

## KCUMB COLLEGE CATALOG 2007-2008

This catalog is an official bulletin of Kansas City University of Medicine and Biosciences and is intended to provide general information. It contains policies, regulations, procedures and fees effective July 1, 2007.

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Students are responsible for observing the regulations contained herein; therefore, they are urged to read this catalog carefully. This catalog does not contain all institutional rules, regulations or policies for which student are responsible. Students should also consult the *KCUMB Student Handbook*. An electronic copy of this publication can be obtained at [www.kcumb.edu](http://www.kcumb.edu).

The University reserves the right to dismiss a student for cause at any time.

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# THE MISSION, VALUES AND HISTORY OF KCUMB

## **Mission Statement**

Kansas City University of Medicine and Biosciences, a private, not-for-profit institution of higher education founded in 1916, is a key urban partner in the Greater Kansas City community. We are committed to excellence in the education of highly qualified students in osteopathic medicine and the life sciences.

We are a community of students and teachers; scientists and scholars; physicians and health care professionals; administrators and staff, with a common conviction that ability is gained through knowledge; integrity is learned by example; and compassion and empathy are first received and then given.

We are united in our commitment to:

- Developing and sustaining the highest quality educational programs for the preparation of physicians, ethicists and scientists who are leaders in meeting the needs of an ever changing society;
- Maintaining a culture which embodies the principles and philosophy of our heritage, exemplifying humane, holistic and compassionate care;
- Contributing to the advancement of knowledge through research and scholarly activities;
- Developing the potential of students and faculty by sustaining a learning environment, which emphasizes educational and personal values and a striving toward excellence;

Fundamental to our mission is the preservation and renewal of human life.

Core Values:

- Leadership
- Humility
- Faith and Positivity
- Integrity
- Compassion
- Service

Recte Faciendo Neminem Time: Do right, fear nothing

## **History**

KCUMB was founded May 19, 1916, as The Kansas City College of Osteopathy and Surgery. In January 1921, the college moved to the present campus site just east of downtown. In November 1970, the name of the college was changed to The Kansas City College of Osteopathic Medicine, and again in July 1980 to The University of Health Sciences.

Since 1916 the University has awarded the doctor of osteopathic medicine degree to more than 7,000 graduates. Today's enrollment is approximately 1,000 students who come from nearly every state in the nation and several foreign countries. Women comprise approximately 50 percent of the student body.

KCUMB's College of Osteopathic Medicine is the oldest medical school in Kansas City, Mo., and the largest in the state of Missouri. The College of Biosciences, which graduated its first class of students in 2006, is evidence of the University's expanded commitment to the life sciences.

### **1916**

The Kansas City College of Osteopathy and Surgery is founded. George J. Conley, D.O., becomes the college's first president. Classes begin in a building at 7th and Wyandotte.

### **1917**

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

### **1921**

2105 Independence Avenue becomes the school's address.

### **1970**

KCCOS becomes The Kansas City College of Osteopathic Medicine.

### **1979**

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

### **1980**

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

### **1993**

Alumni Hall is renovated and opened as a computer-networked academic resource center.

### **1996**

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

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

### **1997**

The University holds its first White-Coating Ceremony to welcome first-year students to the study of medicine.

### **1998**

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

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

### **1999**

Alumni Hall is renamed Leonard Smith Hall.

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

### **2000**

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

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

An enhanced and reformulated curriculum is implemented with the Class of 2004.

### **2001**

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

### **2002**

Construction begins on a new Center for Research.

For the first time, alumni giving surpasses the national average - 27 percent.

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

### **2003**

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

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

Campaign 2000, the University's initial \$8-million capital campaign, ends with more than \$16 million in contributions.

### **2004**

The University launches a Health Policy Institute to lead discussions of national, regional and local health policy issues.

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

A new College of Biosciences focusing on biomedical research is added.

The Paul and Mary Dybedal Center for Research opens.

### **2005**

The University announces plans to build a Center for Clinical Competence, which will house state-of-the-art human patient simulators.

Weaver Auditorium is dedicated during Homecoming, honoring the dedication of late Board of Trustees chair Jack T. Weaver, D.O.; his wife, Mary; his son, H. Danny Weaver, D.O.; and his daughter-in-law, Debra S. Albers, D.O.

The first students in the University's new one-year master of science in biomedical sciences program begin their studies through the College of Biosciences.

### **2006**

The first students in the University's College of Biosciences receive their master of science in biomedical sciences degrees during the inaugural commencement ceremony.

The Center for Clinical Competence opens in the fall.

The College of Biosciences expands its offerings to include a two-year master of sciences in biomedical sciences.

### **2007**

The University introduces a D.O.-M.A. in bioethics dual-degree program.

The Center for Clinical Competence is renamed the Kesselheim Center for Clinical Competence.

The Vincent F. and Cleo V. D'Angelo Library is dedicated at Homecoming.

## ACADEMIC PROGRAMS

### **College of Osteopathic Medicine**

As the state's largest medical school and the oldest in Kansas City, KCUMB's College of Osteopathic Medicine has built a 90-year tradition of excellence. A state-of-the-art medical school, the College of Osteopathic Medicine is known for an educational environment emphasizing both academic excellence and the education of caring, compassionate physicians who place patients' needs above all other concerns.

In addition to helping students fulfill their dreams of becoming physicians, KCUMB's College of Osteopathic Medicine provides students with a variety of options for furthering their medical education.

#### ***Doctor of Osteopathic Medicine***

Through the College of Osteopathic Medicine's progressive and innovative Genesis curriculum, medical students develop clinical decision-making skills using an integrated, patient-centered approach to medicine that eliminates the artificial separation of the basic and clinical sciences.

Students pursuing the four-year doctor of osteopathic medicine program consistently perform well above national averages on board examinations, with 92 percent of KCUMB medical students matching with their first choice for residency programs.

More than 800 of KCUMB's approximately 7,000 College of Osteopathic Medicine graduates currently practice in the greater Kansas City area, and our physician graduates work in a wide range of medical specialties and subspecialties in premier medical centers throughout the United States.

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

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

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

The master of business administration in healthcare leadership program has been tailored to allow KCUMB medical students to complete the program in the same four-year timeframe as the doctor of osteopathic medicine program.

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

KCUMB's 2007 launch of the region's first graduate-level program in bioethics offers College of Osteopathic Medicine students the opportunity to concurrently earn a master of arts in bioethics, which explores moral values as they relate to research and the practice of medicine.

Students must complete 30 semester hours of course work, culminating with a three-hour capstone project.

### **College of Biosciences**

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

KCUMB's College of Biosciences prepares students for careers as research associates in major laboratories or advanced study in the health-care profession, including the studies of medicine, dentistry and veterinary medicine.

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

The College of Biosciences offers a master of science in biomedical sciences. Students interested in pursuing the accredited master of science in biomedical sciences can enroll in either a 12-month or 24-month track.

The 12-month track places emphasis on the acquisition of knowledge regarding state-of-the-art research methodologies and protocols, regardless of the field one chooses to enter. The 24-month track targets individuals interested in pursuing careers as research scientists, and includes coursework in biochemistry, cell biology, genetics, research design and ethics, research instrumentation and methodology, biostatistics and epidemiology.

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

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

The bioethics program provides students with a broad orientation to the interdisciplinary field of bioethics, including both philosophical and religious ethics, as well as contributions from the social sciences and medicine.

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

Students must complete 30 semester hours of course work, culminating with a three-hour capstone project, which is typically a thesis on a question of special interest to the student. Capstone projects could also include projects such as developing a video or curriculum.

## ACCREDITATION

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

KCUMB is also accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation. The AOA is the official accrediting agency for osteopathic

medicine approved by the United States Department of Education and by the Council of Post-Secondary Accreditation.

Questions or concerns regarding the University's accreditation should be directed to either the Higher Learning Commission of the North Central Association of Colleges and Schools or the American Osteopathic Association.

The American Osteopathic Association  
142 East Ontario  
Chicago, IL 60611-2864  
(800) 621-1773

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

## DIRECTORY INFORMATION

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 need to see.

Kansas City University of Medicine and Biosciences  
1750 Independence Ave.  
Kansas City, MO 64106-1453

(816)283-2000 – Main Switchboard  
(800)234-4847 – Toll-free  
(816)283-2484 – Fax  
[www.kcumb.edu](http://www.kcumb.edu)  
e-mail: [admissions@kcumb.edu](mailto:admissions@kcumb.edu)



# GENERAL INFORMATION

## **Bookstore**

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

## **Cafeteria**

The cafeteria is open to students, employees and visitors from 6:30 a.m. to 2 p.m., serving breakfast and lunch, except when posted. It is located in the Strickland Education Pavilion.

## **Library**

The KCUMB Library is open to students, faculty and associates from 7 a.m. to midnight, Monday-Friday, 9 a.m. to midnight on Saturday and noon to midnight on Sunday. Special hours during vacation periods and holidays will be posted in advance at the front entrance and on the Library Web site under "Library News." Trained Library personnel are available to answer questions and assist at all times. Reference requests are accepted by phone, mail, e-mail or in person. A variety of medical, biological, scientific, educational, and informational online databases and Web sites, as well as National Library of Medicine databases, are available to access through the Library Web site.

The Library provides photocopying capabilities at the nominal charge of five cents a copy. All photocopying in the Library is subject to the provisions of the U.S. Copyright Law (Title 17 U.S. Code). The Library does not give change for the use of the photocopy machine. Students are required to have exact change to use the copier (nickels, dimes, quarters, dollar bills).

The GoPrint system allows each student 2,000 free copies of printing per academic year. If the allotment is not used, it will not carry over into the next academic year. After the allowed amount has been used, there is a charge of eight cents per page regardless of whether one side or two sides are used. Extra GoPrint cards may be purchased at the Revalue Station located near the printers. The Revalue Station cards must be purchased with a single dollar bill, as the Revalue Station can only accept paper currency. Each card costs one dollar and will have a credit of 50 cents. Once the card has been purchased, it can be used multiple times to purchase additional printing for any amount. Cards are treated like cash, whoever holds the card may use it at any Print Pay Release Station.

The first floor of the KCUMB library contains:

- Computer Center (14 computers, two printers)
- Lounge Area (assorted newspapers and periodicals)
- Conference/Study Room
- Audiovisual/Interactive Media Center
- Photocopy Machine
- GoPrint Pay/Release Station and Revalue Station
- Student Fax Machine
- Student Scanner
- Osteopathic Collection
- Historical Medical Reference Collection

- CD/DVD, Slide, Audiocassette and Videocassette Collections
- Circulation Desk
- Office of the Director of the Library
- Office of the Digital Services/Reference Librarian
- Office of the Cataloger/Serials Librarian
- Interlibrary Loan Services
- Reference Collection
- Reserve Collection
- Model Collection
- Study Carrels
- Two Ethernet Laptop Computer Connections
- Basic Science Book Collection
- Fiction Collection (donated and shared by students)

The second floor of the Library contains:

- Clinical Science Book Collection
- Eight Ethernet Laptop Computer Connections
- Periodical Collection
- Study Carrels
- Computer Center (two computers)

Additional independent study rooms are located in the south wing on the first floor of the Strickland Educational Pavilion. Each study room is equipped with an ethernet laptop computer connection.

To better serve its customers, the Library has created a Web site on the Internet. The Library's Web address is <http://stillpoint.kcumb.edu>. The Web site contains the link to the KCUMB Library's Online Catalog, StillPoint. Customers can search for materials, save searches and search results, and link to other Web sites. Customers can review all new materials received by the Library during the previous three months through the "New Acquisitions" tab. Students can renew their materials online using the "My Account/Renewals" feature on the Web site. Many other services can be searched through the Library's Web site, including: Other Libraries (Osteopathic, Public and Medical/Educational/Scientific Libraries), Library Information, Board Review Materials, Websites (Title/Subject), digital databases and a CD-ROM/DVD Index by subject/title.

Some of the electronic resources accessed through the KCUMB Library Web site are:

- E-Journals
- E-Books
- CD-ROM/DVD Index by subject/title
- Web sites by subject
- Search All (simultaneous database/resource searching)
- PubMed (National Library of Medicine Database)
- OVID (online medical research tool)
- Google Scholar (search engine for scholarly research literature)
- ERIC (Education Resources Information Center)
- MDConsult (searches clinical information along with providing full-text access to many periodicals and e-books)
- FIRSTConsult (integrated with MDConsult and searches evidence-based clinical information)
- UpToDate (clinical reference)
- Access Medicine (special McGraw-Hill e-books, including Harrison's Online and USMLEasy)

- OSTMED-DR (Osteopathic literature)
- Alt-Health-Watch (complementary, alternative, and integrated approaches to health care and wellness)
- Images.MD (more than 50,000 high-quality medical images)
- MedCases (interactive Web-based program with simulated patient encounters and clinical cases)
- SPORTDiscus (bibliographic database, international in scope, covering all aspects of sport, fitness recreation and related fields)
- Exam Master (practice resource for taking the Boards)
- Human Anatomy (online interactive tutorial and reference program)
- Clinical Pharmacology (drug information resource)
- And much more...

The accessibility of materials to the largest number of customers is the prime consideration in the circulation policies of the Library. A quiet, academic environment conducive to study and research will be maintained. Therefore, the following rules and regulations will be enforced:

- The Library requires a valid KCUMB Student ID to be presented when materials are charged out.
- Food and drink are prohibited in the Library.
- The Library customer assumes complete responsibility for all charged out materials.
- Customer information is held in strict confidence.
- The second floor of the Library is a designated "Quiet Study Area."
- Library materials are due every 21 days.
- When materials are not available in the KCUMB Library, Interlibrary Loan services provide access to local, national and international collections. Charges and response times vary depending on the time the requests were made and the location from which they will be filled. All charges assessed will be based on fees charged to the Library to obtain the materials.
- Books, periodicals, slides, videocassettes, CD/DVDs, audiocassettes, models (heart, etc.), carousels, assorted audiovisual equipment, a portable OPP table, hand-held viewers and audiocassette players are available for customer use.
- Periodicals may not be charged out.
- Reserve materials may be charged out for a two-hour period, for in-Library use only.
- There is a 25-item limit on the number of materials that may be charged out by any one student.
- All Library materials may be renewed unless a "hold-reserve" is placed on the items or the items are overdue. When renewing materials through the "My Account/Renewal" option in the online catalog, remember to check the "Due" date in the "Status" column. The due date will not change if items are overdue, if the account has fines or if the item has a "hold" placed on it. There is no limit on the number of times an item may be renewed.

- If a due date falls on a day the Library is not open, the materials will be due the next working day.
- Fines will be issued on all Library materials retained past their due date.
  - The fine schedule is as follows:
    - \$.25 per day/per item
    - \$1 per day on "recalled items" beginning 24 hours after notification
- Fines must be paid promptly upon return of materials. Materials cannot be charged out or renewed until all fines are paid. Students are required to pay fines with exact change or by check.
- Fines will accumulate until materials are returned or declared lost.
- Students need Library clearance from all obligations in order to graduate.
- There will be a replacement charge plus a nonrefundable \$10 processing fee placed on each item declared lost or damaged.
- Notices of overdue items and/or fines will be sent through the campus e-mail account. It remains the student's responsibility to return materials on time and to contact the Library regarding any other issues needing to be resolved. All notices are sent to the student's campus e-mail account. Students are required to check their e-mail accounts on a regular basis. "Recalled" item notices will be given by e-mail and/or telephone call.
- If Library materials are needed, but already in use, the Library staff will place a "hold-reserve" on the materials. When needed materials become available, the Access Services/Serials Coordinator will notify the customer by e-mail. Materials "on hold" will be reserved for the requesting customer five days at the Circulation Desk; if not retrieved, the items will be returned to circulation.
- The telephone by the Circulation Desk is available for outgoing, local calls only.
- The photocopy machine can create transparencies. The Library does not provide transparency sheets, and only transparency film made for photocopiers can be used.
- A student fax machine is available in the Library. The fax number is (816) 471-6049. The Library personnel will assist in the use of this machine; however, the Library does not monitor incoming facsimiles. The fax machine is provided by the Department of Student Affairs and there is no charge to individual students.
- Technical educational assistance and training concerning Library resources are available for our customers. Classes are scheduled at the Circulation Desk.

The Library distributes a quarterly newsletter called "The BookBag" to faculty and students. This newsletter includes information on new acquisitions along with new services offered, new Web sites of interest and much more. "The BookBag" is also located on the Library's Web site under "Library News."

Library associates provide an atmosphere of quiet study, as well as providing all information services and collection access necessary to promote educational, research and clinical activities.

## **Office of Student Affairs**

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

## **Counseling and Support Services**

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

Students wishing to take advantage of this University-paid service need to contact the Director of Student Support and Development. All counseling referrals and sessions are confidential and not recorded in the student's file.

## **Learning Enhancement and Support Services**

The University is aware that academic challenges faced by students are potentially very intense. It is possible that this experience will be the first that will seriously challenge some students. Academic skills, including time management, study skills and test-taking skills, may need to be improved to achieve maximum success. Students seeking assistance in these areas are encouraged to pursue the following University-supported services.

A learning/education specialist is available to offer academic skills workshops, in addition to providing individual academic support as needed. It is suggested that students seek this support at the first sign of concern about academic performance abilities.

The Supplemental Instructor program provides limited tutoring at no cost to KCUMB students. Students are encouraged to request confidential tutoring at the first sign of poor academic performance or learning challenges.

## **Academic Dishonesty**

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

## **Attendance Policy**

KCUMB has an attendance policy for presence at classes,

laboratories, educational activities and events. These policies are outlined in a separate publication, the *KCUMB Student Handbook*.

## **Blackboard Online Education ([blackboard.kcumb.edu](http://blackboard.kcumb.edu))**

Blackboard is the online, distance education software package that KCUMB uses to provide supplemental instruction to students. Blackboard is an integral part of the multimedia learning process.

## **Conduct, Responsibility and Discipline**

The University expects all students to be responsible individuals who possess the highest standards of integrity, honesty and personal conduct. These traits are prerequisites to independent learning, professional development, the successful performance of academic and clinical assignments, and the conduct of one's personal life. Accordingly, students are expected to adhere to a standard of behavior consistent with the University's high standards at all times off and on campus. Compliance with institutional rules and regulations, in addition to city, state and federal laws, is expected of all students.

## **Dress Code**

All students are expected to maintain the highest standards of professional appearance at all times. During years one and two and while on campus, COM students are required to wear scrubs or white coats with appropriate dress. All COB students are required to wear appropriate dress. Appropriate dress for all KCUMB students includes business slacks with open-collar shirt for men, and business slacks or skirt with professional shirt or sweater for women. Jeans, tank tops, low-cut shirts, short skirts and hats are not permitted. Appropriate dress for clerkships will be addressed during clerkship orientation.

## **Employment**

Students are strongly discouraged from seeking employment during the academic year. Curriculum requirements generally preclude employment.

## **Firearms, Explosives and Weapons**

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

## **Lost and Found**

Lost and found services are administered by the Security Department, which is located on the first floor of the Administration Building. Unclaimed items will be disposed of after six months.

## Mailboxes/Lockers

Mailboxes for COM students are located on the first floor of the Administration Building. Lockers for COM students are located in Smith Hall and the Strickland Education Pavilion for storage use. Students are allowed to use one locker and are responsible for supplying their own lock. Security, with the guidance of the Office of Student Affairs, has the authority to cut off any lock that is not registered with the office. Lockers with mail slots for biomedical sciences and bioethics students are located in the lecture hall. The Office of Student Activities will issue respective students their mailbox numbers and combinations. Mailboxes should be checked once a week at a minimum. Students who do not check their mailboxes frequently may face disciplinary actions and lose privileges.

## Mentoring Services

In addition to faculty advisors, KCUMB offers all medical students two other mentoring options. All first-year students are assigned to a Big Brother/Big Sister, who is a second-year student. Students are also encouraged to participate in alumni mentoring opportunities sponsored by the Advancement and Alumni Relations Office.

## Non-Discrimination Policy

KCUMB is committed to providing an academic and employment environment in which students and employees are treated with courtesy, respect and dignity. It is the policy of the University that no student shall, because of gender, race, color, creed, handicap or national origin, be excluded from participation in, be denied the benefit of or be subjected to discrimination in any program sponsored by the University. Inquiries regarding compliance must be directed to the Executive Vice President for Institutional Development and Executive Dean, Graduate Studies, who is the coordinator of the University's non-discrimination program.

Inquiries regarding compliance with the sex discrimination provisions of Title IX of the Education Amendments of 1972 and Handicap Discrimination provision of Section 504 also may be directed to the Executive Vice President for Institutional Development and Executive Dean, Graduate Studies, or to:

Director of Civil Rights  
United States Department of Education  
Region VII  
Kansas City, MO 64106

## Parking

The University recognizes the conveniences of on-campus parking. For this reason, KCUMB makes parking available for employees and students. Each parking area has been designated for a group of individuals and is identified as reserved, visitor, employee or student. Parking choices are available to individuals on a first-come, first-served basis, except those individuals who are assigned reserved parking spaces within designated parking lots.

## Policies

The KCUMB *Student Handbook* covers policies governing

student conduct and responsibilities. The handbook is published yearly and may be amended at any time without prior notice.

The *OCCE Policies and Procedures Manual* is prepared under the auspices of the Executive Vice President for Research and Medical Affairs, and Dean of the College of Osteopathic Medicine. This document governs policies and practices for clinical clerkships.

## Programmatic Concerns

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

## Publications/Media Relations

The printing or distribution of any publication, or the use of the University name, logo or seal by students, must have the prior approval of the Executive Director of Marketing.

Students, faculty and associates are required to refer media inquiries to the Executive Director of Marketing, thereby ensuring that timely and accurate information, delivered in a professionally accepted format, will reach the local and national media to help KCUMB communicate with its various constituencies.

Regularly scheduled publications include *FYI*, the campus newsletter; the *KCUMB Communicator*, the alumni magazine; the *KCUMB College Catalog*; and the *KCUMB Student Handbook*. Other publications fulfill specific recruitment, fund-raising and public relations needs.

## Research

KCUMB actively encourages and is actively involved in basic science, clinical and curriculum research.

## Security and Safety on Campus

Kansas City University of Medicine and Biosciences is located in a metropolitan area. While KCUMB has instituted certain security measures for student safety, students are encouraged to keep vehicles locked, personal items out of sight, and remain alert and cautious when on campus. To request a security escort to your car or to reach an officer, call security at Ext. 2399 or (816) 283-2399. If you have difficulty reaching security, call the telecommunications specialist at "o" or (816) 283-2000. A security officer can also be paged by calling (816) 881-9118.

The KCUMB campus security operates 24 hours a day, seven days a week. Security officers routinely patrol the campus to detect and deter crime. They are readily available to help in emergencies and to render assistance in motorist assists and escorts. The department also enforces parking regulations and serves as the repository for lost and found items.

Fire exits and fire extinguishers are located in 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.

## Smoking

Effective Jan. 1, 2008, KCUMB is a smoke-free campus. Prior to Jan. 1, smoking is permitted only in areas designated by receptacles.

## Solicitation, Vending and Petitions

Solicitations on campus are prohibited. University-endorsed organizations must complete a fund-raising event approval form in the Office of Student Affairs before selling anything on or off campus. If organizations are holding an approved fund-raising event on campus, they must complete an extended hours form and obtain the signature of the Director of Student Activities. All requests seeking donations from alumni, corporations, local businesses or other external constituents must be approved in advance by the Office of Advancement. Any person or group not endorsed by KCUMB who wishes to make a presentation, sell products or distribute information must submit a request in writing to the Administrative Team, in care of the Executive Vice President for Institutional Development and Executive Dean, Graduate Studies. This policy includes the distribution of information, posting information on bulletin boards and any use of the facilities. All petitions and questionnaires (with the exception of those distributed by KCUMB departments) being distributed to students must be approved by the Vice President for Student Affairs.

