the development of future teachers and researchers in the field of OMM.

The OMM fellowship is a 12-month training program occurring ideally between the student's third- and fourth-year clinical clerkship assignments. A fifth year must be added to the student's enrollment to accommodate his/her clinical clerkship and OMM fellowship obligations. The student must be in good academic standing in order to participate in the fellowship program. Failure to remain in good academic standing shall result in removal from the fellowship program and revocation of all the benefits provided under the program.

The four main goals of the program are:

- To develop physicians who excel in all aspects of primary care osteopathic medicine.
- To develop physicians with advanced knowledge and skills in osteopathic philosophy, principles, diagnosis and treatment.
- To develop physicians with the ability to contribute to the teaching and clinical aspects of osteopathy.
- To involve fellows in the various aspects of OMM-related research.

### **Application Requirements**

1. All COM students are invited to apply for the fellowship program.
2. Student must be in good academic standing with the University.
3. Applicant must have completed all of the first two years of coursework at KCU.
4. Student must consider all of his/her goals and understand the time commitment associated with participating in this program.

### **Fellowship Responsibilities**

1. Successful completion of the 12-month program is divided into one month blocks of responsibilities.
2. The OMM fellow must have successfully completed his/her third-year clinical clerkship responsibilities. They may enter the fellowship program prior to beginning clinical rotations but this is not preferred.
3. The fellowship director will oversee all job requirements and duties specific to the program.
4. Contractual, student services and employment-related issues will be handled through KCU's Human Resources and Student Services offices.
5. The OMM fellow will participate in departmental teaching and will serve as lead fellows as assigned. This includes all of the following:
  - a. Attendance at all departmental lectures and laboratory sessions.
  - b. Laboratory duties include:
    - i. Assistance at laboratory sessions by preparing lecture and laboratory presentations as assigned.

## Doctor of Osteopathic Medicine

- ii. Assisting students with questions regarding theory and technique.
    - iii. Running AV equipment and creating recordings of each lab.
  - c. Conducting reviews of theory/technique prior to exams.
  - d. Assistance with exams.
  - e. Conducting lab makeup sessions regarding the material covered during that week and assisting with any other questions the students might have.
  - f. Assistance with the third- and fourth-year OMM didactic program.
  - g. Conducting or participating in the performance of research and/or scholarly activity relating to osteopathic principles and/or osteopathic medical practice.
6. The OMM fellow will participate in development and implementation of the Primary Care Medicine (PCM) course.
- a. The fellow will work with the course director in the development of lab materials, taping of labs, leading small group discussions and lead teaching some labs.
  - b. The fellow will participate in the clinical skills exams to aid in the grading of Subjective, Objective Assessment Plan (SOAP) notes.
7. Clinical Responsibilities
- a. The OMM fellow will see patients in the student/OMM clinic under the direct supervision of an attending physician. They will be expected to obtain an accurate history, physical and structural exam. Based on the diagnosis, they will perform an appropriate treatment and apply appropriate medical treatment if indicated.
  - b. The OMM fellow may, based on availability, see patients with an assigned faculty member and outside practitioners. OMM fellows will see patients with OMM specialists. The OMM fellow will have access to the use of ultrasound and percussion hammers, and can order imaging, laboratory, etc., when indicated. They will be responsible for filling out the super-bill and writing SOAP notes under supervision.
  - c. The OMM fellow may participate in hospitalized patient OMM consultations with faculty when appropriate.
8. The OMM fellow will assist with the Student American Academy of Osteopathy (SAAO) in its activities and programs.
9. The OMM fellow will assist all students who require tutorial assistance or makeup lab time in OMM. This is considered to be separate from the University's tutoring program. The fellow may be paid hourly wages for KCU tutoring at the same time as being salaried during the fellowship.
10. On specified days, the OMM fellow may be assigned special projects within the clinical departments. This must be approved by the fellowship director and/or the OMM department chair.
11. Research projects are proposed and conducted on an ongoing basis. All OMM fellow are expected to participate. The ideal sequence is for discussion and development during the second and third years of school with the actual conduction of the project during the OMM fellowship year. These projects may occur during working hours as well as after school/office hours.
12. The OMM fellow is expected to participate in the A. Hollis Wolf Case Presentation contest at the annual AAO convocation. If more than one fellow is under contract, the clinical faculty will judge the best presentation and have that OMM fellow represent KCU in the contest. Contest rules allow only one participant from each school.

13. The OMM fellow is expected to continue all other clinical and academic responsibilities in an exemplary manner.

### Benefits

#### Financial

1. The OMM fellow will receive waiver of tuition during the fellowship year and the year after the fellowship.
2. The OMM fellow will receive a stipend as per contract. The stipend is paid in 26 pay periods subject to all tax withholdings. The fellow will be given one week of paid vacation during the year to be scheduled with the fellowship director.
3. The OMM fellow will be sent to the AAO annual convocation conference. Allowance will be given only for the following:
  - a. Registration fee
  - b. Transportation to and from conference
  - c. Room allowance
  - d. Food allowance as per University policy.

*Note: Fellows must adhere to the University's policies regarding expense reimbursement for travel.*

#### Educational

1. The OMM fellow will be given additional specific training in advanced and varied osteopathic manipulative skills monthly.
2. The OMM fellow will be able to attend and table-train OMM continuing medical education (CME) taught by University faculty.
3. The OMM fellows will lead a monthly journal club conducted with the director and other faculty members.
4. The OMM fellow will receive instructional content and faculty oversight on their scholarly/research project.

#### Optional Clinical Opportunities

1. The OMM fellow may have opportunities to participate in sports medicine coverage of sporting events under the supervision of faculty where possible.
2. The OMM fellow can participate in campus and club volunteer activities.

#### Failure to Complete Program

It is expected that the student who assumes the OMM fellowship position will have considered his/her obligations to the University, department and student body. All personal obligations should be considered prior to making this commitment.

The OMM department will routinely assess and review the performance of the OMM fellow and retains the right to terminate a fellow from the program if academic and professional standards are not maintained.

#### Clinical Anatomy Fellowship

The KCU Clinical Anatomy Fellowship has a reputation of excellence in clinical anatomy research, education and outstanding residency outcomes.

The fellowship provides training in teaching, advanced anatomical topics and research methodology. It also provides an advantage in clinical clerkships by equipping the student with high-level competency in clinical anatomy and the anatomical sciences as more broadly defined.

The objective of the fellowship program is to:

1. Provide advanced education in the disciplines of clinical anatomy, which include gross anatomy, histology, embryology and neuroanatomy.
2. Develop teaching and research skills.
3. Equip the participant with at least one peer-reviewed publication.
4. Prepare graduates for competitive residencies in surgery, radiology and other related specialties.

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### Application Requirements

1. Strong interest and skills in clinical anatomy and its possible benefit to residency plans.
2. Strong overall performance in the COM sections of human anatomy (average of 80 percent or higher on lab practical exams) and good academic standing at KCU (3.0 GPA or higher).
3. Successful candidates have typically participated as an anatomy teaching assistant or have documentation supporting his/her outstanding role as a tutor during their second year. The demonstration of proficient dissection skills in gross anatomy as observed by an anatomy faculty member is preferred.

### Fellowship Responsibilities

- Teach in all gross anatomy and neuroanatomy labs;
- Present anatomy lectures and labs in both COM and COB;
- Facilitate COM, CARE, CME, OPTI, USM-DPT, CARE and student sub-specialty club programs;
- Prepare OMS-II teaching assistants and tutors to teach or tutor in gross anatomy labs;
- Assist in the management, organization and operation of the Conte Anatomy Lab and Center CARE facility, including:
  - Prepare for and cleaning of the laboratory environments
  - Maintain records for the Gift Body Program.
  - Inventory and order equipment for the Conte and CARE labs.
  - Manage in-lab video projection and recording equipment.
  - Teaching assistant/tutor scheduling and management.

### Compensation & Tuition

- The anatomy fellow will receive a stipend as per contract.
- A tuition waiver will be applied to tuition during the fellowship year and the year after the fellowship.

*Note: Fellows must adhere to the University's policies regarding expense reimbursement for travel.*

## Tuition & Fees

### Doctor of Osteopathic Medicine

The following fees and tuition apply to the 2018-2019 academic year for the DO program:

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

Fee is payable upon submission of application for admission. (Fee may be waived if applicant receives an AACOMAS fee waiver.) Fee is nonrefundable 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. 14.
- Those accepted between Nov. 15 and Jan. 14 will have 30 days.
- Those accepted between Jan. 15 and May 14 will have 14 days.
- Those accepted on or after May 15 will 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 nonrefundable regardless of reason.

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

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

Payment is credited toward tuition once payment of the balance of the tuition is received. This fee is nonrefundable regardless of reason.

Students paying for tuition are strongly encouraged to pay via [KCU's online payment portal](#). However, if a student wishes to pay via paper check, the payment should be made payable to Kansas City University of Medicine and Biosciences (KCU) and sent to the address below:

**KCU c/o Finance Office**  
1750 Independence Ave.  
Kansas City, MO 64106

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

**Full-Year Tuition.....\$47,256**

**Student Activity Fee.....\$75**

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

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

The tuition refund shall follow the [Institutional Refund Policy](#); please review policy for details.

*Note: Tuition includes parking, library privileges, an iPad, and laboratory supplies, but not instruments, equipment, computers, texts, lab manuals or health insurance. Tuition and fees are subject to change annually.*

### Transcript Fees

**Official Transcript (PDF).....\$10**

**Official Transcript (Paper).....\$20-75**

USPS (Standard).....\$20

Certified Mail.....\$26.50

FedEx.....\$40-75

### Books & Instruments

The approximate costs for required textbooks are:

**First-Year Textbooks.....\$3,400**

**Second-Year Textbooks.....\$1,712**

**Third-Year Textbooks.....\$500**

The approximate cost for instruments is:

**First-Year Instruments.....\$900**

### National Board Fees

KCU requires successful completion of COMPLEX Levels 1, 2-CE, and 2-PE prior to graduation. Examinations by the National Board of Osteopathic Medical Examiners (NBOME) require fees, which are subject to change. Current information regarding COMPLEX fees is available on the [NBOME website](#). COMPLEX fees are paid directly to NBOME.

### Master of Arts in Bioethics (Dual-Degree Program)

The Master of Arts in Bioethics is a 30-credit program that runs concurrently with the DO program, beginning with the second term of the OMS-I year. The following tuition charges apply to the 2018-2019 academic year.

**Rate per credit hour.....\$833**

### MBA in Healthcare Leadership (Dual-Degree Program)

The following tuition charges apply to the 2018-2019 academic year.

**Full-Year Tuition (COM 2019 & 2020).....\$17,858**

**Full-Year Tuition (COM 2021).....\$18,375**



MBA tuition is set by cohort and billed in May/June of the first and second years.

**Payment & Tuition Refund Policy Related to the MBA in Healthcare Leadership Program**

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

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

The tuition refund shall follow the [Institutional Refund Policy](#); please review policy for details.

**Financial Aid for Dual-Degree Programs**

Students that are enrolled in the dual-degree programs can be eligible for financial aid. Students may be eligible for loans to cover the cost of additional tuition. Once accepted into the program, students should contact the Financial Aid office to verify financial aid eligibility.

**Satisfactory Academic Progress for Financial Aid Consideration**

Federal regulations require schools to monitor the academic progress of Title IV financial aid recipients. KCU must certify that students are making satisfactory academic progress (SAP) toward the completion of their KCU degree. KCU follows the regulations set forth by the U.S. Department of Education that students are meeting the three required measurements to determine SAP: qualitative (GPA), quantitative (progression) and time frame.

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

**Transfer Credits**

Transfer credits are not considered in calculating SAP.

**Qualitative Measure: GPA**

To qualify for federal financial aid, a COM student must attain a minimum 2.0 cumulative GPA (passing grade) on a 4.0 scale to be eligible for the first and second year. COM students enrolled in clerkships and beyond OMS-I and OMS-II (basic science) are graded on an Honors/Pass/Fail (H/P/F) grading system. These grades are not included in the cumulative GPA. Financial Aid considers a grade of Honors/Pass to be the equivalent of receiving a 70 percent or higher in measuring SAP.

**Quantitative Measure: Attempted vs. Completed**

In order for students to progress through the program to graduate within the maximum time frame, Financial Aid requires all COM students to complete 67 percent of credit hours attempted. In determining pace progression, KCU calculates a completion rate for each student. The completion rate is the total number of credit hours successfully completed divided by the total number of credit hours attempted.

Attempted hours not earned include any grade of Fail (F), Incomplete (I), In Progress (IP), Withdrawal (W), Administrative Withdrawal (AW), or Administrative Drop (AD).

**Time Frame: Pace Progression**

Program	Typical Time Frame	Maximum Time Frame
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DO	4 years to graduate	6 years to graduate
Bioethics (Dual)	4 years to graduate	6 years to graduate

Students are expected to make satisfactory progress toward their degree each academic year. Students must complete the DO program within six academic years of the matriculation date in COM. Students participating in the bioethics dual-degree program must complete both programs within six academic years.

The COM-SPC may grant an additional year in rare and extenuating circumstances. Students who do not complete their degree in six academic years will not be eligible for additional aid without a financial aid appeal. Students will need to contact the Financial Aid Office to determine aid eligibility. The Financial Aid Office will advise the student of the appeals process for additional aid eligibility to complete their degree if they have met the maximum time frame limit and are allowed to enroll beyond six years.

**SAP Review**

SAP is reviewed annually at the end of an academic year for COM. This will be done prior to disbursement of subsequent aid for the next academic year. The entire prior year will be reviewed to determine eligibility. The Financial Aid Office will review all students enrolled for the year to determine a student's SAP status, regardless of financial aid received.

Dual-degree DO/MA students will be reviewed based on the same SAP standards set forth in the above policy. Dismissal from the DO program will result in dismissal from the MA program.

If the student is not meeting the above SAP eligibility requirements, the student will be ineligible for financial aid. Students will be notified by email if they fail to meet the minimum standards outlined above. This email communication will include an explanation of the standards evaluated and instructions on how to proceed with the appeal process.

**COMLEX Failures**

A student who fails any portion of the COMLEX and is permitted by the COM-SPC to remain enrolled in their program of study, and who also meets all SAP eligibility standards, is considered to be making SAP.

**SAP Appeal Process**

Financial Aid will notify the student via email if an appeal needs to be submitted to continue receiving federal aid at KCU. Students will be asked to submit an appeal form to the Financial Aid office. The form will require the student to complete the information listed below:

- A written statement documenting the reasons for the failure to meet the standards of academic progress for financial aid eligibility. The statement should be concise but long enough to address the student's mitigating circumstances (e.g., serious illness of student or family member, death of relative, disruptive personal issue). There is no school-defined length.
- A written statement explaining what has changed in the student's situation that would allow the student to bring his/her academic progress up to the satisfactory standards.
- If requested, supporting documentation may be required to process the appeal.
- A written academic plan.

Appeals will be reviewed and completed within two to four weeks of receipt. Students who submit appeals will be notified via email regarding the decision of their appeal. Students with approved appeals will regain federal financial aid eligibility. Students with denied appeals will be ineligible for federal financial aid until they meet the minimum SAP requirements. Appeal decisions are final.

**Academic Plan**

All students who fail to make SAP and file an appeal with the Financial Aid office are required, as part of the appeal process, to complete an

academic plan. The form can be obtained from the Financial Aid office and must be submitted with the Financial Aid Appeal form. The academic plan must ensure that the student is able to meet SAP standards by a specific point in time. The student will need to work with his/her advisor to develop a written academic plan to help improve academic performance.

### Financial Aid Probation

Students who have approved appeals will be placed on financial aid probation and have their federal financial aid reinstated.

Students who are able to meet the SAP standards by the end of the next payment period will be placed on probation without an academic plan. The student's academic progress will be reviewed at the end of the next payment period. Students who meet the minimum standards at the end of the probationary period are no longer on probation. Students failing to meet the minimum eligibility requirements at the end of the probationary period are considered ineligible to receive additional funds.

Students who are not able to meet SAP standards by the end of the next payment period will be placed on probation with an academic plan. Students will need to successfully follow the academic plan while in this status. The student's academic progress will be reviewed at the end of each payment period while on the academic plan. Students who meet the criteria outlined in their academic plan will remain in that plan until it expires or the student meets the minimum SAP eligibility requirements. Students must appeal to change their academic plan. Students who do not meet the academic plan criteria outlined in their plan will be placed back into suspension and will be ineligible for federal aid.

### Without Approved Appeal

Students who are not making satisfactory academic progress and do not submit an appeal or have their appeal request denied may regain eligibility only by taking action that brings them into compliance with KCU's satisfactory progress standards for financial aid. Any exceptions to this policy will be made on an individual basis and in compliance with federal, state and local regulations governing financial aid.

### 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.

*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 U.S. or, if the research is conducted outside the U.S., 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.

### Practicing Medicine

COM students shall not engage in any activity that may be construed as the practice of medicine or any phase thereof, without prior written approval of an exception.

Students are prohibited from accepting any form of payment or gratuity for their clinical activities. Clinical activities of students are not permitted without the appropriate supervision of a licensed faculty physician.

In no event shall a student represent, either directly or indirectly, that the student is licensed to practice medicine as a graduate of this University or otherwise, unless such student is, in fact, a licensed practitioner.

The determination of whether a student's activity violates this policy shall be that of the University alone. Students with questions regarding this policy should submit them in writing to a member of Student Services. The Student Services team can counsel students on this policy. Violation of this policy may result in the immediate disciplinary action.

### COM Health Requirements

#### HIV/HBV

It is the policy of KCU to comply with the federal Rehabilitation Act and all other state and federal statutes pertaining to communicable diseases. It is the intent of this policy to protect those students and employees who have contracted human immunodeficiency virus (HIV) or hepatitis B virus (HBV) and to protect students, employees and patients from avoidable exposure to HIV or HBV.

#### HIV/HBV Procedures

Students must advise their supervisor (vice dean of the medical school) if they are HIV and/or Hepatitis B surface antigen (HBsAg) positive;

The University will adhere to the recommendations of the Centers for Disease Control and Prevention (CDC). These recommendations are:

- All students should adhere to universal precautions, including the appropriate use of hand washing, protective barriers and care in the use and disposal of needles and other sharp instruments. Students who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment and devices used in performing invasive procedures until the condition resolves. Students should also comply with current guidelines for disinfection and sterilization of reusable devices used in invasive procedures. To facilitate the use of universal precautions, the University will provide training in this area to its students.
- Currently available data provide no basis for recommendation to restrict the practice of students infected with HIV or HBV who perform invasive procedures not identified as exposure-prone, provided the infected students practice recommended surgical or dental techniques and comply with universal precautions and current recommendations for sterilization and disinfection.
- Students who perform exposure-prone procedures should know their HIV and HBV antibody status. Students who perform exposure-prone procedures and who do not have serologic evidence of immunity to HBV from vaccination or from previous infection should know their HBsAg status and, if positive, should also know their HBeAg status. To facilitate this, the University will provide names and locations of facilities in Kansas City where anonymous testing can be done at the student's expense. KCU encourages all students to be tested periodically.
- Students who are infected with HIV or HBV (and are HBeAg positive) should not perform exposure-prone procedures unless they have sought counsel from an expert review panel and have been advised under what circumstances, if any, they may continue

to perform these procedures. Such circumstances would include notifying prospective contacts of the student's seropositivity before they undergo or participate in exposure-prone invasive procedures.

- The confidentiality of the infected student will be protected by KCU and the student's supervisor to the extent that such confidentiality does not unnecessarily expose others to either HIV or HBV.
- Contracting of HIV or HBV shall not constitute grounds for termination of employment, dismissal from school or other punitive actions.
- Changes in work stations, reassignment of responsibilities and other measures may be taken in an effort to protect the infected employee or student, as well as uninfected coworkers and patients. The program of academic study may be modified for the infected student to permit those educational experiences that do not unnecessarily expose patients or other students to HIV or HBV. Decisions regarding such modifications will be made by a review panel in consultation with the student. The review panel may forward recommendations for significant modification of the academic program to the COM-SPC. The student's name will not be disclosed to the members of COM-SPC. COM-SPC may consider whether the proposed significant modifications will permit the student to fulfill the academic requirements of the University;
- After all reasonable accommodations have been made (including adjustments in work, location and reassignment of duties and responsibilities, or modification of academic program), any student who is incapable or ineligible to perform his/her responsibilities may be subject to termination of employment or dismissal. Similarly, after reasonable modifications of the academic program, infected students who are unable to fulfill the requirements for graduation may be subject to dismissal.

#### Hepatitis A

Hepatitis A vaccine is not routinely recommended for students at KCU because Missouri is considered a state that has a low average annual incidence of Hepatitis A. Students who belong to at-risk groups, however, should be vaccinated. This includes those who travel to an endemic area, have identified risk factors and have chronic liver disease.

#### Hepatitis B

University policy mandates that all osteopathic and biomedical sciences students must provide evidence that they have completed or have initiated the vaccination series for Hepatitis B vaccine before they begin school. They must also provide the University with results of their post-vaccination test/titer following completion of the Hepatitis B series. According to recommendations, the post-vaccination test/titer should be completed one to two months following the third vaccine dose; students who received the vaccine series in the past must provide the quantitative results of a post-vaccination test/ titer to the University before they can begin any research laboratory or clinical experience.

If no antibody is detected, another series of three vaccinations should be given and the test repeated in one month. Once a positive antibody test is documented, no further testing or vaccinations are required. A person that does not respond after a second three-dose series should be considered a non-responder and susceptible to HBV infection.

#### Meningitis

The meningitis vaccine from within the last five years is required of all KCU students.

#### Additional Vaccination Information for Students

Medical students entering first-year classes who are not current on their immunizations and/or do not provide an official KCU immunization record form, completed and signed by an authorized health official, will not be allowed to matriculate. KCU students are responsible to maintain

a current and thoroughly documented official record of immunizations at all times. Students who cannot provide official, up-to-date immunization records in accordance with University guidelines will not be allowed to continue their education.

Medical students enrolling at the University are required to complete an immunization form submitted to SentryMD for verification. Items to be completed include, but are not limited to, proof of immunization for poliomyelitis, rubella, rubeola, mumps, varicella and diphtheria/tetanus as well as serological tests showing an immunity to MMR, Varicella, and Hepatitis B.

### TB Testing

Before matriculating, a student must also provide the results of a tuberculosis (TB) test demonstrating a negative PPD-TB test or proof of completion of INH therapy. If a positive TB skin test was documented, one or more of the following must be provided for verification and review:

- A TB blood test that verifies a negative result.
- Documentation of the completion of successful INH therapy.

### Influenza

KCU students are entering the health professions. As part of their education, from time to time they will come into contact with vulnerable populations who may be at risk for infectious disease. Because of this, all KCU students are required to be immunized annually for influenza.

## Academic Policies & Procedures

### Responsibility of the Student

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

### Academic Advising

Academic advising may come from multiple sources: the Office of the Dean (Kansas City or Joplin), the Office of the Vice Provost for Enrollment and Student Services, the assistant deans, the associate dean for Clinical Education, faculty advisors, education specialists, and COM-SPC.

### Academic Load

Academic Load	Number of Credits
Full-time	6 or more semester credits
Half-time	3-5.5 semester credits
Part-time	Less than 3 semester credits

### 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 for additional details.

### Academic Probation

Academic probation is an official status from the University, stating that the student is under the most sensitive academic monitoring and improvement plan, which becomes a part of the student's academic record for the period of time they are on probation. This status is typically applied when one of more of the following occur:

- One or more course failures
- Failure of a national board examination
- Student's cumulative KCU GPA is below 2.0

Students placed on academic probation will have their status monitored by a University faculty or staff member. In addition students on academic probation must attend all classes. Students on academic probation are suspended from participating in a dual-degree program and will be administratively withdrawn. Academic probation may also include the suspension of the student's normal rights to participate in extracurricular, co-curricular, and other nonacademic activities, including but not limited to the student not being allowed to hold a leadership position in a student organization. Typically, students who are placed on academic probation cannot fail any other course, section, clerkship, shelf exam and/or national examination. The typical length of the academic probation is one year, unless otherwise specified, from the time the student is formally notified of being placed on this status.

Academic probation status is not tied to a student's SAP, as defined by Title IV. It is wholly separate and unrelated to SAP.

### Academic Warning

Academic warning is a state of warning from KCU to the student indicating that the University is concerned about the student's academic performance. This status is typically applied when one of more of the following occur:

- Multiple course exam failures.
- Current cumulative KCU GPA below 2.30.
- Behavioral cues by the student which may indicate academic or personal distress.

Students placed on academic warning may be required to take actions deemed necessary to help improve academic performance. These actions may include but are not limited to: regular meetings with Learning Enhancement staff, sessions with KCU psychologists, required course attendance, meetings with tutors and/or faculty members, temporary loss of student leadership privileges, and providing frequent status updates to key faculty/administrators.

Academic warning is not tied to a student's SAP, as defined by Title IV. It is wholly separate and unrelated to SAP.

### Medical Student Performance Evaluation

The Medical Student Performance Evaluation (MSPE), 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 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 composite resume, vita and/or portfolio for inclusion in the MSPE.

### Professionalism & the MSPE

The national residency match process requires documentation within the MSPE of any adverse action(s) imposed on a student by KCU, as well as information about the student's professional attributes. This includes documentation of demonstrations of a lack of professionalism. The Associate Dean of Clinical Education, in consultation with the dean and vice provost, will determine what is written in the MSPE regarding a professionalism-related issue.

### Registration

Unlike traditional undergraduate and graduate institutions where students individually register for courses, KCU engages in block registration for each student cohort. The student's respective department sends enrollment information to the Office of the Registrar every term. Students are responsible for reviewing their enrollment on KCU 360 prior to each semester to ensure they are enrolled correctly.

The last day to add a class is seven business days after the published first

day of classes in the Academic Calendar. The first day of classes varies by class year. This policy does not apply to clerkships or intersession courses.

COM students are required to report on the orientation or registration date as specified in the [Academic Calendar](#). First-year COM students who fail to appear within the first hour of orientation risk losing their seat unless other arrangements have been made.

Third- and fourth-year COM students must complete registration materials, including financial aid arrangements, by July 1, prior to participating in clerkships. Third- and fourth-year COM students are not required to be physically present on campus for registration.

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 & 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.

The deadline to drop a course is end of business the day of the first class meeting. For night classes, the deadline to drop is end of business the next day following the first class meeting. For intersession courses, the deadline to drop the courses is prior to the first class meeting. Students who wish to drop a course must officially communicate their request to their department and/or the Office of the Registrar within the prescribed time requirements. A student who drops a course within the prescribed time requirements will have no record of the course on their transcript.

Students may withdraw from certain courses with the permission of the campus dean of COM after the drop deadline and up to the last day to withdraw as defined by the [Academic Calendar](#). Course withdrawals are recorded as a W on the student's academic transcript. Students may not withdraw from a course with a W after the withdrawal date. Students who withdraw from courses after the withdrawal date will receive a failing grade. Students are not eligible to withdraw from a course after the course has ended.

Course withdrawal may have financial aid implications. Students are advised to talk with Financial Aid prior to dropping a course.

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

### Extracurricular Clinical Experiences & Physician Shadowing Policy

KCU receives multiple requests each year from first- and second-year students requesting to be approved to shadow a physician outside of the curriculum. Once a student has matriculated into KCU-COM, the University assumes the legal liability of all clinical experiences. These risks include OSHA and HIPAA law requirements and medical malpractice coverage.

Therefore, KCU students are only allowed to shadow a KCU clinical faculty member at a pre-approved clinical site. Additionally, students are only allowed to wear their KCU white coats at a pre-approved KCU sponsored clinical event (e.g., Score 1 screening, KCU classroom presentation), at an event which requires white coats, or while on clinical clerkship rotations.

### Attendance Policy

#### OMS-I & OMS-II

Attendance is required for all labs, guest lectures, patient presentations and interactive sessions. The method of taking attendance may vary and include sign-in sheets or electronic identification.

Any faculty member may require attendance for their lectures. This

information will be posted to the schedule and may be revised at any time by the faculty member. Video recordings are released to students at the discretion of the lecturer. If more than 50 percent of students are absent for a scheduled class, video recordings may not be released for student review. Any student may be required to attend lectures by the associate dean, COM-SPC or the campus dean of COM.

#### Excused Absence Policy

COM students may be excused from attending classes or other activities, including examinations, in the event of a medical issue (illness) or due to an emergency situation which was not predictable (illness involving family member, car repair issue, etc.). The student must be able to provide documentation verifying the illness or emergency in order for it to be excused. Physician notes from "telemedicine" appointments are not accepted as valid excuses. Each student is required to follow this process to request and document the excused absence:

1. The student should review the University's policy in advance of making an excused absence request. Students who are unable to provide documentation, as to the reason they are requesting an excused absence, should discuss with a Student Services staff member in order to get advice as to how to proceed.
2. The student emails their excused absence request, via Blackboard, to the "Excused Absences" link.
3. The student's excused absence request is delivered to the Office of Assessment who reviews the request. If the request is something approved and easily verifiable, the Office of Assessment makes the decision and communicates that decision back to the student. If the excused absence request is complicated, the appropriate campus phase director or a designee in Curriculum & Integrated Learning will make the decision.
4. If the request is denied, the student is notified, in writing, that this is the decision.
5. If the Office of Assessment approves the excused absence request, the Course Director will be notified of the student's absence. The student shall receive an email back approving their request and providing additional details related to issues that may need follow-up.
6. An excused student may not be penalized for the absence and must be allowed to take an examination or complete an assignment, from which the student is excused, within a reasonable period after the absence. The faculty member may take appropriate action if a student fails to satisfactorily complete an assignment or examination within the stated period of time.

Students who miss required classes, without an excused absence, will not be able to make up missed activities and may be referred to the vice provost for Enrollment and Student Services for review.

#### OMS-III & OMS-IV

Attendance at all clerkship related activities is mandatory; therefore, any absence requires an excuse and documentation. Failure to notify Clinical Education and/or the clerkship site/preceptor of any absence from a clerkship, regardless of the reason or number of hours absent, may result in a meeting with the Associate Dean of Clinical Education regarding lack of professionalism and could result in a failing grade of the clerkship.

An Absence Request Form and supporting documentation must be submitted directly to the KCU clinical clerkship coordinator. All submitted absence forms must include a detailed make-up plan in order for the absence to be considered. Only completed, signed forms are processed. Decisions rendered through this process are final. There are no exceptions to this policy and failure to follow the process will be considered an unexcused absence. The KCU clinical clerkship coordinator notifies the student via email when a decision has been reached.

Scheduled absences are not and should not be considered approved until

the official Absence Request Form is signed by the Associate Dean of Clinical Education.

## Electronic Recording Policy

Electronic recording of learning activities is the responsibility of KCU IT Department staff who adhere to University guidelines for obtaining appropriate permissions from those involved. "Learning activities" at KCU involve all scheduled curricular activities including lectures, labs, small groups, presentations, reviews, demonstrations, and any activity in which faculty members, patients, or off-campus visitors are participating.

Due to technical issues, privacy, intellectual property rights, and/or the decision of the faculty member, the recording of any class, lecture, etc. is not guaranteed. Recordings are intended to supplement the education of the student, not to replace attendance at the presentation.

Recording any of these events using video recorders, cameras, camera devices, digital recorders in any form including cell phones or any type of mobile device, is not allowed without the express written consent of all persons involved and KCU's administration. Posting of any material for "personal use" to any website also requires written consent in advance. A request form is available from the Office of Assessment and should be completed with signatures prior to any activity. The signed form should be returned to the Office of Assessment.

Students who initiate electronic recording 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 unprofessional conduct.

## Grades & Assessment Policies

### Grades & Quality Points

The academic grades and quality point system for COM students at KCU is as follows:

Grade	Quality Points	Definition
A	4.00	Excellent work (94-100%)
A-	3.67	90-93%
B+	3.33	87-89%
B	3.00	Average (84-86%)
B-	2.67	80-83%
C+	2.33	77-79%
C	2.00	Minimum Average (70-76%)
F/C	2.00	Successful Remediation
F	0.00	Fail
H	-	Honors
P	-	Pass
IP	-	In-Progress
I	-	Incomplete
W	-	Withdrawal
AW	-	Administrative Withdrawal
AD	-	Administrative Drop

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

The record of each student will be reviewed each year to evaluate the student's potential for continuance. At the end of the academic year, the COM-SPC may recommend promotion to the following year, makeup examinations, summer remediation or dismissal.

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

- Demonstrate basic knowledge of osteopathic philosophy and practice and osteopathic manipulative treatment.

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

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

### Testing Policy

Students who are authorized for special accommodations will report to the Office of Assessment. Accommodation conditions, as appropriate, may include alteration of length of exam time, testing location (room number) or other accommodations. Students in need of special accommodations for testing are to contact the vice provost for Enrollment and Student Services at 816.654.7182 for an application and instructions.

All quizzes and exams will start and end on time. No students are allowed to leave the room until 15 minutes have elapsed from the scheduled start of a written exam. If a student arrives after 15 minutes have elapsed, the student must report to the Office of Assessment for an excused absence to take the exam. A student with an unexcused absence will not be permitted unless authorized by a phase director or a designee of Curriculum & Integrated Learning. Students not authorized to make up the quiz/exam will receive a zero on the quiz/examination. In order to receive authorization to make up a quiz/exam, students must provide acceptable written documentation to the curriculum coordinator for OMS-I or OMS-II. Additional details on this subject can be found in the [Attendance Policy](#).

While taking exams students should have in their possession only items that are necessary for the exam. No food is allowed during testing. All purses, backpacks, iPods, hats, sunglasses, unnecessary clothing items, pagers, headphones, CD players, calculators, cell phones, etc., must be left outside the testing area. Recording or communication devices of any type are not allowed at any time in the testing environment. Academic integrity, honesty, and personal conduct guidelines will be strictly enforced.

Any student found in possession of any type of electronic device capable of accessing the internet in any testing environment (iPad used for testing is the sole exception) will be awarded an automatic failure of the exam in question. KCU is unable to ascertain intent behind possession of any electronic device in a testing situation, and any student found in possession will be considered academically dishonest. Students will be referred to KCU administration for breach of professional conduct.

### Review of Examinations

Students who wish to review past exams must request permission from Assessment. Exams will be reviewed under the supervision of a learning enhancement specialist, curriculum coordinator, or course director. Exams cannot be viewed until final grades for that exam have been posted. Students are not permitted to have any electronic devices, book bags, purses, etc., in the same room while the exam is being reviewed. Failure to follow these guidelines will result in a zero (0) score for that

exam, as well as a meeting with the [University Honor Council](#).

## Grades & Assessment Policy for the DO/MA in Bioethics Dual-Degree Program

Courses are typically three credit hours (37.5 to 45 contact hours) and offered during the fall and spring. In each course, faculty may employ a variety of assessment methods, including:

- Quizzes and examinations, including a final exam
- Class participation
- Small-group discussions
- Group projects
- Research papers
- Class presentations
- Online assignments
- Experiential learning projects.

A percentage of the total point score possible for the course will be calculated based on the points earned.

Following the completion of each semester, the student can review his/her grades on KCU 360.

## Incomplete Grades

A course director may assign a grade of Incomplete (I) if he/she believes that a student has been unable to complete the course/section on time because of extenuating circumstances beyond the student's control. In the case an incomplete grade is assigned, the course director and/or the Assessment office should complete an Incomplete Grade Contract that details the requirements for completion of the course/section.

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

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

Should a student decide to withdraw or if he/she is otherwise separated from the University prior to completing coursework for an incomplete grade, the grade will be updated to reflect a failure (F).

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

*Note: In-Progress (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).*

## Grade Changes/Corrections

Grades may be changed or corrected by the manager of Assessment, on behalf of the course director(s), upon certification in writing that an error occurred in computing or recording the grade, or a section or course has been successfully remediated. The change of grade must be documented on a grade change form and submitted to the Office of the Registrar for processing.

## Section/Course Grade Appeal Process

Within 10 business days of grade determination, a student may request that their course grade be reviewed. Students should make this request

to the appropriate assistant or associate dean, in consultation with the course director, to review their points and final grade. If the student feels an error remains, a final request to review the section grade may be made directly to the campus dean of COM.

## Student Standing

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 the student's cumulative GPA at the conclusion of year two. This information will then be reported to students.

## Academic Assessment, Status & Promotion

### Eligibility for Continued Enrollment

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

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

### Promotion to OMS-II & OMS-III

1. Satisfactory completion (passing grades) of:
  - a. All courses.
  - b. Clinical Skills Assessment Examination.
  - c. Osteopathic Skills (OS) Competency Performance Assessments.
2. Completion of all early clinical experience activities.
3. Successful completion of all pre-clinical training requirements such as immunizations, orientations, proof of insurance, and others as specified.
4. Successful completion of COMLEX Level 1 (prior to participation in clerkship experiences).
5. Recommendation for promotion by the COM-SPC to the Faculty Senate. 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 for the continued study of osteopathic medicine; and is mentally and emotionally fit to become a physician.

### Promotion to OMS-IV

1. Satisfactory completion (passing grades) of all required third-year clerkships.
2. Satisfactory completion of all required shelf exams.
3. Completion of course and instructor evaluations for each third-year clerkship.
4. Satisfactory completion of Standardized Patient encounters/OSCE's scheduled during the third year.
5. Completion of COMLEX Level 2-CE.

### Clerkship Assessment

To pass each clerkship students must demonstrate progress on evaluation by their preceptor and pass the applicable End of Clerkship Exam. All components listed below are required before a final grade is assigned by KCU:

- End of Clerkship Exam (when applicable),
- End of Clerkship Reflection,
- Preceptor Evaluation of Student Performance.

The complete Clerkship Assessment policy is located under [Assessment](#).

