

Academic Policies and Procedures

Academic Status, Promotion and Graduation

COM Students

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 a student on conditional or stipulated status, suspend or dismiss a student who has failed to:

- Maintain acceptable standards of academic performance.
- Maintain acceptable ethical, moral, personal or professional conduct.
- Abide by the University's policies, rules and regulations.
- Fulfill legal or financial obligations to the University.
- Show professional promise, including mental and emotional fitness, commensurate with the expectations of a practicing physician.

COB Students

At the end of the academic year and as needed, the Promotion and Graduation Committee evaluates student performance. Students may be considered for graduation following completion of all academic requirements. 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 a student on conditional or stipulated status, suspend or dismiss a student who has failed to:

- Pass all courses.
- 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.
- Maintain acceptable standards of academic performance.
- Maintain acceptable ethical, moral, personal or professional conduct.
- Abide by the University's policies, rules and regulations.
- Fulfill legal or financial obligations to the University.
- Show professional promise, including mental and emotional fitness, in the respective field.

Academic Standing

COM Students

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.

COB Students

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

Testing Policy

Students who are authorized for special accommodations by the Academic Accessibility Committee (AAC) will report to the office of the curriculum coordinator (COM students) or COB office (COB students). Accommodation conditions, as appropriate, may include alteration of length of exam time, testing location (room

number) or other accommodations. Students in need of special accommodations for testing are to contact Norbert Seidler, Ph.D., Chair of the Academic Accessibility Committee, at (816) 654-7612 for an application and instructions.

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

All quizzes and exams will start and end on time. No students are allowed to leave the room until 20 minutes have elapsed from the scheduled start of a written exam. If a student arrives late to the exam but before 20 minutes have elapsed, the student may take the exam without an extension of the original test time. If a student arrives after 20 minutes have elapsed, the student will not be permitted to take the exam. The student should report to the Associate Dean for Curricular Affairs at any time after the 20-minute time period has elapsed. The student will receive an unexcused absence and a make-up exam will not be permitted unless authorized in writing by the Associate Dean for Curricular Affairs (COM students) or Dean of the College of Biosciences (COB students). Students not authorized to make up the quiz/exam will receive a zero on the quiz/examination. In order to receive authorization to make up a quiz/exam, students must provide acceptable written documentation to the Associate Dean for Curricular Affairs (COM students) or Dean of the College of Biosciences (COB students). Additional details on this subject can be found in the Attendance section.

While taking exams students should have in their possession only items that are necessary for the exam. No food is allowed during testing. Water is the only form of drink allowed unless otherwise announced. All purses, backpacks, iPods, hats, sunglasses, unnecessary clothing items, cell phones (turned off), pagers, headphones, CD players, calculators, etc., need to be left at the front or back of the room. Students must sit in their assigned seat and may not leave the room without supervision before turning in their exam. Any change in seating assignment must be authorized by the chief proctor and recorded by the proctor on the student's examination booklet. Recording or communication devices of any type are not allowed at any time in the testing environment. Academic integrity, honesty and personal conduct guidelines will be strictly enforced.

Review of Examinations

COM Students

Students are provided an opportunity to review an exam after grading.

- A one-hour review will be scheduled after each exam for students to review the exams with correct answers for questions. The review will be proctored.
- Students with an excused absence may arrange another time to review the exam.
- Only the exam being reviewed will be made available to the student.
- Students may only have highlighters at their desk during quiz review. All purses, backpacks, iPods, hats, hooded sweatshirts, hooded jackets, sunglasses, unnecessary items of clothing, books, notebooks, notepads, laptops, cell phones, pagers, headphones, CD players, calculators, etc., need to be left at the front or back of the room. The University is not responsible for any lost, damaged or stolen items.
- The answer key will be displayed using the projector.
- Students may discuss questions/answers with each other during the review.
- Only students who are reviewing an exam will be permitted in the classroom.

- Students arriving more than 20 minutes after the beginning of the review will not be permitted to review the exam.
- Students will re-file the exams into their folders upon completion of review and then leave the room immediately.

Biomedical Sciences Students

Students are provided an opportunity to review an exam after grading.

- A review will be scheduled after each exam during the semester in which it occurs. The review will be proctored.
- Cumulative and final exams are not allowed to be reviewed.
- Students with an excused absence may arrange another time to review the exam.
- Only the exam being reviewed will be made available to the student.
- Students may only have highlighters at their desk during quiz review. All purses, backpacks, iPods, hats, hooded sweatshirts, hooded jackets, sunglasses, unnecessary items of clothing, books, notebooks, notepads, laptops, cell phones, pagers, headphones, CD players, calculators, etc., need to be left at the front or back of the room. The University is not responsible for any lost, damaged or stolen items.

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 Academic and Medical Affairs, and Dean of the College of Osteopathic Medicine may immediately suspend the student pending investigation.

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. In such cases, the following process will be followed:

Notice to Appear before the Promotion and Graduation Committee

The Promotion and Graduation Committee will request a student appear at a meeting by sending a Notice to Appear. Written notices are usually sent return

receipt requested to the student's address registered with the Office of the Registrar or delivered in person to the student. The failure of a student to accept mail, e-mail or to maintain a valid address with the Office of the Registrar may result in immediate disciplinary action including the possibility of dismissal from the University.

Appearance before the Promotion and Graduation Committee

University disciplinary procedures and meetings are private and confidential including, but not limited to, the names of participants, proceedings, discussion, minutes and findings. The following are prohibited during Promotion and Graduation Committee meetings unless otherwise authorized in writing by the Executive Vice President for Academic and Medical Affairs, and Dean of the College of Osteopathic Medicine:

- Any recording of the meeting, except official minutes;
- Legal counsel;
- Uninvited individuals.

The student will be given an opportunity to discuss his/her performance issues and address the concerns of the committee. The committee may review documents submitted by the student, Associate Dean for Student Affairs, Registrar, faculty and/or other parties as indicated by the committee chair. The findings and recommendations of the committee are advisory to the Executive Vice President for Academic and Medical Affairs, and Dean of the College of Osteopathic Medicine (COM students), and Dean of the College of Biosciences, and Executive Dean, Graduate Studies (COB students), who will discuss the committee's recommendation with the chair and subsequently notify the student in writing as to the decision.

Appeals Process

The student has five business days following receipt of notice of dismissal to file an Intent-to-Appeal to the Office of the Executive Vice President for Academic and Medical Affairs, and Dean of the College of Osteopathic Medicine (COM students) and Dean of the College of Biosciences (COB students). The Intent-to-Appeal is required to expedite the process, and failure to file an Intent-to-Appeal within the five business day period will nullify the continued appeals process.

COM students in Years I and II may continue to attend classes and sit for examinations (with the exception of remediation examinations and COMLEX Board exams) during the appeals process with the approval of the Executive Vice President for Academic and Medical Affairs, and Dean of the College of Osteopathic Medicine. Due to malpractice coverage, students on clerkships will not be allowed to continue on clerkships pending the appeals process for dismissal.

Filing an Appeal

Following receipt of a dismissal notice, the student must file a written appeal to the Appeals Committee through the office of the respective dean within 10

business days of receipt of the dismissal letter. It is the student's responsibility to file a complete and accurate appeal prior to the deadline. Failure to file a timely appeal will result in immediate termination of the appeal process. Appeals must be typewritten by the student, neat, in good order, and submitted along with 12 copies of the appeal. The student should limit his/her discussions about preparing his/her appeal to the Executive Vice President for Academic and Medical Affairs, and Dean of the College of Osteopathic Medicine (COM students), Dean of the College of Biosciences (COB students), Office of Student Affairs and Learning Enhancement, or the Chair of the Appeals Committee.

Drafting an Appeal

When drafting an appeal, the student should address mitigating circumstances that directly contributed to dismissal. The appeal should address causative factors, remedies and solutions. These issues represent critical steps in preparing for an academic meeting with the Appeals Committee, and each step should be addressed and resolved to the satisfaction of the University.