## Sports Facility

### Fitness Center

The Fitness Center is located in the basement of the Strickland Education Pavilion and is open to students, staff and faculty only (this excludes family members and friends). The facility is managed and maintained by the KCUMB Physical Facilities Department. A waiver must be signed and returned to the KCUMB Physical Facilities Department (third floor Administration Building), prior to use of the facility.

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

The stereo in the Fitness Center is programmed to shut off during classroom hours and turn on automatically in order to prevent disruptions in Ricci Auditorium. TVs will remain at normal volume levels at all times. Any equipment problems should be promptly reported to the Physical Facilities Department at ext. 2315.

### Basketball Courts

Three basketball courts, located at the south end of the parking lot off of Highland and Admiral, are available for current KCUMB students, faculty and staff ONLY. Hours of use are 11 a.m. - 8 p.m. weekdays and 8 a.m. - 8 p.m. weekends (unless modified hours are posted). Basketballs and air pumps are available at the front desk of Smith Hall. The password for the entrance gate will

be changed periodically and will be posted by Student Affairs. Security should be contacted if there is difficulty using the password. All students must notify Security (ext. 2399) 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.
- Basketball only on courts – no skateboards, etc.
- No alcohol
- No trash talking or inappropriate attire
- Absolutely no pick up games with neighborhood or any non-KCUMB students. A call box is located in the parking lot and goes directly to Security. (Please use the call box if needed.)

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

## Student Government Association

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

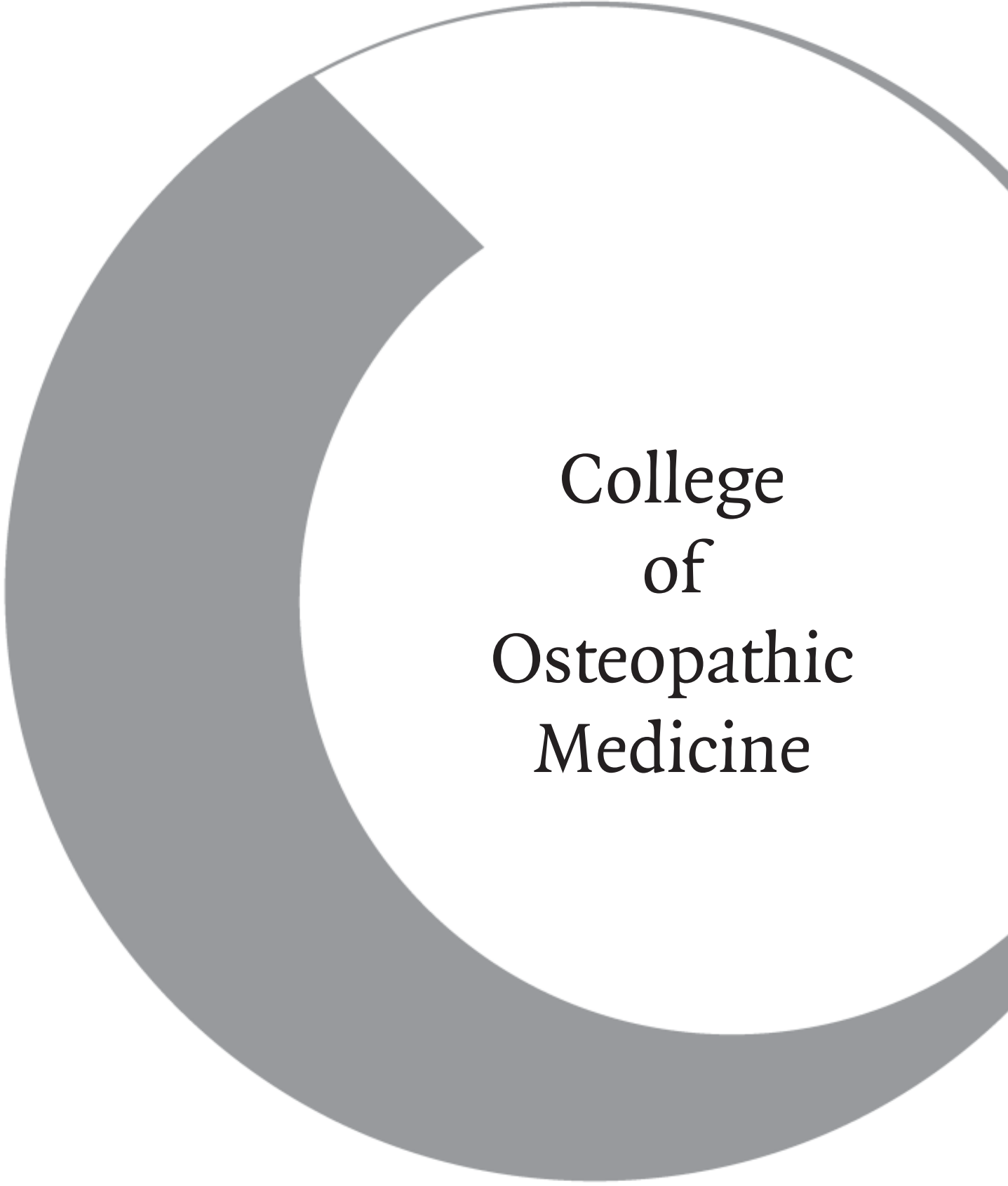
An activity fee, paid by each student, finances SGA activities and SGA chartered organizations. The primary function of the SGA is to serve as a liaison between the students, faculty and administration. Student Senate members serve on administration and faculty committees, and help to bring about changes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

The Council of Presidents is an SGA committee composed of the presidents of all SGA chartered organizations and recognized special interest groups. It was established to assist these organizations in coordinating and organizing various activities.

## Web Site ([www.kcumb.edu](http://www.kcumb.edu))

The goal of the KCUMB Web site is to inform the general public about KCUMB and to provide KCUMB constituents with valuable resources and information. The site is updated on a monthly basis with media coverage, an employee directory and appropriate articles published in internal publications. The KCUMB Web site serves as the portal for many other applications, such as the KCUMB e-mail system, Blackboard, Stillpoint, the Alumni Online Community, etc.





College  
of  
Osteopathic  
Medicine





**COLLEGE OF**  
**OSTEOPATHIC MEDICINE**  
**ACADEMIC CALENDAR 2007-2008**

**Fall Semester (Aug. 6 - Dec. 14, 2007)**

|            |  |
|------------|--|
| Aug. 6-10  | MSI and MSII Registration and Orientation  |
| Aug. 7     | MSII Classes Begin   |
| Aug. 8     | All School Picnic, Classes suspended at 11 a.m.  |
| Aug. 9     | MSI White Coating Ceremony at 7 p.m.<br>(for all first-year students and their families) |
| Aug. 13    | MSI Classes Begin  |
| Aug. 31    | MSII Neuroscience – Midsection Written Exam  |
| Sept. 1    | MSIII Clinical Clerkships Begin  |
| Sept. 3    | Labor Day, Classes suspended   |
| Sept. 5    | Homecoming Golf Tournament, Classes suspended after 11 a.m.                              |
| Sept. 7    | Homecoming Celebration and Dedication, Classes suspended after 11 a.m.                   |
| Sept. 10   | MSII IOCS Practical Exam I   |
| Sept. 14   | Hospital Day, Classes suspended until noon   |
| Sept. 21   | MSI Foundations of Medicine – Final Written Exam   |
| Sept. 25   | MSI IOCS Practical Exam I  |
| Oct. 12    | MSII Neuroscience – Final Written Exam   |
| Oct. 19    | Primary Care/Career Day, Classes suspended after noon                                    |
| Nov. 2     | MSI Musculoskeletal – Final Written Exam   |
| Nov. 6     | MSI IOCS Practical Exam II   |
| Nov. 7     | MSII IOCS Practical Exam II  |
| Nov. 20    | MSII Human Development and Behavior – Final Written Exam                                 |
| Nov. 21-23 | Thanksgiving Holiday, Classes suspended  |
| Dec. 11    | MSI IOCS Practical Exam III  |
| Dec. 14    | MSI Cardiopulmonary – Midsection Written Exam  |
| Dec. 14    | MSII Skin, Blood and Lymph – Midsection Written Exam                                     |
| Dec. 15    | MSI and MSII Winter Break begins   |

**Spring Semester (Jan. 3 - May 16, 2008)**

|             |  |
|-------------|--|
| Jan. 3      | MSI and MSII Classes Begin at 8 a.m.           |
| Jan. 21     | Martin Luther King Day, Classes suspended      |
| Jan. 25     | MSII Skin Blood and Lymph – Final Written Exam |
| Feb. 6      | MSI Cardiopulmonary – Final Written Exam       |
| Feb. 8      | Research Day                                   |
| Feb. 12     | MSI IOCS Practical Exam IV                     |
| Feb. 13     | MSII IOCS Practical Exam IV                    |
| Feb. 29     | MSII Endocrine – Final Written Exam            |
| March 1-9   | MSII Spring Break                              |
| March 20    | MSI Gastrointestinal – Final Written Exam      |
| March 22-30 | MSI Spring Break                               |
| April 1     | MSI IOCS Practical Exam V                      |
| April 11    | MSII Reproductive – Final Written Exam         |
| April 16    | MSII IOCS Practical Exam V                     |
| April 18    | MSII Shelf Exam                                |
| May 7       | MSI IOCS Practical Exam VI                     |

|           |  |
|-----------|--|
| May 8     | MSI Renal – Final Written Exam                     |
| May 12    | MSII Cumulative Written Exam                       |
| May 12-16 | MSI Year One Cumulative Clinical Skills Assessment |
| May 16    | MSI Year One Cumulative Written Exam               |
| May 16    | MSII Shelf Exam                                    |
| May 16    | MSI Eligibility for COMLEX Level 1 Begins          |
| May 18    | Commencement (Date Pending Site Confirmation)      |

**Summer Semester (May 19 - July 31, 2008)**

|            |  |
|------------|--|
| May 26     | Memorial Day, Classes suspended                            |
| June 9     | Medical Decision Making Section Begins (Date Pending)      |
| June 16-20 | MSII Clinical Skills Assessment Testing Week and ACLS Week |
| July 1     | MSIV Clinical Clerkships Begin                             |
| July 4     | Independence Day, Classes suspended                        |
| Sept. 1    | MSIII Clinical Clerkships Begin                            |

*\*Dates and times subject to change with notice.*



# OSTEOPATHIC MEDICINE

## **How did Osteopathic Medicine Originate?**

In the mid-1800s, Andrew Taylor Still, M.D., became disillusioned with contemporary medical “remedies” that involved such nefarious practices as bleeding, purging and drugging. For 10 years, Dr. Still studied, observed and experimented, and in June 1874, he unveiled a new medical philosophy—a philosophy that emphasized the revolutionary concepts of holism, prevention and manipulation. He named this philosophy osteopathic medicine.

## **What is Osteopathic Medicine?**

The premise of osteopathic medicine is that people are more than just the sum of their body parts. That is why doctors of osteopathic medicine (D.O.s) practice a whole-person approach to medicine. Instead of just treating specific symptoms, osteopathic physicians concentrate on treating patients as a whole.

Osteopathic physicians understand how all body systems are interconnected and how each one affects the others. They focus special attention on the musculoskeletal system, which reflects and influences the condition of all other body systems.

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

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

## **Osteopathic Physicians**

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

The osteopathic physician may complete an AOA-accredited, “tracked” internship, or enter an ACGME-accredited residency in a specialty area following graduation.

The osteopathic physician who chooses to enter a residency following graduation has the full range of medical specialties available for selection. Residencies can range from three to six years of additional training, and the “tracked” internship year may be applied to the first year of residency. All physicians (D.O. and M.D.) must pass a three-part medical board examination to obtain a license and practice medicine.

Osteopathic physicians (D.O.) and allopathic physicians (M.D.) are the only two medical practitioners considered to be “complete physicians” with full training and licensure to prescribe medications and perform surgery. Osteopathic physicians have opportunities to practice in all branches of medicine and surgery, from psychiatry to obstetrics, and from geriatrics to emergency

medicine. Nationally, a high percentage of osteopathic physicians are primary care or family medicine oriented, and many practice in small towns and rural areas, where their practices include entire families and whole communities. KCUMB graduates enter a variety of specialties, including primary care.

## **KCUMB Osteopathic Medical Student Oath of Commitment**

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

## **The Osteopathic Oath**

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

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

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

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

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

## **AOA Code of Ethics**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **KCUMB Professionalism, Competencies and Student Outcomes**

KCUMB's six core values include leadership, humility, faith and positivity, integrity, compassion and service. With emphasis on service, the University believes in graduating students who can provide exemplary and professional care to their patients. The primary goal of the Professionalism Program is to teach, evaluate and reinforce professional behavior.

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

KCUMB has an active Quality Enhancement program designed to ensure that students receive a quality education. The quality enhancement process engages all stakeholders in the assessment and improvement of the educational processes which support the delivery of University curricula. Specially, assessment focus on the following:

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

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

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

The College of Osteopathic Medicine's Genesis curriculum was designed to ensure graduates are able to demonstrate specific skills. The College has identified select educational objectives that serve as the foundation of the curriculum. At a minimum, a graduate must be able to:

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

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

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

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

**Competency 2: Medical Knowledge**

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

**Competency 3: Patient Care**

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

**Competency 4: Interpersonal and Communication Skills**

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

**Competency 5: Professionalism**

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

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

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

**Competency 7: Systems-Based Practice**

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



# ADMISSIONS

## **General Introduction**

The admissions office prides itself in delivering professional service to all applicants. The office is mindful that for applicants, the lack of knowledge about the way the application process works can be stressful. Consequently, applicants are encouraged to visit the KCUMB Web site ([www.kcumb.edu](http://www.kcumb.edu)) to review the application process and most frequently asked questions for clarification. Applicants are also welcome to contact the admissions office directly. Patrons, whether they are inquirers, applicants or students, will find the admissions office to be professional, knowledgeable and very approachable.

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

Admissions personnel are available to respond to your calls between 9 a.m. and 3 p.m. Central Time at (800) 234-4847 or (816) 283-2351.

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

KCUMB is committed to the admission and matriculation of qualified applicants and acknowledges awareness of laws which prohibit discrimination against anyone on the basis of race, color, national origin, age, religion, sex or disability.

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

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

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

## **Observation**

Candidates and students must have sufficient vision to observe demonstrations, experiments, and laboratory exercises in the basic sciences. They must be able to observe a patient accurately up close and at a distance.

## **Communication**

Candidates and students should be able to speak, to hear and to observe patients in order to elicit information, examine patients, describe changes in mood, activity and posture, and perceive nonverbal communications. They must be able to communicate effectively and sensitively with patients. Communication includes not only speech but also reading and writing. They also must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

## **Motor Function**

Candidates and students should have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds and the performance of obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

## **Sensory Skills**

Osteopathic candidates and students need enhanced ability in their sensory skills. Individuals who are otherwise qualified and who may have significant tactile sensory or proprioceptive disabilities may require a thorough evaluation. This would include individuals with significant previous burns, sensory motor deficits, cicatrix formation and many malformations of the upper extremities.

## **Strength and Mobility**

Osteopathic treatments often require upright posture with sufficient lower extremity and body strength; therefore, individuals with significant limitations in these areas would be unlikely to succeed. Mobility to attend to emergency codes and to perform such maneuvers as CPR is required.

## **Visual Integration**

Candidates and students must have adequate visual capabilities for proper evaluation and treatment integration to be able to assess asymmetry, range of motion and tissue texture changes.

## **Intellectual, Conceptual, Integrative and Quantitative Abilities**

Candidates and students must be able to concentrate, analyze and interpret data, and make decisions within areas in which there is a reasonable amount of visual and auditory distraction. They must also perform these functions timely and under a reasonable amount of stress since physicians are expected to be able to perform such duties in diverse clinical settings where others may be present and where there is a certain degree of noise. Candidates and students must be able to accurately write prescriptions, accurately perform basic mathematical functions,

and accurately and quickly read charts with minimal error in areas where there may be distractions. The practice of medicine demands the ability to integrate and process information promptly and accurately in a time-sensitive environment. Candidates must be able to draw on their store of knowledge in emergency situations and under time limitations.

## **Behavioral and Social Attributes**

Candidates and students must possess the emotional health required for full utilization of their intellectual abilities, exercise good judgment, promptly complete all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates and students must be able to tolerate physically taxing workloads and to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and educational processes.

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

## **Participation in Osteopathic Principles and Practice Laboratories**

*Active participation in Osteopathic Principles and Practice Laboratories is an admission, matriculation and graduation requirement.*

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

The development of palpatory skills and grasp of osteopathic treatments are acquired in the first- and second-year labs of medical school. *This learning requires active participation in all laboratory sessions.* During the first two years, each student will palpate, in the laboratory setting, a variety of people, representing both genders and individuals with different body types to simulate the diversity of patients expected in a practice setting. Being palpated by other students helps the student appreciate how palpation feels from the patient's perspective and enables the students to provide feedback to their laboratory partners, thus enhancing the palpatory skills of all students.

The osteopathic medical profession uses a variety of treatment models, and through the skills development process, the student learns the art and skills of manipulative treatment. Psychomotor skills are developed by repeated practice. Reading and observation, although helpful, do not develop the skills

required to perform palpatory diagnosis and manipulative treatment. *Each student is required to actively participate in all skill development laboratory sessions.* These skills are taught by treating and being treated by a cadre of students of both genders and with varying body types to simulate a medical practice setting.

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

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

## **Special Accommodations**

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

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

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



1. In reviewing questionnaires that indicate mental and/or physical limitations, the AAC:
    - a. Investigates whether the disability is ADA-protected;
    - b. Determines if the student is otherwise qualified and is capable of completing the entire program;
    - c. Assesses the risk of the student harming self and others;
  2. Reserves the right to request additional documentation;
  3. May consult with any necessary health-care providers;
  4. May require that the student meet with any University-selected health-care provider at the student's expense for further evaluation or testing;
  5. Makes a formal recommendation to the Executive Vice President for Research and Medical Affairs, and Dean of the College of Osteopathic Medicine, based on all the information received regarding a student's qualification for meeting the minimal technical standards for the program.
- 3) A personal description of how the disability affects major life activities;
  - 4) Define the accommodation(s) that is (are) requested;
  - 5) The applicant must indicate whether accommodations were granted in all previous educational environments; if accommodations were given, the applicant must provide:
    - a) Name of institution(s);
    - b) Name of person(s) [and respective department(s)] who granted accommodations;
    - c) Subject area(s) for which accommodations were granted;
    - d) Specific description of accommodations received;
  - 6) Signature of student;
  - 7) Date the application is submitted.

### **IMPORTANT**

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

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

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

University policies are nondiscriminatory and give consideration to all applicants for admission, financial aid and special accommodations without respect to gender, race, handicap, color, age, religion, creed or ethnic origin. The Executive Vice President for Institutional Development and Executive Dean, Graduate Studies, is the coordinator of the University's nondiscriminatory program.

### **Authorization to Release Applicant Information**

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

### **Academic Requirements (2008 COM Entering Class Applications)**

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

1. The Medical College Admissions Test (MCAT). The MCAT is administered electronically throughout the year. If applying for the 2008 entering class, only May 2004 through December 2007 scores will be accepted. To register for the MCAT, apply online at [www.aamc.org](http://www.aamc.org). Direct questions via e-mail to [mcata\\_reg@act.org](mailto:mcata_reg@act.org) or call (319) 337-1357.

### **Procedures for Requesting Special Accommodations**

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

All requests for special accommodations due to a physical, psychological or learning disability must contain appropriate documentation and be directed to the Academic Accessibility Committee, which makes recommendations to the Executive Vice President for Research and Medical Affairs, and Dean of the College of Osteopathic Medicine, who makes approval decisions.

### **Applicability**

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

### **The Student's Responsibilities**

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

- 1) Name, social security number, student ID number, address and telephone number;
- 2) Diagnosis of the disability and the earliest date that the disability was professionally diagnosed. Supporting documentation must be forwarded (release form), including diagnosis and how it affects major life activities; results of tests that were administered and interpreted; name, address and phone number of professional(s), including physician(s) responsible for administering and interpreting tests; date(s) that the tests were administered and interpreted; and recommendations for any accommodations;

Applicants applying through KCUMB Partners Plan are not required to take the MCAT Exam.

2. A baccalaureate degree, or commendable completion of at least three-fourths (90 semester hours or 135 term credit hours) of the required credits for a baccalaureate degree, from a regionally accredited college or university. The baccalaureate degree is preferred and preference is given to those candidates who will have earned the degree prior to matriculation in the medical school program.
3. Satisfactory completion, with a grade of C or higher, of the following college courses, including laboratory work:

|   |                   |
|---|-------------------|
| Biological Sciences .....                             | 12 Semester Hours |
| Genetics .....  | 3 Semester Hours  |
| <i>(in addition to 12 hrs of biological sciences)</i> |                   |
| Chemistry .....                                       | 13 Semester Hours |
| Biochemistry .....                                    | 3 Semester Hours  |
| <i>(in addition to 13 hrs of Chemistry)</i>           |                   |
| Physics .....   | 8 Semester Hours  |
| English Composition                                   |                   |
| and/or Literature .....                               | 6 Semester Hours  |
| Total: 45 Semester Hours                              |                   |

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

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

The ability to use a personal or network computer has become an integral part of the KCUMB curriculum and is becoming a clinical necessity. Each entering student must have a good working knowledge of common PC use and applications. First-year students are required to own a PC or laptop computer. Specifications can be obtained at [www.kcumb.edu](http://www.kcumb.edu).

### Substitutions or Waiver of Requirements

Prerequisite course substitutions are permitted in some situations. Often undergraduate students have taken courses such as molecular or cellular biology which may fulfill all or part of the prerequisite requirements for biochemistry. This course nomenclature/content issue occasionally occurs for genetics as well. An applicant may request substitution of undergraduate coursework for KCUMB’s biochemistry or genetics prerequisites by forwarding one of the following to the admissions office:

- A faculty letter detailing course content
- A copy of the course description from the college catalog
- A copy of the course syllabus

Documentation providing the most detail will expedite the review process. For biochemistry, the information should indicate the applicant has studied intermediary metabolism or more specifically, lipid metabolism. For genetics, the information

submitted should indicate the course covered Mendelian genetics/ inheritance or hereditary factors. Applicants will be notified of decisions upon review of course content. Also, please note that if a substitution is granted, the substituted course will not be counted toward the fulfillment of any other prerequisite.

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

### Partnership Program

Kansas City University of Medicine and Biosciences has developed Partnership Programs with select educational institutions, which have exceptional premedical programs. Partnership Educational Institutions have developed a prescribed educational program sequence and students enrolled at each institution petition to matriculate through the partnership program sequence. The educational program sequence requires the completion of all medical school prerequisites in the first three years of matriculation, while maintaining a high grade point average.

Students from these Partnership Program Institutions, who meet these educational standards, are eligible to petition for acceptance to Kansas City University of Medicine and Biosciences following their third year of undergraduate education. The Medical College Admissions Test (MCAT) requirement is generally waived for these applicants.

### Class Profile

The 2007 entering class presented the following profile:

- Average GPA — 3.58
- Average Science GPA — 3.49
- Average MCAT Score — 8.8
- Average Age — 24
- Age Range — 20 to 39 years old
- Percentage of Female Students — 51 percent
- Percentage Receiving Financial Aid — 97 percent

### Applicant Profile

- 2,800 applications were received for this entering class.
- 630 interviews were conducted to fill the 250 seats available.
- 60 percent are from outside Missouri or Kansas.
- 4 percent are members of underrepresented minority groups.

### Application Process

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

AACOMAS Online is available for the 2008 entering class. All application materials, including detailed instructions, can be

accessed through the AACOM Web site, [www.aacom.org](http://www.aacom.org). Applicants must request that official transcripts from all colleges and universities attended be mailed directly from the institution to the AACOMAS office. MCAT scores also are to be forwarded directly to AACOMAS from the MCAT office.

