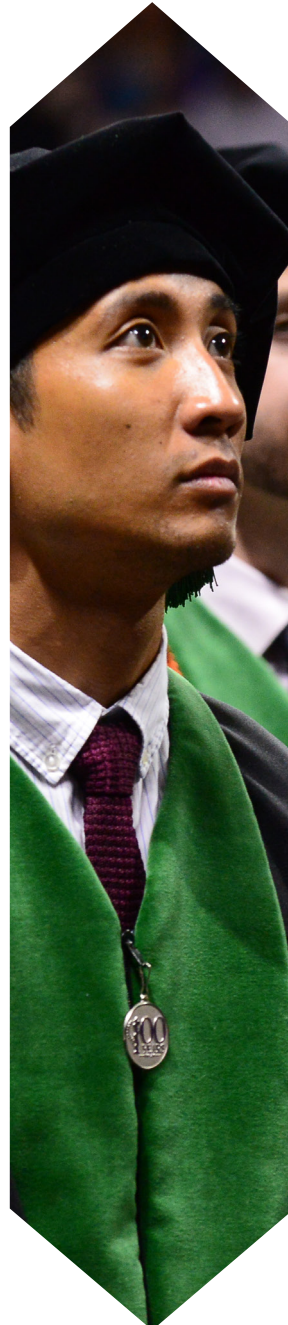
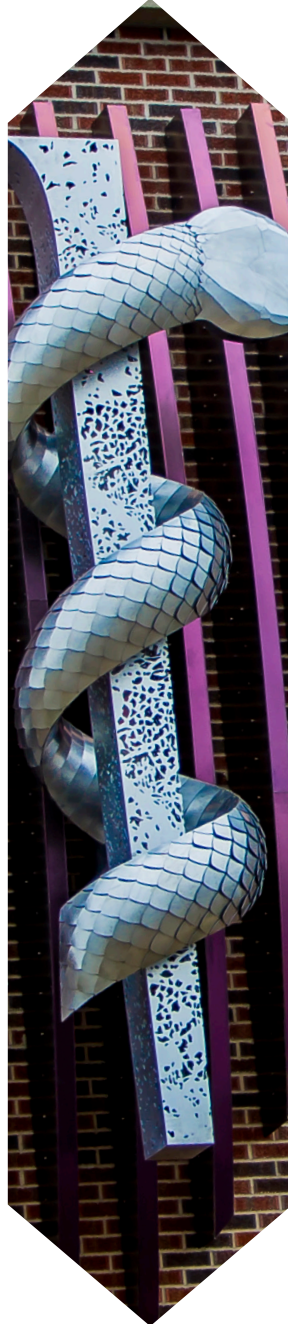




KCU

STUDENT HANDBOOK 2016-2017



All members of the University community, including students, faculty, staff, visitors and guests, are governed by the policies and regulations of the University. The University reserves the right to amend, add, delete or change any policy prior to publication of the next Student Handbook.

A copy of KCU's Annual Security Report is available for review. This report includes statistics for the previous three years concerning reported crimes that occurred on campus, near the campus, or in property owned or controlled by KCU. The report also includes institutional policies concerning campus security, such as policies regarding sexual assault and other matters. You can obtain a copy of this report by contacting the KCU Security Department or by accessing it at <http://www.kcumb.edu/campus-life/campus-safety/security-report/>.

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1750 Independence Avenue
Kansas City, MO 64106-1453

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Introduction

University Mission Statement

Kansas City University of Medicine and Biosciences (KCU) is a community of professionals committed to excellence in the education of highly qualified students in osteopathic medicine, the biosciences, bioethics and the health professions. Through life-long learning, research and service, KCU challenges faculty, staff, students and alumni to improve the well-being of the diverse community it serves.

Core Values

INTEGRITY. Demonstrating respect, honesty and professionalism

COMPASSION. Caring for students, patients, colleagues and all humanity

EXCELLENCE. Achieving quality in all that we do

COLLABORATION. Working with others to recognize diverse perspectives and achieve mutual goals

INTELLECTUAL CURIOSITY. Pursuing personal and professional growth

INNOVATION. Embracing new practices to improve outcomes

HERITAGE. Remain true to our Midwestern values and the guiding principles of osteopathic medicine

College of Osteopathic Medicine Mission Statement

The College of Osteopathic Medicine (COM) prepares students to become highly competent, caring and compassionate osteopathic physicians who demonstrate the highest level of professionalism, ethics and sensitivity to the diverse personal and cultural contexts in which care is delivered. We are committed to the service of humanity and the advancement of knowledge through a collaborative environment that provides distinctive osteopathic clinical training and fosters excellence in education, research and scholarly activity, and life-long learning.

The Osteopathic Oath

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

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

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

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

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

College of Osteopathic Medicine Honor Code

Upon matriculation at Kansas City University of Medicine and Biosciences, I have become a member of the osteopathic medical profession. I understand that I will be expected to maintain and promote the ethical standards that my profession embodies.

I will enter into a relationship of mutual respect with my teachers and my colleagues to enhance the learning environment and gain the knowledge, skills, and attitudes of an exemplary member of the medical profession. I will adhere to the highest standards of integrity, honesty, and personal conduct at all time off and on-campus. I will recognize my strengths and my weaknesses and strive to develop those qualities that will earn the respect of my patients, my colleagues, my family, and myself.

College of Biosciences Honor Code

Upon matriculation at Kansas City University of Medicine and Biosciences, I have become a member of the medical and biosciences community. I understand that I will be expected to maintain and promote the ethical standards that my profession embodies.

I will enter into a relationship of mutual respect with my teachers and my colleagues to enhance the learning environment

and gain the knowledge, skills, and attitudes of an exemplary member of the medical profession. I will adhere to the highest standards of integrity, honesty, and personal conduct at all time off and on-campus. I will recognize my strengths and my weaknesses and strive to develop those qualities that will earn the respect of my patients, my colleagues, my family, and myself.

Campus Information

Campus Contact Information

KCU Main Number	816.654.7000
KCU Main Number (Toll Free)	800.234.4847
Financial Aid Office	816.654.7178
Information Technology Helpdesk	816.654.7700
Library	816.654.7260
Office of the Registrar	816.654.7190
Security	816.654.7911
Smith Hall Front Desk	816.654.7218
Office of Student Affairs	816.654.7210
Switchboard	816.654.7000
KCU Website	www.kcumb.edu
KCU Intranet	intranet.kcumb.edu

Building Hours and Services

Administration Building

7:00 a.m. - 11:30 p.m. daily | IT Department, Admissions, Financial Aid, Registrar, Finance, Office of the President

Student Activities Center

6:00 a.m. – 11:30 p.m. daily

Coffee shop, lounge, televisions, computers, game tables, campus store, fitness center, lockers

Leonard Smith Hall

Open 24 hours/day | Audio-visual equipment, OMT tables, computers, study rooms, lockers, vending machines and the offices of Learning Enhancement and Counseling Services

Dybedal Center for Research

7:45 a.m. – 4:45 p.m. (Monday-Friday) | Offices of Basic Research, Score 1 for Health

Kesselheim Center for Clinical Competence

As established by the director | Human patient simulators, standardized patient program

Strickland Education Pavilion

6:00 a.m. – 11:30 p.m. daily | Anatomy and OCS Labs, Ricci Auditorium (College of Biosciences Classroom), cafeteria, vending machines, lockers, offices of Faculty, Office of the Dean and Clinical Education. Faculty offices on the third and fourth floors are open Monday through Friday from 8:00 a.m. – 4:30 p.m.

Mary L. Butterworth, D.O., Alumni Center

8:00 a.m. – 4:30 p.m. (Monday-Friday) | Davidson Room

Academic Center

6:00 a.m. – 11:30 p.m. daily

D'Angelo Library and Center for Medical Informatics

Monday-Friday 7:00 a.m. – 11:30 p.m.

Saturday-Sunday 9:00 a.m. – 11:30 p.m.

Books (print and electronic), study areas, computers, electronic periodicals, educational software, anatomical models

Any use of building space for organized student activities and/or events must be pre-approved by the Office of Student Affairs. Approval forms can be obtained online from the KCU intranet within the Student Affairs department pages, in the 'Forms and Documents' section.

Changes in building hours will occur from time to time as functions change. Students may be asked to prepare to leave certain areas 15 minutes before designated closing times. KCU may also implement summer and holiday hours.

Security and Safety On-Campus

KCU is located in a metropolitan area. KCU has instituted certain security measures for student safety, including the utilization of a card access system for all building entrances. Students are encouraged to remain alert and cautious when on campus, keep personal items out of sight and to keep their vehicles locked. To request a security escort to your car or to reach a patrol agent, call Security at ext. 7911 or 816.654.7911.

KCU campus security operates 24 hours a day, seven days a week. Security officers and Kansas City Police Department officers patrol both the interior and exterior of campus to prevent and deter crime. They are readily available to help in emergencies and to render assistance to motorists, assist and escorts. The department also enforces parking regulations and serves as the repository for lost and found items.

Automated External Defibrillators (AED) are strategically placed on campus and include mobile devices carried by security officers. The Safety and Emergency Management Department is charged with maintenance and care of the defibrillators.

AED Locations

1. **Academic Center:** First and second floor, northeast wall by the exit
2. **Administration Building:** First floor by the men's restroom and third floor by the men's restroom
3. **Annex Building:** Wall mount by east entrance/exit in between classrooms A & B
4. **Butterworth Alumni Center:** First floor inside the entrance/exit on west wall
5. **D' Angelo Library:** First floor, after going through main entrance
6. **Dybedal Research Center:** First floor entrance and second floor by the restrooms
7. **Facilities:** Shop area
8. **Kesselheim Center for Clinical Competence:** Entrance
9. **Powerhouse:** Center pillar
10. **Smith Hall:** First floor and third floor east wing by elevator
11. **Strickland Education Pavilion:** First floor atrium area by south wall by the east exit, third floor by Wing 320, and fourth floor atrium area
12. **Student Activity Center:** First floor North hallway by campus store
13. **Safety Patrol Vehicles:** Four vehicles are equipped with AED's

First Aid Kit Locations

1. Safety and Emergency Management Office
2. Security patrol vehicles (4)

Code Blue Emergency Poles and Call Boxes

Emergency blue-light "Code Blue" poles and boxes are available in all student parking lots and throughout the entire campus area. Student parking lot A is located at the corner of Missouri & Highland Avenue, and lot G is at the corner of Independence & Highland Avenue. These two-way call boxes allow individuals to speak directly to the on-duty emergency campus dispatcher in the event of an emergency.

Fire Exits and Extinguishers

Fire exits and fire extinguishers are located throughout all buildings. If evacuation of a building becomes necessary, please use the stairways. Elevators should not be used under any circumstances. Tampering with fire alarms or fire prevention equipment is forbidden and may result in dismissal.

Emergency Plan

Procedures for emergencies are detailed on both the KCU Intranet and the University's external website at <http://www.kcumb.edu/campus-life/campus-safety/emergency-procedures/>.

KCU has partnered with Rave Mobile Safety to provide an emergency alert system capable of delivering messages to University emails, personal emails and/or cell phones. In the event of an emergency on or near campus that may endanger the University population, KCU Safety and Emergency Management will send communication through one or more of the mechanisms identified above.

All emergencies on the KCU campus should be reported immediately by dialing 816.654.7911 for Safety and Emergency Management. Upon notification of an emergency, the security officer on duty will respond to the scene to confirm that emergency or disaster conditions exist. If needed, a follow-up call will be made to emergency responders via 911 to assure the response and give directions needed. The security officer will, as soon as practical, contact the manager of Safety and Emergency Management or the next highest-ranking Safety and Emergency Management official.

All students must provide their cellular phone number to the Office of the Registrar. This can be done via the Self Service Page of PowerCampus. These phone numbers must be kept current at all times for emergency contact.

Emergency Communications

KCU provides two methods of communications to security and emergency personnel. First, the Safety and Emergency Management campus dispatcher may be reached from any phone on campus by dialing 7911 and off-campus or by cell phone at 816.654.7911. Students are asked to pre-program or "speed dial" this number into cell phones for quick dialing.

Second, Code Blue emergency poles and boxes have been installed outdoors in strategic locations around campus. A simple push of the emergency button connects the caller with the dispatcher and alerts the dispatcher that the call is an emergency.

Timely Warnings & Crime Alerts

Timely warnings are issued whenever there is an ongoing threat of crime or danger to the University community on and around campus. If circumstances warrant, timely warnings or crime alerts are prepared and sent throughout the University via Rave Mobile Safety mass texting notifications, campus wide emails, and posted notices in campus buildings.

Security Escorts

The Safety and Emergency Management department provides an on-campus escort service for students all year round, 24 hours a day, seven days a week. Patrol officers will walk escort requests to buildings and/or vehicles parked in and around University lots. Those interested in an escort should contact the Safety Dispatch desk at 816.654.7911 ext.7911 on campus.

Annual Security Report

In compliance with regulations of the Department of Education, KCU's Safety and Emergency Management department publishes an Annual Security Report and distributes the document to all students, faculty, and staff. The Campus Security Act requires all colleges and universities to:

- Publish an annual report by Oct. 1 that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms;
- The statistics must be gathered from campus security, local law enforcement and other university officials who have "significant responsibility for students and campus activities;"
- Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees;" and
- Disclose in a public crime log "any crime that occurred on campus or within the patrol jurisdiction of University security and is reported to University security."

Prospective students, current students, faculty, and staff can receive a paper copy of the report upon request to KCU Safety and Emergency Management. The report can also be accessed online at <http://www.kcumb.edu/campus-life/campus-safety/security-report/>

Identification/Building Access Cards

For your safety, KCU utilizes a card access system on all building entrances. Access cards are issued by the Safety and Emergency Management Department to first-year students free of charge during orientation week. Access cards also serve as student identification badges and, in accordance with the Dress Code, are required to be prominently displayed by students at all times above the waist, preferably in the upper torso region, and visible from the front. ID badges/access cards must be presented when requested by any member of KCU administration, staff or faculty.

Students are prohibited from transferring access cards to other individuals, allowing others to use their access cards, or granting access to non-KCU personnel. Students are expected to keep their ID badges/access cards during their entire educational career at the University, but must return it to the Safety and Emergency Management Department upon termination of student status. Lost, stolen or misplaced badges must be reported promptly to the Safety and Emergency Management Department at ext. 7911 for deactivation. For all lost, stolen, or misplaced ID badges/access cards, students can receive a free replacement at the Security dispatch desk located in the east wing of Smith Hall.

Leonard Smith Hall | Learning Enhancement and Counseling Services

Leonard Smith Hall houses study rooms, a student study lounge, nondenominational chapel, locker rooms and vending machines. The Offices of Learning Enhancement and Counseling Services are located on the second and third floors.

The second, third and fourth floors contain individual and small group study rooms. Rooms can be checked out by registering at the front desk.

D'Angelo Library and Informatics Center

The D'Angelo Library's mission is to serve the informational needs of KCU students, residents, faculty, and staff. Library staff members are available to assist customers at all times for their research, reference, and educational needs.

The D'Angelo Library's hours of operation are:

Monday - Friday	7 a.m.-11:30 p.m.
Saturday - Sunday	9 a.m.-11:30 p.m.

Special hours, such as holiday hours, are posted in advance on the digital signage in the D'Angelo Library and posted on the KCU Intranet. Library staff members are available to assist customers at all times for their research, reference and educational needs.

The D'Angelo Library offers wireless computer access, study tables with plug-in internet access, a computer station/instructional center, computer stations in study carrels, five individual and group study rooms with white boards and large-screen television monitors, a lounge area, two full skeletons, a Special Collections room housing historical items, osteopathic historical materials, memorabilia, and yearbooks.

Faculty and student publications are displayed and available on the first floor, as well as many historical displays. The second floor houses the Library's main collection of medical and bioscience materials, as well as ample study space for students. The Access Services area affords access to current textbooks on reserve, as well as Interlibrary Loan. The accessibility of materials and information is the prime consideration in the circulation policies of the D'Angelo Library. Detailed information regarding these policies is posted on the D'Angelo Library website (<http://www.kcumb.edu/academics/dangelo-library/>).

Information common areas on the first and second floors contain catalog kiosks. The first floor also allows access to a scanner, fax, photocopier, and two WEPA print stations.

The Reference Service office is located on the second floor. Reference Service offers assistance with research, teaching, and other informational needs by performing various searches and locating specific materials. This service provides literature search capability with access to both bibliographic and full text databases relating to medicine and the biosciences. Requests are accepted by phone, email, the Library Chat Service (online), mail, or in person.

The D'Angelo Library offers a wide variety of classes designed to assist users in developing skills in research, information management and literacy, and the knowledge necessary to access specific resources available in the Library and through the website. These classes are open to KCU students, faculty and staff without charge.

Interlibrary Loan Service augments the holdings of the D'Angelo Library by providing access to other national and international collections. This service is available to KCU students, faculty and staff without charge. Requests are accepted by phone, email, the Library Chat Service (online), mail, or in person.

A variety of medical, biological, scientific, educational, and informational online databases are available through the website.

A few of the available database resources include:

- Access Medicine
- Access Pediatrics
- Access Surgery
- Bates Visual Guide
- Clinical Key
- Clinical Pharmacology
- Health Library: Osteopathic Collection
- Human Anatomy
- McGraw Hill E-book First Aid Series
- Natural Medicines
- Ovid
- USMLE Easy
- UpToDate
- VisualDX

The website also offers:

- The online catalog
- Direct links to a variety of services (such as interlibrary loan, board review resources and reference)
- Customer renewal option through the online catalog
- Required textbook listing (some with direct e-book links)
- E-book and E-journal links
- Apps for mobile devices
- Digital archives
- Access to many other helpful resources

New resources are reviewed and evaluated on a consistent basis in order to provide KCU students, faculty, and staff

access to the most relevant and current information available.

The online Library Chat Service allows for immediate response to inquiries from students, faculty, and staff by the D'Angelo Library staff.

The D'Angelo Library's InfoGuides webpage is where students can find research assistance, various subject guides, and other useful resources compiled by the Library team.

Sports Facilities

Fitness Center

The Fitness Center is located in the lower level of the Student Activities Center and is open to students only. This is a private facility and is not open to family members or friends of KCU students. The facility is managed and maintained by the KCU Physical Facilities Department. Prior to use of the facility, a waiver must be signed and returned to the Physical Facilities Department. Forms can be obtained online from the KCU intranet within the Student Affairs department pages, in the 'Forms and Documents' section.

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

Fitness instructors wanting to schedule and reserve the aerobics area for classes may do so by contacting the Office of Student Affairs.