Causative Factors

The appeal must clearly state compelling reasons or extenuating circumstances that directly contributed to the student's academic or performance problems at the University. These factors should be substantive, immediate (having occurred during the academic year) and documented. Letters, receipts, court documents and medical reports are examples of some common types of documents that are appropriate for submission.

Remedies

The student is obligated to specify in the appeal those measures that he/she has taken to correct the causative factors. The remedies should offer a reasonable potential assurance that the student will be successful at the University. All remedies should be detailed, documented and include a timeline for completion.

Solutions

In the appeal, the student should propose a solution(s) to his/her dilemma that would make it possible for the student to successfully continue his/her academic studies and professional development at the University. The student should also acknowledge the consequences of failure to perform to the covenants of their proposal. More than one proposal may be suggested.

Notice to Appear Before the Appeals Committee

After the student has filed a complete and timely written appeal with the Office of the Executive Vice President for Academic and Medical Affairs, and Dean of the College of Osteopathic Medicine (COM students) or Dean of the College of Biosciences (COB students), the chair of the Appeals Committee will call a meeting of the Appeals Committee, and issue proper notice to appear before the Appeals Committee to the student. The student must present his/her appeal in person.

The Appeals Committee

The Appeals Committee generally includes assistant and associate deans and clinical and basic science faculty representatives. The student will be given an opportunity to present his/her appeal, and address concerns of the Promotion and Graduation Committee and Appeals Committee. The Appeals Committee will review all documents submitted with the written appeal before recommending a decision to the Executive Vice President for Academic and Medical Affairs and Dean of the College of Osteopathic Medicine or Dean of the College of Biosciences.

The following are prohibited during Appeals Committee meetings unless otherwise authorized in writing by the chair of the Appeals Committee:

- Any recording of the meeting, except for official minutes;
- Legal counsel;
- Uninvited individuals.

The name(s) of complainant(s) may be withheld from the student.

Decisions Regarding Appeals

A student will be notified in writing of the decision within 15 business days of the Appeals Committee meeting.

Graduation Requirements For All Students

The Promotion and Graduation Committee certifies the names of those students eligible for graduation contingent upon the successful completion of all academic, professional and financial obligations to the University.

COM Students

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 have been at KCUMB-COM;
- Has complied with all the curricular, legal and financial requirements of KCUMB, unless excused by the Executive Vice President for Academic Affairs;
- Attends, in person, the ceremony at which time the degree is conferred;
- Has Passed Levels 1, 2-CE Level 2 and PE of the COMLEX examination (both the written and performance 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;
- Has received formal approval for graduation from the faculty and Board of Trustees.

COM students must graduate within five years of the date of matriculation. Exceptions to the five-year policy will be considered by the Executive Vice President for Academic and Medical Affairs, and Dean of the College of Osteopathic Medicine on an individual basis, taking into account only extenuating circumstances.

COB Students

A student who has fulfilled all the academic requirements may be granted a master of science in biomedical sciences degree from the KCUMB College of Biosciences provided the student:

- Has been in residence at KCUMB's College of Biosciences for at least one year and has maintained a GPA of 3.0 or greater and passed all courses;
- Has complied with all the curricular, legal and financial requirements of the University, unless excused by the Dean of the College of Biosciences;
- Attends, in person, the ceremony at which time the degree is conferred;
- Has demonstrated the ethical, personal and professional qualities deemed necessary for the pursuit of a successful career in their respective field.

Assessment Policy

A. Testing/Grading

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

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

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

Percentage scores will be rounded to the nearest whole percentage when assigning grades. Section scores may be adjusted to a mean score of 85 percent when the section mean falls below 85 percent.

4. COM End-of-Year Assessment includes:
 - a. Clinical Skills Assessment (CSA), using an Objective Structured Clinical Examination (OSCE) format. Skills tested will include doctor-patient communication/interviewing skills, physical exam skills and Osteopathic Clinical Skills. Each component will comprise one-third of the test and will be weighted evenly. Students must pass all three components to pass the CSA. Grading will be Satisfactory/Unsatisfactory. The grade for Year II CSA will be listed separately on the transcript. For Year I, this grade will be inclusive of OCS Clinical and OCS Communication Skills.
 - b. Year I - Cumulative written examination. The board-like examination will include questions related to the sections completed during Year I. Grading will be Satisfactory/Unsatisfactory. Satisfactory performance will be 70 percent with the mean adjusted to 85 percent if the mean falls below 85 percent. Students scoring 94 percent or greater will be eligible for Honors on their transcript.
 - c. Comprehensive Basic Science shelf exam following Year II will be optional and administered during PEP V.
5. The Registrar will calculate an overall GPA and class standing for COM students each semester during the first two years and at the end of the second year. Class standing for graduation is based on students cumulative GPA at the conclusion of year two. This information will then be reported to students.
6. Evaluations for Continuous Quality Improvement (CQI) and Student Evaluation of Teaching will be completed at the end of each COM Section.

B. Promotion to COM Years Two and Three

1. Satisfactory completion (passing grades) of:
 - a. All Sections
 - b. Clinical Skills Assessment Examination
 - c. Cumulative Examination, and
 - d. OCS, Pathology and Anatomy Practical Examinations.
2. Successful completion of early clinical experience ECE 001 in year one.
3. Completion of the autopsy requirement prior to the end of year two.

4. Successful completion of COMLEX 1 (prior to participation in clerkship experiences)
5. Be recommended for promotion by the Promotion and Graduation Committee. All records are reviewed to determine whether or not the student has fulfilled all academic requirements; has maintained the standards of ethical, moral, personal and professional conduct required for the continued study of osteopathic medicine; and is mentally and emotionally fit to become a physician.

C. Promotion to COM Year Four

1. Satisfactory completion (passing grades) of:
 - a. All required clerkships
 - b. One elective
 - c. Two subject exams
 - d. Comprehensive Clinical Knowledge and OMM Exam

Grade Assessments for Reinstated Students

Reinstated students are held accountable to all previously earned grades and they remain part of the permanent student record. If, upon returning, a student is required to retake a previously failed section, the retake will replace the entire remediation process for that section and will supercede the remediation process described for academic failures of continuously matriculated students. If the returning student fails the section a second time, the consequences will be identical to those described for failing the remediation process for a continuously matriculated student.

Remediation Procedures for COM Students

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

1. A student may fail no more than 2 sections/courses in a year or a combination of 3 sections/courses in two years. The Cumulative Exam counts as a section grade. Therefore, no more than two F's or 1 F and an unsatisfactory on the students transcript may occur in one year or 3 F's over the first two years. Failure to remediate an F to a C will result in dismissal.
2. A section remediation exam will be scheduled by the Department of Curriculum and Education during the next PEP or at the end of the semester. Ordinarily, sections are remediated in the order they are failed.
3. A Cumulative Exam remediation will be scheduled by the Department of Curriculum and Education during the summer semester. Students should complete all section remediations prior to taking the Cumulative Exam.

4. Pathology and Anatomy practicals that require remediation to a competency of 70% will be scheduled during the next PEP or at the end of the semester. Demonstration of competency does not replace the original failing grade. Failure to pass a second practical remediation will result in a failed section.
5. Each OCS section is a semester long course with several practical exams given throughout the term. A student must demonstrate 70% competency on each practical exam. A first attempt remediation of a practical exam will normally be scheduled on Friday after the next section exam. Second attempt remediations of a practical exam will be scheduled at the end of the semester in compliance with the published remediation schedule. Demonstration of competency does not replace the original failing grade. Failure to pass the second practical exam remediation will result in a failing semester grade and the entire section will be remediated at the next scheduled PEP or at the end of the semester.

Remediation Process for COM Students

Students who receive a failing section grade must remediate the section to a passing grade prior to advancement to the next academic year.