Mail transcripts and MCATs to AACOMAS at:  
5550 Friendship Blvd., Suite 310  
Chevy Chase, MD 20815-7231  
Phone: (301) 968-4190

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

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

Applicants meeting the initial review criteria will receive a KCUMB supplemental application. A supplemental application may be forwarded to an applicant under some circumstances when specific information is not available or will be submitted later. These circumstances generally relate to applicants who have not taken the MCAT and/or are registered to take the next scheduled MCAT exam. Applicants are encouraged to include the scheduled MCAT test dates on the AACOMAS application to indicate the intent of taking or retaking the exam.

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

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

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

## Application Schedule

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

- |         |  |
|---------|--|
| May     | Contact all colleges and universities attended and have official transcripts forwarded directly from the education institution to AACOMAS.   |
| May     | Submit AACOMAS application. Supplemental application or materials are mailed to qualified applicants immediately upon receipt of the AACOMAS application in the admissions office. |
| Sept.   | Personal interviews begin.   |
| Feb. 1  | AACOMAS Application deadline. Supplemental applications are accepted and processed until all interview positions have been filled.   |
| Feb. 15 | Transcript deadline to AACOMAS.  |

## Required Supplemental Materials

The following supplemental materials are to be mailed directly to the KCUMB admissions office:

1. A completed KCUMB supplemental application.
2. A non-refundable supplemental application fee of \$50 made payable to KCUMB. (Fee is waived if applicant has received fee waiver for AACOMAS fees.)
3. Letters of evaluation from each of the following sources are required:
  - a physician (preferably a D.O.).
  - a science faculty member who is familiar with the applicant's academic work.
  - a premedical source. This could be an advisor's letter, a composite evaluation or evaluations from a committee. If a premed source is not available, another science faculty, in addition to the above, or an employer's letter may be substituted.
4. A signed and dated Technical Standards Certification form.

*Evaluations must be written within the two years prior to making applications. Example: If applying beginning May 2007, letters must be dated no earlier than May 2005.*

- Applicants who anticipate making application for military scholarships should make arrangements to obtain additional copies of evaluation letters. Military scholarship committees require original letters for this purpose. Applicants anticipating applying for these scholarships should obtain additional evaluation letters from evaluators and have the letters placed in officially sealed envelopes.
- This form states that the applicant has read the Minimum Technical Standards and the Participation in Osteopathic Principles and Practice Laboratories. The completed form attests that the applicant can meet all requirements listed therein, either without accommodation or with reasonable accommodation from the University. The form does not ask for disclosure of disability.*

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:

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

Josef Silny and Associates, Inc.  
International Education Consultants  
P.O. Box 248233  
Coral Gables, FL 33124  
(305) 273-1616

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

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

## Recommending a Student for Admission

Persons interested in recommending a premedical student for admission to the college should write a letter to the Office of Admissions on behalf of the applicant. Recommenders should briefly indicate in what capacity and for how long they have known the applicant. Areas of particular interest are:

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

The letter will be given full consideration when the applicant's file is evaluated.

## Review and Notification

The major criteria for rating applicants include academic excellence and non-academic achievements. Academic excellence is measured by an assessment of the results of the Medical College Admissions Test, grades and grade point averages, modified by such information as the degree of difficulty of the program in which the applicant studied. Non-academic achievements also are

considered, as well as a candidate's ability and desire to fulfill the mission of the University. Non-academic activities such as patient contact, community/volunteer services (medical and non-medical) and leadership positions (official and non-official) are a few examples of where the depth and duration of involvement are considered. Activities for which the applicant has been honored should also be listed. There is no formal interview involved in this assessment.

Following the above assessment, selected applicants are invited to visit the campus for a formal personal interview. Applicants are expected to have researched the history and philosophy of osteopathic medicine. After the interview, the Admissions Committee reviews the applicant's file along with interview recommendations. Applicants are then notified as soon as a final admission decision has been made.

An acceptance fee and a matriculation deposit are required from successful applicants. (See "Tuition, Fees & Expenses.") Acceptance is conditional until all official transcripts are received from schools attended (AACOMAS does not forward academic transcripts). Transcripts must be on file prior to matriculation. It is expected that all course work listed on the AACOMAS application will be completed with a grade of C or higher, and that expected degrees are completed by August 1 of the matriculation year at KCUMB.

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

## Funding Assurance

Accepted applicants must provide assurance, prior to the start of first-year classes, that funding for tuition and budgeted living expenses are covered for the entire educational program. Therefore, a stipulation of matriculation obligates an accepted applicant to authorize KCUMB to obtain a current credit report. A Credit Authorization Form will be provided to each accepted applicant by the Admissions Office. The Finance Department, as a service to the applicant, will evaluate his/her ability to provide funding/obtain loans. This authorization will be in effect for the duration of the educational sequence at KCUMB.

## Criminal Background Check

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

Students may be required to undergo a subsequent background check prior to graduation from the COM. Should

this be required, the background check will be performed at the student's expense and will be conducted in accordance with federal and state laws.

## Health Requirements

Students who project themselves as future health-care workers must protect their health and the health of future patients. All matriculating students at KCUMB must be vaccinated in accordance with University's guidelines. KCUMB determines immunization requirements based upon current Centers for Disease Control (CDC) guidelines for health-care workers in combination with current requirements for the Office of Community Clinical Education. These guidelines/requirements change and are updated periodically. Applicants and students are expected to be knowledgeable of the current CDC guidelines for health-care workers found on their Web site [www.cdc.gov](http://www.cdc.gov).

All students are required to maintain personal health insurance. COM students must submit proof of personal health insurance to the Office of Admissions before matriculating and to the Office of Community Clinical Education before beginning first-year early clinical experiences. COB students must submit proof of personal health insurance to the Office of Admissions before matriculating and to the Dean of the College of Biosciences.

All students must report any break in coverage or change in health insurance to the Vice President for Student Affairs during their first two years. COM students must report any break in coverage or change in health insurance to the Office of Community Clinical Education during the third and fourth years.

Students who fail to meet these guidelines will not be allowed to matriculate.

## Transfer Procedures

KCUMB has historically accepted few transfer students. Credits may be transferred only from osteopathic medical schools and colleges accredited by the American Osteopathic Association's Commission on Osteopathic College Accreditation (AOA's COCA). Transfer consideration is given only to those students with extenuating circumstances who show evidence of strong academic achievement from another osteopathic medical school and evidence of professional growth paralleling the values and mission of KCUMB. Students seeking transfer to KCUMB must submit a request for transfer to the Office of Admissions, along with the following supporting documentation:

- an official transcript from all previously attended colleges and universities;
- an official copy of the attended medical school curriculum;
- MCAT scores;
- two letters of reference;
- a statement of reason(s) for requesting transfer;
- a work history;
- a letter from the dean of the osteopathic medical school currently being attended, indicating his or her approval for such a transfer.

Applicants under serious consideration may be invited to the KCUMB campus for a personal interview with the Admissions Committee.

In order to graduate, all students must matriculate at least the last two years of study at KCUMB. Potential transfer students should request application information from the KCUMB Office of the Admissions. Telephone: (816) 283-2351 between 8 a.m. and 4 p.m. Central Time.

## Persistence Rates

In compliance with the Student Right-to-Know Act, the persistence or graduation rates of KCUMB students over the past four years are:

|       |  |
|-------|--|
| 95.6% | of those students who entered in 1999 graduated within five years. |
| 88.5% | of those students who entered in 2000 graduated within five years. |
| 94.9% | of those students who entered in 2001 graduated within five years. |
| 96.9% | of those students who entered in 2002 graduated within five years. |
| 90.6% | of those students who entered in 2003 graduated within four years. |

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

## Housing

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



# FISCAL POLICIES AND FINANCIAL AID

## **Tuition, Fees and Expenses**

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

Tuition and fees are due and payable in full before each registration date unless special arrangements have been made with the Finance Office or when students have loan applications for amounts sufficient to cover tuition on file in the Financial Aid Office. Tuition and fees are due and payable for the entire academic year regardless of whether the student completes the entire year, except as noted in the refund policy. The University reserves the right to change the schedule of tuition and fees without advance notice and to make such changes applicable to present as well as future students. The following fees and tuition apply to the 2006-2007 academic year.

**Application Fee (KCUMB Supplemental) ..... \$50**  
Fee is payable upon submission of application for admission. (May be waived if applicant receives an AACOMAS fee waiver). *Fee is non-refundable regardless of reason.*

**Acceptance Fee ..... \$1,000**  
Accepted applicants need to make sure payment is received according to the following schedule:

- those accepted prior to Nov. 15 will have until Dec. 14;
- those accepted between Nov. 15 and Jan. 14 will have 30 days;
- those accepted between Jan. 15 and June 14 will have 14 days;
- those accepted on or after June 15 may be asked for an immediate deposit.

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

**Matriculation Fee ..... \$1,000**  
Payable according to the following schedule:

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

Payment is credited toward tuition once payment of the balance of the tuition is received. Mail Matriculation Fee to the Admissions Office. *Fee is non-refundable regardless of reason.*

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

**Tuition, 2007-2008 ..... \$37,920**  
Tuition and fees are due and payable in full before the day of class registration, unless special payment arrangements have been made with the Finance Office, or when loan applications for amounts sufficient to cover tuition and fees are on file in the Financial Aid Office. Tuition includes parking, library privileges and laboratory supplies, but not instruments, equipment, computers, texts, lab manuals or health insurance. Tuition is subject to change annually.

Activities Fee ..... \$60  
Late Registration Fee ..... \$100  
Official Transcript Fee ..... \$5  
Student Identification Badge Replacement Fee ..... \$5

**Books and Instruments**  
The approximate costs for required textbooks are:  
First-year textbooks ..... \$1,425  
Second-year textbooks ..... \$400  
Third-year textbooks ..... \$200  
The approximate cost for instruments is:  
First-year ..... \$775  
The estimated additional cost for a computer and online access is \$1,200 for a P.C. or \$2,500 for a laptop.

**National Boards**  
KCUMB requires successful completion of COMLEX I, II and PE prior to graduation.  
Examinations (COMLEX) by the National Board of Osteopathic Medical Examiners (NBOME) require the following fees, which are subject to change. National Board fees are paid directly to:  
National Board of Osteopathic Medical Examiners  
8765 W. Higgins Rd., Ste. 200  
Chicago, IL 60631-4174  
Telephone: (773) 714-0622  
www.NBOME.org

COMLEX Level I ..... \$465  
(includes registration fee)  
COMLEX Level II-CE ..... \$465  
COMLEX Level II-PE ..... Approx. \$1,045  
Cancellation Fee ..... \$50/150  
Site Transfer Fee ..... \$50

Some KCUMB students may also choose to take the USMLE. (This is not required by KCUMB.)  
Examinations by the National Board of Medical Examiners (USMLE) require the following fees and should be paid directly to:  
National Board of Medical Examiners  
P.O. Box 48014  
Newark, NJ 07101-4814  
Telephone: (215) 590-9500  
  
National Board of Medical Examiners  
3750 Market Street  
Philadelphia, PA 19104-3102  
Telephone: (215) 590-9500  
www.USMLE.org

|                                   |         |
|-----------------------------------|---------|
| Rescheduling Fee .....            | \$50    |
| USMLE I.....                      | \$470   |
| USMLE II .....                    | \$470   |
| Clinical Skills Examination ..... | \$1,005 |

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

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

### General Tuition and Fees Refund Policy

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

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

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

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

The tuition refund and/or tuition discount, whichever is applicable, shall be prorated as follows: 75 percent during the first week; 50 percent during the second week; and 25 percent during the third week through the tenth week. The check will be mailed to the student from the Business Office approximately two weeks from the date of receipt of the written request and notification of withdrawal from the University.

### Tuition and Fees Refund Policy – Student Financial Aid Recipients

Students receiving financial aid funds are subject to having these funds returned as required by federal, state and/or private aid program policies. This means a student who leaves school for any reason prior to completing 60 percent of the payment period will have all or a portion of his or her financial aid funds returned to the appropriate aid program(s). Federal regulation 34 CFR 668.22 (Return of Title IV Funds) requires the school to calculate the percentage of the student’s attendance; then calculate the student’s “unearned” portion of the federal funds, which the student has received. The “unearned” funds paid to the school

must be returned to the lender within 30 days of the student’s date of withdrawal. The student will then be responsible for the payment of the remaining tuition balance due according to the KCUMB refund policy. The student will be notified of these amounts at the time of their checkout from the University.

### Payment and Tuition Refund Policy Related to the Master of Business Administration in Health Care Leadership Program

Students enrolled in the M.B.A. program receive invoices and statements from KCUMB. Financial aid and loan arrangements are also handled by KCUMB. Payments for tuition are submitted to KCUMB and are credited separately from College of Osteopathic Medicine accounts.

Rockhurst University manages the registration, curriculum content, faculty and graduation requirement components of the Program. Rockhurst University awards the MBA degree.

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

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

The official start dates for each segment will be:

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

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

A 50 percent refund will be allowed if a student withdraws prior to the conclusion of the second week of instruction of a segment. No refunds are awarded following the second week of instruction in any segment.

Students are charged for only segments in which they enroll. Enrollment/completion of one segment does not require enrollment and payment of subsequent segments. Students are not charged for segments offered in the future following withdrawal from the program.

No tuition refund will be allowed for any completed segment following withdrawal or dismissal from the program.

No tuition refund will be allowed for any student who is dismissed from the program for any reason including academic, personal, or behavioral situations.

A request for tuition refund must be made in writing to the KCUMB Finance Office, and be accompanied by a dated withdrawal letter from the program indicating acknowledgement by both the KCUMB Executive Vice President for Research and Medical Affairs, and Dean of the College of Osteopathic Medicine and the Rockhurst M.B.A. Program Director.

### Student Financial Aid

The decision to pursue a career in osteopathic medicine represents a substantial commitment and involves an intellectual,



emotional, and financial component. The following addresses the financial component of this career commitment.

Medical education is very expensive. During schooling, a student may be forced to live at a very modest level. The primary obligation for financing a medical education lies with the student and the student's family. Need-based financial assistance is available, but is highly competitive. The federal and private agencies, which make funds available for borrowing, do so with the understanding that a student must sacrifice in order to achieve a medical degree.

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

Financial aid, as awarded or borrowed under federal or private programs, cannot exceed the KCUMB standardized budget and must be used to offset the cost of the student's education. This means, the borrower must live on personal expenses of \$16,038 for the nine-month period of his or her first year from all monies available to them, including personal resources, parental assistance, awards, scholarships and loans. Personal income from the previous year, the income of the student's spouse, and the income of the student's parents also are taken into account when figuring the amount a student can be awarded or can borrow.

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

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

Students must carefully consider repayment implications and avoid excessive borrowing. KCUMB has a federally mandated obligation to keep a student's indebtedness to a minimum. A student will receive counseling many times while in school about the nature of his or her debt and the projected payment schedule. Borrowing money from these programs is a privilege, not a right; the regulations controlling these programs change periodically.

The KCUMB Financial Aid office is in place to assist students in financing their medical educations. The office staff will help find money for the student, but the primary responsibility for the financing of a student's medical education is the student's. This means that such things as supplying personal documentation, supplying family documentation, ensuring that a student qualifies

for loans by having a favorable credit report and providing monies for prior commitments are the student's obligations under the system.

Default of a student loan is failure to repay according to the terms agreed to in the promissory note. Default also may result from failure to submit requests for deferment on time. If a student defaults, the college, the organization that holds the loan, the state, and the federal government can all take action to recover the money.

The federal government and the loan agencies can deny a school's participation in the student loan programs if the school's default rate is too high. The University will withhold the transcript of any individual if that individual is in arrears or in default under any loan or loan program, where such arrearage or default adversely affects the University in any way.

## Standards for Satisfactory Academic Progress

Federal law and regulations require that all students receiving financial assistance from Title IV and Title VII programs must maintain satisfactory academic progress. KCUMB policy presents the academic standards that apply to all students receiving financial aid.

The academic progress of each student is monitored and evaluated at the end of each academic year by the Promotion and Graduation Committee. The Promotion and Graduation Committee reviews records to see if the student has fulfilled all academic requirements and has maintained the standards of ethical, moral, personal and professional conduct required for continued study of osteopathic medicine.

A student whose cumulative grade point average falls below 2.0 at the end of the academic year is deemed Not In Good Standing. A student failing to meet one or more of the standards of progress will be considered as Not In Good Standing. Financial Aid personnel will notify and explain the loss of eligibility to the student.

To be eligible for financial aid a student must:

- a) be in Good Standing at the beginning of the academic year
- b) not be on suspension from academic participation or on leave of absence
- c) have a minimum 2.0 grade point average at the end of the second year in order to remain eligible for further financial aid while on clinical clerkships
- d) not be placed in any status by administrative directive or the Promotion and Graduation Committee that stipulates the student is considered "Not In Good Standing" or "Not Meeting Satisfactory Progress."

*\* Note: Third-year students requiring a their third attempt to pass COMLEX I-CE will not receive fourth-year financial aid until the result of the exam is known.*

Mitigating circumstances to Not In Good Standing standards:

- a student who has requested and received a Medical Leave of Absence or has been placed on a Medical Leave of Absence by the University and Not In Good Standing, may regain an In Good Standing status provided that a physician, selected by the Executive Vice President for

Research and Medical Affairs, and Dean of the College of Osteopathic Medicine, certifies that:

- a) the student's medical conditions were a principle factor in the student's unsatisfactory academic performance, and
- b) that student's physical and/or mental health is sufficient to continue his or her medical education.
- a letter from the Dean stating the student is In Good Standing is required

## **Loan Programs and Sources**

### **Health Professions Student Loan (HPSL)**

Loans are awarded on the basis of demonstrated exceptional financial need, subject to the availability of funds. Only available to previous borrowers.

### **Primary Care Loan (PCL)**

As of July 1, 1993, PCL replaced HPSL for new borrowers. A student must commit to primary care including the internship, residency and practice. Available to third- and fourth-year students only.

### **Federal Subsidized Stafford Loans**

This program provides \$8,500 per academic year with a cumulative maximum of \$65,500, including undergraduate loans.

### **Federal Unsubsidized Stafford Loan**

This program provides \$20,500 per year (less the amount in Subsidized Stafford loans) with a cumulative maximum of \$189,125, less the amount of subsidized Staffords. This program is for those who do not qualify for the federal interest subsidies under the Federal Subsidized Stafford program.

### **Federal Graduate PLUS Loan**

A new federal loan program was made available July 1, 2006. Congress has extended the undergrad PLUS (parent) loan to allow graduate students to borrow on their own signature up to the cost of attendance (less the amount of Sub/Unsub Stafford loans and other aid). A credit check is required. The interest rate is fixed at 8.5 percent; requires the borrower to pay a 3 percent origination fee, plus a 1 percent default fee. 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 will enter repayment once the student is no longer enrolled. The same deferment options are available as with Stafford loans.

### **Perkins Loan**

(formerly National Direct Student Loan — NDSL)

Perkins monies are contingent on the availability of funds and the demonstration of need according to federal regulations and University guidelines. The cumulative amount is \$40,000, including undergraduate loans.

### **Service Obligation Scholarships**

(Armed Forces Scholarship Program)

To be eligible for the military scholarship, a student must be a U.S. citizen. Recipients are provided full tuition, fees, books,

equipment and a monthly stipend. For each year of scholarship support, the student must serve one year in the designated service branch. The minimum obligation is two years. KCUMB traditionally has a high number of students receiving military scholarships.

## **Military and National Health Service Programs**

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

### **U.S. Army**

AMEDD Personnel Counselor  
7500 College Blvd., Ste. 720  
Overland Park, KS 66210  
(913) 469-1742; (913) 469-1702

### **U.S. Navy**

Medical Programs Recruiter  
10306 N.W. Prairie View Rd.  
Kansas City, MO 64153-1350  
(816) 880-1134; (800) 222-9597

### **U.S. Air Force**

Air Force Recruiting Office  
9717 E. 42nd Street, Suite 216  
Tulsa, OK 74146-3680  
(918) 663-5722

### **National Health Service Corps**

Health Resources and Services Administration  
Bureau of Primary Health Care  
Division of Scholarships and Loan Repayments  
(800) 221-9393  
<http://nhsc.bhpr.hrsa.gov>

## **Veteran's Information**

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

## **General Financial Aid Policies**

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

The University takes seriously its responsibility to provide a reasonable expense budget and to monitor long-term student debt. Based upon these principles, all financial aid awarded which includes federal, state and private programs, will be determined within federal financial aid guidelines and the limits of the student budget. Students will not be allowed unlimited borrowing simply because programs are available.

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

## Budget Adjustments

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

1. Health Insurance. The actual cost paid by the student for health insurance (to a maximum of \$125/month) will be added provided that the most recent bill or premium notice indicating the amount due is submitted at the time of initial application for aid. Health insurance costs for family members cannot be included.
2. Child Care. One-half the actual cost of child care up to the maximum allowed for students who are single parents with dependents, or with a spouse employed full time, or as a full-time student. Private school tuition does not qualify as child care. An application for the allowance with appropriate documentation is required.
3. Medical Expenses. Extraordinary expenses (for the student only) not covered in the student budget for unreimbursed medical expenses for non-elective procedures incurred within the current academic year. Documentation is required.
4. Computer Purchase. All KCUMB students are required to own a P.C. or laptop computer meeting KCUMB specifications. The maximum allowances for first-year students follow:  
Personal Computer Purchase ..... \$1,500  
Laptop Purchase ..... \$2,500

Certain limitations are in effect. Documentation is required.

Forms are available in the Financial Aid Office during normal business hours.

**NOTE: A student may appeal any denial of a request for a budget adjustment or extraordinary circumstances by submitting a written request for appeal to the Director of Financial Aid.**

## The Financial Aid Application Process

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

1. KCUMB Application for Financial Aid
2. Free Application for Federal Student Aid (FAFSA)
3. Stafford Master Promissory Note
4. A letter and Instructions for Applying for Aid

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

- Federal Subsidized Stafford Loan
- Federal Unsubsidized Stafford Loan
- Federal Perkins Loan

Each student will receive an Entrance Interview prior to the release of these funds, usually during Orientation Week. For students applying for financial aid at or beyond the midpoint of their academic year, financial aid eligibility for living expenses will be determined based on the number of months remaining in the academic year plus unpaid tuition that is not covered by another source.

## Conflicting Information

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

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

## Verification of Student Financial Information

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

- From the date of notification by the Financial Aid Officer, the student will have 60 days to supply the necessary documentation;
- Failure to provide required documentation will result in the withholding of all student aid funds;
- A student selected for verification will be mailed a verification worksheet to the current address of record;
- A student must submit the completed verification worksheet, a copy of his/her federal tax return and any other documentation required to support the information declared;
- A student's aid package will not be determined until the verification process has been completed.

## Misreporting/Misrepresentation/Fraud

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

1. Subject to the Student Conduct Guidelines.
2. 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.
3. Loss of participation in federal financial aid programs for:
  - a. the current academic year, or
  - b. the remaining years of enrollment

## Evidence of Misrepresentation

In the event the Director of Financial Aid finds evidence of willful misrepresentation and/or fraud, the student will meet with the Director of Financial Aid and the Vice President for Student Affairs. At that time, disciplinary action will be discussed with the student.

## Student Aid Revision Policy

In order to prevent or minimize over-awards, reduce student debt and comply with federal, state and private aid programs, the following policy is in effect:

At the time a student receives other aid after the initial financial aid package is determined, the student's aid will be re-evaluated to determine his or her new eligibility and whether an over-award will occur. The Financial Aid Officer will take all steps necessary to reduce or eliminate the over-award to the extent of his/her control.