### Assessment of Professionalism

Professionalism is one of the pillars of students' training as future physicians and its presence is critically important as student doctors develop their knowledge and skills. KCU expects all COM graduates to demonstrate professionalism in all aspects of their training, as well as when they are outside of the classroom/lab.

Students within the COM will be assessed upon their level of professionalism at the end of each term. Students who demonstrate unprofessionalism will be expected to remediate and improve those behaviors. This professionalism assessment is designed to provide students with a clear understanding of their progress towards meeting professionalism standards, acknowledged nationally as those that student physicians need to meet in order to transition successfully on to residency. Students' professionalism assessment will also be considered as part of the MSPE process, when students have their dean's letter produced for residency applications. All KCU students must exceed all minimum professionalism expectations in order to graduate from the COM. Details about the assessment of student professionalism will be discussed with each COM class annually.

### NBOME Academic Requirements

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

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

### KCU Basic Cardiac Life Support (BCLS)/Advanced Cardiac Life Support (ACLS)

COM students are required to complete both the American Heart Association's Healthcare Provider Basic Cardiac Life Support (BCLS/CPR) and the Advanced Cardiac Life Support (ACLS) courses offered on campus.

BCLS is completed during the second year of medical school. It is provided free of charge and must be taken at KCU. This course includes lecture and hands-on techniques in adult, child, and infant basic life support and obstructive airway techniques. Successful completion is required for advancement to second-year studies.

ACLS is completed during the second year of medical school following BCLS certification and prior to clinical clerkships. It is also provided without cost to KCU students and must be taken on campus.

BCLS and ACLS are taught according to the guidelines and standards set by the American Heart Association. Students are awarded BCLS and ACLS cards/certificates after the successful completion of each course. The cards are neither indicative of, nor do they confer, the right to practice medicine.

Students are required to be BCLS and ACLS certified prior to beginning the third year. The certifications are valid for two years and must be recertified after that period. Students should consult with residency

programs regarding recertification after graduation.

### Individual Course/Clerkship Failure & Remediation Policy

There is no automatic or guaranteed remediation for students who fail a section/course. Failure of any course(s) at KCU may be grounds for dismissal from the program. Students who fail a section, course or clerkship will be required to appear before the COM-SPC to discuss the failure. The COM-SPC will make a determination, including whether remediation should occur. The student will then be notified as to whether they have been granted the opportunity for remediation. Dates for remediation will be determined by the course director and the administration. Students are guaranteed the right to appeal any decision by the COM-SPC deciding authority to the executive dean of COM.

In the event of multiple course failures, the student will remediate within two pre-determined testing periods following the conclusion of the academic year. Remediation dates and times will be determined by Assessment and Curriculum & Integrated Learning. Students who have two course failures will remediate the most recent course failure during the first designated time block. The first course failure will be remediated during the second designated time block. Students are only permitted to remediate two course failures per academic year. Students will not be allowed to remediate a course failure outside the two designated remediation periods. Failure of any remediation exam will result in a meeting with the COM-SPC.

It is the responsibility of the student to be aware of his/her academic status at all times and to be in attendance at all scheduled remediations, when applicable. Failure to attend a scheduled remediation exam will result in a failing grade for that remediation and potential dismissal from the University. All remediations must be completed prior to the first day of classes of the next academic year.

In the case of a remediated course in the COM program, the student's most recent grade earned is used in the calculation of the GPA. If a graded course is successfully remediated, the student will receive a grade of F/C. If a pass/fail course or clerkship is successfully remediated, the student will receive a grade of F/P. If a student fails the remediation of a course or clerkship, the student will receive a final grade of F.

### Program Remediation Policy

Should a student fail to academically progress while enrolled in the medical school, and based on the totality of the student's academic performance while enrolled, the COM-SPC may recommend that a student repeat an academic year in order to establish a firm foundation to assist the student in his/her studies of the previously attempted subjects. Students approved for readmission after a period of suspension or an approved leave of absence may also be required to repeat previously attempted courses. A COM student may remediate by repeating an academic year in full upon recommendation of the COM-SPC and approval of the campus dean. The student must retake and pass all courses regardless of previous performance. Students who fail any course are subject to review by the COM-SPC.

All course enrollments and earned grades will remain on the student's academic transcript. For repeated coursework in the COM program, the student's most recent grade earned is used in the calculation of the GPA. Grades for repeated courses are recorded in brackets on the academic transcript. Students may only repeat a course once. The opportunity to repeat is not available if the course is subsequently inactivated.

Students who repeat an academic year must still complete their degree within six 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.

### Dismissal from the Master of Arts in Bioethics Program

A student may be dismissed from the bioethics program for any of the following reasons:

- Failing a course.
- Being placed on Academic Probation in the DO program.
- Not maintaining the standards of ethical, moral, personal, and professional conduct required of KCU students.
- Not completing all required course work within six years of matriculation date.

### Graduation Requirements

#### Doctor of Osteopathic Medicine

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

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

COM students must graduate within six years of the date of matriculation. Exceptions to the six-year policy will be considered by the campus dean of COM on an individual basis, taking into account only extenuating circumstances. Entrance and completion of medical school does not guarantee further career opportunities up to and including matching and/or placement in a residency training program.

#### Master of Arts in Bioethics

A student who has fulfilled all the academic requirements may be granted the Master of Arts in Bioethics:

- Satisfactory completion (passing grades) of all required and elective courses, totaling 30 hours.
- Completion of bioethics coursework within six years of matriculation.

After completion of 27 credit hours of the MA in Bioethics, three credit hours of Bioethics earned for the DO degree will be transferred to the MA degree and the three required credit hours for the DO degree will be waived. This will complete the requirement of 30 credit hours for the MA in Bioethics.

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 masters of arts degree in bioethics.

### Commencement Ceremony

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

### Class Rank & Latin Honors

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

The criteria for graduating from COM with Latin honors are as follows:

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

### Clinical Class Rank

Clinical Class Rank (CCR) is based on individual student scores for first-time attempts on each of the six core shelf exams. No other exams are used in the CCR calculation. Although a student may have repeated a shelf exam, the first-time score is used in the CCR calculation.

The CCR is only displayed on the student's MSPE letter if the student is ranked in the top 100 students. It is never displayed on the academic transcript. Students may choose to exclude the CCR from the MSPE if they prefer.

### Dean's List

The Dean's List is comprised of the top 10 percent of each first- and second-year class each semester and the top 10 percent of the third-year class for the totality of the third year. The calculations are based on the average of percentages earned in each course, and is weighted by credit hour. The Dean's List distinction is recognized on the official transcripts:

- OMS-I: Fall and spring.
- OMS-II: Fall and spring.
- OMS-III: End of third year.

### OMS-III & OMS-IV Curriculum & Policies

#### Clinical Education

Throughout the University's history, strong and valued partnerships have been established with highly regarded physicians, clinics, and hospital systems across the nation. Annually, the Office of Clinical Education (CE) conducts a clerkship match process whereby each student is assigned to an affiliated core training site for third and fourth year.

All clerkships are supported by a presentation-based curriculum, which continues the students' foundation built during the modified systems applications-based curriculum offered during the first two years of training at KCU.

#### Clinical Clerkships

Clinical clerkships are sometimes referred to as rotations, clinical experiences or externships, with a teaching physician who is referred to as a preceptor, attending or faculty. A clerkship may be two weeks, four weeks or one month of clinical responsibilities. Clerkships may involve inpatient, outpatient or a combination of these settings. At the conclusion of these experiences an evaluation of the student by the preceptor and an evaluation of the clerkship by the student is required. Students should familiarize themselves with the individual syllabi for each required clerkship.

#### Clinical Clerkship Coordinators

Clinical clerkship coordinators are the initial point of contact for all matters pertaining to clinical education. The coordinators are primarily available to assist students in navigating clerkship logistics. They are available to students preferably by email or by telephone during regular University business hours. Students may schedule an in-person meeting by appointment.

To protect students' privacy, CE communicates information directly with the medical student, and therefore not to spouses, parents, etc.

## Third-Year Curriculum

Students must be enrolled in clinical activities throughout the entire academic year.

- Basic Science & Clinical Review (CLMD 300)
- Core Clerkships
  - Internal Medicine (IMED 301/302)
  - Surgery (SURG 301/302)
  - Family Medicine (FMED 301)
  - Obstetrics and Gynecology (OBGY 301)
  - Pediatrics (PEDS 301)
  - Psychiatry/Behavioral Health (PSYC 301)
- Selective clerkships (2-3 depending on core site)
- Clinical Skills Assessment (FMED 350)
- Clinical Management Review (CLMD 306) - Last Clerkship

Students are expected to adhere to each site's unique scheduling protocols and procedures. Some sites require more than 40 hours per week and may include working holidays, overnights and/or weekends.

Third year clerkship schedules are set by the core site coordinator. Once set, no changes will be accepted.

### Core Sites

A core site is a geographic location at which students are assigned for their third- and fourth-year curriculum. The core site is the base from which all clerkships are assigned, approved and evaluated. Core sites staff and faculty include a core site coordinator and a physician leader such as a Director of Medical Education (DME) or Regional Assistant Dean (RAD). The core site coordinator and the RAD will periodically meet with students to help interface between the student and the KCU clerkship coordinator. The core site personnel are responsible for assuring resources are available to deliver the curriculum at that site.

### Selective Clerkships

Selective clerkships are clinical experiences completed in addition to the third-year core clerkships. The student may have some ability to choose from a list of available selective clerkships. The core site determines the selective clerkships available based on the resources at the core site. The core site personnel are responsible for the final decision for all third-year clerkships. Once a selective is confirmed, cancellations or changes are not permitted.

Selective clerkship opportunities are not allowed away from the core site during the third year. Exceptions to this policy may occur for students officially enrolled in military, global health or specialty honors tracks.

## Fourth-Year Curriculum

Individual start and end dates for fourth-year vary by location. Students must be enrolled in clinical activities during the entire academic year through the last business day in April.

- Emergency Medicine (EMED 401).
- Sub-Internships: Three full clerkships, no split blocks.
- Electives.

### Sub-Internships

Sub-internships (Sub-I) are clinical experiences designed to provide students with an opportunity to function at a level closer to that of an intern. Training focuses on self-education and includes more advanced study of the discipline. These must be scheduled at a recognized residency training program or KCU core site. Sub-internships and up to three electives may be completed in the same specialty.

### Electives

Elective clerkships are part of the fourth year. The student typically determines the schedule, time and/or location at which elective(s) may be completed. Up to three electives may be completed in the same area of specialty and may be split into two-week increments.

## Enrollment Verification

Clinical Education uses the E\*Value system to manage evaluations, procedures, and schedules. Being a web-based system, E\*Value is available to authorized users 24 hours a day from any device with internet access.

For each and every clerkship, students must edit/verify and submit registration information through E\*Value within five business days following the designated start date. It is imperative for students to submit accurate contact information for the attending physician that will be completing the assessment (e.g. address, phone, fax, e-mail, etc.).

Once submitted, changes must be made by Clinical Education and should be e-mailed to the assigned KCU clinical clerkship coordinator. When working with more than one physician on a clerkship, the student should e-mail their assigned KCU clinical clerkship coordinator with all necessary information.

## Clerkship Credit

In order to receive credit for a clerkship and coverage under KCU's medical professional liability insurance clinical experiences must be completed at a KCU affiliated site or with a KCU-credentialed preceptor.

For sites that are not already a KCU-affiliated site, an affiliation agreement or accepted letter of good standing must be in place prior to proposed clerkship start date. For sites that are not already a KCU-affiliated site, this process can take up to six-months and KCU cannot guarantee consensus will be reached with every facility or preceptor.

## Application & Other Fees

KCU pays sites for all third- and fourth-year required clerkships and associated administrative fees. Students are responsible for all out-of-pocket expenses associated with clinical education, such as transportation, housing, meals, professional attire, laboratory fees, additional drug screens, additional background checks and additional immunizations or titers.

Some clerkships require students to pay additional fees in order to rotate at their facility.

## Letters of Recommendation

Preceptors are required by the Electronic Residency Application Service (ERAS) to upload letters directly to the [ERAS Letter of Recommendation Portal](#) (LoRP).

Visiting Student Learning Opportunities (VSLO) may require a letter of recommendation for some clinical experiences. Letters must be sent to the KCU clinical clerkship coordinator. The coordinator will upload these letters to VSLO.

## Transportation

Travel arrangements are the sole responsibility of the student. Students are not considered agents or employees of the University and therefore are not insured for any accidents or mishaps that may occur during travel as a part of the student's academic program. Some core clinical sites may require that assigned students have personal vehicles available.

## Travel for Clinical Experiences

Students participating in the osteopathic medical curriculum are required to receive instruction in a clinical setting. As a result, it is 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.

Students are responsible for all out-of-pocket expenses associated with clinical education, such as transportation, housing, meals, professional attire, laboratory fees, etc.

## Absence from Clerkships

Attendance at all clerkship related activities is mandatory; therefore, any absence requires an excuse and documentation. Failure to notify Clinical

## Doctor of Osteopathic Medicine

Education and/or the clerkship site/preceptor of any absence from a clerkship, regardless of the reason or number of hours absent, may result in a meeting with the Associate Dean of Clinical Education regarding lack of professionalism and could result in a failing grade of the clerkship.

An Absence Request Form and supporting documentation must be submitted directly to the KCU clinical clerkship coordinator. All submitted absence forms must include a detailed make-up plan in order for the absence to be considered. Only completed, signed forms are processed. Decisions rendered through this process are final. There are no exceptions to this policy and failure to follow the process will be considered an unexcused absence. The KCU clinical clerkship coordinator notifies the student via email when a decision has been reached. The Absence Request Forms can be found in Blackboard.

Scheduled absences are not and should not be considered approved until the official Absence Request Form is signed by the Associate Dean of Clinical Education.

Absence Request Forms must be completed and submitted to the KCU clinical clerkship coordinator for all of the following:

- **COMPLEX 2-PE Exam:** Students are allowed one day for travel to the exam, the test day, and an additional day for return travel. Requests are submitted electronically via an Absence Request Form to the student's KCU clinical clerkship coordinator.
- **Discretionary Days:** Students are allowed two discretionary days during OMS-III. Discretionary days must be approved by both the preceptor and Clinical Education in writing in advance to the requested time off. Requests are submitted electronically via an Absence Request Form to the student's KCU clinical clerkship coordinator.
- **Sick Days:** Students will be allowed two sick days annually. If more than two sick days total are taken by a student, this may result in referral to the Associate Dean of Clinical Education.
  - Students must contact their clinical site/preceptor as well as the site coordinator and the KCU clinical clerkship coordinator immediately if they are missing any clinical time due to illness (leaving early, arriving late, or missing a full day).
  - If two-four hours of clinic time is missed, a half day will be documented. More than 4 hours of missed clinic time is equivalent to a full day of sick leave.
  - If an absence of greater than one working day is necessary due to illness, that time must be made up. Arrangements for missed time will be coordinated with their clinical site/preceptor as well as the site coordinator, and/or the KCU clinical clerkship coordinator.
  - If the student is absent from a single clerkship for two or more days due to illness, the student is required to submit to Clinical Education a note from a licensed healthcare provider defining the number of days absent and the expected date of return.
- **Family Emergencies/Death in Family:** Due to the variability of circumstances, time off needed for family emergencies or death of a family member will be reviewed by Clinical Education on a case-by-case basis.
- **Flex-Time:** Flex-Time is defined as the time during the fourth year when a student is not on clerkship (clinical rotation). Often, flex-time is used to fill in the gap between the end date of one clerkship and the start date of the next clerkship. Flex-time can also be used for a variety of other purposes such as non-credit academic study, attending educational seminars or conferences, educational presentations such as posters or research, etc. Flex-time may not be used to take additional clinical clerkships.
  - Each student is allotted 25 weekdays of flex-time during their fourth year clerkships. Students may combine no more than two consecutive weeks of flex-time.
  - Students wishing to schedule flex-time must submit an

Absence Request Form to their KCU clinical clerkship coordinator. DME/Preceptor signatures are not required on Absence Request Form if using flex-time. If approved, flex-time will be entered into the student's schedule by their KCU clinical clerkship coordinator.

- Flex-time expires after March 31st. Students must be continuously enrolled through the last business day in April.
- The following may result in loss of flex-time privileges. Failure to:
  - Communicate with KCU Clinical Clerkship Coordinator
  - Enter clerkships into E\*Value 90 days in advance, followed by full preceptor information within two weeks of the start of clerkship.
  - Comply with requests for information from the KCU clinical clerkship coordinator.
  - Submit required documentation in a timely manner.
- **Time off for Residency Interviews:** Students requiring time away from clerkships for interviewing will be allowed 10 days during interview season, which extends from August 1, 2018 to January 31, 2019 of the fourth year. Flex-time days may also be used for residency interviews.
  - Students may request no more than four days off for interviewing during any four-week clerkship, and no more than two days over any two-week clerkship. This includes partial day absences of greater than four hours. Students will be required to formulate and submit a makeup plan.
  - All requests for time off must include a completed Absence Request Form and supporting documentation submitted directly to the KCU clinical clerkship coordinator. Written verification of the interview location and date, must be provided to Clinical Education with the Absence Request Form. Permission for an absence must be cleared in advance with the following:
    - KCU Clinical Education, and
    - Clinical site/preceptor to whom the student is assigned.

### Canceling/Changing a Fourth-Year Clerkship

It may be necessary to cancel or change a clerkship. Cancellation/change requests must be received 60 days prior to the start date. Requests are considered on a case-by-case basis and approval is not guaranteed. Students are required to attend the scheduled clerkship if requests to change or cancel are received after the deadline, or denied. For consideration, requests should include the following:

- A cancellation/change request must be submitted in writing to the KCU clinical clerkship coordinator via email or fax.
- An alternative clerkship must be submitted for review via E\*Value.

### Research

Research being conducted on or off campus requires written approval from the Office of Research & Sponsored Programs (ORSP) as well as CE prior to starting the project. Questions regarding whether or not a project is considered research should be directed to ORSP. Students should contact their KCU clinical clerkship coordinator for information.

### Graduation Requirements

Each student must successfully complete and receive credit for all clerkships to qualify for graduation. This is in addition to meeting other graduation requirements as set forth under [Graduation Requirements](#).

### Assessment

To pass each clerkship, students must pass the Preceptor Evaluation of Student Performance and any applicable End of Clerkship Exam. Students must also complete an End of Clerkship Reflection. Grades will not be assigned until the End of Clerkship Reflection is completed.

Internal Medicine	H
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**Clinical Competency Assessment**

Preceptors complete a Clinical Competency Assessment at the end of clerkship. The purpose is to provide feedback to guide both clinical and professional development. The preceptor documents performance of expected competencies as compared to other students at the same educational level. Assessments submitted by interns or residents must be cosigned by an attending physician or the DME.

If a student works with more than one attending, more than one assessment will be accepted. Paper copies may be returned by the student directly to Clinical Education or their KCU clinical clerkship coordinator.

The University recommends that students request an informal mid-clerkship assessment to allow the student to determine whether there is consistency between the preceptor's and student's performance perceptions. In addition, should a student be experiencing difficulty on a clerkship, a mid-clerkship assessment allows time for improvement prior to the end of the experience. This may help avoid surprises at the end of a clerkship and allows the student to proactively address any problems.

Preceptor approaches vary widely in providing students with feedback on performance. Preceptors may or may not review their assessment with the student; it is appropriate for the student to request such a review prior to completion of the clerkship. If the preceptor is not available to review the assessment with the student and the student has questions or concerns, the student should contact their KCU clinical clerkship coordinator to discuss the most constructive way to obtain the desired feedback.

At no time is it appropriate for a student to request a preceptor to change a rating, revise comments or challenge a preceptor regarding an assessment. If significant performance issues arise, an appropriate University official will notify the student. Students failing to maintain the utmost level of professionalism in dealing with any part of the assessment process may be referred to the appropriate University official.

**End of Clerkship Exam**

Students are required to pass the NBOME Comprehensive Osteopathic Medical Achievement Test (COMAT) exam (End of Clerkship Exam) upon completion of each third-year core discipline:

- Family medicine
- Internal medicine
- Obstetrics and gynecology
- Pediatrics
- Psychiatry/behavioral health
- Surgery
- Osteopathic Principles & Practice (OPP).

Students are expected to study for these exams with similar rigor as all other high-stakes examinations and are required to utilize the course syllabi located in Blackboard as a guide. A student is only allowed to retake a COMAT exam to achieve a passing score.

Students may be awarded Honors (H) for excellent performance on a End of Clerkship Exam. Passing (P) and Honors (H) are benchmarked against the NBOME academic-year norms for all students in that discipline.

Exams will be given at University designated locations. For examinations taken at a Prometric testing center, a voucher will be issued and students will be responsible for scheduling a testing date and time within a designated testing window. All exams must be taken once scheduled.

End of Clerkship Exam scores and Examinee Performance Profiles (EPP) will be available to students on KCU 360.

Example of how grades will show on transcript:

Clinical Clerkship	Grade
Pediatrics	P
Family Medicine	F/P

**End of Clerkship Reflection (ECR)**

At the end of each clerkship, the student is responsible for completing a review of the experience he/she had during the rotation. The ECR is submitted via E\*Value.

**End of Clerkship Exam Failure**

Students may be allowed to remediate one End of Clerkship Exam without it being considered a failed clerkship. The highest End of Clerkship Exam score and clerkship grade that can be achieved after remediation is Pass.

First failure:

- Student receives failure notification from Director of Clinical Education Operations
- Student meets with the associate dean for CE
- Student contacts KCU clinical clerkship coordinator to reschedule exam
- Honors track students may be removed from the assigned track

All subsequent failures:

- Student may be referred to Student Progress Committee (COM-SPC) where the student will be required to present their case.
- COM-SPC evaluates and makes a decision which could include, but is not limited to remediation, repeating the academic year, or possible dismissal.

**OPP COMAT**

The Osteopathic Principles and Practices (OPP) COMAT is a prerequisite before taking COMLEX Level 2 examinations. Third-year students must pass the OPP COMAT during the second half of the third year. Exact exam dates will be set by the individual core clerkship sites. If a grade of Honors (H) is achieved, this will be noted in the student's Medical Student Performance Evaluation (MSPE) and not on the transcript.

**Clinical Skills Assessment**

The Clinical Skills Assessment (CSA) is a curricular experience designed to provide students an opportunity to demonstrate the clinical skills they have accumulated through the OMS-III year. Online asynchronous learning, as well as an Objective Structured Clinical Examination (OSCE) session for assessment will provide a broad range of patient care presentations. This course is pass/fail. Students may not take the COMLEX Level 2-PE until the CSA is successfully completed.

**Osteopathic Principles & Practice**

Osteopathic Principles & Practice (OPP) is a required longitudinal three-semester online and hands-on course that runs during the third and fourth years of osteopathic medical school. The course focuses on the integration of OPP, including osteopathic manipulative treatment (OMT), into problem solving and patient care. The clinical conditions covered each semester will be based on the top diagnoses coded nationally for each covered organ system or specialty.

**Optional Subject Exams**

An optional NBME subject exam may be taken in either Emergency Medicine or Neurology. The cost of these exams is approximately \$100 and is the sole responsibility of the student. These exams must be scheduled at a Prometric testing center. Students should contact their KCU clinical clerkship coordinator a minimum of 60 days in advance to schedule one of these exams. The exam will not be scheduled until payment has been received by KCU Finance office. Scores for these exams are not reflected on the transcript but may be included in the student's MSPE.

**Deficiencies**

The student will be notified of a poor assessment by their KCU clinical clerkship coordinator. All deficiencies or concerning comments are reviewed and the student will be asked to provide feedback. Deficiencies

relating to poor preceptor evaluations, professionalism or other concerns deemed necessary can be referred to the appropriate University official. Additional assessments submitted following official review will be accepted but may not impact the outcome.

Subsequent to the review process, any student identified as having failed a clerkship may be required to meet with the COM-SPC. Final disposition of the assessment in question is pending completion of this process.

*\*At any time and for any reason, KCU reserves the right to require additional methods for assessing students. Students may be required to return to the KCU campus for a formal review.*

### COMLEX Level 2-CE & 2-PE

COMLEX examination applications are available online at [www.nbome.org](http://www.nbome.org). Students are eligible to sit for the following exams after successful completion of all third-year cores, OPP COMAT, CSA, and Clinical Management Review:

- COMLEX Level 2-CE must be taken during the assigned Clinical Management Review or within 30 days of its completion.
- COMLEX Level 2-PE must be taken after April 1 and before Oct. 1 of the fourth year.

Students requesting permission to take these exams outside the required dates must be directed by or have authorization from the associate dean.

Students who do not adhere to the above are referred to an appropriate University official.

## Professionalism

### Physical Examinations

During clinical clerkships, students are routinely required to see and examine patients. It is necessary that all examinations of patients be appropriately structured, supervised and consented in the interests of all parties, including the patient, student and attending physician.

Students must wear their KCU picture identification badge and introduce themselves to patients as a medical student. Patient consent for a student to perform an intimate examination must always be voluntary. Consent for an intimate examination must be either verbal and/or written.

Regardless of the gender of the student performing the exam and the patient being examined, a chaperone (defined as another medical professional, preferably the preceptor) is required during all intimate examinations. A chaperone is not an accompanying person (e.g., friend, relative of the patient, another medical student). Students are highly encouraged to record the date, time and the results of the examination as well as the name of the chaperone in the medical record.

### Performing Osteopathic Manipulative Medicine & Osteopathic Manipulative Treatment

Students may perform their learned manual skills for diagnosis and therapy on patients while on any clerkship, provided the preceptor (or other supervising physician) has given their permission.

### Professional Conduct

Students are expected to present and conduct themselves in a professional manner at all times. KCU's expectations include, but are not limited to:

- Adherence to all policies, procedures, professional behavior, and attitude.
- Exemplary interpersonal relationships with peers, faculty, staff, and the general public.
- The ability to work effectively as part of the academic community and/or health care team.

### Reporting Clerkship Issues

At times, concerns or issues may arise during a clerkship. General concerns should be addressed directly to the preceptor, core site coordinator, DME or KCU RAD, when appropriate. The utmost degree

of professionalism is encouraged when discussing these concerns. If an effective resolution cannot be reached, or if the student is not comfortable addressing the issue themselves, the student should contact his/her KCU clinical clerkship coordinator.

Immediate concerns (harassment, patient safety, etc.) should be reported directly to CE.

### Student Identification

While performing duties related to patient care, all students must clearly identify themselves as a medical student both verbally and by wearing their KCU picture identification badge in addition to any hospital issued identification. Misrepresentation of oneself as a licensed physician is illegal, unethical and subject to disciplinary action. Should the KCU identification badge become lost or broken, the student should contact KCU Safety & Emergency Management (SEM) immediately to order a free replacement.

The AOA recommends all KCU medical students refer to themselves as "Osteopathic Medical Students" (OMS) followed by the academic level in Roman numeral form. Students should use this title when completing written communication such as email, letters, and/or official social media communication. Students should make every effort to follow the recommendation of the AOA. Communication should look like the following: OMS-I, OMS-II, OMS-III, OMS-IV.

### Dress Code for Clinical Activities

On clinical rotations, students must wear professional attire. White coats are required. Male students should wear collared shirts with ties. Female students should wear dresses, slacks or skirts with dress shirts. Closed-toed shoes are required. Training sites may designate other prescribed clothing such as scrubs and/or comfortable shoes. Students may be asked to change their appearance to conform to the dress code of preceptors as well as clerkship sites. A professional appearance mandates the conservative use of jewelry, hair color and clothing selection. Any clothing, hair color, jewelry or body piercing that may cause a concern with affiliated faculty, hospitals, or patients must be covered or avoided.

Student identification badges should be worn above the waist and made clearly viewable at all times. ID badges must be presented when requested by any member of KCU administration, staff or faculty. Badges are not transferable and must be returned to the SEM 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 during their entire educational career at KCU. For all lost, stolen or misplaced ID badges/access cards, students can receive a free replacement at the SEM dispatch desk.

### Didactic Conferences & Reading Assignments

While the focus of the clinical years is hands-on experience, didactic conferences and reading assignments are often provided as an aide to this learning process. Completion of reading assignments and attendance at didactic conferences scheduled by KCU, the RAD's, DME's, the core site hospital, clerkship service or preceptor is required without exception.

### Duty Hours

Scheduling is determined solely at the discretion of the core site hospital, service, or preceptor, and must be followed without exception. Responsibilities may be required on overnights, weekends or holidays. Laws mandating restrictions on intern and resident work hours do not apply to medical students.

Students generally follow the same schedule as their preceptor; however, if the preceptor is on vacation or scheduled away from the office or hospital, additional arrangements must be made for completion of the clerkship. If this occurs, the student must contact the KCU clinical clerkship coordinator immediately. Students must be enrolled in clinical activities throughout the entire academic year up to graduation. Unreported absences or chronic absenteeism may lead to referral to an appropriate University official.

### Employment

Students are strongly discouraged from seeking employment during the academic year. Curriculum requirements preclude employment. The University reserves the right to preclude employment should it be deemed to adversely affect the student's academic progress.

### Medical Ethics

All medical students are expected to conduct themselves in a professional manner demonstrating an awareness and compliance with the ethical, moral and legal values of the osteopathic medical profession. In observing the principles and practices of medical ethics, students will:

- Place primary concern on the patient's best interests.
- Be available to patients at all reasonable times as expected by the preceptor/core site.
- Perform medical activities only within the limitations of a medical student's capabilities and within the guidelines determined by the site and/or preceptor.
- Strictly maintain patient and institutional confidentiality.

### Safety & Compliance

#### Hospital Rules & Regulations/Financial Responsibilities

Each hospital/health care system has individual rules and regulations. Medical students must familiarize themselves with and adhere to these protocols during training. Students must respect and follow all policies regarding the use of hospital facilities, housing and equipment.

Students are financially responsible for any damage to or loss of hospital or training site-related property, including but not limited to library materials, pagers and keys. Final grades may be withheld pending return of all hospital or training site property.

#### Emergency Plan Procedures

Students who are on rotations should follow the emergency procedures and protocols at their specific clinical site at all time. In the event that a rotation schedule is interrupted due to hazardous weather conditions or another emergency situation, students should notify CE as soon as possible.

In the case of inclement weather, students on clerkships are expected to follow the schedule of the site where they are rotating. If the site is closing due to inclement weather, the student is excused until the site reopens. If the student is at a site that remains open during inclement weather, the student is to report and remain on-service until the end of his/her shift. Students should use caution and allow plenty of time for travel to their destination.

In the case of an emergent situation outside normal business hours that requires you to evacuate the location, relocate for a period of time, or any other emergency, please contact the KCU Safety & Emergency Management office at 816.654.7911.

#### KCU Exposure Policy

If a KCU medical student is exposed to bloodborne pathogens either by direct contact with blood or other bodily fluids via the eyes, mucous membranes, human bite, or sharps (e.g., needle stick, lancet stick, scalpel cut) while on rotation, it is to be handled as an emergency situation.

In the event of an exposure, students are to follow site procedures.

#### Clean

Immediately wash exposed region with soap and water for five minutes. If the exposure occurred in the eyes, nose or mouth, use copious amounts of water to irrigate the mucous membranes. Students should know where stations to irrigate eyes are located.

#### Communicate

Let the preceptor, DME, core site coordinator and Clinical Education know about the exposure as soon as possible. Students should ask for the following information:

- Patient information (name, date of birth, medical record number,

address, phone number) and any prior testing for HIV, Hepatitis B, Hepatitis C, RPR status and/or risk factors.

- If patient is known to be HIV positive, obtain info on CD4 count, history and current opportunistic infections, prior and current regimen and resistance.
- Baseline labs for student and patient (e.g., HIV, Hepatitis B, Hepatitis C).
  - If he/she is not able to do lab work, present to the closest emergency room.

#### Chemoprophylaxis

If the patient is HIV positive, or if his/her HIV status is unknown, begin post-exposure prophylaxis (PEP) with a multidrug regimen within a few hours of the exposure. Students should not delay in seeking care. If unable to obtain a prescription for medication from the preceptor, students should go to the nearest emergency room for a prescription.

Students can visit the Clinician Consultation Center for additional [PEP guidelines](#).

#### Post-Exposure Protocol

- Immediately wash exposed areas with soap and water.
- If splashed in eyes or mouth, flush with large amounts of water.
- It is critical that students be treated within the first two hours after injury.
- Notify supervisor and follow rotation site exposure protocols.
- If facility is not equipped to handle exposure, contact an occupational health clinic, appropriate site location, or go to the nearest emergency department with your current health insurance information.
- Notify Clinical Education of any care received.

#### Counseling

Students exposed to a blood borne pathogen will receive counseling and instructions for follow-up from Clinical Education. Student should contact CE within 24 hours at [clinicaleducation@kcumb.edu](mailto:clinicaleducation@kcumb.edu).

#### Health Insurance

All students are required to maintain personal health insurance. Students must submit proof of current coverage to CE before beginning clinical training. Students are required to immediately report any break in coverage or change in health insurance to CE, emailing an electronic copy of the front and back of the new insurance card to [clinicaleducation@kcumb.edu](mailto:clinicaleducation@kcumb.edu).

A student who cannot provide documentation of current personal health insurance coverage, in accordance with University requirements, will not be allowed to begin or continue with clinical training.

Also see [Student Supplemental Medical Insurance Policy](#).

#### Vaccinations & Immunizations

A student who cannot provide an official up-to-date immunization record, in accordance with University requirements, will not be allowed to begin or continue with clinical training and will be referred to the appropriate University official for disciplinary action.

#### Background Checks & Drug Screens

Prior to beginning third-year clinical clerkships, all KCU students are required to complete a criminal background check and a 14-panel drug screen performed at their own expense.

The background check is to be performed by a certifying organization retained by KCU. The background check is to satisfy federal, state and individual hospital requirements for students participating in clinical activities involving patient care. Any criminal activity occurring prior to or after matriculation must be immediately reported to the vice provost for Enrollment and Student Services. Unreported information may result in disciplinary action to potentially include dismissal.

Some clerkship sites (core or otherwise) require additional checks and/

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or drug screens. The student is responsible to initiate those requests and remunerate any related fees.

*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 matriculation at the University. The University reserves the right to deny admission to any applicant for any reason the University deems sufficient.*

### HIPAA Regulations & Patient Encounters

All students are required to become familiar with and adhere to all aspects of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191 including The Privacy Rule published by the U.S. Department of Health and Human Services (HHS). The Privacy Rule establishes, for the first time, a foundation of federal protections for the privacy of Protected Health Information (PHI). This rule sets national standards for the protection of health information, as applied to the three types of covered entities: health plans, health care clearinghouses, and health care providers who conduct certain health care transactions electronically. By the compliance date of April 14, 2003 (April 14, 2004, for small health plans), covered entities must implement standards to protect and guard against the misuse of individually identifiable health information. More specific information may be obtained at [www.hhs.gov/ocr/hipaa/](http://www.hhs.gov/ocr/hipaa/).

As a medical student, these standards pertain to all individually identifiable health information PHI encountered during medical training with the University including, but not limited to, medical records and any patient information obtained.

HIPAA regulations prohibit the use or disclosure of PHI unless permitted or required by law; therefore, each student must utilize reasonable safeguards to protect any information he/she receives. Each student is responsible for ensuring the safety and security of any written or electronic information he or she receives, creates or maintains. The misplacement, abandonment or loss of any information in the student's possession will result in disciplinary action. At no time should a medical student alter, remove or otherwise tamper with medical records. Specific rules and regulations with respect to student entries in medical records must be clarified during orientation or on the first day of the clerkship.

Furthermore, each student is responsible for ensuring that PHI is used or disclosed only to those persons or entities that are authorized to have such information. Students are expected to maintain strict confidentiality in their patient encounters; to protect the physician-patient privilege; and to ensure that there are no unauthorized uses or disclosures of PHI.

Any unauthorized use or disclosure of PHI including but not limited to digital images, video recordings, or any other patient related materials, committed by a student, or any observation of the same by a student or employee, should immediately be reported to CE.

### Medical Professional Liability Insurance

KCU provides medical professional liability insurance commensurate with industry standards. Coverage extends only to clinical activities specifically determined by the University as requirements for successful clerkship completion. Nonclinical claims, (e.g. property or equipment loss or damage) does not fall underneath this policy. Changes made to clerkship dates, type and/or location without prior CE approval can jeopardize coverage.

Students may wish to participate in volunteer activities such as health fairs during the course of their medical training. Student professional liability coverage does not extend to non-KCU approved activities (volunteer or otherwise). It is the student's responsibility to personally determine that any activity in which he/she participates outside of

clerkship assignments is covered by alternative coverage. The student is personally responsible should an issue of medical liability arise during activities not covered by KCU professional liability insurance.

### Worker's Compensation Insurance

Medical students are not employees of the University; therefore, KCU does not provide worker's compensation insurance. The purchase of required coverage may be offered at the facility. Any expense incurred is the student's responsibility.

### Communication

Students are expected to:

- Use KCU email account for all KCU-related correspondence. Use of personal email accounts on behalf of KCU email is not permitted.
- Check email daily, routinely read and respond.
  - Respond to Clinical Education correspondence within 48 hours of receipt.
  - Recurrent issues may lead to referral to an appropriate University official.
- Be aware of all information disseminated by the University.
- Comply with all University policies.
- Keep contact information, including mailing address and telephone numbers updated in KCU 360.
- Contact the IT Helpdesk when experiencing problems with email.
- Contact their KCU clinical education coordinator or [evalue@kcumb.edu](mailto:evalue@kcumb.edu) when experiencing problems with E\*Value.
- Comply with privacy policies such as FERPA, HIPAA, etc.