Remediation of a Failed Section

- Students will be notified of a section failure following the section and informed of the next remediation opportunity.
- Remediation will be scheduled during the next Professional Enrichment Program (PEP) for students needing to remediate 1 or more sections.
- At the end of fall semester, remediation will be scheduled the week following the section final exam.
- At the end of spring semester, remediation will be scheduled prior to scheduling the Cumulative Exam for MSI students. Remediation for MSII student will occur during PEP-Clinical.
- On the first day of remediation, students will meet with the Assistant Dean for Curricular Affairs and the Curriculum Director or other appointed faculty member to identify areas of weakness during the failed section. A plan to address weaknesses requiring specific faculty assistance will be agreed upon. The student will proceed to work with faculty members, the Director of Learning Advancement or independently to prepare for an examination on the first Friday of the remediation week.
- During remediation, students *may* be excused from required activities if requested.
- Students registered for electives should seek guidance from faculty (section director, advisor, discipline representative working with student) or the Director of Learning Advancement about the feasibility of this activity during remediation.
- In cases of unsuccessful remediation, the student will be scheduled for the next remediation date. For MSII students, where the Professional Enrichment Program lasts two weeks, the next remediation date will be the second week.

- Only one section remediation should be attempted during one PEP week. *In the event that more than one section requires remediation, a remediation plan for the student will be made by the administration.*
- Students may have a total of two remediation attempts per section or practical. Successful remediation occurs with a 70% or greater on a remediation attempt.
- Students may remediate both a section and a practical examination separately.
- Failure of the second remediation for a section results in dismissal.

Remediation of a Failed Practical

- Students will be notified of practical examination failures following the section and informed of the next remediation opportunity.
- Lab Practicals must be remediated to 70%.
- Failure of the second remediation of a practical exam will result in a **failed section**.
- If a student passes the section but fails a second remediation of a practical, the section grade will be recorded as F and the student may remediate to a C by the process described above. The second remediation will be a combination of a written exam and lab practical with a focus on material supporting the laboratory material.

Remediation Schedule Guidelines

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

FAILURE	REMEDICATION
OCS Practical	First Remediation: Friday following next section exam. Second Remediation: Friday following last final exam of semester If two Practical exams must be remediated at the end of the semester: Friday, Monday, Tuesday following last final exam as scheduled by OMM/OMT.
Anatomy and Pathology Practicals	First Remediation: Thursday of PEP week 1 or Thursday following last final exam of semester, whichever occurs first.

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

Failure of COMLEX 1:

- Failure of first attempt: Student is placed in a modified curriculum that includes up to a two-month delay in clinical clerkship participation and mandatory enrollment in IDIS 001 – NBOME Preparation. For additional details, please refer to the *National Boards Examinations portion of this handbook*.
- Student passes COMLEX 1 on second attempt: Promotion to third year. (Note: once student retakes the COMLEX 1 exam, he/she is allowed to continue with clinical clerkships in anticipation of a passing grade.)
- Failure of second attempt: Student is placed in a modified curriculum that includes additional delays in clinical clerkship participation and mandatory enrollment in IDIS 001 – NBOME Preparation for a second or subsequent time. For additional conditions and details, please refer to the *National Boards Examinations portion of this handbook*.
- Failure of third attempt: DISMISSAL

Failure of COMLEX 2-CE:

- Failure of first attempt: Student is placed in a modified curriculum that includes up to a two-month delay in clinical clerkship participation and mandatory enrollment in IDIS 002 – NBOME Preparation. For additional details, please refer to the *National Boards Examinations portion of this handbook*.
- Student retakes COMLEX 2-CE exam: Student is allowed to return to clinical clerkships in anticipation of a passing grade.
- Failure of second attempt: Students have a total of five combined attempts to pass COMLEX 1 and 2. If a student has not exceeded this limit, they may continue to prepare themselves for the next examination. The student is placed in a modified curriculum that includes additional delays in clinical clerkship participation and mandatory enrollment in IDIS 002 – NBOME Preparation II, for a second time. Otherwise, the student is dismissed. For additional details, please refer to the *National Boards Examinations portion of this handbook*.
- Failure of third attempt: DISMISSAL

Failure of COMLEX 2-PE:

- Failure of first attempt: Student is removed from clinical clerkships for a minimum of two weeks *and required to return to Kansas City* to receive one-on-one instruction from a clinical faculty member as assigned by the Executive Vice President for Academic and Medical Affairs, and Dean of the College of Osteopathic Medicine. The student is placed in a modified curriculum that includes up to a one-month delay in clinical clerkship participation and mandatory enrollment in IDIS 002 – NBOME Preparation II. For additional details, please refer to the *National Boards Examinations portion of this handbook*.
- Student retakes COMLEX 2-PE: The student is allowed to continue with clinical clerkships in anticipation of a passing grade.
- Failure of second attempt: DISMISSAL

Dismissal

Dismissal from the COM will result from:

1. Failure of three sections during a single year of the curriculum (MSI **or** MSII) or failure of a total of four sections in the first two years' curriculum (MSI plus MSII).
2. Failure of two sections and the Cumulative Examination for Year I.
3. Failure to successfully remediate any failed section or Cumulative Examination (two total attempts allowed).
4. Failure of two clerkships.
5. Failure to pass COMLEX 1, or 2-CE in three attempts (individually), failure to pass COMLEX 1 and 2-CE within five attempts and five years (combination), or failure to pass COMLEX 2-PE after two attempts.

COB Students

Biomedical Sciences

A. The school year is divided into fall, spring and summer semesters. The fall and spring semesters are typically comprised of 15-17 credit hours each. The summer semester is typically comprised of 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 “satisfactory/unsatisfactory” courses). Points may be assigned for examinations, quizzes, lab exercises, assignments, practicals, etc.

1. A percentage of the total point score possible for the course will be calculated based on points earned.

2. The course director will assign a letter grade of A, B, C, or F generally based on the following scale:

A 90-100%

B 80-89%

C 70-79%

F < 70%

3. If the student fails a course, he/she will be dismissed from the College of Biosciences.

4. The Registrar will calculate an overall G.P.A. each semester. This information will then be reported to students.

5. A Continuous Quality Improvement evaluation will be completed at the end of each course. All students will be required to fill out an evaluation before receiving their grade for the course.

C. Graduation Requirements for biomedical sciences students

1. Satisfactory completion (passing grades) of:

a. All courses (with an overall G.P.A. of 3.0 or higher)

b. Completion of all required course work within three years of matriculation

2. The recommendation for graduation from the Promotion and Graduation

Committee. All records are reviewed to determine whether the student has fulfilled all academic requirements, has maintained the standards of ethical, moral, personal and professional conduct required of a recipient of a master of science degree in biomedical sciences.

D. Dismissal for biomedical sciences students

1. A student may be dismissed from the master of science in biomedical sciences program for any of the following reasons:

a. Failing a course;

b. Having a G.P.A. of less than 2.5 after one semester or less than 3.0 after two or more semesters of coursework.

- c. Not maintaining the standards of ethical, moral, personal and professional conduct required of KCUMB students.
- d. Not completing all required course work within three years of matriculation date.

Bioethics

A. Courses are typically 3 credit hours (37.5-45 contact hours) and offered during the summer, fall and spring. In each course, faculty may employ a variety of assessment methods, including:

- 1. Quizzes and examinations, including a Final Exam
- 2. Class participation
- 3. Small group discussions
- 4. Group projects
- 5. Research papers
- 6. Class presentations
- 7. Online assignments
- 8. Experiential learning projects

B. Students will receive a letter grade for each course, except those courses designated “satisfactory/unsatisfactory.”

- 1. A percentage of the total point score possible for the course will be calculated based on the points earned.
- 2. The course director will assign a letter grade generally based on the following scale:

A	90-100%
B+	87-89%
B	80-86%
C	70-79%
F	< 70%

- 3. Following the completion of each semester, the Registrar will report to students their final course grade and overall G.P.A.
- 4. If a student’s G.P.A. falls below 3.0, he/she will be placed on academic probation.
- 5. Students will be asked to complete course and instructor evaluations for each course they complete.