If an over-award occurs, the procedures listed below will be followed:

- A revised aid award offer will be completed and sent to the student advising him or her of the revision;
- A new disbursement schedule will be completed and sent to the student with the revised award offer to advise him/her of how the change will affect future disbursements, tuition payments and living expenses;
- Subsequent disbursements will be cancelled or reduced accordingly;
- If the additional resource is credited to tuition (as with scholarships or Vocational Rehabilitation), the resulting refund will be returned to the loan programs to reduce any over-award. In the event a personal check was given to pay any part of the tuition, it will be determined whether an equivalent amount of loan funds was delivered to the student creating the over-award. These funds will also be returned to the lender of the loan program to the extent of the loan funds delivered to the student.
- After all efforts have been exercised by the Financial Aid Office to reduce/eliminate the over-award, per federal guidelines, ***a Stafford Loan borrower who is over-awarded and received funds disbursed directly to him/her will not be required to repay funds that were delivered in excess of need unless the over-award was caused by his/her misreporting or withholding information.***
- In the event an over-award exists due solely to scholarships, Vocational Rehabilitation, etc. with no loans involved, the Financial Aid Office will contact the program administrator to coordinate the programs appropriately.

# ACADEMIC RECORDS AND POLICIES

## **General Introduction**

The Office of the Registrar has a commitment to providing exemplary service to students, graduates and faculty. The department functions to provide accurate information and efficient service to the constituencies of the University while facilitating and coordinating the activities in accordance with University policy and federal statutes. The Registrar's Office serves as an information resource for students, graduates, faculty and staff while actively seeking ways to effectively communicate and inform the University's public of their rights and responsibilities.

## **Registration**

First- and second-year students are required to report on the registration date as specified in the Academic Calendar. First-year students who fail to appear within the first hour of Orientation risk losing their seat. All students failing to appear at the beginning of registration may be required to pay the late registration fee. Third-year students must complete registration materials, including financial aid arrangements, by the specified date, prior to commencing the fourth year. 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.

## **Academic Advising**

Each student is assigned a faculty advisor upon committing to attend KCUMB and payment of the \$1,000 acceptance fee. Faculty advisors are charged with the responsibility of assisting the student in the successful completion of the student's program of study.

## **Medical Student Performance Evaluation**

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

## **Academic Records Requests**

Requests for academic records (excluding Medical Student Performance Evaluations) will be processed by the Registrar's Office in the order they are received. Federal regulations mandate a written request to authorize the release of student academic records. Consequently, phone requests for transcripts are not acceptable. Faxed requests, however, are acceptable for *unofficial* copies only.

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

Official transcripts cost \$5, *due at the time of request*. Requests will not be processed unless payment has been received in full and the student or alumnus has fulfilled all financial obligations to the University. All services will be withheld in situations of default on student loans or other similar financial obligations. Official transcripts are generally forwarded directly to the receiving party. Unofficial transcripts do not carry the college seal and are stamped with a red ink identifier. Unofficial transcripts are *free of charge* and the first 15 MSPE letters and copies of Board Scores are also free of charge. Requests for MSPE letters that exceed the first 15 cost \$5 each.

A graduate who has lost his or her original diploma or requests a duplicate due to a name change, must make a request through the Registrar's Office with supporting legal documentation. The cost for a duplicate diploma is \$50. A new diploma will have the word "duplicate" printed on the lower left corner.

## **Disclosure of Student Records**

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

1. The University will notify students of their rights to review records by referring to this policy;
2. An eligible student will be allowed to inspect and review his/her education records. Requests for copies of the records should be made in the office of the Registrar, in writing, on the forms provided, and signed by the student. Records will be released in a reasonable time, and, in any event, no more than 45 days from the date of the request;
  - a. Educational records include all transcripts, confidential letters and confidential statements of recommendation, receipt of an honor or honorary recognition, letters of reprimand, all letters from the Promotion and Graduation Committee to the student;
  - b. The University will not permit a student to inspect and review educational records that are financial records, including any information those records contain, of his/her parents, or any confidential letters or statements that the student has waived his/her right to inspect and review. This provision includes confidential admission information;
  - c. There will be a fee of \$5 per request for copies of official transcripts. There is no charge for unofficial transcripts;

3. Personally identifiable information will not be released from an educational record without the prior written consent of the student personally identified unless:
  - a. The disclosure is to other school officials, including faculty, within the University whom the University has determined to have legitimate educational interests;
  - b. The disclosure is, subject to the requirements of §99.35 of the Regulations, to authorized representatives of:
    - i. The Comptroller General of the United States;
    - ii. The Secretary of Education; or
    - iii. State and local educational authorities.
  - c. The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
    - i. Determine eligibility for the aid;
    - ii. Determine the amount of the aid;
    - iii. Determine the conditions for the aid; or
    - iv. Enforce the terms and conditions of the aid.
  - d. The disclosure is to an accrediting organization to carry out their accrediting functions;
  - e. The disclosure is to comply with a judicial order or lawfully issued subpoena. The University will disclose information under this paragraph only after making a reasonable effort to notify the student of the order or subpoena in advance of compliance. In addition, the University will attempt to obtain the student's written consent to the release of educational records prior to compliance with the judicial order or subpoena. If the University is unable to obtain the student's written consent, the University will notify the requesting party of its requirements under §99.33 of the regulations concerning re-disclosure of the information;
  - f. The disclosure is in connection with a health or safety emergency, under the conditions described in §99.37 of the regulations;
  - g. The disclosure is directory information. The University has designated the following types of personally identifiable information as directory information: Student's name, address, telephone listing, e-mail address, date and place of birth, photograph, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended and the location, training institution and medical specialty identified for postdoctoral education;
  - h. The disclosure is in conjunction with the MSPE/Dean's Letter for submission on behalf of the student for an application for internship, residency, or fellowship.
4. A legitimate educational interest by school officials, including faculty, includes requests for advisement purposes, information needed for writing letters of recommendation or commendation, or information needed to determine the academic status of a student for disciplinary measures;
  5. The University will maintain a record of all disclosures made pursuant to this policy for the length of time it maintains the educational records of the student. The record of disclosures will be available for inspection by the student;
  6. If an eligible student believes the educational records relating to the student contain information that is inaccurate, misleading or in violation of the student's rights of privacy, he or she may ask the University to amend the record. The University reserves the right to decide whether to amend the record as requested. If the University decides not to amend the records, the student will be informed of his/her right to a hearing.

### **Academic Status, Promotion and Graduation**

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

- 1) Maintain acceptable standards of academic performance.
- 2) Maintain acceptable ethical, moral, personal or professional conduct.
- 3) Abide by the University's policies, rules and regulations.
- 4) Fulfill legal or financial obligations to the University.
- 5) Or who is considered to be mentally or emotionally unfit or too impaired to become a physician or scientist.

### **Academic Standing**

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

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

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

## Examination and Grading Policy

Examinations are regularly scheduled and required. Students are evaluated on the basis of their performance of assignments as well as achievements on written, oral and practical examinations. The results of examinations and reports concerning attendance, conduct and potential professional attributes are considered by the Promotion and Graduation Committee in the process of determining eligibility for promotion and graduation.

## Clinical Clerkships Policy

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

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

## Written Complaints Against a Student on Clinical Clerkships

If an attending physician, director of medical education, clinical staff member, patient or other relevant party files a written complaint against a student with the University, the Executive Vice President for Research and Medical Affairs, and Dean of the College of Osteopathic Medicine may immediately suspend the student pending investigation and further action.

## Disciplinary Situations for All Students

In cases where the administrative officers deem it necessary, a disciplinary situation may be referred to the Promotion and Graduation Committee, as detailed in the Student Conduct Guidelines.

## Assessment Policy

### A. Testing/Grading

1. The school year is divided into Fall, Spring and Summer semesters. Each COM semester during Years I and II has a designated number of Sections with each Section having an assigned number of semester hours (or unit measure), as calculated by the Registrar.
2. Assessment during each COM Section will consist of:
  - a) Quizzes
  - b) End of Section Comprehensive Final Exam
  - c) End of the Section lab practicals for Anatomy and Pathology, as applicable
  - d) Integrated Osteopathic Clinical Skills, which includes a minimum of three lab practicals per year. (Note: Students must pass all lab practicals in order to continue in the academic program.)
  - e) Standardized patient interviews

3. Students will receive a letter grade for each COM Section\*. Points will be assigned for quizzes, case presentations, laboratory and online exercises, the Section final exam and laboratory practical examinations. A total point score for the Section will be calculated.

A letter grade of A, A-, B+, B, B-, C+, C, or F will be assigned to the score for the Section by the Section Director and the Assessment Committee. The following scale will be used to assign the grades:

(A-, A)  $\geq$  0.75 SD above the mean

(B-, B, B+)  $\geq$  0.75 SD below the mean to  $<$  0.75 above the mean\*

(C, C+)  $\geq$  2.00 SD below the mean to  $<$  0.75 SD below the mean\*\*

(F)  $<$  2.00 SD below the mean

\* The top 30 percent of the grade range will receive a B+, the middle 30 percent will receive a B and the lowest 40 percent will receive a B-.

\*\* The top 50 percent of the grade range will receive a C+, and the bottom 50 percent will receive a C.

*Note: Regardless of Standard Deviation from the mean, any COM student scoring above 70 percent of total points will always receive at least a grade of C and any student scoring below 60 percent of total points will automatically receive the grade of F. The Integrative and Medical Decision Making Sections are graded Pass/Fail using 2.00 SD cutoffs.*

4. COM End-of-year assessment includes:
  - a) Clinical Skills Assessment (CSA), using an Objective Structured Clinical Examination (OSCE) format. Skills tested will include doctor-patient communication/ interviewing skills, physical exam skills and Integrated Osteopathic Clinical Skills. Each component will comprise one-third of the test and will be weighted evenly. Students must pass all three components to pass the CSA. Grading will be Pass/Fail.
  - b) A cumulative written examination. The board-like examination will include questions related to the Sections completed that year. Grading will be Pass/Fail. Passing will be the same as for Sections — a minimal score of  $\geq$  2.00 SD below the mean is required (nothing less than 60 percent).
  - c) Comprehensive Basic Science shelf exam following first year and second year.
  - d) Comprehensive Clinical Science shelf exam following third year.
5. The Registrar will calculate an overall GPA and class standing for COM students each semester during the first two years and at the end of the third year. Class standing at graduation will include performance on third-year core clerkships. This information will then be reported to students.
6. A Continuous Quality Improvement (CQI) evaluation will be completed at the end of each COM Section and at the end of year III.

### B. Promotion to COM years two and three

1. Satisfactory completion (passing grades) of:
  - a) All Sections
  - b) Clinical Skills Assessment Examination
  - c) Cumulative Examination, and
  - d) IOCS and Anatomy Practical Examinations.

2. Successful completion of early clinical experiences.
3. Be recommended for promotion by the Promotion and Graduation Committee. All records are reviewed to determine whether or not the student has fulfilled all academic requirements; has maintained the standards of ethical, moral, personal and professional conduct required for the continued study of osteopathic medicine; and is mentally and emotionally fit to become a physician.

### C. Remediation

1. Failure of no more than two COM Sections in one academic year and failure of no more than three sections during the first two years (years MSI plus MSII). Remediation attempts will occur following the academic year in accordance with the published remediation schedule. This will consist of completion of a Remediation Plan (including a written examination) developed by the Section Director in which the failure occurred.
2. Failure of the COM Cumulative Exam: Remediation will be permitted with one section failure in one year or two or fewer sections and/or cumulative exam failures in the second year (years MSI plus MSII). Remediation will be considered successful with receipt of a passing grade on the remediation exam.
3. Failure of all or any portion of the COM IOCS Assessment. Remediation will be successful if the student receives a passing grade on all portions of the Clinical Skills Assessment.

### Remediation Procedures for COM Students

It is the responsibility of the COM student to be aware of his/her academic status at all times and to 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 attempt and potential dismissal from the University.

#### FAILURE OF ONE SECTION

Remediation Examination is administered:

- Remediation Examination is successfully completed: PROMOTION (Successful remediation will be reflected on transcript with an F/C recorded.)
- Remediation Examination is failed (two total attempts allowed): DISMISSAL

#### FAILURE OF TWO SECTIONS

Remediation Examination for first section is administered:

- First Remediation Examination is failed (two attempts allowed): DISMISSAL
- First Remediation Examination is successfully completed: STUDENT TAKES SECOND REMEDIATION EXAMINATION
- Second Remediation Examination is successfully completed: PROMOTION (Successful remediation will be reflected on transcript with an F/C recorded.)
- Second Remediation Examination is failed (two total attempts allowed): DISMISSAL

#### FAILURE OF CUMULATIVE EXAMINATION:

Remediation examination is administered:

- Cumulative Remediation Examination is successfully completed: PROMOTION (Successful remediation will be reflected on transcript with an F/P recorded.)

- Cumulative Remediation Examination is failed (two total attempts allowed): DISMISSAL

#### FAILURE OF ONE SECTION AND CUMULATIVE EXAMINATION:

- Section Remediation Examination is failed (two total attempts allowed): DISMISSAL
- Section Remediation Examination is successfully completed: (Successful remediation will be reflected on transcript with an F/C recorded.): remaining obligation to successfully pass the Remediation Cumulative Examination
  - Remediation Cumulative Examination is successfully completed: PROMOTION (Successful remediation will be reflected on transcript with an F/P recorded.)
  - Remediation Cumulative Examination is failed (two total attempts allowed): DISMISSAL

### D. Dismissal

Dismissal from the COM will result from:

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

### Academic Grades and Quality Points

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

| Grade | Quality Points      |
|-------|---------------------|
| A     | 4.00                |
| A*    | 0.00                |
| A-    | 3.67                |
| A-*   | 0.00                |
| B+    | 3.33                |
| B+*   | 0.00                |
| B     | 3.00                |
| B*    | 0.00                |
| B-    | 2.67                |
| B-*   | 0.00                |
| C+    | 2.33                |
| C+*   | 0.00                |
| C     | 2.00                |
| C*    | 0.00                |
| F/C   | 2.00                |
| F/C*  | 0.00                |
| F     | 0.00                |
| S     | Satisfactory/Pass   |
| U     | Unsatisfactory/Fail |
| H     | Honors              |
| IP    | In Progress         |
| I     | Incomplete          |
| W     | Withdrew            |



The grade point average is the sum of earned grade points divided by the sum of term-hour credits passed and failed. If a student fails a section or course and successfully remediates or retakes the section or course, a grade of C will be assigned for purposes of calculating the cumulative GPA, class standing and ranking. Courses not remediated or repeated will be carried forward with the grade earned.

No grade will be changed unless the section director or instructor certifies in writing that an error occurred in computing or recording the grade, or a section or course has been successfully remediated. Such changes must be approved by the Executive Vice President for Research and Medical Affairs, and Dean of the College of Osteopathic Medicine.

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

The Promotion and Graduation Committee and/or Administrative Officers may recommend a change in student status even though a student's grade point average is 2.0 or higher. A student who has been placed on a restrictive student status may be precluded from active participation in university sponsored extra curricular events.

Section failures will be remediated as outlined in the remediation procedures. Any failed third- or fourth-year clerkship must be successfully repeated in full before credit will be given. COM students must graduate within five years of the date of matriculation. Exceptions to the five-year policy will be considered by the Executive Vice President for Research and Medical Affairs, and Dean of the College of Osteopathic Medicine on an individual basis, taking into account only extenuating circumstances.

## Attendance/Absences

Attendance at all KCUMB classes is required. As professionals, students are expected to adhere to this attendance policy with diligence.

Missed laboratory sessions may be made up if they occur related to an excused absence. Request for an excused absence must be filed at least 10 days prior to anticipated absence.

Excused absences may be granted prior to the date requested at the discretion of the Associate Dean for Curriculum (COM students) or the Dean of the College of Biosciences (COB students). Excused absences will only be granted for unusual or extenuating circumstances. Any unusual or extenuating circumstances must be documented in writing and a completed request for excused absence form must accompany the supporting documentation sent to the office of the Associate Dean for Curriculum (COM students) or the Dean of the College of Biosciences (COB students), in a timely manner, for consideration of approval.

## Excused Absences, Make-Up Examinations and Quizzes

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

*Civic Responsibilities:* Students required to be physically present at citizenship hearings, court hearings or jury duty on the date of a regular lecture, examination or quiz will be granted an excused absence and allowed to take a make-up examination or

quiz. Students should contact the Associate Dean for Curriculum (COM students) or the Dean of the College of Biosciences (COB students) with supporting documentation to discuss such circumstances prior to occurrence. It is the student's responsibility to schedule make-up examinations or quizzes with the Section/Course Director within two days of returning to campus.

*Death in the Family:* Any student applying for an excused absence or to take a make-up exam or quiz due to a death in their family must provide a copy of the death certificate or obituary program. Consideration will be given for deaths of spouse, life partner, parents, siblings, children, in-laws or grandparents.

*Illness:* Any student who misses a lecture, exam or quiz due to illness must be seen by the KCUMB Student Health Clinic physician or their private health-care provider on the day of the missed lecture, exam or quiz in order to have such illness documented. KCUMB's Student Health Clinic physicians will forward written documentation/assessment of the student's physical conditions to the Associate Dean for Curriculum (COM students) or the Dean of the College of Biosciences (COB students) with his/her recommendation. If a make-up exam or quiz is approved, it will be scheduled with the Section/Course Director within two days of returning to campus.

*Wedding:* Students should not schedule weddings for dates when classes, laboratories, quizzes or examinations are scheduled.

*Other:* Additional extenuating circumstances, not covered by these guidelines, may be brought to the Associate Dean for Curriculum (COM students) or the Dean of the College of Biosciences (COB students) for consideration.

*Excessive make-up requests:* Any student requesting excessive numbers of excused absences, make-up examinations or quizzes will be referred to the Promotion and Graduation Committee or Administrative Officers.

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

## Dismissal and Checkout of Students

The University reserves the right to dismiss any student at any time prior to graduation. Circumstance warranting such action may be of an academic, financial, health, legal or social nature.

It is imperative that any student who leaves the University (becomes a non-student), for any reason, complete the University's checkout procedure. Failure to complete this checkout procedure will cause the University to withhold all records pertaining to the student's attendance. The checkout procedure is as follows:

1. If the student is withdrawing, he/she must present the Executive Vice President for Research and Medical Affairs, and Dean of the College of Osteopathic Medicine (COM students) or Dean of the College of Biosciences (COB students) with a letter of withdrawal, or if he/she is requesting a leave of absence, he/she must present the Registrar with an approved request signed by the Executive Vice President for Research and Medical Affairs, and Dean of the College of Osteopathic Medicine (COM students) or Dean of the College of Biosciences (COB students);
2. If the student is being dismissed, the Executive Vice

President for Research and Medical Affairs, and Dean of the College of Osteopathic Medicine (COM students) or Dean of the College of Biosciences (COB students) will inform the Registrar of the dismissal as soon as possible and communicate with the student who is being dismissed that checkout is in order;

3. Before leaving campus, the student must secure a checkout form from the Office of the Registrar and undergo an exit interview with:
  - a) The Office of Financial Aid;
  - b) The Office of Credit and Collections;
  - c) The Library;
  - d) The Office of Information Technology
  - e) The Department of Anatomy;
  - f) The Office of Community Clinical Education (COM students).

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

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

## Graduation Requirements

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

- Has been in residence at an AOA-accredited college of osteopathic medicine, the last two years of which must have been at KCUMB;
- Has complied with all the curricular, legal and financial requirements of KCUMB;
- Attends, in person, the ceremony at which time the degree is conferred;
- Has passed Levels I, II and PE of the COMLEX examination (both the written and practical evaluation portions) 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 conduct of clinical activities; and
- Has completed Advanced Cardiac Life Support;
- Has attained the age of 21.
- Has received formal approval for graduation from the faculty and Board of Trustees.

## Leave of Absence

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

- a medical emergency or illness;
- a financial emergency;
- a personal emergency; or
- pursuit of an academic endeavor other than the regular classroom work, either on campus or at another recognized educational institution.

The Executive Vice President for Research and Medical Affairs, and Dean of the College of Osteopathic Medicine can grant a leave of absence for a designated period of time, which may be permitted with or without conditions. Conditions are commonly prescribed in cases of academic deficiencies or medically related issues. A student granted a leave of absence with conditions may be required to meet with the Promotion and Graduation Committee before reinstatement.

Students granted a medical leave of absence must have a licensed physician, selected by the Executive Vice President for Research and Medical Affairs, and Dean of the College of Osteopathic Medicine, certify in writing that their physical and/or mental health is sufficient to continue in their medical education before returning to the University.

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

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

All leaves of absence must be requested in writing to the Executive Vice President for Research and Medical Affairs, and Dean of the College of Osteopathic Medicine. The Executive Vice President for Research and Medical Affairs, and Dean of the College of Osteopathic Medicine is responsible for approving or disapproving a request for a leave of absence.

Students granted a leave of absence must follow the check out process detailed in the KCUMB *Student Handbook*. Following a leave of absence, a student must request reinstatement to the Executive Vice President for Research and Medical Affairs, and Dean of the College of Osteopathic Medicine in writing.

## NBOME Academic Requirements

Successful completion of the National Board of Osteopathic Medical Examiners examinations is required for osteopathic medical graduates to become licensed. The NBOME examinations are composed of four sequential segments — COMLEX I, COMLEX II, COMLEX PE and COMLEX III. All KCUMB students must pass COMLEX I, COMLEX II and COMLEX II-PE to qualify for graduation from the University. A preponderance of KCUMB students successfully pass each segment of the NBOME exams on their first attempt.

The NBOME examination sequence follows exacting timelines and has restrictions on numbers of retakes in cases of initial failures. COMLEX I and COMLEX II can be taken only three times each, but a student is restricted by the University to a total of five combined attempts at passing COMLEX I and COMLEX II. A student will have two separate attempts to pass COMLEX II-PE. Students must successfully complete the requirement of passing COMLEX I and COMLEX II within five attempts and within five years from the date of matriculation. A student failing to meet these precise timeline requirements will be dismissed from the University.

Students are required to take the examination segments posted by the University. COMLEX III is taken the year following graduation from medical school. Successful completion and

passing of Step I and/or Step II of the United States Medical Licensing Examinations (USMLE Exam) will not substitute for COMLEX requirements. Passing any portion of a COMLEX examination will not be considered a substitute for passing a University section. These timelines and restrictions are rigorously enforced, and exceptions are infrequent and based on unique extenuating circumstances. An exception request must be petitioned in writing to the Executive Vice President for Research and Medical Affairs, and Dean of the College of Osteopathic Medicine and must be approved in writing by the Executive Vice President for Research and Medical Affairs, and Dean of the College of Osteopathic Medicine.

No student will be allowed to participate in graduation ceremonies until he/she has passed COMLEX I, II and PE. If the student is successful in meeting all necessary academic requirements, including passing the COMLEX I, II and PE exams, he/she will be eligible to participate in graduation ceremonies provided it is expected that all graduation requirements will be met no later than November 30 of the same year as the graduation ceremony.

COMLEX examination applications are available online at [www.nbome.org](http://www.nbome.org) or from the Registrar's office. Completed applications must include a current photograph and a check for the examination fee made payable to the National Board. Applications should be submitted to the Registrar for certification and mailing.

## **Graduation Honors**

The criteria for graduating with honors is as follows:

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



# CURRICULUM

## **Doctor of Osteopathic Medicine**

### **General Overview**

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

### **Curriculum Philosophy**

The purpose of the curriculum is to advance the mission of the University and College in preparing its graduates to be highly competent osteopathic physicians. To that end, an enhanced curriculum was implemented in August 2000 (beginning with the Class of 2004). This curriculum eliminated the artificial separation of basic and clinical sciences, integrating all essential concepts and information into a seamless continuum of clinical presentations. The foundations of anatomy, biochemistry, epidemiology, genetics, immunology, medical ethics, microbiology, osteopathic principles and practices, pathology, pharmacology, physiology and the clinical disciplines of internal medicine, pediatrics, family medicine, surgery, Ob/Gyn and psychiatry are incorporated into clinical presentations covering all diseases physicians will encounter during day-to-day practice. Health-care policy, medical informatics, professionalism, and health and wellness are also integrated into the curricular structure.