Basketball Courts

Three basketball courts, located at the south end of the parking lot off of Highland and Admiral, are available for current KCU students, faculty and staff only. Hours of use are 11:00 a.m. – 8:00 p.m. weekdays and 8:00 a.m. – 8:00 p.m. weekends (unless modified hours are posted).

Basketballs are available at the front desk of Smith Hall. The password for the entrance gate will be changed periodically and can be obtained through the Safety and Emergency Management Department or the Office of Student Affairs. Security officers should be contacted if there is difficulty using the password. All students must notify the Safety and Emergency Management Department (ext. 7911) when going to and leaving the courts. The following guidelines must be followed:

- Travel in pairs
- Leave belongings locked up out of sight in car or in campus lockers. If you must take items with you, be sure to keep at least 10 feet away from the fence line.
- Make sure the gate locks behind you when entering and leaving.
- Basketball only on courts – no skateboards, etc.
- Alcohol is not permitted
- No inappropriate attire
- Absolutely no pick-up games with neighborhood or non-KCU students.
- A call box is located in the parking lot and goes directly to the Safety and Emergency Management Department. (Please use the call box if needed.)

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

Student Lockers

Lockers are located in Smith Hall and the Student Activities Center and are available to students for personal storage use. Students are allowed to request one locker and are responsible for supplying their own lock. Lockers should be requested from and registered with the Office of Student Affairs. Safety and Emergency Management has the authority to cut any lock that is not registered with the Office of Student Affairs.

Campus Policies, Procedures, & General Information

Communications

Bulletin Boards

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

KCU Intranet Site

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

KCU Website

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

Blackboard Online Education

Blackboard is the online, distance education software package that KCU uses to provide supplemental instruction to students. Blackboard is an integral part of the multimedia learning process. All KCU students are required to check Blackboard for all class and schedule information.

PowerCampus Self-Service

PowerCampus Self-Service is the web-based or online service component of our primary student administrative software system. Self-Service provides current students, faculty, administrators and other members of KCU's academic learning community with anytime, anywhere access to student information housed within PowerCampus. Information available via Self-Service includes advisee lists and class rosters, unofficial transcripts, course schedules, term grades, academic plan, etc. Students and faculty can also use Self-Service to edit and manage their addresses and phone numbers. Students are required to ensure that their cell phone numbers, emergency contact numbers and addresses are current at all times.

Email

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

Confidentiality and Disclosure of Student Records

Family Educational Rights and Privacy Act Policy and Notice of Rights

The Family Educational Rights and Privacy Act (FERPA) requires educational institutions to annually notify students, in attendance, of their rights under the Act regarding access to their education records and certain protections regarding the privacy of personally identifiable information in those records. This policy is issued in compliance with that requirement.

The following definitions apply to this policy:

- Directory information: means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.
- Disclosure: means to permit access to or the release, transfer or other communication of personally identifiable information contained in education records by any means to any party except the party identified as the party that provided or created the record.
- Education records: means those records, regardless of how the information is recorded, that directly relate to a

student and are maintained by this University or by a party acting for this University. However, it does not include:

- Records kept in the sole possession of the maker, that are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
 - Records of the University's law enforcement unit that are created by it for law enforcement purposes and maintained by it;
 - Records relating to an individual who is employed by the University (except if the individual is a student employed as a result of his or her status as a student) that are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee and are not available for any other purpose;
 - Records on a student 18 years of age or older made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity so long as the records are made, maintained or used only in connection with treatment of the student and are disclosed only to individuals providing treatment;
 - Records created or received by this University after the student is no longer in attendance and are not directly related to the individual's attendance as a student.
- Personally Identifiable Information: includes, but is not limited to: the student's name; name of parents or other family members; address; a personal identifier; other indirect identifiers (e.g., date and place of birth or mother's maiden name); other information that, alone, or in combination, is linked or linkable to a specific student and would allow a reasonable person who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty; or information requested by a person who the University reasonably believes knows the identity of the student to whom the education record relates.

The Right to Review and Inspect

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

Please note the following:

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

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

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

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

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

The Right to a Hearing Regarding the Request for an Amendment

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

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

If, as a result of the hearing, the University decides that an amendment is not warranted, it will inform the student of the right to place a statement in the record commenting on the contested information or stating why he or she disagrees with the decision of the University not to make the amendment, or both. Any such statement placed in the student's education

record will be maintained with the contested part of the record for as long as the record is maintained, and it will be disclosed whenever the University discloses the portion of that record to which the statement relates.

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

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

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

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

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

Nonconsensual disclosures are also permitted to parents in three situations:

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

The Right to Opt out of the Disclosure of Directory Information

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

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

FERPA permits the University to limit the disclosure of directory information to specific parties, for specific purposes, or both. In the exercise of that authority, this University may release all directory information to school officials as defined in VI.B.1 above. Other releases will be limited to those situations in which the University, in its discretion, believes the release would recognize a student for academic or extracurricular achievement or otherwise advance the student's career interests or when the University believes the release would serve to advance the interests and image of the University. Examples of such releases would be the disclosure of directory information to prospective employers, financial aid and scholarship agencies or registry, licensure or certification services. Another example would be the release of directory information in connection with University-sanctioned alumni affairs. The University will not release directory information to persons or parties not affiliated with the University when their intent is to use that information for commercial purposes.

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

This University will honor all requests to withhold any of the categories of directory information listed in the written request, but will not assume any responsibility to contact the student for subsequent permission to release that information.

Nondisclosure will be enforced until the student subsequently authorizes its release. A student may not, however, opt-out of the disclosure of the student's name, identifier or University e-mail address in a class in which the student is enrolled.

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

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

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

Dispute Resolution Policy

From time to time, disputes may arise between the student and KCU. Notwithstanding issues involving Title IX, student discipline and grievances are handled utilizing [Student Disciplinary Committee and Grievance Procedures](#) located in the Student Handbook. For issues that are not resolved by a Grievance Procedure or Student Disciplinary Committee or for other disputes where the Grievance Procedure or Student Disciplinary Committees are not a reasonable option for resolution, KCU will look to binding arbitration for dispute resolution.

Arbitration is a dispute resolution process in which the disputing parties present their case to a third party intermediary who considers all of the evidence and then makes a decision for the parties. Binding arbitration simply means that the decision is binding for both parties. Arbitration is a very common approach for resolving various types of disputes and KCU requires that all students who apply for admission agree to settle any disputes that cannot be resolved via university means (Student Disciplinary Committee or Student Grievance Procedures) using binding arbitration rather than through a court system.

Binding Arbitration Agreement

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

- Terms of Arbitration
 - Both Student and KCU irrevocably agree that any dispute between them shall be submitted to arbitration. Neither the Student nor KCU shall file or maintain any lawsuit in any court against the other, and agree that any suit filed in violation of this Agreement shall be dismissed or stayed by the court in favor of an arbitration conducted pursuant to this Agreement.
 - The costs and fees for arbitration will be governed by the American Arbitration Association's Employment Arbitration Rules. If neither party is totally successful in the prosecution or defense of its claims, each party will bear its own costs of arbitration unless the arbitrator determines that a more reasonable and equitable division of costs should be imposed.
 - The arbitrator's decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based.
 - Any remedy available from a court under the law shall be available in the arbitration
- Procedure for Filing an Arbitration
 - Students are strongly encouraged, but not required, to utilize the [Grievance Policy](#) described in the Catalog and Student Handbook, prior to filing arbitration.
 - A student desiring to file arbitration should first contact the KCU President, who will provide the student with a copy of the AAA Commercial Rules. A student desiring to file arbitration should then contact the American Arbitration Association in Kansas City, Missouri, which will provide the appropriate forms and detailed instructions. The student should return this form to the AAA.
- Acknowledgment of Waiver of Jury Trial and Availability of AAA Rules
 - The student acknowledges that he or she understands that both KCU and the student are irrevocably waiving rights to a trial by jury and are selecting instead to submit any and all claims to the decision of an arbitrator instead of a court. The student understands that the award of the arbitrator will be binding and not merely advisory.

Food and/or Drink in University Facilities

Students are individually responsible for all food and/or drink they bring into any University facility. Students are expected to adhere to all building, classroom, and/or laboratory policies related to having food/drink in a particular area. Students are

generally allowed to bring food and drink into classrooms during course periods. Storage of food in refrigerators, provided for student usage, is allowed on a short-term basis only. Students are responsible for removing any food/drink they place in any of the University's refrigerators. University faculty and staff reserve the right to remove and discard any food/ drink left in said refrigerators. University faculty and staff also reserve the right to ban food/drink for any individual student or for an entire classroom when circumstances justify doing so.

Inclement Weather

The President and/or designee, of the University may declare the University closed or delay opening due to inclement weather. In the event this should occur, a decision will be made no later than 7:00 a.m.

Electronic announcements will be sent via the RAVE Emergency Alert System and through email blasts. If an announcement is not made regarding the closing or delayed opening of the University, students must assume that the University is open and attend class at regularly scheduled times.

Information Technology

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

Account Guidelines

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

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

User Responsibilities

Individuals who use Information Technology resources at Kansas City University of Medicine and Biosciences are granted such access as a privilege. Everyone is expected to use accounts responsibly, within the KCU approved educational, academic, research, and/or administrative guidelines for which such accounts are granted.

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

University Monitoring Rights

KCU reserves the right to:

1. Access or monitor (without notice) any use of the KCU network and University-owned applications including but not limited

to Internet access, email use, learning management system access and use, storage of electronic, magnetic, and other files and information, etc. Use of any KCU-sponsored applications constitutes consent to such access and monitoring.

2. Request and obtain proof of proper licensing from any user of any software applications found on KCU Authorized Equipment.
3. Inspect the drive space of all account holders, any and all other Authorized Equipment, and any equipment on KCU premises, which is of a type and general character so as to be likely to be subject to these policies, including, but not limited to, the hardware itself and email messages stored thereon and areas of KCU's network and KCU-sponsored applications.
4. Monitor and read email messages and discussion boards. All electronic mail accounts and content of the discussion boards are the property of KCU.
5. Periodically audit all Authorized Equipment for software and other materials that may violate this policy.

Prohibited Activities

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

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

1. Sharing of passwords or logins. Allowing friends, family, co-workers, or others to use KCUMB accounts, either locally or through dial-in or Internet connections.
2. Copying software without the proper authorization.
3. Theft of hardware, software (including unauthorized reproduction), supplies, or other property.
4. Installing software (including but not limited to games, shareware, freeware, careware, etc.) on any KCU computer hard drive or network drive without proper authorization from the Information Technology Department. Without proper authorization, attempting to:
 - a. Access, copy, or destroy programs or files that belong to other users or KCU;
 - b. Disable or overload any computer system or network;
 - c. Circumvent any system or procedure intended to protect the privacy or security of any person, network, information, data, program, or system; or
 - d. Place or use, regardless of the means, on KCU property or in accounts on any KCU equipment of so-called "hacker" files or other computer programs or devices whose principal function is to defeat security or copy protection mechanisms.
5. Modifying or altering KCU computing equipment:
 - a. Computer settings;
 - b. Introducing viruses, worms, Trojan horses, trap-door programs, or other intentionally destructive or disabling codes into any system running on any KCU equipment (this includes the Internet); or
 - c. Making any changes without written permission from the Information Technology department.
6. Attempting to undermine network security, to impair functionality of the network, or to bypass restrictions including, but not limited to, security restrictions set by Information Technology or KCU.
7. Assisting others in violating, or negligently allowing others to violate rules.
8. Copying or uploading to, or copying or downloading from, Authorized Equipment copyrighted materials by account holders or other KCU personnel other than specifically authorized members of Information Technology.
9. Displaying, storing, and/or using the Internet to view, access, upload, download, store, transmit, create, or otherwise manipulate illegal or unlicensed software, copyrighted material (in the absence of the authorization of the copyright holder), pornographic material, media files (i.e., music, video, etc.) or other unauthorized and/or non-course designated sexually explicit materials on any Authorized Equipment. In addition, such material may not be archived, stored, distributed, edited, or recorded using Authorized Equipment.
10. Messages with sexual, racial, discrimination or harassing content, including any offensive or unlawful remarks, jokes, slurs and obscenities.
11. Electronic chain letters.
12. Use of E-mail or Internet services, including Internet applications, for personal financial gain, business or commercial enterprises, personal use during scheduled working hours (including "surfing the net"), or illegal activities (including use of KCU's E-mail address or any part of a KCU domain name to solicit or receive solicited commercial-related or illegal communications).
13. Libelous or hateful material.
14. Downloading from the Internet any program, "plug-in", or other binary file to any Authorized Equipment without the prior

consent of the department head of the Information Technology department. (This includes, but is not limited to, files with the extension “.exe”, “.bat”, or “.com”).

Discipline

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

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

Amendments

Policies are subject to review and revision as deemed necessary. Please contact the helpdesk@kcumb.edu to receive the most current version of this policy.

Lost and Found

All lost and found items should be given to a KCU security officer. Security officers can be reached at ext. 7911. Inquiries for lost items can be made at the Safety Dispatch desk located on the first floor of Smith Hall. All unclaimed articles will be disposed of after six months.

Mentoring Services

Each student is assigned a faculty advisor and is assigned a Big Brother/Big Sister, who is a second-year student.

Motor Vehicles and Parking

The University makes parking available for employees and students. The University provides two lots designated for student parking. Student parking choices are available on a first-come, first-serve basis. Students are not allowed to park in areas marked reserved or visitor. Overnight parking is prohibited unless Security is notified in advance and the student receives permission to do so.

The speed limit on campus is five miles per hour. Pedestrians have the right-of-way. Vehicles are parked at the owner’s risk. The University assumes no responsibility for articles left in vehicles, or for any loss by theft of any vehicle or part thereof, or for any damage which may be caused to any vehicle or part thereof, by fire, trespassers, visitors or other causes.

Permits

- All students will be issued a parking permit from the Security department dispatch located on the first floor, east wing of Smith Hall.
- Each individual will be responsible for completing an “Application for Parking Permit” for each vehicle the individual will be parking on campus. There is no charge for parking permits;
- Parking permits must be displayed in the extreme lower right corner (passenger side) of the front window of the vehicle and must be visible from the outside of the vehicle;
- Motorcycles, mopeds and motor scooters must also have permits and all parking regulations apply;
- Bicycles are to be parked in bike racks and are not allowed inside University buildings. Registration of bicycles is not required;
- Temporary parking permits are available. The permit must be hung on the rear-view mirror.
- The registration of a vehicle does not enable KCU to guarantee that a parking space is available.

Regulations

Parking regulations will be enforced 24 hours a day, seven days a week. Tickets may be issued by members of the Security Department or anyone designated by the Chief Financial Officer (CFO).

Tickets are written on three-part NCR forms. The original (white) will be retained in the ticket book. The second (yellow) copy will be taken to the security dispatch desk within one hour of issuance (during the business day) or by noon the following business day if issued after hours on weekdays, weekends or holidays. The third (pink) copy will be placed carefully under the wiper blade of the vehicle in violation. If the operator of the vehicle arrives prior to placement of the ticket under the wiper blade, the ticket will be handed to the operator. No security officer shall accept money or other valuables either to fail to issue a ticket or in exchange for payment of the fine.

Any person using abusive, argumentative or threatening language toward any security officer who is performing his/her duties in accordance with these or any other University regulations will be referred to the appropriate authority for disciplinary action.

Tickets may be issued for the following reasons:

- Blocking vehicle or driveway;
- Damaging KCU property;
- Double-parking, parking in loading zones, visitor spaces or other restricted areas;
- Driving or parking on grassy areas (unless grass areas are designated for use);
- Failure to display KCU parking sticker;
- Failure to obey any other University, Missouri or local regulation or law regarding appropriate vehicular operation or parking;
- Obstructing fire lane;
- Operating vehicles in a reckless manner. Repeated offenses may result in suspension of campus parking privileges;
- Parking overnight or for an extended period, without specific authorization;
- Parking in no parking zone;
- Parking in non-designated areas.

Appeals Process

- Tickets may only be waived by the CFO
- If the recipient of a violation notice believes there was an error in the issuance of the ticket or there were circumstances or factors which prevented the individual from complying with the parking regulations, the individual must submit a written appeal to the Director of Campus Operations. This appeal must provide a detailed explanation why an exception should be made and must be received within 21 days from the date of the violation;
- No consideration will be given if the appeal is received after the expiration of the 21 days;
- The individual will receive a written response (decision) from the Director of Campus Operations within 10 business days of receiving the written appeal;
- The decision of the Director of Campus Operations is final.

Name and/or Address Change

It is the responsibility of each student to immediately access PowerCampus Self-Service and update any, address or telephone number changes. If a name change is required, the student must submit a request, along with legal documentation, to the Office of the Registrar. It is imperative that these records be kept current at all times.

Official University Notification and Communications

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

Academic Affairs Discretion

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

- Deans of COB/COM
- Vice Dean of COM
- Vice Provost
- Student at Risk Committee (StARC)
- Student Performance Committee (SPC)

Publications/Media Relations

The printing or distribution of any publication, or the use of the University name, logo or seal by students, must have the prior approval from either the Vice Provost or President.

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

Regularly scheduled publications include the KCU Magazine, the alumni magazine; the University Catalog; and the KCU Student Handbook.

Solicitation, Vending and Petitions

Solicitations on campus are prohibited. University-endorsed organizations must complete a fundraising event approval form in the Office of Student Affairs before selling anything on or off campus. All requests seeking donations from alumni, corporations, local businesses or other external constituents must be approved in advance by the Office of Advancement. Any person or group not endorsed by KCU who wishes to make a presentation, sell products or distribute information must submit a request in writing to the Vice Provost. This policy includes the distribution of information, posting information on bulletin boards and any use of the facilities. Students are prohibited from soliciting on behalf of vendors using the University email system. All petitions and questionnaires (with the exception of those distributed by KCU departments) being distributed to students must be approved by the Vice Provost.

Special Accommodations

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

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

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

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

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

In addition, KCU has designated its Vice Provost for Enrollment and Student Services ("Disability Services Coordinator"/ "504 Coordinator") to coordinate KCU's compliance with Section 504 and the ADAAA. Requests for information concerning services and activities accessible to and useable by persons with disabilities should be directed to the Disability Services Coordinator:

Richard P. Winslow, Ph.D., Vice Provost for Enrollment and Student Services
 Administrative Building, Office 227
 p. 816.654.7512
rwinslow@kcumb.edu

KCU has designated its Facilities Manager as Deputy Disability Services Coordinator for Facilities Access to assist the Disability Services Coordinator in coordinating KCU's compliance with Section 504 and the ADAAA as it pertains to physical access to campus, buildings, and other facilities. Requests for information concerning physical access to campus, buildings, and other facilities should be direct to the Deputy Disability Services Coordinator for Facilities Access.