### Additional Information

Please refer to other sections of the catalog and handbook for more information:

- [Title IX: Nondiscrimination and Anti-Harassment Policy](#)
- [Title IV: Institutional Refund & Return to Title IV Policy](#)
- [Code of Professional Conduct](#)
- [University Honor Council](#)
- [Academic & Physical Accommodations](#)
- [Counseling & Support Services](#)
- [Academic Load](#)

## Doctor of Osteopathic Medicine Curriculum

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

### Curriculum Philosophy

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

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

The first-year curriculum progresses through all organ systems and stresses normal structure and function. Basic biomedical science

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disciplines are reviewed in all first-year system courses with an emphasis on normal physiology and anatomy. Clinical relevancy is stressed from the very beginning of the first year through the inclusion of clinical integration sessions that highlight the application of salient material.

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

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

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

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

### Competencies & Student Outcomes

The COM curriculum was designed to ensure graduates are able to demonstrate specific skills. The University has identified select educational objectives that serve as the foundation of the curriculum. At a minimum, a graduate must be able to:

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

In addition, the COM curriculum prepares students for graduate medical education. Graduates meet the following minimum 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 lifelong 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 lifelong 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, lifelong 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.

### Teaching Methods

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

### OMS-I

Course ID	Title
IDIS 115	Basic Introduction to Research Methods
MED 110	Molecular and Cellular Mechanisms
MED 111	Host Defense Mechanisms
MED 112	Musculoskeletal I
MED 113	Cardiopulmonary
MED 114	Gastrointestinal I
MED 115	Renal I
MED 118	Neuroscience I
MED 119	Mechanisms of Disease
MED 121/122	Medical Informatics and Information Literacy
MED 123	Bioethics I
MED 124	Endocrine/Reproduction I
MED 125	Osteopathic Skills I
MED 126	Osteopathic Skills II
MED 130	Principles of Clinical Medicine I
MED 131	Principles of Clinical Medicine II
MED 174	Art, Observation & Medicine



## OMS-II

Course ID	Title
ACLS	Advanced Cardiac Life Support
BCLS	Basic Life Support
IDIS 115	Basic Introduction to Research Methods
MED 215	Renal II
MED 218	Endocrine & Reproductive Medicine II
MED 222	Musculoskeletal II
MED 223	Bioethics II
MED 224	Gastrointestinal II
MED 225	Osteopathic Skills III
MED 226	Osteopathic Skills IV
MED 228	Neuroscience II
MED 229	Hematology and Lymph
MED 230	Principles of Clinical Medicine III
MED 231	Principles of Clinical Medicine IV
MED 233	Cardiovascular Medicine
MED 234	Respiratory Medicine
MED 235	Behavioral Science and Psychiatry
MED 236	Bioethics III
MED 255	Transition to Clerkship

## OMS-I & OMS-II Elective Courses

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

Course ID	Title
ANAT 199	Anatomy Research (E)
ANAT 208	Anatomical Dissection (E)
ANAT 299	Anatomy Research (E)
IDIS 100	Independent Study (E)
IDIS 120	Introduction to Research Methods (E)
IDIS 197	Medical Education Research (E)
IDIS 198	Biomedical Science Research (E)
IDIS 199	Social Medicine Research (E)
IDIS 202	Spanish for Medical Professionals I (E)
IDIS 203	Health-Care Management and Public Health Policy (E)
IDIS 209	Spanish for Medical Professionals II (E)

## OMS-III & OMS-IV Clinical Clerkships

Clinical clerkships in the third and fourth years reinforce and expand on the training of the first two years of medical school. The third year consists of required clinical clerkships as well as some selectives at the assigned core site. Fourth-year consists of a required clerkship, three sub-internships, and elective clerkships. Required third- and fourth-year clinical clerkships are only completed at affiliated training sites. Assignment to sites is determined by a rotation match process conducted during the second year.

### Enrollment Status for OMS-III & OMS-IV

Students enrolled in clerkships are considered full-time students.

## Required Clinical Clerkships & Courses

Descriptions for all courses and clerkships are provided in the [Course Descriptions](#) section. All clerkships offered at variable credit.

Course ID	Title
CLMD 300	Clinical Management Review
CLMD 406	Clinical Management Review
EMED 401	Emergency Medicine
FMED 301	Family Medicine I
IMED 301	Internal Medicine I
FMED 350	Clinical Skills Assessment
IMED 302	Internal Medicine II
OBGY 301	Obstetrics and Gynecology
OPP 320	Osteopathic Principles & Practice I
OPP 321	Osteopathic Principles & Practice II
OPP 420	Osteopathic Principles & Practice II
PEDS 301	Pediatrics
PSYC 301	Psychiatry
SURG 301	General Surgery I
SURG 302	General Surgery II

## Elective & Sub-Internship Clerkships

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

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

Electives are generally completed as full-block experiences and are typically awarded four semester credits. Up to three fourth-year elective blocks may be completed as two, two-week elective clerkships (minimum of 10 business days per experience) and be awarded two semester credits for each experience. All other electives and required clinical clerkships must be full block experiences.

Descriptions for all courses are provided in the [Course Descriptions](#) section.

Course ID	Title
ANES 402/402s	Anesthesiology (E) or (Sub-I)
ANES 411/411s	Pain Management (E) or (Sub-I)
BETH 420	Clinical Ethics (E)
CLMD 315	Introduction to a Community Health Center (E)
CLMD 322	Oral Health & Addictions Medicine (E)
CLMD 402	Health-Care Management & Public Health Policy (E)
CLMD 403	Medical Informatics (E)
CLMD 404	Integrated Medicine (E)
CLMD 405	Healthcare Improvement (E)
CLMD 407	Clinical Management Review II (E)
EMED 402/402s	Emergency Medicine (E) or (Sub-I)
EMED 404/404s	Wilderness Medicine (E) or (Sub-I)
FMED 311a,b,c	International Community Medicine (E)
FMED 404/404s	Geriatrics (E) or (Sub-I)
FMED 405/405s	Sports Medicine (E) or (Sub-I)
FMED 406/406s	General Family Medicine (E) or (Sub-I)
FMED 408	Community Medicine (E)
FMED 409/409s	Primary Care (E) or (Sub-I)
FMED 410/410s	Physical Medicine & Rehabilitation (E) or (Sub-I)
FMED 411a,b,c	International Health (E)
GENE 401	Clinical Topics in Medical Genetics (E)
IDIS 400	Clinical Independent Study (E)
IMED 402/402s	Pulmonary Medicine (E) or (Sub-I)
IMED 403/403s	Gastroenterology (E) or (Sub-I)
IMED 404/404s	Infectious Diseases (E) or (Sub-I)
IMED 405/405s	General Internal Medicine (E) or (Sub-I)
IMED 406/406s	Cardiology (E) or (Sub-I)
IMED 409/409s	Rheumatology (E) or (Sub-I)
IMED 410/410s	Neurology (E) or (Sub-I)
IMED 412/412s	Hematology/Oncology (E) or (Sub-I)
IMED 413/413s	Endocrinology/Metabolism (E) or (Sub-I)
IMED 414/414s	Medical Genetics (E) or (Sub-I)
IMED 415/415s	Dermatology (E) or (Sub-I)
IMED 416/416s	Nephrology (E) or (Sub-I)
IMED 417/417s	Allergy/Immunology (E) or (Sub-I)
IMED 418/418s	Gerontology (E) or (Sub-I)
IMED 419/419s	Addiction Medicine (E) or (Sub-I)
IMED 420/420s	Critical Care Medicine (E) or (Sub-I)
IMED 421/421s	Hospice/Palliative Care (E) or (Sub-I)
IMED 422	Electrocardiogram Interpretation (E)
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)

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OBGY 407/407s	Reproductive Endocrine (E) or (Sub-I)
OCS 401/401s	Osteopathic Manipulation (E) or (Sub-I)
PATH 401/401s	General Pathology (E) or (Sub-I)
PATH 402/402s	Clinical Pathology (E) or (Sub-I)
PATH 403/403s	Anatomic Pathology (E) or (Sub-I)
PATH 404/404s	Blood Banking (E) or (Sub-I)
PATH 405/405s	Forensic Pathology (E) or (Sub-I)
PATH 406/406s	Hematopathology (E) or (Sub-I)
PATH 407/407s	Toxicology (E) or (Sub-I)
PEDS 401/401s	Neonatology (E) or (Sub-I)
PEDS 402/402s	Pediatric Infectious Disease (E) or (Sub-I)
PEDS 403/403s	Pediatric Hematology/Oncology (E) or (Sub-I)
PEDS 404/404s	Pediatric Pulmonary Medicine (E) or (Sub-I)
PEDS 405/405s	Pediatric Gastroenterology (E) or (Sub-I)
PEDS 406/406s	Pediatric Neurology (E) or (Sub-I)
PEDS 407/407s	Pediatric Rheumatology (E) or (Sub-I)
PEDS 408/408s	Pediatric Genetics (E) or (Sub-I)
PEDS 409/409s	Pediatric Critical Care Medicine (E) or (Sub-I)
PEDS 410/410s	Adolescent Medicine (E) or (Sub-I)
PEDS 411/411s	General Pediatrics (E) or (Sub-I)
PEDS 412/412s	Pediatric Cardiology (E) or (Sub-I)
PEDS 413/413s	Pediatric Dermatology (E) or (Sub-I)
PEDS 414/414s	Pediatric Nephrology (E) or (Sub-I)
PEDS 415/415s	Developmental Pediatrics (E) or (Sub-I)
PEDS 416/416s	Pediatric Endocrinology/Metabolism (E) or (Sub-I)
PEDS 417/417s	Pediatric Allergy/Immunology (E) or (Sub-I)
PEDS 418/418s	Pediatric Emergency Medicine (E) or (Sub-I)
PEDS 419/419s	Community Pediatrics (E) or (Sub-I)
PEDS 420/420s	Medicine/Pediatrics (E) or (Sub-I)
PMED 401/401s	General Preventive Medicine (E) or (Sub-I)
PMED 402/402s	Occupational Medicine (E) or (Sub-I)
PMED 403/403s	Public Health (E) or (Sub-I)
PMED 404/404s	Environmental Health (E) or (Sub-I)
PMED 405/405s	Aerospace Medicine (E) or (Sub-I)
PSYC 401/401s	General Psychiatry (E) or (Sub-I)
PSYC 402/402s	Pediatric Psychiatry (E) or (Sub-I)
RADI 401/401s	General Radiology (E) or (Sub-I)
RADI 402/402s	Pediatric Radiology (E) or (Sub-I)
RADI 403/403s	Nuclear Medicine (E) or (Sub-I)
RADI 404/404s	Interventional Radiology (E) or (Sub-I)
RADI 405/405s	Body Imaging (E) or (Sub-I)
RADI 406/406s	Radiation Oncology (E) or (Sub-I)
SURG 401/401s	General Surgery (E) or (Sub-I)
SURG 402/402s	Cardiovascular Surgery (E) or (Sub-I)
SURG 403/403s	Otolaryngology/ENT (E) or (Sub-I)
SURG 404/404s	Ophthalmology (E) or (Sub-I)
SURG 405/405s	Thoracic Surgery (E) or (Sub-I)
SURG 406/406s	Urology (E) or (Sub-I)
SURG 407/407s	Neurosurgery (E) or (Sub-I)
SURG 408/408s	Transplant Medicine (E) or (Sub-I)
SURG 409/409s	Plastic Surgery (E) or (Sub-I)
SURG 410/410s	Orthopedic Surgery (E) or (Sub-I)
SURG 411/411s	Colorectal Surgery (E) or (Sub-I)
SURG 412/412s	Trauma Surgery (E) or (Sub-I)
SURG 413/413s	Pediatric Surgery (E) or (Sub-I)

### Research Clerkships

These elective clerkship experiences are designed to provide the student with a basic understanding of the selected area of interest. Students focus on the development and execution of a guided research project or participate with an existing study. Emphasis is placed on the integration of research into medical practice to prepare for more advanced study in the discipline. These clerkships take place in a wide variety of clinical, hospital or laboratory settings. Specific goals and learning objectives are determined by the supervising preceptor and a formalized plan must be submitted to Clinical Education (CE) and Office of Research and Sponsored Programs in advance for consideration and approval. Credit value is variable (one to four 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. These clerkships are graded Pass/Fail.

Descriptions for all courses are provided in the [Course Descriptions](#)

section.

ANAT 499	Anatomy Research (E)
ANES 499	Anesthesiology Research (E)
BCHE 499	Biochemistry Research (E)
EMED 499	Emergency Medicine Research (E)
FMED 499	Family Medicine Research (E)
GENE 499	Medical Genetics Research (E)
IDIS 397/497	Medical Education 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)

### Global Health Track

GLMD 100	Global Health Track (E)
GLMD 200/201	Global Health Track (E)
GLMD 300/301	Global Health Track (E)
GLMD 400/401	Global Health Track (E)
GLMD 105, 205	Global Health Outreach (E)
FMED 311a, b, c	International Community Medicine (E)
FMED 411a, b, c	International Health (E)

### Military Medicine Track

MIMD 101	Military Medicine I (E)
MIMD 102	Military Medicine II (E)
MIMD 201	Military Medicine III (E)
MIMD 202	Military Medicine IV (E)

### Specialty Honors Tracks

While most students do not have a firm commitment to a specialty of interest until well into their third year, some students come to medical school already having developed a desire to enter a specific career specialty. These students may apply for a specialty honors track.

Specialty honors track students are enrolled in a tailored third-year curriculum focused on a preselected specialty. Students will be selected for the specialty honors track not only based on interest, but also by meeting academic requirements.

Specialty honors tracks include the traditional core rotations plus focused selective opportunities. Specialty honors tracks include:

- Emergency Medicine
- Orthopedics
- Obstetrics & Gynecology
- Pediatrics
- Internal Medicine
- Surgery
- Psychiatry

### Master of Arts in Bioethics (Dual-Degree Program)

Course ID	Title
BETH 501	History and Methodology for Bioethics (3)
BETH 504	Diversity, Culture and Bioethics (3)
BETH 505	Bioethics and Public Policy (3)
BETH 507	Clinical Dilemmas in Bioethics (3)
BETH 5xx	Elective (3)
BETH 5xx	Elective (3)
BETH 5xx	Elective (3)
BETH 550	Bioethics Final Project (6)
Credits transferred from COM course offerings (3)	

### Course Schedule

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

## Doctor of Osteopathic Medicine

Year	Fall	Spring
OMS-I	MED 123*	1 BETH course
OMS-II	MED 223* 2 BETH courses	MED 236* 1 BETH course
OMS-III	2 BETH courses	1 BETH course
OMS-IV	Final Project	Final Project

\*These courses are required for the DO curriculum, but applicable/transferable to the MA in Bioethics program.

### COM Courses Applicable to MA in Bioethics

MED 123	Bioethics I
MED 223	Bioethics II
MED 236	Bioethics III

### Fellowship Opportunities

#### OMM Fellowship

The OMM Fellowship program is designed to facilitate the development of future osteopathic physicians skilled in osteopathic philosophy, principles, and manipulative diagnostic and treatment skills. The fellowship also helps to encourage the development of future teachers and researchers in the field of OMM.

#### Clinical Anatomy Fellowship

The KCU Clinical Anatomy Fellowship provides training in teaching, advanced anatomical topics and research methodology. It also provides an advantage in clinical clerkships by equipping the student with high-level competency in clinical anatomy and the anatomical sciences as more broadly defined.

### Bioethics Curriculum

Descriptions for all courses are provided in the [Course Descriptions](#) section.

BETH 501	History and Methodology for Bioethics
BETH 502	Introduction to Bioethics
BETH 503	Religious Perspectives and Bioethics (E)
BETH 504	Diversity, Culture and Bioethics
BETH 505	Bioethics and Public Policy
BETH 506	Exploring the Foundations of Bioethics
BETH 507	Clinical Dilemmas in Bioethics
BETH 508	Clinical Topics in Bioethics
BETH 509	Independent Study: Core Replacement
BETH 510	Selected Topics (E)
BETH 511	Bioethics and Globalization (E)
BETH 512	Environmental Quality, Human Health and Bioethics (E)
BETH 514	Death & Dying: Social and Ethical Factors (E)
BETH 515	Bioethics and the Law (E)
BETH 516	Pediatric Ethics (E)
BETH 517	Passive Ethics: Suffering, Futility and Death (E)
BETH 518	Social and Ethical Transformations in Bioethics (E)
BETH 519	Film and Creative Imagination in Bioethics (E)
BETH 521	Social Justice, Bioethics, and the Practice of Medicine (E)
BETH 522	Professional Bioethics (E)
BETH 523	Bioethics with Standardized Patients (E)
BETH 525	Research Ethics (E)
BETH 529	Independent Study (E)
BETH 550	Bioethics Final Project



**DOCTOR OF  
PSYCHOLOGY  
IN CLINICAL  
PSYCHOLOGY**

# Doctor of Psychology in Clinical Psychology

## Mission

The mission of the Doctor of Psychology in Clinical Psychology (PsyD) program at KCU-Kansas City is to offer students broad and general training in preparation for careers in the practice of health service psychology as clinical psychologists both as individuals and as part of an integrated health care team. We are committed to the scientific foundations of psychology, the recognition that science informs practice and practice informs science, and a deep respect and understanding of cultural and individual differences.

## Aims

The PsyD program has four program aims:

1. Students demonstrate a comprehensive knowledge base in the theoretical and scientific foundations of psychology and are prepared to use this knowledge as health service providers in clinical psychology.
2. Students develop and demonstrate competency in the use of a strong set of clinical skills, behaviors and attitudes in order to be proficient in evidence-based assessment, intervention and outcome evaluation while working with diverse populations.
3. Students demonstrate knowledge of psychological research and scientific inquiry and can integrate such scientific knowledge into clinical practice.
4. Students demonstrate knowledge and skill in integrated health care and are able to function as part of an integrated health care team.

## Competencies

The PsyD program at KCU-Kansas City provides evidence-based opportunities for all students to demonstrate the profession-wide competencies required by the American Psychological Association (APA). Graduates are required to meet the following profession-wide competencies:

### *Competency 1: Research*

Students will demonstrate the substantially independent ability to formulate research or other scholarly activities that are of sufficient quality and rigor to have the potential to contribute to the scientific, psychological or professional knowledge base. Students will conduct research or other scholarly activities. Students will critically evaluate and disseminate research or other scholarly activity via professional publication and presentation at the local, regional or national level.

### *Competency 2: Ethical & Legal Standards*

Students are expected to respond professionally in increasingly complex situations with a greater degree of independence across levels of training. Students will demonstrate knowledge of and act in accordance with the current version of the APA Ethical Principles of Psychologists and Code of Conduct; the relevant laws, regulations, rules, and policies governing health service psychology at the organizational, local, state, regional, and federal levels; and the relevant professional standards and guidelines. Students will recognize ethical dilemmas as they arise and apply ethical decision-making processes in order to resolve the dilemmas effectively. Students will conduct themselves in an ethical manner in all professional activities.

### *Competency 3: Individual & Cultural Diversity*

Students must demonstrate knowledge, awareness, sensitivity, and skills when working with diverse individuals and communities who embody a variety of cultural and personal background characteristics. Students will demonstrate the requisite knowledge base, ability to articulate an

approach to working effectively with diverse individuals and groups, and apply this approach effectively in their professional work. Students will demonstrate an understanding of how their own personal/cultural history, attitudes and biases may affect how they understand and interact with people different from themselves. Students will demonstrate knowledge of the current theoretical and empirical knowledge base as it relates to addressing diversity in all professional activities including research, training, supervision/consultation and service. Students will demonstrate the ability to integrate awareness and knowledge of individual and cultural differences in the conduct of professional roles (e.g., research, services, other professional activities). This includes the ability to apply a framework for working effectively with areas of individual and cultural diversity not previously encountered over the course of their careers. Students will demonstrate the ability to work effectively with individuals whose group membership, demographic characteristics or worldly views conflict with their own.

### *Competency 4: Professional Values and Attitudes*

Students must demonstrate behavior that reflects the values and attitudes of psychology, including integrity, deportment, professional identity, accountability, lifelong learning and concern for the welfare of others. Students will demonstrate the ability to engage in self-reflection regarding one's personal and professional functioning as well as engages in activities to maintain and improve their own performance, well-being and professional effectiveness. Students will actively seek and demonstrate openness and responsiveness to feedback and supervision. Students will respond professionally in increasingly complex situations with a greater degree of independence as they progress across levels of training.

### *Competency 5: Communication and Interpersonal Skills*

Students will demonstrate the ability to develop and maintain effective relationships with a wide range of individuals, including colleagues, communities, organizations, supervisors, supervisees and those receiving professional services. Students will demonstrate the ability to produce and comprehend oral, nonverbal and written communications that are informative and well-integrated as well as demonstrate a thorough grasp of professional language and concepts. Students will demonstrate effective interpersonal skills and the ability to manage difficult communication well.

### *Competency 6: Assessment*

Students will demonstrate competence in conducting evidence-based assessment consistent with the scope of health service psychology. Students will demonstrate the ability to select and apply assessment methods that draw from the best available empirical literature and that reflect the science of measurement and psychometrics; collect relevant data using multiple sources and methods appropriate to the identified goals and questions of the assessment as well as relevant diversity characteristics of the service recipient. Students will demonstrate the ability to interpret assessment results, following current research and professional standards and guidelines, to inform case conceptualization, classification, and recommendations, while guarding against decision-making biases, distinguishing the aspects of assessment that are subjective from those that are objective. Students will demonstrate the ability to communicate orally and in written documents the findings and implications of the assessment in an accurate and effective manner sensitive to a range of audiences.

### *Competency 7: Intervention*

Students will demonstrate the ability to establish and maintain effective relationships with the recipients of psychological services. Students will demonstrate the ability to develop evidence-based intervention plans specific to the service delivery goals as well as the ability to implement interventions informed by the current scientific literature, assessment findings, diversity characteristics, and contextual variables. Students will demonstrate the ability to apply the relevant research literature to clinical decision-making and be able to modify and adapt evidence-based

approaches effectively when a clear evidence-base is lacking. Students will demonstrate the ability to evaluate intervention effectiveness and adapt intervention goals and methods consistent with ongoing evaluation.

### *Competency 8: Supervision*

Students will demonstrate knowledge of supervision models and practices.

### *Competency 9: Consultation & Inter-Professional/Interdisciplinary Skills*

Students will demonstrate knowledge and respect for the roles and perspectives of other professions. Students will demonstrate knowledge of consultation models and practices.

## College of Biosciences Honor Code

Upon matriculation at Kansas City University of Medicine and Biosciences, I have become a member of the medical and biosciences community. I understand that I will be expected to maintain and promote the ethical standards that my profession embodies.

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 member of the medical profession. I will adhere to the highest standards of integrity, honesty and personal conduct at all times off and on campus. 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.

## Admissions

### Academic Requirements

To be considered for admission, applicants must submit the following documented evidence:

- Completion of a bachelor's degree from a regionally accredited college or university.
- An undergraduate GPA of 3.00 on a 4.00 scale.
- Completion of 18 semester hours or equivalent of prerequisite coursework in psychology with a grade of C or better and must include:
  - Introduction to General Psychology
  - Human Growth and Development or Personality Theory
  - Abnormal Psychology
  - Statistics or Tests and Measurements
- Graduate Records Examination (GRE) General Test or GRE Psychology Subject Test scores using the KCU institution code of 6182:
  - Scores will be accepted from tests taken no earlier than Jan. 1, 2015.
  - For more information about the GRE, contact Educational Testing Services (ETS) at 609.771.7670 or toll-free at 866.473.4373 or visit [www.ets.org/gre](http://www.ets.org/gre).
- Motivation for and commitment to health care as demonstrated by previous work, volunteer work or other life experiences.
- Oral and written communication skills necessary to interact with patients and colleagues.
- Commitment to abide by KCU's Drug-Free Workplace and Substance Abuse Policy.
- Passage of the KCU criminal background check.

### Substitutions or Waivers of Admission 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 Office of Admissions stating the request, rationale for the request and supporting documentation.

An applicant may request substitution of undergraduate coursework prerequisites by forwarding one or more of the following to the Admissions office:

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

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

### International Applicants

An international applicant is an applicant who is not a U.S. citizen or permanent resident and requires a student visa (F-1) to study in the U.S.. International students applying for admission to KCU 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 one of the following:

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

### Previous Attendance at Foreign Institutions

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

#### **Educational Credential Evaluators, Inc.**

P.O. Box 514070  
Milwaukee, WI 53203-3470  
414.289.3400

#### **Josef Silny and Associates**

International Education Consultants  
7101 SW 102 Avenue  
Miami, FL 33171  
305.273.1616  
[www.jsilny.com](http://www.jsilny.com)

#### **World Education Services, Inc.**

P.O. Box 745 Old Chelsea Station  
New York, NY 10113-0745  
212.966.6311

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

### Application Process

Applicants are encouraged to begin the application process 10 to 12 months prior to anticipated matriculation. Applicants can apply online via [PsyCAS, the Centralized Application Service](#) for graduate study in psychology.

Admissions personnel are available to respond to your calls between 8 a.m. and 4 p.m. toll-free at 877.425.0427 or 816.654.7160.

### Application Schedule

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

#### October

- Begin KCU-Kansas City PsyD Application.
- Contact all colleges and universities attended and have official transcripts forwarded directly from the educational institution to PsyCAS.
- Request letters of recommendation from PsyCAS application.
- Have letters of recommendation sent directly to the KCU Office of Admissions.

#### December

- Submit KCU-Kansas City PsyD Application to meet priority deadline for early consideration.
- Personal interviews begin.

#### January

- Submit KCU-Kansas City PsyD Application to meet second priority deadline.
- Personal interviews continue.

#### February through April

- Personal interviews continue.

\*Applications are accepted on a first-come, first-served basis until the class has been filled.

### Applicant Review & Notification

The major criteria for rating applicants include a demonstration of academic achievement in psychology undergraduate courses and an overall undergraduate GPA of 3.0 or higher. Applicants are also rated on their GRE test scores or GRE psychology test scores, statement of purpose, and letters of recommendation. Nonacademic achievements 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 nonacademic achievements:

- Leadership roles.
- Involvement in community organizations/projects.
- Involvement in research activities.
- Commitment to an organization(s) for more than two years.
- Participation in a domestic/international mission trip.
- Work experience in psychology or a psychology-related field (e.g., Licensed Professional Counselor (LPC), social work, counseling).
- Community volunteer experiences.
- Shadowing of a psychologist.

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

- Professional demeanor
- Problem-solving skills
- Writing skills
- Interpersonal skills
- Communication skills

After the interview, the Admissions Committee reviews the applicant's

file and then makes recommendations on acceptance. Applicants are notified as soon as a final admission decision has been made.

### Advanced Standing

Students who have completed a master's degree in psychology may be eligible to apply for the Advanced Standing track (AS). Students accepted into the Advanced Standing Track will not be eligible for courses specific to the geropsychology specialty offered by the PsyD program.

### Transfer Credit Policy for AS

1. Transferred course credits must be from a regionally accredited school and must have been at the graduate level.
2. No more than 10 credit hours may be transferred.
3. No credit hours for practicum will be transferred.
4. Students must demonstrate completed course equivalency for all of the following:
  - a. PSYD 104 Psychopathology or PSYD 107 Ethical Issues in Psychology
  - b. PSYD 130 Research Methodology
  - c. PSYD 141 Psychological Development II: Adolescents & Adults
  - d. PSYD 162 Clinical Appraisal & Interviewing
  - e. PSYD 202 Development of Racial & Ethnic Identity or PSYD 205 Social & Cultural Bases of Behavior
5. The grade achieved in the completed course and documented in the student's official transcript must be a "B" or better and the course must be taken within seven years of matriculation.
6. The number of credits for a transfer course must be equal to or greater than the KCU course.
7. The course content submitted for transfer must be an essential equivalent to the KCU course; equivalence is determined via a review of the syllabus.

### Application Process

1. The applicant must submit the application for AS no later than June 1 or six weeks prior to the start of the term whichever comes first. After the start of the fall semester, applications for AS will not be accepted.
2. The applicant must submit a packet of materials to the Office of Admissions. The following must be included for consideration:
  - a. Cover letter requesting advanced standing.
  - b. Request for Transfer Credit form.
  - c. Syllabi for each requested course must be supplied and must include the content of the course, instructor's credentials, text, and course requirements.
3. The Advanced Standing sub-committee will review the courses and the syllabi and make a recommendation to the Program Director. The sub-committee will seek consultation from KCU faculty teaching the course whenever necessary. The review will take place within one week of submission.
4. The committee's recommendation will be acted upon by the Education Committee. If the Program Director disagrees with the recommendation, he/she will state the disagreement in writing to the sub-committee within one week of receiving the recommendation.
5. The student will receive written notification from the Office of Admissions of the final decision within three weeks of the initial submission.
6. If the student is denied AS, he/she may file an appeal within two weeks of receipt of the decision. The appeal must be sent to the

## Doctor of Psychology in Clinical Psychology

Office of Admissions. The dean of COB will then review and make a decision. The dean's decision is final.

### Matriculation Requirements

#### Matriculation Fee

A nonrefundable matriculation fee is required from accepted applicants. (See [Tuition & Fees](#).) Acceptance is conditional until all fees, paperwork, and coursework is completed. Failure to submit all documents and forms by the posted due dates will result in forfeiture of seat in the upcoming class. These fees are non-refundable regardless of reason. Withdrawing prior to matriculation does not negate the no-refund policy.

#### Official Transcripts

Acceptance is conditional until all official transcripts are received from previous colleges/universities attended. Transcripts must be received by the Office of Admissions by July 1.

#### Letters of Recommendation

Three letters of recommendation from individuals in the field of psychology who can attest to your dedication to the field and quality of work.

#### Immunizations

Prior to matriculation, all entering students must be vaccinated in accordance with University's guidelines. KCU determines immunization requirements based upon current Centers for Disease Control and Prevention (CDC) guidelines for health care workers in combination with current requirements for Clinical Education. These guidelines/requirements change and are updated periodically. Applicants and students are expected to be knowledgeable of the current CDC guidelines for health care workers found on the website [www.cdc.gov](http://www.cdc.gov).

#### Proof of Health Insurance

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 Student Services.

#### Criminal Background Check

Prior to matriculation, all KCU students must agree to and undergo a criminal background check at their own expense. The background check will be performed by a certifying organization retained by the University.

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

### Major Area of Study/Specialty Track

The PsyD program also offers a major area of study in geropsychology. PsyD students will complete two years of geropsychology coursework along with supervised practicum and research experiences with an older adult population. Those who intend to secure a specialty track in geropsychology will complete an internship with at least 50 percent of supervised service delivery with an older adult population as well as a postdoctoral placement with at least 80 percent of supervised service delivery with an older adult population.

### Health & Technical Standards

All PsyD applicants and enrolled PsyD students are required to meet health and technical standards to be admitted to, participate in, and graduate from the PsyD program at KCU. Because the Doctor of Psychology in Clinical Psychology signifies that the holder is a

psychologist prepared for entry into the practice of a broad range of psychological practices, and that he/she has met the requirements to enter a variety of diverse postgraduate training programs, KCU graduates must have the knowledge, skill, and capability to fully perform and function in a broad variety of clinical situations. KCU students and graduates are trained and must demonstrate competency to provide a wide spectrum of acute and chronic patient care.

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

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

#### Observation

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

#### Communication

Candidates and enrolled students must be able to speak, hear and observe patients in order to elicit information; describe changes in mood, activity and posture; and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients and other health care professionals. Communication (in English) includes speech, hearing, reading and writing. A candidate must be able to communicate effectively and sensitively in verbal and written form with all members of the health care team. Thus, the use of a trained intermediary, especially in an emergency situation, will fail to meet this requirement.

#### Conceptual, Integrative & Quantitative Abilities

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

#### Behavior & Social Attributes

Candidates and enrolled students must have the emotional health required for full use of the intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the assessment and care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates and enrolled students must be able to tolerate physically and mentally taxing



workloads and to function effectively under stress. They must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admission and educational processes.

**Vaccinations & Immunizations**

A student who cannot provide an official up-to-date immunization record, in accordance with University requirements, will not be allowed to begin or continue with clinical training and will be referred to the appropriate University official for disciplinary action.

**Housing**

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

**Tuition & Fees**

The following fees and tuition charges apply to the 2018-2019 academic year.

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

Fee is payable upon submission of application for admission. Fee is nonrefundable regardless of reason.

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

Accepted applicants may be required to pay the fee 14 days after their acceptance. The payment schedule for late acceptances may vary.

The fee is nonrefundable regardless of reason. Payment is credited toward tuition once payment of the balance of the tuition is received. Students paying for tuition are strongly encouraged to pay via [KCU's online payment portal](#). However, if a student wishes to pay via paper check, the payment should be made payable to Kansas City University of Medicine and Biosciences (KCU) and sent to the address below:

**KCU c/o Finance Office**  
1750 Independence Ave.  
Kansas City, MO 64106

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

*Full-Year Tuition* .....\$32,416

*Student Activity Fee*.....\$75

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

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

The tuition refund shall follow the [Institutional Refund Policy](#); please review policy for details.

*Note: Tuition includes parking, library privileges, an iPad, and laboratory supplies, but not instruments, equipment, computers, texts, lab manuals or health insurance. Tuition and fees are subject to change annually.*

**Transcript Fees**

**Transcript Fees**

*Official Transcript (PDF)* .....\$10

*Official Transcript (Paper)* ..... \$20-75

*USPS (Standard)*..... \$20

*Certified Mail*..... \$26.50

*FedEx*.....\$40-75

**Satisfactory Academic Progress for Financial Aid Consideration**

Federal regulations require schools to monitor the academic progress of Title IV financial aid recipients. KCU must certify that students are making satisfactory academic progress (SAP) toward the completion of their KCU degree. KCU follows the regulations set forth by the U.S. Department of Education that students are meeting the three required measurements to determine SAP: qualitative (GPA) , quantitative (pace progression) and time frame. The policy applies to students who are receiving federal aid; however, these standards are cumulative so this includes all periods of the students enrollment, which may include times when the student did not receive federal aid.

**Transfer Credits**

Transfer credits are not considered in calculating SAP.

**Qualitative Measure: GPA**

Students are considered in good academic standing when they complete each term with a cumulative GPA of 3.0 or higher. Students with a cumulative GPA lower than 3.0 will be placed on financial aid warning for the next academic term. PsyD students must have a cumulative GPA of 3.0 in order to graduate from the program.

**Quantitative Measure: Attempted vs. Completed**

In order for students to progress through the program to graduate within the maximum time frame, Financial Aid requires all PsyD students to complete at least 67 percent of credit hours attempted. This is determined by reviewing the total number of courses attempted and the total number of courses completed in a term. In determining pace progression, the Financial Aid office calculates a completion rate for each student. The completion rate is the total number of credit hours successfully completed divided by the total number of credit hours attempted.

Attempted hours not earned include any grade of Fail (F), Incomplete (I), In Progress (IP), Withdrawal (W), Administrative Withdrawal (AW), or Administrative Drop (AD).

**Time Frame: Pace Progression**

Program	Typical Time Frame	Maximum Time Frame
PsyD	5 years to graduate	7 years to graduate

Students are expected to complete their program in seven years before ineligibility for financial aid becomes effective. Students who do not complete their degree in seven academic years will not be eligible for financial aid without an approved financial aid appeal.

**SAP Review**

SAP will be reviewed at the end of each academic term for all PsyD students. The Financial Aid office will review all students enrolled for the term to determine a student's SAP status regardless of financial aid received.

Students will be notified via email if they fail to meet the minimum standards outlined above, this email communication will include an explanation of the standards evaluated and instructions on how to proceed.

**SAP Warning**

SAP is reviewed at the end of each academic term to ensure a student is making satisfactory academic progress toward their degree. If it is determined that a student has not met the minimum SAP requirements at the end of the term, the student will be placed on financial aid warning during their next period of enrollment.

Students on warning have one additional academic term in order to resolve the deficiency and meet the minimum SAP requirements. Students not meeting the minimum SAP standards after the warning term will no longer be eligible to receive federal aid without a successful appeal.

## Appeal Process

Financial Aid will notify the student via email if an appeal needs to be submitted to continue receiving federal aid at KCU. Students will be asked to submit an appeal form to the Financial Aid office. The form will require the student to complete the information listed below:

- A written statement documenting the reasons for failure to meet the standards of academic progress for financial aid eligibility. The statement should be concise but long enough to address the students mitigating circumstances. There is no school-defined length. Examples can be serious illness of student or family member, death of relative or disruptive personal issue.
- A written statement explaining what has changed in the student's situation that would allow the student to bring his/her academic progress up to the satisfactory standards.
- If requested, supporting documentation may be required to process the appeal.
- A written academic plan.

Appeals will be reviewed and completed within two to four weeks of receipt. Students who submit appeals will be notified via email regarding the decision of their appeal. Students with approved appeals will regain federal financial aid eligibility. Students with denied appeals will be ineligible for federal financial aid until they meet the minimum SAP requirements. Appeal decisions are final.

## Academic Plan

All students who fail to make SAP and file an appeal with the Financial Aid office are required, as part of the appeal process, to complete an academic plan. The form can be obtained from the Financial Aid office and must be submitted with the Financial Aid Appeal form. The academic plan must ensure that the student is able to meet SAP standards by a specific point in time. The student will need to work with his/her advisor to develop a written academic plan to help improve academic performance.

## Financial Aid Probation

Students who have approved appeals will be placed on financial aid probation and have their federal financial aid reinstated.

Students who are able to meet the SAP standards by the end of the next payment period will be placed on probation without an academic plan. The student's academic progress will be reviewed at the end of the next payment period. Students who meet the minimum standards at the end of the probationary period are no longer on probation. Students failing to meet the minimum eligibility requirements at the end of the probationary period are considered ineligible to receive additional funds.