C. Graduation Requirements for students in the master of arts in bioethics program:

- 1. Satisfactory completion (passing grades) of:
 - a. All courses, with an overall G.P.A. of 3.0 or higher
 - b. Bioethics Thesis or Final Project; and
 - c. Completion of all required course work within three years of matriculation (five years for students in the Professional Enhancement Track)
- 2. The recommendation for graduation from the Promotion and Graduation Committee. All records are reviewed to determine whether the student has fulfilled all academic requirements, has maintained the standards of ethical, moral, personal and professional conduct required of a recipient of masters of arts degree in bioethics.

D. Dismissal from the Bioethics program

1. A student may be dismissed from the bioethics program for any of the following reasons:
 - a. Failing a course;
 - b. Not maintaining the standards of ethical, moral, personal, and professional conduct required of KCUMB students; or
 - c. Not completing all required course work within three years of matriculation date (five years for students in the Professional Enhancement Track).
 - d. Not completing all required course work within three years of matriculation date (five years for students in the Professional Enhancement Track).

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 that support the delivery of University curricula. Specially, assessment focuses on the following:

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

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

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

The College of Osteopathic Medicine's Genesis curriculum was designed to ensure graduates are able to demonstrate specific skills. The College has identified select

educational objectives that serve as the foundation of the curriculum. At a minimum, a graduate must be able to:

1. Demonstrate basic knowledge of osteopathic philosophy and practice and osteopathic manipulative treatment;
2. Demonstrate medical knowledge through one or more of the following: Passing of course tests, standardized tests of the NBOME, 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.

Attendance/Absences

Attendance at all KCUMB classes is required. As professionals, students are expected to adhere to this attendance policy with diligence. Any student having excessive absences from class or laboratories may be in violation of the Professional Code of Conduct and face disciplinary actions.

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 Curricular Affairs (COM students) or the Dean of the College of Biosciences (COB students), at least two weeks prior to the absence. Absences will be accepted in extenuating circumstances 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.

Academic Conflict: Students may request an excused absence for academic-related conferences or activities. Only students in good academic standing (G.P.A. of 2.5 or above) will be considered.

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

Illness: Any student who misses a lecture, exam or quiz due to illness must be seen by the KCUMB Student Health Clinic physician or their private health-care provider on the day of the illness in order to have such illness documented. KCUMB's Student Health Clinic physicians will forward written documentation/assessment of the student's physical conditions to the Associate Dean for Curricular Affairs (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.

Other: Additional extenuating circumstances, not covered by these guidelines, may be brought to the Associate Dean for Curricular Affairs (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.

Excused absences should not be requested for the following: weddings, vacations, birthdays, non-family special events, etc.

BLS/ACLS

COM students are required to complete both the American Heart Association's Healthcare Provider Basic Life Support (BLS/CPR) and the Advanced Cardiac Life Support (ACLS) courses offered on campus.

BLS is completed during the first year of medical school. It is provided free of charge and must be taken at KCUMB. This course includes lecture and hands-on techniques in adult, child and infant basic life support and obstructive airway techniques. Successful completion is required for advancement to second-year studies.

ACLS is completed during the second year of medical school and prior to clinical clerkships. It is also provided without cost to KCUMB students and must be taken on campus.

BLS and ACLS are taught according to the guidelines and standards set by the American Heart Association. Students are awarded BLS and ACLS cards/certificates after the successful completion of each course. The cards are neither indicative of nor do they confer the right to practice medicine. Both BLS and ACLS certifications must be recertified every two years.

Course Drops and Withdrawals

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

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

Dismissal and Checkout of Students

The University reserves the right, at its sole discretion, to dismiss any student at any time prior to graduation, in the event of a breach of the Professional Code of Conduct,

any policy or directive set forth in this handbook, or failure to satisfy any requirement for graduation; provided, however, that all procedures for review or action be adhered to.

It is imperative that any student who leaves the University (becomes a non-student), for any reason, complete the University's checkout procedure. Failure to complete this checkout procedure, within 30 days, unless otherwise approved, 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 Academic 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 Academic 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 Academic 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);
 - g. The Security Department.

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

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

COM Educational Program

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.

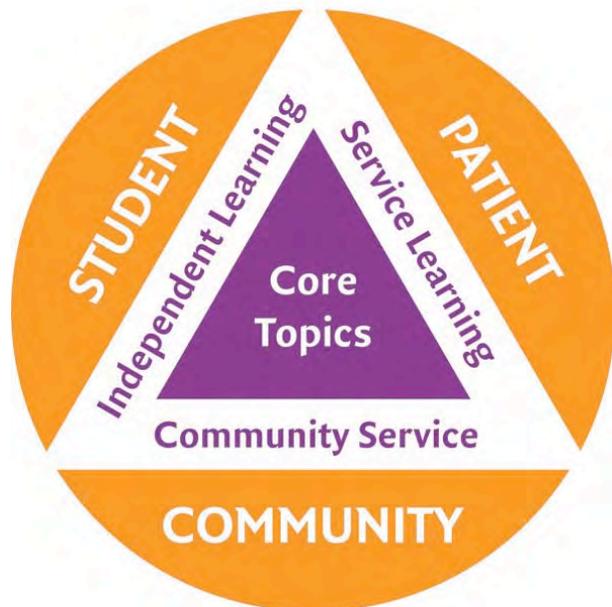
Teaching Methods

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, and the use of standardized patients and human patient simulators.

Professional Enrichment Program

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

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



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

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

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

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

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

PEP-Clinical is a two-week period in the summer semester that is devoted to special topics required for beginning clinical clerkship experiences. Among these are ACLS certification, CSA examination, review of licensing requirements, and OSHA and HIPAA training.

First-Year Curriculum

The courses offered in the first year are:

MED 101	Foundations of Medicine (5 weeks)
MED 102	Musculoskeletal (6 weeks)
MED 107	Cardiopulmonary I (6 weeks)
MED 109	Cardiopulmonary II (6 weeks)
MED 106	Gastrointestinal (6 weeks)
MED 108	Renal (6 weeks)
OCS 101	Osteopathic Clinical Skills I (17 weeks)
OCS 102	Osteopathic Clinical Skills II (19 weeks)

ECE 001	Early Clinical Experience (non-credit, required)
BCLS	Basic Cardiac Life Support (non-credit, required)
CUM EX I	Cumulative Examination I

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

Special notes:

- *Students are also required to attend one autopsy experience and complete a minimum of 4 semester credits of electives prior to beginning year III. Students may elect to complete these requirements anytime within their first and/or second year of study.*
 - *Students who have significant prior experience working in a clinical setting (e.g. nursing or other medical degree; EMT certification, etc.) may be granted an exception to the ECE001 requirement. Refer to the ECE001 course description or contact the Associate Dean for Curricular Affairs for more information.*
- *Dual-degree students (D.O./M.A. and D.O./M.B.A.) may request a waiver of up to 2 semester elective credits. Application for waiver may be made following completion of at least 2 semester elective credits.*
- *Elective course IDIS 110 has additional restrictions that apply to the dual D.O./M.A. Bioethics degree program. Please refer to the IDIS 110 course description for more information.*

Second-Year Curriculum

The course offerings in the second year are:

MED 211	Neuroscience I (6 weeks)
MED 212	Neuroscience II (5 weeks)
MED 210	Skin, Blood and Lymph (6 weeks)
MED 202	Endocrine Section (6 weeks)
MED 203	Reproduction and Development (8 weeks)
ACLS	Advanced Cardiac Life Support non-credit, required
CSA	Clinical Skills Assessment non-credit, required
OCS 201	Osteopathic Clinical Skills III (begins with Class of 2013)
OCS 202	Osteopathic Clinical Skills IV (begins with Class of 2013)

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

Second-Year Clinical Care Practicums

Clinical Care Practicums are designed to provide second-year students with exposure, supervised observation and training to further their understanding in the disciplines identified below. The experiences take place in a wide variety of clinical, office and hospital settings presenting unique opportunities with regard to the spectrum of clinical situations encountered. Specific goals and learning objectives are provided to enhance the learning experience. Clinical Care Practicums are typically offered during the summer immediately following the conclusion of the MSI curriculum, are variable credit (2-8 credit hours) depending on time on task and are always graded S/U. Clinical care practicum experiences are optional and may be utilized to fulfill pre-clinical elective requirements.