Ms. Anna Graether, Facilities Manager
 Administrative Building, Office 122
 p. 816.654.7122
agraether@kcumb.edu

In setting forth this Policy, however, it is important to note that some professions for which the University may offer programs may have certain cognitive, sensory, affective, and/or psychomotor functional requirements that are essential

functional requirements for the profession. Thus, individuals must be able to meet those functional requirements, with or without reasonable accommodation, in order to participate in the University's programs. For information on such functional abilities essential to professions for which the University offers programs, individuals should consult with:

Richard P. Winslow, Ph.D., Vice Provost for Enrollment and Student Services
Administrative Building, Office 227
p. 816.654.7512
rwinslow@kcumb.edu

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

Requests for accommodations are made by the student according to the procedures outlined below. Applications may be submitted during any time of the academic year. An application for accommodations is a request for accommodations for only the academic year in which it was submitted and cannot be made retroactively in order to impact previous exams, classes, etc. If an accommodation is granted during the first academic year, a renewal application must be submitted the following year if the applicant wants a continuation of the granted accommodations. Requests for special accommodations do not signify privilege until official notice is received.

All requests for special accommodations due to a physical, psychological, or learning disability must contain appropriate documentation and be directed to the Disability Services Coordinator, Dr. Rick Winslow, who makes the decision.

Applicability

All matriculated students with documented physical and/or psychological disabilities.

The Student's Responsibilities

1. Submit a completed application and have all required documentation forwarded to the Disability Services Coordinator. The application form includes the following information:
 - a. Name, social security number, student ID number, address and telephone number.
 - b. Diagnosis of the disability and the earliest date that the disability was professionally diagnosed.
 - c. Supporting documentation must be forwarded [Attached release form] including diagnosis and how it affects major life activities; results of tests that were administered and interpreted; name, address and phone number of professional(s) including physician(s) responsible for administering and interpreting tests; date(s) that the tests were administered and interpreted; and recommendations for any accommodations.
 - d. IMPORTANT: an application is incomplete if it does not contain documentation dated within 24 months of submission of application. The student may submit to the Disability Services Coordinator a request for waiver of the 24 month requirement if such documentation is not medically necessary.
2. It is the responsibility of the student to have an evaluation and tests administered and interpreted. The Disability Services Coordinator can refer the student to a local physician. Any charges for having documentation forwarded are the student's responsibility.
3. A personal description of how the disability affects major life activities.
4. Define the accommodation(s) that is(are) requested.
5. The applicant must indicate whether accommodations were granted in all previous educational environments; if accommodations were given, the applicant must provide:
 - a. Name of institution(s),
 - b. Name of person(s) [and respective department(s)] who granted accommodations,
 - c. Subject area(s) for which accommodations were granted,
 - d. Specific description of accommodations received.
6. Signature of student.
7. Date the application is submitted.

The Disability Services Coordinator's Responsibilities

1. Reviews the completed application and all documentation and follows these steps:
 - a. Investigates whether the disability is ADA-protected;
 - b. Determines if the student is otherwise qualified for the program;
 - c. Assesses the reasonableness of the request;
 - d. Assesses the risk of the student harming self and others.
2. Reserves the right to request additional documentation.

3. May consult with any necessary health care providers.
4. May require that the student meet with any University-selected healthcare provider.
5. Responsible for approval of all request.
6. Notifies the student applicant, by letter, of the decision. A copy of the letter will also be placed in the student's file in the Office of the Registrar.

Appeal Process

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

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

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

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

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

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

Health Policies

Emotional and Psychological Support

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

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

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

Exposure to Blood and Bodily Fluids

Students are expected to utilize universal precautions at all times when they are exposed to blood or bodily fluids. Students who are exposed to blood and/or bodily fluids should follow the policy of the institution where the incident occurred. The University and institution where the incident occurred should be notified immediately. A copy of the completed incident report must be sent to the Office of Community Education (COM students) or Dean of the College of Biosciences (COB students). For incidents occurring on KCU's campus, please refer to [Injuries Occurring on Campus](#).

Health Insurance Policy

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

All students must report any break in coverage or change in health insurance to the Assistant Dean for Student Affairs while attending classes on campus. COM students must report any break in coverage or change in health insurance to the Office of Clinical Education during the third and fourth years.

Student Supplemental Medical Insurance Policy

KCU has partnered with Hartford Life Insurance Company to provide Student Supplemental Medical Insurance coverage for all students. The Student Supplemental Medical Insurance policy attempts to help students cover medical expenses that are incurred during KCU-related activities, which are not covered by the student's personal medical insurance. The Student Supplemental Medical Insurance policy does not replace a student's personal medical insurance policy and students are still required to carry their own personal medical insurance. In accordance with every insurance policy, exclusions apply. If a medical injury, including a needle stick, occurs as a first- or second-year student, please contact the Office of Student Affairs for information as to whether your injury qualifies for this coverage and directions for filling out a medical claim form. If a medical injury, including a needle stick, occurs as a third- or fourth-year student, please contact your OCE Coordinator for information as to whether your injury qualifies for this coverage and directions for filling out a medical claim form. Forms for filing a medical claim through this policy can be found on the OCE Web Portal as well as the KCU intranet, under the Student Affairs section.

COM Health Requirements

Students who project themselves as future healthcare professionals are obligated to protect their health and the health of their future patients. All matriculating students at KCU are required to be vaccinated in accordance with the Centers for Disease Control and Prevention (CDC) immunization guidelines. These guidelines change and are updated periodically, and applicants and students are expected to be knowledgeable regarding the current CDC guidelines for healthcare workers found on their website: www.cdc.gov. KCU students are responsible for maintaining a current and thoroughly documented official record of immunizations at all times. More information is available at <http://www.kcumb.edu/admissions/medical-students/requirements/>.

Students who fail to meet these guidelines will not be allowed to matriculate or may jeopardize their eligibility for continued

enrollment.

HIV/HBV

It is the policy of KCU to comply with the Federal Rehabilitation Act and all other state and federal statutes pertaining to communicable diseases. It is the intent of this policy to protect those students and employees who have contracted HIV or HBV and to protect students, employees and patients from avoidable exposure to HIV or HBV.

HIV/HBV Procedures

- Students must advise their supervisor (Vice Dean of the medical school) if they are HIV and/or Hepatitis B surface antigen (HBsAg) positive;
- The University will adhere to the recommendations of the Centers for Disease Control and Prevention. These recommendations are:
 - All students should adhere to universal precautions, including the appropriate use of hand washing, protective barriers and care in the use and disposal of needles and other sharp instruments. Students who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment and devices used in performing invasive procedures until the condition resolves. Students should also comply with current guidelines for disinfection and sterilization of reusable devices used in invasive procedures. To facilitate the use of universal precautions, the University will provide training in this area to its students;
 - Currently available data provide no basis for recommendation to restrict the practice of students infected with HIV or HBV who perform invasive procedures not identified as exposure-prone, provided the infected students practice recommended surgical or dental techniques and comply with universal precautions and current recommendations for sterilization/disinfection;
 - Students who perform exposure-prone procedures should know their HIV and HBV antibody status. Students who perform exposure-prone procedures and who do not have serologic evidence of immunity to HBV from vaccination or from previous infection should know their HBsAg status and, if positive, should also know their HBeAg status. To facilitate this, the University will provide names and locations of facilities in Kansas City where anonymous testing can be done at the student's expense and encourages all students to periodically be tested;
 - Students who are infected with HIV or HBV (and are HBeAg positive) should not perform exposure-prone procedures unless they have sought counsel from an expert review panel and have been advised under what circumstances, if any, they may continue to perform these procedures. Such circumstances would include notifying prospective contacts of the student's seropositivity before they undergo or participate in exposure-prone invasive procedures;
- The confidentiality of the infected student will be protected by KCU and the student's supervisor to the extent that such confidentiality does not unnecessarily expose others to either HIV or HBV;
- Contraction of HIV or HBV shall not constitute grounds for termination of employment, dismissal from school or other punitive actions;
- Changes in work stations, reassignment of responsibilities and other measures may be taken in an effort to protect the infected employee or student, as well as uninfected coworkers and patients. The program of academic study may be modified for the infected student to permit those educational experiences which do not unnecessarily expose patients, other students to HIV or HBV. Decisions regarding such modifications will be made by a review panel in consultation with the student. The review panel may forward recommendations for significant modification of the academic program to the Student Performance Committee. The student's name will not be disclosed to the members of the Student Performance Committee. The Student Performance Committee may consider whether the proposed significant modifications will permit the student to fulfill the academic requirements of the University;
- After all reasonable accommodations have been made (including adjustments in work, location and reassignment of duties and responsibilities or modification of academic program), any student who is incapable or ineligible to perform his/her responsibilities may be subject to termination of employment or dismissal. Similarly, after reasonable modifications of the academic program, infected students who are unable to fulfill the requirements for graduation may be subject to dismissal.

Hepatitis A

Hepatitis A vaccine is not routinely recommended for students at KCU because Missouri is considered a state that has a low average annual incidence of Hepatitis A. Students who belong to "at-risk" groups, however, should be vaccinated. This includes those who travel to an endemic area, have identified risk factors and those with chronic liver disease.

Hepatitis B

University policy mandates that all osteopathic and biomedical sciences students must provide evidence that they have completed or have initiated the vaccination series for Hepatitis B vaccine before they begin school. They must also provide the University with results of their post-vaccination test/titer following completion of the Hepatitis B series. According to recommendations, the post-vaccination test/titer should be completed 1-2 months following the third vaccine dose; for

students who received the vaccine series in the past, they must provide the quantitative results of a post-vaccination test/titer to the University before they can begin any research laboratory or clinical experience.

If no antibody is detected, another series of three vaccinations should be given and the test repeated in one month. Once a positive antibody test is documented, no further testing or vaccinations are required. A person that does not respond after a second three-dose series should be considered a non-responder and susceptible to HBV infection.

Meningitis

The meningitis vaccine from within the last five years is required of all KCU students.

Additional Vaccination Information for COM Students

Medical students entering first-year classes who are not current on their immunizations and/or do not provide an official KCU immunization record form, completed and signed by an authorized health official, will not be allowed to matriculate. KCU students are responsible to maintain a current and thoroughly documented official record of immunizations at all times. Students who cannot provide official, up-to-date immunization records in accordance with University guidelines, will not be allowed to continue their education.

Medical students enrolling at the University are required to complete an immunization form and a pre-matriculation physical and history form. Areas to be completed include, but are not limited to, physical exam (performed by a licensed physician), proof of immunization for Poliomyelitis, Rubella, Rubeola, Mumps, Varicella and Diphtheria/Tetanus.

TB Testing

Before matriculating, a student must also provide the results of a TB test demonstrating a negative PPD-TB test, or proof of completion of INH therapy. If a positive TB skin test was documented, one or more of the following must be provided for verification and review:

- A TB blood test, verifying a negative result.
- Documentation of the completion of successful INH therapy.

KCU students are entering the health professions. As part of their education, from time to time, they will come into contact with vulnerable populations who may be at risk for infectious disease. Because of this, all KCU students are required to be immunized annually for influenza.

Injuries Occurring on Campus

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

1. The Director of Campus Operations will assign the Incident Report for investigation and forward to the Chief Compliance Officer.
2. A preliminary review, if warranted, will gather additional information while it is fresh and accurate in the minds of those involved or who may have witnessed the incident. The Chief Compliance Officer will assess the situation and present recommendations for any corrective action to the Safety and Loss Control Committee.
3. Data and statistics from all incident reports will be collected, analyzed and presented to the Safety and Loss Control Committee for review. This information will assist the committee in determining whether intervention is needed.

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

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

Student Conduct Policies

Conduct & Responsibilities

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

Professional Code of Conduct

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

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

Academic Dishonesty

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

Alcohol & Drugs

A link to the Drug and Alcohol Policy is available on the KCU Intranet - <https://intranet.kcumb.edu/Details.aspx?id=8498>.

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

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

Scope

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

Drug And Alcohol Abuse And Prevention

KCU Alcohol And Other Drugs Policy

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

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

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

The dispensing, selling or supplying of drugs or alcoholic beverages to a person under 21 years old is prohibited. Employees, students, faculty and campus visitors may not unlawfully: manufacture, consume, possess, sell, distribute, transfer or be under the influence of alcohol, illicit drugs or controlled substances on University property, while driving a University vehicle or while otherwise engaged in University business. University property, as defined in this policy, includes all buildings and land owned, leased or used by the University, and motor vehicles operated by employees, including personal motor vehicles, when used in connection with work performed for or on behalf of the University unless approved by the Provost or President and Chief Executive Officer.

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

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

KCU Alcohol And Other Drug Prevention Strategies

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

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

For more detailed information on the University alcohol and other drug prevention strategies, contact Student Services at 816. 654.7210 (student related inquiry), Human Resources at 816.654.7010 (employee related inquiry).

Health Risks

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

Alcohol

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

Amphetamines

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

Cannabis

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

Cocaine (Crack)

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

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

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

Hallucinogens (PCPC, LSD, Ecstasy, Dextromethorphan)

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

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

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

Opiates/Narcotics (heroin, morphine, opium, codeine, oxycodone, china white)

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

Sedatives

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

Tobacco (cigarettes, cigars, chewing tobacco)

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

- KCU is a tobacco-free campus.

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

Counseling & Treatment Programs

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

KCU On-Campus Counseling Services

Dr. Jim Dugan, 816.654.7219

Dr. Beth Epley, 816.654.7223

Emergency Contact for Students, Faculty and Staff

KCU Safety & Emergency Management, 816.654.7911

New Directions Employee Assistance Program

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

- Providing confidential counseling and consultation services for KCU students, faculty and staff, and their families.
- 24-hour availability for consultation and intervention on issues related to substance use disorders and more.

Missouri Physicians Health Program

800.274.0933 (24-Hour Telephone Hotline) - <http://www.themphp.org/>

Professional Renewal Center

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

National Clearinghouse for Drug and Alcohol Information

800.729.6686

- Provides resources for specialists and referrals to local self-help groups.

University Sanctions

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

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

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

Students

The University community has established expectations for non-academic student conduct under the Student Handbook that specifically address the illicit use of alcohol and other drugs as follows:

- KCU's Code of Professional Conduct outlines behaviors subject to disciplinary action, including:
 - Participation in academic or clinical endeavors at KCU or its affiliated institutions while under the influence of alcohol, nonprescribed controlled substances, or illicit drugs
 - Unlawful use, possession or distribution of illegal drugs, nonprescribed controlled substances, or alcohol at any time
- KCU prohibits students from being under the influence of illegal drugs at any time, whether they are or are not on University-owned or controlled property.
- Although cannabis may be legal under some state laws, the possession or use of cannabis is a violation of federal law (with or without a prescription). The possession or use of cannabis shall be deemed a violation of federal law, and students are subject to immediate dismissal.
- The sale, use, possession or storage of alcoholic beverages is strictly prohibited on KCU property and affiliated institutions.

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

Faculty and Staff

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

External Sanctions

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

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

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

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

Employee Reporting Requirement

Under the Drug-Free Workplace Act, in addition to the other requirements of this policy and University standards, KCU

requires all employees who work in any capacity under a federal grant or contract to notify his or her University supervisor or department head in writing of his or her conviction for a violation of any criminal drug statute occurring in the workplace or on work-related activities no later than five (5) calendar days after such conviction. The supervisor or department head will notify KCU Human Resources, who will consult with the appropriate staff to satisfy the University's reporting obligations.

Alcohol Marketing Standards

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

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

Distribution Of Policy

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

Review Of University Prevention Program And Policy

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

For More Information

For more information concerning this policy, contact Stacy Jackson, KCU Chief Compliance Officer.

Stacy Jackson
Chief Compliance Officer
816.654.7065
scjackson@kcumb.edu

Smoking/Tobacco Use

KCU is a tobacco-free campus.

Background Check

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

Failure to report may result in dismissal.

Dress Code

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

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

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

Dress Code for Clinical Activities

On clinical rotations, students must wear dress that is professional in nature. White coats are required. Male students should wear collared shirts with ties. Female students should wear dresses or slacks/skirts with dress shirts. Closed-toed shoes are required. Specialty rotations or specific training sites may designate other prescribed clothing such as scrubs and/or tennis shoes. A professional appearance mandates the conservative use of jewelry, hair color and clothing selection.

Any clothing, hair color, jewelry or body piercing that may cause a concern with affiliated faculty, hospitals or patients must be covered or avoided. Students may be asked to change their appearance to conform to the dress code of preceptors as well as rotational sites.

Student identification badges should be worn above the waist and made clearly viewable at all times. ID badges must be presented when requested by any member of KCU administration, staff or faculty. Badges are not transferable and must be returned to the Security Office upon termination of student status. Badges are issued to first-year students free of charge during orientation week. Students are expected to keep their ID badges during their entire educational career at KCU. For all lost, stolen, or misplaced ID badges/access cards, students can receive a free replacement at the Security dispatch desk located in the east wing of Smith Hall.

Employment

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

Firearms, Explosives and Weapons

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

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

1. Local, state, or federal law enforcement personnel coming onto the institution's property in their law enforcement capacity or in accordance with other lawful authority;
2. Use or possession for a legitimate educational purpose under the sponsorship of a faculty member or other institution official, provided the faculty member or official has first obtained appropriate approvals, including the approval of the institution's Director of Campus Operations; or
3. Use or possession for a lawful purpose within the scope of a person's employment at the institution (e.g., campus security and police).

The University's Director of Campus Operations is the delegated contact for any exceptions to the above-stated prohibitions for authorized activities.

Off-Campus Activities

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

AOA Code of Ethics (COM Students)

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

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

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

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

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

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

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

Section 6. The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized local,

state and national associations representing the osteopathic medical profession. A physician should maintain membership in and actively support such associations and abide by their rules and regulations.

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

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

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

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

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

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

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

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

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

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

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

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

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

Practicing Medicine (COM Students)

COM students shall not engage in any activity (from the time of admission to the University until graduation or other termination of student status), which may be construed as the practice of medicine or any phase thereof, without prior written approval of an exception. This policy prohibits students from practicing medicine as a volunteer in addition to those activities engaged in for compensation (even though the student may be a licensed practitioner of such activity, such as a medical doctor, dentist, podiatrist, chiropractor or other health-care professional), unless a licensed practitioner in another discipline provides to the University in advance evidence satisfactory to the University that the student has adequate malpractice insurance with an insurer acceptable to the University. The only other exception to this policy is if the student is acting under the direct supervision of a licensed physician or KCU clinical faculty.