Students who are not able to meet SAP standards by the end of the next payment period will be placed on probation with an academic plan. Students will need to successfully follow the academic plan while in this status. The student's academic progress will be reviewed at the end of each payment period while on the academic plan. Students who meet the criteria outlined in their academic plan will remain in that plan until it expires or the student meets the minimum SAP eligibility requirements. Students must appeal to change their academic plan. Students who do not meet the academic plan criteria outlined in their plan will be placed back into suspension and will be ineligible for federal aid.

## Without Approved Appeal

Students who are not making satisfactory academic progress and do not submit an appeal or have their appeal request denied, may regain eligibility only by taking action that brings them into compliance with KCU's SAP standards. Any exceptions to this policy will be made on an individual basis and in compliance with federal, state and local regulations governing financial aid.

## Academic Policies & Procedures

### Responsibility of the Student

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

### Academic Advising

Academic advising may come from multiple sources: the Office of the Vice Provost for Enrollment and Student Services, the program director, the assistant program director, the director of clinical training, faculty advisors, education specialists, and the PsyD-SPC.

### Academic Load

Full-time enrollment is defined as six or more semester credits.

For doctoral students who have passed the candidacy exam and are enrolled only for doctoral internship and dissertation hours, full-time is three hours per semester until graduation. Such students must continue to enroll in at least three dissertation hours each semester (including summers, without skipping a semester) until they successfully complete the dissertation and graduate.

### Academic Standing

Students are considered to be in good academic standing when they meet the minimum criteria for continued enrollment.

### Academic Probation

Academic probation is an official status from the University, stating that the student is under the most sensitive academic monitoring and improvement plan, which becomes a part of the student's academic record for the period of time they are on probation. This status is typically applied when one of more of the following occur:

- One or more course failures.
- Student's cumulative KCU GPA is below 3.0.

Students placed on academic probation will have their status monitored by a University faculty or staff member. In addition students on probation must attend all classes. Academic probation may also include the suspension of the student's normal rights to participate in extracurricular, co-curricular and other nonacademic activities, including but not limited to the student not being allowed to hold a leadership position in a student organization. Typically, students who are placed on academic probation cannot fail any other course, section, clerkship, shelf exam and/or national examination. The typical length of the academic probation is one year, unless otherwise specified, from the time the student is formally notified of being placed on this status.

Academic probation status is not tied to a student's SAP, as defined by Title IV. It is wholly separate and unrelated to SAP.

### Academic Warning

Academic warning is a state of warning from KCU to the student indicating that the University is concerned about the student's academic performance. This status is typically applied when one of more of the following occur:

- Current cumulative KCU GPA below 3.0.
- Behavioral cues by the student that may indicate academic or personal distress.

Students placed on academic warning may be required to take actions deemed necessary to help improve academic performance. These actions may include, but are not limited to: regular meetings with Learning

## Doctor of Psychology in Clinical Psychology

Enhancement staff, sessions with KCU psychologists, required course attendance, meetings with tutors and/or faculty members, temporary loss of student leadership privileges, and providing frequent status updates to key faculty/administrators.

Academic warning is not tied to a student's SAP, as defined by Title IV. It is wholly separate and unrelated to SAP.

### Registration

Unlike traditional undergraduate and graduate institutions where students individually register for courses, KCU engages in block registration for each student cohort. The student's respective department sends enrollment information to the Office of the Registrar every term. Students are responsible for reviewing their enrollment on KCU 360 prior to each semester to ensure they are enrolled correctly.

The last day to add a class is seven business days after the published first day of classes in the Academic Calendar. The first day of classes varies by program.

PsyD students are required to report on the orientation or registration date as specified in the [Academic Calendar](#).

All outstanding financial obligations to the University or University-affiliated clinical 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 clinicals.

### Attendance Policy

The PsyD program requires that students attend all classes, as scheduled, for the full duration of the period. More than two missed classes will result in a referral to the PsyD-SPC and possible course failure. Students arriving for class more than 20 minutes after the start of the class or leaving more than 20 minutes before the end of the class will be marked as absent.

If a student will miss a class, be late or must leave early, it is his/her responsibility to:

1. Inform the instructor prior to the class. Each instructor will list contact information within the syllabus.
2. Acquire the lecture notes and/or handouts from their classmates or Blackboard. The instructor is not responsible for getting this information to the student.
3. Write a summary of the course content of the class, per the instructor's direction, and have the paper to the instructor of the course the following week.

### Course Drops & 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.

The deadline to drop a course is end of business the day of the first class meeting. For night classes, the deadline to drop is end of business the next day following the first class meeting. For intersession courses, the deadline to drop the courses is prior to the first class meeting. Students who wish to drop a course must officially communicate their request to their department and/or the Office of the Registrar within the prescribed time requirements. A student who drops a course within the prescribed time requirements will have no record of the course on their transcript.

Students may withdraw from certain courses with the permission of the program director after the drop deadline and up to the last day to withdraw as defined by the [Academic Calendar](#). Course withdrawals are recorded as a W on the student's academic transcript. Students may not withdraw from a course with a W after the withdrawal date. Students who withdraw from courses after the withdrawal date will receive a failing grade. Students are not eligible to withdraw from a course after the course has ended.

Course withdrawal may have financial aid implications. Students are

advised to talk with Financial Aid prior to dropping a course.

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

### Disciplinary Situations

In cases where the administrative officers deem it necessary, a disciplinary situation may be referred to the PsyD-SPC. Please review the [Student Conduct](#) section for more information.

### Grades & Assessment Policies

#### Grades & Quality Points

Grade	% Range	Quality Points
A	93-100%	4.00
A-	90-92%	3.67
B+	87-89%	3.33
B	83-86%	3.0
B-	80-82%	2.67
F	<80%	0.00/Fail
P	-	Pass
I	-	Incomplete
W	-	Withdrawal
AW	-	Administrative Withdrawal
AD	-	Administrative Drop

A student enrolled in the PsyD program must pass all courses with a minimum grade of B- or P, and maintain a cumulative GPA of 3.00 or higher to continue in the program.

#### Testing & Grading

The academic year is divided into fall and spring semesters. Courses are offered in 10-week blocks. Each semester will consist of two 10-week blocks. The number of semester hours is calculated by the Registrar.

Testing during a course may consist of:

- In-class quizzes
- Written exam(s)
- Papers
- Presentations.

Evaluation of clinical skills will occur on practicum and internship experiences. The Practicum Evaluation Form and Internship Evaluation Form will be used to evaluate each student and their progress in demonstrating the profession-wide competencies on practicum and internship. Practicum and internship grades will be graded Pass/Fail (P/F).

Students will receive a letter grade for each course except those designated Pass/Fail.

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, A-, B+, B, B-, or F, generally based on the scale above.
3. Students who earn a failing course average (less than 80 percent) at the end of the course may be eligible for re-examination of their lowest exam grade or a re-examination of all course content in the form of a cumulative exam or equivalent assessment. See [Individual Course Failure & Re-Examination](#) policy.
4. Students who do not qualify for a re-examination or fail to earn a passing grade following re-examination may be placed on an Academic Suspension until the failed course is offered again.
5. The Registrar will calculate an overall GPA each semester. This

information will then be reported to students via KCU 360.

### Incomplete Grades

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

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

Any student receiving a grade of I must coordinate with the course director to satisfy all outstanding coursework for the course/section. Once outstanding requirements for the course are satisfied, the course director will process a change of grade form converting the I to a letter grade. The grade change must be submitted prior to the first day of classes of the next academic year. Once this deadline has passed, the I becomes an F. Once converted to an F, this grade cannot be subsequently changed due to coursework completion.

Should a student decide to withdraw or if he/she is otherwise separated from the University prior to completing coursework for an incomplete grade, the grade will be updated to reflect a failure (F).

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

### Grade Changes & Corrections

Grades may be changed or corrected by the course director, upon certification in writing that an error occurred in computing or recording the grade, or a student has successfully completed re-examination. The change of grade must be documented on a grade change form, approved by the dean of COB and submitted to the Office of the Registrar for processing. The deadline to initiate a grade change is one calendar year after the end date of the term in which the grade was assigned.

### Grade Appeals

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

- The student has been assigned a grade on the basis of something other than his/her performance in the course.
- Standards utilized in the determination of the student's grade are more exacting or demanding than those applied to other students in the course.
- 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 a grade should be appealed or who needs additional information about the grade appeals process can contact the dean of COB.

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

- Students are not informed of the basis for grade calculation in the

syllabus, on Blackboard, or prior to the assignment.

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

### Student Standing

The Registrar will calculate an overall GPA for PsyD students for each semester in the program.

### Academic Assessment, Status & Promotion

The PsyD program at KCU is a full-time program. Once students have matriculated, they must be enrolled in the program continuously until graduation. Students receive grades in all courses. The course grades assist the program director and the student to monitor progress and mastery of the material that has been deemed necessary by the program to become proficient and competent psychologists. The clinical psychology curriculum has been approved by the COB Curriculum Committee.

At the conclusion of each semester, the PsyD-SPC assesses student progress based on academics and the profession-wide competencies set by the American Psychological Association (APA). Students must demonstrate satisfactory achievement levels in all the education and training competency areas. Problems within any evaluative domain will lead to referral to PsyD-SPC and may lead to dismissal from the program. PsyD-SPC consists of all core faculty members and the program director; it addresses all academic problems according to the policies published in the University catalog and student handbook. See [Academic Standing](#) and [Dismissal](#) for more information.

The chair of PsyD-SPC provides the dean of COB and the program director with written feedback on each student each semester. PsyD-SPC makes recommendations to the dean of COB for additional action if a student fails to achieve satisfactory progress. Students will be provided notification of any problems, and will have an opportunity to represent themselves before PsyD-SPC. Furthermore, if a student violates the KCU [Code of Professional Conduct](#), the student will be referred to Student Services for further action.

Students are provided oral and written feedback about their progress periodically throughout the year through quarterly meetings with their individual faculty advisor. During these meetings, students will be asked to complete a self-evaluation of their progress before receiving feedback from the program review. Mentors and students will maintain an ongoing record of the self-review and feedback from the PsyD-SPC to identify strengths and areas for improvement. Students may be asked to meet with the program director to review feedback from PsyD-SPC and consider the student's self-review. Students receive an annual written indication of their progress from the program director via a formal letter.

Students are required to complete all program requirements for graduation within a maximum of seven years from the date of matriculation. If a student does not complete the program within this time requirement, they will be dropped from the program. If a student has not completed the program within seven years, the student may petition the program director and PsyD-SPC for special consideration. Petitions will be considered on an individual basis. When petitioning the student must provide rationale to be considered for further review.

### Promotion to the Next Year

To progress to the next 10-week session, a student must satisfactorily complete all academic requirements for the preceding 10-week session. Students who have not satisfactorily completed all academic requirements in order to progress in the program will be referred to the PsyD-SPC. The PsyD-SPC will review the student's academic record according to the COB academic policies and make a recommendation to the dean of COB. Recommendations may include an academic suspension until the student can successfully complete the necessary program requirements, or other academic consequences.

### Re-Examination & Remediation Policy

#### Courses

Students who earn a failing course grade (less than 80 percent) at the end of the semester may be eligible for re-examination of their lowest exam grade or a re-examination of all course content in the form of a cumulative exam or equivalent assessment. The course director will stipulate in the course syllabus which re-examination method (lowest exam grade or cumulative exam/equivalent assessment) will be utilized. Re-examination will only be allowed if a replacement of their lowest grade or successful re-examination would permit the student to pass the course. The maximum grade for the course is 80.

Faculty members are available to answer specific questions, but no formal review sessions will be conducted. Preparation for re-examination is largely an independent study endeavor. Students may take only one re-examination in a course. The maximum number of re-examinations in the PsyD program is two, which may be completed in one block. Re-examinations will be scheduled by the course director and must be completed prior to the start of the next 10-week session.

Any student failing to sit for the exam on the scheduled date will receive a grade of zero for the re-examination attempt and fail the course. If re-examination still results in failure, the student is considered to have not satisfactorily completed all academic requirements in order to progress in the program and may therefore be placed on an academic suspension as determined by the PsyD-SPC and the dean of COB.

#### Practicum & Internships

To pass each practicum and internship experience, students must demonstrate progress on evaluation by their supervisor using the practicum and internship evaluation forms. If a student earns a failing grade while on practicum or internship, the student may be eligible for remediation. The site supervisor and Director of Clinical Training (DCT) will evaluate the failure to determine if a remediation plan is necessary and would benefit the student. The terms of the remediation plan will be set by the DCT and site supervisor who have several options including a verbal warning, written acknowledgment, written warning, schedule modification, probation, and suspension of direct service activities. Details regarding each of these options are provided in the PsyD Clinical Training Manual. They will work together to develop a specific, time-limited, time-appropriate remediation plan that will allow the student trainee sufficient time to demonstrate required changes, learning and progress. Student trainees may be relocated to a new training site, if appropriate and in the best interest of the student as determined by the DCT, program director, and site supervisor.

### 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 student will be dismissed from the program.

### Dismissal

The University, by recommendation of PsyD-SPC and/or the action of

the administrative officers, reserves the right to place on conditional or stipulated status, suspend or dismiss a student who has:

1. Received two or more course failures in any PsyD course. This will result in automatic dismissal and does not require action by the PsyD-SPC or administrative officers, other than the dean of COB.
2. Earned a cumulative GPA less than 3.0.
3. Not maintained acceptable standards of academic performance.
4. Not maintained acceptable ethical, moral, personal, or professional conduct.
5. Not abided by the University's or program's policies, rules, and regulations.
6. Not fulfilled legal or financial obligations to the University.
7. Not shown professional promise, including mental and emotional fitness in the field of health service psychology.
8. Not completed all of the required curriculum elements within seven years of matriculation date.

### Candidacy Requirements

The candidacy for the PsyD will be awarded following the successful completion of:

- All PsyD coursework.
- All practicum experiences.
- Comprehensive examination.
- Dissertation proposal and defense.
- Internship.

An average GPA of 3.00 is necessary for candidacy.

### Graduation Requirements

A student who has fulfilled all the academic requirements of their program may be granted a Doctor of Psychology in Clinical Psychology from KCU-COB provided the student has:

1. Successfully completed three full-time academic years of graduate study (or the equivalent thereof) plus an internship prior to receiving the doctoral degree.
2. Successfully completed two of the three academic training years (or the equivalent thereof) mentioned above within the program from which the doctoral degree is granted.
3. Spent at least one year in full-time residence (or the equivalent thereof) at the same program.
4. Successfully completed all curricular requirements within seven years.
5. Complied with all legal and financial requirements of the University.
6. Demonstrated the ethical, personal and professional qualities deemed necessary for the pursuit of a successful career in the psychological sciences.
7. Attends, in person, the ceremony at which time the degree is conferred, unless excused by the dean of COB for extenuating circumstances.



**MASTER OF  
SCIENCE IN  
BIOMEDICAL  
SCIENCES**

# Master of Science in Biomedical Sciences

With an expanded mission that includes greater emphasis on research and discovery, KCU established the College of Biosciences (COB) in 2004. The college granted its first diplomas to graduates of the Master of Science in Biomedical Sciences program in 2006.

Students interested in pursuing the Master of Science in Biomedical Sciences can enroll in either a non-research or research track program.

The non-research track includes coursework in biochemistry, genetics, histology, microbiology, epidemiology, physiology, molecular biology, immunology, embryology and anatomy. It places emphasis on the acquisition and application of knowledge regarding human health and disease and prepares students for doctoral programs in the health care professions (e.g., DO, MD, DDS, DVM, PharmD, DPT).

The research track is designed for individuals interested in pursuing careers in research or enrolling in doctoral programs in the health-related fields, including medicine.

## Mission Statement

Through intellectual development and scholarly training, the College of Biosciences prepares graduate students for careers in teaching, research and/or service in the life sciences and health care fields.

## Vision

The College of Biosciences will be recognized for educating graduate students from diverse backgrounds to become critically thinking innovators prepared for research and health care professions.

Graduates from the degree programs may pursue one or more of the following:

- Enrolling in doctoral programs in biomedical and life sciences.
- Enrolling in graduate and doctoral programs in health care professions (e.g., medicine, dentistry, pharmacy, nursing, veterinary medicine, public health).
- Participating in clinical, epidemiological and public health research.
- Pursuing health care policy, leadership and clinical employment opportunities.

## College of Biosciences Honor Code

Upon matriculation at Kansas City University of Medicine and Biosciences, I have become a member of the medical and biosciences community. I understand that I will be expected to maintain and promote the ethical standards that my profession embodies.

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 member of the medical profession. I will adhere to the highest standards of integrity, honesty and personal conduct at all times off and on campus. 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.

## Admissions

### Academic Requirements

Requirements for admission to the Master of Science in Biomedical Sciences in either the non-research or research tracks:

- Bachelor's degree from an accredited college or university.
- Completion of 13 hours of chemistry (including organic chemistry), 12 hours of biological sciences, 8 hours of physics and 6 hours of English.
- Science GPA of 3.0 or greater on a 4.0 scale.

- Graduate entrance examination completion of either the Medical College Admissions Test (MCAT), Dental Admission Test (DAT), or the Graduate Record Examination (GRE). If you are interested in a health professions program outside of medicine, we will accept admissions tests in accordance with those professions.
- Two letters of recommendation, preferably from science faculty familiar with the applicant's academic abilities.
- All transcripts from any college or university attended. If you have already submitted an application to KCU-COM, you do not need to submit transcripts at this time. If an offer of acceptance is extended, you will be required to submit all final transcripts directly to KCU. These should be submitted electronically to KCU from each institution, if available.

For more information about the Master of Science in Biomedical Sciences, please contact the KCU Office of Admissions toll-free at 800.234.4847 or 816.654.7160.

## 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 Office of Admissions 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 Admissions:

- A faculty letter detailing course content.
- A copy of the course description from the University catalog.
- A copy of the course syllabus.

Documentation providing the most detail will expedite the review process. 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.

## International Applicants

An international applicant is an applicant who is not a U.S. citizen or permanent resident and requires a student visa (F-1) to study in the U.S.. International students applying for admission to KCU must meet all general requirements for admission as stated in this catalog and other admission publications.

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

### Requirements for International Applicants

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

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

### Non-U.S. Citizens

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

### Previous Attendance at Foreign Institutions

Applicants with college credit at foreign institutions, or institutions

teaching in a language other than English, must submit official foreign transcripts to one of the following evaluation services as part of the admissions processes:

**Educational Credential Evaluators, Inc.**  
P O Box 514070  
Milwaukee, WI 53203-3470  
414.289.3400

**Josef Silny and Associates**  
International Education Consultants  
7101 SW 102 Avenue  
Miami, FL 33171  
305.273.1616  
[www.jsilny.com](http://www.jsilny.com)

**World Education Services, Inc.**  
P O Box 745 Old Chelsea Station  
New York, NY 10113-0745  
212.966.6311

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

### Application Process

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

### Applicant Review & 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 MCAT, DAT or GRE, and possibly other comparable professional degree admission tests, in addition to course grades and GPA. Nonacademic achievements are also 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 unofficial) and examples of the depth and duration of involvement. Activities for which the applicant has been honored should also be enumerated. This process is part of the application assessment.

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

### Matriculation Requirements

#### Matriculation Fee

A nonrefundable matriculation fee is required from accepted applicants. (See [Tuition & Fees](#).) Acceptance is conditional until all fees, paperwork, and coursework is completed. Failure to submit all documents and forms by the posted due dates will result in forfeiture of seat in the upcoming class. These fees are non-refundable regardless of reason. Withdrawing prior to matriculation does not negate the no-refund policy.

#### Official Transcripts

Acceptance is conditional until all official transcripts are received from previous colleges/universities attended. Transcripts must be received by the Office of Admissions by July 1. Applicants accepted while completing coursework will be expected to receive a grade of C or higher, and degree requirements must be completed by July 1.

#### Immunizations

Prior to matriculation, all entering students must be vaccinated in accordance with University's guidelines. KCU determines immunization requirements based upon current Centers for Disease Control and Prevention (CDC) guidelines for health care workers in combination with current requirements for Clinical Education. These guidelines/requirements change and are updated periodically. Applicants and

students are expected to be knowledgeable of the current CDC guidelines for health care workers found on the website [www.cdc.gov](http://www.cdc.gov).

### Proof of Health Insurance

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 Student Services.

### Criminal Background Check

Prior to matriculation, all KCU students must agree to and undergo a criminal background check at their own expense. The background check will be performed by a certifying organization retained by the University.

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

### Transfer Admission Policy: Research Track

At the time of admission, a student may transfer up to nine semester credit hours from a regionally accredited graduate institution toward completion of the Master of Science in Biomedical Sciences in the research track. To qualify for consideration as transfer credit, the following minimum requirements must be met:

- The requested credit must be from another regionally accredited graduate institution in the U.S. or a foreign institution that is recognized by its country's ministry of education or equivalent agency as a graduate degree-granting institution.
- The requested credit must be for graduate-level coursework taught by a graduate faculty member with scholarly competence in the subject area.
- The transfer transcript must clearly indicate that the course was taken for graduate credit and include the number of credit hours and grade.
- The coursework must have received a grade of B or better (3.0 on a 4.0 scale).
- The course content is appropriate for the Master of Science in Biomedical Sciences.
- The KCU course director determines if the requested transfer credit meets the graduate school requirements for the course.
- Approval by the dean of COB is required.

### Housing

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

### Tuition & Fees

The following fees and tuition apply to the 2018-2019 academic year:

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

Fee is payable upon submission of application for admission. Fee is nonrefundable regardless of reason.

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

Accepted applicants may be required to pay the fee 14 days after their acceptance. The payment schedule for late acceptances may vary. The fee is nonrefundable regardless of reason.

Payment is credited toward tuition once payment of the balance of the tuition is received. Students are strongly encouraged to make tuition payments via [KCU's online payment portal](#). However, if a student wishes



to pay via paper check, the payment should be made payable to Kansas City University of Medicine and Biosciences (KCU) and sent to the address below:

**KCU c/o Finance Office**  
1750 Independence Ave.  
Kansas City, MO 64106

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

<b>Full-Year Tuition (Non-Research Track)</b> .....	<b>\$32,416</b>
<i>Rate per credit hour*</i> .....	\$983
<b>Full-Year Tuition (Research Track)</b> .....	<b>\$32,416</b>
<b>Student Activity Fee</b> .....	<b>\$75</b>
<b>Technology Fee</b> .....	<b>\$150</b>

\*Students in the non-research track are charged tuition at a per-term rate. In unique circumstances, students may be required to be enrolled in less than 15 credit hours for a term. In these cases, students will be billed at the per-credit hour rate.

Tuition and fees are due and payable in full before the first day of each term unless payment arrangements have been made with Finance or when loan applications for amounts sufficient to cover tuition and fees are on file in the Financial Aid office. Scholarships may be available for the second year of the research track program.

The tuition refund shall follow the [Institutional Refund Policy](#); please review policy for details.

*Note: Tuition includes parking, library privileges, and an iPad, but not instruments, equipment, computers, texts, lab manuals or health insurance. Tuition and fees are subject to change annually.*

**Books & Instruments**

The approximate costs for required textbooks are:

<b>Biomedical Sciences Textbooks</b> .....	<b>\$1900</b>
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**Miscellaneous Fees**

<b>Transcript Fee</b> .....	<b>\$20</b>
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Tuition and fee information and policies for the academic year are available online at <http://www.kcumb.edu/admissions/financial-aid/tuition>.

**Satisfactory Academic Progress for Financial Aid Consideration**

Federal regulations require schools to monitor the academic progress of Title IV financial aid recipients. KCU must certify that students are making satisfactory academic progress (SAP) toward the completion of their KCU degree. KCU follows the regulations set forth by the U.S. Department of Education that students are meeting the three required measurements to determine SAP: qualitative (GPA), quantitative (pace progression) and time frame. The policy applies to students who are receiving federal aid, however these standards are cumulative so this includes all periods of the student’s enrollment, which may include times when the student did not receive federal aid.

**Transfer Credits**

Transfer credits are not considered in calculating SAP.

**Qualitative Measure: GPA**

Students in both the non-research and research tracks are considered in good academic standing when they complete each term with a cumulative GPA of 3.0 or higher. Students with a cumulative GPA lower than 3.0 will be placed on financial aid warning for the next academic term. All students in the non-research and research track programs must have a cumulative GPA of 3.0 in order to graduate from the program.

**Quantitative Measure: Attempted vs. Completed**

In order for students to progress through the program to graduate within the maximum time frame, Financial Aid requires all COB students to complete at least 67 percent of credit hours attempted. This is determined by reviewing the total number of courses attempted and the total number of courses completed in a term. In determining pace progression, the Financial Aid office calculates a completion rate for each student. The completion rate is the total number of credit hours successfully completed divided by the total number of credit hours attempted.

Attempted hours not earned include any grade of Fail (F), Incomplete (I), In Progress (IP), Withdrawal (W), Administrative Withdrawal (AW), or Administrative Drop (AD).

**Time Frame - Pace Progression**

Program	Typical Time Frame	Maximum Time Frame
COB (Non-Research)	1 year to graduate	3 years to graduate
COB (Research)	2 years to graduate	3 years to graduate

Students in both the non-research and research tracks are expected to complete their program in three years before ineligibility for financial aid becomes effective. Students who do not complete their degree in three academic years will not be eligible for financial aid without an approved financial aid appeal.

**SAP Review**

SAP will be reviewed at the end of each academic term for COB. Financial Aid will review all students enrolled for the term to determine a student’s SAP status regardless of financial aid received.

Students will be notified via email if they fail to meet the minimum standards outlined above, this email communication will include an explanation of the standards evaluated and instructions on how to proceed.

**SAP Warning**

SAP is reviewed at the end of each academic term to ensure a student is making satisfactory academic progress toward his/her degree. If it is determined that a student has not met the minimum SAP requirements at the end of the term, the student will be placed on financial aid warning during their next period of enrollment.

Students on warning have one additional academic term in order to resolve the deficiency and meet the minimum SAP requirements. Students not meeting the minimum SAP standards after the warning term will no longer be eligible to receive federal aid without a successful appeal.

**Appeal Process**

Financial Aid will notify the student via email if an appeal needs to be submitted to continue receiving federal aid at KCU. Students will be asked to submit an appeal form to the Financial Aid office. The form will require the student to complete the information listed below:

- A written statement documenting the reasons for failure to meet the standards of academic progress for financial aid eligibility. The statement should be concise but long enough to address the students mitigating circumstances. There is no school-defined length. Examples can be serious illness of student or family member, death of relative or disruptive personal issue.
- A written statement explaining what has changed in the student’s situation that would allow the student to bring his/her academic progress up to the satisfactory standards.
- If requested, supporting documentation may be required to process the appeal.
- A written academic plan.

Appeals will be reviewed and completed within two to four weeks of receipt. Students who submit appeals will be notified via email regarding

the decision of their appeal. Students with approved appeals will regain federal financial aid eligibility. Students with denied appeals will be ineligible for federal financial aid until they meet the minimum SAP requirements. Appeal decisions are final.

### Academic Plan

All students who fail to make SAP and file an appeal with the Financial Aid office are required, as part of the appeal process, to complete an academic plan. The form can be obtained from the Financial Aid office and must be submitted with the Financial Aid Appeal form. The academic plan must ensure that the student is able to meet SAP standards by a specific point in time. The student will need to work with his/her advisor to develop a written academic plan to help improve academic performance.

### Financial Aid Probation

Students who have approved appeals will be placed on financial aid probation and have their federal financial aid reinstated.

Students who are able to meet the SAP standards by the end of the next payment period will be placed on probation without an academic plan. The student's academic progress will be reviewed at the end of the next payment period. Students who meet the minimum standards at the end of the probationary period are no longer on probation. Students failing to meet the minimum eligibility requirements at the end of the probationary period are considered ineligible to receive additional funds.

Students who are not able to meet SAP standards by the end of the next payment period will be placed on probation with an academic plan. Students will need to successfully follow the academic plan while in this status. The student's academic progress will be reviewed at the end of each payment period while on the academic plan. Students who meet the criteria outlined in their academic plan will remain in that plan until it expires or the student meets the minimum SAP eligibility requirements. Students must appeal to change their academic plan. Students who do not meet the academic plan criteria outlined in their plan will be placed back into suspension and will be ineligible for federal aid.

### Without Approved Appeal

Students who are not making satisfactory academic progress and do not submit an appeal or have their appeal request denied may regain eligibility only by taking action that brings them into compliance with KCU's satisfactory progress standards for financial aid. Any exceptions to this policy will be made on an individual basis and in compliance with federal, state and local regulations governing financial aid.

## Academic Policies

### Responsibility of the Student

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

### Academic Advising

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

### Academic Load

Academic Load	Number of Credits
Full-time	6 or more semester credits
Half-time	3-5.5 semester credits
Part-time	Less than 3 semester credits

### 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 Probation

Academic probation is an official status from the University, stating that the student is under the most sensitive academic monitoring and improvement plan, which becomes a part of the student's academic record for the period of time they are on probation. This status is typically applied when one of more of the following occur:

- One or more course failure.
- Student's cumulative KCU GPA is below 3.0.

Students placed on academic probation will have their status monitored by a University faculty or staff member. In addition students on probation must attend all classes. Academic probation may also include the suspension of the student's normal rights to participate in extracurricular, co-curricular and other nonacademic activities, including, but not limited to, the student not being allowed to hold a leadership position in a student organization. Typically, students who are placed on academic probation cannot fail any course. The typical length of the academic probation is one year, unless otherwise specified, from the time the student is formally notified of being placed on this status.

Academic probation status is not tied to a student's SAP as defined by Title IV. It is wholly separate and unrelated to SAP.

### Academic Warning

Academic warning is a state of warning from KCU to the student indicating that the University is concerned about the student's academic performance. This status is typically applied when one of more of the following occur:

- Multiple course exam failures.
- Current cumulative KCU GPA below 2.30.
- Behavioral cues by the student which may indicate academic or personal distress.

Students placed on academic warning may be required to take actions deemed necessary to help improve academic performance. These actions may include, but are not limited to: regular meetings with Learning Enhancement staff, sessions with KCU psychologists, required course attendance, meetings with tutors and/or faculty members, temporary loss of student leadership privileges, and providing frequent status updates to key faculty/administrators.

Academic warning is not tied to a student's SAP as defined by Title IV. It is wholly separate and unrelated to SAP.

### Registration

Unlike traditional undergraduate and graduate institutions where students individually register for courses, KCU engages in block registration for each student cohort. The student's respective department sends enrollment information to the Office of the Registrar every term. Students are responsible for reviewing their enrollment on KCU 360 prior to each semester to ensure they are enrolled correctly.

The last day to add a class is seven business days after the published first day of classes in the Academic Calendar. The first day of classes varies by program.

COB students are required to report on the orientation or registration date as specified in the [Academic Calendar](#).

All outstanding financial obligations to the University must be cleared in order for a student to register. Students who are not in University compliance may not attend classes.

## Attendance Policy

Attendance at all KCU classes is required. As professionals, students are expected to adhere to this attendance policy with diligence. Requests for excused absences must be filed at least 10 days prior to the anticipated absence. Excused absences may be granted at the discretion of the dean of COB. Unanticipated absences will only be considered for extenuating circumstances beyond the student's control.

## Excused Absences, Makeup Examinations, Quizzes & Events

It is the student's responsibility to obtain an approved, signed absence form with supporting documentation from the dean of COB and schedule makeup examinations or quizzes with the course director/instructor within two days of returning to campus.

The following policy outlines the criteria for excused absences, makeup 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 an examination, quiz and/or required presentation will be granted an excused absence and allowed to take a makeup examination. Students should contact the dean of COB with supporting documentation to discuss such circumstances prior to the occurrence.
- **Academic Conflict:** Students may request an excused absence for academic-related conferences or activities. Only students in good academic standing will be considered.
- **Death in the Family:** Any student applying for an excused absence or to take a makeup exam or quiz due to a death in their family must provide a copy of the death certificate or obituary program. Consideration will be given for deaths of spouse, life partner, parents, siblings, children, in-laws or grandparents.
- **Religious Holiday:** Students may request an excused absence for a holiday of their faith. Such holidays should be considered a significant observance recognized by a majority of the faith.
- **Illness:** Any student who misses an exam, quiz, presentation or event due to illness must be seen by a health care provider on the day of the illness in order to have such illness documented. If an illness is the reason for the absence, the student will be expected to provide documentation from a physician noting the date, time, diagnosis and any other details pertinent to the absence.
- **Other:** Additional extenuating circumstances, not covered by these guidelines, may be brought to the dean of COB for consideration. However, excused absences should not be requested for weddings, vacations, birthdays, non-family special events, etc.

As professionals, students are expected to adhere to the KCU attendance and absenteeism policy with diligence. Any student requesting excessive numbers of excused absences, makeup examinations, quizzes, labs or presentations will be referred to the appropriate KCU administrators.

## Disciplinary Situations

In cases where the administrative officers deem it necessary, a disciplinary situation may be referred to the COB-SPC. For additional information on student conduct policies, disciplinary actions and appeal processes, please refer to the [Student Conduct](#) section of this catalog.

## Course Drops & 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.

The deadline to drop a course is end of business the day of the first class meeting. For night classes, the deadline to drop is end of business the next day following the first class meeting. For intersession courses, the

deadline to drop the courses is prior to the first class meeting. Students who wish to drop a course must officially communicate their request to their department and/or the Office of the Registrar within the prescribed time requirements. A student who drops a course within the prescribed time requirements will have no record of the course on their transcript.

Students may withdraw from certain courses with the permission of the dean of COB after the drop deadline and up to the last day to withdraw as defined by the [Academic Calendar](#). Course withdrawals are recorded as a W on the student's academic transcript. Students may not withdraw from a course with a W after the withdrawal date. Students who withdraw from courses after the withdrawal date will receive a failing grade. Students are not eligible to withdraw from a course after the course has ended.

Course withdrawal may have financial aid implications. Students are advised to talk with Financial Aid prior to dropping a course.

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

## Grades & Grading Policies

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

Grade	% Range	Quality Points
A	90-100%	4.0
B	80-89%	3.0
C	70-79%	2.0
F	<70%	0.0/Fail
H	-	Honors
HP	-	High Pass
P	-	Pass
I	-	Incomplete
W	-	Withdrawal
AW	-	Administrative Withdrawal
AD	-	Administrative Drop

### Testing/Grading

The academic year is divided into fall and spring semesters. The semesters are typically comprised of 15 to 17 credit hours each for students enrolled in the non-research track. Students enrolled in the research track will take a minimum of nine credit hours per semester. The number of semester hours is calculated by the registrar.

Testing during a course may consist of:

- Quizzes;
- Exam(s);
- Final Exam.

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

The course director will assign a letter grade of A, B, C or F, based on the grading scale.

If the student fails a course, he/she will be dismissed from KCU-COB.

The registrar will calculate an overall GPA each semester. This information will then be reported to students via KCU 360.

A continuous quality improvement evaluation will be completed at the end of each course.

### Examinations

Examinations are regularly scheduled and required. Students are evaluated on the basis of their performance of assignments as well as achievements on examinations. The results of examinations and reports

concerning attendance, conduct and potential professional attributes are considered by COB-SPC in the process of determining eligibility for promotion and graduation.

### Testing Policy

Students who are authorized for special accommodations will report to the Office of Assessment. Accommodation conditions, as appropriate, may include alteration of length of exam time, testing location (room number) or other accommodations. Students in need of special accommodations for testing are to contact the vice provost for Enrollment and Student Services at 816.654.7182 for an application and instructions.

All quizzes and exams will start and end on time. All examinations will begin promptly at the published/announced start time. Although not condoned, students may arrive late to an examination. However, the examination will end at the scheduled time. No additional time is provided to any student regardless of any time remaining on the ExamSoft timer, unless pre-defined and approved by the appropriate University committee. Therefore, arriving late will reduce the total duration the student has to complete the exam. Exams will automatically lock out at the end of the allocated exam time period.

Additionally, no student who arrives late will be allowed to begin any exam after one or more of their classmates has completed the exam and left the testing room. The late student will not be allowed to start the exam and will be given a grade of zero (0) for that exam. No make-up exam will be offered, unless approval is acquired from the course director or the dean of COB. Only extreme, unavoidable circumstances may be approved as exceptions.

At the end of the examination time frame, all students are required to end their exam and submit the results via the ExamSoft portal. Students refusing to end an exam at the prescribed end time will be required to meet with the dean of COB prior to program continuation.

A student with an unexcused absence will not be permitted to re-take the assessment unless authorized by the dean of COB. The course director reserves the right to offer an alternate exam for those students who are unable to sit for the originally scheduled exam, regardless of rationale or prior notification. Students who miss an exam without prior notification to the course director or subsequent approval by the dean of COB will receive a grade of zero (0) without the possibility of a make-up exam.

Additional details on this subject can be found in the [Attendance Policy](#).

While taking exams students should have in their possession only items that are necessary for the exam. All purses, backpacks, iPods, hats, sunglasses, unnecessary clothing items, pagers, headphones, CD players, calculators, smart watches, etc., need to be left at the front or back of the room. Cell phones must be turned off and placed outside the testing area. Recording or communication devices of any type are not allowed at any time in the testing environment. Academic integrity, honesty, and personal conduct guidelines will be strictly enforced.

Any student found in possession of any type of electronic device capable of accessing the internet in any testing environment (iPad used for testing is the sole exception) will be awarded an automatic failure of the exam in question. KCU is unable to ascertain intent behind possession of any electronic device in a testing situation, and any student found in possession will be considered academically dishonest. Students will be referred to KCU administration for breach of professional conduct.

### Incomplete Grades

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

The student's signature is not required for the incomplete grade contract

to be valid. In the event an I grade is being assigned, the dean of COB must be notified before the contract is presented to the student. Upon receipt, the Office of the Registrar will provide a copy of the contract to the student's KCU email address. The student will have three business days to decline the incomplete grade and receive the current earned grade with all missing assignments calculated as a zero.