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

Preparatory Courses

IDIS 001 – NBOME I Preparation

This is a mandatory course for students who are unsuccessful in passing COMLEX 1.

IDIS 002 – NBOME II Preparation

This is a mandatory course for students who are unsuccessful in passing COMLEX 2-CE.

IDIS 002p – NBOME II-PE Preparation

This is a mandatory course for students who are unsuccessful in passing COMLEX 2-PE.

First- and Second-Year Elective Courses

All elective courses are designed to accommodate the semester format of the University and are graded S/U. For a complete listing of electives, refer to the *KCUMB College Catalog*.

Fellowship Opportunities

ANAT 399 – KCUMB Anatomy Fellowship

The Department of Anatomy selects three post-second- or post-third-year medical students for 11-month fellowships. The fellowships usually run from the last week of July to the end of June. Fellows are selected by the anatomy faculty and are supervised by the chair of anatomy. Selection criteria are: overall performance in human anatomy; academic standing; participation as an anatomy teaching assistant or have been active as an anatomy tutor; interest in research and teaching; and letters of recommendation.

Applicants must submit curriculum vitae, a brief statement expressing his/her reason for participating in the fellowship and possible research interests, and two letters of support from KCUMB students and/or faculty members, who have worked with him/her on an anatomy dissection team or were tutored by the applicant.

Fellowship responsibilities include teaching in all gross anatomy and neuroanatomy labs; preparing second-year teaching assistants to teach in gross anatomy labs; management of the operations for the Conte Anatomy Lab, and other duties as assigned by the Chair. Fellows may be invited to present a basic science lecture or lab orientation in the COM and/or COB. Fellows are also expected to complete a research project in collaboration with an anatomy faculty mentor and submit it for professional publication and/or presentation.

Each anatomy fellow will receive a stipend for the year and a one-year tuition waiver for COM for the year following the fellowship year at KCUMB. During the fellowship year, the student will continue to be recognized as a half-time student at KCUMB.

OCS 399 – Undergraduate OMM Fellowship

This elective experience is open only to students wishing to spend an additional year of undergraduate 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, OMM Fellows may complete their third year clerkships before or after participating in the fellowship. It is preferred that students do not begin the fellowship until after they have completed their third-year clerkships. 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. OMM Fellows receive a monetary stipend and tuition for their fellowship year and one additional year. During the Fellowship year, the student will continue to be recognized as a half-time student at KCUMB.

Third- and Fourth-Year Clinical Clerkships

The third and fourth years utilize clinical clerkships to reinforce and expand on the training of the first two years of medical school. Each student must complete a minimum of 19 blocks of clinical clerkships. All clerkships are identified in terms of “blocks,” which are either four-weeks or one month in duration.

Third-year consists of 10 required clinical clerkships that include: Family Medicine (two blocks), Internal Medicine (two blocks), Pediatrics (one block), Surgery (two blocks), Obstetrics/Gynecology (one block), Psychiatry (one block) and one clerkship elective (one block). Curricular modules with learning objectives and reading assignments are provided for all required clerkships to enhance student learning.

Fourth-year consists of three required clerkships, four electives and two sub-internships: Cardiology (one block), Emergency Medicine (one block), Rural/Underserved Primary Care (one block), electives (four blocks) and Sub-internships (two blocks).

Required third- and fourth-year clinical clerkships are completed at designated training sites. Assignment to sites is determined by a match process conducted during the second year.

All full-block clinical clerkships are awarded five semester credits. Third-year discipline-specific (required) clerkships are awarded Honors (H), High Satisfactory (HS), Satisfactory (S) or Unsatisfactory (U) grades. All remaining clerkships (electives and sub-internships) are graded satisfactory/unsatisfactory (S/U).

Enrollment Status of Third- and Fourth-Year Students

Students enrolled in clerkships are considered full time. This full-time status is based on a schedule, approved by the Office of Community Clinical Education, allowing the student to complete the sequence of graduation requirements with his/her class.

Clinical Clerkship Terms and Definitions

Required Clerkships: The 12 clinical clerkships required of all students that are designed to provide students with exposure, observation and training to further their understanding of patient care in a variety of clinical, office and hospital settings. Serving as the foundation for clinical training, all required clerkships are enhanced by specific goals, learning objectives and reading assignments. Beginning with the Class of 2012, required clerkships will be graded as Unsatisfactory (U), Satisfactory (S), High Satisfactory (HS) and Honors (H).

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

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

Third-Year Curriculum

Clerkship offerings for the third year are:

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

Elective (one block)

Fourth-Year Curriculum

Standard Option I

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

Alternate Option II

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

For a complete listing of electives and sub-internships, refer to the *KCUMB College Catalog*.

Third- and Fourth-Year Clerkship Registration

The Office of the Registrar will register all third-year medical students for a placeholder clerkship block called ROTA 3A (fall – 20 credits) ROTA 3B (spring – 25 credits) and ROTA 3C (summer – 5 credits), in this sequence. These placeholder codes will later be detailed to the specific course ID on the student's transcript when the Office of Community Clinical Education submits the final grade rosters.

Similarly, fourth-year medical students will be registered for a placeholder clerkship block called ROTA 4C (summer – 5 credits), ROTA 4A (fall – 25 credits) and ROTA 4B (spring – 20 credits), in this exact sequence. These placeholders will follow the same transcript procedures as identified for third-year experiences.

COB Educational Program

Master of Science in Biomedical Sciences Overview

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

The 12-month track includes coursework in biochemistry, cell biology, genetics, epidemiology, physiology, molecular biology, neurosciences and anatomy, and places emphasis on the acquisition of knowledge regarding state-of-the-art research methodologies and protocols, regardless of the field one chooses to enter. The research track is designed for individuals interested in pursuing careers as research scientists in major laboratories.

All students in the master of science in biomedical sciences degree programs, whether in the one-year or research track, will be full-time students, unless specifically approved to be part-time. The one-year master's program is more classroom intensive and does not involve the conduct of original research. The research 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 this track to at least two-years.

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

Standard Curriculum

Fall Semester

BIOS 501 Human Anatomy (3)
BIOS 503 Cell Biology and Histology (3)
BIOS 505 Human Physiology I (3)
BIOS 509 Introduction to Epidemiology (3)
BIOS 513 Biochemistry (3)

Spring Semester

BIOS 502 Human Anatomy(3)
BIOS 506 Human Physiology II (3)
BIOS 507 Neuroscience (3)
BIOS 508 Human Genetics (3)
BIOS 510 Introduction to Research Methodology (2)
BIOS 514 Molecular Biology (3)

Summer Semester

BIOS 571 Seminar/Mini-Thesis (3)
BIOS 570 Synthesis/Comprehensive Exam (3)

Length of one-year program is approximately 11 months.

Master of Science in Biomedical Sciences (Research Track) (Approximately Two Years)

Students in the research program will take an individualized curriculum based on their entering backgrounds and goals. Example curriculum noted below:

Fall Semester (first year)

BIOS 503 Cell Biology and Histology (3)
BIOS 513 Biochemistry (3)
BIOS 505 Human Physiology I (3)
BIOS 515 Scientific Communications (1)
BIOS 580 Research Project (3)

Spring Semester (first year)

BIOS 508 Human Genetics (3)
BIOS 506 Human Physiology II (3)
BIOS 514 Molecular Biology (3)
BIOS 580 Research Project (3)
BIOS 520 Research Seminar I (1)

Summer Semester (first year)

BIOS 511 Advanced Research Ethics (1)
BIOS 580 Research Project (5)

Fall Semester (second year)

BIOS 512 Adv. Tech Biochem and Molecular Biology(3)
BIOS 580 Research Project (9)

Spring Semester (second year)

BIOS xxx Bioscience Elective (3)
BIOS 580 Research Project (9)
BIOS 521 Research Seminar II (1)

Summer Semester (second year)

BIOS 522 Seminar III (1)
BIOS 590 Thesis Dissertation (6)

Length of the Research Track is about 24 months. (This may vary depending on the time needed to complete an original research project, i.e., collect enough data for a thesis dissertation.)