Students are prohibited from accepting any form of payment or gratuity for their clinical activities. Clinical activities of students are not permitted without the appropriate supervision of a licensed faculty physician.

In no event shall a student represent, either directly or indirectly, that the student is licensed to practice medicine as a graduate of this University or otherwise, unless such student is, in fact, a licensed practitioner.

The determination of whether a student's activity violates this policy shall be that of the University alone. Students with questions regarding this policy should submit them in writing to the Assistant Dean for Student Affairs. The Office of Student Affairs can counsel students on this policy. Violation of this policy may result in the immediate dismissal of the student.

Disclosure or Misuse of Protected Health Information

COM students will come into contact with individually identifiable health information ("Protected Health Information" or "PHI"). The Health Insurance Portability and Accountability Act of 1996 ("HIPAA") regulations prohibit the use or disclosure of PHI unless permitted or required by law. All students are required to become familiar with and adhere to all aspects of HIPAA, including the Privacy Rule published by the U.S. Department of Health and Human Services. The misplacement, abandonment, loss, misuse, or unauthorized or unlawful disclosure of any PHI in the student's possession may result in disciplinary action. For further information on this policy, or on compliance with HIPAA privacy regulations, please refer to the KCU Clerkship Manual or contact the KCU Compliance Officer.

University Property and Responsibility

Students will be held responsible for damage to University property caused by their negligence or a willful act. Students must pay fully for damages within 15 days after receipt of invoice through the Finance Office. Damage to University property is charged to the student(s) responsible at the total cost of repair or replacement. The student(s) will be subject to disciplinary action, dismissal and/or prosecution on criminal charges. The University is not responsible for the damage, loss or theft of personal property under any condition. The University is also not responsible for the payment of medical services not performed on campus.

Student Discipline & Grievances

Student Discipline Procedures

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

All reports of code violations shall be reported to the Office of Student Affairs and/or to the Vice Provost for Enrollment and Student Services. Reports must be filed in writing and must be signed by the reporting party.

The Office of Student Affairs will review the report and determine if the charge is of the nature to merit an investigation of the allegation(s).

If the charge is of a nature to merit an investigation, the Vice Provost for Enrollment and Student Services and Office of Student Affairs will gather, analyze and investigate the information. (This will be done as quickly as possible, but sometimes the nature of such investigations takes longer to gather evidence and speak with potential witnesses.)

After all information is gathered, the Vice Provost for Enrollment and Student Services will apply a preponderance-of-the-evidence standard in making a judgment about the validity of the grievance and will then decide how best the alleged misconduct should be adjudicated.

The multi-dimensional nature of KCU's disciplinary system allows for cases to be heard by the Student Performance Committee, the student-run Honor Council, or by administrators within the Office of Student Affairs.

The Vice Provost for Enrollment and Student Services will make the final decision as to how the case will be heard and will make a referral to the specific adjudicating body for disposition of the case. The student will also be notified, in writing, to appear before the appropriate body to have their case heard.

In cases where the information does not merit referral to the Student Performance Committee or the Honor Council, the case will be dealt with by Office of Student Affairs staff.

Once the case has been formally adjudicated, the Vice Provost for Enrollment and Student Services will then communicate the outcome to the individual(s) involved in writing.

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

Student Disciplinary Committees

Student Performance Committee (COM)

The Student Performance Committee (SPC) is a committee made up of University faculty and staff, charged with being the primary team reviewing the totality of COM students' academic performance. The SPC reviews any student's academic record who has failed a course/section/clerkship, failed any attempt at a national boards examination, and/or any student who has failed to show adequate academic progress in his/her path of study.

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

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

- The student is notified of his/her second course/section/clerkship or boards examination failure via letter and informed that they will appear before the SPC for review.
- The student is instructed to meet with the Vice Provost for Enrollment and Student Services to better understand the SPC hearing, how the student can best prepare for the hearing, and to answer any questions from the student.
- The student is notified, via email, of the time and place of the SPC hearing.
- The student meets with the SPC committee.
- The SPC committee then makes a recommendation to the Associate Dean of COM, who communicates the final decision to the student via letter.
- The student is given time to consider the decision and can appeal the decision for any reason. The appeals process is explained to the student after the decision is delivered.

Student at Risk Committee (COB)

The Student at Risk Committee (StARC) is a committee made up of University faculty and staff, charged with being the

primary team reviewing the totality of COB students' academic performance. StARC reviews any academic, professional or other student matters. As a part of the comprehensive review, StARC establishes and mandates protocols and recommendations appropriate to the individual student. The committee directs and requests students to be subject to further review and action by the StARC for academic or professional violations.

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

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

- The student is notified of his/her course via letter and informed that they will appear before StARC for review.
- The student is instructed to meet with the Vice Provost for Enrollment and Student Services to better understand the StARC hearing, how the student can best prepare for the hearing, and to answer any questions from the student.
- The student is notified, via email, of the time and place of the StARC hearing.
- The student meets with the StARC committee.
- The StARC committee then makes a recommendation to the Dean of COB, who communicates the final decision to the student via letter.
- The student is given time to consider the decision and can appeal the decision for any reason. The appeals process is explained to the student after the decision is delivered.

Students may appeal to the dean of COB. The decision of the dean is final, with no option for additional appeals.

University Honor Council

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

Student Discipline Assurances

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

Disciplinary Notification

Any student charged with an alleged violation of the Code of Professional Conduct will be given written notice. Email notification may serve as written notice.

Hearing

Every student alleged to have violated the Code of Professional Conduct has a right to a hearing. The KCU disciplinary system is a multi-dimensional system that allows the student the right to a formal hearing through the Student Performance Committee, Honor Council, or a hearing through the Office of Student Affairs.

Appeal

All students who are charged and found responsible for a violation of the Code of Professional Conduct have the right to appeal the decision of the Student Performance Committee, Honor Council, and any decision made by staff members within the Office of Student Affairs. The student must express his/her intent to appeal any decision within 5 business days after the initial decision is delivered (verbally or written, whichever is first) to the student. The student must submit an appeal in writing to the Vice Provost for Enrollment and Student Affairs. That written appeal should be submitted for review within 7 business days of receipt of the initial decision.

Appeals must clearly outline the sanction(s) you are appealing along with any compelling argument as to why you are requesting any part of this decision be overturned. For example, if part of the process was perceived as being "unfair," be very specific and include this in the appeal. Disagreement with University policy is not considered a compelling argument for appeal. The appeal is considered by the dean of COM/COB, the Vice Provost, and the chair of the faculty senate, with the autonomy to uphold the appealed decision, reverse the decision all together, or change the decision by making the decision either more or less severe. Students can expect a decision on their appeal within 15 business days from the time the appeal has been submitted for review.

Sanctions Related to Violations of the Code of Professional Conduct

The following are examples of sanctions which may be imposed as a result of the disciplinary and/or academic review process and may be levied as a result of a disciplinary or academic review hearing. This list is not exhaustive and sanctions

are based on the circumstances of the charges. The merits of each case will be considered before sanctions are levied. It is the intent of the judicial system that the sanction(s) imposed are in response to the academic record, student's professional behavior, any patterns of inappropriate personal behavior, and disciplinary history of the individual student.

No Action

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

Verbal/Written Warning

Documented warning that the behavior/academic performance demonstrated was unacceptable. Warnings remain in the student's file until the end of each academic year.

Required Remediation

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

Conditional Requirements

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

Academic Probation: An official status of warning from the University, stating that the student is under the most sensitive academic monitoring and improvement plan, which becomes a part of the student's record for the period of time they are on probation. This status is typically applied when one or more of the following occur:

- One or more course failures
- Failure of a national board examination
- Student's cumulative KCU GPA is below 2.0

Students placed on academic probation will have their status monitored by a University faculty or staff member. In addition, students on probation must attend all classes. Students on academic probation are suspended from participating in a dual-degree program and will be administratively withdrawn. Academic probation may also include the suspension of the student's normal rights to participate in extra-curricular, co-curricular, and other non-academic activities, including, but not limited to, the student not being allowed to hold a leadership position in a student organization. Typically, students who are placed on academic probation cannot fail any other course, section, clerkship, shelf exam, and/or national examination. The typical length of the academic probation is one year, unless otherwise specified, from the time the student is formally notified of being placed on this status.

Academic Probation status is not tied to a student's Satisfactory Academic Progress (SAP), as defined by Title IV. It is wholly separate and unrelated to SAP.

Academic Warning: A state of warning from KCU to the student indicating that the University is concerned about the student's academic performance. This status is typically applied when one or more of the following occur:

- Multiple course exam failures
- Current cumulative KCU GPA below 2.3
- Behavioral cues by the student which may indicate academic or personal distress

Students placed on Academic Warning may be required to take actions deemed necessary to help improve academic performance. These actions may include, but are not limited to, regular meetings with Learning Enhancement staff, sessions with KCU psychologists, required course attendance, meetings with tutors and/or faculty members, temporary loss of student leadership privileges, and providing frequent status updates to key faculty/administrators.

Academic Warning is not tied to a student's Satisfactory Academic Progress (SAP), as defined by Title IV. It is wholly separate and unrelated to SAP.

Clerkship Alterations: A required change(s) to a student's clerkship which might increase the student's likelihood of successful completion of said clerkship (i.e. changing location, repeating the clerkship, repeating an entire year, repeating a shelf exam, completing an independent study, etc.)

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

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

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

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

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

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

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

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

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

Full Suspension

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

Dismissal

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

Other Appropriate Actions

The University reserves the right to place a variety of disciplinary and/or academic sanctions upon a student that are not specifically outlined above, as long as they are approved by the Student Performance Committee and/or COM Dean, the University Honor Council, and/or a member of the University's Office of Student Affairs.

Student Grievances

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

Definition

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

- Academic programs or courses
- Accreditation standards or processes
- Discrimination
- Financial aid
- General mistreatment
- Harassment, including sexual violence
- Mentoring
- Privacy of student educational records
- Privacy of student health records
- Parking
- Research
- Security and safety
- Student health

University policy strongly encourages students who believe they have a grievance to use all appropriate avenues for informal resolution before initiating the formal grievance procedure. Should such a resolution be impossible, the student may pursue the following steps if they wish to file a grievance.

Procedure

Grievances relating to sex discrimination, sexual harassment or sexual violence fall under the purview of Title IX and

will be dealt with under separate procedures. For further details on the bases for these kinds of grievances see the Non-Discrimination and Anti-Harassment Policy below. All other grievances should be submitted in writing to the Assistant Dean for Student Affairs. The written statement should be as specific as possible regarding the action that precipitated the grievance:

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

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

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

Filing a Complaint with the University's Accrediting Agencies

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

HLC-NCA

230 South LaSalle Street, Suite 7-500
Chicago, IL 60604

COCA

142 East Ontario Street
Chicago, IL 60611

Information for Crime Victims About Disciplinary Proceedings

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

Non-Discrimination and Anti-Harassment Policy: Title IX

Policy Statement

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

Sexual Harassment (as defined below in Section IV.B), whether verbal, physical, or visual, is always inconsistent with the mission and expectations of the University, and may constitute a form Sex Discrimination in violation of this policy. Sexual Harassment also includes Sexual Violence (as defined below in Section IV.C). Examples of specific conduct that constitutes Sexual Harassment and Sexual Violence are set forth below.

Scope

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

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

Title IX Statement

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

Stacy Jackson

Chief Compliance Officer
1750 Independence Avenue
Kansas City, MO 64106
816-654-7065
scjackson@kcumb.edu

A person may also file a complaint of Sex Discrimination with the United States Department of Education’s Office for Civil Rights (OCR) regarding an alleged violation of Title IX by visiting <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html> or by calling 1.800.421.3481.

Sex Discrimination

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

Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any aspect of the University’s programs and activities;

Submission to or rejection of such conduct by a person is used as a basis for any decision adversely affecting such person

with respect to the University's programs and activities; or

Such conduct is severe or pervasive, such that, considering all relevant circumstances, the conduct denies or limits a person's ability to participate in the University's programs and activities.

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

Definition of Sexual Harassment

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

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

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

Further examples of Sexual Harassment may be found in the Frequently Asked Questions below.

Definition of Sexual Violence

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

Some examples of sexual violence include:

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

Further examples of Sexual Violence may be found in the Frequently Asked Questions below.

Definition of Consent

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

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

- Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student, supervisor/employee)

Sexual Misconduct

“Sexual Misconduct” is an umbrella term covering Sex Discrimination, Sexual Harassment, and Sexual Violence and this term will be used throughout the remainder of this policy and the Complaint Resolution Procedures when collectively referring to these types of conduct.

Definition of Domestic Violence, Dating Violence and Stalking

The crimes of Domestic Violence, Dating Violence and Stalking can also constitute sexual harassment when motivated by a person's sex. These crimes, no matter the motivation behind them, are a violation of this policy.

- “Domestic Violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction [...], or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - Missouri's definition of Domestic Violence can be found at Mo. Rev. Stat. § 455.010.
 - Under Missouri law, Domestic Violence also includes the crime of “domestic assault” which can be found at Mo. Rev. Stat. §§ 565.072-565.074.
- “Dating Violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.
 - Missouri law does not specifically define Dating Violence, but conduct of this nature is covered by Missouri's definitions of Domestic Violence and domestic assault.
- “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.
 - Missouri's definition of Stalking can be found at Mo. Rev. Stat. § 455.010 and § 565.225.

Roles and Responsibilities

Title IX Coordinator

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

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

Administrators, Deans, Department Chairs, and Other Managers

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

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

All Employees

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

Students

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

The University

When the University is aware that a member of the University Community may have been subjected to or affected by conduct that constitutes Sexual Misconduct, the University will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the prohibited conduct. The University will act in

accordance with its Title IX Complaint Resolution Procedures, described below.

Complaints

Making a Complaint

Employees

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

Students

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

Other Persons

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

Confidential Discussions

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

James Dugan, PhD
Beth Epley, PsyD

Content of the Complaint

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

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

Information Provided to Complainant and Respondent

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

Conduct that Constitutes a Crime

Any person who believes they have been subject to Sexual Misconduct that also constitutes a crime—including Sexual Violence, Domestic Assault, Dating Violence, or Stalking—is encouraged to make a complaint to local law enforcement, as well as to the University's Title IX Coordinator. If requested, the University will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

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

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

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

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

Once a complaint of Sexual Violence, Domestic Violence, Dating Violence, or Stalking is made, the complainant has several options such as, but not limited to:

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

Vendors, Contractors, and Third-Parties

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

Retaliation

It is a violation of this policy to retaliate against any member of the University Community who reports or assists in making a complaint of Sexual Misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section.

Protecting the Complainant

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

If a complainant has obtained a temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator. The University will take all reasonable and legal action to implement the order.

Amnesty

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

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

Timing of Complaints

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

Investigation and Confidentiality

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

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

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

Resolution

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

Bad Faith Complaints

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

Academic Freedom

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

Education

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

Frequently Asked Questions

1. What kinds of conduct constitute prohibited Sex Discrimination?
2. What are some additional examples of Sexual Harassment?
3. What should I do if I have been subject to Sexual Misconduct?
4. What are some additional examples of Sexual Violence?
5. What constitutes "consent" for purposes of Sexual Violence?
6. What should I do if I am a victim of Sexual Violence?
7. Can I make a complaint of Sexual Violence against my boyfriend or girlfriend?
8. What should I do if I am subject to Sexual Misconduct by someone who is not a University student or employee?
9. What should I do if I am subject to Sexual Misconduct by a student but we are off campus?
10. Should I contact the University if I have already notified the police about Sexual Violence?
11. What should I do if I observe Sex Misconduct, but it is not directed at me?
12. What is the role of the Title IX Coordinator?
13. If I make a complaint of Sexual Misconduct, will it be treated confidentially?
14. Who is typically involved in investigating a complaint of Sexual Misconduct?
15. What are the possible outcomes of an investigation into a complaint?
16. May I have a support person with me in the investigation process?
17. What should I do if I am retaliated against for making a complaint of Sex Discrimination?
18. How does the University handle false allegations of Sex Discrimination?

1. What kinds of conduct constitute prohibited Sex Discrimination?

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

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

For further descriptions and examples of Sexual Harassment, Sexual Violence, and Sex Discrimination, please see Questions 2 and 4 below, as well as Section IV of the University's Title IX: Non-Discrimination and Anti-Harassment Policy.

2. What are some additional examples of Sexual Harassment?

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

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

3. What should I do if I have been subject to Sexual Misconduct?

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

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

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

4. What are some additional examples of Sexual Violence?

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

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

5. What constitutes “consent” for purposes of Sexual Violence?

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

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

6. What should I do if I am a victim of Sexual Violence, Domestic Violence, Dating Violence, or Stalking?

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

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

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

7. Can I make a complaint of Sexual Violence against my boyfriend or girlfriend?

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

8. What should I do if I am subject to Sexual Misconduct by someone who is not a University student or employee?

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

9. What should I do if I am subject to Sexual Misconduct by a student but we are off campus?

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

10. Should I contact the University if I have already notified the police about Sexual Violence?

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

11. What should I do if I observe Sexual Misconduct, but it is not directed at me?

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

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

The Title IX Coordinator oversees the University's compliance with Title IX and receives inquiries regarding Title IX, including complaints of Sexual Misconduct. The Title IX Coordinator has received special training on the University's policies and procedures pertaining to Sexual Misconduct, and is available to answer questions about those policies and

procedures, respond to complaints, and assist you in identifying other resources to aid in your situation.

13. If I make a complaint of Sexual Misconduct, will it be treated confidentially?

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

14. Who is typically involved in investigating a complaint of Sexual Misconduct?

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

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

The outcome will be determined based on the totality of the evidence using a preponderance of the evidence standard. If the preponderance of the evidence does not support a finding that the incident occurred, then the complaint is resolved in favor of the accused. If, however, the preponderance of the evidence supports a finding that Sexual Misconduct occurred, the actions taken by the University will include those necessary to maintain an environment free from discrimination and to protect the safety and well-being of the complainant and other members of the University community. In addition, the University may, in its discretion, take action if the preponderance of evidence supports that improper conduct occurred even if such conduct does not rise to the level of Sex Misconduct under this policy. The University's actions will include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanction.

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

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

17. What should I do if I am retaliated against for making a complaint of Sexual Misconduct?

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

18. How does the University handle a bad faith allegation of Sexual Misconduct?

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

Title IX: Complaint Resolution Procedures

Administration

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

Promptness, Fairness and Impartiality

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

Training

These procedures will be implemented by officials who receive annual training on the issues related to Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking and on how to conduct an investigation that protects the safety of victims and promotes accountability.