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

Should a student decide to withdraw or if he/she is otherwise separated from the University prior to completing coursework for an incomplete grade, the grade will be updated to reflect a failure (F).

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

### Grade Changes/Corrections

Grades may be changed or corrected by the course director, upon certification in writing that an error occurred in computing or recording the grade, or a section or course has been successfully remediated. The change of grade must be documented on a grade change form, approved by the dean of COB, and submitted to the Office of the Registrar for processing.

### Grade Appeals

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

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

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

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

with the same opportunity to complete the requirements for the course in terms, for example, of time, access to materials, or access to the course director as the other students.

## Student Standing

The Registrar will calculate an overall GPA for COB students for each semester in the program.

## Course Repeat Policy

There is no automatic/guaranteed remediation for students who fail a course or do not satisfy the GPA requirement for satisfactory completion of the program (3.0 cumulative GPA). Failure of any course(s) at KCU may be grounds for dismissal from the program. Students who fail a course will be required to appear before COB-SPC to discuss the failure. The COB-SPC will make an appropriate recommendation to the administration, including whether repeating the course is recommended. The administration will consider the COB-SPC recommendation and make a final decision. The student will then be notified as to whether or not he/she has been granted the opportunity to repeat the course. Students may only repeat a course once. The opportunity to repeat is not available if the course is subsequently inactivated.

Students are guaranteed the right to appeal any decision by the COB-SPC deciding authority to the dean of COB. If the student does not agree with the decision of the dean of COB, they have the ability to appeal that decision to the provost of the University.

All course enrollments and earned grades will remain on the student's academic transcript. If a student repeats a course in the COB program, the most recent grade earned is used in the calculation of the student's GPA.

## Academic Assessment, Status & Promotion

### Eligibility for Continued Enrollment

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

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

- Pass all courses. A failure in any COB course results in a review of the student's academic progress.
- Complete all graded courses with a cumulative GPA of 2.5 or higher after the first semester for the non-research track program and 2.5 or higher after each of the first two semesters for the research program, and 3.0 or higher after completion of all graded coursework (all programs).
- 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 in the biomedical sciences.

### Academic Program Length Restrictions

All master's degree students must graduate within three years of the date of matriculation. The dean of COB must approve exceptions to this policy on an individual basis, taking into account extenuating circumstances

only.

## Dismissal from the College of Biosciences

A student may be dismissed from the Master of Science in Biomedical Sciences program for any of the following reasons:

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

## Graduation Requirements & Commencement

### MS in Biomedical Sciences

A student who has fulfilled all the academic requirements of their program may be granted a degree from KCU-COB provided the student:

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

Entrance and completion of a degree from the KCU-COB does not guarantee further career opportunities up to and including entrance into the KCU College of Medicine or any other medical or professional school.

### Latin Honors

The criteria for graduating from COB with Latin honors are as follows:

- Summa cum laude: 4.0 GPA.
- Magna cum laude: 3.9-3.99 GPA.
- Cum laude: 3.8-3.89 GPA.

## Master of Science in Biomedical Sciences Curriculum

All students in the master of science in biomedical sciences degree programs, whether in the non-research or research track, will be full-time students, unless specifically approved to be part-time. The non-research track requires the completion of 33 semester credits, is more classroom intensive and does not involve conducting original research. The research track requires the completion of approximately 60 semester credits, which includes courses and a thesis based upon the results of original research. The time required to conduct original research necessitates two years to complete this track.

### Master of Science in Biomedical Sciences - Non-Research Track

The length of the non-research track program is approximately 10 months.

### Learning Outcomes

## Master of Science in Biomedical Sciences

Graduates from the Master of Science in Biomedical Sciences non-research track will:

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

In addition to the six learning outcomes for the non-research track, graduates from the research track will:

- Be able to interpret/analyze biomedical information and use it to design/conduct research in biomedical sciences.
- Be able to conduct original, translational research.
- Be able to develop the ability to meet professional standards for writing publications and assist with grant preparation and submissions.
- Be able to present professional reviews of the topics in seminars and professional quality papers.

### Coursework

Students are required to take 33 credits, including 27 credits of required coursework and six credits of elective coursework.

### Required Courses

- BIOS 501 Human Anatomy I (3)
- BIOS 502 Human Anatomy II (3)
- BIOS 505 Human Physiology I (3)
- BIOS 506 Human Physiology II (3)
- BIOS 509 Introduction to Epidemiology (3)
- BIOS 513 Biochemistry (3)
- BIOS 514 Molecular & Cell Biology (3)
- BIOS 516 Immunology (3)
- BIOS 570 Synthesis/Comprehensive Exam (3)

### Elective Courses

- BIOS 503 Histology (3)
- BIOS 508 Human Genetics (3)
- BIOS 517 Human Embryology and Developmental Biology (3)
- BIOS 518 Microbiology (3)

### Example of Non-Research Track Curriculum

#### Fall Semester

- BIOS 501 Human Anatomy I (3)
- BIOS 503 Histology (3) ~OR~
- BIOS 518 Microbiology (3)
- BIOS 505 Human Physiology I (3)
- BIOS 509 Introduction to Epidemiology (3)
- BIOS 514 Molecular & Cell Biology (3)

#### Spring Semester

- BIOS 502 Human Anatomy II (3)
- BIOS 506 Human Physiology II (3)
- BIOS 508 Human Genetics (3) ~OR~
- BIOS 517 Human Embryology and Developmental Biology (3)
- BIOS 513 Biochemistry (3)
- BIOS 516 Immunology (3)
- BIOS 570 Synthesis/Comprehensive Exam (3)

## Master of Science in Biomedical Sciences - Research Track

The length of the research track is approximately 24 months. This may vary depending on the time needed to complete an original research

project and collect enough data for a thesis dissertation.

### Primary Research Track Courses

- BIOS 520 Research Seminar (1)
- BIOS 580 Research (3-9 per semester)
- BIOS 590 Thesis (6)

### Additional Course Requirements

Students are required to complete seven of the following courses:

- BIOS 501 Human Anatomy I (3)
- BIOS 502 Human Anatomy II (3)
- BIOS 503 Histology (3)
- BIOS 505 Human Physiology I (3)
- BIOS 506 Human Physiology II (3)
- BIOS 508 Human Genetics (3)
- BIOS 509 Introduction to Epidemiology (3)
- BIOS 513 Biochemistry (3)
- BIOS 514 Molecular & Cell Biology (3)
- BIOS 516 Immunology (3)
- BIOS 517 Human Embryology and Developmental Biology (3)
- BIOS 518 Microbiology (3)

### Example of Research Track Curriculum

#### Fall Semester (First Year)

- BIOS 503 Histology (3)
- BIOS 509 Introduction to Epidemiology (3)
- BIOS 520 Research Seminar (1)
- BIOS 580 Research (8)

#### Spring Semester (First Year)

- BIOS 508 Human Genetics (3)
- BIOS 513 Biochemistry (3)
- BIOS 580 Research (9)

#### Fall Semester (Second Year)

- BIOS 514 Molecular & Cell Biology (3)
- BIOS 505 Human Physiology I (3)
- BIOS 520 Research Seminar (1)
- BIOS 580 Research (8)

#### Spring Semester (Second Year)

- BIOS 506 Human Physiology II (3)
- BIOS 520 Research Seminar (1)
- BIOS 580 Research (5)
- BIOS 590 Thesis (6)

The curriculum for each student in the research track will be determined in consultation with the student's mentor. The graduate thesis committee is composed of three or more faculty members, at least one of whom should be affiliated with another institution. The director of the student's research project will be a member of the committee and serves as the student's academic advisor, as appointed by the dean of COB. However, students who perform research off-site will have an academic advisor named by the dean. The thesis must be successfully defended before the graduate thesis committee to fulfill the requirements for the degree.

## Biomedical Science Courses

Descriptions for all biomedical science courses are provided in the [Course Descriptions](#) section.

- BIOS 501 Human Anatomy I
- BIOS 502 Human Anatomy II
- BIOS 503 Histology
- BIOS 505 Human Physiology I
- BIOS 506 Human Physiology II
- BIOS 508 Human Genetics
- BIOS 509 Introduction to Epidemiology
- BIOS 513 Biochemistry
- BIOS 514 Molecular & Cell Biology
- BIOS 516 Immunology
- BIOS 517 Human Embryology and Developmental Biology
- BIOS 518 Microbiology
- BIOS 520 Research Seminar
- BIOS 570 Synthesis/Comprehensive Exam
- BIOS 572 Independent Study in Hematological Genetics
- BIOS 580 Research
- BIOS 581 Biomedical Research
- BIOS 590 Thesis

A photograph of a woman with dark hair tied back, smiling and looking to her right. She is wearing a light-colored, possibly white, jacket over a patterned top. The background is a blurred outdoor setting, likely a field or garden. The entire image is overlaid with a semi-transparent purple color.

**COURSE  
DESCRIPTIONS** |

# Course Descriptions

## ACLS Advanced Cardiac Life Support

### Course

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

*Credits: Non-credit, Required*

## ANAT 199 Anatomy Research (E)

### Course

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

*Credits: 2-5*

## ANAT 208 Anatomical Dissection (E)

### Course

This course will involve performing lab-oriented clinical anatomy dissection.

*Credits: 2*

## ANAT 209 Foundations of Teaching Anatomy (E)

### Course

The course provides opportunities for students to learn to teach small groups or individuals in the anatomy lab setting while reinforcing the gross anatomy learned during their first year of medical school. May be repeated for a maximum of 2 credits.

*Credits: 1*

## ANAT 210 Advanced Suture Skills (E)

### Course

This is an elective course that will allow students to develop better suturing skills. Students will work in supervised small groups to develop and perfect their suturing skills. Prerequisites: Successful completion of OMS-I level. Prior experience in suturing through suture labs is helpful, but not required.

*Credits: 0.5*

## ANAT 299 Anatomy Research (E)

### Course

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

*Credits: 2-5*

## ANAT 305 Advanced Topics in Embryology (E)

### Course

This course will consist of individual research that more deeply examines early human development and the fetal-maternal relationship, including gametogenesis, fertilization, implantation, the establishment of the basic embryonic body plan, placental formation and the morphological changes that occur during the development of the various systems of the human embryo and fetus. Attention will be given to causes, mechanisms, and patterns of developmental disorders. The culmination of each individual student's research will be a Powerpoint presentation and written summary of the findings from the literature. Prerequisites:

Permission of instructor.

*Credits: 2*

## ANAT 323 Anatomical Imaging & Diagnostics (E)

### Course

Provides graduate students with a clinically and scientifically relevant background in presently available methods for medical imaging and diagnostics. Imaging modalities will include plain radiography, computed tomography, magnetic resonance imaging, fluoroscopy and ultrasonography. Students will become acquainted with the function of the modalities as well as the best mode to choose for given anatomical regions and cases. The course will move through the relevant anatomy in much the same way as a human anatomy course after the initial foundation concerning the science behind the different modalities is laid. Prerequisites: Permission of instructor.

*Credits: 2*

## ANAT 330 Foundations of Teaching & Learning I (E)

### Course

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

*Credits: 3*

## ANAT 331 Foundations of Teaching & Learning II (E)

### Course

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

*Credits: 3*

## ANAT 382 Surgical Skills I (E)

### Course

This course will introduce students to primarily basic surgical and laparoscopic techniques using soft-enbalm and fresh anatomical tissues. The course will consist of six laboratory sessions. Sessions include Instrumentation and Surgical Terminology, Basic Suturing I, Basic Suturing II, Pre-Op Preparation and Advanced Suturing, Basic Clinical Skills, Basic Trauma Skills. Prerequisites: Permission of the instructor.

*Credits: 1*

## ANAT 383 Surgical Skills II (E)

### Course

This course will build on Surgical Skills I with the introduction of laparoscopic and laparotomy skills using soft-enbalm and fresh anatomical tissues. The course will consist of six laboratory sessions. Sessions will include Basic Laparoscopic Skills I, Basic Laparoscopic Skills II, Basic Laparotomy Skills I, Basic Laparotomy Skills II, Advanced Laparoscopic Skills and Advanced Laparotomy Skills. Prerequisites: Permission of instructor.

*Credits: 1*



## Course Descriptions

### **ANAT 396 Anatomical Research Methods I (E)**

#### *Course*

This course will introduce students to foundational knowledge critical for collecting and analyzing anatomical data. This course will include modules focusing histological techniques, advanced anatomical dissection, and manipulation of computed tomographic and magnetic resonance data. Prerequisites: Permission of instructor.

*Credits: 1*

### **ANAT 397 Anatomical Research Methods II (E)**

#### *Course*

This course will apply the knowledge gained in Anatomical Research Methods I. Students will build a dissection or imaging presentation around a case study of their choosing, using one of these three modalities (dissection, histological preparation or medical imaging) to deeply explain the methods and finding of the chosen case. Prerequisites: Permission of instructor.

*Credits: 1*

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

#### *Independent Study*

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

*Credits: 20*

### **ANAT 401 General Anatomy (E)**

#### *Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in anatomy. Repeatable for credit with permission.

*Credits: 2 or 4*

### **ANAT 401s General Anatomy (S)**

#### *Clerkship*

This clerkship is offered as a sub-internship in general anatomy. Repeatable for credit with permission.

*Credits: 2 or 4*

### **ANAT 499 Anatomy Research (E)**

#### *Independent Study*

Student research in an area of interest within anatomy under the direction of a member of the faculty. Repeatable for credit with permission.

*Credits: 1-4*

### **ANES 402 Anesthesiology (E)**

#### *Clerkship*

This elective clinical experience is designed to provide the student with clinical exposure, observation and training to further understanding of anesthesiology. The experience takes 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 generally determined by the student in conjunction with the supervising physician. Repeatable for credit with permission.

*Credits: 1-8*

### **ANES 402s Anesthesiology (S)**

#### *Clerkship*

This fourth-year clinical experience is designed to provide the student with an increased level of patient care responsibility to further understanding of anesthesiology. Students serve as the primary physician

under direct supervision of the attending, faculty or resident and may perform simple diagnostic procedures. Focus is placed on self-education and more advanced study of the discipline. The experience takes 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 generally outlined in the course curriculum. Repeatable for credit with permission.

*Credits: 1-8*

### **ANES 411 Pain Management (E)**

#### *Clerkship*

This elective provides opportunities for students to participate in acute and chronic pain management. Experiences may include acute peri-operative pain, cancer management pain, and/or behaviorally-associated pain. Students will be introduced to various invasive pain management techniques that may include inducing infiltration and nerve block, intravenous anesthesia, peridural anesthesia, and other invasive techniques. Repeatable for credit with permission.

*Credits: 1-8*

### **ANES 411s Pain Management (S)**

#### *Clerkship*

This elective provides opportunities for students to participate in acute and chronic pain management. Experiences may include acute peri-operative pain, cancer management pain, and/or behaviorally-associated pain. Students will be introduced to various invasive pain management techniques that may include inducing infiltration and nerve block, intravenous anesthesia, peridural anesthesia, and other invasive techniques. Repeatable for credit with permission.

*Credits: 1-8*

### **ANES 499 Anesthesiology Research (E)**

#### *Clerkship*

Student research in an area of interest within anesthesiology that is under the direction of a member of the faculty. Repeatable for credit with permission.

*Credits: 1-4*

### **AUTOPSY Autopsy**

#### *Independent Study*

Required autopsy experience for students to progress from MSII to MSIII. Experiences are facilitated through the Pathology Department.

*Credits: Non-credit, Required*

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

#### *Course*

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

*Credits: 1*

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

#### *Independent Study*

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

*Credits: 2-5*

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

#### *Course*

This elective 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.

*Credits: 1.5*

## Course Descriptions

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

#### *Independent Study*

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

*Credits: 2-5*

### **BCHE 499 Biochemistry Research (E)**

#### *Independent Study*

Student research in an area of interest within biochemistry that is under the direction of a member of the faculty. Repeatable for credit with permission.

*Credits: 1-4*

### **BCLS Basic Cardiac Life Support**

#### *Course*

Certification is required to advance to third year of studies. All students must take the KCU offered course. Note: Students may not progress until all required elements have been completed.

*Credits: Non-credit, Required*

### **BETH 420 Clinical Ethics (E)**

#### *Clerkship*

This elective experience involves mentoring from a clinical ethicist preceptor in the various contexts that bioethics is practiced. The student will have clinical exposure, observation, and training in clinical ethics consultation with the preceptor at the University of Kansas Health System and/or another approved clinical site. A primary context for learning is typically the Center for Practical Bioethics. The student will be mentored in a bioethics project to be determined during the first week of the clerkship. Typical themes addressed during this clerkship are: clinical ethics consultation; hospital ethics policies; practices of bioethics in a nonprofit ethics organization; particularized learning to be done in consultation with the preceptor (e.g., end of life, disparities, medical futility, etc). Repeatable for credit with permission.

*Credits: 1-8*

### **BETH 501 History & Methodology for Bioethics**

#### *Course*

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

*Credits: 3*

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

#### *Course*

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

*Credits: 3*

### **BETH 503 Religious Perspectives & Bioethics (E)**

#### *Course*

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

*Credits: 3*

### **BETH 504 Diversity, Culture & Bioethics**

#### *Course*

This course explores the role of human and cultural variation in health and illness. It examines the intersection between disability, race, gender,

sexual orientation, diverse spiritual beliefs, and medical practice.

*Credits: 3*

### **BETH 505 Bioethics & Public Policy**

#### *Course*

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

*Credits: 3*

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

#### *Course*

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

*Credits: 2*

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

#### *Course*

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

*Credits: 3*

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

#### *Course*

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

*Credits: 3*

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

#### *Independent Study*

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

*Credits: 3*

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

#### *Course*

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

*Credits: 3*

### **BETH 511 Bioethics & Globalization (E)**

#### *Course*

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

*Credits: 3*

### **BETH 512 Environmental Quality, Human Health & Bioethics (E)**

#### *Course*

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

*Credits: 3*

### **BETH 514 Death & Dying: Social & Ethical Factors (E)**

#### *Course*

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

*Credits: 3*

## Course Descriptions

### **BETH 515 Bioethics & the Law (E)**

#### *Course*

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

*Credits: 3*

### **BETH 516 Pediatric Ethics (E)**

#### *Course*

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.

*Credits: 3*

### **BETH 517 Passive Ethics: Suffering, Futility, & Death (E)**

#### *Course*

Most traditional discourse regarding ethics deals with the discussion and adjudication of the actions taken by an individual. This course will focus on 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.

*Credits: 3*

### **BETH 518 Social & Ethical Transformations in Bioethics (E)**

#### *Course*

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

*Credits: 3*

### **BETH 519 Film & Creative Imagination in Bioethics (E)**

#### *Course*

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

*Credits: 3*

### **BETH 521 Social Justice, Bioethics & the Practice of Medicine (E)**

#### *Course*

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

*Credits: 3*

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

#### *Course*

This elective course provides students with the opportunity to receive intensive professional development regarding current research in bioethics through participation in an academic conference and mentoring from faculty. Repeatable for credit, up to three credits.

Prerequisite: Permission of instructor.

*Credits: 1-3*

### **BETH 523 Bioethics with Standardized Patients**

#### *Course*

Physicians face challenging ethical situations everyday. This elective will provide students with practical experience in discussing difficult ethical situations with standardized patients.

*Credits: 3*

### **BETH 525 Research Ethics (E)**

#### *Course*

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

*Credits: 3*

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

#### *Independent Study*

This independent study opportunity enables students to pursue an interest in bioethics with an instructor who has that specific expertise. Repeatable for credit with permission, up to six credits. Prerequisite: Permission of department chair.

*Credits: 1-3*

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

#### *Independent Study*

This course allows students to pursue a bioethical issue of special interest. Students will complete the default project type unless they petition the Bioethics chair for a variation. Repeatable for credit, up to six credits. Prerequisites: Minimum of 15 bioethics credit hours and approval of the department chair.

*Credits: 1-6*

### **BIOS 501 Human Anatomy I**

#### *Course*

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

*Credits: 3*

### **BIOS 502 Human Anatomy II**

#### *Course*

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

*Credits: 3*

### **BIOS 503 Histology (E)**

#### *Course*

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

*Credits: 3*

### **BIOS 505 Human Physiology I**

#### *Course*

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

*Credits: 3*

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

#### *Course*

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

## Course Descriptions

systems interact to maintain homeostasis. Prerequisite: BIOS 505.

*Credits: 3*

### **BIOS 508 Human Genetics (E)**

*Course*

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

*Credits: 3*

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

*Course*

Introduction to Epidemiology is a multi-faceted course designed to broadly educate graduate students on the practical aspects of the discipline of epidemiology and its associated applications to public health, patient-based research study methodologies and designs, and general principles of biomedical statistics used in the medical literature.

*Credits: 3*

### **BIOS 513 Biochemistry**

*Course*

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

*Credits: 3*

### **BIOS 514 Molecular & Cell Biology**

*Course*

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

*Credits: 3*

### **BIOS 516 Immunology**

*Course*

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

*Credits: 3*

### **BIOS 517 Human Embryology & Developmental Biology (E)**

*Course*

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

*Credits: 3*

### **BIOS 518 Microbiology (E)**

*Course*

Microbiology is the study of living organisms that are usually too small to be seen with the unaided eye, including organisms such as bacteria, fungi, algae, and protozoa. Microbiology also includes the study of viruses and other acellular infectious agents. A major theme of this course is the relationship between microorganisms and humans. This relationship includes the harmful effects of microorganisms, such as

human disease and food spoilage, as well as the beneficial effects of microbes, such as the use of microorganisms in modern biotechnology, biofuel production, and bioremediation.

*Credits: 3*

### **BIOS 520 Research Seminar**

*Course*

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

*Credits: 1*

### **BIOS 570 Synthesis of Biosciences/Comprehensive Exam**

*Course*

This course provides integration, synthesis, and review of the biosciences content covered in the MS 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. One retest is allowed.

*Credits: 3*

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

*Independent Study*

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

*Credits: 3*

### **BIOS 580 Research**

*Independent Study*

This course is for students enrolled in the research track of the biomedical sciences program. Students will conduct an original research project as approved and supervised by each student's advisory committee. Repeatable for credit, up to 45 credits.

*Credits: 1-9*

### **BIOS 581 Biomedical Research (E)**

*Course*

This elective provides students an opportunity to learn and/or improve research techniques in a laboratory setting. Students will be able to participate in the development of an individual project as part of a research team. Repeatable for credit, up to 15 credits. Prerequisite: GPA of 3.4 or higher. Instructor permission and approval of the dean.

*Credits: 1-5*

### **BIOS 590 Thesis Dissertation**

*Course*

Each student will write and defend a research thesis. The thesis will be based on original research. Repeatable for credit with permission. Prerequisite: Approval of the dean.

*Credits: 6*

### **BIOS 591 Mini-Thesis I**

*Independent Study*

This course provides graduate students with the opportunity to engage in scientific discovery through literature search and review and thesis outline development.

*Credits: 1*

### **BIOS 592 Mini-Thesis II**

*Independent Study*

This course provides graduate students with the opportunity to write a scientific report in the form of a mini-thesis.

*Credits: 2*

## Course Descriptions

### CLMD 300 Basic Science & Clinical Review

#### Course

This is a required third year course designed to occur after the completion of all second year requirements and prior to the successful completion of COMLEX Level 1. Repeatable for credit with permission.

*Credits: 1-8*

### CLMD 306 Clinical Management Review

#### Clerkship

This required course is taken at the beginning of the student's third year. It is a self-paced study and review to improve the student's knowledge in clinical medicine. Not repeatable for credit.

*Credits: 2 or 4*

### CLMD 315 Introduction to a Community Health Center (E)

#### Clerkship

This clerkship provides the learner an opportunity to explore the challenges and solutions for providing quality medical care to patient populations which do not have ready access to routine medical care. Students focus specifically on the populations of safety net patient populations. Students will spend time in various different departments of a community health center: pediatrics, family medicine, behavioral health, oral health, addictions medicine and administration. Repeatable for credit with permission.

*Credits: 1-8*

### CLMD 322 Oral Health & Addictions Medicine (E)

#### Clerkship

This clerkship provides the learner an opportunity to explore the challenges and solutions for providing oral healthcare to populations which do not have ready access to routine oral health care, in addition to the needs of patients suffering from addiction. Students will spend two weeks each on a clinical experience in oral health and addictions counseling with underserved patients in a community health center setting. Repeatable for credit with permission.

*Credits: 1-8*

### CLMD 402 Health Care Management & Public Health Policy (E)

#### Clerkship

This elective provides the student with hands-on experience in healthcare management and/or health policy administration. Students will complete a clerkship in one of several health care and/or public health policy environments, which may include private or public hospitals and clinics, public health departments, public health agencies, professional societies, managed care organizations, health insurance firms, or others. Repeatable for credit with permission.

*Credits: 1-8*

### CLMD 403 Medical Informatics (E)

#### Clerkship

An elective clerkship experience designed to provide the student with resources, devices, and methods required to optimize the acquisition, storage, retrieval, and use of information in medicine. Specific goals and learning objectives are generally determined by the student in conjunction with the supervising physician. Repeatable for credit with permission.

*Credits: 1-8*

### CLMD 404 Integrative Medicine (E)

#### Clerkship

This elective clerkship has four main goals: 1) to present the underlying philosophy of integrative medicine; 2) to provide evidence on the effectiveness of select integrative medicine approaches; 3) to examine integrative medicine approaches for identified medical problems; and 4) to provide opportunities for students to observe practitioners of integrated and complementary medicine (CAM). Students will have opportunities for introspection about physician well-being and its importance to the delivery of healthcare to patients. Repeatable for credit

with permission.

*Credits: 1-8*

### CLMD 405 Healthcare Improvement (E)

#### Clerkship

The purpose of this two-week elective is to introduce the student to advances in health care improvement and patient safety competencies important for the next generation of health professionals worldwide. This elective is offered online through the Institute for Healthcare Improvement. May not be taken concurrently with another elective. May not be repeated for credit. Prerequisites: Successful completion of third year and approval by the Associate Dean for Clinical Education.

*Credits: 2*

### CLMD 406 Clinical Management Review

#### Clerkship

This required course is taken at the beginning of the student's fourth year. It is a self-paced study and review to improve the student's knowledge in clinical medicine. Not repeatable for credit.

*Credits: 1-8*

### CLMD 407 Clinical Management Review II

#### Independent Study

This elective is a self-paced study and review month to improve the student's knowledge in clinical medicine. Repeatable for credit with permission.

*Credits: 1-8*

### COMLEX1 COMLEX 1

#### Independent Study

Successful completion of COMLEX Level 1 is required for OMS-II to progress to OMS-III status.

*Credits: Non-credit, Required*

### COMLEX2CE COMLEX 2CE

#### Independent Study

Successful completion of COMLEX Level 2-CE is required for graduation from DO program

*Credits: Non-credit, Required*

### COMLEX2PE COMLEX 2PE

#### Independent Study

Successful completion of COMLEX Level 2-PE is required for graduation from DO program.

*Credits: Non-credit, Required*

### COMSAE1 COMSAE 1

#### Independent Study

Comprehensive Osteopathic Medicine Student Assessment Examination. Participation and passing score necessary for OMS-II students to progress into clinical clerkships (OMS-III).

*Credits: Non-credit, Required*

### CSA Clinical Skills Assessment

#### Course

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.

*Credits: Non-credit, Required*

### CSA I Clinical Skills Assessment I

#### Course

*Credits: Non-credit, Required*

### CSA II Clinical Skills Assessment II

#### Course

*Credits: Non-credit, Required*

## Course Descriptions

### CUM Ex I Cumulative Examination I

#### Course

This 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 exam is recorded at the second semester of the first year.

*Credits: Non-credit, Required*

### ECE 001 Early Clinical Experience

#### Independent Study

This is a non-credit, required course designed to provide students with early clinical exposure during a four-hour shadowing experience completed in the greater Kansas City metropolitan area. Students might be eligible for an exception to the ECE 001 requirement if they have significant prior experience working within a clinical setting. Examples include Nursing, Physical Therapy or other medical degree; EMT Certification, etc. Students should see the Associate Dean of Clinical Education for additional information.

*Credits: Non-credit, Required*

### EMED 220 Clinical Care Practicum - Emergency Medicine (E)

#### Independent Study

This course is designed to provide students with early clinical exposure, supervised observation and training to further their understanding of Emergency Medicine. The experience takes 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 generally determined by the student in conjunction with the supervising physician.

*Credits: 2*

### EMED 401 Emergency Medicine

#### Clerkship

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

*Credits: 1-8*

### EMED 402 Emergency Medicine (E)

#### Clerkship

This elective provides students interested in pursuing a career in emergency medicine increased responsibilities including assisting in procedure workshops and conferences. Repeatable for credit with permission.

*Credits: 1-8*

### EMED 402s Emergency Medicine (S)

#### Clerkship

This elective provides students interested in pursuing a career in emergency medicine increased responsibilities including assisting in procedure workshops and conferences. Repeatable for credit with permission.

*Credits: 1-8*

### EMED 404 Wilderness Medicine (E)

#### Clerkship

This elective provides students an opportunity to gain field experience in types of medical emergencies and clinical problems unique to rural and wilderness communities, including trauma, survival hypothermia, altitude, frostbite, heat illness, lightning, and river rescue. Repeatable for credit with permission.

*Credits: 1-8*

### EMED 404s Wilderness Medicine (S)

#### Clerkship

This elective provides students an opportunity to gain field experience in types of medical emergencies and clinical problems unique to rural and wilderness communities, including trauma, survival hypothermia, altitude, frostbite, heat illness, lightning, and river rescue.

Repeatable for credit with permission.

*Credits: 1-8*

### EMED 499 Emergency Medicine Research (E)

#### Independent Study

This elective provides students an opportunity to gain field experience in types of medical emergencies and clinical problems unique to rural and wilderness communities, including trauma, survival hypothermia, altitude, frostbite, heat illness, lightning, and river rescue. Repeatable for credit with permission. Prerequisites: Required core electives or EMED 401, SURG 301, SURG 302 and Advanced Disaster Life Support certification.

*Credits: 1-4*

### FMED 104 Sports Medicine (E)

#### Course

This elective course introduces the student to medicine as it relates to the athlete. Students will learn to complete a sports history and physical and will be able to identify and treat basic sports injuries of the head, neck, extremities and torso. Sports medicine as it applies to the child and adolescent, the geriatric patient and the female athlete. Ergogenic aids, drug use and doping methods will also be discussed.

*Credits: 0.5*

### FMED 125 Basic Disaster Life Support (E)

#### Course

This elective 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.

*Credits: 0.5*

### FMED 210 Advanced Sports Medicine (E)

#### Course

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

*Credits: 0.5*

### FMED 212 Complementary & Alternative Medicine (E)

#### Course

The broad-based curriculum is designed to encompass the prominent types of Complementary and Alternative Medicine (CAM) likely to be encountered by modern day physician. May be taught as either a 0.5 or 1.0 semester credit offering.

*Credits: 0.5-1*

### FMED 213 Advanced OMM Techniques (E)

#### Course

This elective 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. Repeatable for credit with permission.

*Credits: 0.5*

### FMED 220 Clinical Care Practicum - Family Medicine (E)

#### Independent Study

The Clinical Care Practicum is a clinical experience designed to provide shadowing opportunities for students to further observe skills learned in the first-year curriculum. These skills include taking a medical history, performing a physical exam, and exposure to the business side of

## Course Descriptions

medicine in a private practice.

*Credits: 2-8*

### **FMED 222 Clinical Care Practicum - Community Medicine (E)**

#### *Independent Study*

Early clinical experiences in preventive and community medicine.

*Credits: 1-8*

### **FMED 225 Advanced Disaster Life Support (E)**

#### *Course*

This elective course is designed to provide students with advanced training for disasters requiring medical preparedness. The training complies with national guidelines to standardize emergency response training nationally and 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. Prerequisite: FMED 125.

*Credits: 1*

### **FMED 226 Advanced Disaster Life Support Instructor (E)**

#### *Course*

This elective 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 strengthen the nation's public health system. Prerequisite: FMED 225.

*Credits: 0.5*

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

#### *Course*

This elective 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. 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.

*Credits: 1.5*

### **FMED 301 Family Medicine I**

#### *Clerkship*

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.

*Credits: 1-8*

### **FMED 302 Family Medicine II**

#### *Clerkship*

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.

*Credits: 2 or 4*

### **FMED 311a Int'l Community Med: Guatemala (E)**

#### *Clerkship*

This elective clerkship consists of participation in a medical mission to Guatemala. The clerkship consists of predeparture didactic review sessions, country-specific medical language review, sessions regarding travel safety, and prevalence of disease/illnesses in the destination countries. In Guatemala, time is spent providing supervised medical

care. Knowledge of the destination country language is helpful but not required. Repeatable for credit with permission, up to 16 credits. Prerequisite: OMS-III or OMS-IV status.

*Credits: 0.5-4*

### **FMED 311b International Community Medicine: Kenya (E)**

#### *Clerkship*

This elective clerkship consists of participation in a medical mission to Kenya. The clerkship consists of predeparture didactic review sessions, country-specific medical language review, sessions regarding travel safety, and prevalence of disease/illnesses in the destination countries. In Kenya, time is spent providing supervised medical care. Knowledge of the destination country language is helpful but not required. Repeatable for credit with permission, up to 16 credits. Prerequisite: OMS-III or OMS-IV status.

*Credits: 0.5-4*

### **FMED 311c International Community Medicine: Dominican Republic (E)**

#### *Clerkship*

This elective clerkship consists of participation in a medical mission to the Dominican Republic. The clerkship consists of predeparture didactic review sessions, country-specific medical language review, sessions regarding travel safety, and prevalence of disease/illnesses in the destination countries. In the Dominican Republic, time is spent providing supervised medical care. Knowledge of the destination country language is helpful but not required. Repeatable for credit with permission, up to 16 credits. Prerequisite: OMS-III or OMS-IV status.

*Credits: 0.5-4*

### **FMED 311d International Community Medicine: China (E)**

#### *Clerkship*

This elective clerkship consists of participation in a medical mission to China. The clerkship consists of predeparture didactic review sessions, country-specific medical language review, sessions regarding travel safety, and prevalence of disease/illnesses in the destination countries. In China, time is spent providing supervised medical care. Knowledge of the destination country language is helpful but not required. Repeatable for credit with permission, up to 16 credits. Prerequisite: OMS-III or OMS-IV status.

*Credits: 0.5-4*

### **FMED 350 Clinical Skills Assessment**

#### *Independent Study*

In this course, the third year osteopathic medical student will review, either independently or with a group of peers, the following: patient-physician communication skills, physical examination techniques, forming differential diagnoses of a presenting problem and documentation skills. Following the review phase, the student will complete at least six standardized patient encounters to assess readiness for advanced clerkships. This course must be passed prior to the student sitting for the COMLEX-USA Level 2 PE.

*Credits: 0.5*

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

#### *Clerkship*

This fourth-year required clerkship is designed to provide students 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.

*Credits: 2 or 4*

### **FMED 404 Geriatrics (E)**

#### *Clerkship*

This elective introduces the student to the ambulatory and residential medical care of the older adult population. The clerkship experience

## Course Descriptions

should represent office-based care and residential-based care facilities of the geriatric population. Repeatable for credit with permission.

*Credits: 1-8*

### **FMED 404s Geriatrics (S)**

#### *Clerkship*

This elective introduces the student to the ambulatory and residential medical care of the older adult population. The clerkship experience should represent office-based care and residential-based care facilities of the geriatric population. Repeatable for credit with permission.

*Credits: 1-8*

### **FMED 405 Sports Medicine (E)**

#### *Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in sports medicine. Repeatable for credit with permission.

*Credits: 1-8*

### **FMED 405s Sports Medicine (S)**

#### *Clerkship*

This clerkship is a sub-internship in sports medicine that introduces the student to medicine as it relates to the athlete. Students will learn to complete a sports history and physical and will be able to identify and treat basic sports injuries of the head, neck, extremities and torso. Sports medicine as it applies to the child and adolescent, the geriatric patient and the female athlete will be covered. Ergogenic aids, drug use and doping methods will be discussed. Repeatable for credit with permission.

*Credits: 1-8*

### **FMED 406 General Family Medicine (E)**

#### *Clerkship*

This elective clerkship provides students with clinical exposure, observation, and training to further their understanding of family medicine. The primary theme addressed during this clerkship will provide an opportunity for the student to demonstrate more definitive diagnoses and plans on problems that commonly present to the family practice setting. Repeatable for credit with permission.

*Credits: 1-8*

### **FMED 406s General Family Medicine (S)**

#### *Clerkship*

This elective clerkship provides students with clinical exposure, observation, and training to further their understanding of family medicine. The primary theme addressed during this clerkship will provide an opportunity for the student to demonstrate more definitive diagnoses and plans on problems that commonly present to the family practice setting. Repeatable for credit with permission.

*Credits: 1-8*

### **FMED 408 Community Medicine (E)**

#### *Clerkship*

This clerkship introduces students to the closely related fields of family and community medicine. Students will increase their competence in diagnosis and treatment of diseases presenting in ambulatory care as well as demonstrate the integration of clinical preventive medicine into the work-up of the ambulatory patient. Repeatable for credit with permission.

*Credits: 1-8*

### **FMED 409 Primary Care (E)**

#### *Clerkship*

In this elective clerkship, the student will work with a physician in a family medicine setting, both inpatient and outpatient, and experience from the provider's viewpoint what it is to provide a "medical home" for the patients from birth to death. Repeatable for credit with permission.

*Credits: 1-8*

### **FMED 409s Primary Care (S)**

#### *Clerkship*

In this elective clerkship, the student will work with a physician in a family medicine setting, both inpatient and outpatient, and experience from the provider's viewpoint what it is to provide a "medical home" for the patients from birth to death. Repeatable for credit with permission.