The curriculum for each student in the research track will be determined in consultation with the student and a graduate advisory committee composed of three or more faculty members, at least one of whom should be affiliated with another university. The director of the student's research project will be a member of the committee and serves as the student's academic adviser, as appointed by the Dean of the College of Biosciences. The graduate advisory committee must approve any changes to the originally approved curriculum. The thesis must be successfully defended before the graduate advisory committee to fulfill the requirements for the degree.

Master of Arts in Bioethics Overview

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

The final course in the degree program, the final project, allows students to pursue a bioethics question of special interest. This final project may take the form of either a

traditional master's thesis or a non-traditional project, such as the creation of a bioethics educational curriculum for in-service training of health-care providers. It is intended as a directed study in which the student works under the direction of a faculty member to make a significant contribution to bioethics. After completion of the project, the student presents their project in a conference with the KCUMB bioethics faculty and selected student peers.

While insuring that students have a solid foundation in bioethics, the bioethics program encourages critical creative thinking, collaborative work with other students and faculty, and innovative approaches to bioethics problems.

Although the requirements are identical for all students in the master of arts in bioethics program, there are three distinct tracks for completion of the degree:

- Dual degree with the osteopathic medicine program (D.O./M.A.)
- One-year track (full-time)*
- Career enhancement track (part-time)

** Special Note: Students accepted into the one-year bioethics degree program are expected to maintain full-time status in the fall and spring semesters and no less than half-time status in the summer semesters, unless otherwise approved by the Dean of the College of Biosciences.*

Master of Arts in Bioethics (One-Year Track)

Standard Curriculum

Summer Semester

BETH 510 Selected Topics (3)

Fall Semester

BETH 501 History and Methodology for Bioethics (3)

BETH 502 Introduction to Bioethics (3)

BETH 503 Religious Perspectives and Bioethics (3)

BETH 504 Diversity, Culture and Bioethics (3)*

– or –

BETH xxx Elective (3)

Students are strongly encouraged to submit their Final Project Proposal (FPP) to their bioethics adviser prior to the conclusion of the fall term.

Spring Semester

BETH 504 Diversity, Culture and Bioethics (3)*

– or –

BETH xxx Elective (3)

BETH 505 Bioethics at the Margins (3)

BETH 508 Clinical Topics in Bioethics (3)

BETH xxx Elective

Summer Semester

BETH 550 Bioethics Final Project (3)

** Special Note: BETH 504 is a required course and will be offered either in the fall or spring semester depending upon scheduling availability.*

Additionally, students in the one-year bioethics degree track are required to submit their Final Project Proposal (FPP) form to their bioethics adviser at least eight weeks prior to enrolling in BETH 550: Bioethics Final Project. Failure to submit the FPP in the appropriate timeframe will result in a hold being placed on the student's academic record, which not only prevents registration and the ability to secure a transcript, but can also delay graduation and/or prevent admission into the COM program.

This track is approximately 12 months in length and is especially designed for students who expect to continue their education by pursuing a D.O., M.D., J.D. or Ph.D. in the future. Today some of the most critical challenges in medicine are ethical issues. These ethical issues include questions about stem cell research, genetic engineering, end-of-life care, health-care equity and public policy, the “globalization” of medical practice and the relationship between environmental quality and human health. It is crucial that persons especially trained in bioethics provide leadership for addressing these vital ethical issues. This track will prepare students to integrate their bioethics degree with another professional or academic degree in order to provide the critical leadership needed for addressing these social and ethical issues.

Master of Arts in Bioethics (Dual-Degree Track)

Fall Semester (MSI)

IDIS 110 Ethics for Physicians (1)*

Spring Semester (MSI)

BETH 506 Exploring the Foundations of Bioethics (2)*

Summer Semester (MSI)

BETH 501 History and Methodology in Bioethics (3)

BETH 504 Diversity, Culture and Bioethics (3)

Fall Semester (MSII)

BETH 503 Religious Perspective on Bioethics (3)

Spring Semester (MSII)

BETH 505 Bioethics at the Margins (3)

Summer Semester (MSII)

BETH xxx Elective (3)

BETH xxx Elective (3)

Fall Semester (MSIII)

BETH 507 Clinical Dilemmas Seminar (3)

Spring Semester (MSIII)

BETH xxx Elective (3)

Fall and/or Spring Semester (MSIV)

BETH 550 Bioethics Final Project

The dual-degree track is approximately 44 months in length and is designed for KCUMB medical students who decide to pursue a joint master's degree in bioethics. Since dual degree students are not required to remain in Kansas City for their third- and fourth-year clerkships, some of their course work is delivered online. This degree is especially designed for students who want to provide leadership as physicians in helping to address the plethora of complex ethical issues confronting medicine today. With the joint degree, graduates should be especially well placed to provide bioethical leadership on hospital ethics committees, among their physician peers and in the local community. This degree should also help student be more competitive when applying for residencies or fellowships after obtaining their medical degree.

* Special Note: Dual degree students who are simultaneously completing the D.O. program and M.A. in bioethics program may substitute a combination of IDIS 110: Ethics for Physicians and BETH 506: Exploring the Foundations of Bioethics in lieu of the required course, BETH 502: Introduction to Bioethics. However, dual degree bioethics students who choose this option may not use IDIS 110 to partially fulfill their 4 semester elective requirement in the D.O. program.

Master of Arts in Bioethics (Career Enhancement Track)

This track is designed for health-care professionals – physicians, nurses, social workers, attorneys, chaplains, medical technicians, etc., who have developed an interest in bioethics professionally and would like to pursue master's-level training in bioethics. These students may pursue the master's degree on a part-time basis, although the expectation is that the degree will be completed by five years. There is no required order of courses for completion of the bioethics degree. Therefore, career enhancement students may take the required and elective courses in the order that works best for their individual schedules.

Grading System – COM Students

Grades and Quality Points

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

<u>Grade</u>	<u>Definition</u>	<u>Quality Pts</u>
A	Excellent work: 94-100%	4.00
A-	90-93%	3.67
B+	87-89%	3.33
B	Average: 84-86%	3.00
B-	80-83%	2.67
C+	77-79%	2.33
C	Minimum Average: 70-76%	2.00
F/C	Successful Remediation/Repeat	2.00
F	Failure	0.00
H	Honors	
HS	High Satisfactory	
S	Satisfactory/Pass (70%)	
U	Unsatisfactory/Fail	
IP	In-Progress	
I	Incomplete	
W	Withdrew	
NR	Not Reported	

The grade point average is the sum of earned grade points divided by the sum of term-hour credits passed and failed. If a student fails a section or course and successfully remediates or retakes the section or course, a grade of C will be assigned for purposes of calculating the cumulative G.P.A., class standing and ranking. Courses not remediated or repeated will be carried forward with the grade earned. A grade of satisfactory or Pass is equivalent to a minimum of 70%.

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

Electronic Capture of Learning Activities

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

Capturing any of these events using video recorders, cameras or camera devices, digital recorders in any form, including cell phones and PDAs, is not allowed without the

express written consent of all persons involved and the administration. Posting of any material for “personal use” to any website also requires written consent in advance. A request form is available from the departments of Curriculum or Information Technology and should be completed with signatures prior to any activity. The form should be returned signed to the Department of Curriculum.

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

Incomplete Grades

An instructor may assign a grade of incomplete “I” if the student has been unable to complete the course/section on time because of unavoidable conditions. The student’s signature is not required for the contract to be in force. A copy of the contract will be mailed to the student by the Registrar’s Office giving the student a 10-day window in which to decline the incomplete and receive their earned grade.

Any student receiving a grade of incomplete “I” must coordinate with the instructor/section director to satisfy all outstanding coursework for the course/section. Once outstanding requirements for the course are satisfied, the instructor will process a change of grade form converting the “I” to a letter grade. The deadline for the grade change is the last day of class of the next full-length (i.e., fall or spring) term. Once this deadline has passed, the “I” becomes an “F.”