Investigation and Resolution of the Complaint

Commencement of the Investigation

Once a complaint is made, the Investigating Officer will commence an investigation of it as soon as practicable, but not later than seven (7) days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes Sexual Misconduct. During the course of the investigation, the Investigating Officer may receive counsel from University administrators, the University's attorneys, or other parties as needed.

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

Content of the Investigation

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

Support Person

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

Interim Measures

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

Pending Criminal Investigation

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

Resolution

At the conclusion of the investigation, the Investigating Officer will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence.

If the written report determines that Sexual Misconduct occurred, the Investigating Officer shall set forth in an addendum to the written report those steps necessary to maintain an environment free from Sexual Misconduct and to protect the safety and well-being of the complainant and other members of the University community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of Sexual Misconduct and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

The complainant and the respondent will receive a copy of the written report and any addendum within three (3) days of

its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act ("FERPA"), and the Clery Act, as explained by the April 4, 2011 Dear Colleague Letter issued by the U.S. Department of Education, available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>.

The written report of the Investigating Officer shall be final, subject only to the right of appeal set forth below.

Special Procedure Concerning Complaints Against The President and Executive Vice-Presidents

If a complaint involves alleged conduct on the part of the University President, the University Board of Trustees will designate the Investigating Officer. Based on the information gathered by the investigation, the University Board of Trustees will prepare and issue the written report determining the complaint. The determination of the University Board of Trustees is final and not subject to appeal.

If a complaint involves alleged conduct on the part of a University Executive Vice President, the University President will designate the Investigating Officer. Based on the information gathered by the investigation, the University President will prepare and issue the written report determining the complaint. The determination of the University President is final and not subject to appeal.

Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. However, informal means may only be used with the complainant's voluntary cooperation and the involvement of the Title IX Coordinator. The complainant, however, will not be required to work out the problem directly with the respondent. Moreover, either party may terminate any such informal means at any time and elevate the complaint to the formal process. In any event, informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of Sexual Violence.

Timing Of the Investigation

The University will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed. The Investigating Officer shall respond to any such request within three (3) days.

Rights of the Parties

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigating Officer
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently developed by the Investigating Officer

Appeals

Grounds of Appeal

The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- The decision was contrary to the substantial weight of the evidence
- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Investigating Officer, would result in a different decision
- Bias or prejudice on the part of the Investigating Officer, or
- The punishment or the corrective action imposed is disproportionate to the offense

Method of Appeal

Appeals must be filed with the University Provost within ten (10) days of receipt of the written report determining the outcome of the complaint. The appeal must be in writing and contain the following:

- Name of the complainant
- Name of the respondent
- A statement of the determination of the complaint, including corrective action if any
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support

of it, and

- Requested action, if any.

The appellant may request a meeting with the University Provost, but the decision to grant a meeting is within the University Provost's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

Resolution of the Appeal

The University will resolve the appeal within fifteen (15) days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The decision of the University Provost is final. The University Provost shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the Investigating Officer's previous written determination and/or the sanctions and remedial measures imposed. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator within three (3) days of the resolution.

Documentation

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Title IX Coordinator, and the University Provost as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts, and audio recordings.

Intersection with Other Procedures

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Title IX: Non-Discrimination and Anti-Harassment Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other University grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Title IX: Non-Discrimination and Anti-Harassment Policy.

Nothing in the University's Title IX Complaint Procedures, Title IX: Non-Discrimination and Anti-Harassment Policy, or associated materials should be interpreted so as to limit the University's right to resolve, investigate, and/or take disciplinary action against any improper conduct of a sexual nature, including but not limited to Sexual Harassment, even though such conduct is not of the type, severity or pervasiveness that constitutes Sex Discrimination as defined in the Title IX: Non-Discrimination and Anti-Harassment Policy.

Student Affairs & Activities

Counseling and Support Services

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

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

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

Learning Enhancement and Support Services

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

The Supplemental Instructor program provides limited tutoring at no cost to COM students. Request forms can be completed at the front desk of Leonard Smith Hall.

Student Government Association

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

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

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

Organization Policies and Procedures

The following section details the benefits, requirements and procedures regarding both Student Government Association-chartered organizations and KCU-recognized special-interest groups. Chartered organizations must abide by the SGA Constitution and can request SGA funds. Recognized special-interest groups have been granted official recognition by the Office of Student Affairs.

SGA reviews and may accept new chartered organizations. To become and/or remain a chartered organization of student government, an organization must have at least 10 members, have by-laws which include a mission supporting the education and career of medical or biosciences students, complete one service project per academic year, and have a recommendation from the Office of Student Affairs. Chartered organizations have the benefit of requesting SGA funds and all other privileges granted to KCU-endorsed organizations.

Organized groups not interested or unable to meet the above-mentioned criteria can become an officially recognized organization or special-interest group (not receiving SGA funding).

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

- Privilege to have access to and use of campus facilities;
- Permission to host events and publicize via email notices and bulletin boards;
- Opportunity to request assistance of campus departments, e.g. audio visual and copy center;
- Inclusion in University publications and on the website with approval from the Office of Student Affairs;

- Limited funding at the discretion of the Student Senate, SGA-chartered organizations only;
- Opportunity to recruit new members at the annual fall organization fair;
- Documentation to satisfy requirements for national affiliation;
- Opportunity to schedule events on the KCU calendar.

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

- Abide by SGA and campus policies, in addition to federal, state and local laws and ordinances;
- Have at least one University employee as an advisor who attends all meetings and activities;
- Submit the following documents to the Office of Student Affairs: Constitution and By-Laws;
- Membership list updated by Oct. 1 of each year;
- Election dates;
- Date and location of regular meetings (off- and on-campus);
- The president or representative must attend all Council of Presidents' meetings;
- Complete all forms required by the Office of Student Affairs (specific forms are listed below).

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

Special Forms and Necessary Approvals

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

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

Student organizations who wish to invite a guest speaker to present on campus are required to complete and submit a Speaker Approval Form at least 14 business days in advance of the presentation. Guest speakers are approved by the Assistant Dean for Student Affairs.

Organizations involved in community service projects must complete a Community Service Project Approval Form. The Community Service Medical Project form must be completed whenever an activity involves a student functioning in the role of a student physician. This form should be completed and submitted at least seven days prior to the scheduled service project. For Community Service Medical projects, a licensed KCU faculty physician must act as a clinical supervisor during the entirety of the event. Upon approval of the medical project, the appropriate forms will be forwarded to the KCU compliance officer for purposes of covering students with malpractice insurance.

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

Organizations that elect to complete a fundraising project are required to submit a Fundraiser Approval Form to the Office of Student Affairs.

All events, including meetings, guest speakers, parties and events by University-endorsed student organizations must be submitted in writing to the Office of Student Affairs in order to avoid conflicts in dates and location. An organization calendar is available online via the KCU intranet and Blackboard and is intended to serve as a resource in scheduling events and determining availability.

Officer Requirements

Any KCU student who is an officer of a University-endorsed organization is expected to maintain professional and academic standards. COM students receiving a COMLEX failure, a failing grade in any section or clerkship, maintaining a G.P.A. below 2.75 or exhibiting any unprofessional behavior as defined by the Office of Student Affairs, will be required to resign from their leadership position.

Any COB graduate student whose GPA is less than 3.0 or who exhibits any misconduct, as defined by the Office of Student Affairs, will be required to resign from their leadership position.

Fiscal Policies, Tuition & Fees, and Financial Aid

Tuition, Fees & Expenses

College of Osteopathic Medicine

The following fees and tuition apply to the 2016-2017 academic year for the doctor or osteopathic medicine program:

Application Fee (KCU Supplemental) \$50

Fee is payable upon submission of application for admission. (Fee may be waived if applicant receives an AACOMAS fee waiver.) Fee is non-refundable regardless of reason.

Acceptance Fee \$1,000

Accepted applicants need to make sure payment is received according to the following schedule:

- Those accepted prior to November 15 will have until December 14.
- Those accepted between November 15 and January 14 will have 30 days.
- Those accepted between January 15 and May 14 will have 14 days.
- Those accepted on or after May 15 will be asked for an immediate deposit.

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

Matriculation Fee \$1,000

- Those accepted prior to February 15 will have until March 15.
- Those accepted between February 15 and May 31 will have 14 days to submit a combined acceptance and matriculation fee totaling \$2,000.
- Those accepted on or after June 1 may be asked for an immediate deposit.

Payment is credited toward tuition once payment of the balance of the tuition is received. Mail matriculation fee to the Admissions office. This fee is non-refundable regardless of reason.

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

Full Year Tuition (DO) \$44,370

Term I Tuition Charge \$22,185

Term II Tuition Charge \$22,185

Activities Fee \$75

Technology Fee \$150

Tuition and fees are due and payable in full before the first day of class each term, unless payment arrangements have been made with the Finance Office or when students have loan applications for amounts sufficient to cover tuition on file in the Financial Aid Office.

Note: The above fees are charged in Term I only. Tuition includes parking, library privileges, and laboratory supplies, but not instruments, equipment, computers, texts, lab manuals or health insurance. Tuition is subject to change annually.

Miscellaneous Fees

Official Transcript Fee \$15

Books and Instruments

The approximate costs for required textbooks are:

First-Year Textbooks \$3,400

Second-Year Textbooks \$1,712

Third-Year Textbooks \$500

The approximate cost for instruments is:

First-Year Instruments \$900

National Board Fees

KCU requires successful completion of COMLEX Levels 1, 2-CE, and 2-PE prior to graduation. Examinations (COMLEX) by the National Board of Osteopathic Medical Examiners (NBOME) require the following fees, which are subject to change. National Board fees are paid directly to:

National Board of Osteopathic Medical Examiners

8765 W. Higgins Rd., Ste. 200

Chicago, IL 60631-4174

Telephone: (773) 714-0622

www.nbome.org

COMLEX Level 1 and COMLEX Level 2-CE Fees

COMLEX Level 1 (includes registration fee) \$615

COMLEX Level 2-CE \$615

Reschedule or Cancellation Fees

More than 30 days before the exam No Charge*

6-30 days before exam \$85

1-5 days before exam \$190

<24 hours before the exam OR No Show \$225

COMLEX-2-PE Fees

COMLEX Level 2-PE (Approximate) \$1,295

Reschedule or Cancellation Fees

More than 90 days before exam No Charge*

30-90 days before exam \$50*

2-29 days before exam \$150*

<48 hours before exam \$400*

No-Show Fee \$750*

*If candidates must cancel and reschedule any testing date for the COMLEX Level 2-PE examination, significant rescheduling charges may apply. Candidates can cancel a scheduled examination online, unless it is on the same day as the examination. Candidates are advised to contact the NBOME National Center for Clinical Skills Testing (610-825-6551) immediately if encountering travel delays or the need to cancel an exam session on the day of a scheduled examination; failure to notify NBOME prior to the start of the examination session will result in a cancellation fee of \$650 as noted in NBOME's Bulletin of Information http://www.nbome.org/docs/comlex_2016_17_BOI.pdf.

Fees effective July 1, 2016 - June 30, 2017.

Bioethics Dual-Degree Program

The following tuition charges apply to the 2016-2017 academic year. These tuition charges apply only to the class of 2018 and beyond. For more information, please contact the Finance Office.

Full Year Tuition (Dual-Degree) \$5,642

Term I Tuition Charge \$2,821

Term II Tuition Charge \$2,821

College of Biosciences

The following fees and tuition apply to the 2016-2017 academic year:

Application Fee \$30

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

Acceptance/Matriculation Fee \$500

Accepted applicants may be required to pay the fee 14 days after their acceptance. The payment schedule for late acceptances may vary. Payment is credited toward tuition once payment of the balance of the tuition is received. Mail acceptance fees to the Admissions Office. Fee is non-refundable regardless of reason.

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

Tuition (One-Year Track) \$28,472

Term I Tuition Charge \$14,236

Term II Tuition Charge \$14,236

Tuition (Two-Year Track) \$28,472

Student Activity Fee \$75

Technology Fee \$150

Tuition and fees are due and payable in full before the first day of each term, unless payment arrangements have been

made with the Finance Office, or when loan applications for amounts sufficient to cover tuition and fees are on file in the Financial Aid Office. Students with an unpaid balance 15 days after classes begin will be considered to be on a payment plan and will be assessed a \$50 fee each month the balance remains open, which is in line with the KCU Tuition Payment Plan policy.

Note: The above fees are charged in Term 1 only. Tuition includes parking, library privileges and laboratory supplies, but not instruments, equipment, computers, texts, lab manuals or health insurance. Tuition is subject to change annually.

Books and Instruments

The approximate costs for required textbooks are:

Biomedical Sciences Textbooks\$1900

Miscellaneous Fees

Transcript Fee\$15

Student ID Badge Replacement Fee.....\$10

Tuition and fee information and policies for the academic year for both COM and COB are available online at <http://www.kcumb.edu/admissions/financial-aid/tuition-fees/>.

Finance Policies

Tuition and fees are due and payable in full before the first day of class each term unless special arrangements have been made with the Finance Office or when students have loan applications for amounts sufficient to cover tuition on file in the Financial Aid Office. The University reserves the right to change the schedule of tuition and fees without advance notice and to make such changes applicable to present as well as future students.

Tuition Payment Plan

KCU offers students an option to extend the repayment period for tuition and fees rather than through long-term financing. The University provides multiple plans to fit the varying needs of their students. Students may choose to extend their repayment period up to five months; however an application fee will apply.

The application fee per plan is determined by the length of the plan and has been designed as a less costly alternative to the Federal Direct Unsubsidized and GradPLUS origination fees and accrued interest.

Students must confirm their length of desired plan to the Finance Office prior to making their first payment. The application fee will be added to the student's open balance, which must be paid in full by their selected due date.

After their initial payment is made, students will be provided the flexibility to pay as little or as much throughout their repayment period while ensuring their balance will be paid in full by their selected due date. Students will be required to make an initial payment – equal to their open balance divided by the number of months selected - prior to the start of class.

Below is an example of the available payment plans, with the first payment minimum based upon a \$20,000 open balance:

Total Repayment Months	Application Fee	First Payment Minimum
2	\$50	\$10,000
3	\$100	\$6,667
4	\$150	\$5,000
5	\$200	\$4,000
6	\$250	\$3,333

All checks should be made payable to KCU and mailed to:

KCU Finance Department
1750 Independence Ave.
Kansas City, MO 64106

Payments must be received by the Finance Office no later than the end of business on the specified due date. For funds received after the due date, an additional \$50 late fee may be charged to the student's account.

Additionally, for every 14 calendar days payment has not been received, an additional fee of \$25 may be charged to the student's account. Students are encouraged to view their most current balance via PowerCampus Self-Service prior to making their final payment.

Students should communicate with the Finance Office if they wish to pay off their balance earlier than anticipated. Should the balance be paid in full prior to the original due date, KCU will issue a credit based upon the actual number of months of repayment.

Additionally, students with an unpaid balance 15 days after classes begin will be considered to be on a payment plan and will be assessed a \$50 fee each month the balance remains open, which is in line with the KCU Tuition Payment Plan policy above.

Payment and Tuition Refund Policy Related to the MBA in Healthcare Leadership Program

Students enrolled in the MBA program receive all of their financial aid from KCU for the Rockhurst MBA program. Only Private/Alternative loans are available to fund this program. There is no federal aid eligibility for this program of study. KCU Finance will bill the student and all payments for tuition are submitted to KCU. These payments are credited separately from COM accounts.

Rockhurst University manages the registration, curriculum content, faculty and graduation requirement components of the program. Rockhurst University awards the MBA degree. KCU students enrolled in the dual KCU-Rockhurst MBA program must maintain satisfactory academic progress in the COM program to continue in the MBA portion of the program.

Students failing to maintain satisfactory academic progress will be required to withdraw from the MBA portion of the program. The curriculum is divided into three segments and corresponds to the three time phases of the MBA program. One-third of the total tuition is allocated to each phase of program. Tuition is due and payable before the initiation of each segment.

The tuition refund shall follow the [Institutional Refund Policy for All Programs](#); please review policy for details.

Past Due Balances

Tuition is due no later than the first day of class. Balances not collected within 30 days of their due date or within 30 days following the application/return of financial aid will be deemed as part of the KCU Tuition Payment Plan and be assessed additional fees in accordance with that plan. Failure to pay balances may also result in academic and/or records holds being placed on the student's account. Any account balance deemed uncollectible by the University may be subject to placement with a debt collection agency.

General Tuition and Fees Refund Policy

Withdrawal & Refund Policy

Any student wishing to withdraw from all courses and leave the University (become a non-student) must submit a letter of withdrawal to the dean of COM or dean of COB, as applicable; then complete the University check-out process as outlined under the procedures component of this policy.

Failure to complete the checkout process within 10 business days of non-attendance, unless otherwise approved, will result in the University withholding all student academic records until such a time that the requirement is met. The University withdrawal effective date is determined by the appropriate college dean and is typically based on the date the request for withdrawal was received.

Institutional Refund Policy for All Programs

Tuition and requisite fees are charged at the beginning of each academic term. Fees are only charged in the first term of the academic year and are not eligible for refund. Eligible tuition refunds, less non-refundable acceptance/matriculation fees, are prorated based on the following schedule:

- 100 percent refund for withdrawal prior to the 1st day of term;
- 75 percent refund if withdrawal is within the 1st-14th calendar day of the term (student owes 25 percent of the term tuition);
- 50 percent refund if withdrawal is within the 15th-28th calendar day of the term (student owes 50 percent of the term tuition);
- 25 percent refund if withdrawal is within the 29th-42nd calendar day of the term (student owes 75 percent of the term tuition).
- No refunds are granted if the withdrawal is after the 42nd calendar day of the term (student owes full term charges).
- There are no refunds for courses for which a grade of I (Incomplete) or IP (In Progress) is received.
- If a student is asked to leave the University for academic or disciplinary reasons, all rights to adjustments of tuition are forfeited.
- No person may secure copies of their academic records until their account is paid in full.

Title IV Institutional Refund & Return to Title IV Policy

This policy applies to all students who have utilized federal Title IV funding in support of their tuition and fees, who withdraw, go on a leave of absence greater than 180 days or are suspended, dismissed and/or expelled from the University.

1. The term Title IV Funds refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan,

Federal Direct GradPLUS and Federal Perkins Loan programs.