*Credits: 1-8*

### **FMED 410 Physical Medicine & Rehabilitation (E)**

#### *Clerkship*

This clerkship will provide students with exposure to many areas of rehabilitation either in an acute inpatient unit or through outpatient services. Students will be exposed to a variety of experiences and may be able to customize the clerkship depending upon interests. Experiences may include physical therapy, occupational therapy, speech therapy, recreational therapy, psychology, wound care, and other rehabilitation-related components. Repeatable for credit with permission.

*Credits: 1-8*

### **FMED 410s Physical Medicine & Rehabilitation (S)**

#### *Clerkship*

This clerkship will provide students with exposure to many areas of rehabilitation either in an acute inpatient unit or through outpatient services. Students will be exposed to a variety of experiences and may be able to customize the clerkship depending upon interests. Experiences may include physical therapy, occupational therapy, speech therapy, recreational therapy, psychology, wound care, and other rehabilitation-related components. Repeatable for credit with permission.

*Credits: 1-8*

### **FMED 411a International Health: Guatemala (E)**

#### *Clerkship*

This elective clerkship consists of participation in a medical mission to Guatemala. The clerkship consists of predeparture didactic review sessions, country-specific medical language review, sessions regarding travel safety, and prevalence of disease/illnesses in the destination countries. In Guatemala, time is spent providing supervised medical care. Knowledge of the destination country language is helpful but not required. Repeatable for credit with permission, up to 16 credits. Prerequisite: OMS-III or OMS-IV status.

*Credits: 0.5-4*

### **FMED 411b International Health: Kenya (E)**

#### *Clerkship*

This elective clerkship consists of participation in a medical mission to Kenya. The clerkship consists of predeparture didactic review sessions, country-specific medical language review, sessions regarding travel safety, and prevalence of disease/illnesses in the destination countries. In Kenya, time is spent providing supervised medical care. Knowledge of the destination country language is helpful but not required. Repeatable for credit with permission, up to 16 credits. Prerequisite: OMS-III or OMS-IV status.

*Credits: 0.5-4*

### **FMED 411c International Health: Dominican Republic (E)**

#### *Clerkship*

This elective clerkship consists of participation in a medical mission to the Dominican Republic. The clerkship consists of predeparture didactic review sessions, country-specific medical language review, sessions regarding travel safety, and prevalence of disease/illnesses in the destination countries. In the Dominican Republic, time is spent providing supervised medical care. Knowledge of the destination country language is helpful but not required. Repeatable for credit with permission, up to 16 credits. Prerequisite: OMS-III or OMS-IV status.

*Credits: 0.5-4*

### **FMED 411d International Health: China (E)**

#### *Clerkship*



## Course Descriptions

This elective clerkship consists of participation in a medical mission to China. The clerkship consists of predeparture didactic review sessions, country-specific medical language review, sessions regarding travel safety, and prevalence of disease/illnesses in the destination countries. In China, time is spent providing supervised medical care. Knowledge of the destination country language is helpful but not required. Repeatable for credit with permission, up to 16 credits. Prerequisite: OMS-III or OMS-IV status.

*Credits: 0.5-4*

### **FMED 499 Family Medicine Research (E)**

#### *Independent Study*

Student research in an area of interest within family medicine that is under the direction of a member of the faculty. Repeatable for credit with permission.

*Credits: 1-4*

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

#### *Course*

This elective 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.

*Credits: 0.5*

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

#### *Independent Study*

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

*Credits: 2-5*

### **GENE 210 Dysmorphology (E)**

#### *Course*

This elective 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 treatment; and development of differential diagnoses.

*Credits: 1*

### **GENE 211 Clinical Genetics (E)**

#### *Course*

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

*Credits: 0.5*

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

#### *Course*

This elective is designed for students interested in genetic research and current topics in the literature. Repeatable for credit with permission, up to 4 credits. Prerequisite: Permission of the instructor.

*Credits: 1*

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

#### *Independent Study*

This elective 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. Repeatable for credit with permission, up to 15 credits.

*Credits: 2-5*

### **GENE 401 Clinical Topics in Genetics (E)**

#### *Independent Study*

This elective provides students an opportunity to investigate genetic topics that may be encountered in various specialties and practice. The course is tailored to the needs of the student after discussion with the instructor. This is primarily an on-line course. Repeatable for credit with permission. Prerequisites: Completion of all required third year clerkships. Instructor permission required.

*Credits: 2.5*

### **GENE 499 Medical Genetics Research (E)**

#### *Independent Study*

This elective clerkship allows for student research in the area of medical genetics.

Repeatable for credit with permission. Prerequisite: Instructor permission. Completion and submission of a research elective registration form to Clinical Education 90 days in advance of proposed start date.

*Credits: 1-4*

### **GLMD 100 Global Health Track (E)**

#### *Course*

This honors track program introduces students to principles of global health, the burden of disease in developing countries, comparison of health systems, and global ethics. Selection for the Honors Track in Global Medicine is by application. Repeatable for credit with permission, up to 8 credits. Prerequisites: Application for admission to the Global Medicine track. Selection is competitive and limited to 12-15 students.

*Credits: 1*

### **GLMD 105 Global Health Outreach (E)**

#### *Course*

This elective provides didactic review sessions and instruction, including understanding of pre-post travel clinical consultation, information regarding travel safety and prevalence of disease/illness in a specific county in preparation and application for a medical mission to that country to provide supervised medical care. Repeatable for credit with permission, up to 8 credits. Prerequisites: Must be in good academic standing at KCU and complete the application process for each outreach.

*Credits: 0.5-4*

### **GLMD 200 Global Health Track (E)**

#### *Course*

This honors track program introduces students to principles of global health, the burden of disease in developing countries, comparison of health systems, and global ethics. Selection for the Honors Track in Global Medicine is by application. Repeatable for credit with permission, up to 8 credits. Prerequisites: Application for admission to the Global Medicine track. Selection is competitive and limited to 12-15 students.

*Credits: 1*

### **GLMD 201 Global Health Track (E)**

#### *Course*

This honors track program introduces students to principles of global health, the burden of disease in developing countries, comparison of health systems, and global ethics. Selection for the Honors Track in Global Medicine is by application. Repeatable for credit with permission, up to 8 credits. Prerequisites: Application for admission to the Global Medicine track. Selection is competitive and limited to 12-15 students.

*Credits: 1*

### **GLMD 205 Global Health Outreach (E)**

#### *Course*

This elective provides didactic review sessions and instruction, including understanding of pre-post travel clinical consultation, information regarding travel safety and prevalence of disease/illness in a specific county in preparation and application for a medical mission to that country to provide supervised medical care. Repeatable for credit with permission, up to 8 credits. Prerequisites: Must be in good academic

## Course Descriptions

standing at KCU and complete the application process for each outreach.

*Credits: 0.5-4*

### **GLMD 300 Global Health Track (E)**

#### *Course*

This honors track program introduces students to principles of global health, the burden of disease in developing countries, comparison of health systems, and global ethics. Selection for the Honors Track in Global Medicine is by application. Repeatable for credit with permission, up to 8 credits. Prerequisites: Application for admission to the Global Medicine track. Selection is competitive and limited to 12-15 students.

*Credits: 1*

### **GLMD 301 Global Health Track (E)**

#### *Course*

This honors track program introduces students to principles of global health, the burden of disease in developing countries, comparison of health systems, and global ethics. Selection for the Honors Track in Global Medicine is by application. Repeatable for credit with permission, up to 8 credits. Prerequisites: Application for admission to the Global Medicine track. Selection is competitive and limited to 12-15 students.

*Credits: 1*

### **GLMD 305 Global Health Outreach (E)**

#### *Course*

This elective provides didactic review sessions and instruction, including understanding of pre-post travel clinical consultation, information regarding travel safety and prevalence of disease/illness in a specific country, in preparation for a medical mission to that country to provide supervised medical care. Repeatable for credit with permission, up to 6 credits. Prerequisites: Must be in good academic standing at KCU and complete the application process for each outreach.

*Credits: 0.5-4*

### **GLMD 400 Global Health Track (E)**

#### *Course*

This honors track program introduces students to principles of global health, the burden of disease in developing countries, comparison of health systems, and global ethics. Selection for the Honors Track in Global Medicine is by application. Repeatable for credit with permission, up to 8 credits. Prerequisites: Application for admission to the Global Medicine track. Selection is competitive and limited to 12-15 students.

*Credits: 1*

### **GLMD 401 Global Health Track (E)**

#### *Course*

This honors track program introduces students to principles of global health, the burden of disease in developing countries, comparison of health systems, and global ethics. Selection for the Honors Track in Global Medicine is by application. Repeatable for credit with permission, up to 8 credits. Prerequisites: Application for admission to the Global Medicine track. Selection is competitive and limited to 12-15 students.

*Credits: 1*

### **GLMD 405 Global Health Outreach (E)**

#### *Course*

This elective provides didactic review sessions and instruction, including understanding of pre-post travel clinical consultation, information regarding travel safety and prevalence of disease/illness in a specific country, in preparation for a medical mission to that country to provide supervised medical care. Repeatable for credit with permission, up to 6 credits. Prerequisites: Must be in good academic standing at KCU and complete the application process for each outreach.

*Credits: 0.5-4*

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

#### *Independent Study*

This is a mandatory course for students who are unsuccessful in passing

COMLEX Level I. Students focus on the study of osteopathic medical knowledge and clinical skills considered essential for osteopathic generalist physicians to practice medicine without supervision. Course includes consultation with the Director of Learning Enhancement to review course objectives and help construct an individualized study plan including the use of reading materials, questions, videos and/or audio materials. Repeatable for credit with permission.

*Credits: 1-18*

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

#### *Independent Study*

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

*Credits: 1-18*

### **IDIS 002p COMLEX II-PE Preparation**

#### *Independent Study*

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 P/F 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. Repeatable for credit with permission.

*Credits: 1-18*

### **IDIS 003 Osteopathic Clinical Skills**

#### *Independent Study*

This clerkship is designed for students who are unsuccessful in passing a clinical clerkship. Students focus on the functional knowledge and application of the multiple facets of osteopathic clinical skills necessary to perform a competent diagnostic evaluation and subsequent treatment of patients. Repeatable for credit with permission.

*Credits: 5*

### **IDIS 100 Independent Study (E)**

#### *Independent Study*

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

*Credits: 6*

### **IDIS 115 Basic Introduction to Research Methods**

#### *Course*

The purpose of this course is to provide a broad overview of research methods for translational and applied scientific inquiry in the field of biomedical sciences. This overview consists of learning to: review the relevant literature; define variables and levels of measurement; understand research strategies and designs commonly used; test an hypothesis; apply basic statistical procedures; and understand and anticipate ethical issues. The course will include the methods by which such research is conducted, evaluated, explained to patients, and applied to patient care.

*Credits: 1*

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

#### *Course*

The purpose of this elective is to provide an overview of research design and its application to research questions. This overview consists of understanding the preliminary considerations that go

## Course Descriptions

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

*Credits: 2*

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

#### *Course*

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.

*Credits: 2*

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

#### *Course*

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. Repeatable for credit with permission, up to 6 credits.

*Credits: 1.5*

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

#### *Course*

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

*Credits: 1-5*

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

#### *Course*

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

*Credits: 1-5*

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

#### *Course*

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

*Credits: 1-5*

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

#### *Course*

This elective 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 patients 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, a meditation, a retreat, and following a chaplain on rounds may be available.

*Credits: 1*

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

#### *Course*

This elective 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.

*Credits: 1*

### **IDIS 203 Health Care Management & Public Health Policies (E)**

#### *Course*

This elective 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.

*Credits: 0.5*

### **IDIS 204 Biomolecular Clinical Medicine Journal Club (E)**

#### *Course*

Elective course offering open to OMS-I and OMS-II students that will focus on recent journal articles that link clinical cases with relevant, interesting biomolecular science publications.

*Credits: 1*

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

#### *Course*

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

*Credits: 1*

### **IDIS 212 Global Health (E)**

#### *Course*

This broad based curriculum 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.

*Credits: 0.5*

### **IDIS 213 Medicine & Law (E)**

#### *Course*

This course will provide the basic doctrines and principles of the law to serve as a foundation for legally sound medical practice. It will include a comprehensive coverage of the dynamics of the law and the application to the healthcare professional issues and recent developments in law related to healthcare delivery. Literature related to all aspects of life with special reference to health and healthcare will include throughout the course. Literary narrative writing will be read and discussed to demonstrate its relation to the practice of medicine.

*Credits: 1.5*

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

#### *Course*

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

## Course Descriptions

program that will impact this group. The student will demonstrate skills in leadership, organization and self-direction. Repeatable for credit with permission, up to 1.5 credits.

*Credits: 0.5*

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

#### *Course*

This elective course examines our own culture--the latroculture--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. Repeatable for credit with permission, up to 2 credits.

*Credits: 1*

### **IDIS 224 American Sign Language (E)**

#### *Course*

This is an introductory elective course to familiarize the medical student with a foundational working knowledge of American Sign Language with a strong emphasis on the medical sign language skill acquisition. Repeatable for credit with permission.

*Credits: 1*

### **IDIS 225 Disaster Medicine Services for Medical Professionals (E)**

#### *Course*

This course is designed to introduce medical students and faculty to the unique challenges to preparing for and providing medical services in a disaster area. The course format will include didactic sessions; on-line courses and small group projects. Curriculum will include preparedness and mitigation; Strategic National Stockpile; Incident Command; National Incident Management System; Hurricane Katrina; Disaster Medical Assistant Teams and public health issues/challenges. Repeatable for credit with permission.

*Credits: 1*

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

#### *Course*

This elective course allows students to use the human patient simulators (HPS) as they apply didactic material they have learned to the creation of a case scenario. Repeatable for credit with permission. Prerequisite: One year of preclinical training.

*Credits: 1*

### **IDIS 235 BCLS Instructor Training**

#### *Course*

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.

*Credits: 1*

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

#### *Course*

This elective 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. Available to OMS-I and OMS-II students

*Credits: 0.5*

### **IDIS 297 Medical Education Research (E)**

#### *Course*

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

individualized plan of study and required time on task. Repeatable for credit with permission, up to 20 credits. Prerequisite: Permission of instructor.

*Credits: 1-5*

### **IDIS 298 Biomedical Science Research (E)**

#### *Course*

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

*Credits: 2-5*

### **IDIS 299 Behavioral Science Research (E)**

#### *Course*

This elective 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 KCU or other approved institution(s) for academic credit. Students are expected to participate in an ongoing research project or conduct their own study under approved mentorship. Credit value is variable depending on the individualized plan of study and required time on task. Repeatable for credit with permission, up to 8 credits. Prerequisite: Permission of instructor.

*Credits: 1-2*

### **IDIS 301 Independent Study (E)**

#### *Independent Study*

This elective is for student preparation for COMLEX Level 2-CE. Students focus on study of the osteopathic medical knowledge and clinical skills considered essential for osteopathic generalist physicians to practice medicine. The course includes intensive review of reading materials, questions, videos and/or audio materials as needed. Repeatable for credit with permission. Prerequisite: Permission of the Associate Dean for Clinical Education.

*Credits: 1-8*

### **IDIS 397 Medical Education Research (E)**

#### *Independent Study*

This elective provides a framework for students to engage in medical education research projects at KCUMB or other approved institution(s). Students are expected to participate in an ongoing research project or conduct their own study under approved mentorship. Repeatable for credit with permission. Prerequisite: Instructor permission.

*Credits: 1-8*

### **IDIS 400 Clinical Independent Study (E)**

#### *Independent Study*

This clerkship is designed to provide students with an opportunity for independent study in areas of medical education, clinical practice, research, investigational inquiry, or for COMLEX preparation. Investigational study projects under this number require the approval of the Executive Vice President of Academic and Medical Affairs, and Dean of the College of Osteopathic Medicine. Repeatable for credit with permission.

*Credits: 1-4*

### **IDIS 497 Medical Education Research (E)**

#### *Independent Study*

This elective provides a framework for students to engage in medical education research projects at KCUMB or other approved institution(s). Students are expected to participate in an ongoing research project or conduct their own study under approved mentorship. Repeatable for credit with permission. Prerequisite: Instructor permission.

*Credits: 1-8*

## Course Descriptions

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

#### *Course*

This elective is designed to introduce the basic principles and concepts involved in the care of the terminally ill patient. Not repeatable for credit. Prerequisite: Completion of first year of didactic studies.

*Credits: 2-5*

### **IMED 220 Clinical Care Practicum - Internal Medicine (E)**

#### *Independent Study*

This course is designed to provide students with early clinical exposure, supervised observation and training to further their understanding of internal medicine. The experience takes 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 generally determined by the student in conjunction with the supervising physician.

*Credits: 2-8*

### **IMED 301 Internal Medicine I**

#### *Clerkship*

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.

*Credits: 1-8*

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

#### *Clerkship*

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.

*Credits: 1-8*

### **IMED 402 Pulmonary Medicine (E)**

#### *Clerkship*

This elective clerkship provides students experience in diagnosing, treating and caring for patients with pulmonary diseases. Under supervision, students are expected to assist in the management of acute and chronic pulmonary disease. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 402s Pulmonary Medicine (S)**

#### *Clerkship*

This sub-internship clerkship provides students with experience diagnosing, treating and caring for patients with pulmonary diseases. Under supervision, students are expected to assist in the management of acute and chronic pulmonary disease at a more advanced level than the elective offering of this same experience. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 403 Gastroenterology (E)**

#### *Clerkship*

This is an elective rotation providing clinical observation and training in gastroenterology. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 403s Gastroenterology (S)**

#### *Clerkship*

This is a clerkship offered as a sub-internship in gastroenterology. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 404 Infectious Diseases (E)**

#### *Clerkship*

This elective clerkship exposes students to a wide variety of acute and chronic infectious disease problems with emphasis on diagnostic and therapeutic approaches. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 404s Infectious Diseases (S)**

#### *Clerkship*

This sub-internship clerkship exposes students to a wide variety of acute and chronic infectious disease problems with emphasis on diagnostic and therapeutic approaches at a more advanced level than the elective clerkship experience. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 405 General Internal Medicine (E)**

#### *Clerkship*

This elective clerkship provides students an environment and opportunity to further develop and refine skills learned in IMED 301 & 302, with emphasis on diagnostic and therapeutic approaches to acute and chronic disease. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 405s General Internal Medicine (S)**

#### *Clerkship*

This sub-internship clerkship provides students an environment and opportunity to further develop and refine skills learned in IMED 301 & 302, with an emphasis on diagnostic and therapeutic approaches to acute and chronic disease at a more advanced level than the general elective experience. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 406 Cardiology (E)**

#### *Clerkship*

This elective clerkship provides an orientation into the basics of cardiology. Students will gain insights into the use of several invasive and non-invasive diagnostic tools and expand their ability to interpret electrocardiograms. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 406s Cardiology (S)**

#### *Clerkship*

This sub-internship clerkship provides an orientation into the basics of cardiology. Students will gain insights into the use of several invasive and non-invasive diagnostic tools and expand their ability to interpret electrocardiograms at a more advanced level than the elective offering. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 409 Rheumatology (E)**

#### *Clerkship*

This elective clerkship provides an opportunity for students to better understand clinical presentations of immunologically related diseases of joints, soft tissues, autoimmune disorders, and vasculitis. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 409s Rheumatology (S)**

#### *Clerkship*

This sub-internship clerkship provides an opportunity for students to better understand clinical presentations of immunologically related diseases of joints, soft tissues, autoimmune disorders, and vasculitis at a more advanced level than the elective offerings. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 410 Neurology (E)**

#### *Clerkship*

This elective clerkship will provide the student a better understanding of diseases of the central, peripheral, and autonomic nervous systems, including patient presentations and diagnoses. Repeatable for credit with

## Course Descriptions

permission.

*Credits: 1-8*

### **IMED 410s Neurology (S)**

*Clerkship*

This sub-internship clerkship will provide the student a better understanding of diseases of the central, peripheral, and autonomic nervous systems, including patient presentations and diagnoses. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 412 Hematology/Oncology (E)**

*Clerkship*

This elective clerkship provides an introduction to the evaluation, diagnosis, and management of patients with hematologic disorders and malignant neoplasms. It serves as a review of the pathophysiology of bone marrow, disorders of hemostasis and behavior of neoplastic diseases. These principles will be applied to specific patient presentations. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 412s Hematology/Oncology (S)**

*Clerkship*

This sub-internship clerkship provides an introduction to the evaluation, diagnosis, and management of patients with hematologic disorders and malignant neoplasms. It serves as a review of the pathophysiology of bone marrow, disorder of hemostasis and behavior of neoplastic diseases. These principles will be applied to specific patient presentations. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 413 Endocrinology/Metabolism (E)**

*Clerkship*

This elective clerkship will provide students opportunities to expand their knowledge of endocrinology by participating in the initial evaluation, diagnosis, and management of patients with endocrine and metabolic problems. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 413s Endocrinology & Metabolism (S)**

*Clerkship*

This sub-internship clerkship will provide students opportunities to expand their knowledge of endocrinology by participating in the initial evaluation, diagnosis, and management of patients with endocrine and metabolic problems at a more advanced level than the elective offering. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 414 Medical Genetics (E)**

*Clerkship*

This elective provides training in the steps required in a genetic evaluation and basic skills involved in genetic history taking, physical examination and counseling, as well as the diagnosis and management of genetic disorders. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 414s Medical Genetics (S)**

*Clerkship*

This sub-internship provides training in the steps required in a genetic evaluation and basic skills involved in genetic history taking, physical examination and counseling, as well as the diagnosis and management of genetic disorders. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 415 Dermatology (E)**

*Clerkship*

This elective clerkship gives students a broad clinical exposure to skin diseases. Emphasis will be on the outpatient diagnosis and treatment of common skin problems and the cutaneous manifestations of systemic

disease. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 415s Dermatology (S)**

*Clerkship*

This sub-internship clerkship gives students a broad clinical exposure to skin diseases. Emphasis will be on the outpatient diagnosis and treatment of common skin problems and the cutaneous manifestations of systemic disease at a more advanced level than the elective offering. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 416 Nephrology (E)**

*Clerkship*

This elective clerkship will provide an introduction to the pathophysiologic basis of renal disease. Clinical relevance of the pathophysiologic process is emphasized. Students will gain experience with diagnosis and management of many acute medical problems including serious infections, cardiovascular, gastrointestinal and neurologic emergencies. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 416s Nephrology (S)**

*Clerkship*

This sub-internship clerkship will provide an introduction to the pathophysiologic basis of renal disease. Clinical relevance of the pathophysiologic process is emphasized. Students will gain experience with diagnosis and management of many acute medical problems including serious infections, cardiovascular, gastrointestinal and neurologic emergencies at a more advanced level than the elective offering. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 417 Allergy & Immunology (E)**

*Clerkship*

The purpose of this elective clerkship is to develop confidence and competence in the management of allergic diseases in an ambulatory care setting. Student may also be exposed to in-hospital allergy and immunology consultation. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 417s Allergy & Immunology (S)**

*Clerkship*

The purpose of this sub-internship clerkship is to develop confidence and competence in the management of allergic diseases in an ambulatory care setting. Students may also be exposed to in-hospital allergy and immunology consultation at a more advanced level than the elective offering. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 418 Gerontology (E)**

*Clerkship*

This elective clerkship provides students with additional knowledge and experience in the care of older adults and the risks of this population for various health care concerns. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 418s Gerontology (S)**

*Clerkship*

This sub-internship clerkship provides students with additional knowledge and experience in the care of older adults and the risks of this population for various health care concerns at a more advanced level than the elective offering. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 419 Addiction Medicine (E)**

*Clerkship*

This elective clerkship provides an opportunity to develop an appreciation for caring for patients with chemical dependency. Students

## Course Descriptions

will better understand the effects of major pharmacologic drugs and be able to recognize clinical presentations for addiction or intoxication. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 419s Addiction Medicine (S)**

#### *Clerkship*

This sub-internship clerkship provides an opportunity to develop an appreciation for caring for patients with chemical dependency. Students will better understand the effects of major pharmacologic drugs and be able to recognize clinical presentations for addition and/or intoxication at a higher level than the elective offering. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 420 Critical Care Medicine (E)**

#### *Clerkship*

This elective clerkship provides the student with experience working with a multidisciplinary health care team to care for patients with acute, life-threatening illnesses or injuries. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 420s Critical Care Medicine (S)**

#### *Clerkship*

This sub-internship clerkship provides students with experience working with a multidisciplinary health care team to care for patients with acute, life-threatening illnesses or injuries at a higher level than the elective offering. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 421 Hospice & Palliative Care (E)**

#### *Clerkship*

This elective course will provide a basic grounding in the knowledge and skills necessary for dealing competently and compassionately with seriously ill and dying patients. It will provide an introduction to clinical knowledge and skills; focus on interpersonal skills and attitudes, including mindful listening, conveying bad news, cultivating empathy, and developing sensitivity to religious, ethnic, class or other differences; and will explore the ethical and professional principles of effective end-of-life care. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 421s Hospice & Palliative Care (S)**

#### *Clerkship*

This sub-internship will provide a basic grounding in the knowledge and skills necessary for dealing competently and compassionately with seriously ill and dying patients. It will provide an introduction to clinical knowledge and skills; focus on interpersonal skills and attitudes, including mindful listening, conveying bad news, cultivating empathy, and developing sensitivity to religious, ethnic, class or other differences; and will explore the ethical and professional principles of effective end-of-life care. Repeatable for credit with permission.

*Credits: 1-8*

### **IMED 422 Electrocardiogram Interpretation (E)**

#### *Clerkship*

This elective course provides students with a comprehensive study of electrocardiograms. The contents contain a variety of ECGs that reflect common clinical encounters. Repeatable for credit with permission.

*CEU: 2.5*

*Credits: 1-8*

### **IMED 499 Internal Medicine Research (E)**

#### *Independent Study*

Student research in an area of interest within internal medicine that is under the direction of a member of the faculty. Repeatable for credit with permission.

*Credits: 1-4*

### **IOCS II Integrative Osteopathic Clinical Skills II**

#### *Course*

This is the second portion of a two-year curriculum. It builds on the skills learned in IOCSI and is designed to reach students how to perform a history and physical exam, appropriately communicate with patients, and integrate the use of osteopathic principles and practices into patient care. Registration occurs both fall and spring term for 2.5 credits for an annual total of 5 credits. Repeatable for credit with permission.

*Credits: 2.5*

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

#### *Independent Study*

This elective 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 KCU 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. Repeatable for credit with permission, up to 15 credits. Prerequisite: Instructor permission.

*Credits: 2-5*

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

#### *Course*

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

*Credits: 1*

### **MBIO 215 Clinical Immunology & Microbiology (E)**

#### *Course*

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

*Credits: 0.5*

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

#### *Independent Study*

This elective 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 KCU or other approved institution(s), and receive academic credit. Students are expected to participate in an ongoing research project or conduct their own study under approved mentorship. Repeatable for credit with permission, up to 15 credits. Prerequisite: Instructor permission.

*Credits: 2-5*

### **MBIO 499 Microbiology Research (E)**

#### *Independent Study*

Student research in an area of interest within microbiology that is under the direction of a member of the faculty. Repeatable for credit with permission.

*Credits: 1-4*

### **MED 110 Molecular & Cellular Mechanisms**

#### *Course*

This is a multidisciplinary course which incorporates aspects of biochemistry, molecular biology, cell biology, and genetics. Topics reviewed within these disciplines include function of cellular elements, cell structure, cellular organelles and macromolecules, DNA/RNA structure and function, protein synthesis, regulation of gene expression, energetics, metabolism, and regulation of cellular activity. These topics are presented via learning sessions using lectures, clinical correlations,

## Course Descriptions

medical vignettes, and directed reading. The course objective is to present the mechanisms underlying normal physiology and metabolism thus providing a foundation for understanding disease processes.

*Credits: 3.5*

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

#### *Course*

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

*Credits: 2.5*

### **MED 112 Musculoskeletal I**

#### *Course*

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

*Credits: 5*

### **MED 113 Cardiopulmonary**

#### *Course*

This course provides an overview of the function of the cardiorespiratory system as well as the biomedical science underlying disorders of the heart, circulatory, and respiratory systems.

Topics covered include hemostasis, smooth muscle, autonomic physiology and introductory pharmacology, ventilation, gas transport, acid/base balance, control of breathing, cardiac cycle and sounds, basic ECG, hemodynamics, and perfusion. This course utilizes lectures, cadaver dissection, radiographic anatomy, high-fidelity simulation, directed study assignments (DSAs), and interactive class sessions.

*Credits: 4.5*

### **MED 114 Gastrointestinal I**

#### *Course*

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

*Credits: 3*

### **MED 115 Renal I**

#### *Course*

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

correlation sessions.

*Credits: 2.5*

### **MED 118 Neuroscience I**

#### *Course*

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

*Credits: 5.5*

### **MED 119 Mechanisms of Disease**

#### *Course*

This intensive course is designed to impart and stimulate through lectures and active, adult learning strategies, acquisition of introductory knowledge and understanding/application of the basic tenets of human pathophysiology and to explore infectious causes of pathology and disease. Pathology is the study of disease and the basic science of clinical medicine. As such it is foundational to the understanding and development of differential diagnosis "thinking" and the rationale for many of the diagnostic studies and therapeutic modalities employed in clinical medicine. This course is considered a bridging learning endeavor to aid students in preparing for the second year of the DO curriculum.

*Credits: 5*

### **MED 121 Medical Informatics & Information Literacy**

#### *Course*

A series of two competency-based courses that serve as an introduction to medical informatics, information literacy and evidence-based practice. This course is designed to develop skills in defining primary medical literature, searching both basic science and clinical resources, identifying evidence-based information, forming a clinical question, critically appraising the literature, and evaluating and applying levels of evidence in clinical decision-making. Course objectives are accomplished through lectures, designated student assignments, and small group sessions.

*Credits: 0.5*

### **MED 122 Medical Informatics & Information Literacy**

#### *Course*

A series of two competency-based courses that serve as an introduction to medical informatics, information literacy and evidence-based practice. This course is designed to develop skills in defining primary medical literature, searching both basic science and clinical resources, identifying evidence-based information, forming a clinical question, critically appraising the literature, and evaluating and applying levels of evidence in clinical decision-making. Course objectives are accomplished through lectures, designated student assignments, and small group sessions.

*Credits: 0.5*

### **MED 123 Bioethics I**

#### *Course*

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

*Credits: 1*

### **MED 124 Endocrine & Reproduction I**

#### *Course*

This course is designed to introduce the basic anatomy, physiology, histology, and embryology of the major endocrine structures and organs as well as male and female reproductive structures and organs. It provides



## Course Descriptions

an overview of production, secretion, regulation of secretion, and actions of the hormones associated with each structure/organ and its target tissue(s). The course provides a basis for understanding the pathological conditions resulting from endocrine dysfunction and introduces basic information related to pregnancy, perinatal physiology and development, and contraception. This course utilizes lectures, cadaver dissection, directed reading assignments, and case discussions.

*Credits: 4.5*

### **MED 125 Osteopathic Skills I**

#### *Course*

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

*Credits: 2.5*

### **MED 126 Osteopathic Skills II**

#### *Course*

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

*Credits: 2*

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

#### *Course*

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

*Credits: 3*

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

#### *Course*

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

*Credits: 3*

### **MED 174 Art, Observation & Medicine**

#### *Course*

This course is an interactive course that utilizes the power of the visual arts and the museum setting to enhance communication, critical thinking, and observation skills. Learners will participate in one Visual Thinking Strategies (VTS) session in a museum setting. VTS is

a research-based methodology that utilizes art discussion to develop growth in aesthetic and cognitive skills. Following the VTW exercise, reflective discussions will help to forge connections between the processes of active art examination and diagnosis, awareness of tolerance for ambiguity in healthcare, teamwork, and communication skills.

*Credits: 0.5*

### **MED 213 Disaster Medicine I**

#### *Course*

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

*Credits: 4*

### **MED 215 Renal II**

#### *Course*

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

*Credits: 2.5*

### **MED 218 Endocrine & Reproductive Medicine II**

#### *Course*

This course will review the basic principles of endocrine hormone signaling, storage, secretion and action. Abnormalities in normal endocrine physiology will be discussed through pathophysiologic correlations and clinical discussions. The course will emphasize the hypothalamic/pituitary complex, thyroid, parathyroid, adrenal, and endocrine functions of the pancreas. Students are expected to be familiar with the hypofunctioning or hyperfunctioning of key endocrine glands, the structure, secretion and action of endocrine hormones (peptide, steroid and thyroid hormones), and the major clinical endocrine disorders related thereto. Pharmacology as it relates to hormone secretion and action will be discussed. Emphasis will be placed on understanding the pathophysiology of each endocrine gland with the intent to use the general principles of endocrine pathophysiology and pharmacology to effectively diagnose, manage and care for patients with endocrine disorders. It will also introduce the care of the pregnant woman, based on principles learned previously. The course will focus on the process of the pregnant state, normal labor and delivery, and management of common obstetrical and gynecological issues, with an emphasis on interpretation of clinical cases.

*Credits: 5.5*

### **MED 222 Musculoskeletal II**

#### *Course*

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

*Credits: 3*

## Course Descriptions

### **MED 223 Bioethics II**

#### *Course*

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

*Credits: 1*

### **MED 224 Gastrointestinal II**

#### *Course*

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

*Credits: 3*

### **MED 225 Osteopathic Skills III**

#### *Course*

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

*Credits: 2.5*

### **MED 226 Osteopathic Skills IV**

#### *Course*

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

*Credits: 2*

### **MED 227 Pediatric Medicine**

#### *Course*

This course will focus on the clinical presentation, pathophysiology, and differential diagnosis of a variety of common and uncommon medical conditions as they present in the pediatric population. When applicable, growth and development, maturational processes of organ function, immunologic considerations, and genetic factors will be presented.

*Credits: 1*

### **MED 228 Neuroscience II**

#### *Course*

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

*Credits: 5*

### **MED 229 Hematology & Lymph**

#### *Course*

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

*Credits: 3*

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

#### *Course*

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

*Credits: 3*

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

#### *Course*

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

*Credits: 2.5*

### **MED 233 Cardiovascular Medicine**

#### *Course*

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

*Credits: 4.5*

### **MED 234 Respiratory Medicine**

#### *Course*

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

*Credits: 3.5*

## Course Descriptions

### **MED 235 Behavioral Science & Psychiatry**

#### *Course*

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

*Credits: 3*

### **MED 236 Bioethics III**

#### *Course*

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

Prerequisite: MED 223

*Credits: 1*

### **MED 250 Comprehensive Systems Integration**

#### *Course*

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

*Credits: 8.5*

### **MED 255 Transition to Clerkship**

#### *Course*

This course is designed to bridge the student from the classroom to clerkship. The course utilizes lecture, small group, lab and simulation to bring together practical applications of knowledge, clinical and osteopathic skills taught in the first two years to common clerkship scenarios. The course will also integrate common point of care tests, procedures and patient education that will enable the student to become an active part of the healthcare team early in their clerkship experience.

*Credits: 1*

### **MED 274 Art, Observation & Medicine**

#### *Course*

This course is an interactive course that utilizes the power of the visual arts and the museum setting to enhance communication, critical thinking, and observation skills. Learners will participate in one Visual Thinking Strategies (VTS) session in a museum setting. VTS is a research-based methodology that utilizes art discussion to develop growth in aesthetic and cognitive skills. Following the VTS exercise, reflective discussions will help to forge connections between the processes of active art examination and diagnosis, awareness of tolerance for ambiguity in healthcare, teamwork, and communication skills.

*Credits: 0.5*

### **MIMD 101 Military Medicine I (E)**

#### *Course*

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

*Credits: 1*

### **MIMD 102 Military Medicine II (E)**

#### *Course*

This elective is a specialized curricular honors track for Health Professions Scholarship Program (HPSP) student recipients and National Guard members who will serve as military physicians in the U.S. Army, Navy, and Air Force following medical school graduation. This specialty

track provides learning opportunities uniquely aligned to address Medical Corps officer duties and obligations.

*Credits: 1*

### **MIMD 201 Military Medicine III (E)**

#### *Course*

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

*Credits: 1*

### **MIMD 202 Military Medicine IV (E)**

#### *Course*

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

*Credits: 1*

### **OBYG 220 Clinical Care Practicum - OB/GYN (E)**

#### *Independent Study*

Early Clinical Experiences---OBGYN

*Credits: 2*

### **OBYG 301 Obstetrics & Gynecology**

#### *Clerkship*

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

*Credits: 1-8*

### **OBYG 401 Maternal Fetal Medicine (E)**

#### *Clerkship*

This elective provides opportunities to observe and assist in the management of patients with complex problems related to maternal fetal medicine. These may include pre-term labor with or without premature pre-term rupture of membranes, multiple gestations, diabetes in pregnancy (pre-existing and gestations), hypertension in pregnancy (including chronic hypertension, gestational hypertension, mild or severe pre-eclampsia), advanced maternal age, and genetic conditions. Repeatable for credit with permission.

*Credits: 1-8*

### **OBYG 401s Maternal Fetal Medicine (S)**

#### *Clerkship*

This clerkship is offered as a sub-internship in maternal fetal medicine. Repeatable for credit with permission.

*Credits: 1-8*

### **OBYG 402 Medical Genetics (E)**

#### *Clerkship*

This elective provides an introduction to the field of clinical genetics. Students have the opportunity to learn about a range of genetic disorders, genetic diagnostics and genetic counseling by participating in the evaluation of fetal development during pregnancy. Repeatable for credit with permission.

*Credits: 1-8*

### **OBYG 402s Medical Genetics (S)**

#### *Clerkship*

## Course Descriptions

This sub-internship provides an introduction to the field of clinical genetics. Students have the opportunity to learn about a range of genetic disorders, genetic diagnostics and genetic counseling by participating in the evaluation of fetal development during pregnancy. Repeatable for credit with permission.