A degree cannot be awarded to a student with an incomplete grade on his/her record.

Grade Changes/Corrections

No grade will be changed unless the Associate Dean for Curricular Affairs (COM) certifies in writing, that an error occurred in computing or recording the grade, or a section or course has been successfully remediated. Such changes must be approved by the Executive Vice President for Academic and Medical Affairs, and Dean of the College of Osteopathic Medicine. If the change of grade impacts individual students rather than the entire class, or it’s because an instructor neglected to turn their grades in by the established deadline, the change of grade must be documented on a grade change form and submitted to the Office of the Registrar for processing.

Section Grade Appeal Process

A student may request that their section or course grade be reviewed. Students should request the Curriculum Coordinator for the section review their points and final grade. If the student feels an error remains, a final request to review the section grade may be made directly to the Associate Dean of Curricular Affairs.

Course Repeats and Audits

Students approved for readmission after an academic dismissal will be required to repeat their last year of attendance. Students will be registered for and must successfully repeat all section offerings that they previously failed and may be required by the Executive Vice President of Academic and Medical Affairs, and Dean of the College of

Osteopathic Medicine, to audit those courses previously passed in their last year or semester of attendance. Students approved for readmission after a period of suspension or an approved Leave of Absence may also be required to repeat or audit previous taken sections/courses.

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

Additionally, the original failure will have an asterisk (*) placed beside the grade to signify that it is no longer computed in the grade point average.

Academic Renewal

Academic Renewal is designed for medical students who are successful in being readmitted after an extended absence of no less than four academic years and whose cumulative grade point average when last enrolled was less than 2.00.

Academic renewal permits students to re-enroll in the medical program and begin anew. All previously earned grades remain on the student's academic transcript, but the student carries no grade point average at the time of readmission. All previous grades will be marked with an asterisk (*) indicating that they are no longer computed in the GPA and an academic renewal notation will be included on the transcript.

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

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

Former students interested in petitioning for academic renewal must submit a letter of request, along with a justification statement and two letters of reference to the Executive Vice President of Academic and Medical Affairs, and Dean of the College of Medicine.

Grading System – COB Students

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

<i>Grade</i>	<i>Quality Points</i>
A	4.00
B	3.00
C	2.00
F	0.00
S	Satisfactory/Pass
U	Unsatisfactory/Fail
I	Incomplete
W	Withdrawal

NR Not Reported

Grades and Quality Points – M.A. in Bioethics

<i>Grade</i>	<i>Quality Points</i>
A	4.0
B+	3.3
B	3.0
C	2.0
F	0.0

Incomplete Grades

An instructor may assign a grade of “I” if the instructor believes that a student has been unable to complete the course/section on time because of unavoidable conditions. The student’s signature is not required for the contract to be in force. A copy of the contract will be mailed to the student by the Registrar’s Office giving the student a 10-day window in which to decline the incomplete and receive their earned grade.

Any student receiving a grade of “I” must coordinate with the instructor/section director to satisfy all outstanding coursework for the course/section. Once outstanding requirements for the course are satisfied, the instructor will process a change of grade form converting the “I” to a letter grade. The deadline for the grade change is the last day of class of the next full-length (i.e., fall or spring) term. Once this deadline has passed, the “I” becomes an “F.”

A degree cannot be awarded to a student with an incomplete grade on his/her record.

Grade Changes/Corrections

No grade will be changed unless the section director or instructor certifies in writing, that an error occurred in computing or recording the grade, or a section or course has been successfully remediated. Such changes must be approved by the Dean of the College of Biosciences and must be documented on a grade change form that is submitted to the Office of the Registrar for processing.

Joint Educational Programs

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

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

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

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

The master of business administration in healthcare leadership program and course schedule have been tailored to allow KCUMB medical students to complete the program in the same four-year timeframe as the doctor of osteopathic medicine program. KCUMB-COM students must have a minimum KCUMB-COM cumulative grade point average of 2.667 to be eligible to apply to the D.O./M.B.A. dual-degree program.

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

KCUMB 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. KCUMB-COM dual-degree students whose cumulative grade point average falls below 2.667, but is maintaining above 2.5, will receive written warning notification from the Department of Student Affairs. Any KCUMB-COM dual-degree student that receives a failing grade on a COM section, COM clerkship, COMLEX board examination, or earns a KCUMB-COM cumulative grade point average below 2.5 will be administratively withdrawn from the M.B.A. program. For additional details regarding the D.O./M.B.A. program, please contact the Rockhurst University Graduate College or refer its Web site at <http://www.rockhurst.edu/HSOM/programs/domba/index.asp>.

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. Additional information may be found in the College of Biosciences section of this catalog, beginning on Page 121.

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;
- Personal emergency;
- Military service;
- Pursuit of an academic endeavor other than the regular classroom work, either on campus or at another recognized educational institution.

The Executive Vice President for Academic and Medical Affairs, and Dean of the College of Osteopathic Medicine (COM students) or Dean of the College of Biosciences (COB students) may grant a leave of absence for a designated period of time with or without conditions. Conditions are commonly prescribed in cases of academic deficiency or medical related issues.

Students granted a medical leave of absence must have a licensed physician, approved by the Executive Vice President for Academic and Medical Affairs, and Dean of the College of Osteopathic Medicine (COM students) or Dean of the College of

Biosciences (COB students), certify in writing that their physical and/or mental health is sufficient to continue in a rigorous educational program before they may return to the University.

A student granted a leave of absence with conditions may be required to meet with the Associate Dean for Student Affairs before reinstatement.

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

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

All leaves of absence should be requested in writing to the Executive Vice President for Academic and Medical Affairs, and Dean of the College of Osteopathic Medicine (COM students) or Dean of the College of Biosciences (COB students), who is responsible for approving or denying requests for leaves of absence.

Students granted a leave of absence must follow the checkout process detailed in this handbook.

Following a leave of absence, a student must request reinstatement in writing to the Executive Vice President for Academic and Medical Affairs, and Dean of the College of Osteopathic Medicine (COM students) or Dean of the College of Biosciences (COB students).

Minimal Technical Standards for Admission and Matriculation

Please see the *KCUMB College Catalog* or obtain a copy of this policy from the Office of Student Affairs.

COM National Board Examinations

All COM students must pass COMLEX 1 and 2 in addition to COMLEX 2-PE in order to graduate from the University. Students who have passed all sections are required to sit for the COMLEX 1 examination following completion of the MSII spring semester. Students who have failed any section or the cumulative examination during the second year will not sit for COMLEX 1 until they have successfully remediated all failures. Students who fail COMLEX 1 on the first attempt will be placed in a modified curriculum in order to meet both KCUMB and NBOME COMLEX Level 1 and 2 requirements and continue progress in the academic program.

Students who fail to pass the COMLEX 1 examination on the first attempt:

- The start of clinical clerkships may be delayed for up to two months in order to allow the student optimal preparation time for retake of COMLEX 1.
- The student will be enrolled in a board study elective month and utilize one month of vacation in order to prepare for the retake of COMLEX 1. If the student is successful in passing COMLEX 1 on the second attempt, he/she may resume the third-year curriculum.

- The student must meet with the KCUMB Director of Learning Enhancement (DLE). This visit will be scheduled by the DLE and may require up to three days of time. During this meeting, the DLE will work directly with the student to uncover potential test taking challenges and develop a structured study schedule.
 - Students are required to contact the DLE on a weekly basis for the purpose of discussing progress to date and/or possible adjustments to the study schedule.
- The University will work with the student's assigned clerkship site and, where possible, students may maintain residence in the vicinity of the clerkship site during scheduled study time prior to retaking COMLEX 1.
 - Ideally, students will attend orientation and any scheduled didactic conferences at their site.
- The student is required to sit for the COMLEX 1 examination following remediation and is then eligible to start full-time required clinical clerkships the day following the examination.
- Students who subsequently pass the COMLEX 1 examination will thereafter resume the schedule to complete their required clerkships. There may be additional tuition requirements depending upon the time required to pass COMLEX examinations.