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

### **Teaching Methods**

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

### **First-Year Curriculum**

The courses offered in the first year are:

|         |   |
|---------|---|
| MED 101 | Foundations of Medicine Section – 6 weeks |
| MED 102 | Musculoskeletal Section – 6 weeks         |
| MED 107 | Cardiopulmonary Section – 11 weeks        |
| MED 106 | Gastrointestinal Section – 6 weeks        |
| MED 108 | Renal Section – 6 weeks                   |
| BLS     | Basic Life Support                        |

## **First-Year Course Descriptions**

### **MED 101 – Foundations of Medicine Section – 6 weeks**

The Foundations of Medicine section includes The Well Patient, The Patient at Risk for Genetic Diseases, The Overweight Patient, The Patient with Fever, The Patient with Sore Throat and The Dying Patient. This section is designed to build a knowledge base that will assist first-year students in understanding of the material presented in subsequent sections. The section begins with the well patient clinical presentation which incorporates basic science knowledge with clinical skills, then introduces various causes of disease (genetics, behavior and infection) and concludes with consideration of end-of-life issues. Osteopathic diagnosis and treatment (ODT) of disorders is integrated throughout the section.

Basic science and clinical medicine laboratories, standardized patients and small-group discussions are also utilized throughout this section to provide additional learning opportunities in many of the above disciplines.

*9 semester credits*

### **MED 102 – Musculoskeletal Section – 6 weeks**

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

*9 semester credits*

### **MED 107 – Cardiopulmonary Section – 11 weeks**

This section includes a multidisciplinary approach to the diagnosis and treatment of common cardiopulmonary disorders. The team-orientated learning modules emphasize the integration of the basic and clinical sciences, introduces relevant information on the anatomy, pathology, physiology and biochemistry of the cardiopulmonary system, and is supplemented with clinical material from microbiology, pharmacology, OPP and internal medicine. Patient presentations include the normal patient, sore throat, cough and dyspnea hemoptysis, the sleepy patient, chest pain, dysrhythmias, and syncope. Each presentation will include basic science material fundamental to understanding the condition along with clinically relevant material, such as diagnosis and treatment options. A clinical algorithm is presented for each of the clinical scenarios to facilitate student understanding of decision making in actual clinical practice. Appropriate skills laboratories, standardized patients, discussions groups, computer-assisted learning and problem solving will be incorporated into this section to supplement the lecture presentations.

*16 semester credits*

### **MED 106 – Gastrointestinal Section – 6 weeks**

The Gastrointestinal section introduces medical students to the gastrointestinal system, from normal structure/function of the

GI tract to the clinical presentation of major pediatric, adult and geriatric gastrointestinal diseases/dysfunctions, including the clinical presentation of nausea and vomiting, jaundice, abdominal pain and changes in bowel habits. Also included is a discussion of nutrition as it applies in the normal person and in special circumstances. The section will be presented in lecture, small group discussion, computer-aided instruction and laboratory formats. Osteopathic diagnosis and treatment (ODT) of disorders is integrated throughout the section. At the conclusion of each clinical presentation, a practicing clinician, along with basic scientists, conducts a review of the presented material for the purpose of integrating basic science and clinical information.  
*9 semester credits*

### **MED 108 – Renal Section – 6 weeks**

The Renal section integrates anatomy, physiology and pathology with diagnosis, treatment and management of diseases affecting the renal system. The section begins with basic information on the structure and function of the kidneys, ureters and bladder. The role of the kidney in the regulation of blood pressure, acid/base and electrolyte balance, and in red blood cell production will be established. Students will integrate this basic knowledge and come to an understanding of the pathophysiology and multisystem nature of diseases of the kidneys, ureters and bladder, including hypertension, acid/base disorders and electrolyte imbalance. The section utilizes case presentations in both lecture and discussion group/laboratory activities. Osteopathic diagnosis and treatment (ODT) of disorders is integrated throughout the section. At the conclusion of each clinical presentation, a practicing clinician, along with basic scientists, conducts a review of the presented material for the purpose of integrating basic science and clinical information.  
*9 semester credits*

### **BLS – Basic Life Support**

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

### **IOCS I – Integrated Osteopathic Clinical Skills I**

IOCS I is the first year of a two-year curriculum designed to teach 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. This longitudinal course meets formally every week throughout the academic year. The four primary areas of focus in the IOCS I curriculum which, when integrated competently, enhance patient care. These are professional communication; physical examination skills; osteopathic manipulative medicine and medical record documentation. Instruction is provided in varied settings using multi-media for enhanced learning. The IOCS Clinical Skills Laboratory provides a setting where students are introduced to the screening physical examination; osteopathic assessment and manipulation; clinical diagnostic tests (radiographic and laboratory) and medical documentation. The Center for Clinical Competence provides a setting where students interact with standardized patients to develop communication, physical examination and medical documentation skills and experience the integration of human patient simulators. Through the unique *Score One For Health* program there is opportunity

to apply clinical skills learned on campus to real patients in the community. *Score One For Health* is a KCUMB sponsored community outreach program where thousands of elementary school students receive free screening examinations by KCUMB medical students under the supervision of faculty physicians. Combined, these varied learning opportunities provide foundational cognitive and psychomotor skills to prepare the student for IOCS II. IOCS I grades are earned through participation and demonstrated performance on formal examinations. Grades earned will be calculated into the student's overall grade point average.

*5 semester credits*

## **Second-Year Curriculum**

The course offerings in the second year are:

|         |  |
|---------|--|
| MED 204 | Neuroscience Section – 10 weeks            |
| MED 209 | Human Development and Behavior – 5 weeks   |
| MED 210 | Skin, Blood and Lymph Section – 6 weeks    |
| MED 202 | Endocrine and Metabolism Section – 5 weeks |
| MED 203 | Reproductive Section – 5 weeks             |
| MED 207 | Integrative Section – 3 weeks              |
| MED 208 | Medical Decision Making – 7 weeks          |
| ACLS    | Advanced Cardiac Life Support              |

## **Second-Year Course Descriptions**

### **MED 204 – Neuroscience Section – 10 weeks**

The Neuroscience section introduces the neuroscience and pathophysiologic basis of neurologic disease. Otolaryngology and ophthalmology are also taught during this section. Students learn to integrate neuroanatomy, neurophysiology and neuropathology with diagnosis, treatment and management of diseases affecting the peripheral and central nervous systems. The histology and physiology of the ears, eyes and sinuses will be presented, along with common problems affecting patients. The section utilizes case presentations in both lecture and discussion group/laboratory activities. Osteopathic diagnosis and treatment (ODT) of disorders is integrated throughout the section. At the conclusion of each clinical presentation, a practicing clinician, along with basic scientists, conducts a review of the presented material for the purpose of integrating basic science and clinical information.

*15 semester credits*

### **MED 209 – Human Development and Behavior – 5 weeks**

The Human Development and Behavior section introduces the fetus as a patient and takes the student through the development through the life cycle. Students will study normal growth and development, health and disease, and the impact of culture, family and environment on human development. The final stages of development focus on key geriatric issues and how culture, family and environment play a major role in health and wellness in this population. Neuropsychological functioning in normal and abnormal states including mental pathology, substance abuse, and other psychiatric disorders such as mood, personality, anxiety, and eating will be presented with specific treatments for the child, the adolescent, adults, and the elderly

Osteopathic diagnosis and treatment (ODT) of disorders is integrated through the section. At the conclusion of each clinical

presentation, a practicing clinician, along with basic scientists, conducts a review of the presented material for the purpose of integrating basic science and clinical information.

*7.5 semester credits*

### **MED 210 – Skin, Blood and Lymph Section – 6 weeks**

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

The second portion introduces the cellular and humoral components of the blood and the structure and function of lymphoid tissues, while continuing to build the function of the immune system. Students will consider diseases and disease processes affecting red and white blood cells and lymphoid tissue. Disease entities studied include anemias, polycythemia, bleeding and clotting disorders, leukemias and immunodeficiency disorders, including HIV infection/AIDS. Osteopathic diagnosis and treatment (ODT) of disorders is integrated throughout the section. At the conclusion of each clinical presentation, a practicing clinician, along with basic scientists, conducts a review of the presented material for the purpose of integrating basic science and clinical information.

*9 semester credits*

### **MED 202 – Endocrine and Metabolism Section – 5 weeks**

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

*7.5 semester credits*

### **MED 203 – Reproductive Section – 5 weeks**

The Reproductive section introduces the male and female reproductive systems. The section will begin with a discussion of the normal structure and function of both the male and female systems. Clinical presentations of major adult and geriatric reproductive diseases and dysfunctions will be covered, with an emphasis on women's health. Diagnostic algorithms will accompany each presentation to develop clinical reasoning skills. The section will be presented in lecture, small-group discussion, computer-aided instruction and laboratory formats. Osteopathic diagnosis and treatment (ODT) of disorders is integrated through the section. At the conclusion of each clinical presentation, a practicing clinician, along with basic scientists, conducts a review of the presented material for the purpose of integrating basic science and clinical information.

*7.5 semester credits*

### **MED 207 – Integrative Section – 3 weeks**

The Integrative section focuses on integration of basic science and clinical information, emphasizing organ systems studied throughout the first two years of medical training. This objective will be accomplished by studying the basic sciences of clinical problems using case vignettes and NBOME/NBME-specified competencies. Osteopathic diagnosis and treatment (ODT) of disorders is integrated through the section. This section will be graded S/U.

*4.5 semester credits*

### **MED 208 – Medical Decision Making Section – 7 weeks**

This section is designed to provide a solid and practical foundation, aimed at preparing students for third year clinical clerkships. The series of sessions consist of presentations focusing on case/scheme-based approach for emergent presentations. The focus of this course will be to address common urgent/emergent medical problems presented as “unknowns,” focusing upon diagnostic decision-making, including differential diagnosis, organizing and preparing admission orders and appropriate ordering/interpretation of laboratory tests. These sessions will generally follow the format of interdepartmental conferences and attempt to emulate experiences students will encounter during third and fourth year clerkships. Additional components of this course, including Biostatistics, Medical Jurisprudence and Medical Ethics will be incorporated into the didactic sessions or taught as a computer-based presentation. Osteopathic diagnosis and treatment (ODT) of disorders is integrated through the section. This section will be graded S/U.

*5 semester credits*

### **IOCS 11 – Integrated Osteopathic Clinical Skills II**

This is the second portion of a two-year curriculum, which reviews and builds upon skills gained in IOCS 1. This is a longitudinal section, which meets formally every week throughout the academic year. Integrating clinical skills through the application of osteopathic principles is foundational to the practice of osteopathic medicine. The goal of IOCS 11 is to prepare the student for patient encounters in year three by providing opportunities to learn about and apply osteopathic principles in the approach to patient care. The development of both cognitive and psychometric skills is emphasized. There are four primary areas of focus in the IOCS 11 curriculum which, when integrated competently, enhance patient care. These are physician-patient communication; physical examination skills; osteopathic manipulative techniques and documentation. Instruction is provided in varied settings using multi-media for enhanced learning. The IOCS Clinical Skills Laboratory provides a setting where students are introduced to the screening physical examination; osteopathic assessment and manipulation; clinical diagnostic tests (radiographic and laboratory) and medical documentation. The Center for Clinical Competence provides a setting where students interact with standardized patients to develop communication, physical examination and medical documentation skills and experience the integration of human patient simulators. Through the unique *Score One For Health* program there is opportunity to apply clinical skills learned on campus to real patients in the community. *Score One For Health* is a KCUMB sponsored community outreach program where

thousands of elementary school students receive free screening examinations by KCUMB medical students under the supervision of faculty physicians. IOCS 11 grades are earned through participation and performance on formal examinations. Grades earned will be calculated into the student's overall grade point average.  
5 semester credits

## Early Clinical Experiences

Early Clinical Experiences (ECE) Courses are designed to provide the student with exposure to clinical experiences early in the medical education sequence.

### Offerings for First-Year Students

|      |     |  |
|------|-----|--|
| FMED | 120 | Early Clinical Experiences/Family Medicine                   |
| IMED | 120 | Early Clinical Experiences/Internal Medicine                 |
| SURG | 120 | Early Clinical Experiences/Surgery                           |
| OBGY | 120 | Early Clinical Experiences/OBGYN                             |
| PEDS | 120 | Early Clinical Experiences/ Pediatrics                       |
| FMED | 121 | Early Clinical Experiences/Emergency Medicine                |
| FMED | 122 | Early Clinical Experiences/Preventive/<br>Community Medicine |
| FMED | 124 | Early Clinical Experiences/Health Ministry                   |
| OPP  | 120 | Early Clinical Experiences/Osteopathic<br>Manipulation       |
| PATH | 120 | Early Clinical Experiences/General Pathology                 |
| PATH | 121 | Early Clinical Experiences/Forensic Pathology                |
| PATH | 122 | Early Clinical Experiences/Transfusion<br>Medicine           |

### Offerings for Second-Year Students:

|      |     |  |
|------|-----|--|
| FMED | 220 | Early Clinical Experiences/Family Medicine                   |
| IMED | 220 | Early Clinical Experiences/Internal Medicine                 |
| SURG | 220 | Early Clinical Experiences/Surgery                           |
| OBGY | 220 | Early Clinical Experiences/OBGYN                             |
| PEDS | 220 | Early Clinical Experiences/ Pediatrics                       |
| FMED | 221 | Early Clinical Experiences/Emergency Medicine                |
| FMED | 222 | Early Clinical Experiences/Preventive/<br>Community Medicine |
| FMED | 223 | Early Clinical Experiences/International<br>Experience       |
| OPP  | 220 | Early Clinical Experiences/Osteopathic<br>Manipulation       |
| PATH | 220 | Early Clinical Experiences/General Pathology                 |
| PATH | 221 | Early Clinical Experiences/Forensic Pathology                |
| PATH | 222 | Early Clinical Experiences/Transfusion<br>Medicine           |
| PATH | 223 | Early Clinical Experiences/Veterinary Pathology              |
| PATH | 224 | Early Clinical Experiences/Surgical Pathology                |

All courses will be designed to accommodate the semester format of the University. Credit will be variable and assigned as appropriate. All courses will be graded S/U.

### ACLS – Advanced Cardiac Life Support

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

### IDIS 001 – NBOME Preparation

This is a mandatory course for students who are unsuccessful in passing COMLEX I or for enrollment situations specified by the Academic Dean. Formatted as an independent study, students are expected to study a minimum of 350 hours on the subject matter customized to the student's individual needs. This course is graded S/U based on passing of the COMLEX I exam.  
1-10 semester credits

### IDIS 002 – NBOME Preparation

This is a mandatory course for students who are unsuccessful in passing COMLEX II or for enrollment situations specified by the Academic Dean. Formatted as an independent study, students are expected to study a minimum of 500 hours on the subject matter customized to the student's individual needs. This course is graded S/U based on passing of the COMLEX II exam.  
1-15 semester credits

### IOCS I – Integrated Osteopathic Clinical Skills I

This course fulfills the first year communication and clinical skills requirement and is integrated into the existing sections. Recorded on the transcript for second semester of the first year. This course is graded and the credit hours compute into the GPA.  
5 semester credits

### IOCS II – Integrated Osteopathic Clinical Skills II

This course fulfills the second year communication and clinical skills requirement and is integrated into the existing sections. Recorded on the transcript for second semester of the second year. This course is a graded and the credit hours compute into the GPA.  
5 semester credits

### Cum Ex I – Cumulative Examination I

Non-credit. 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 end of the second semester of the first year and is posted as P/F.

### Cum Ex II – Cumulative Examination II

Non-credit. This cumulative examination is required at the completion of the second year of academic study and must be passed to progress to the third year of study. This exam is recorded on the transcript at the end of the second semester of the second year and is posted as P/F.

### Comp C S Ex – Comprehensive Clinical Science Exam

Non-credit. Passage of this comprehensive clinical science examination is required at the end of the third year of academic study and must be passed to progress to the fourth year of study. This exam is recorded at the end of the second semester of the third year and posted as P/F.

### Elective Offerings

#### PMED 203 – Biomedical Sciences Research

This elective is intended to provide a framework within which MSI and MSII students may engage in biomedical science research projects or a variety of activities related such research at



KCUMB or other approved institution(s), and receive academic credits. Students are expected to participate in an ongoing research project or conduct their own study under approved mentorship.

*2 semester credits*

### **PHYS 201 – Exercise Medicine**

This elective course represents an advanced level of investigation of the influences of exercise on the human body and their clinical relevance. Emphasis will be placed on the premise that inactivity is abnormal behavior with routine exercise being the normal human condition. Techniques and justification for decreasing inactivity will be discussed for multiple population groups and conditions. This selective course is graded, although the quality points do not enter into the GPA.

*1 semester credit*

### **PHYS 112/212 – Foundations of Health Promotion**

Participants will gain a better understanding of wellness and learn how to incorporate a healthy, well-balanced lifestyle into their professional and personal lives. This elective course is graded S/U.

*1 semester credit*

### **FMED 210 – Sports Medicine II**

The overall course objective is to provide the student with an introduction to sports medicine concepts and practices. This course will provide formal lectures and hands-on workshop training. Additionally, the student will have opportunities for hands on fieldwork. This elective course is graded S/U.

*0.5 semester credits*

### **FMED 211 – Medical Pathways**

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

*1 semester credit*

### **FMED 212 – Complementary and Alternative Medicine**

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

*0.5 semester credits*

### **IDIS 101 – Clinical Care Practicum**

The clinical care practicum is a clinical experience designed to provide opportunities for students to further develop skills learned in the first-year curriculum. These skills include taking medical history, performing a physical exam, and exposure to the business side of medicine in a private practice. This experience can be conducted in any medical discipline. Students can earn one credit for every full week of participation with a minimum of two weeks and a maximum of eight weeks. This elective course is graded S/U.

*2-8 semester credits*

### **IDIS 201 – Spirituality in Medicine**

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 patient and the dying patient will be discussed in small groups and with selected chaplains from the area. Students will also have an opportunity to explore their own belief system. For the interested students, optional activities such as a sweat lodge, a meditation, a retreat, and following a chaplain on rounds may be available. This course is graded S/U.

*1 semester credit*

### **IDIS 202 – Spanish Medical Terminology**

This is an elective course in conversational medical terminology, with special emphasis on effective ways to communicate with Spanish-speaking patients. The course consists of nine sections: pronunciation and grammar keys, greetings and initial contact with patients, common words and phrases, examination questions, physical examination, simple patient commands, anatomical terms, diagnosis and symptoms, and therapy and control issues. Previous knowledge in Spanish is helpful, but not essential. This course is graded S/U.

*1 semester credit*

### **IDIS 204 – Biomolecular Aspects of Clinical Medicine Journal Club**

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

*1 semester credit*

### **IDIS 205 – The Making of Better Physicians: Overcoming Traps In Judgment and Decision Making**

This course provides an introduction to the science of judgment and decision making. Current research in cognitive neuroscience and psychology, evolutionary biology, and behavioral psychology are incorporated. The course provides an overview of the neurological processes involved in forming judgments and decisions, identify factors that can enhance or impede the quality of judgments and decisions, and explore techniques for improving judgment and decision making. The role of judgment and decision making in the practice of medicine, especially with respect to diagnosis and communication with patients are considered. This selective course is graded S/U.

*1 semester credit*

### **IDIS 206 – Health Care Management & Public Health Policy**

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.

*0.5 semester credits*

### **IDIS 207 – Understanding Managed Care**

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

*0.5 semester credits*

### **IDIS 208 – Medical Humanities – Body Images In Medicine And The Arts**

The course focuses on readings/artwork of the human body as an object of study for health care professionals and consumers. Also included are the ways in which the body image influences health professionals and also patients, the media, and society in general. This course emphasizes the importance of how individuals view their own bodies as well as those of others and how gender influences these views. The “gaze” of healthcare professionals, the media, and society of someone who looks or acts “different,” is addressed through readings/artworks depicting persons who suffer from inherited and acquired physical and mental disorders. This selective course is graded S/U.

*1 semester credit*

### **IDIS 209 – Spanish for Medical Professionals II**

This is an advanced course of medical Spanish, intended for those with a Spanish language background who are actively using their past/current Spanish skills. This selective course is graded S/U.

*2.5 semester credits*

### **IDIS 211 – Medical Classics**

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

*1 semester credit*

### **IDIS 212 – International Medicine**

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. The course will include ten, one-hour presentations. The main purpose of this course will be to provide a base of knowledge to assist future physicians in caring for patients in developing nations and underserved areas. It will provide knowledge and understanding regarding cross-cultural medical issues as well as a working knowledge base for practice in these areas, such as KCUMB’s DOCARE medical mission. This selective course is graded S/U.

*1 semester credit*

### **IDIS 213 – Medicine, Literature, and Law**

This course provides the basic doctrines and principles of the law to serve as a foundation for legally sound medical practice. The contents include a comprehensive coverage of the dynamics

of the law, its application to the healthcare professional issues, and recent developments related to healthcare delivery. Literature related to all aspects of life with special reference to health and healthcare is included throughout the course. Literary narrative writings are discussed to demonstrate the relation to the practice of medicine. This selective course is graded S/U.

*1 semester credit*

### **IDIS 214 – Spanish for Medical Professionals III**

This is an advanced course of medical Spanish, intended for those with a Spanish language background who are actively using their past/current Spanish skills. This selective course is graded S/U.

*1 semester credit*

### **IDIS 215 – Igniting the Spirit**

This course is an in-depth selective course that provides an interface on spiritual issues and health care including end-of-life care within a distinct culture. This course selective, offered during the summer between years I and II, is strongly connected and aligned with the University’s values-based mission and the belief that compassion is first received and then given. This selective provides an interface on health care and spiritual issues within the distinct culture of the Benedictine Monastery Communities. This selective course is graded S/U.

*1 semester credit*

### **IDIS 216 – Healer’s Art: Awakening the Heart of Medicine**

The Healer’s Art, a nationally recognized program, addresses the hidden crisis in medicine, the growing loss of meaning and commitment experienced by physicians nationwide under the stresses of today’s health care system. The course’s innovative educational strategy is based on a discovery model, and draws on tested approaches and theories from such fields as humanistic psychology, formational theory, and cognitive psychology. This selective course is graded S/U.

*1 semester credit*

### **IDIS 217 – Family and Child Health**

The course is based on public health approach to assuring the health of families, rather than a medical approach. Prevention is emphasized, and the focus is on an evidence based approach whenever possible. Issues related to the role of the government in providing services for those who are socioeconomically challenged will be a prominent theme throughout. The importance of public health policy will be obvious. Social justice is a common thread throughout. This selective course is graded S/U.

*2 semester credits*

### **IDIS 218 – Managed Health Care**

A physician not only has responsibility for the health of patients, but he/she is also the steward of society’s health care dollar and limited resources. Managed health care integrates health insurance functions with delivery of medical care. This course introduces students to a variety of the challenges faced by health care providers in a managed care environment. Topics include fundamentals of managed care structure, capitation rate development, utilization management, cost and resource

allocation, and measurement of health outcomes. This selective course is graded S/U.

*2 semester credits*

### **IDIS 219 – Policy & Politics of Health Care**

Students will explore political issues affecting health care services through identifying policy goals, public policy analysis and external environments. Students will explore current legislative issues such as provider reimbursement, Medicare reform, prescription benefits and malpractice reform. This is examined through the use of managerial epidemiology, political and economic analysis and public health initiatives. This selective course is graded S/U.

*2 semester credits*

### **IDIS 220 – Medical Education Research**

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

*2 semester credits*

### **IDIS 221 – Leadership in Health Promotion**

Define a group from within the University community who could improve their state of health. Examples of the University community include, but are not limited to, MSI, II, III and IV students, residents, faculty, staff, administration, families of the previously described entities, residents of adjacent areas of Kansas City, KCUMB clinic and patients. This selective course is graded S/U.