*Credits: 1-8*

### **OBGY 403 General Gynecology (E)**

#### *Clerkship*

This course provides clinical exposure, observation and training to further the understanding of general gynecology. Students focus on the diagnosis, treatment and management of common and uncommon gynecological conditions with a greater depth than the core rotation. During the clerkship, students will continue to improve their abilities to obtain record, analyze, and communicate clinical information. Repeatable for credit with permission.

*Credits: 1-8*

### **OBGY 403s General Gynecology (S)**

#### *Clerkship*

This clerkship is offered as a sub-internship in general gynecology. Repeatable for credit with permission.

*Credits: 1-8*

### **OBGY 404 Gynecologic Oncology (E)**

#### *Clerkship*

This elective provides opportunities to observe and assist in the management of patients with cancer and precancerous conditions of the female gynecologic organs. The student will learn epidemiology, diagnosis, treatment and long term prognosis for the major gynecologic cancers: cervical, uterine, and ovarian. Repeatable for credit with permission.

*Credits: 1-8*

### **OBGY 404s Gynecologic Oncology (S)**

#### *Clerkship*

This sub-internship provides opportunities to observe and assist in the management of patients with cancer and precancerous conditions of the female gynecologic organs. The student will learn epidemiology, diagnosis, treatment and long term prognosis for the major gynecologic cancers: cervical, uterine, and ovarian. Repeatable for credit with permission.

*Credits: 1-8*

### **OBGY 405 General Obstetrics (E)**

#### *Clerkship*

This course provides clinical exposure, observation and training to further the understanding of general obstetrics. Students focus on the diagnosis, treatment and management of common and uncommon obstetrical conditions with a greater depth than the core rotation. During the clerkship, students will improve their abilities to obtain, record, analyze, and communicate clinical information. Repeatable for credit with permission.

*Credits: 1-8*

### **OBGY 405s General Obstetrics (S)**

#### *Clerkship*

This sub-internship provides clinical exposure, observation and training to further the understanding of general obstetrics. Students focus on the diagnosis, treatment and management of common and uncommon obstetrical conditions with a greater depth than the core rotation. During the clerkship, students will continue to improve their abilities to obtain, record, analyze, and communicate clinical information. Repeatable for credit with permission.

*Credits: 1-8*

### **OBGY 406 General Obstetrics & Gynecology (E)**

#### *Clerkship*

This course provides clinical exposure, observation and training to further the understanding of general obstetrics and gynecology. Students focus on the diagnosis, treatment and management of common and uncommon obstetrical and gynecologic conditions. During the clerkship, students will improve their abilities to obtain, record, analyze, and communicate clinical information. Repeatable for credit with permission.

*Credits: 1-8*

### **OBGY 406s General Obstetrics & Gynecology (S)**

#### *Clerkship*

This sub-internship provides clinical exposure, observation and training to further the understanding of general obstetrics and gynecology. Students focus on the diagnosis, treatment and management of common and uncommon obstetrical and gynecologic conditions with a greater depth than the core rotation. Students will continue to improve their abilities to obtain, record, analyze, and communicate clinical information. Repeatable for credit with permission.

*Credits: 1-8*

### **OBGY 407 Reproductive Endocrinology (E)**

#### *Clerkship*

This elective provides opportunities to observe and assist in the management of patients with complex problems related to reproductive endocrinology and infertility. These may include hormonal imbalances, menstrual disturbances, sexual development and function problems, infertility, pregnancy loss, and menopause. Repeatable for credit with permission.

*Credits: 1-8*

### **OBGY 407s Reproductive Endocrinology (S)**

#### *Clerkship*

This sub-internship provides opportunities to observe and assist in the management of patients with complex problems related to reproductive endocrinology and infertility. These may include hormonal imbalances, menstrual disturbances, sexual development and function problems, infertility, pregnancy loss, and menopause. Repeatable for credit with permission.

*Credits: 1-8*

### **OBGY 499 Obstetrics & Gynecology Research (E)**

#### *Independent Study*

Student research in an area of interest within obstetrics and/or gynecology under the direction of a member of the faculty. Repeatable for credit with permission.

*Credits: 1-4*

### **OCS 215 OPP & Clinical Case Integration (E)**

#### *Course*

The purpose of this elective is to help the student 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 OPP 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 techniques will be included.

*Credits: 1*

### **OCS 220 Clinical Care Practicum: Osteopathic Manipulation (E)**

#### *Independent Study*

The clinical care practicum is designed to provide second-year students with exposure, supervised observation and training to further their understanding of Osteopathic Medicine.

*Credits: 2*

### **OCS 399 OMM Fellowship (E)**

#### *Independent Study*

The OMM Fellowship provides selected students with advanced

## Course Descriptions

professional education in osteopathic manipulative medicine, and provides a framework under which they develop teaching and research skills. Repeatable for credit with permission. Prerequisite: Selection through application process.

*Credits: 4-20*

### **OCS 401 Osteopathic Manipulation (E)**

#### *Clerkship*

This elective clerkship provides clinical exposure, observation and training to further the understanding of osteopathic manipulation. 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 objectives. Repeatable for credit with permission.

*Credits: 1-8*

### **OCS 401s Osteopathic Manipulation (S)**

#### *Clerkship*

This elective sub-internship is restricted to fourth-year students and is designed to provide the student with an increased level of patient care responsibility. Students serve as primary care providers 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 osteopathic manipulation. Repeatable for credit with permission.

*Credits: 1-8*

### **OCS 499 Osteopathic Clinical Skills Research (E)**

#### *Clerkship*

This elective experience is individualized and designed to enhance the student's understanding and research ability in osteopathic clinical skills and treatment. Repeatable for credit with permission.

*Credits: 1-4*

### **OMMD 209 Foundations of Teaching OMM (E)**

#### *Course*

This elective provides selected second-year students with experience in teaching principles of Osteopathy 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. Repeatable for credit with permission, up to 2 credits.

*Credits: 0.5*

### **OMMD 325 Cranial Manipulative Medicine (E)**

#### *Course*

This course builds upon the basic concepts taught in OMS-I, II, and III, and provides more advanced information related to applying osteopathic principles and practices into patient care. Emphasis is upon the understanding and the application of the concepts taught in a 40-hour basic osteopathic cranial manipulative medicine course. Attendance and satisfactory completion of course objectives will qualify attendees for student membership in the Cranial Academy. The course will deliver content through lectures and laboratory experiences. Prerequisites: MED 125, MED 126, MED 225.

*Credits: 2*

### **OMMD 401 Accelerated OMM Integration Session (E)**

#### *Clerkship*

Graduating COM students will review OMM diagnosis and treatment with emphasis on common areas of somatic dysfunction as well as alternate treatment techniques in a closely supervised environment. Students will also learn and practice appropriate OMM documentation and billing practices. To supplement lab material, students will assess and treat patients in a clinical setting.

*Credits: 2*

### **OMMD 420 Teaching an Accelerated OMM Integration Session (E)**

#### *Clerkship*

Fellows emeritus will gain experience in developing course curriculum by facilitating a practical OMM review for graduating COM students. Fellows emeritus will also gain additional experience teaching senior students to improve their assessment skills and perform effective treatments. Repeatable for credit with permission, up to 5 credits.

*Credits: 2.5*

### **OPP 320 Osteopathic Principles & Practice I**

#### *Course*

This is a three-semester, online course that runs during the third and fourth years. OPP as defined by the American Association of Colleges of Osteopathic Medicine's Educational Council on Osteopathic Principles is a concept of health care supported by expanding scientific knowledge that embraces the concept of the unity of the living organism's structure (anatomy) and function (physiology). Osteopathic philosophy emphasizes the following principles: the human being is a dynamic unit of function; the body possesses self-regulatory mechanisms that are self-healing in nature; structure and function are interrelated at all levels; and rational treatment is based on these principles.

*Credits: 1*

### **OPP 321 Osteopathic Principles & Practice II**

#### *Course*

This is a three-semester, online course that runs during the third and fourth years. OPP as defined by the American Association of Colleges of Osteopathic Medicine's Educational Council on Osteopathic Principles is a concept of health care supported by expanding scientific knowledge that embraces the concept of the unity of the living organism's structure (anatomy) and function (physiology). Osteopathic philosophy emphasizes the following principles: the human being is a dynamic unit of function; the body possesses self-regulatory mechanisms that are self-healing in nature; structure and function are interrelated at all levels; and rational treatment is based on these principles. Prerequisite: OPP 320.

*Credits: 1*

### **OPP 420 Osteopathic Principles & Practice III**

#### *Course*

This is a three-semester, online course that runs during the third and fourth years. OPP as defined by the American Association of Colleges of Osteopathic Medicine's Educational Council on Osteopathic Principles is a concept of health care supported by expanding scientific knowledge that embraces the concept of the unity of the living organism's structure (anatomy) and function (physiology). Osteopathic philosophy emphasizes the following principles: the human being is a dynamic unit of function; the body possesses self-regulatory mechanisms that are self-healing in nature; structure and function are interrelated at all levels; and rational treatment is based on these principles. Prerequisites: OPP 320 and OPP 321.

*Credits: 1*

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

#### *Course*

This elective course introduces forensic pathology in the setting of a medical examiner's office. Students 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.

*Credits: 1*

### **PATH 112 Pathology Symposium (E)**

#### *Course*

This elective will allow students to gain an enhanced understanding of disease through small group-directed discussions and acquire skills critical to a physician's lifelong learning. Repeatable for credit with permission, up to 4 credits.

*Credits: 1*

## Course Descriptions

### **PATH 199 Pathology Research (E)**

#### *Independent Study*

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

*Credits: 1*

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

#### *Course*

Course participants work hand-in-hand with department faculty to introduce incoming students to pathology, including microscope work, and making and presenting clinicopathologic correlations. Repeatable for credit with permission, up to 3 credits. Prerequisite: OMS-II status and permission of the department chair.

*Credits: 1*

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

#### *Course*

In this course students join hospital pathologists for hands-on-learning, including processing and diagnosing surgical specimens and biopsies, and experience in the clinical lab. Prerequisite: OMS-II status and permission of department chair.

*Credits: 1*

### **PATH 212 Pathology Symposium (E)**

#### *Course*

This elective will allow students to gain an enhanced understanding of disease through small group-directed discussions and acquire skills critical to a physician's lifelong learning. Repeatable for credit with permission, up to 4 credits.

*Credits: 1*

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

#### *Course*

This elective course 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.

*Credits: 0.5*

### **PATH 220 Clinical Care Practicum - Pathology (E)**

#### *Independent Study*

This course is designed to provide students with early clinical exposure, supervised observation and training to further their understanding of Pathology. The experience takes 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 generally determined by the student in conjunction with the supervising physician.

*Credits: 2*

### **PATH 221 Clinical Care Practicum - Forensic Pathology (E)**

#### *Independent Study*

This course is designed to provide students with early clinical exposure, supervised observation and training to further their understanding of Forensic Pathology. The experience takes 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 generally determined by the student in conjunction with the supervising physician.

*Credits: 2*

### **PATH 222 Clinical Care Practicum - Transfusion Medicine (E)**

#### *Independent Study*

This course is designed to provide students with early clinical exposure,

supervised observation and training to further their understanding of Transfusion Medicine. The experience takes 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 generally determined by the student in conjunction with the supervising physician.

*Credits: 2*

### **PATH 224 Clinical Care Practicum - Surgical Pathology (E)**

#### *Independent Study*

This course is designed to provide students with early clinical exposure, supervised observation and training to further their understanding of Surgical Pathology. The experience takes 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 generally determined by the student in conjunction with the supervising physician.

*Credits: 2*

### **PATH 299 Pathology Research (E)**

#### *Independent Study*

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

*Credits: 1*

### **PATH 401 General Pathology (E)**

#### *Clerkship*

This elective acquaints students with the overall practice of hospital pathology. The wide range of choices must include the processing and interpretation of surgical pathology and hematology specimens. It may also include time on the necropsy, cytopathology, clinical chemistry, transfusion, and molecular pathology services. The experience will be valuable to students planning careers in any specialty, as they understand the mysteries hidden from many physicians "behind the paraffin curtain." Repeatable for credit with permission.

*Credits: 1-8*

### **PATH 401s General Pathology (S)**

#### *Clerkship*

This sub-internship acquaints students with the overall practice of hospital pathology. The wide range of choices must include the processing and interpretation of surgical pathology and hematology specimens. It may also include time on the necropsy, cytopathology, clinical chemistry, transfusion, and molecular pathology services. The experience will be valuable to students planning careers in any specialty, as they understand the mysteries hidden from many physicians "behind the paraffin curtain." Repeatable for credit with permission.

*Credits: 1-8*

### **PATH 402 Clinical Pathology (E)**

#### *Clerkship*

This elective acquaints students with clinical pathology laboratories, as well as provides an opportunity to concentrate in an area based upon the student's interest. The clerkship provides an opportunity to obtain an overview of clinical laboratory assays important for diagnosis and treatment of disease. Repeatable for credit with permission.

*Credits: 1-8*

### **PATH 402s Clinical Pathology (S)**

#### *Clerkship*

This sub-internship acquaints students with clinical pathology laboratories, as well as provides an opportunity to concentrate in an area based upon the student's interest. The clerkship provides an opportunity to obtain an overview of clinical laboratory assays important for

## Course Descriptions

diagnosis and treatment of disease. Repeatable for credit with permission.

*Credits: 1-8*

### **PATH 403 Anatomic Pathology (E)**

#### *Clerkship*

This elective introduces students to the field of anatomic pathology as it is practiced in the hospital setting. Students will help process tissues and practice making diagnoses. Repeatable for credit with permission.

*Credits: 1-8*

### **PATH 403s Anatomic Pathology (S)**

#### *Clerkship*

This sub-internship introduces students to the field of anatomic pathology as it is practiced in the hospital setting. Students will help process tissues and practice making diagnoses. Repeatable for credit with permission.

*Credits: 1-8*

### **PATH 404 Blood Banking (E)**

#### *Clerkship*

Students will become familiar with the operation of a blood bank and the interaction of the pathologist with the patient's health care team. Students will participate in the collection, processing, analysis, storage, selection and administration of blood components, and the workup of suspected transfusion reactions as performed by the laboratory team. Repeatable for credit with permission.

*Credits: 1-8*

### **PATH 404s Blood Banking (S)**

#### *Clerkship*

Students will become familiar with the operation of a blood bank and the interaction of the pathologist with the patient's health care team. Students will participate in the collection, processing, analysis, storage, selection and administration of blood components, and the workup of suspected transfusion reactions as performed by the laboratory team. Repeatable for credit with permission.

*Credits: 1-8*

### **PATH 405 Forensic Pathology (E)**

#### *Clerkship*

This elective provides extended training in forensic pathology in the setting of a medical examiner's office. During the clerkship, students will become active participants on the forensics team as the circumstances surrounding questionable deaths are reconstructed. Limited to two students per site. Repeatable for credit with permission.

*Credits: 1-8*

### **PATH 405s Forensic Pathology (S)**

#### *Clerkship*

This sub-internship provides extended training in forensic pathology in the setting of a medical examiner's office. During the clerkship, students will become active participants on the forensics team as the circumstances surrounding questionable deaths are reconstructed. Limited to two students per site. Repeatable for credit with permission.

*Credits: 1-8*

### **PATH 406 Hematopathology (E)**

#### *Clerkship*

This elective provides an opportunity for students to learn the basic approach to hematology-oncology patients primarily from the perspective of the clinical laboratory. Students will gain experience in the evaluation of hematology patients of all sorts, including those presenting with anemia, coagulation disorders, leukemia and/or lymphoma. Repeatable for credit with permission.

*Credits: 1-8*

### **PATH 406s Hematopathology (S)**

#### *Clerkship*

This sub-internship provides an opportunity for students to learn the

basic approach to hematology-oncology patients primarily from the perspective of the clinical laboratory. Students will gain experience in the evaluation of hematology patients of all sorts, including those presenting with anemia, coagulation disorders, leukemia and/or lymphoma.

Repeatable for credit with permission.

*Credits: 1-8*

### **PATH 407 Toxicology (E)**

#### *Clerkship*

This elective examines basic concepts of toxicology as they apply to environmental health. During the clerkship, students will become active participants on a pathology service with a focus on a variety of medical toxicology problems. Repeatable for credit with permission.

*Credits: 1-8*

### **PATH 407s Toxicology (S)**

#### *Clerkship*

This sub-internship examines basic concepts of toxicology as they apply to environmental health. During the clerkship, students will become active participants on a pathology service with a focus on a variety of medical toxicology problems. Repeatable for credit with permission.

*Credits: 1-8*

### **PATH 499 Pathology Research (E)**

#### *Independent Study*

Students research in an area of interest within pathology under the direction of a member of the faculty. Repeatable for credit with permission.

*Credits: 1-4*

### **PEDS 199 Pediatric Research (E)**

#### *Independent Study*

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

*Credits: 1*

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

#### *Course*

This elective course provides an introduction to newborn infants in clinical settings. Repeatable for credit with permission. Prerequisite: Completion of a minimum of three pre-clinical semesters of medical training.

*Credits: 1*

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

#### *Course*

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

*Credits: 1*

### **PEDS 220 Clinical Care Practicum: Pediatrics (E)**

#### *Independent Study*

This course is designed to offer students with early clinical exposure, supervised observation and training to further their understanding of Pediatrics. The experience takes 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 generally determined by the student in conjunction with the supervising physician.

*Credits: 2*

### **PEDS 299 Pediatric Research (E)**

#### *Independent Study*

This elective provides students with an opportunity to learn and/or improve research techniques in a pediatric setting. Students will be able

## Course Descriptions

to develop an individual project as part of a research team. Repeatable for credit with permission, up to 20 credits. Prerequisite: Permission of instructor.

*Credits: 1*

### **PEDS 301 Pediatrics**

*Clerkship*

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.

*Credits: 1-8*

### **PEDS 401 Neonatology (E)**

*Clerkship*

This elective clerkship provides students experience in admitting and managing patients in pediatric and neonatal intensive care units. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 401s Neonatology (S)**

*Clerkship*

This sub-internship provides students experience admitting and managing patients in pediatric and neonatal intensive care units. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 402 Pediatric Infectious Diseases (E)**

*Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in pediatric infectious diseases. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 402s Pediatric Infectious Diseases (S)**

*Clerkship*

This clerkship is offered as a sub-internship in pediatric infectious disease. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 403 Pediatric Hematology/Oncology (E)**

*Clerkship*

This elective clerkship provides an introduction to common hematologic problems and the management of more difficult and unusual hematological and oncologic problems of pediatric patients. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 403s Pediatric Hematology/Oncology (S)**

*Clerkship*

This sub-internship clerkship provides an introduction to common hematologic problems and the management of more difficult and unusual hematological and oncologic problems of pediatric patients. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 404 Pediatric Pulmonary Medicine (E)**

*Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in pediatric pulmonary diseases. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 404s Pediatric Pulmonary Medicine (S)**

*Clerkship*

This clerkship is offered as a sub-internship in pediatric pulmonary disease. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 405 Pediatric Gastroenterology (E)**

*Clerkship*

This elective rotation is designed to provide students experience in the management of a variety of acute and chronic diseases of the intestinal tract and liver. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 405s Pediatric Gastroenterology (S)**

*Clerkship*

This sub-internship provides students experience in the management of a variety of acute and chronic diseases of the intestinal tract and liver. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 406 Pediatric Neurology (E)**

*Clerkship*

This elective rotation provides students opportunities to improve evaluation and management skills for neurological problems of infancy, childhood, and adolescents. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 406s Pediatric Neurology (S)**

*Clerkship*

This sub-internship provides students opportunities to improve evaluation and management skills for neurological problems of infancy, childhood, and adolescents. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 407 Pediatric Rheumatology (E)**

*Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in pediatric rheumatology. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 407s Pediatric Rheumatology (S)**

*Clerkship*

This clerkship is offered as a sub-internship in pediatric rheumatology. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 408 Pediatric Genetics (E)**

*Clerkship*

This elective provides students clinical opportunities to focus on the evaluation and management of children with genetic disorders. Students will be exposed to genetic counseling, the evaluation of children with hereditary structural defects, and diagnosis and management of children with inborn errors of metabolism and developmental defects including common dysmorphologies. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 408s Pediatric Genetics (S)**

*Clerkship*

This elective provides students clinical opportunities to focus on the evaluation and management of children with genetic disorders. Students will be exposed to genetic counseling, the evaluation of children with hereditary structural defects, and diagnosis and management of children with inborn errors of metabolism and developmental defects including common dysmorphologies. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 409 Pediatric Critical Care Medicine (E)**

*Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in pediatric critical care medicine. Repeatable for credit with permission.

*Credits: 1-8*



## Course Descriptions

### **PEDS 409s Pediatric Critical Care Medicine (S)**

#### *Clerkship*

This clerkship is offered as a sub-internship in pediatric critical care medicine. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 410 Adolescent Medicine (E)**

#### *Clerkship*

This elective clerkship introduces students to the unique medical and emotional problems of the adolescent age group within the framework of normal growth and development. Training may include a range of experiences including obtaining patient histories, performing thorough physical examinations, formulating differential diagnoses, learning to make decisions based on appropriate laboratory and radiological studies and procedures, communicating with patients and members of the health care team. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 410s Adolescent Medicine (S)**

#### *Clerkship*

This sub-internship clerkship introduces students to the unique medical and emotional problems of the adolescent age group within the framework of normal growth and development. Training may include a range of experiences including obtaining patient histories, performing thorough physical examinations, formulating differential diagnoses, learning to make decisions based on appropriate laboratory and radiological studies and procedures, communicating with patients and members of the health care team at a more advanced level than the elective clerkship offering. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 411 General Pediatrics (E)**

#### *Clerkship*

This elective clerkship will provide students with additional experience with pediatric populations and may comprise inpatient, ambulatory, community, and nursery experiences depending upon the clerkship site. The clerkship will emphasize skills and knowledge required for general pediatrics. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 411s General Pediatrics (S)**

#### *Clerkship*

This sub-internship elective will provide students with additional experience with pediatric populations and may comprise inpatient, ambulatory, community, and nursery experiences depending upon the clerkship site. The clerkship will emphasize skills and knowledge required for general pediatrics. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 412 Pediatric Cardiology (E)**

#### *Clerkship*

This elective clerkship will expose students to a variety of children with suspected or confirmed congenital heart disease. Emphasis will be on history-taking, physical examination, and interpretation of electrocardiograms and X-rays, and may include exposure to echocardiography, cardiac catheterization, and electrophysiologic studies. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 412s Pediatric Cardiology (S)**

#### *Clerkship*

This sub-internship clerkship will expose students to a variety of children with suspected or confirmed congenital heart disease. Emphasis will be on history-taking, physical examination, and interpretation of electrocardiograms and X-rays; may include exposure to echocardiography, cardiac catheterization, and electrophysiologic studies at a more advanced level than the elective clerkship offering under the

same course ID. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 413 Pediatric Dermatology (E)**

#### *Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in pediatric dermatology. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 413s Pediatric Dermatology (S)**

#### *Clerkship*

This clerkship is offered as a sub-internship in pediatric dermatology. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 414 Pediatric Nephrology (E)**

#### *Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in pediatric nephrology. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 414s Pediatric Nephrology (S)**

#### *Clerkship*

This clerkship is offered as a sub-internship in pediatric nephrology. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 415 Developmental Pediatrics (E)**

#### *Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in developmental pediatrics. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 415s Developmental Pediatrics (S)**

#### *Clerkship*

This clerkship is offered as a sub-internship in developmental pediatrics. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 416 Pediatric Endocrinology/Metabolism (E)**

#### *Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in pediatric endocrinology/metabolism. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 416s Pediatric Endocrinology/Metabolism (S)**

#### *Clerkship*

This clerkship is offered as a sub-internship in pediatric endocrinology/metabolism. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 417 Pediatric Allergy/Immunology (E)**

#### *Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in pediatric allergy/immunology. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 417s Pediatric Allergy/Immunology (S)**

#### *Clerkship*

This clerkship is offered as a sub-internship in pediatric allergy/immunology. Repeatable for credit with permission.

*Credits: 1-8*

## Course Descriptions

### **PEDS 418 Pediatric Emergency Medicine (E)**

#### *Clerkship*

This elective reinforces previously learned skills and principles of addressing the undifferentiated emergency patient. Students acquire the skills to recognize truly ill patients requiring further inpatient management and distinguish them from those who can be treated and discharged. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 418s Pediatric Emergency Medicine (S)**

#### *Clerkship*

This clerkship is offered as a sub-internship in pediatric emergency medicine. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 419 Community Pediatrics (E)**

#### *Clerkship*

This elective clerkship is designed to provide students with the opportunity to participate in clinical observation and training in general pediatrics from a community-based perspective either at a health center or a school-based clinic. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 419s Community Pediatrics (S)**

#### *Clerkship*

This clerkship is offered as a sub-internship in community pediatrics. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 420 Medicine/Pediatrics (E)**

#### *Clerkship*

This elective clinical experience is designed to provide students with clinical exposure, observation and training to further their understanding of medicine/pediatrics. The experience takes 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 generally determined by the student in conjunction with the supervising physician. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 420s Medicine/Pediatrics (S)**

#### *Clerkship*

This sub-internship offers a fourth-year clinical experience designed to provide students with an increased level of patient care responsibility to further their understanding of medicine/pediatrics. Students serve as the primary physician under direct supervision of the attending, faculty or resident physician and may perform simple diagnostic procedures. Focus is on self-education and more advanced study of the discipline. The experience takes 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 generally outlined in the course curriculum. Repeatable for credit with permission.

*Credits: 1-8*

### **PEDS 499 Pediatric Research (E)**

#### *Independent Study*

Student research in an area of interest within pediatrics that is under the direction of a member of the faculty. Repeatable for credit with permission.

*Credits: 1-4*

### **PHAR 101 Deconstruct NSAID Anti-Inflam Drugs (E)**

#### *Course*

This course will introduce the history and development of non-steroidal anti-inflammatory drugs (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 alternative/complement to NSAIDs. This course will reinforce knowledge gained in cardiovascular and musculoskeletal sections of the curriculum and anticipate some of the content in the gastrointestinal sections of the curriculum.

*Credits: 1*

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

#### *Course*

This elective provides a framework within which MSI students may engage in pharmacology research projects or a variety of activities related to such research at KCU or other approved institution(s), and receive academic credit. Students are expected to participate in an ongoing research project or conduct their own study under approved mentorship. Repeatable for credit with permission, up to 15 credits.

*Credits: 2-5*

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

#### *Course*

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

*Credits: 1*

### **PHAR 215 Basic Pharm/Pharmacotherapeutics (E)**

#### *Course*

This elective 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.

*Credits: 0.5*

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

#### *Course*

This elective provides a framework within which MSII students may engage in pharmacology research projects or a variety of activities related to such research at KCU 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. Repeatable for credit with permission, up to 30 credits. Prerequisite: Instructor permission.

*Credits: 2-10*

### **PHAR 499 Pharmacology Research (E)**

#### *Independent Study*

Student research in an area of interest within pharmacology that is under the direction of a member of the faculty. Repeatable for credit with permission.

*Credits: 1-4*

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

#### *Course*

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

*Credits: 0.5*

### **PHYS 120 Core Concepts in Physiology I (E)**

#### *Course*

Core Concepts in Physiology I is designed to increase first year medical students' mastery of physiology as taught in Foundations of Medicine

## Course Descriptions

and Musculoskeletal. This course relies heavily on independent learning to review the core concepts required to understand future physiology material and to ensure that the students are able to use the concepts in critical thinking/diagnostic reasoning as required in future sections.

*Credits: 1*

### **PHYS 121 Core Concepts in Physiology II (E)**

#### *Course*

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

*Credits: 1*

### **PHYS 212 Foundations of Health Promotion II (E)**

#### *Course*

The purpose of this elective 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. Repeatable for credit with permission.

*Credits: 0.5*

### **PHYS 213 Advanced Topics in Physical Activity (E)**

#### *Course*

This elective is designed for students with interests in human performance, exercise physiology and sports medicine. This course is also available to Graduate level students as PHYS 513. Repeatable for credit with permission, up to 4 credits. Prerequisite: Instructor permission.

*Credits: 1*

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

#### *Course*

This elective 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.

*Credits: 1*

### **PHYS 499 Physiology Research (E)**

#### *Independent Study*

Student research in an area of interest within physiology that is under the direction of a member of the faculty. Repeatable for credit with permission.

*Credits: 1-4*

### **PMED 104 Introduction to PASW (SPSS) & Biomedical Statistics**

#### *Course*

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, re-code, combine, and calculate variables; assess normality of data, generate descriptive and inferential statistical analyses and associated output, export output, and be provided exposure to test interpretation. Prerequisite: Acceptance into KCU Student Summer Research Fellowship or instructor permission.

*Credits: 1*

### **PMED 204 Data Management using SPSS**

#### *Course*

Student summer research fellows and staff/faculty will develop a basic understanding of SPSS. Students will be able to calculate frequencies, crosstabulations, Student's t-tests, analysis of variance, regression analysis, and Chi-square test and be familiar with interpreting the data. Emphasis will be placed on the ability to collect, enter and analyze data using SPSS software. Repeatable for credit with permission.

*Credits: 1*

### **PMED 401 General Preventive Medicine (E)**

#### *Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in preventive medicine. Repeatable for credit with permission.

*Credits: 1-8*

### **PMED 401s General Preventive Medicine (S)**

#### *Clerkship*

This clerkship is designed to provide students with the opportunity to participate in clinical observation and training in preventive medicine as a sub-internship. Repeatable for credit with permission.

*Credits: 1-8*

### **PMED 402 Occupational Medicine (E)**

#### *Clerkship*

This elective clerkship provides exposure to a specialty concerned with healthcare of individuals in the workplace, home, and community. The elective will include recognition of hazards in the workplace and evaluation of individuals with occupational illness and injury. Participants will gain an understanding of the role of medical surveillance and prevention in workforce healthcare. Repeatable for credit with permission.

*Credits: 1-8*

### **PMED 402s Occupational Medicine (S)**

#### *Clerkship*

This sub-internship provides students exposure to a specialty concerned with healthcare of individuals in the workplace, home, and community. The elective will include recognition of hazards in the workplace and evaluation of individuals with occupational illness and injury. Participants will gain an understanding of the role of medical surveillance and prevention in workforce healthcare. Repeatable for credit with permission.

*Credits: 1-8*

### **PMED 403 Public Health (E)**

#### *Clerkship*

This elective clerkship allows students to become familiar with the important public health responsibilities of a community health department. Participants learn about the relationships between clinical practice and public health and the impact of policies on health care and health outcomes. Repeatable for credit with permission.

*Credits: 1-8*

### **PMED 403s Public Health (S)**

#### *Clerkship*

This sub-internship allows students to become familiar with the important public health responsibilities of a community health department. Participants will learn about the relationships between clinical practice and public health and the impact of policies on health care and health outcomes. Repeatable for credit with permission.

*Credits: 1-8*

### **PMED 404 Environmental Health (E)**

#### *Clerkship*

This elective clerkship allows students to become familiar with diagnosis, management, and investigation of environmentally-related diseases. Repeatable for credit with permission.

*Credits: 1-8*

## Course Descriptions

### **PMED 404s Environmental Health (S)**

#### *Clerkship*

This sub-internship allows students to become familiar with diagnosis, management, and investigation of environmentally-related diseases. Repeatable for credit with permission.

*Credits: 1-8*

### **PMED 405 Aerospace Medicine (E)**

#### *Clerkship*

This elective clerkship provides students exposure to a specialty concerned with the determination and maintenance of the health, safety and performance of those who fly in the air or in space with emphasis on the effects of the environmental and vehicular stresses on those who fly. Repeatable for credit with permission.

*Credits: 1-8*

### **PMED 405s Aerospace Medicine (S)**

#### *Clerkship*

This sub-internship provides students exposure to a specialty concerned with the determination and maintenance of the health, safety and performance of those who fly in the air or in space with emphasis on the effects of the environmental and vehicular stresses on those who fly. Repeatable for credit with permission.

*Credits: 1-8*

### **PMED 499 Preventive Medicine Research (E)**

#### *Clerkship*

This elective rotation is designed to provide the opportunity to participate in research in preventive medicine/public health. Research opportunities may focus on clinical or classical epidemiology. The department has several ongoing research projects. Repeatable for credit with permission.

*Credits: 1-4*

### **PSYC 301 Psychiatry**

#### *Clerkship*

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.

*Credits: 1-8*

### **PSYC 401 General Psychiatry (E)**

#### *Clerkship*

This elective clerkship introduces students to patients with mental illness and prepares them to provide general psychiatric care. Students will improve their ability to take a psychiatric history, conduct a mental status exam, formulate a biopsychosocial assessment, develop differential diagnoses, and formulate a treatment plan. Repeatable for credit with permission.

*Credits: 1-8*

### **PSYC 401s General Psychiatry (S)**

#### *Clerkship*

This sub-internship introduces students to patients with mental illness and prepares them to provide general psychiatric care. Students will improve their ability to take a psychiatric history, conduct a mental status exam, formulate a biopsychosocial assessment, develop differential diagnoses, and formulate a treatment plan. Repeatable for credit with permission.

*Credits: 1-8*

### **PSYC 402 Pediatric Psychiatry (E)**

#### *Clerkship*

This elective clerkship introduces commonly encountered psychiatric disorders of childhood. Students will gain additional experience interviewing children, adolescents, and families as well as enhanced

diagnostic skills for psychiatric illness in children and adolescents. Repeatable for credit with permission.

*Credits: 1-8*

### **PSYC 402s Pediatric Psychiatry (S)**

#### *Clerkship*

This sub-internship introduces students to commonly encountered psychiatric disorders of childhood. Students will gain additional experience interviewing children, adolescents, and families as well as enhanced diagnostic skills for psychiatric illness in children and adolescents. Repeatable for credit with permission.

*Credits: 1-8*

### **PSYC 499 Psychiatry Research (E)**

#### *Independent Study*

Student research in an area of interest within psychiatry that is under the direction of a member of the faculty. Repeatable for credit with permission.

*Credits: 1-4*

### **PSYD 104 Psychopathology**

#### *Course*

This course provides students with theory and research underlying psychopathology. Topics include introduction to categorical vs. dimensional classification of psychopathology, dual diagnoses, DSM-5 diagnoses and their diagnostic differentiation, suicidality, and stigma. DSM-5 diagnoses are presented from a biopsychosocial perspective, with an emphasis on the role of interdisciplinary involvement in assessment and treatment. The influence of individual diversity on psychopathology will be highlighted.

*Credits: 2*

### **PSYD 107 Ethical Issues in Psychology**

#### *Course*

Legal, ethical, and professional issues are discussed in the context of the delivery of mental health services. These issues include American Psychological Association ethical standards, privacy issues, confidentiality, mental health codes, mental health law and legislation, licensure, ethical standards in research, confidentiality in insurance and managed care contexts, and ethical standards in private practice, schools, hospitals and clinics, community settings, and government.

*Credits: 2*

### **PSYD 110 Intelligence Testing**

#### *Course*

This course introduces the student to the theory, administration, scoring, and interpretation of standard intelligence tests. Intellectual assessment scales examined include the Stanford-Binet, and the various Wechsler Scales. Basic interpretation and report writing skills are developed and assessed. Biopsychosocial, cultural, ethnic, and disability factors affecting test validity and interpretation are also examined. The purpose of this course is to emphasize the use of clinical instruments to assess cognitive functioning of children and adults. It consists of lectures, demonstrations, practice administrations, and individual checkouts of competencies in test administration. Corequisite: PSYD 156.

*Credits: 2.5*

### **PSYD 112 History & Systems**

#### *Course*

This course is a survey of the historical development of both experimental and clinical psychology. Major systems of psychology include sensory-perceptual psychology (Gestalt), Freudian, psychodynamic, behavioral, cognitive, social, family, humanistic, and existential. Major theorists such as Freud, Adler, Jung, Maslow, Skinner, Piaget, Beck, and Meichenbaum are examined.

*Credits: 2*

### **PSYD 120 Tests & Measurements I**

#### *Course*

## Course Descriptions

This is the first course in a two course sequence about the measurement of individual differences designed for students in the clinical psychology program. This course examines the philosophical, historical, and methodological foundations of psychological testing, assessment, and measurement. The course focuses on the statistical basis of validity, reliability, tests of intelligence, personality assessment, counseling and assessment, neuropsychological assessment, computer-assisted assessment, and the assessment of persons with disabilities.

*Credits: 2*

### **PSYD 121 Tests & Measurements II**

#### *Course*

This course continues the examination of the measurement of individual differences focusing on the measurement of behavior, affect, achievement, relationships, attitudes, traits, and self-concept that are appropriate in clinical practice. The practical decision making process for clinicians will be emphasized in the context of existing research findings to highlight measurements in various domains for individual change, adaptive testing, test bias, and understanding of cultural influences on test construction, outcome, and recommendations. Prerequisite: PSYD 120.

*Credits: 2*

### **PSYD 130 Research Methodology**

#### *Course*

This course is a survey of the methods used in empirical and clinical research, program evaluation, and intervention outcome studies. Students will learn both experimental and quasi-experimental designs. Strategies for research design, subject selection, and some statistical analysis will also be examined.

*Credits: 2*

### **PSYD 132 Statistics I**

#### *Course*

The course examines basic statistical measures including parametric and nonparametric tests at both the theoretical and applied levels. The course will allow the student to understand the statistical methods used in clinical research. Emphasis is placed on the preparation of the students for their own clinical dissertation research.