2. A student's withdrawal date for Return of Title IV funds (R2T4) purposes is:
 - a. The date the student began the institution's official withdrawal process or officially notified the institution of their intent to withdraw; or
 - b. The midpoint of the term for a student who leaves without notifying the institution; or
 - c. The student's last date of attendance at a documented academically related activity.
3. When a student who has received Title IV, HEA funds leaves school for any reason prior to completing greater than 60 percent of the period of enrollment pro-rated to a payment period (the period for which a student received one of the two disbursements of Title IV funds), will have all or a portion of their financial aid funds returned to the appropriate aid program(s) by the University.
4. Federal regulation 34 CFR 668.22 (Return of Title IV Funds) requires the school to calculate the total number of calendar days in the period, then the number of calendar days the student attended. The student's "earned" and "unearned" percentages are determined. The "unearned" funds paid to the school must be returned to the appropriate Title IV programs within 45 days of the student's date of withdrawal. The student will then be responsible for the payment of the remaining tuition balance due per the KCU refund policy. The student will be notified of these amounts at the time of their checkout from the University.
5. The Return of Title IV Funds calculation, which is determined based upon a payment period and tuition/fees (institutional charges) paid for that period, differs from the University's Institutional Refund Policy which is based upon the academic year and the full cost of tuition for the year.

Example: A second-year COM student who starts classes on August 5 and withdraws from school on August 23, 2015, (third week) has "earned" 13.9 percent (completed 18 calendar days/129 total calendar days in period) of the \$32,622 received from first disbursements of Title IV funds. The school retained \$22,086.50 from these disbursements to pay institutional charges (half of the annual tuition; \$21,861.50 plus required fees of \$225). The school must return 86.1 percent (amount unearned), or \$19,016.47, to Title IV loan programs. Per the KCU refund policy, the student is refunded 50 percent of the tuition based on the date of withdrawal. The student is given \$10,930.50 tuition refund. Total owed back would be \$19,016.47, subtracted from tuition refund \$10,930.50.
6. If a student earned more aid than was disbursed to him/her, the student could be eligible for a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

In accordance with federal regulations, refunds are allocated in the following order: Federal Direct Unsubsidized Loan; Federal Direct Subsidized Loan; Federal Perkins Loan; Federal Direct GradPLUS. Then any other federal, state or private refund requirements apply, if applicable; and finally, the student.

Finance Appeals Committee

Students wishing to appeal any charges to their student account, the amount of their refund, or any matters having to do with their student account with the Finance Office may request to submit an appeal to the Finance Appeals Committee. Students need to notify, in writing, their desire to appeal an issue to the Vice Provost for Enrollment and Student Services or Associate Dean of Student Affairs. Once notification has been received and verified, the student will be given 5 business days to submit their full appeal, in writing, to the Vice Provost for Enrollment and Student Services. The Vice Provost will then convene the Finance Appeals Committee for a full review of the matter.

The Finance Appeals Committee reserves the right to meet with the appealing student, but does not necessarily meet with every appealing student. Once reviewed, the Committee will provide the student with a written ruling on their decision. Students have the right to appeal the Committee's decision, for any reason, to the CFO of the University. That appeal must be submitted in writing within 48 hours of receipt of the Finance Appeals Committee's decision. The CFO will then respond to the appeal in an appropriate time frame.

KCU c/o Office of Student Affairs

1750 Independence Ave.
Kansas City, MO 64106

Student Financial Aid

The following provides general KCU financial aid information and summarizes key portions of the University's financial aid processes, guidelines, and policies. Regulations and requirements concerning these issues change regularly. For further information and details, please contact the Financial Aid Office or visit www.kcumb.edu/admissions/financial-aid.

KCU's education is an investment in your future. Students should live at modest level while completing their education to minimize their expenses in order to keep their debt levels in check. Financial aid typically consisting of loans is available for a student's direct educational costs and living expenses while he or she receives an education. The primary federal sources are the federal direct unsubsidized and GradPLUS loan programs. The unsubsidized and Grad PLUS loans accrue interest from disbursement. Refer to [Loan Programs and Sources](#) for maximum borrowing amounts for each program.

Students should budget their money wisely to pay for all expenses required while they are enrolled in school. Each year KCU's financial aid office builds a cost of attendance (COA) that can include; tuition and fees; room and board (or a housing and food allowance); an allowance for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses, including an allowance for the rental or purchase of a personal computer; costs related to a disability; and reasonable costs for eligible study-abroad programs.

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

The Financial Aid Office staff are available to assist students in understanding the financial aid process, funding options and repayment strategies.

Consumer Information

In compliance with federal student aid regulations, KCU's consumer information is available for prospective and current students to review online at <http://www.kcumb.edu/about/who-we-are/consumer-information/>.

General Financial Aid Policies

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

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

Default

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

If a student defaults, the college, the organization that holds the loan, and the state and federal governments can all take action to recover the money. The federal government and the loan agencies can deny a school's participation in the student loan programs if the school's default rate is too high. The University will withhold the transcript of any student who is in arrears or in default under any loan or loan program where such arrearage or default adversely affects the University in any way.

Financial Aid Eligibility

To be eligible for federal assistance, a student must:

1. Be enrolled at least half-time in a degree or certificate program that leads to gainful employment and be in good standing, making satisfactory progress.
2. Not be in default on any loan from a student loan fund or on a loan guaranteed or insured under the Federal Student Loan Program.
3. Not owe a refund on a federal grant previously received or in default of other federal debt.
4. Meet other eligibility requirements, such as those related to selective service registration, citizenship, drug convictions* and aggregate aid limits.

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

For more information regarding eligibility, go to <http://studentaid.ed.gov/SA/eligibility>.

Financial Aid Application Process

Step 1: FAFSA Application

Each year, students must complete the Department of Education's Free Application for Federal Student Aid (FAFSA) posted online at www.fafsa.ed.gov.

KCU's Title IV school code is: G02474. Parental information is not required.

IRS Data Retrieval (if available) should be selected. FAFSA applications filed with a "Will File" tax filing status must be updated to "Already Completed" and selected IRS Data Retrieval to populate tax information once taxes are complete.

Step 2: Review Student Budget (Cost of Attendance)

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

COM- <http://www.kcumb.edu/admissions/financial-aid/tuition-fees/com/>

COB- <http://www.kcumb.edu/admissions/financial-aid/tuition-fees/cob/>

Step 3: KCU Application

The Financial Aid Office offers a convenient online application process available at <https://netpartner.kcumb.edu/>. Students are required to complete an application for financial aid, review the required forms, check the status of missing forms, and accept/decline/reduce their aid award.

- **For Incoming Students:** After the acceptance and matriculation fees have been paid, Student Financial Aid will contact the student when the application for financial aid becomes available and provide instructions for the online application process. Students who are new borrowers to Direct loans complete the online Federal Entrance Counseling session at www.studentloans.gov in order to receive federal loan funds.
- **For Continuing Students:** The Financial Aid Office will email the online application instructions to all students through their KCU email account. Once the student has completed the application, the Financial Aid Office will take the following steps to finish the financial aid process.

Impact of Drug Conviction on Title IV Eligibility

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

First offense

Possession of Illegal Drug - One year from conviction date

Sale of Illegal Drug - Two years from conviction date

Second offense

Possession of Illegal Drug - Two years from conviction date

Sale of Illegal Drug - Indefinite period

Third (+) offense

Possession of Illegal Drug - Indefinite period

Sale of Illegal Drug - Indefinite period

If convicted of both possession and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. The student will lose eligibility again upon a subsequent drug conviction. For more information regarding eligibility, go to <https://studentaid.ed.gov/sa/eligibility/regain>.

Determination of Awards

Once the student has submitted all required documents and completed forms as listed on the application for financial aid, the Financial Aid Office determines the student's aid eligibility at KCU. Processing of financial aid is done in the order the files became complete for packaging.

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

$$\begin{array}{ccccccc} \text{Cost of} & & \text{Expected} & & & & \\ \text{Attendance} & & \text{Student/Family} & & \text{Outside} & & \text{Aid} \\ \text{(Budget)} & - & \text{Contribution (from} & - & \text{Resources} & = & \text{Eligibility} \\ & & \text{FAFSA)} & & & & \end{array}$$

The comprehensive student budget has been designed to cover tuition, educational costs and reasonable living expenses for each academic year. Budgets are designed for the student only and are NOT intended to cover family living expenses or to cover debt incurred prior to attendance at KCU.

Each student must complete a Direct Loan Master Promissory Note (MPN) and a Direct GradPLUS loan MPN online at www.studentloans.gov in order to receive funds from these programs.

The Federal GradPLUS requires good credit. The Federal Direct Loan program reviews the student's credit to determine approval or denial of the loan. If denied, the student may appeal the denial or apply with an endorser (co-signer). Students who are unable to obtain the loan will need to rely on personal resources to finance the balance of their educational costs.

Students can contact the loan origination center at 800.557.7394, Monday-Friday, 8 a.m.-8 p.m. with questions about the credit denial and endorser process.

Notification of Awards

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

Student Loan Disbursements

- Student loans are disbursed in two equal disbursements, with the first at the beginning of the academic year.
- To be eligible for the second disbursement for all years in COM, the student must have successfully completed the coursework and half of the weeks of instructional time.
- The student will be notified by email when the loan money has credited to their KCU tuition and fees. Student can expect any excess funds refunded to the bank account selected during direct deposit set up. The refund process may take up to 14 days to complete. This means that students may not have access to funds for several weeks after school has started.
- The student can check the disbursement schedule at the beginning of the academic year. The schedule is available to view on NetPartner under the Disbursements tab - <https://netpartner.kcumb.edu/>
- Direct loan funds are received into the University's bank account by electronic funds transfer from the U.S. Treasury. The funds then are disbursed to the student's tuition account by the Finance Office for the amount of tuition and fees due at that time, and the remainder is refunded to the student for other educational and living expenses.
- KCU PHOS Scholarships, Perkins loans and Primary Care loans are disbursed in two disbursements.

Conflicting Information

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

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

Verification of Student Financial Information

Information about the verification process is available online at <http://www.kcumb.edu/admissions/financial-aid/policies-eligibility/verification/>.

University Scholarships

These scholarships are available to COM students only. Physicians' Hall of Sponsors scholarships are offered by donors through the University's Advancement Office. Students will be notified by email when the application is available to complete. These scholarships are for continuing students. First year students are awarded from the admissions office.

Loan Programs and Sources for All Students

Federal Direct Unsubsidized Loan – Department of Education Title IV

<https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

- This program provides \$20,500 per year. Interest accrues from the date of disbursement; student is responsible for interest during all periods; ED is the lender; payment is owed to ED, but serviced by a company contacted with ED; unpaid interest will capitalize at repayment.
- Current interest rate and origination information can be found online at <https://studentaid.ed.gov/sa/types/loans/interest-rates>. An origination fee is charged and deducted from the loan proceeds.
- Direct loans offer a six-month grace period.
- The cumulative maximum Direct Loan limit for medical students is \$224,000.
- The cumulative maximum Direct Loan limit for graduate students is \$138,500.

Additional Unsubsidized Loan for Medical Students

<https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

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

Federal Direct Graduate PLUS (GradPLUS) Loan

<http://studentaid.ed.gov/types/loans/plus>

- A GradPLUS loan is a federally guaranteed credit-based loan. A credit check is required.
- This loan has a higher interest rate than the Direct Unsubsidized loan.
- The loan does not have an aggregate limit.
- The GradPLUS enters repayment immediately after it is fully disbursed, at which time it is placed in an in-school deferment while the student continues in school.
- The loan enters a six-month post-enrollment deferment at the time the student is no longer enrolled. The same deferment and forbearance options apply as with federal direct loans.

Federal Perkins Loan – Department of Education Title IV

<http://studentaid.ed.gov/types/loans/perkins>

- Perkins monies are contingent on the availability of funds and the demonstration of need according to federal regulations and University guidelines.
- The interest rate is five percent.
- Loan limits are up to \$8,000 per year with a total aggregate of \$60,000, including undergraduate loans.

For more information regarding Title IV federal student loans, go to: <http://studentaid.ed.gov>.

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

<http://www.hrsa.gov/loanscholarships/loans/primarycare.html>

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

Private/Alternative Loans - Varies

KCU does not recommend private loans for programs that are eligible for federal aid. A student may choose to borrow a private loan after receiving counseling in regard to the advantages of federal loans versus private. In accordance with Sec. 128(e)(3) of the Truth in Lending Act (15 U.S.C. 1638(e)(3)), a Self-Certification form is available upon request from the Financial Aid Office although the form is routinely provided to the student by the private loan lender during the application process. Also upon request, the Financial Aid Office will assist the student in the completion of the form if needed.

This is the only type of funding available to students in the Rockhurst MBA program.

Service Obligation Scholarships for COM Students

Armed Forces Scholarship Program

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

Military and National Health Service Programs

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

U.S. Army

U.S. Army Health Care Recruiter
7500 College Blvd., Ste. 720
Overland Park, KS 66210
913.469.1795

U.S. Navy

U.S. Navy Medical Officer Programs Recruiter
Navy Operations Support Center
3100 Emanuel Cleaver II Blvd.
Kansas City, MO 64130
816.924.4278

U.S. Air Force

Air Force Recruiting Office
4600 SE 29th St., Ste. 356
Del City, OK 73115
405.672.1253

National Health Service Corps

Health Resources and Services Administration
Bureau of Primary Health Care
Division of Scholarships and Loan Repayments
<http://nhsc.hrsa.gov/scholarships/index.html>
800.221.9393

Veterans Benefits

Matters pertaining to the Veteran's Administration should be directed to the Financial Aid Office. Additional information is available online - <http://www.kcumb.edu/admissions/financial-aid/scholarships-loans/veterans/>.

Budget Adjustments

Financial aid, as awarded or borrowed under federal or private programs, cannot exceed the KCU student budget. The University attempts to make adequate financial assistance available to all students within the limits of the student budget and the availability of loans and scholarships.

Federal regulations allow schools to adjust a student's cost of attendance for certain circumstances on a case-by-case basis. KCU will increase a student's cost of attendance for other reasonable education-related expenses that exceed a student's budget. KCU has a no cash policy. The Financial Aid Office must be able to substantiate your expenses for your file. This is a reimbursement process. Purchases should be made using a form of payment in your name.

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

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

Budget Adjustment Categories

- **Care of Dependents:** If a student pays for a third party to watch their dependent, KCU can increase the student cost of attendance for these expenses. The increased cost will not exceed a reasonable cost for dependent care in the community. Students must complete the 2016-2017 Dependent Care Budget Adjustment Form and provide all required documentation that is specified on the form.
- **Computer Purchase/Electronic Purchase:** All KCU students are required to have either a laptop computer or tablet meeting KCU specifications. Only one increase is allowed per student's academic program. The purchase can include the purchase of a CPU, monitor, printer and other reasonable hardware/software. Students are permitted to purchase the computer July 1 if starting in the fall. The maximum allowance is \$1500. Students will need to complete a 2016-2017 Budget Adjustment Request form.
- **Medical/Dental Expenses:** The student financial aid budget includes an allowance for medical/dental expenses and health insurance. It is KCU policy that all students provide proof of health insurance, and budget adjustments will be considered only for those students complying with that policy. Budget adjustments will not be made for the purchase of health insurance that costs more than is allowed in the budget. A budget adjustment can be made for medically necessary procedures and medically necessary prescriptions for the amount which exceeds the budget allowances. Students must provide written verification of health insurance coverage (this is part of the 2016-2017 Budget Adjustment Request Form). If a student purchases dental insurance, they must provide proof of dental health insurance with effective dates covering the enrollment period. If the student does not have dental insurance, a budget adjustment will be made for the amount that exceeds the budget allowances for medical/dental expense.
- **Tuition Adjustment:** Students may receive a budget adjustment for tuition charges in excess of what is allowed in the Cost of Attendance. On the 2016-2017 Budget Adjustment form, this information should be included in the section called "other." This is applicable to the MBA and the dual-degree bioethics programs.
- **Vehicle Repairs:** While a student's financial aid budget includes an allowance for maintenance of a vehicle, an adjustment can be made for car repairs that exceed the budgeted amount. Financial aid budgets cannot be increased for the purchase of a vehicle. Expenses above the budgeted amount are covered on one primary vehicle per year. Once a student has submitted receipts for a vehicle, that vehicle becomes "primary" in terms of consideration for budget appeals. The budget adjustment increase will represent the difference between the actual repairs and budget allowance. Receipts must be submitted for any repairs for which the budget adjustment is being requested. Receipts must be submitted prior to the release of any subsequent financial aid. Since the budget includes an allowance for comprehensive and collision car insurance, a 2016-2017 budget adjustment for an accident will cover a reasonable deductible of \$500. If the student has not purchased comprehensive and collision car insurance, the Financial Aid Office will not increase the budget to cover any expenses any expenses which would have been covered by insurance.
- **Other Expenses:** Students having other extenuating circumstances should complete the appropriate section of the

2016-2017 Budget Adjustment Request Form and make an appointment to meet with a staff member in the Financial Aid Office.

Student Aid Revision Policy

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

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

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

Financial Aid Implications of a Leave of Absence

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

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

To qualify as an approved LOA:

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

time frame to complete their degree.

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

Repeated Coursework

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

Repeat Academic Year

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

Transfer Credits

Transfer credits which are accepted by the Office of the Registrar toward the student's current program of study will be factored into the GPA calculation and counted as credits attempted and either earned or unearned when determining SAP. All other transfer credits are excluded.

KCU Satisfactory Academic Progress for Financial Aid Consideration

Federal regulations require schools to monitor the academic progress of Title IV financial aid recipients. KCU must certify that students are making satisfactory academic progress (SAP) toward the completion of their KCU degree. KCU follows the regulations set forth by the Department of Education that students are meeting the three required measurements to determine SAP: qualitative (GPA), quantitative (progression) and time frame. The Financial Aid Office works closely with the Student Performance Committee (SPC) and the Student at Risk Committee (StARC) which track students' academic performance. Students must be in good academic standing with Financial Aid as well as SPC and StARC policies to maintain continued enrollment and financial aid.

The policy applies to students who are receiving federal aid, however these standards are cumulative so this includes all periods of the students enrollment, which may include times when the student did not receive federal aid.

Please review SAP information at <http://www.kcumb.edu/admissions/financial-aid/policies-eligibility/academic-standards/>.

SAP for COM Students

GPA (Qualitative)

To qualify for federal financial aid, a COM student must attain a minimum 2.00 cumulative GPA (passing grade) on a 4.0 scale to be eligible for the first and second year. COM students enrolled in clerkships and beyond MSI and MSII (basic science) are graded on a Pass/Fail grading system. These grades are not included in the cumulative GPA. Financial aid considers the grade of Pass to be the equivalent of receiving a 70 percent or higher in measuring SAP.