*2 semester credits*

### **IDIS 222 – Professional Portfolio**

Profession portfolios are a type of performance assessment and contain a defined set of materials documenting prescribed student learning outcomes. The documentation provides a qualitative look at indirect and direct evidence of student knowledge, skills and attitudes required by the curricula. The design, composition and presentation of the portfolio can take many forms—some entries might require evidence for a set of knowledge, skills and attitudes; while other aspects may showcase the student's own professional philosophy and talents. This selective course is graded S/U.

*2 semester credits*

### **IDIS 223 – Cultural Competence**

This course examines our own culture – the Iatroculture — and preconceived notions about cultures, races and other groups. The content will identify features that make cultures unique while exploring the commonalities among cultures. The course will teach students new skills to appreciate all cultures. This course is graded S/U.

*1 semester credit*

### **IDIS 224 – Foundations in Teaching Clinical Skills**

This course provides selected second-year students with experience in teaching clinical skills in the laboratory setting. Candidates are selected by the Family Medicine Department in the Spring semester of the candidate's first year. Participants assist first-year students in their laboratory experiences and provide individual instruction under the supervision of faculty and staff. This course is a year-long experience with a fall registration. Attendance at pre-lab preparation may be required. The course is graded S/U based on attendance, interaction with first-year students and overall attitude. A withdrawal at any time throughout the length of this course negates the credit value.

*2 semester credits*

### **IDIS 225 – Introduction to Sports Medicine**

The course will provide the student with an introduction to sports medicine concepts and practices. This course will provide didactic learning involving formal lectures and hands-on workshop training and fieldwork. This course is graded S/U.

*1 semester credit*

### **OPP 209 – Foundations in Teaching OPP**

This course provides selected second year students with experience in teaching Principles of Osteopathy in the laboratory setting. Candidates are selected by the Family Medicine Department in the Spring semester of the candidate's first year. 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. This is a year-long experience with a fall registration. Attendance at the pre-lab preparation session is required. The course is graded S/U based on attendance, interaction with first-year students, and overall attitude. A withdrawal at any time throughout the length of this course negates the credit value.

*2 semester credits*

### **FMED 104 – Sports Medicine**

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

*1 semester credit*

### **ANAT 208 – Anatomical Dissection**

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

*1 semester credit*

### **ANAT 209 – Foundations in Teaching Anatomy**

This course provides selected second-year students with experience in teaching anatomy in the laboratory setting. Candidates are selected by the Anatomy Department in the Spring semester of the candidate's first year. Participants assist first-year students in their laboratory experiences and provide individual instruction under the supervision of faculty and staff. This course is a year-long experience with a fall registration. Attendance at pre-lab preparation may be required. The course is graded S/U based on attendance, interaction with first-year students and overall attitude. A withdrawal at any time throughout the length of this course negates the credit value.

*2 semester credits*

### **PHYS 212 – Fundamentals of Health Promotion II**

The purpose of this course is to promote a personal and professional attitude that will improve the health of the participant and influence treatment of their future patients. Three areas will be emphasized including nutrition, exercise and stress management. A series of lectures, assignments and directed studies are associated with the course. This course may be offered as graded or S/U.

*2 semester credits*

### **Third- and Fourth-Year Clinical Clerkships**

The third and fourth years use clinical clerkships to reinforce and expand on the training of the first two years. Each student completes a minimum of 19 clinical clerkships. All clerkships are identified in terms of "blocks" which are either four weeks or one month in duration. The first 10 clerkships include experiences in family medicine, internal medicine, pediatrics, surgery, ob/gyn and psychiatry. Learning objectives are provided to enhance student learning. Fourth-year experiences expand student responsibility. Required clerkships include cardiology, emergency medicine and rural/underserved family medicine. Four months of electives and two subinternships are included in the fourth year.

Third- and fourth-year clinical clerkships are completed at designated training sites around the country. Assignments to sites are determined by a lottery process conducted during the second year. Students complete the core clerkships during the third year at their designated site.

Osteopathic diagnosis and treatment are integrated throughout all third- and fourth-year core clerkships.

#### **2007 Fall Semester - 2008 Spring Semester**

The Office of the Registrar will register the student for a generic clerkship block called ROTA 3A and ROTA 3B. These clerkship blocks will be assessed 20 and 30 semester hours respectfully, and will later be detailed to the specific course level when the Office of Community Clinical Education submits the final grade rosters at the conclusion of the semester. All rotations are worth 5 semester credits.

#### **2007 Fall Semester - 2008 Spring Semester**

The Office of the Registrar will register the student for a generic clerkship block called ROTA 4A and ROTA 4B. These clerkship blocks will be assessed a minimum of 30 and 20 semester hours respectfully, and will later be detailed to the specific course level when the Office of Community Clinical

Education submits the final grade rosters at the conclusion of the semester. All rotations are worth 5 semester credits.

Students enrolled in the third- and fourth-year curriculum will complete the following courses, in addition to electives and sub-internship courses:

|      |     |                          |
|------|-----|--------------------------|
| FMED | 301 | Family Medicine I        |
| FMED | 302 | Family Medicine II       |
| IMED | 301 | Internal Medicine I      |
| IMED | 302 | Internal Medicine II     |
| OBGY | 301 | Obstetrics/Gynecology    |
| PEDS | 301 | Pediatrics               |
| PSYC | 301 | Psychiatry               |
| SURG | 301 | General Surgery I        |
| SURG | 302 | General Surgery II       |
| EMED | 401 | Emergency Medicine       |
| IMED | 401 | Cardiology               |
| FMED | 401 | Family Medicine Clinic I |

### **ANAT 401 – General Anatomy (E)**

This is a one-month elective clerkship designed to provide students with the opportunity to participate in further training in anatomy.

*5 semester credits*

### **ANAT 499 – Research (E)**

Student research in anatomy, under the direction of a faculty member.

*5 semester credits*

### **ANES 401/401s – Anesthesiology (E) or Anesthesiology (S)**

This is an elective designed to provide students with an opportunity to participate in clinical observation and training in anesthesiology.

*5 semester credits*

### **ANES 411 – Pain Management (E) or Pain Management (S)**

This is a rotation designed to provide students with an opportunity to participate in clinical observation and training in pain management.

*5 semester credits*

### **ANES 499 – Research (E)**

Student research in anesthesiology, under the direction of a faculty member.

*5 semester credits*

### **BCHE 401 – General Biochemistry (E)**

This is an elective clerkship designed to provide students with the opportunity for advanced study in biochemistry as a sub-internship.

*5 semester credits*

### **BCHE 499 – Research (E)**

Student research in biochemistry, under the direction of a faculty member.

*5 semester credits*

**EMED 401 – Emergency Medicine**

This is a required clerkship providing clinical observation and training in emergency medicine. Required clerkships are designed to further understanding in the discipline.  
5 semester credits

**EMED 402/402s Emergency Medicine (E) or Emergency Medicine (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in emergency medicine as either an elective or a sub-internship.  
5 semester credits

**EMED 499 – Research (E)**

This course involves student research in an area of interest within emergency medicine that is under the direction of a faculty member.  
5 semester credits

**FMED 301 – Core Family Medicine I**

This is a required rotation designed to be the students first clinical experience in family medicine. Core rotations serve as the foundation for the discipline and they prepare the student for more advanced study.  
5 semester credits

**FMED 302 – Core Family Medicine II**

This is a required rotation designed to be a continuation of clinical experiences in family medicine.  
5 semester credits

**FMED 401 – Core Family Medicine Clinic I**

This is a required clerkship providing clinical experience in rural or urban under-served settings. Required rotations are designed to further understanding in the discipline.  
5 semester credits

**FMED 402 – Family Medicine Clinic II**

This is a continuation of the family medicine clinic experience.  
5 semester credits

**FMED 403 – Family Medicine Clinic III**

This is a continuation of the family medicine clinic experience.  
5 semester credits

**FMED 404/404s – Gerontology (E) or Gerontology (S)**

This is an elective clerkship designed to provide students with the opportunity to participate in clinical observation and training in gerontology as either an elective or a sub-internship.  
5 semester credits

**FMED 405/405s – Sports Medicine (E) or Sports Medicine (S)**

This clerkship in sports medicine 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. This course is offered as an elective or sub-internship.  
5 semester credits

**FMED 406/406s – General Family Medicine (E) or General Family Medicine (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in family medicine as either an elective or a sub-internship.  
5 semester credits

**FMED 408 – Community Medicine (E)**

This is an elective clerkship designed to provide students with the opportunity to participate in advanced study in Community Medicine as well as the opportunity to complete a Community Medicine project.  
5 semester credits

**FMED 409/409s – Primary Care (E) or Primary Care (S)**

This is a clerkship providing clinical observation and training in primary care as either an elective or a sub-internship.  
5 semester credits

**FMED 410/410s – Physical Medicine and Rehabilitation (E) or Physical Medicine and Rehabilitation (S)**

This is a clerkship providing clinical observation and training in physical medicine and rehabilitation as either an elective or a sub-internship.  
5 semester credits

**FMED 499 – Research (E)**

This course involves student research in an area of interest within family medicine that is under the direction of a member of the faculty.  
5 semester credits

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

This clerkship is designed to provide students with an opportunity for independent study in areas of medical education, clinical practice, research, investigational inquiry, or study preparation. Approval of the investigational study project by the Executive Vice President for Research and Medical Affairs, and Dean of the College of Osteopathic Medicine is required for registration. The course is graded S/U.  
Variable semester credits

**IDIS 401 – Bioethics (E)**

This is an elective clerkship designed to provide students with the opportunity to explore current topics in bioethics, such as end-of-life care and human subjects research.  
5 semester credits

**IDIS 402 – Health Care Management & Public Health Policies (E)**

This is an elective clerkship designed to accommodate the Osteopathic Health Policy Intern (OHPI) Program. This course will assist students to develop an understanding and operational knowledge of how Federal health care policy is formulated and how to effectively impact that process.  
5 semester credits

**IMED 301 – Core Internal Medicine I**

This is a required clerkship designed to be the student's first clinical experience in internal medicine. Core clerkships serve as the foundation for the discipline and they prepare the student for more advanced study.

*5 semester credits*

**IMED 302 – Core Internal Medicine II**

This is a required clerkship designed to be a continuation of clinical experiences in internal medicine.

*5 semester credits*

**IMED 401/401s – Cardiology**

This is a required clerkship providing clinical observation and training in cardiology. Required clerkships are designed to further understanding in the discipline.

*5 semester credits*

**IMED 402/402s – Pulmonary Medicine (E) or Pulmonary Medicine (S)**

This is a clerkship providing clinical observation and training in pulmonary medicine as either an elective or a sub-internship.

*5 semester credits*

**IMED 403/403s – Gastroenterology (E) or Gastroenterology (S)**

This is a clerkship providing clinical observation and training in gastroenterology as either an elective or a sub-internship.

*5 semester credits*

**IMED 404/404s – Infectious Diseases (E) or Infectious Diseases (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in infectious diseases as either an elective or a sub-internship.

*5 semester credits*

**IMED 405/405s – General Internal Medicine (E) or General Internal Medicine (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in internal medicine as either an elective or a sub-internship.

*5 semester credits*

**IMED 406/406s – Cardiology (E) or Cardiology (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in cardiology as either an elective or a sub-internship.

*5 semester credits*

**IMED 409/409s – Rheumatology (E) or Rheumatology (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in rheumatology as either an elective or a sub-internship.

*5 semester credits*

**IMED 410/410s – Neurology (E) or Neurology (S)**

This clerkship is designed to provide students with the opportunity to participate in clinical observation and training in neurology.

*5 semester credits*

**IMED 412/412s – Oncology/Hematology (E) or Oncology/Hematology (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in oncology/hematology as either an elective or a sub-internship.

*5 semester credits*

**IMED 413/413s – Endocrinology/Metabolism (E) or Endocrinology/Metabolism (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in endocrinology/metabolism as either an elective or a sub-internship.

*5 semester credits*

**IMED 414/414s – Medical Genetics (E) or Medical Genetics (S)**

This is an elective clerkship designed to provide students with the opportunity to participate in clinical observation and training in medical genetics as either an elective or a sub-internship.

*5 semester credits*

**IMED 415/415s – Dermatology (E) or Dermatology (S)**

This is an elective clerkship designed to provide students with the opportunity to participate in clinical observation and training in dermatology as either an elective or a sub-internship.

*5 semester credits*

**IMED 416/416s – Nephrology (E) or Nephrology (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in nephrology as either an elective or a sub-internship.

*5 semester credits*

**IMED 417/417s – Clinical Immunology/Allergy (E) or Clinical Immunology/Allergy (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in clinical immunology/allergy as either an elective or a sub-internship.

*5 semester credits*

**IMED 418/418s – Gerontology (E) or Gerontology (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in gerontology as either an elective or a sub-internship.

*5 semester credits*

**IMED 419/419s – Addiction Medicine (E) or Addiction Medicine (S)**

This is an elective clerkship designed to provide students with the opportunity to participate in clinical observation and training in addiction medicine as either an elective or sub-internship.

*5 semester credits*

**IMED 420 – Critical Care Medicine (E) or Critical Care Medicine (S)**

This clerkship is designed to provide students with the opportunity to participate in clinical observation and training in critical care medicine as either an elective or a sub-internship.

*5 semester credits*

**IMED 499 – Research (E)**

This clerkship involves student research in an area of interest within internal medicine that is under the direction of a faculty member. This is an elective clerkship designed to provide students with the opportunity to participate in advanced study in microbiology.

*5 semester credits*

**MBIO 499 – Research (E)**

This clerkship involves student research in an area of interest within microbiology that is under the direction of a faculty member.

*5 semester credits*

**OBGY 301 – Core Obstetrics/Gynecology**

This is a required clerkship designed to be the student's first clinical experience in obstetrics and gynecology. Students will participate in the observation and examination of patients, including assistance in actual procedures as appropriate. Core clerkships serve as the foundation for the discipline and prepare the student for more advanced study.

*5 semester credits*

**OBGY 401/401s – Maternal Fetal Medicine (E) or Maternal Fetal Medicine (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in perinatology as either an elective or a sub-internship.

*5 semester credits*

**OBGY 402/402s – Medical Genetics (E) or Medical Genetics (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in medical genetics as either an elective or a sub-internship.

*5 semester credits*

**OBGY 403/403s – General Gynecology (E) or General Gynecology (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in general gynecology as either an elective or a sub-internship.

*5 semester credits*

**OBGY 404/404s – Gynecological Oncology (E) or Gynecological Oncology (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in gynecological surgery as either an elective or a sub-internship.

*5 semester credits*

**OBGY 405/405s – General Obstetrics (E) or General Obstetrics (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in general obstetrics as either an elective or a sub-internship.

*5 semester credits*

**OBGY 406/406s General Obstetrics/Gynecology (E) or General Obstetrics/Gynecology (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in general obstetrics and gynecology as either an elective or a sub-internship.

*5 semester credits*

**OBGY 407/407s – Reproductive Endocrinology (E) or Reproductive Endocrinology (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in reproductive endocrinology as either an elective or a sub-internship.

*5 semester credits*

**OBGY 499 – Research (E)**

This clerkship involves student research in an area of interest within obstetrics and/or gynecology that is under the direction of a member of the faculty.

*5 semester credits*

**OPP 399 – KCUMB Fellowship in OP&P (E)**

This elective experience is open only to students wishing to spend an additional year of study, teaching and research with the Family Medicine Department. Students wishing to explore this opportunity must apply during the last semester of the second year and be selected by the Family Medicine Department for the program. Once selected, OP&P Fellows may complete their third year clerkships before or after participating in the fellowship. The fellowship year is designed to give the student further experience with osteopathic principles and practice, teaching techniques and insights into research. Once completed, the students start/continue their clerkships. OP&P Fellows receive a monetary stipend and tuition for their fellowship year and one additional year. For more information, contact Kevin D. Treffer, D.O., KCUMB OMM Coordinator.

*10-20 semester credits*

**OPP 401/401s – Clinical Clerkship in OP&P (E) or Clinical Clerkship in OP&P (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in osteopathic principles and practice as either an elective or a sub-internship.

*5 semester credits*

**OPP 499 – Research (E)**

This elective course is designed to allow third and/or fourth year students the opportunity to spend time with a member of the Family Medicine Department performing some form of research. The activity may be clinically oriented, aimed at literature interpretation or designed to collect basic research data. The student will be expected to participate in the design and performance of a research project under the direct supervision of the departmental mentor. For more information, contact Kevin D. Treffer, D.O., OMM coordinator.

*5 semester credits*

### **PATH 399 – Off-Site Pathology Fellowship**

This elective experience is available on a limited basis to those students wishing to spend an additional year of study, teaching and research with a Pathology Department at another college of medicine. Students wishing to explore this opportunity must seek approval by the Executive Vice President for Research and Medical Affairs, and Dean of the College of Osteopathic Medicine during the last semester of their second year and apply to take a one-year leave of absence from KCUMB. Pathology Fellows participate in various teaching, clinical and research duties as determined by the visiting institution or program and as approved by KCUMB. Once the pathology fellowship is completed, students return to KCUMB and continue their third and fourth years of education.

*Fall-Spring. Variable semester credit*

### **PATH 401 – General Pathology (E)**

This is an elective clerkship designed to provide students with the opportunity to participate in a hospital pathology department

*5 semester credits*

### **PATH 402 – Clinical Pathology (E)**

This is an elective clerkship designed to provide students with the opportunity to participate in clinical observation and training in clinical pathology.

*5 semester credits*

### **PATH 403 – Anatomic Pathology (E)**

This is an elective clerkship designed to provide students with the opportunity to participate in surgical pathology, cytopathology, and autopsy pathology.

*5 semester credits*

### **PATH 404 – Blood Banking (E)**

This is an elective clerkship designed to provide students with the opportunity to participate in clinical observation, laboratory techniques and training in blood banking.

*5 semester credits*

### **PATH 405 – Forensic Pathology (E)**

This is an elective clerkship designed to provide students with the opportunity to learn with police, scene investigators and medical examiners.

*5 semester credits*

### **PATH 406 – Hematopathology (E)**

This is an elective clerkship designed to provide students with the opportunity to participate in both clinical care and lab diagnosis of blood disease.

*5 semester credits*

### **PATH 407 – Toxicology (E)**

This is an elective clerkship designed to provide students with the opportunity to participate in advanced study in the toxicology lab.

*5 semester credits*

### **PATH 499 – Research (E)**

This clerkship involves student research in an area of interest within pathology that is under the direction of a member of the faculty.

*5 semester credits*

### **PEDS 301 – Core Pediatrics**

This is a required clerkship designed to be the student's first clinical experience in pediatrics. It emphasizes and reinforces the common approach to the pediatric patient, history and physical diagnosis skills, and disease management as it relates to the pediatric patient, his or her family and environment. Core clerkships serve as the foundation for the discipline and they prepare the student for more advanced study.

*5 semester credits*

### **PEDS 401/401s – Neonatology (E) or Neonatology (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in neonatology as either an elective or a sub-internship.

*5 semester credits*

### **PEDS 402/402s – Pediatrics Infectious Diseases (E) or Pediatrics Infectious Diseases (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in pediatric infectious diseases as either an elective or a sub-internship.

*5 semester credits*

### **PEDS 403/403s – Pediatrics Oncology/Hematology (E) or Pediatrics Oncology/Hematology (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in pediatric oncology/hematology as either an elective or a sub-internship.

*5 semester credits*

### **PEDS 404/404s – Pediatrics Pulmonary Diseases (E) or Pediatrics Pulmonary Diseases (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in pediatric pulmonary diseases as either an elective or a sub-internship.

*5 semester credits*

### **PEDS 405/405s – Pediatrics Gastrointestinal Diseases (E) or Pediatrics Gastrointestinal Diseases (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in pediatric gastrointestinal diseases as either an elective or a sub-internship.

*5 semester credits*

### **PEDS 406/406s – Pediatrics Neurology (E) or Pediatrics Neurology (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in pediatric neurology as either an elective or a sub-internship.

*5 semester credits*



**PEDS 407/407s – Pediatrics Rheumatology (E) or Pediatrics Rheumatology (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in rheumatology as either an elective or a sub-internship.  
*5 semester credits*

**PEDS 408/408s – Pediatrics Genetics (E) or Pediatrics Genetics (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in pediatric genetics as either an elective or a sub-internship.  
*5 semester credits*

**PEDS 409/409s – Pediatrics Critical Care Medicine (E) or Pediatrics Critical Care Medicine (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in pediatric critical care medicine as either an elective or a sub-internship.  
*5 semester credits*

**PEDS 410/410s – Adolescent Medicine (E) or Adolescent Medicine (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in adolescent medicine as either an elective or a sub-internship.  
*5 semester credits*

**PEDS 411/411s – General Pediatrics (E) or General Pediatrics (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in pediatrics as either an elective or a sub-internship.  
*5 semester credits*

**PEDS 412/412s – Pediatrics Cardiology (E) or Pediatric Cardiology (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in pediatric cardiology as either an elective or a sub-internship.  
*5 semester credits*

**PEDS 413/413s – Pediatrics Dermatology (E) or Pediatrics Dermatology (S)**

This is an elective clerkship designed to provide students with the opportunity to participate in clinical observation and training in pediatric dermatology as either an elective or a sub-internship.  
*5 semester credits*

**PEDS 414/414s – Pediatrics Nephrology (E) or Pediatrics Nephrology (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in pediatric nephrology as either an elective or a sub-internship.  
*5 semester credits*

**PEDS 415/415s – Developmental Pediatrics (E) or Developmental Pediatrics (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in developmental pediatrics as either an elective or a sub-internship.  
*5 semester credits*

**PEDS 416/416s – Pediatrics Endocrinology/Metabolism (E) or Pediatrics/Endocrinology/Metabolism (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in pediatrics endocrinology/metabolism as either an elective or a sub-internship.  
*5 semester credits*

**PEDS 417/417s – Pediatrics Allergy/Immunology (E) or Pediatrics Allergy/Immunology (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in pediatric allergy/immunology as either an elective or a sub-internship.  
*5 semester credits*

**PEDS 418/418s – Pediatric Emergency Medicine (E) or Pediatric Emergency Medicine (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in pediatric emergency medicine as either an elective or a sub-internship.  
*5 semester credits*

**PEDS 419/419s – Community Pediatrics (E) or Community Pediatrics (S)**

This is a clerkship 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. This course is offered as either an elective or a sub-internship.  
*5 semester credits*

**PEDS 499 – Research (E)**

This clerkship involves student research in an area of interest within pediatrics that is under the direction of a faculty member.  
*5 semester credits*

**PHAR 401 – General Pharmacology (E)**

This is an elective clerkship designed to provide students with the opportunity to participate in advanced study in pharmacology.  
*5 semester credits*

**PHAR 499 – Research (E)**

This clerkship involves student research in an area of interest within pharmacology that is under the direction of a faculty member.  
*5 semester credits*

**PHYS 401 – General Physiology (E)**

This is an elective clerkship designed to provide students with the opportunity to participate in further training in physiology.  
*5 semester credits*

**PHYS 499 – Research (E)**

This clerkship involves student research in an area of interest within physiology that is under the direction of a faculty member.  
*5 semester credits*

**PMED 401/401s – General Preventive Medicine (E) or General Preventive Medicine (S)**

This is an elective clerkship designed to provide students with the opportunity to participate in clinical observation and training in preventive medicine as either an elective or a sub-internship.  
*5 semester credits*

**PMED 402 – Occupational Medicine (E)**

This is an elective clerkship designed to provide students with the opportunity to participate in clinical observation and training in occupational medicine.  
*5 semester credits*

**PMED 403 – Public Health (E)**

This is an elective clerkship designed to provide students with the opportunity to participate in clinical observation and training in public health.  
*5 semester credits*