*Credits: 2*

### **PSYD 133 Statistics II**

#### *Course*

This course is designed to promote learning of additional statistical methods used to analyze and interpret quantitative data, focusing on the implementation of statistical methods for experimentation, research, and data-driven decision-making. Appropriate statistical software packages utilized as students will have the opportunity to explore practice datasets to apply the newly learned methods of analysis. Prerequisite: PSYD 132.

*Credits: 2*

### **PSYD 135 Personality Testing**

#### *Course*

This course is designed to introduce students to the concepts and applications of personality assessment. This course is intended to provide a thorough understanding of theory and concepts relevant to objective and projective personality assessment, as well as to build the skills needed to administer, score, and interpret prominent personality inventories. The course is hands-on and in addition to the administration and scoring of personality inventories students will be expected to demonstrate skill in writing integrative assessment reports. Prerequisite: PSYD 110.

Corequisite: PSYD 157.

*Credits: 2.5*

### **PSYD 140 Psychological Development I: Infancy-Childhood**

#### *Course*

This course introduces the student to the psychological development of infants and children. Students will be exposed to the biological aspects of early development as well as the development of language, intelligence,

social skills, and emotionality. Finally, this course will cover attachment, peer relationships, moral development, and gender development. At the end of this course, students will be able to describe developmental changes in the physical, cognitive, and emotional/social capacities of children over the course of infancy and childhood as well as some of the risk factors that may compromise normal development.

*Credits: 2*

### **PSYD 141 Psychological Development II: Adolescents-Adults**

#### *Course*

This course introduces students to development in adolescence and young adulthood from a biopsychosocial perspective. Topics covered include developmental theories, methodological issues in developmental research, physical, social, emotional, and cognitive changes from adolescence through young adulthood, personality and identity development, peer relationships, sexuality, romantic relationships/marriage, parenthood, and educational/occupational development. Diversity factors that help shape individual development will be highlighted. Prerequisite: PSYD 140.

*Credits: 2*

### **PSYD 142 Psychological Development III: Older Adults**

#### *Course*

This course introduces students to development in middle age and later life from a biopsychosocial perspective. Topics covered include theories of adult development and aging, methodological issues in aging research, physical, cognitive, social, and emotional, changes associated with aging, person-environment interactions, romantic relationships/marriage/divorce in this phase of life, parental issues with adult children, occupational changes and retirement, caregiving for aging parents and/or significant others, and end of life issues. Attitudes towards aging, diversity within middle aged and older adults, the array of factors that shape development over the life-span, including cohort differences, and the role of interdisciplinary collaboration in care of middle age and older adults will be emphasized. Prerequisite: PSYD 141.

*Credits: 2*

### **PSYD 151 Research Methods II**

#### *Course*

This course continues the examination of research methods utilized in psychological research focusing on critically evaluating peer-reviewed empirical and clinical research. Students are expected to become proficient consumers of psychological science in order to identify empirical support for evidence-based practice. Emphasis is placed on the preparation of students for their qualifying examinations and clinical dissertation research. Prerequisites: PSYD 130, PSYD 132.

*Credits: 2*

### **PSYD 153 Professional Issues in Psychology & Career Development**

#### *Course*

A first year seminar course discussing the issues, concerns and controversies impacting the current practice of professional psychology at the state and national levels. Students will become aware of the responsibilities and accountabilities of being a psychology student in training as well as the importance of time management and self-care. Prerequisite: PSYD 107.

*Credits: 2*

### **PSYD 156 Psychological Assessment Seminar I**

#### *Course*

This course will focus on helping students to integrate multiple sources of assessment data (e.g., clinical interview, multiple tests, and behavioral observations) to write comprehensive clinical reports including diagnostic impressions, initial case formulation, and recommendations. The importance of individual diversity as it applies to interpretation and understanding of assessment information will be emphasized. Repeatable for credit, up to 1 credit. Corequisite: PSYD 110.

*Credits: 0.5*

## Course Descriptions

### **PSYD 157 Psychological Assessment Seminar II**

#### *Course*

This course will focus on helping students to integrate multiple sources of assessment data (e.g. clinical interview, multiple tests, and behavioral observations) to write comprehensive clinical reports including diagnostic impressions, initial case formulation, and recommendations. This seminar serves as a supplement to PSYD 135 Personality Testing. The importance of individual diversity as it applies to interpretation and understanding of assessment information will be emphasized. Repeatable for credit, up to 1 credit. Corequisite: PSYD 135.

*Credits: 0.5*

### **PSYD 158 Theories of Counseling**

#### *Course*

From a historical basis, this course introduces the student to the various psychotherapeutic traditions. Treatment approaches examined include psychoanalytic, psychodynamic, Gestalt, behavioral, cognitive/behavioral, interpersonal, and others. Through lecture and multi-media presentations, the student will be exposed to the fundamental aspects of each treatment approach. Also reviewed is the current literature on empirically verified treatment approaches as well as issues related to culture, ethnicity, gender, and disabilities. Prerequisites: PSYD 104 and PSYD 107.

*Credits: 2*

### **PSYD 162 Clinical Appraisal & Interviewing**

#### *Course*

This course provides the clinical psychology trainee with a comprehensive approach to learning the techniques of clinical interviewing and diagnostic assessment. The student will learn what questions to ask and how to structure and guide the clinical interview. Development of clinical interviewing skills is both didactic and experiential with the student conducting mock interviews of patients. Students are introduced to diagnostic assessment, active listening, psychological inference and basic report writing. Prerequisites: PSYD 104 and PSYD 107.

*Credits: 2*

### **PSYD 166 Physiological Psychology**

#### *Course*

This course addresses the biological basis of normal and abnormal behavior. It provides information on the different physiological systems involved in behavior and cognition and will allow the student to understand the basic processes and applications of the physiology involved in psychology. The primary focus will be examining brain structure, chemistry and function. Topics of psychiatric disease, neurodegenerative disease, and psychopharmacology will also be covered.

*Credits: 2*

### **PSYD 168 Cognitive-Affective Bases of Behavior I**

#### *Course*

The course will examine the basic, central themes of cognitive psychology and how emotion/affect relate to these themes. Learning, perception, memory, and mental representations will be covered as well as how these aspects of cognition may be function in different populations.

*Credits: 2*

### **PSYD 202 Development of Racial & Ethnic Identity**

#### *Course*

This course examines the importance of racial and ethnic identity, what dynamics shape racial and ethnic identity, and how racial and ethnic identity relate to individual and group human behavior. This course will utilize theoretical and empirical literature to explore issues of race and ethnicity in order to understand what they are, how they are developed, what they mean to people, and what kind of individual awareness each of us has of our racial and ethnic identity. Prerequisites: PSYD 107 and

PSYD 153.

*Credits: 2*

### **PSYD 205 Social & Cultural Bases of Behavior**

#### *Course*

This course will cover the fundamental theories and research conducted in social psychology including the influence of socioeconomic, diversity, and cultural influences on behavior. Students will demonstrate an understanding of the origins of social psychology, major areas of study within social psychology, and how social psychological research is conducted.

*Credits: 2*

### **PSYD 209 Child Psychology**

#### *Course*

This course will cover a broad overview of child psychopathology, including a focus on basic concepts, major theoretical approaches, and issues related to classification and assessment. The course covers major childhood disorders (e.g., ADHD, Major Depression, Disruptive Mood Dysregulation Disorder, Anxiety, Neurodevelopmental Disorders, Childhood Schizophrenia), as well as less common mental health issues (i.e., pica, Trichotillomania, Intellectual Disabilities). Additionally, this course will explore evidence-based treatments and interventions to address emotional difficulties common to children. Varied theoretical orientations and experiential activities will be utilized to provide students with a breadth of exposure to case conceptualization and treatment approaches within the course. Prerequisites: PSYD 104 and PSYD 162.

*Credits: 2*

### **PSYD 215 Cognitive-Affective Bases of Behavior II**

#### *Course*

This course continues to explore theories of Cognition and Affect by examining how humans process information and organize their knowledge and emotional experiences. Topics in this course will build upon the topics covered in Cognitive-Affective Bases of Behavior I. Topics include the process and representations involved in memory, concept formation, speech and language, problem solving, creativity, reasoning, and emotion. Further, much of the focus will be on how emotion affects cognitive functioning. Peer reviewed literature from cognitive psychology, cognitive neuropsychology, and emotion research will be utilized. Prerequisites: PSYD 168.

*Credits: 2*

### **PSYD 221 Diagnostic Practicum I (E)**

#### *Course*

Each practicum is designed to provide the practical clinical experiences that are appropriate for the training of practitioners in clinical psychology. Each practicum is offered for students attending an externship in the summer quarter if required by the external site. Prerequisites: PSYD 104, PSYD 107, PSYD 110, PSYD 135, PSYD 156, and PSYD 162.

*Credits: 0.5*

### **PSYD 222 Diagnostic Practicum II**

#### *Course*

Each practicum is designed to provide the practical clinical experiences that are appropriate for the training of practitioners in clinical psychology. Each practicum is offered for students attending an externship in the summer quarter if required by the external site. Prerequisites: PSYD 104, PSYD 107, PSYD 110, PSYD 135, PSYD 156, and PSYD 162.

*Credits: 0.5*

### **PSYD 223 Diagnostic Practicum III**

#### *Course*

Each practicum is designed to provide the practical clinical experiences that are appropriate for the training of practitioners in clinical psychology. Each practicum is offered for students attending an

## Course Descriptions

externship in the summer quarter if required by the external site.  
Prerequisites: PSYD 104, PSYD 107, PSYD 110, PSYD 135, PSYD 156, and PSYD 162.

*Credits: 0.5*

### **PSYD 224 Diagnostic Practicum IV**

*Course*

The therapy practicum sequence involves direct clinical experiences at an approved training location. Students are enrolled while completing the required therapy practicum. Prerequisite: PSYD 104, PSYD 107, PSYD 110, PSYD 135, PSYD 156, and PSYD 162.

*Credits: 0.5*

### **PSYD 230 Psychoanalytic Models**

*Course*

This course will cover psychoanalytic theories, including Freud, ego psychology, object relations theory and modern relational theories. Current research will be used to supplement the historical perspectives utilized in psychoanalytic models and how to apply theory to clinical practice. Prerequisites: PSYD 104, PSYD 107, PSYD 110, PSYD 135, and PSYD 162.

*Credits: 2*

### **PSYD 232 Systems Models**

*Course*

The family as a system will be reviewed by examining external and internal boundaries, internal hierarchy, self-regulation through feedback, and lifecycle changes. Theory and research will be discussed within the context of relevant cultural, age, gender, and ethnic factors. Prerequisites: PSYD 107 and PSYD 209.

*Credits: 2*

### **PSYD 234 Cognitive Behavioral Therapy**

*Course*

This course covers some of the various theories and therapies that fall under the cognitive or cognitive-behavioral umbrella. Using an evidence-based practice model, it also reviews the current research supporting the use of a cognitive psychotherapy approach with different diagnostic conditions in diverse populations. Students will also be introduced to some of the specific techniques utilized within cognitive-behavioral therapies and will be given an opportunity to practice applying these techniques in role plays and other classroom exercises. Prerequisites: PSYD 104, PSYD 112, and PSYD 162.

*Credits: 2*

### **PSYD 240 Racism, Oppression, & Social Justice**

*Course*

This course defines social justice and explores its importance in the development of race, ethnicity, and class. Multiple forms of social oppression will be examined including race, sex and gender, and sexual orientation and identity. Students will be challenged through lecture, discussion, and writing to examine strategies for change. Prerequisites: PSYD 107 and PSYD 202.

*Credits: 2*

### **PSYD 243 Behavioral Therapy Seminar**

*Course*

This advanced course will examine the application of learning theory to behavior therapy and CBT as applied to a variety of psychopathologies, behavior disorders, and other mental health conditions in adults. Behavioral and cognitive-behavioral therapy techniques shown to be most effective in the treatment/remediation of symptoms and psychopathological conditions will be introduced. Also examined will be how behavior therapy is applied to various, sometimes underserved populations such as individuals with chronic mental illness and individuals with different ethnic, racial, or cultural backgrounds. Prerequisites: PSYD 104, PSYD 107, PSYD 110, and PSYD 162.

*Credits: 2.5*

### **PSYD 247 Lesbian, Gay, Bisexual, & Transgender Issues**

*Course*

This course will begin by examining the major historical events of psychology and sexual orientation. Issues specific to the development of LGBTQ individuals will be covered as well as how to take these issues into consideration when developing case conceptualizations and treatment plans for these individuals. Further, students will demonstrate an understanding of how social and cultural factors influence the development of sexual orientation through classroom lecture, discussion, and writing. Prerequisites: PSYD 107 and PSYD 240.

*Credits: 1.5*

### **PSYD 251 Group Dynamics & Interventions**

*Course*

This course explores group development, dynamics, and theories in relation to group guidance, group counseling, and group therapy. Students will be introduced to different types of groups. Ethical, legal, and multicultural issues as they apply to group interventions are examined. Leadership styles, techniques, and roles within a group will also be discussed. This course utilizes a hands-on approach where students learn about group processes via group exercises in class. Prerequisites: PSYD 232.

*Credits: 2*

### **PSYD 260 Program Evaluation Techniques**

*Course*

This course explores theory and techniques for evaluating the effectiveness of programs. Students will demonstrate knowledge in the importance of utilizing outcomes to determine which programs should expand and which programs should scale down or discontinue. The goal of the course is to prepare students to demonstrate competence in the design, implementation, and evaluation of programs utilizing appropriate statistical techniques. Prerequisites: PSYD 130, PSYD 132, and PSYD 133.

*Credits: 2*

### **PSYD 264 Culturally-Competent Psychotherapy**

*Course*

This course addresses the importance of cultural awareness in working with patients from diverse backgrounds. Students will examine their own biases/prejudices that they may have towards other cultures. In addition, this course will work to enhance students' awareness of their own cultural background and its influences on behaviors and attitudes towards patients as well as promote recognition of the importance that culture plays in mental health promotion and treatment of illness. Prerequisites: PSYD 107, PSYD 202, PSYD 240, PSYD 247 and PSYD 162.

*Credits: 2*

### **PSYD 266 Health Psychology**

*Course*

This course explores the relationship between stress, health and illness. Implementing a biopsychosocial approach, health factors are assessed for the severity and recovery from illness. Health maintenance behaviors and the role of psychologists on a multidisciplinary health team are addressed.

*Credits: 2*

### **PSYD 270 Dissertation Development**

*Course*

This course focuses on the initial development of the Dissertation proposal. Students identify an area of clinical or empirical interest and develop a related focus of study for the Dissertation. Students receive guidance from their chair and members of their Dissertation committee. Prerequisites: PSYD 130, PSYD 132, PSYD 133, PSYD 120, and PSYD 121.

*Credits: 2*

## Course Descriptions

### PSYD 276 Clinical Neuropsychology

#### Course

This course reviews the major systems and structures of the brain and central nervous system. In addition to examining normal neurological functioning, the course discusses common impairments in cognition, language, and perception with neurological bases. Topics covered include neurological syndromes such as cerebral vascular accidents (CVAs), head trauma and concomitant brain injury, seizure disorders, and various forms of dementia. Case studies and neuropsychological test data highlight each syndrome.

*Credits: 2*

### PSYD 301 Supervision

#### Course

This course examines the supervisory processes and reviews the pertinent theories and practice models for supervision and consultation in a variety of employment settings. Prereqs: PSYD 107 and PSYD 153.

*Credits: 2*

### PSYD 307 Human Sexuality

#### Course

This course explores human sexuality as a central and multidimensional part of the human experience. Current theoretical approaches, research and empirically based interventions will be reviewed. Topics will include sexual behaviors, body image, vulnerability, sensuality, seduction, sexual function and dysfunction. The course will examine the role sexuality plays in psychotherapeutic relationships. Individual differences and cultural diversity will be addressed taking into account, age, ethnicity, and gender, cultural, religious and social influences. Prerequisites: PSYD 247.

*Credits: 2*

### PSYD 315 Psychology of Older Adults

#### Course

This course will introduce students to topics related to geropsychology. Topics covered will include theoretical, empirical, clinical, and training issues relevant to geropsychology, psychological problems in later life, the biological, psychological, cognitive, social, developmental, individual diversity factors to be considered in working with older adults, and the importance of geropsychology, as well as an interdisciplinary approach, in meeting the increasing health care needs of older adults. Prerequisites: PSYD 142, PSYD 166, and PSYD 276.

*Credits: 2*

### PSYD 325 Therapy Practicum I

#### Course

The therapy practicum sequence involves direct clinical experiences at an approved training location. Students are enrolled while completing the required therapy practicum. Students must complete a total of 9 credits in this sequence. Prerequisites: PSYD 222, PSYD 223, and PSYD 224.

*Credits: 0.5*

### PSYD 326 Therapy Practicum II

#### Course

The therapy practicum sequence involves direct clinical experiences at an approved training location. Students are enrolled while completing the required therapy practicum. Students must complete a total of 9 credits in this sequence. Prerequisites: PSYD 222, PSYD 223, PSYD 224, and PSYD 325.

*Credits: 0.5*

### PSYD 327 Therapy Practicum III

#### Course

The therapy practicum sequence involves direct clinical experiences at an approved training location. Students are enrolled while completing the required therapy practicum. Students must complete a total of 9 credits in this sequence. Prerequisites: PSYD 222, PSYD 223, PSYD 224, PSYD 325,

and PSYD 326.

*Credits: 0.5*

### PSYD 328 Therapy Practicum IV

#### Course

The therapy practicum sequence involves direct clinical experiences at an approved training location. Students are enrolled while completing the required therapy practicum. Students must complete a total of 9 credits in this sequence. Prerequisites: PSYD 222, PSYD 223, PSYD 224, PSYD 325, PSYD 326, and PSYD 327.

*Credits: 0.5*

### PSYD 334 Cases in Behavioral Analysis I

#### Course

A course designed to engage students in using their accumulated knowledge of counseling theory to analyze, evaluate, discuss and resolve selected behavioral cases. Simulated patients will be utilized throughout the course in order for students to demonstrate learned knowledge and skills. Prerequisites: PSYD 234 and PSYD 243.

*Credits: 2*

### PSYD 337 Cases in Behavioral Analysis II

#### Course

This course is the second in a series of two courses designed to engage students in using their accumulated knowledge of counseling theory to analyze, evaluate, discuss and resolve selected behavioral cases. Simulated patients will be utilized throughout the course in order for students to demonstrate learned knowledge and skills. Prerequisites: PSYD 234, PSYD 243, and PSYD 334.

*Credits: 2*

### PSYD 339 Psychopharmacology

#### Course

This course will introduce students to topics related to geropsychology. Topics covered will include theoretical, empirical, clinical, and training issues relevant to geropsychology, psychological problems in later life, the biological, psychological, cognitive, social, developmental, individual diversity factors to be considered in working with older adults, and the importance of geropsychology, as well as an interdisciplinary approach, in meeting the increasing health care needs of older adults. Prerequisites: PSYD 142, PSYD 166, and PSYD 276.

*Credits: 2*

### PSYD 350 Integrated Healthcare

#### Course

This course aims to develop student's knowledge and skill in integrated healthcare and will examine the evolution of the clinical psychologist into a functional member of a health care team. The course will also explore the various models that define Integrated Health Care such as: The Collaborative Care Model; the Primary Care Behavioral Health Model; and the Screening, Brief Intervention, & Referral to Treatment Model (SBIRT). Students will demonstrate competence in working with individuals from a diverse background who may experience health disparities how these may affect their success in an integrated healthcare setting. Finally, students will be exposed to common behavioral and cognitive interventions utilized in an integrated healthcare setting.

*Credits: 2*

### PSYD 352 Medical Illnesses in Late Life

#### Course

This course introduces students to issues related to health promotion and medical illness in later life. Topics covered include review of physical changes in later life, the prevention of disease and promotion of health behaviors, common chronic, acute, and terminal medical illnesses in later life, addressing subsequent impairment and disability, and the relationship between physical and psychological symptoms. Issues related to pain management, medication use, ethical dilemmas, diversity, health care disparities, and effective interdisciplinary collaboration in



## Course Descriptions

a variety of healthcare settings serving older adults are also addressed.

Prerequisites: PSYD 142 and PSYD 315.

*Credits: 2*

### **PSYD 355 Consultation**

*Course*

This course examines the consultative processes and reviews the pertinent theories and practice models for supervision and consultation in a variety of employment settings. A special focus on interprofessional consultation will be provided. Prerequisites: PSYD 350.

*Credits: 2*

### **PSYD 361 Neuroscience of Older Adults**

*Course*

This course focuses on the brain changes that occur with aging and how they influence cognitive, affective, motivational, social, and daily functioning of older adults. Research and theory related to cognitive neuroscience of aging will be introduced. Both normative and pathological brain changes, along with comorbid conditions, in older adults will be reviewed. How neuroscience research can inform cognitive assessment and interventions for older adults will be emphasized.

Prerequisites: PSYD 142, PSYD 166, PSYD 276, PSYD 315, and PSYD 352.

*Credits: 2*

### **PSYD 366 Behavioral & Functional Changes in Older Adults**

*Course*

This course will examine the complex physical, psychosocial and contextual factors related to behavioral and functional changes in older adults. Students will demonstrate knowledge of the normal changes associated with aging and their impact on mental health and well-being as well as day to day living. Emphasis will be placed on treatment planning from a behavioral change model and environmental modifications in order to promote, maintain or facilitate medication adherence, psychological interventions, medical interventions, occupational participation, safe community mobility, and safety in the home or facility. Additionally, students will be expected to demonstrate knowledge of integrated care for older adults through the identification of the roles for members of teams working with older adults and/or their caregivers (OTA, Nursing, PT, SW, MD, case manager) and mechanisms for referral. Prerequisites: PSYD 142, PSYD 166, PSYD 276, PSYD 315, PSYD 352, and PSYD 361.

*Credits: 2*

### **PSYD 369 Geropsychological Assessment**

*Course*

This course will provide students with research and theory underlying geropsychological assessment in psychological, cognitive, behavioral, social, and daily functioning domains. Topics covered will include differentiation of normal for pathological assessment, selection of screening and assessment tools that are appropriate for older adults, understanding the role of medical conditions, medications, sensory issues, context, diversity issues, source of information, and other factors that may impact test performance or symptom presentation, and the potential need for interdisciplinary assessment and referral. Assessment of decision-making capacity, suicidality, and elder abuse/neglect, and the ethical/legal issues involved with assessment will also be addressed. How to communicate results and practically implement feasible recommendations will be emphasized. Prerequisites: PSYD 142, PSYD 315, PSYD 352, PSYD 361, and PSYD 366.

*Credits: 2.5*

### **PSYD 370 Dissertation Development II**

*Course*

This course focuses on the initial development of the Dissertation proposal. Students identify an area of clinical or empirical interest and develop a related focus of study for the Dissertation. Students receive guidance from their chair and members of their Dissertation committee.

Prerequisites: PSYD 120, PSYD 121, PSYD 130, PSYD 132, PSYD 133, and PSYD 270.

*Credits: 2*

### **PSYD 373 Advocacy & Social Policy - Older Adults**

*Course*

This course focuses on advocacy and social policy issues relevant to work with older adults. Students will be presented with information related to access and reimbursement for health care services (Affordable Care Act, Medicare, Medicaid, working with insurance companies, Older Americans Act), financial (Social Security, etc.), legal, and transportation issues. Students also will become aware of important resources/organizations to help assist older adults. In addition, students will be presented with different models of service delivery for older adults to determine how to best adapt and flexibly advocate for older patients. Students will also be presented with strategies related to orchestrating change at an organizational level (needs assessment, implementation to meet needs, evaluation of implementation). Prerequisites: PSYD 142, PSYD 315, PSYD 352, PSYD 361, PSYD 366, and PSYD 369.

*Credits: 2*

### **PSYD 401 Diversity in Older Adults**

*Course*

This course examines the complex issues of aging and their unique impact on diverse older populations. The relationships between physical health, mental health, and access to resources (e.g., Social Security, Medicare, Medicaid) will be explored in conjunction with disparities within the older adult population. Through lecture, discussion, and writing, students will be asked to critically consider the distinct challenges facing many older adults of minority (e.g., racial/ethnic, sexual identity, gender, religious, non-traditional, family, etc.) backgrounds. Students will also be asked to problem solve and propose solutions to current U.S. social policies that fall short in addressing the needs of older minority adults. Prerequisites: PSYD 373.

*Credits: 2*

### **PSYD 405 LGBT Issues in Older Adults**

*Course*

This course will build upon the foundational concepts presented in PSYD 401. Students will review the major historical events of psychology and sexual orientation. Issues specific to the development of LGBTQ older adult individuals will be covered as well as how to take these issues into consideration when developing case conceptualizations and treatment plans specifically for older adults. Further, students will demonstrate an understanding of how social and cultural factors influence the development of sexual orientation for an older adult population.

Prerequisites: PSYD 401.

*Credits: 2*

### **PSYD 408 Geropsychological Intervention**

*Course*

This course focuses on psychological treatments for older adults. Empirically supported treatments for older adults will be reviewed, how to practically adapt and ethically implement these interventions with older adults, family members, and/or caregiving staff in a variety of settings will be introduced, and the role of interdisciplinary collaboration and integrated health care for geriatric patients will be emphasized. Topics covered include problems related to mood, anxiety, trauma, psychosis, neurocognitive disorders/delirium, personality, substance use, suicidality, sexual functioning, sleep, caregiving, elder abuse/neglect, and end of life issues. Prerequisites: PSYD 405.

*Credits: 2*

### **PSYD 415 Geropsychological Integrated Healthcare & Consultation**

*Course*

This course will focus on the crucial role of functioning effectively within an integrated health care team serving geriatric patients. Effective strategies to provide clarify referral needs and provide

## Course Descriptions

consultation on older patients in a broad range of settings will also be covered. Understanding diverse interdisciplinary roles and dynamics, communicating respectfully and effectively, and collaboratively addressing potential ethical/legal issues related to geriatric care will also be presented. Prerequisites: PSYD 408.

*Credits: 2*

### **PSYD 420 Advanced Practicum I**

*Course*

The advanced practicum involves direct clinical experiences at an approved training location. Prerequisites: PSYD 325, PSYD 326, PSYD 327, and PSYD 328.

*Credits: 0.5*

### **PSYD 421 Advanced Practicum II**

*Course*

The advanced practicum involves direct clinical experiences at an approved training location. Prerequisites: PSYD 420.

*Credits: 0.5*

### **PSYD 422 Advanced Practicum III**

*Course*

The advanced practicum involves direct clinical experiences at an approved training location. Prerequisites: PSYD 420 and PSYD 421.

*Credits: 0.5*

### **PSYD 423 Advanced Practicum IV**

*Course*

The advanced practicum involves direct clinical experiences at an approved training location. Prerequisites: PSYD 420, PSYD 421, and PSYD 422.

*Credits: 0.5*

### **PSYD 440 Dissertation I**

*Independent Study*

Ongoing work towards the completion of the Dissertation during the fourth year of the program. Prerequisites: PSYD 130, PSYD 132, PSYD 133, PSYD 270, and PSYD 370.

*Credits: 1.5*

### **PSYD 441 Dissertation II**

*Independent Study*

Ongoing work towards the completion of the Dissertation during the fourth year of the program. Prerequisites: PSYD 130, PSYD 132, PSYD 133, PSYD 270, PSYD 370, and PSYD 440.

*Credits: 1.5*

### **PSYD 442 Dissertation III**

*Independent Study*

Ongoing work towards the completion of the Dissertation during the fourth year of the program. Prerequisites: PSYD 130, PSYD 132, PSYD 133, PSYD 270, PSYD 370, and PSYD 441.

*Credits: 1.5*

### **PSYD 443 Dissertation IV**

*Independent Study*

Ongoing work towards the completion of the Dissertation during the fourth year of the program. Prerequisites: PSYD 130, PSYD 132, PSYD 133, PSYD 270, PSYD 370, and PSYD 442.

*Credits: 1.5*

### **PSYD 501 Internship I**

*Course*

The internship is a 12 month full-time commitment (2,000 hours) that is designed to provide an intensive clinical experience expanding upon the required didactic coursework, clerkship, diagnostic practicum, therapy practicum, and advanced practicum experiences. Prerequisites: PSYD 420, PSYD 421, PSYD 422, and PSYD 423.

*Credits: 1*

### **PSYD 502 Internship II**

*Course*

Review of new course including content, assessment, contact and credit hours for development of PsyD program. Prerequisites: PSYD 501.

*Credits: 1*

### **PSYD 503 Internship III**

*Course*

The internship is a 12 month full-time commitment (2,000 hours) that is designed to provide an intensive clinical experience expanding upon the required didactic coursework, clerkship, diagnostic practicum, therapy practicum, and advanced practicum experiences. Prerequisites: PSYD 502.

*Credits: 1*

### **PSYD 504 Internship IV**

*Course*

The internship is a 12 month full-time commitment (2,000 hours) that is designed to provide an intensive clinical experience expanding upon the required didactic coursework, clerkship, diagnostic practicum, therapy practicum, and advanced practicum experiences. Prerequisites: PSYD 503.

*Credits: 1*

### **PSYD 540 Dissertation Continuation I**

*Independent Study*

This course sequence is reserved for students on internship needing additional time for completion of the required Dissertation. Prerequisites: PSYD 443.

*Credits: 1.5*

### **PSYD 541 Dissertation Continuation II**

*Independent Study*

This course sequence is reserved for students on internship needing additional time for completion of the required Dissertation. Prerequisites: PSYD 540.

*Credits: 1.5*

### **PSYD 542 Dissertation Continuation III**

*Independent Study*

This course sequence is reserved for students on internship needing additional time for completion of the required Dissertation. Prerequisites: PSYD 541.

*Credits: 1.5*

### **PSYD 543 Dissertation Continuation IV**

*Independent Study*

This course sequence is reserved for students on internship needing additional time for completion of the required Dissertation. Prerequisites: PSYD 542.

*Credits: 1.5*

### **RADI 220 Clinical Care Practicum: General Radiology**

*Independent Study*

This elective clinical care practicum is a clinical experience designed to provide shadowing opportunities for students to further observe skills learned in the first-year curriculum. These skills include taking a medical history, performing a physical exam, and exposure to the business side of medicine in a private practice.

*Credits: 2-8*

### **RADI 401 General Radiology (E)**

*Clerkship*

This elective clerkship introduces a working knowledge of the role that each medical imaging modality plays with respect to the diagnostic evaluation and treatment of patients. Students practice image interpretation and gain an appreciation of how different examinations are performed. It also underscores the concepts of medical imaging science, instrumentation, and radiation safety. Repeatable for credit with

## Course Descriptions

permission.

*Credits: 1-8*

### **RADI 401s General Radiology (S)**

#### *Clerkship*

This clerkship is designed to provide students with the opportunity to participate in clinical observation and training in radiology as a sub-internship. Repeatable for credit with permission.

*Credits: 1-8*

### **RADI 402 Pediatric Radiology (E)**

#### *Clerkship*

This elective introduces students to specialized clinical science and techniques to facilitate effective diagnostic radiologic examination of infants, children and adolescents. Repeatable for credit with permission.

*Credits: 1-8*

### **RADI 402s Pediatric Radiology (S)**

#### *Clerkship*

This sub-internship introduces students to specialized clinical science and techniques to facilitate effective diagnostic radiologic examination of infants, children and adolescents. Repeatable for credit with permission.

*Credits: 1-8*

### **RADI 403 Nuclear Medicine (E)**

#### *Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in nuclear medicine. Repeatable for credit with permission.

*Credits: 1-8*

### **RADI 403s Nuclear Medicine (S)**

#### *Clerkship*

This clerkship is designed to provide students with the opportunity to participate in clinical observation and training in nuclear medicine as a sub-internship. Repeatable for credit with permission.

*Credits: 1-8*

### **RADI 404 Interventional Radiology (E)**

#### *Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in interventional radiology. Repeatable for credit with permission.

*Credits: 1-8*

### **RADI 404s Interventional Radiology (S)**

#### *Clerkship*

This clerkship is designed to provide students with the opportunity to participate in clinical observation and training in interventional radiology as a sub-internship. Repeatable for credit with permission.

*Credits: 1-8*

### **RADI 405 Body Imaging (E)**

#### *Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in body imaging. Repeatable for credit with permission.

*Credits: 1-8*

### **RADI 405s Body Imaging (S)**

#### *Clerkship*

This clerkship is designed to provide students with the opportunity to participate in advanced study in body imaging as a sub-internship. Repeatable for credit with permission.

*Credits: 1-8*

### **RADI 406 Radiation Oncology (E)**

#### *Clerkship*

Students will rotate in elected clinical settings to fulfill course

requirements. Radiology preceptors will specify site requirements and see that students are provided with an appropriate level of clinical and didactic experiences. In order to successfully complete the clinical experience, all students must fulfill requirements specified by their preceptor and complete the required elements of the standardized curriculum. In fulfilling these requirements, students will gain an appreciation for appropriate utilization of a variety of diagnostic and treatment modalities. Required reading assignments are provided. Repeatable for credit with permission.

*Credits: 1-8*

### **RADI 406s Radiation Oncology (S)**

#### *Clerkship*

In this sub-internship, students will rotate in elected clinical settings to fulfill course requirements. Radiology preceptors will specify site requirements and see that students are provided with an appropriate level of clinical and didactic experiences. In order to successfully complete the clinical experience, all students must fulfill requirements specified by their preceptor and complete the required elements of the standardized curriculum. In fulfilling these requirements, students will gain an appreciation for appropriate utilization of a variety of diagnostic and treatment modalities. Required reading assignments are provided. Repeatable for credit with permission.

*Credits: 1-8*

### **RADI 499 Radiology Research (E)**

#### *Independent Study*

Student research in an area of interest within radiology under the direction of a member of the faculty. Repeatable for credit with permission.

*Credits: 1-4*

### **SURG 301 Surgery I**

#### *Clerkship*

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.

*Credits: 1-8*

### **SURG 302 Surgery II**

#### *Clerkship*

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

*Credits: 1-8*

### **SURG 401 General Surgery (E)**

#### *Clerkship*

This elective clerkship is an extension of the required third year surgery clerkship series (SURG 301 & 302) and will stress the pathophysiology and management of problems commonly encountered in the care of surgical patients. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 401s General Surgery (S)**

#### *Clerkship*

This sub-internship elective expands upon the required third year surgery clerkship series (SURG 301 & 302) and will stress the pathophysiology and management of problems commonly encountered in the care of surgical patients. Repeatable for credit without permission.

*Credits: 1-8*

### **SURG 402 Cardiovascular Surgery (E)**

#### *Clerkship*

## Course Descriptions

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in cardiovascular surgery.

*Credits: 1-8*

### **SURG 402s Cardiovascular Surgery (S)**

*Clerkship*

This clerkship is offered as a sub-internship in cardiovascular surgery. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 403 Otolaryngology/ENT (E)**

*Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in ENT. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 403s Otolaryngology/ENT (S)**

*Clerkship*

This clerkship is offered as a sub-internship in ENT. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 404 Ophthalmology (E)**

*Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in ophthalmology. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 404s Ophthalmology (S)**

*Clerkship*

This clerkship is offered as a sub-internship in ophthalmology. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 405 Thoracic Surgery (E)**

*Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in thoracic surgery. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 405s Thoracic Surgery (S)**

*Clerkship*

This clerkship is offered as a sub-internship in thoracic surgery. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 406 Urology (E)**

*Clerkship*

This elective provides students with an introduction to the diagnosis and management of benign and malignant disease of the urogenital system. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 406s Urology (S)**

*Clerkship*

This clerkship is offered as a sub-internship in the diagnosis and management of benign and malignant disease of the urogenital system. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 407 Neurosurgery (E)**

*Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in

neurosurgery. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 407s Neurosurgery (S)**

*Clerkship*

This clerkship is offered as a sub-internship in neurosurgery. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 408 Transplant Medicine (E)**

*Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in transplant medicine. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 408s Transplant Medicine (S)**

*Clerkship*

This clerkship is offered as a sub-internship in transplant medicine. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 409 Plastic Surgery (E)**

*Clerkship*

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in plastic surgery. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 409s Plastic Surgery (S)**

*Clerkship*

This clerkship is offered as a sub-internship in plastic surgery. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 410 Orthopedic Surgery (E)**

*Clerkship*

This elective clerkship is a four-week experience in the management of injury and illness of the musculoskeletal system. The student may be required to travel to the clinic, outpatient surgery center and/or hospital facility during his/her rotation time. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 410s Orthopedic Surgery (S)**

*Clerkship*

This sub-internship is a four-week experience in the management of injury and illness of the musculoskeletal system. The student may be required to travel to the clinic, outpatient surgery center and/or hospital facility during his/her rotation time. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 411 Proctology (E)**

*Clerkship*

This elective provides students with an introduction to the multidisciplinary management of benign and malignant disease of the colon, rectum and anus. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 411s Proctology (S)**

*Clerkship*

This sub-internship provides students with an introduction to the multidisciplinary management of benign and malignant disease of the colon, rectum and anus. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 412 Trauma Surgery (E)**

*Clerkship*

## Course Descriptions

This elective provides students the opportunity to gain experience in evaluating, stabilizing and treating the blunt and penetrating trauma patient. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 412s Trauma Surgery (S)**

*Clerkship*

This sub-internship provides students opportunities to gain experience in evaluating, stabilizing and treating the blunt and penetrating trauma patient. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 413 Pediatric Surgery (E)**

*Clerkship*

This elective provides students opportunities to better understand the management of surgical diseases in pediatric patients. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 413s Pediatric Surgery (S)**

*Clerkship*

This sub-internship provides students opportunities to better understand the management of surgical diseases in pediatric patients. Repeatable for credit with permission.

*Credits: 1-8*

### **SURG 499 Surgery Research (E)**

*Independent Study*

Student research in an area of interest within surgery that is under the direction of a member of the faculty. Repeatable for credit with permission.

*Credits: 1-4*