Attempted vs. Completed (Quantitative)

Financial aid requires all COM students to complete 67 percent of credit hours attempted in a term. This is determined by reviewing the total number of courses attempted and the total number of courses completed in the academic year. In order to determine a student's pace progression, KCU divides the total number of courses successfully completed in the academic year by the total number of courses attempted to give a completion rate.

Attempted hours will include repeated, failed (F), incomplete (I), withdrawn (W), and any (T) transfer hours.

Pace Progression (Maximum Time Frame)

Program	Typical Time Frame	Maximum Time Frame
COM	4 years to graduate	6 years to graduate

Students are expected to make satisfactory progress toward their degree each academic year. Students must complete the program within six academic years of the matriculation date in COM. The SPC may grant an additional year in rare and extenuating circumstances. Students who do not complete their degree in six academic years will not be eligible for additional aid without a financial aid appeal. Students will need to contact the Financial Aid Office to determine aid eligibility. The Financial Aid Office will advise the student of the appeals process for additional aid eligibility to complete their degree if they have met the maximum time frame limit and are allowed to stay beyond year six.

SAP Review (COM)

SAP will be reviewed **annually** at the end of an academic year for COM. This will be done prior to disbursement of subsequent aid for the next academic year. The entire prior year will be reviewed to determine eligibility. The Financial Aid Office will review all students enrolled for the term to determine a student's SAP status, this is regardless of financial aid received.

Students will be notified by email if they fail to meet the minimum standards outlined above, this email communication will include an explanation of the standards evaluated and instructions on how to proceed with the appeal process.

COMLEX Failures

A student who fails any portion of the COMLEX and is permitted by the SPC to remain enrolled in their program of study, and who also meets all satisfactory academic progress eligibility standards is considered to be making SAP.

SAP Appeal Process (COM)

Students will be notified by email from the Financial Aid Office if an appeal needs to be submitted to continue receiving federal aid at KCU. Students will be asked to submit an appeal form to the Financial Aid Office. The financial aid form will require the student to complete the information listed below:

1. A written statement documenting the reasons for failure to meet the standards of academic progress for financial aid eligibility. The statement should be concise but long enough to address the students mitigating circumstances. There is no school defined length. Examples can be serious illness of student or family member, death of relative or disruptive personal issue.
2. A written statement explaining what has changed in the student's situation that would allow the student to bring his/her academic progress up to the satisfactory standards.
3. Documentation supporting his/her regarding the information on the appeal if requested.
4. A written academic plan or letter from the SPC.

If the appeal is granted, and it is determined that the student should be able to meet SAP standards by the end of the subsequent payment period, they will be placed on financial aid probation with an academic plan. A student's progress must be reviewed at the end of their probationary period.

Academic Plan (COM)

If a student fails to make SAP, the Student Progress Committee will work with the student to create a written academic plan that is designed to help the student improve his/her performance. Once established, the plan must be submitted by the student to the Financial Aid Office as component of the SAP appeal.

Financial Aid Probation

Financial aid probation is federally defined as the status assigned to a student who fails to make SAP but who successfully has appealed the school's determination that he/she is not meeting the school's academic progress standards. The probation is generally limited to one term. In some instances, it may be mathematically impossible for a student who is on financial aid probation and in compliance with all requirements of his/her academic plan to achieve the minimum SAP standards by the conclusion of one term. The mathematical impossibility may be related to GPA, pace, or both. If at the end of a probationary period, the student has met all requirements of the academic plan but is still not meeting the minimum SAP standards, he/she will be eligible to receive aid for the next term. Progress will be reviewed at the end of each subsequent term until the student has either achieved SAP or violated the terms of the academic plan and become ineligible to receive additional federal student aid at KCU. A student's progress will be reviewed at the end of each payment period as is required of a student on probation status. If the student is meeting the requirements of their probation with an academic plan, the student is eligible to receive financial aid funds as long as student continues to meet those requirements. Students must appeal to change their plan.

Without Approved Appeal

Students who are not making satisfactory academic progress and do not submit an appeal, or have their appeal request denied, may regain eligibility only by taking action that brings them into compliance with KCU's satisfactory progress standards. Any exceptions to this policy will be made on an individual basis and in compliance with federal, state and local regulations governing financial aid.

SAP for COB Students

GPA (Qualitative)

Students in both the one-year and two-year tracks are considered in good academic standing when they complete each term with a cumulative GPA of 3.0 or higher. Students with a cumulative GPA lower than 3.0 will be placed on financial aid warning for the next academic term. All students graduating from the 1-year and 2-year programs must have a cumulative GPA of 3.0 in order to graduate from the program.

Attempted vs. Completed (Quantitative)

Financial aid requires all COB students to complete 67 percent of credit hours attempted in a term. This is determined by reviewing the total number of courses attempted and the total number of courses completed in a term. In order to determine a student's pace progression, KCU divides the total number of courses successfully completed in a term by the total number of courses attempted to give a completion rate.

Attempted hours will include repeated, failed (F), incomplete (I), withdrawn (W), and any (T) transfer hours.

Pace Progression (Maximum Time Frame)

Program	Typical Time Frame	Maximum Time Frame
COB (1-year)	1 year to graduate	3 years to graduate
COB (2-year)	2 years to graduate	3 years to graduate

Students in both the one-year and two-year track are expected to complete their program in three years before ineligibility for financial aid becomes effective. Students who do not complete their degree in three academic years will not be eligible for financial aid without an approved financial aid appeal.

SAP Review (COB)

SAP will be reviewed **at the end of each academic term** for COB. The Financial Aid Office will review all students enrolled for the term to determine a student's SAP status, this is regardless of financial aid received.

Students will be notified by email if they fail to meet the minimum standards outlined above, this email communication will include an explanation of the standards evaluated and instructions on how to proceed.

SAP Warning (COB)

SAP is determined at the end of each academic term to ensure if a student is making satisfactory academic progress toward their COB degree. If it is determined that a student has not met SAP requirements at the end of the term, the student will be placed on financial aid warning during their next period of enrollment.

Students on warning have one additional academic term in order to resolve the deficiency and meet the minimum requirements.

Appeal Process (COB)

Students will be notified by email from the Financial Aid Office if an appeal needs to be submitted to continue receiving federal aid at KCU. Students will be asked to submit an appeal form to the Financial Aid Office. The financial aid form will require the student to complete the information listed below:

1. A written statement documenting the reasons for failure to meet the standards of academic progress for financial aid eligibility. The statement should be concise but long enough to address the students mitigating circumstances. There is no school defined length. Examples can be serious illness of student or family member, death of relative or disruptive personal issue.
2. A written statement explaining what has changed in the student's situation that would allow the student to bring his/her academic progress up to the satisfactory standards.
3. Documentation supporting his/her regarding the information on the appeal if requested.
4. A written academic plan or letter from StARC.

If the appeal is granted, and it is determined that the student should be able to meet SAP standards by the end of the subsequent payment period, they will be placed on financial aid probation with an academic plan. A student's progress must be reviewed at the end of their probationary period.

Academic Plan (COB)

If a student fails to make SAP, the StARC will work with the student to create a written academic plan that is designed to help the student improve his/her performance. Once established, the plan must be submitted by the student to the Financial Aid Office as component of the SAP appeal.

Financial Aid Probation

Financial aid probation is federally defined as the status assigned to a student who fails to make SAP but who successfully has appealed the school's determination that he/she is not meeting the school's academic progress standards. The probation is generally limited to one term. In some instances, it may be mathematically impossible for a student who is on financial aid probation and in compliance with all requirements of his/her academic plan to achieve the minimum SAP standards by the conclusion of one term. The mathematical impossibility may be related to GPA, pace, or both. If at the end of a probationary period, the student has met all requirements of the academic plan but is still not meeting the minimum SAP standards, he/she will be eligible to receive aid for the next term. Progress will be reviewed at the end of each subsequent term until the student has either achieved SAP or violated the terms of the academic plan and become ineligible to receive additional federal student aid at KCU. A student's progress will be reviewed at the end of each payment period as is required of a student on probation status. If the student is meeting the requirements of their probation with an academic plan, the student is eligible to receive financial aid funds as long as student continues to meet those requirements. Students must appeal to change their plan.

Without Approved Appeal

Students who are not making satisfactory academic progress and do not submit an appeal or have their appeal request denied, may regain eligibility only by taking action that brings them into compliance with KCU's satisfactory progress standards. Any exceptions to this policy will be made on an individual basis and in compliance with federal, state and local regulations governing financial aid.

Borrowing Considerations & Default

Students must carefully consider the repayment implications of loan programs and avoid excessive borrowing. Default of a student loan is failure to repay the loan according to the terms agreed to in the promissory note. Default may result from failure to submit requests for deferment on time. If a student defaults, the University, the organization that holds the loan, the state and the federal government can all take action to recover the money. The federal government and the loan agencies may deny a school's participation in the student loan programs if the school's default rate is too high. The University will withhold the transcript of any student who is in arrears or in default under any loan or loan program where such arrearage or default adversely affects the University in any way.

Financial Aid Fraud Misreporting/Misrepresentation

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

- Subject to the Student Conduct Policies;
- As per federal regulation 668.14(g), referral to the Office of the Inspector General of the Department of Education, or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter;
- Loss of participation in federal financial aid programs for:
 - The current academic year, or;
 - The remaining years of enrollment.

Evidence of Misrepresentation: In the event the Director of Financial Aid finds evidence of willful misrepresentation and/or fraud, the student will meet with the Director of Financial Aid and the Dean of the COM. At that time, disciplinary action will be discussed with the student.

Code of Conduct for Institutional Financial Aid Professionals

http://www.nasfaa.org/code_of_conduct

The Financial Aid Office is a member of the National Association of Student Financial Aid Administrators (NASFAA). NASFAA developed an ethical set of standards related to a financial aid code of conduct. Institutional members will ensure that:

1. No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.
 - a. Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
 - b. If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publicly disclosed. Borrowers will not be auto-assigned to any particular lender.
 - c. A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution's preferred lender list.
 - d. No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
3. Institutional award notifications and/or other institutionally provided materials shall include the following:
 - a. A breakdown of individual components of the institution's Cost of Attendance, designating all potential billable charges.
 - b. Clear identification of each award, indicating type of aid, i.e. gift aid (grant, scholarship), work, or loan.
 - c. Standard terminology and definitions, using NASFAA's glossary of award letter terms.
 - d. Renewal requirements for each award.
4. All required consumer information is displayed in a prominent location on the institutional web site(s) and in any printed materials, easily identified and found, and labeled as "Consumer Information."
5. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

Statement of Ethical Principles

http://www.nasfaa.org/Statement_of_Ethical_Principles

NASFAA members are required to exemplify the highest level of ethical behavior and demonstrate the highest level of professionalism. Financial aid administrators shall:

- Advocate for students
 - Remain aware of issues affecting students and continually advocate for their interests at the institutional, state and federal levels.
 - Support federal, state and institutional efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
- Manifest the highest level of integrity
 - Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
 - Deal with others honestly and fairly, abiding by our commitments and always acting in a manner that merits the trust and confidence others have placed in us.
 - Protect the privacy of individual student financial records.
 - Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
- Support student access and success
 - Commit to removing financial barriers for those who want to pursue postsecondary learning and support each student admitted to our institution.
 - Without charge, assist students in applying for financial aid funds.
 - Provide services and apply principles that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
 - Understand the need for financial education and commit to educate students and families on how to responsibly manage expenses and debt.
- Comply with federal and state laws
 - Adhere to all applicable laws and regulations governing federal, state, and institutional financial aid programs.
 - Actively participate in ongoing professional development and continuing education programs to ensure ample understanding of statutes, regulations, and best practices governing the financial aid programs.
 - Encourage colleagues to participate in the financial aid professional associations available to them at the state, regional, or national level and offer assistance to other aid professionals as needed.
- Strive for transparency and clarity
 - Provide our students and parents with the information they need to make good decisions about attending and paying for college.
 - Educate students and families through quality information that is consumer-tested when possible. This includes (but is not limited to) transparency and full disclosure on award notices.
 - Ensure equity by applying all need-analysis formulas consistently across the institution's full population of student financial aid applicants.
 - Inform institutions, students, and parents of any changes in financial aid programs that could affect their student aid eligibility.
- Protect the privacy of financial aid applicants
 - Ensure that student and parent private information provided to the financial aid office by financial aid applicants is protected in accordance with all state and federal statutes and regulations, including FERPA and the Higher Education Act, Section 483(a)(3)(E) (20 U.S.C. 1090).
 - Protect the information on the FAFSA from inappropriate use by ensuring that this information is only used for the application, award, and administration of aid awarded under Title IV of the Higher Education Act, state aid, or aid awarded by eligible institutions.

Academic Policies and Procedures

Academic Status, Promotion and Graduation

COM Students

At the end of the academic year and as needed, the Student Performance Committee (SPC) evaluates student performance. Students are considered for promotion one academic year at a time. At any time, the University, with a recommendation of the SPC 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 Student at Risk Committee (StARC) evaluates student performance. Students may be considered for graduation following completion of all academic requirements. At any time, the University, by recommendation of the StARC 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

Academic Probation

An official status from the University, stating that the student is under the most sensitive academic monitoring and improvement plan, which becomes a part of the student's academic record for the period of time they are on probation. This status is typically applied when one of more of the following occur:

- One or more course failures
- Failure of a national board examination
- Student's cumulative KCU GPA is below 2.0

Students placed on academic probation will have their status monitored by a University faculty or staff member. In addition students on probation must attend all classes. Students on academic probation are suspended from participating in a dual-degree program and will be administratively withdrawn. Academic probation may also include the suspension of the student's normal rights to participate in extra-curricular, co-curricular, and other non-academic activities, including, but not limited to, the student not being allowed to hold a leadership position in a student organization. Typically, students who are placed on academic probation cannot fail any other course, section, clerkship, shelf exam, and/or national examination. The typical length of the academic probation is one year, unless otherwise specified, from the time the student is formally notified of being placed on this status.

Academic Probation status is not tied to a student's Satisfactory Academic Progress (SAP), as defined by Title IV. It is wholly separate and unrelated to SAP.

Academic Warning

A state of warning from KCU to the student indicating that the University is concerned about the student's academic performance. This status is typically applied when one of more of the following occur:

- Multiple course exam failures
- Current cumulative KCU GPA below 2.30
- Behavioral cues by the student which may indicate academic or personal distress

Students placed on Academic Warning may be required to take actions deemed necessary to help improve academic performance. These actions may include, but are not limited to: regular meetings with Learning Enhancement staff, sessions with KCU psychologists, required course attendance, meetings with tutors and/or faculty members, temporary loss of student leadership privileges, and providing frequent status updates to key faculty/administrators.

Academic Warning is not tied to a student's Satisfactory Academic Progress (SAP), as defined by Title IV. It is wholly separate and unrelated to SAP.

COB Students

Academic Probation

An official status from the University, stating that the student is under the most sensitive academic monitoring and improvement plan, which becomes a part of the student's academic record for the period of time they are on probation. This status is typically applied when one of more of the following occur:

- One or more course failures
- Failure of a national board examination
- Student's cumulative KCU GPA is below 2.0

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Academic Warning is not tied to a student's Satisfactory Academic Progress (SAP), as defined by Title IV. It is wholly separate and unrelated to SAP.

COM Assessment Policy

Grades & Grading Policies

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

Grade	Definition	Quality Points
A	Excellent work (94-100%)	4.00
A-	90-93%	3.67
B+	87-89%	3.33
B	Average (84-86%)	3.00
B-	80-83%	2.67
C+	77-79%	2.33
C	Minimum Average (70-76%)	2.00
F/C	Successful Remediation	2.00
F	Fail	0.00
H	Honors	
HP	High Pass	

Grade	Definition	Quality Points
P	Pass	
IP	In-Progress	
I	Incomplete	
W	Withdrew	

The grade point average is the sum of earned grade points divided by the sum of term-hour credits passed and failed.

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 Student Performance Committee (SPC) may recommend promotion to the following year, make-up examinations, summer remediation, or dismissal.

KCU graduates students who meet and surpass the minimum expectations of the Commission on Osteopathic College Accreditation (COCA). At a minimum, a graduate must be able to:

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 course tests, standardized tests of NBOME, end-of-clerkship tests; research activities, presentations, and participation in directed reading programs and/or journal clubs; and/or other evidence-based medical activities;
3. Demonstrate interpersonal and communication skills with patients and other healthcare professionals;
4. Demonstrate knowledge of profession, ethical, legal, practice management and public health issues applicable to medical practice;
5. Demonstrate basic support skills as assessed by nationally standardized evaluations.

To demonstrate these expectations have been met in an objective manner, each student must demonstrate minimum knowledge in each discipline prior to graduation. This includes the basic science disciplines (anatomy, biochemistry, behavioral science, bioethics, embryology, genetics, histology, immunology, microbiology, neuroscience, pathology, pharmacology and physiology) and clinical sciences (osteopathic clinical skills, family medicine, internal medicine, obstetrics and gynecology, pediatrics, psychiatry, surgery, and emergency medicine).

Incomplete Grades

A course director may assign a grade of "I" if he/she believes that a student has been unable to complete the course/section on time because of extenuating circumstances beyond the student's control. In the case an incomplete grade is assigned, the course director and/or the assessment office should complete an Incomplete Grade Contract that details the requirements for completion of the course/section.

The student's signature is not required for the incomplete grade contract to be valid. In the event an "I" grade is being assigned, the dean of COM must be notified before the contract is presented to the student. Upon receipt, the Office of the Registrar will provide a copy of the contract to the student's KCU email address. The student will have three business days to decline the incomplete grade and receive the current earned grade with all missing assignments calculated as a zero.

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

Note: In-progress or "IP" grades are reserved only for those instances when students are unable to complete a course by the established deadline due to an instructor or administrative challenge (e.g., instructor is hospitalized and several class meetings must be rescheduled, University closes during finals week due to inclement weather, etc.).

Grade Changes/Corrections

No grade will be changed unless the course director 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 COM. If the change of grade impacts individual students rather than the entire class, or it is 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/Course Grade Appeal Process

Within 10 calendar days of completion of a course, a student may request that their course grade be reviewed. Students should make this request to the appropriate assistant or associate dean, in consultation with the course director, to review their points and final grade. If the student feels an error remains, a final request to review the section grade may be made directly to the dean of the college.

Semester Credit Definition

KCU awards semester credit based on an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates to no less than 750 minutes (12.5 clock hours) of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes) for a total of 2,250 minutes or 37.5 clock hours for each semester credit awarded. Additionally, KCU recognizes that formalized instruction may take place in a variety of delivery methods and variable lengths of time within the semester calendar definition. As such, KCU utilizes the following semester credit calculations based on delivery method and the expectation that the minimum amount of formalized instruction, independent learning, and intended outcomes are being accomplished:

Lecture

12.5 clock hours of formalized instruction (plus 25 clock hours of student out-of-class independent learning) = 1 semester credit. Small group discussions and learning activities are considered the same as lectures for credit hour calculation purposes.