Students who fail to pass the COMLEX 1 examination on second attempt will continue at KCUMB with the following alterations in curriculum:

- The student must meet with the KCUMB Director of Learning Enhancement (DLE). During this meeting, the DLE will work directly with the student to develop a structured study schedule.
 - The student will follow the structured study schedule and retake COMLEX 1 after an appropriate study period.
 - The student will be delayed in completing the clinical curriculum and will be enrolled in a board study elective at KCUMB. This may involve on-site study the direction of the DLE at KCUMB until the COMLEX examination offering can be scheduled. (This may affect tuition requirements of time and amount.)
 - Following the examination, the student may resume the clerkship schedule on the day following the examination.
 - Any student who fails to pass COMLEX 1 on the third attempt will be immediately dismissed from the University for failure to meet the KCUMB board requirements.
 - If the COMLEX 1 examination is passed, required clerkships may continue. At this juncture, students need to make up any required clerkships in order to meet graduation requirements. Students will be charged tuition on a prorated basis for additional months of study/clerkships.
 - Any student who required three opportunities to pass COMLEX 1 may sit for the COMLEX 2 examination after he/she has completed all

required clerkships and will have only two opportunities to successfully pass the examination.

Students who fail to pass the COMLEX 2-PE (Performance Evaluation) on their first attempt will be required to return to Kansas City to receive one-on-one instruction from a clinical faculty member assigned by the Executive Vice President for Academic and Medical Affairs, and Dean of the College of Osteopathic Medicine.

A maximum of two attempts is allowed to pass the COMLEX 2-PE. Students who fail to pass the COMLEX 2-PE following two attempts will be dismissed from the University.

If the student is successful in meeting all necessary academic requirements, including passing all portions of the COMLEX 1 and 2 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 year of the graduation ceremony.

- No student will be allowed to participate in graduation ceremonies until he/she has passed COMLEX 1, 2 and COMLEX 2-PE.

Either COMLEX 1 or 2 may be taken a maximum of three times. A student will have a total of five combined attempts to pass COMLEX 1 and 2. A student will have two separate attempts to pass COMLEX 2-PE.

Students must successfully complete the above requirements within five years of the date of matriculation. If a student does not meet this requirement, he/she will be dismissed from the University.

Passing any portion of an examination is not a substitute for passing a University section or clerkship. Passage of any portion of the United States Medical Licensing Examinations (USMLE) will not be substituted for the University's requirement for COMLEX passage.

COMLEX examination applications are available online at www.nbome.org or from the Registrar's office.

Participation in Osteopathic Clinical Skills Laboratories

Required laboratory attire consists of clothes that allow easy palpation and movement. All students should wear loose-fitting shirts and short pants/scrubs/no spandex/sweats/bathing suits to the laboratory to allow easy access for palpation of body parts under study (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 maximum exposure of the back, female students should wear a sports bra or bathing suit top under their loose-fitting shirt. All students are expected to keep their shirts on except during times of direct palpation of their thoracic spine, which may be precluded by garments. 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.

Academic Records Requests

Requests for academic records (excluding Medical Student Performance Evaluations) will be processed by the Registrar's Office in the order they are received. Federal

regulations mandate a signed request to authorize the release of student academic records. Consequently, phone requests for transcripts are not acceptable. Faxed requests, however, are acceptable for unofficial copies only.

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 \$125. A new diploma will have the word "duplicate" printed on the lower left corner.

Medical Student Performance Evaluation

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

Registration

First- and second-year COM and COB students are required to report on the registration date specified by 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 a 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.

Research Opportunities for Students

Registration of Research Activity

Prior to initiation, students who participate in the conduct of research (this term has the meaning defined at 45 CFR 46.102(d) as any “systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge...”) must submit a one-page summary of the proposed research project to the KCUMB Director of Sponsored Programs (DSP) (816-283-2387). If there are questions regarding whether or not a project is considered research, the DSP should be contacted for a determination. In addition, any KCUMB student conducting research must complete the online protection of human subjects program at <http://cme.cancer.gov/clinicaltrials/learning/humanparticipant-protections.asp>.

Student must cc: Director of Sponsored Programs on all correspondence sent to the committees mentioned in the remainder of this section:

If the research involves human subjects, academic performance, surveys or use of personal health information, KCUMB’s Institutional Review Board (IRB) must be contacted and a submission made for review/approval by the IRB (protocol submission and review guidelines are available at: <http://www.kcumb.edu/academics/irb/irb.asp>).

Outside IRB approval may also be required prior to initiation of studies conducted off campus. A copy of the outside IRB approval documentation and a certificate of completion of mandatory training in the protection of human subjects at <http://cme.cancer.gov/clinicaltrials/learning/humanparticipant-protections.asp> must be filed with the DSP at KCUMB prior to conducting the research. If vertebrate animals are involved in the research, a copy of KCUMB’s Animal Care and Use Committee (ACUC) approval documentation must be submitted to the DSP.

Important KCUMB committees that are to be contacted should a KCUMB student be involved in the conduct of any type of research include:

- On-Campus or Off-Campus Research involving human subjects, fetal tissues, children less than 21 years of age, medical students, prisoners, mentally ill individuals, controlled substances, investigational drugs or devices, privacy issues: The oversight committee is the KCUMB Institutional Review Board (IRB). All research protocols dealing with the above issues must be approved by the IRB prior to commencing the research.
- On-Campus research involving hazardous wastes, human tissue, potentially infectious agents, recombinant DNA, and/or carcinogen: KCUMB’s Occupational Health, Infectious Diseases, Safety and Loss Control Committee, and the Biological Research Safety Committee. The appropriate oversight committee must approve all on-campus research dealing with these issues prior to beginning research. On-campus researchers seeking more information should contact the DSP.
- On-Campus or Off-Campus Research involving vertebrate animals: The oversight committee is the KCUMB Animal Care and Use Committee (ACUC). All research using vertebrate animals must be approved by this committee prior to beginning research. The committee and may be reached at 816-654-7538.

- On-Campus research involving radioactive materials/sources: The KCUMB Radiation Safety Officer (RSO) must authorize all on-campus use of radioactive materials and sources. All on-campus research dealing with radioactive materials and sources must be approved by the RSO prior to beginning research. Please contact Mary Peace McRae, Pharm.D., Ph.D., or A. Baki Agbas, Ph.D.

Student Support for Research-Related Activities

Travel Support

KCUMB students may apply for travel support for research-related activities such as presenting research results at a regional or national meeting. Travel support funds are limited and awarded on merit using a first-come, first-served basis. Students are eligible for up to \$1,000 support per year. In order to process travel fund requests, the completed application along with all accompanying documentation must be received by the Division of Research a minimum of 45 days before travel.

To be eligible for travel support, the research must have been previously registered with KCUMB, and the student has a cumulative grade point average of 2.5 or higher. Complete Policies and Procedures for Travel support are available from the Division of Research.

Poster Support

The Division of Research has a template for students and faculty to use when designing posters for presentation of KCUMB research studies at academic, scientific and medical conferences. The posters will bear the KCUMB logo and conform to KCUMB poster layout standards.

KCUMB will be listed as the sponsoring institution. For further details about application and poster technical requirements, and to receive the poster template, contact the administrative assistant in the Division of Research at (816) 654-7603.

COM Summer Student Research Fellowships

The University sponsors summer research fellowships for KCUMB medical students. The purpose of the summer research fellowship program is to promote research involvement by KCUMB students in collaboration with KCUMB faculty. The application process and timeline is announced annually and fellowships are awarded competitively. Potential areas of research include: basic sciences, clinical sciences, clinical epidemiology and public health, preventive medicine, health services and educational research. Fellowships run from June 1 to July 31 each year and students who are awarded a fellowship will receive a stipend. Interested parties should contact the Director of Sponsored Programs, Division of Research, at (816) 654-7602 for additional information.