

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

Disciplinary Situations

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

Course Drops and Withdrawals

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

Students may drop courses within five class days following the initial class meeting. A student who wishes to drop a course is required to obtain a Change of Status Form from the Registrar's Office, obtain the signature of the course director and return the form to the Registrar's Office within the prescribed time requirements. A student who drops a course within the prescribed time sequence will have no record of the course on their transcript. A student who wishes to drop a course beyond the prescribed five-day time sequence will be allowed to do so up until the Friday before final exam week, but the course(s) will be recorded on the student's transcript with a "Withdrawal" notation in the grade category.

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

Transfer of Credit for Bioethics Program

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

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

Students requesting transfer credit must submit:

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

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

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

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

University Withdrawal

It is imperative that any student who leaves the university (becomes a non-student), for any reason, complete the university's checkout procedure. Failure to complete this checkout procedure will cause the university to withhold all records pertaining to the student's attendance. Students may initiate a University Withdrawal anytime prior to the start of the term through the Friday before final exams. Students who withdraw from the University after the first day of class will have "W" recorded on their transcripts regardless of attendance.

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

1. The student must present the Dean of the College of Biosciences, with a letter of withdrawal;
2. The student presents the Registrar with a signed letter from the Dean of the College of Biosciences, that their request for withdrawal has been approved and that checkout is in order;
3. Before leaving campus, the student must secure a checkout form from the Office of the Registrar and undergo an exit interview with:
 - f. The Office of Financial Aid;
 - g. The Office of Credit and Collections;
 - h. The Library; and
 - i. The Office of Information Technology.

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

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