**PMED 404 – Environmental Health (E)**

This is an elective clerkship designed to provide students with the opportunity to participate in clinical observation and training in environmental health.  
*5 semester credits*

**PMED 499 – Research in Preventive Medicine/Public Health (E)**

This is an elective clerkship designed to provide students with 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.  
*5 semester credits*

**PSYC 301 – Core Psychiatry**

This is a required clerkship designed to be the student's first clinical experience in psychiatry. Students will participate in the observation and examination of patients. Core clerkships serve as the foundation for the discipline and they prepare the student for more advanced study.  
*5 semester credits*

**PSYC 401/401s – General Psychiatry (E) or General Psychiatry (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in general psychiatry as either an elective or a sub-internship.  
*5 semester credits*

**PSYC 402/402s – Pediatric Psychiatry (E) or Pediatric Psychiatry (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in pediatric psychiatry as either an elective or a sub-internship.  
*5 semester credits*

**PSYC 499 – Research (E)**

This clerkship involves student research in an area of interest within psychiatry that is under the direction of a faculty member.  
*5 semester credits*

**RADI 401 – General Radiology (E)**

This is an elective clerkship designed to provide students with the opportunity to participate in clinical observation and training in radiology.  
*5 semester credits*

**RADI 402 – Pediatric Radiology (E)**

This is an elective clerkship designed to provide students with the opportunity to participate in clinical observation and training in pediatric radiology.  
*5 semester credits*

**RADI 403 – Nuclear Medicine (E)**

This is an elective clerkship designed to provide students with the opportunity to participate in clinical observation and training in nuclear medicine.  
*5 semester credits*

**RADI 404 – Interventional Radiology (E)**

This is an elective clerkship designed to provide students with the opportunity to participate in clinical observation and training in interventional radiology.  
*5 semester credits*

**RADI 405 – Body Imaging (E)**

This is an elective clerkship designed to provide students with the opportunity to participate in clinical observation and training in body imaging.  
*5 semester credits*

**RADI 406 – Radiation Oncology (E)**

This is an elective clerkship designed to provide students with the opportunity to participate in advanced study in Radiation Oncology.  
*5 semester credits*

**RADI 499 – Research (E)**

This clerkship involves student research in an area of interest within radiology that is under the direction of a member of the faculty.  
*5 semester credits*

**SURG 301 – Core General Surgery I**

This is a required clerkship designed to be the student's first clinical experience in surgery. Students will participate in the observation and examination of surgical patients including participation in pre- and post-operative care, as well as assistance in actual procedures as appropriate. Core clerkships serve as the foundation for the discipline and they prepare the student for more advanced study.  
*5 semester credits*

**SURG 302 – Core Surgery II**

This is a required clerkship designed to provide the student with more advanced clinical experiences in surgery.  
*5 semester credits*

**SURG 401/401s – General Surgery (E) or General Surgery (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in surgery as either an elective or a sub-internship.  
*5 semester credits*

**SURG 402/402s – Cardiovascular Surgery (E) or Cardiovascular Surgery (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in cardio/vascular surgery as either an elective or a sub-internship.  
*5 semester credits*

**SURG 403/403s – ENT (E) or ENT (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in ENT as either an elective or a sub-internship.  
*5 semester credits*

**SURG 404/404s – Ophthalmology (E) or Ophthalmology (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in ophthalmology as either an elective or a sub-internship.  
*5 semester credits*

**SURG 405/405s – Thoracic Surgery (E) or Thoracic Surgery (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in thoracic surgery as either an elective or a sub-internship.  
*5 semester credits*

**SURG 406/406s – Urology (E) or Urology (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in urology as either an elective or a sub-internship.  
*5 semester credits*

**SURG 407/407s – Neurosurgery (E) or Neurosurgery (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in neurosurgery as either an elective or a sub-internship.  
*5 semester credits*

**SURG 408/408s – Transplant Medicine (E) or Transplant Medicine (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in transplant medicine as either an elective or a sub-internship.  
*5 semester credits*

**SURG 409/409s – Plastic Surgery (E) or Plastic Surgery (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in plastic surgery as either an elective or a sub-internship.  
*5 semester credits*

**SURG 410/410s – Orthopedic Surgery (E) or Orthopedic Surgery (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in orthopedic surgery as either an elective or a sub-internship.  
*5 semester credits*

**SURG 411/411s – Proctology (E) or Proctology (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in proctology as either an elective or a sub-internship.  
*5 semester credits*

**SURG 412/412s – Podiatry (E) or Podiatry (S)**

This is a clerkship designed to provide students with the opportunity to participate in clinical observation and training in podiatry as either an elective or a sub-internship.  
*5 semester credits*

**SURG 499 – Research (E)**

This clerkship involves student research in an area of interest within surgery that is under the direction of a member of the faculty.  
*5 semester credits*





College  
of  
Biosciences



COLLEGE OF BIOSCIENCES  
ACADEMIC CALENDAR 2007-2008

**Fall Semester (Aug. 16 - Dec. 14, 2007)**

Aug. 16 COB Registration and Orientation  
Aug. 20 COB Classes Begin  
Sept. 3 Labor Day, Classes suspended  
Nov. 21-23 Thanksgiving Holiday, Classes suspended  
Dec. 10-14 COB Final Examinations  
Dec. 15 COB Winter Break Begins

**Spring Semester (Jan. 11 - May 16, 2008)**

Jan. 14 COB Classes Begin  
Feb. 8 Research Day  
March 1-9 COB Spring Break  
May 12-16 COB Final Examinations  
May 16 COB Spring Semester Ends

**Summer Semester (May TBA - July TBA, 2008)**

May 26 Memorial Day, Classes suspended  
July 4 Independence Day, Classes suspended  
July TBA COB Summer Semester Ends

*\*Dates and times subject to change with notice.*





## ADMISSIONS

### **General Introduction**

The admissions office prides itself in delivering professional service to all applicants. The office is mindful that for applicants, a lack of knowledge about the way the application process works can be stressful. Consequently, applicants to the master of science in biomedical sciences program are encouraged to visit the KCUMB Web site ([www.kcumb.edu](http://www.kcumb.edu)) to review the application process and most frequently asked questions for clarification. Applicants are also welcome to contact the admissions office directly. Patrons, whether they are inquirers, applicants or students, will find the admissions office to be professional, knowledgeable and approachable.

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

Admissions personnel are available to respond to calls between 9 a.m. and 4 p.m. Central Time at (800) 234-4847 or (816) 283-2351.

### **Special Accommodations**

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

All applicants accepted to the program will be required to complete a Post-Admissions Questionnaire requesting information of mental and/or physical limitations that may require accommodations while attending the University.

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

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

University policies are nondiscriminatory and give consideration to all applicants for admission, financial aid, and special accommodations without respect to gender, race, handicap, color, age, religion, creed, or ethnic origin. The Executive Vice President for Institutional Development and Executive Dean, Graduate Studies, is the coordinator of the University's nondiscriminatory program.

### **Authorization to Release Applicant Information**

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

### **Academic Requirements (2008 Entering Class Applicants)**

1. Bachelor's degree from an accredited college or university.
2. Completion of 13 hours of chemistry (including organic chemistry), 12 hours of biological sciences, 8 hours of physics, and 6 hours of English.
3. Cumulative GPA of greater than 2.75 on a 4.0 scale.
4. Graduate entrance examination completion (GRE or MCAT).
5. Provision of three letters of recommendation, at least two from faculty familiar with the applicant's academic abilities.

The ability to use a personal or network computer is an integral part of the KCUMB curriculum and is a necessity. Each entering student must have a good working knowledge of common PC use and applications. Students are required to own a PC or laptop computer. Specifications can be obtained at [www.kcumb.edu](http://www.kcumb.edu).

### **Substitutions or Waiver of Requirements**

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

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

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

### **College Credit from 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:

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

Josef Silny and Associates, Inc.  
International Education Consultants  
P.O. Box 248233  
Coral Gables, FL 33124  
(305) 273-1616

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

KCUMB will accept credit from the evaluation report only if the evaluation service has indicated the course work taken was similar to course work taken at an institution that is comparable to a regionally accredited U.S. college or university.

### **Application Process**

Applicants are encouraged to begin the application process one year prior to anticipated matriculation.

### **Review and Notification**

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

Following this pre-interview assessment, selected applicants are invited to visit the campus for a formal personal interview. After the interview, the Admissions Committee reviews the applicant's file along with interview recommendations. Applicants are notified as soon as a final admission decision has been made.

A matriculation fee is required from accepted applicants (See "Tuition, Fees & Expenses"). Acceptance is conditional until all official transcripts are received from schools attended and transcripts must be on file prior to matriculation. Applicants accepted while completing course work will be expected to receive a grade of C or higher, and degree requirements will be completed by August 1 of the matriculation year at KCUMB.

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

### **Funding Assurance**

Incoming graduate students must provide assurance, prior to the start of classes, that funding for tuition and budgeted living expenses are covered for the academic program. Therefore, a stipulation of matriculation obligates an accepted applicant to authorize KCUMB to obtain a current credit report. A Credit Authorization Form will be provided to each accepted applicant by the Admissions Office. The Finance Department, as a service to the applicant, will evaluate each applicant's ability to obtain student loans in an amount sufficient to cover tuition and living expenses, as needed. Accepted applicants who are unable to provide this assurance will not be allowed to matriculate.

### **Health Insurance Policy**

All students are required to maintain personal health insurance. Proof of personal health insurance must be submitted to the Office of Admissions before matriculating. Any break in coverage or change in health insurance must be reported to the Vice President for Student Affairs.

### **Housing**

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

## FISCAL POLICIES AND FINANCIAL AID

### **Tuition, Fees and Expenses**

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

Tuition and fees are due and payable in full before each registration date unless special arrangements have been made with the Finance Office or when students have loan applications for amounts sufficient to cover tuition on file in the Financial Aid Office. Tuition and fees are due and payable for the entire academic year regardless of whether the student completes the entire year, except as noted in the refund policy. The University reserves the right to change the schedule of tuition and fees without advance notice and to make such changes applicable to present as well as future students. The following fees and tuition apply to the 2006-2007 academic year.

**Application Fee** ..... **\$30**  
Fee is payable upon submission of application for admission. *Fee is non-refundable regardless of reason.*

**Acceptance/Matriculation Fee** ..... **\$500**  
Accepted applicants are required to pay the fee 21 days after their acceptance. The payment schedule for late acceptances may vary. Payment is credited toward tuition once payment of the balance of the tuition is received. Mail acceptance fees to the Admissions Office. *Fee is non-refundable regardless of reason. Note: Withdrawing prior to matriculation does not negate the non-refund policy.*

**Tuition, 2007-2008** ..... **\$24,336**  
Tuition and fees are due and payable in full before the day of class registration, unless special payment arrangements have been made with the Finance Office, or when loan applications for amounts sufficient to cover tuition and fees are on file in the Financial Aid Office. Tuition includes parking, library privileges and laboratory supplies, but not instruments, equipment, computers, texts, lab manuals or health insurance. Tuition is subject to change annually.

Late Registration Fee ..... \$100  
Transcript ..... \$5  
Student Identification Badge Replacement Fee ..... \$5

### **Books and Instruments**

The approximate cost for required textbooks is: ..... \$700  
The estimated additional cost for a computer and online access is \$1,500 for a PC or \$2,500 for a laptop.

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

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

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

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

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

The tuition refund and/or tuition discount, whichever is applicable, shall be prorated as follows: 75 percent during the first week; 50 percent during the second week; and 25 percent during the third week through the tenth week. The check will be mailed to the student from the Business Office approximately two weeks from the date of receipt of the written request and notification of withdrawal from the University.

### **Tuition and Fees Refund Policy – Student Financial Aid Recipients**

Students receiving financial aid funds are subject to having these funds returned as required by federal, state and/or private aid program policies. This means a student who leaves school for any reason prior to completing 60 percent of the payment period will have all or a portion of his or her financial aid funds returned to the appropriate aid program(s). Federal regulation 34 CFR 668.22 (Return of Title IV Funds) requires the school to calculate the percentage of the student's attendance; then calculate the student's "unearned" portion of the federal funds, that they have received. The "unearned" funds paid to the school must be returned to the lender within 30 days of the student's date of withdrawal. The student will then be responsible for the payment of the remaining tuition balance due according to the KCUMB refund policy. The student will be notified of these amounts at the time of their checkout from the University.

### **Student Financial Aid**

Graduate education is very expensive. During schooling, a student may be forced to live at a very modest level. The primary obligation for financing a graduate education lies with the student and the student's family. Need-based financial assistance is available, but is highly competitive. The federal and private agencies, which make funds available for borrowing, do so with the understanding that a student must sacrifice in order to achieve a graduate degree.

Upon acceptance to KCUMB, a student who needs financial

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

Financial aid, as awarded or borrowed under federal or private programs, cannot exceed the KCUMB standardized budget and must be used to offset the cost of the student's education. This means, the borrower must live on personal expenses of \$19,602 for an 11-month period from all monies available to them, including personal resources, parental assistance, awards, scholarships and loans. Personal income from the previous year, the income of the student's spouse and the income of the student's parents, also are taken into account when figuring the amount a student can be awarded or can borrow.

The amount a student can borrow is based on the cost of his/her education and potential personal contributions, not on the student's desire for capital. Students must consider the repayment implications of loan programs and avoid excessive borrowing. KCUMB has a federally mandated obligation to keep a student's indebtedness to a minimum. A student will receive counseling while in school about the nature of his/her debt and the projected payment schedule. Students planning on using student loans to finance their education are required by KCUMB policy to have a credit report obtained by the Credit/Collections Office.

Default of a student loan is failure to repay according to the terms agreed to in the promissory note. Default also may result from failure to submit requests for deferment on time. If a student defaults, the college, the organization that holds the loan, the state and the federal government can all take action to recover the money.

The federal government and the loan agencies can deny a school's participation in the student loan programs if the school's default rate is too high. The University will withhold the transcript of any individual if that individual is in arrears or in default under any loan or loan program, where such arrearage or default adversely affects the University in any way.

## General Financial Aid Policies

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

The University takes seriously its responsibility to provide a reasonable expense budget and to monitor long-term student debt. Based upon these principles, all financial aid awarded, which includes federal, state and private programs, will be determined within federal financial aid guidelines and the limits of the student budget. Students will not be allowed unlimited borrowing simply because programs are available.

For students applying for financial aid at or beyond the midpoint of their academic year, financial aid eligibility will be determined for living expenses based on the number of months

remaining in the academic year plus unpaid tuition that is not covered by another source.

## Budget Adjustments

A student may request a budget adjustment based on the following five reasons only:

1. Health Insurance. The actual cost paid by the student for health insurance (to a maximum of \$125/month) will be added provided that the most recent bill or premium notice indicating the amount due is submitted at the time of initial application for aid. Health insurance costs for family members cannot be included.
2. Child Care. One-half the actual cost of child care up to the maximum allowed for students who are single parents with dependents, or with a spouse who is employed fulltime, or as a fulltime student. Private school tuition does not qualify as child care. An application for the allowance with appropriate documentation is required.
3. Medical Expenses. Extraordinary expenses (for the student only) not covered in the student budget for unreimbursed medical expenses for non-elective procedures incurred within the current academic year. Documentation is required.
4. Computer Purchase. All KCUMB students are required to own a PC or laptop computer meeting KCUMB specifications. The maximum allowances for first-year students follow:

|                                  |         |
|----------------------------------|---------|
| Personal Computer Purchase ..... | \$1,500 |
| Laptop Purchase .....            | \$2,500 |

Certain limitations are in effect. Documentation is required.

Forms are available in the Financial Aid Office during normal business hours.

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

## Conflicting Information

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

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

## Verification of Student Financial Information

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

- From the date of notification by the Financial Aid Officer, the student will have 60 days to supply the necessary documentation.

- Failure to provide required documentation will result in the withholding of all student aid funds.
- A student selected for verification will be mailed a verification worksheet to the current address of record.
- A student must submit the completed verification worksheet, a copy of his/her federal tax return and any other documentation required to support the information declared.
- A student's aid package will not be determined until the verification process has been completed.

### Misreporting/Misrepresentation/Fraud

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

1. Subject to the student conduct guidelines.
2. 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.
3. Loss of financial aid for:
  - a. The current academic year, or;
  - b. The remaining years of enrollment.

### Evidence of Misrepresentation

In the event the Director of Financial Aid finds evidence of willful misrepresentation and/or fraud, the student will meet with the Director of Financial Aid and the Vice President for Student Affairs. At that time, disciplinary action will be discussed with the student.

### Student Aid Revision Policy

In order to prevent or minimize over-awards, reduce student debt and comply with federal, state and private aid programs, the following policy is in effect:

At the time a student receives other aid after the initial financial aid package is determined, the student's aid will be re-evaluated to determine his or her new eligibility and whether an over-award will occur. The Financial Aid Officer will take all steps necessary to reduce or eliminate the over-award to the extent of his/her control.

If an over-award occurs, the procedures listed below will be followed:

- A revised aid award offer will be completed and sent to the student advising him or her of the revision;
- A new disbursement schedule will be completed and sent to the student with the revised award offer to advise him/her of how the change will affect future disbursements, tuition payments and living expenses;
- Subsequent disbursements will be cancelled or reduced accordingly;
- If the additional resource is credited to tuition (as with scholarships or Vocational Rehabilitation), the resulting refund will be returned to the loan programs to reduce any over-award. In the event a personal check was given to pay any part of the tuition, it will be determined

whether an equivalent amount of loan funds was delivered to the student creating the over-award. These funds will also be returned to the lender of the loan program to the extent of the loan funds delivered to the student;

- After all efforts have been exercised by the Financial Aid Office to reduce/eliminate the over-award, per federal guidelines. ***A Stafford Loan borrower who is over-awarded and received funds disbursed directly to him/her will not be required to repay funds that were delivered in excess of need unless the over-award was caused by his/her misreporting or withholding information.***
- In the event an over-award exists due solely to scholarships, Vocational Rehabilitation, etc. with no loans involved, the Financial Aid Office will contact the program administrator to coordinate the programs appropriately.

### Standards for Satisfactory Academic Progress

Federal regulations require that all students receiving financial assistance from Title IV programs must maintain satisfactory academic progress. Private, non-federal loan programs also require a student to meet satisfactory academic progress standards. A student will be ineligible for financial aid in the following circumstances:

1. Cumulative GPA falls below 2.50 after the first semester or below 3.0 after the second semester or fails any courses.
2. If placed in any status by administrative directive or the Promotion and Graduation Committee that stipulates the student is considered "not in good standing" or "not meeting satisfactory progress."
3. If placed on suspension from academic participation.

### Loan Programs and Sources

#### Federal Subsidized Stafford Loans

This program provides \$8,500 per academic year with a cumulative maximum of \$65,500 including undergraduate loans.

#### Federal Unsubsidized Stafford Loan

This program provides \$20,500 per year (less the amount in Subsidized Stafford loans) with a cumulative maximum of \$138,500, less the amount of subsidized Staffords. This program is for those who do not qualify for the federal interest subsidies under the Federal Subsidized Stafford program.

#### Perkins Loan (formerly National Direct Student Loan – NDSL)

Perkins monies are contingent on the availability of funds and the demonstration of need according to federal regulations and University guidelines. The cumulative amount is \$40,000 (including undergraduate loans).



# ACADEMIC RECORDS AND POLICIES

## **General Introduction**

The Office of the Registrar has a commitment to providing exemplary service to students, graduates and faculty. The department functions to provide accurate information and efficient service to the constituency of the University while facilitating and coordinating the activities in accordance with University policy and federal statutes. The Registrar's Office serves as an information resource for students, graduates, faculty and staff while actively seeking ways to effectively communicate and inform the University's public of their rights and responsibilities.

## **Registration**

Students are required to report on the registration date as specified in the Academic Calendar. Students who fail to appear risk losing their seat. All students failing to appear at the beginning of registration may be required to pay the late registration fee. Students who are not in University compliance may not attend classes.

## **Academic Advising**

Each student is assigned a faculty advisor who is charged with the responsibility of assisting the student in the successful completion of the student's program of study for the academic year.

## **Academic Records Requests**

Requests for academic records will be processed by the Registrar's Office in the order received. Federal regulations mandate a written request to authorize the release of student academic records. Consequently, phone requests for transcripts are not acceptable. Faxed requests, however, are acceptable for *unofficial* copies only.

The Registrar's Office makes every effort to respond to requests in a timely manner and has traditionally been able to process transcript requests within three to five days from the time the request was received. Depending on staff workload, the office is frequently able to process transcript requests within one day. Information that is required to meet a third-party deadline should be requested with at least two weeks lead time to ensure expedient delivery and appropriate recording.

Official transcripts cost \$5, *due at the time of request*. Requests will not be processed unless payment has been received in full and the student or alumnus has fulfilled all financial obligations to the University. All services will be withheld in situations of default on student loans or other similar financial obligations. Official transcripts are generally forwarded directly to the receiving party. Unofficial transcripts do not carry the college seal and are stamped with a red ink identifier. Unofficial transcripts are *free of charge*.

A graduate who has lost his or her original diploma or requests a duplicate due to a name change, must make a request through the Registrar's Office with supporting legal documentation. The cost for a duplicate diploma is \$50. A new diploma will have the word "duplicate" printed on the lower left corner.

## **Disclosure of Student Academic Records**

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

1. The University will notify students of their rights to review records by referring to this policy;
2. An eligible student will be allowed to inspect and review his/her education records. Requests for copies of the records should be made in the office of the Registrar, in writing, on the forms provided, and signed by the student. Records will be released in a reasonable time, and, in any event, no more than 45 days from the date of the request;
  - a) Educational records include all transcripts, confidential letters and confidential statements of recommendation, receipt of an honor or honorary recognition, letters of reprimand and all letters from the Promotion and Graduation Committee to the student;
  - b) The University will not permit a student to inspect and review educational records that are financial records, including any information those records contain, of his/her parents, or any confidential letters or statements that the student has waived his/her right to inspect and review. This provision includes confidential admission information;
  - c) There will be a fee of \$5 per request for copies of official transcripts;
3. Personally identifiable information will not be released from an educational record without the prior written consent of the student personally identified unless:
  - a) The disclosure is to other school officials, including faculty, within the University whom the University has determined to have legitimate educational interests;
  - b) The disclosure is, subject to the requirements of \$99.35 of the Regulations, to authorized representatives of:
    - i. The Comptroller General of the United States;
    - ii. The Secretary of Education; or
    - iii. State and local educational authorities.
  - c) The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
    - i. Determine eligibility for the aid;
    - ii. Determine the amount of the aid;
    - iii. Determine the conditions for the aid; or
    - iv. Enforce the terms and conditions of the aid.
  - d) The disclosure is to an accrediting organization to carry out their accrediting functions;
  - e) The disclosure is to comply with a judicial order or lawfully issued subpoena. The University will disclose information under this paragraph only after making a reasonable effort to notify the student of the order or subpoena in advance of compliance. In addition, the University will attempt

to obtain the student's written consent to the release of education records prior to compliance with the judicial order or subpoena. If the University is unable to obtain the student's written consent, the University will notify the requesting party of its requirements under §99.33 of the regulations concerning re-disclosure of the information;

- f) The disclosure is in connection with a health or safety emergency, under the conditions described in §99.37 of the regulations;
  - g) The disclosure is directory information. The University has designated the following types of personally identifiable information as directory information: Student's name, address, telephone listing, e-mail address, date and place of birth, photograph, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended;
4. A legitimate educational interest by school officials, including faculty, includes requests for advisement purposes, information needed for writing letters of recommendation or commendation, or information needed to determine the academic status of a student for disciplinary measures;
  5. The University will maintain a record of all disclosures made pursuant to this policy for the length of time it maintains the educational records of the student. The record of disclosures will be available for inspection by the student;
  6. If an eligible student believes the educational records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the University to amend the record. The University reserves the right to decide whether to amend the record as requested. If the University decides not to amend the records, the student will be informed of his/her right to a hearing.

## Academic Assessment

### Academic Grades and Quality Points

| <u>Grade</u> | <u>Quality Points</u> |
|--------------|-----------------------|
| A            | 4.00                  |
| B            | 3.00                  |
| C            | 2.00                  |
| F            | 0.00                  |
| S            | Satisfactory/Pass     |
| U            | Unsatisfactory/Fail   |
| I            | Incomplete            |
| W            | Withdrew              |

## Promotion and Graduation

The Promotion and Graduation Committee evaluates student performance at the end of each semester of study. Records are reviewed to determine if the student has fulfilled all academic requirements, has maintained the standards of ethical, moral, personal, and professional conduct, and is considered mentally and emotionally fit. At the end of an academic year, the Promotion and Graduation Committee reviews students with

respect to the above requirement and certifies eligibility for graduation.

At a Faculty Senate meeting preceding commencement, the Promotion and Graduation Committee certifies to the faculty the names of those students eligible for the degree Master of Science in Biomedical Sciences.

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

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

## Academic Standing

**Conditional Status** is a designation for students who have a GPA of less than 3.0 (but at least 2.5) and no failures after the first semester of the master of science degree in biomedical sciences. Conditional status students will be allowed to continue in the academic program a second semester. If the overall GPA is 3.0 or higher after the second semester, the notation of conditional status will be removed. Conditional status students are considered to be making satisfactory academic progress in the University's academic programs.

Conditional status students may be required to participate in special services offered by the University, including, but not limited to, tutoring, counseling, academic mentoring and study skills classes. Students under conditional status will not be allowed to apply to other degree programs at KCUMB until such status is removed.

**Stipulated Status** is a designation applied to students who have restrictions imposed either by administrative directive or by the Promotion and Graduation Committee. The stipulations applied to the student will determine whether the student is considered to be progressing satisfactorily in the academic program. Stipulated status shall continue for the period specified by the imposed order and will outline the conditions to be met. A directive from the Dean of the College of Biosciences is required to release a student from stipulated status.

## Examinations

Examinations are regularly scheduled and required. Students are evaluated on the basis of their performance of assignments as well as their achievements in written, oral and practical examinations. The results of examinations, and reports concerning attendance, conduct and potential professional attributes are considered by the Promotion and Graduation Committee in the process of determining eligibility for promotion and graduation.



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

No grade will be changed unless the course director certifies in writing that an error occurred in computing or recording the grade. Such changes must be approved by the Dean of the College of Biosciences.

Master's degree students, who are not participating in the joint degree program, must graduate within three years of the date of matriculation. The Executive Vice President for Institutional Development and Executive Dean, Graduate Studies, must approve exceptions to this policy on an individual basis, taking into account only extenuating circumstances.

## Graduation Requirements

A student who has fulfilled all the academic requirements may be granted a master of science degree in biomedical sciences from the KCUMB College of Biosciences provided the student:

- 1) Has been in residence at the KCUMB College of Biosciences for at least one year and has maintained a GPA of 3.0 or greater and passed all courses;
- 2) Has complied with all the curricular, legal and financial requirements of the University;
- 3) Attends, in person, the ceremony at which time the degree is conferred;
- 4) Has demonstrated the ethical, personal and professional qualities deemed necessary for the pursuit of a successful career in the biomedical sciences.

## Course Withdrawal

A student who wishes to withdraw from a course must adhere to the following procedures. Courses must be dropped within five class days following the initial class meeting. A student who wishes to drop a course is required to obtain a Change of Status Form from the Registrar's Office, obtain the signature of the course director and return the form to the Registrar's Office within the prescribed time requirements. A student who drops a course within the prescribed time sequence will have no record of the course on the transcript. A student who drops a course beyond the prescribed time sequence will have the course recorded on the transcript and a "Withdrawal" notation in the grade category. Exceptions in extenuating circumstances may be considered following submission of a written petition, the concurrence of the course director, Dean and the approval of the Executive Vice President for Institutional Development and Executive Dean, Graduate Studies.

## Leave of Absence

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

- medical emergency or illness;
- financial emergency;
- personal emergency;
- military service;
- pursuit of an academic endeavor other than the regular classroom work, either on campus or at another recognized educational or research institution.

The Dean of the College of Biosciences can grant a leave of absence for a designated period of time, which may be permitted with or without conditions.

A student who is on a medical leave of absence must have a licensed physician, approved by the Dean of the College of Biosciences, certify in writing that his/her physical and/or mental health is sufficient to resume graduate education before returning to the University.

A student granted a leave of absence with conditions may need to meet with the Promotion and Graduation Committee before reinstatement.

A student granted a financial leave of absence must, before returning to the University, provide evidence to the finance department of the University that he/she has the financial means to continue in his/her education.

A student seeking an academic leave of absence must verify that all terms and conditions of the leave are stated before the leave will be granted.

All leaves of absence should be requested in writing to the Dean of the College of Biosciences, who is responsible for approving or disapproving a request for a leave of absence.

Students granted a leave of absence must follow the check-out process detailed in the KCUMB *Student Handbook*.

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

## Dismissal and Student Exit Procedure

The University reserves the right to dismiss any student at any time prior to graduation. Circumstances warranting such action may be of an academic, health, legal, financial or social nature.

A student who leaves the University (becomes a nonstudent) for any reason (dismissal, withdrawal or leave of absence) is required to go through the Student Checkout Procedure before leaving campus. The official separation date will be determined either by the date of dismissal or leave of absence as prescribed by the Academic Dean. Failure to complete the exit procedure will cause the University to withhold all records pertaining to the student's attendance. (Refer to the *Student Handbook* for the exit procedure.)

If the student is withdrawing, he or she must supply the Dean of the College of Biosciences with a letter of resignation. If the student is requesting a leave of absence, he or she must supply the Registrar with a letter of approval signed by the Dean of the College of Biosciences.

Before leaving campus, the student must secure a checkout form from the Office of the Registrar and undergo an exit interview with the following offices:

- a. The Office of Financial Aid;
- b. The Office of Credit and Collections;
- c. The Library;
- d. The Office of Information Technology;
- e. The Department of Anatomy.

The completed checkout form must be submitted to the Office of the Registrar and the Office of the Registrar will release the student records upon proper written request.

## Assessment Policy

### Testing/Grading

- A. The school year is divided into fall, spring and summer semesters. The fall and spring semesters are typically comprised of 16 credit hours each. The summer semester is typically comprised of 5-6 credit hours. The number of semester hours (or unit measure) is calculated by the Registrar.  
Testing during a course may consist of:
  1. Quizzes;
  2. Midterm exam(s);
  3. Final Exam;
  4. Lab practical examinations (if applicable).
- B. Students will receive a letter grade for each course (except those designated “pass/fail” courses). Points may be assigned for examinations, quizzes, lab exercises and practicals.
  1. A percentage of the total point score possible for the course will be calculated based on points earned.
  2. The course director will assign a letter grade of A, B, C, or F generally based on the following scale:

|   |        |
|---|--------|
| A | ≥ 90%  |
| B | 80-89% |
| C | 70-79% |
| F | < 70%  |
  3. If the student fails a course, he/she will be dismissed from the College of Biosciences.
  4. The Registrar will calculate an overall GPA each semester. This information will then be reported to students.
  5. A Continuous Quality Improvement evaluation will be completed at the end of each course. All students will be required to fill out an evaluation before receiving their grade for the course.
- C. Graduation Requirements for COB students
  1. Satisfactory completion (passing grades) of:
    - a.) All courses (with an overall GPA of 3.0 or higher)
    - b.) Master’s thesis and presentation
  2. The recommendation for graduation from the Promotion and Graduation Committee.  
All records are reviewed to determine whether the student has fulfilled all academic requirements, has maintained the standards of ethical, moral, personal and professional conduct required of a recipient of a master of science degree in biomedical sciences.
- D. Dismissal for COB students
  1. A student may be dismissed from the College of Biosciences for any of the following reasons:
    - a.) Failing a course;
    - b.) Having a GPA of less than 3.0 after completion of all graded coursework.
    - c.) Not maintaining the standards of ethical, moral, personal and professional conduct required of KCUMB students.

# CURRICULUM

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

### *Overview of One-Year and Two-Year Programs (Track I and Track II)*

All students in the master of science degree programs, whether in the one-year or two-year track, will be full-time students, unless specifically approved to be part-time. The one-year master's program is more classroom intensive and does not involve the conduct of original research. The two-year master of science degree program includes advanced courses and requires writing a thesis based upon the results of original research. The time required to conduct original research necessitates that track II be a two-year program.

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

### *Standard Curriculum*

#### Fall Semester

Anatomy I – three credits  
Biochemistry & Molecular Biology – four credits  
Cell Biology – three credits  
Physiology I – three credits  
Research Design & Protocol I – three credits

#### Spring Semester

Anatomy II – three credits  
Genetics – three credits  
Neuroscience – three credits  
Physiology II – three credits  
Research Design & Protocol II – three credits  
Seminar I – one credit

#### Summer Semester

Seminar II – one credit  
Thesis dissertation – four credits

Length of one-year program is approximately 11 months.

All students in the one-year master of science degree in biomedical sciences program will take the same courses. Each student's thesis is based on previously published research related to a topic of the student's choosing in consultation with the Dean of the College of Biosciences and under the supervision of a graduate advisory committee composed of three KCUMB faculty members. The two research seminars are based upon presentations related to the students' theses.

## **Two-Year Master of Science in Biomedical Sciences Degree Program (Track II)**

Students in the two-year master's degree program will take an individualized curriculum based on their entering backgrounds and goals.

#### Fall Semester (first year)

Biochemistry & Molecular Biology – four credits  
Physiology I – three credits  
Research Design and Protocol I – three credits  
Research Project – three credits

#### Spring Semester (first year)

Genetics – three credits  
Physiology II – three credits  
Research Design & Protocol II – three credits  
Research Project – three credits  
Seminar – one credit

#### Summer Semester (first year)

Advanced Research Ethics – three credits  
Research Project – four credits

#### Fall Semester (second year)

Advanced Techniques in Biochemistry & Molecular Biology – three credits  
Readings in Molecular Genetics – three credits  
Research Project – three credits  
Seminar – one credit

#### Spring Semester (second year)

Immunology – three credits  
Elective – three credits  
Research Project – six credits  
Seminar – one credit

#### Summer Semester (second year)

Seminar – one credit  
Thesis dissertation – six credits

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

The curriculum for each student in the two-year program will be determined in consultation with the student and a graduate advisory committee composed of three KCUMB faculty. The graduate advisory committee must approve any changes to the originally approved curriculum. The thesis must be successfully defended before the graduate advisory committee to fulfill the requirements for the degree.

## Biomedical Sciences Course Descriptions

### BIOS 501/502 – Gross Anatomy & Embryology I & II

These courses will emphasize gross and embryological aspects of cells, tissues, and organ systems of the human body with a concentration on a detailed analysis of the structures and development of each body system. This course will present essential knowledge in a comprehensible, organized manner by emphasizing the relationships between structures, functions, and clinical situations. Along with discussion of the structure of the body are included both medical implications and brief, general statements of function.

*3 semester credits per course*

### BIOS 503 – Cell Biology and Histology

This course will emphasize cellular structure and function and the functional anatomy of tissues. Emphasis will be placed on the eukaryotic cell and its components, including cell membranes (plasmalemma as well as organelle membranes) and membrane proteins, the chemical nature of DNA and the mechanism of gene expression, cell interactions (including ligands and receptors), cell secretion, and cell division. Cellular interactions that give rise to various tissues will be examined and the specific histological characteristics of each of the major systems will be examined at the cellular and ultramicroscopic level.

*3 semester credits*

### BIOS 504 – Biochemistry and Molecular Biology

This course will provide a foundation of information regarding the basic principles associated with biochemistry and molecular biology. The topics to be covered include properties of aqueous solutions, thermodynamics, protein structure, mechanisms of enzyme action, intermediary metabolism, signal transduction, and introduction to gene expression. Successful completion of the course will enable students to initiate independent study and participate in advanced graduate courses in the biosciences.

*4 semester credits*

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

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

*3 semester credits per course*

### BIOS 507 – Neuroscience: Cognition and Behavior

This course will cover cognitive and behavioral psychology and neuroscience. Topics will include the emerging understanding of brain structure and function as it relates to memory, emotions, motivation, decision-making, and other activities; the development of the brain from fetus to adulthood; the use of

neuroimaging techniques in identifying functions of different areas of the brain.

*3 semester credits*

### BIOS 508 – Human Genetics

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

*3 semester credits*

### BIOS 509/510 – Research Design and Protocol I & II

This course will introduce students to basic tools used in laboratory and clinical research in the biomedical sciences. Topics will include research design and ethics, laboratory exercises in genomic and proteomic techniques, clinical trials, epidemiology, and biostatistics. In addition to structured laboratory and on-line activities, students will spend time observing and participating in ongoing research of both a clinical and laboratory nature on-campus and off.

*3 semester credits per course*

### BIOS 520/521 – Research Seminar Series

Selected faculty will present research seminars on varying research methodologies and techniques. In addition, each student will prepare and present seminars based on aspects of the student's chosen research thesis.

*1 semester credit per course*

### BIOS 590 – Thesis

Each student will write and defend a research thesis. The thesis will be based on a review of research on a current topic, with projected future activities.

*4 semester credits*

### Master of Arts in Bioethics

Beginning with the entering Class of 2010, students may choose to jointly earn a master of arts in bioethics while receiving their doctor of osteopathic medicine degree. This program will be structured to allow completion of both degree programs within four years of matriculation.

## Bioethics Course Descriptions (Summer 2007)

### BETH 501 – History and Method in Ethics

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

*3 semester credits*

**BETH 502 – Introduction to Bioethics**

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

*3 semester credits*

**BETH 503 – Religion and Bioethics**

This course helps students gain an understanding and appreciation of different religious perspectives on bioethics. It explores a variety of religious traditions, such as Hinduism, Buddhism, Confucianism, Judaism, Christianity and Islam, noting the diversities within each tradition. After introducing students to the religious traditions' foundational beliefs, theologies and philosophies of life, the course examines their ethical systems, focusing especially on bioethical issues.

*3 semester credits*



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Nancy Howell, Ph.D., Adjunct Professor  
Tawnya Johnson, M.A., Instructor



# FACILITIES

## Administration Building

The Administration Building houses the administrative offices and support facilities of the University.

## Annex

The University Annex houses Classroom A (a 220-seat lecture hall) and Classroom B (a 250-seat lecture hall).

## Mary Lou Butterworth, D.O., Alumni Center

The Mary Lou Butterworth, D.O., Alumni Center is the gateway to the Kansas City University of Medicine and Biosciences campus. As a gathering place for students, faculty, alumni and friends, the Alumni Center provides the opportunity for the greater University community to share experiences, build friendships and develop the future together. The Alumni Center serves as the home of the Alumni Relations and University Advancement Offices. The center also provides ample meeting space for continuing medical education courses, reunion activities, and other special events.

## Kesselheim Center for Clinical Competence

Opened in 2006, the Kesselheim Center for Clinical Competence houses the University's Standardized Patient Program, in addition to several state-of-the-art human patient simulators.

## Paul and Mary Dybedal Center for Research

Opened in 2004, the Paul and Mary Dybedal Center for Research houses basic and clinical research laboratories, the University's Information Technology Department and the Score 1 for Health program.

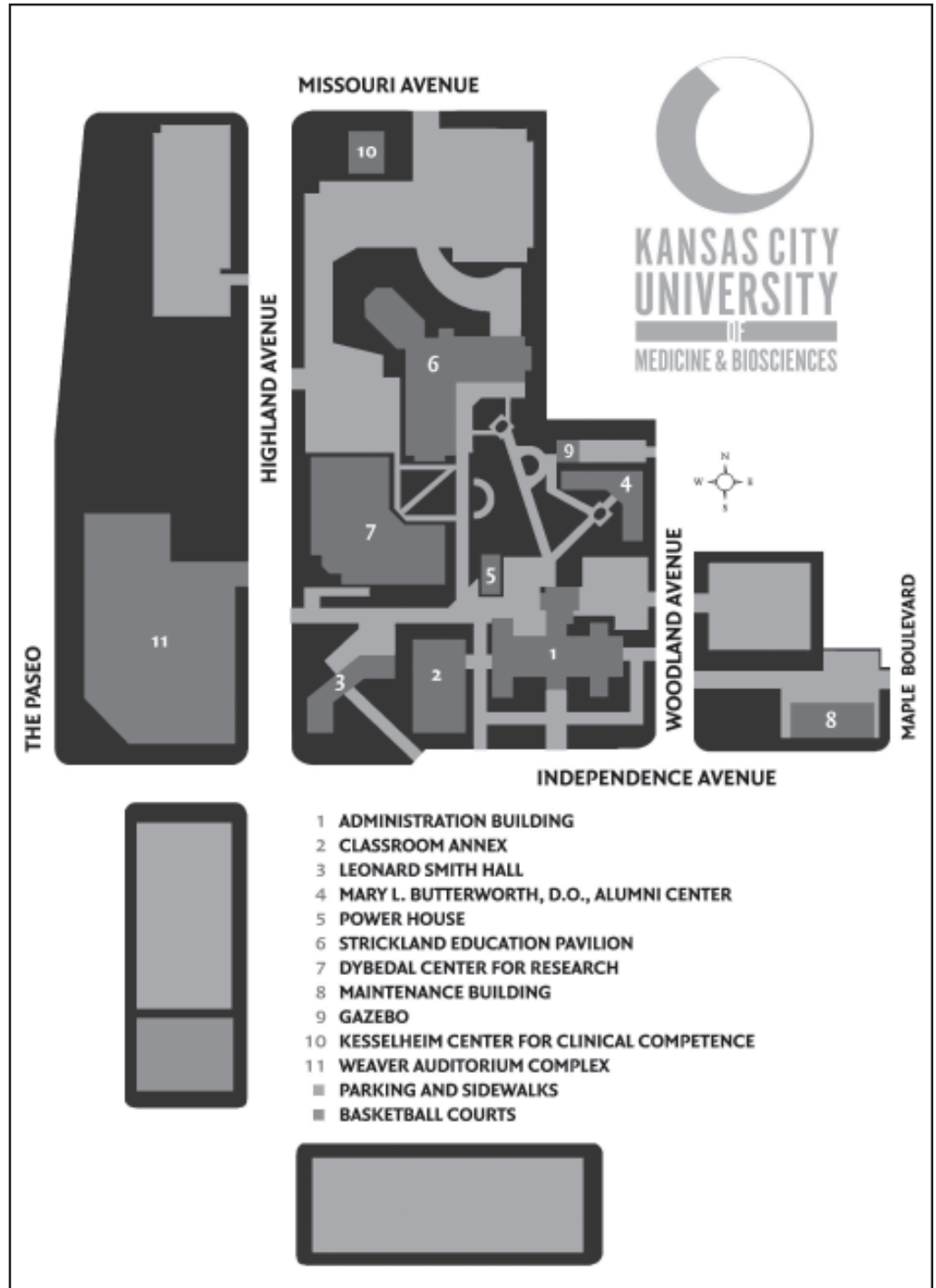
## Leonard Smith Hall

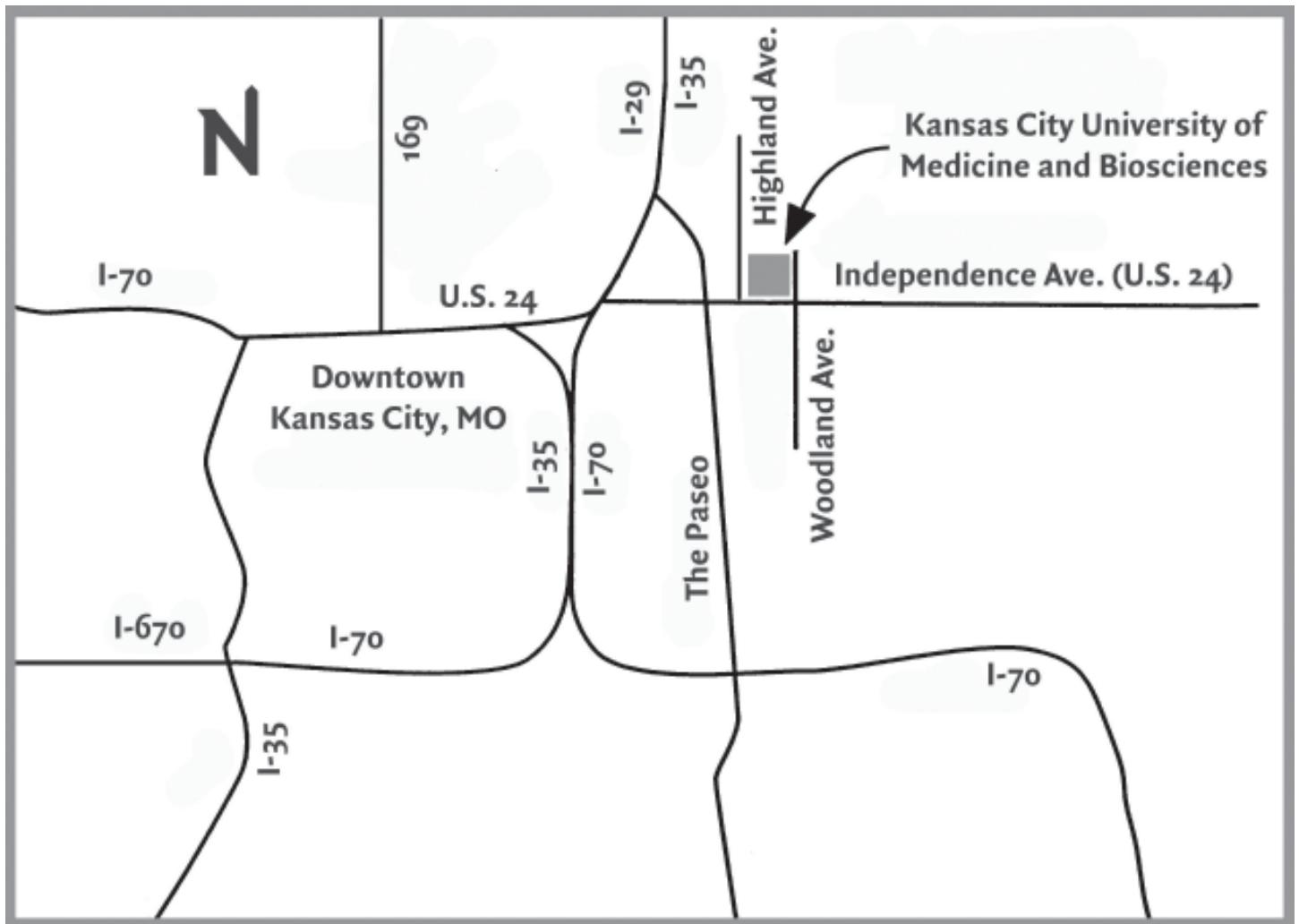
Renovated in 1993, Leonard Smith Hall houses state-of-the-art computer technologies, including individual computer rooms and three large computer-supported audiovisual rooms, all networked

and supported by a file server and software library. This Academic Resource Center also houses a student study hall and locker rooms.

## Strickland Education Pavilion

The Strickland Education Pavilion, completed in 1996, houses a 273-seat lecture hall, the anatomy, biochemistry, microbiology, pharmacology, and physiology laboratories, the animal care facility, faculty offices, the Osteopathic Clinical Skills laboratory, the campus cafeteria, the library, and the gym.





**Directions to KCUMB**

**From the North:**

I-29/I-35 South  
 Take Exit 4A (The Paseo & Highway 24 East exits) — exit is from the inside left lane  
 Turn left at the first stoplight onto Independence Ave. (also U.S. 24)  
 Travel two blocks and turn left onto Woodland Ave.

**From the East:**

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

**From the West:**

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

**From the South West:**

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