Labs

25 clock hours of formalized instruction (plus 12.5 clock hours of student out-of-class independent learning) = 1 semester credit.

Clerkships, Directed Study, Independent Study, Practicum and Research

37.5 clock hours of formalized instruction and/or student out-of-classroom independent learning in any combination = 1 semester credit.

Guidelines

Student learning outcome equivalents are to be based on documented qualitative and quantitative expectations for:

- Time required of students to complete assigned learning activities;
- Time required of students to read and understand content developed by course/section faculty, excluding time required to read assignments in a course syllabus;
- Time required of course/section faculty to respond to student questions received through electronic mediums (e.g., email, online classroom, discussion boards, chat rooms); and,
- Time required of course/section faculty and students to participate in online conference activities.

Individual Course/Clerkship Failure and Remediation Policy (COM)

There is no automatic/guaranteed remediation for students who fail a section/course. Failure of any course(s) at KCU may be grounds for dismissal from the program. Students who fail a section, course, or clerkship will be required to appear before the SPC to discuss the failure. The SPC will make an appropriate recommendation, including whether remediation is recommended, to the administration. The administration will consider the SPC recommendation and make a final decision. The student will then be notified as to whether or not they have been granted the opportunity for remediation. Dates for remediation will be determined by the course director and the administration. Students are guaranteed the right to appeal any decision by the SPC deciding authority to the dean of COM. All decisions made by the dean remain final.

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

In the case of a remediated course in the COM program, the student's most recent grade earned is used in the calculation of the GPA. If a course is successfully remediated, the student will receive a grade of F/C. If a clerkship is successfully remediated, the student will receive a grade of F/P. If a student fails the remediation of a course or clerkship, the student will receive a final grade of F.

Program Remediation Policy (COM)

Should a student fail to academically progress while enrolled in the medical school, and based on the totality of the student's academic performance while enrolled, the SPC may recommend that a student repeat an academic year in order to establish a firm foundation to assist the student in his/her studies of the previously attempted subjects. Students approved for readmission after a period of suspension or an approved leave of absence may also be required to repeat previously attempted courses. A COM student may remediate by repeating an academic year in full upon recommendation of the SPC and approval of the dean. The student must retake and pass all courses regardless of previous performance. Students who fail any course are subject to review by the SPC.

All course enrollments and earned grades will remain on the student's academic transcript. For repeated coursework in the COM program, the student's most recent grade earned is used in the calculation of the GPA. Grades for repeated courses are recorded in brackets on the academic transcript.

Students who repeat an academic year must still complete their degree within six years of matriculation.

Academic Assessment, Status and Promotion (COM)**Eligibility for Continued Enrollment**

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

- Maintain acceptable standards of academic performance based on the totality of their academic record.
- Maintain acceptable ethical, moral, personal 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 expected degree.

COM Assessment Policy

For the COM assessment policy, testing and grading, and promotion to years II, III, and IV, please refer to the KCU Student Handbook and the Clinical Clerkship Manual.

Clerkship Assessment

To pass each clerkship students must demonstrate progress on evaluation by their preceptor and pass the applicable Subject (End of Clerkship) Exam. All components listed below are required before a final grade is assigned by KCU:

- Subject (End of Clerkship) Exam (when applicable)
- End of Clerkship Reflection
- Preceptor Evaluation of Student Performance

The complete Clerkship Assessment policy is located in the Clinical Clerkship Manual.

NBOME Academic Requirements

Successful completion of the National Board of Osteopathic Medical Examiners (NBOME) examinations is required for osteopathic medical students to graduate and become licensed. The NBOME examinations are composed of four sequential segments – COMLEX Level 1, COMLEX Level 2-CE, COMLEX Level 2-PE and COMLEX Level 3. All KCU students must pass COMLEX Level 1 in order to progress to the third year of studies. COMLEX Level 2-CE and COMLEX Level 2-PE are required to qualify for graduation from the University.

The NBOME examination sequence follows exacting timelines and has restrictions on numbers of retakes in cases of initial failures. The medical school policy for a failed COMLEX examination is that a student is required to appear before the Student Performance Committee (SPC). The SPC may recommend remediation of a failed COMLEX exam. This is true for each individual failure. Should a student be allowed to take the failed COMLEX exam more than two times, a failure of the third attempt will result in dismissal from the medical school. Refer to the KCU Student Handbook for additional details.

Promotion to COM Years II and III

1. Satisfactory completion (passing grades) of:
 - a. All courses
 - b. Clinical Skills Assessment Examination
 - c. OCS and Anatomy Practical Examinations
2. Completion of all Score 1 for Health activities
3. Successful completion of all pre-clinical training requirements such as immunizations, orientations, proof of insurance, at others as specified
4. Successful completion of COMLEX Level 1 (prior to participation in clerkship experiences)
5. Be recommended for promotion by the Student Performance Committee to the Faculty Senate. 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.

Promotion to COM Year IV

Satisfactory completion (passing grades) of all required clerkships. Please refer to the [Clerkship Manual](#) for full explanation.

Bioethics Assessment Policy

1. 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:
 - a. Quizzes and examinations, including a Final Exam
 - b. Class participation
 - c. Small group discussions
 - d. Group projects
 - e. Research papers
 - f. Class presentations

- g. Online assignments
- h. Experiential learning projects
- 2. Students will receive a grade of High Pass (HP), Pass (P), or Fail (F) for each course, except those courses designated "satisfactory/unsatisfactory."
 - a. A percentage of the total point score possible for the course will be calculated based on the points earned.
 - b. Following the completion of each semester, the Registrar will report to students their final course grade.
 - c. Students will be asked to complete course and instructor evaluations for each course they complete.
- 3. Graduation Requirements for students in the master of arts in bioethics program:
 - a. Satisfactory completion (passing grades) of:
 - i. All courses
 - ii. Bioethics Thesis or Final Project; and
 - iii. Completion of all required course work within three years of matriculation (five years for students in the Professional Enhancement Track)
 - b. The recommendation for graduation from the Student Performance Committee to the Faculty Senate. All records are reviewed to determine whether the student has fulfilled all academic requirements, has maintained the standards of ethical, moral, personal and professional conduct required of a recipient of masters of arts degree in bioethics.
- 4. Dismissal from the Bioethics program
 - a. A student may be dismissed from the bioethics program for any of the following reasons:
 - i. Failing a course;
 - ii. Not maintaining the standards of ethical, moral, personal, and professional conduct required of KCU students.
 - iii. Not completing all required course work within six years of matriculation date

COB Assessment Policy

Grades and Grading Policies

Grades and Quality Points – MS in Biomedical Sciences

Grade	% Range	Quality Points
A	90-100%	4.00
B+	86-89%	3.7
B	83-85%	3.3
B-	80-82%	3.0
C+	76-79%	2.7
C	73-75%	2.3
C-	70-72%	2.0
F	<69%	0.00/Fail
H	-	Honors
HP	-	High Pass
P	-	Pass
I	-	Incomplete
W	-	Withdrawal

Incomplete Grades

A course director may assign a grade of "I" if he/she believes that a student has been unable to complete the course/section on time because of extenuating circumstances beyond the student's control. An Incomplete Grade Contract should be completed that clearly details the requirements for completion of the course/section. The grade contract form is available on the Registrar page of the Intranet.

The student's signature is not required for the incomplete grade contract to be valid. In the event an "I" grade is being assigned, the dean of COB must be notified before the contract is presented to the student. Upon receipt, the Office of the Registrar will provide a copy of the contract to the student's KCU email address. The student will have three business days to decline the incomplete grade and receive the current earned grade with all missing assignments calculated as a zero.

Any student receiving a grade of "I" must coordinate with the course director to satisfy all outstanding coursework for the course/section. Once outstanding requirements for the course are satisfied, the course director will process a change of grade form converting the "I" to a letter grade. The deadline for the grade change is the last day of class of the next full-

length term (i.e., fall or spring). 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 course director certifies in writing, that an error occurred in computing or recording the grade. Such changes must be approved by the dean of COB and must be documented on a grade change form that is submitted to the Office of the Registrar for processing.

Grade Appeals

Grade appeals should only be made when a student contends that the final course grade assigned by the course director is arbitrary or capricious. It is not to be used to challenge grades on individual assignments. "Arbitrary or capricious" implies that:

- The student has been assigned a grade on the basis of something other than his or her performance in the course; or
- Standards utilized in the determination of the student's grade are more exacting or demanding than those applied to other students in the course; or
- The grade is based upon standards that are significant, unannounced, and unreasonable departures from those articulated in the course description distributed at the beginning of the course.

The assessment of the quality of the student's academic performance is one of the major responsibilities of University faculty members and is solely and properly their responsibility. A grade appeal is not appropriate when a student simply disagrees with the faculty member's judgment about the quality of the student's work. A student who is uncertain about whether or not a grade should be appealed or who needs additional information about the grade appeals process can contact the dean of COB.

Some examples of the basis for legitimate disagreement could include, but are not limited to, the following:

- Students are not informed of the basis for grade calculation in the syllabus, on Blackboard, or prior to the assignment.
- The student's grade was not calculated in accordance with the stated policy in the syllabus, on Blackboard, or as provided prior to the assignment.
- Significant and unwarranted deviation from grading procedures and course syllabi set at the beginning of the course or a grade assigned arbitrarily and capriciously on the basis of whim or impulse.
- There is an error in the computation of the grade that was not corrected.
- The student, through no fault of his/her own, was not provided with the same opportunity to complete the requirements for the course in terms, for example, of time, access to materials, or access to the course director as the other students.

Semester Credit Definition

KCU awards semester credit based on an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates to no less than 750 minutes (12.5 clock hours) of formalized instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes) for a total of 2,250 minutes or 37.5 clock hours for each semester credit awarded. Additionally, KCU recognizes that formalized instruction may take place in a variety of delivery methods and variable lengths of time within the semester calendar definition. As such, KCU utilizes the following semester credit calculations based on delivery method and the expectation that the minimum amount of formalized instruction, independent learning, and intended outcomes are being accomplished:

Lecture

12.5 clock hours of formalized instruction (plus 25 clock hours of student out-of-class independent learning) = 1 semester credit. Small group discussions and learning activities are considered the same as lectures for credit hour calculation purposes.

Labs

25 clock hours of formalized instruction (plus 12.5 clock hours of out-of-class independent learning) = 1 semester credit.

Guidelines

Student learning outcome equivalents are to be based on documented qualitative and quantitative expectations for:

- Time required of students to complete assigned learning activities;
- Time required of students to read and understand content developed by course/section faculty, excluding time required to read assignments in a course syllabus;
- Time required of course/section faculty to respond to student questions received through electronic mediums (e.g., email, online classroom, discussion boards, chat rooms); and
- Time required of course/section faculty and students to participate in online conference activities.

Course Repeat Policy (COB)

There is no automatic/guaranteed remediation for students who fail a course. Failure of any course(s) at KCU may be

grounds for dismissal from the program. Students who fail a course will be required to appear before StARC to discuss the failure. The StARC will make an appropriate recommendation to the administration, including whether repeating the course is recommended. The administration will consider the StARC recommendation and make a final decision. The student will then be notified as to whether or not he/she has been granted the opportunity to repeat the course. Students are guaranteed the right to appeal any decision by the StARC deciding authority to the dean of COB. All decisions made by the dean remain final.

All course enrollments and earned grades will remain on the student's academic transcript. If a student repeats a course in the COB program, the most recent grade earned is used in the calculation of the student's GPA.

Academic Assessment, Status and Promotion

Eligibility for Continued Enrollment

The dean of COB, in partnership with course directors, evaluates graduate level student performance at the end of each semester to determine if the student has fulfilled all academic requirements for promotion into the next semester. The Student at Risk Committee (StARC) reviews student eligibility for continuation and/or graduation at the conclusion of each academic year. StARC reviews student records to determine if the student has fulfilled all academic requirements, has maintained the standards of ethical, moral, personal, and professional conduct, and is considered mentally and emotionally fit. At a Faculty Senate meeting preceding commencement, the StARC certifies to the faculty the names of those students eligible to graduate, by degree level and program.

The University, by recommendation of StARC and/or the action of the administrative officers, reserves the right to place on conditional or stipulated status, suspend or dismiss a student who has failed to:

1. Pass all courses. A failure in any COB course results in automatic dismissal and does not require action by the StARC or administrative officers, other than the dean of COB. Complete all graded courses with a cumulative grade point average (GPA) of 2.5 or higher after the first semester for all one-year track programs and 2.5 or higher after each of the first two semesters for all research and extended length programs, and 3.0 or higher after completion of all graded coursework (all programs).
2. Maintain acceptable standards of academic performance.
3. Maintain acceptable ethical, moral, personal or professional conduct.
4. Abide by the University's policies, rules and regulations.
5. Fulfill legal or financial obligations to the University.
6. Show professional promise, including mental and emotional fitness in the biomedical sciences.

Academic Program Length Restrictions

All master's degree students who are not participating in the dual-degree doctor of osteopathic medicine program must graduate within three years of the date of matriculation. The dean of COB must approve exceptions to this policy on an individual basis, taking into account extenuating circumstances only.

Assessment Policy (COB)

Testing/Grading

The school year is divided into fall and spring semesters. The semesters are typically comprised of 15-17 credit hours each for students enrolled in the one-year track. Students enrolled in the research track will take a minimum of 9 credit hours in per semester. The number of semester hours (or unit measure) is calculated by the Registrar.

Testing during a course may consist of:

- Quizzes;
- Exam(s);
- Final Exam;
- Lab practical examinations (if applicable).

Students will receive a letter grade for each course except those designated "satisfactory/unsatisfactory." Points may be assigned for examinations, quizzes, lab exercises, assignments, presentations, and other learning activities.

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+, B, B-, C+, C, C-, or F generally based on the following scale:

Grade	% Range	Quality Points
A	90-100%	4.00
B+	86-89%	3.7
B	83-85%	3.3
B-	80-82%	3.0

Grade	% Range	Quality Points
C+	76-79%	2.7
C	73-75%	2.3
C-	70-72%	2.0
F	<69%/Fail	0.0

3. If the student fails a course, s/he will be dismissed from COB.
4. The registrar will calculate an overall GPA each semester. This information will then be reported to students via PowerCampus Self-Service.
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.

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 StARC in the process of determining eligibility for promotion and graduation.

Testing Policy

Students who are authorized for special accommodations will report to the Office of Assessment. Accommodation conditions, as appropriate, may include alteration of length of exam time, testing location (room number) or other accommodations. Students in need of special accommodations for testing are to contact the Vice Provost for Student and Enrollment Services, at 816.654.7182 for an application and instructions.

All quizzes and exams will start and end on time. No students are allowed to leave the room until 15 minutes have elapsed from the scheduled start of a written exam. If a student arrives after 15 minutes have elapsed, the student must report to the Office of Assessment for an excused absence to take the exam. A student with an unexcused absence will not be permitted unless authorized by the assistant dean for MSI or MSII (COM students) or Dean of the COB (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 assistant dean for MSI or MSII (COM students) or Dean of the COB (COB students). Additional details on this subject can be found in the Attendance Policy.

While taking exams students should have in their possession only items that are necessary for the exam. No food is allowed during testing. All purses, backpacks, iPods, hats, sunglasses, unnecessary clothing items, pagers, headphones, CD players, calculators, etc., need to be left at the front or back of the room. Cell phones must be turned off and placed outside the testing area. Recording or communication devices of any type are not allowed at any time in the testing environment. Academic integrity, honesty, and personal conduct guidelines will be strictly enforced.

Review of Examinations

The review of examinations will be permitted as stated by the course director/course syllabus.

Clinical Clerkships Policies

See the Clerkship Manual for all Clinical Clerkship policies.

Disciplinary Situations for All Students

Complaints involving alleged misconduct by students will be handled according to the procedures found earlier within this Student Handbook, except in those cases where different procedures are prescribed by another University policy (e.g., allegations of sexual harassment and research misconduct). KCU has established a multi-dimensional approach to adjudicating student misconduct, poor academic performance, and/or disciplinary issues. Disciplinary cases are heard by the Student Performance Committee, the KCU Honor Council, or by administrators within the University's Office of Student Affairs. All students are assured of notification of charges, a hearing, and an avenue for appeal of any decision. See this Student Handbook for additional details.

Graduation Requirements For All Students

The SPC 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 KCU;
- Has complied with all the curricular, legal, and financial requirements of KCU, unless excused by the Dean of COM;
- Attends, in person, the ceremony at which time the degree is conferred;
- Has Passed Levels 1, 2-CE, and 2-PE of the COMLEX examination administered by the National Board of Osteopathic Medical Examiners;
- Has demonstrated the ethical, personal, and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine;
- Has demonstrated suitability for the practice of osteopathic medicine as evidenced by the assumption of responsibility for patient care and integrity in the conduct of clinical activities;
- Has received formal approval for graduation from the faculty and Board of Trustees.

COM students must graduate within six years of the date of matriculation. Exceptions to the six-year policy will be considered by the Dean of COM on an individual basis, taking into account only extenuating circumstances. Entrance and completion of medical school does not guarantee further career opportunities up to and including matching and/or placement in a residency training program.

COB Students

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

- Has been in residence at KCU'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.

Entrance and completion of a degree from the KCU College of Biosciences does not guarantee further career opportunities up to and including entrance into the KCU College of Medicine or any other medical or professional school.

Student Standing

The Registrar will calculate an overall GPA and class standing for COM students each semester during the first two years and at the end of the second year. Class standing for graduation is based on students cumulative GPA at the conclusion of year two. This information will then be reported to students.

The Registrar will calculate an overall GPA for COB students for each semester in the program.

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 course or section, the retake will replace the entire remediation process for that section and will supersede the remediation process described for academic failures of continuously matriculated students.

Student Withdrawal (COM or COB)

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

1. If the student is withdrawing, he/she must present the dean of the College of Osteopathic Medicine (COM students) or dean of the College of Biosciences (COB students) with a letter of withdrawal;
2. If the student is being dismissed, the dean of COM or dean of COB 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 Student Affairs and undergo an exit interview with:
 - a. Office of Financial Aid

- b. Office of Finance;
 - c. Library;
 - d. Office of Information Technology;
 - e. Department of Anatomy;
 - f. Office of Clinical Education (COM students); and
 - g. Safety and Emergency Management.
4. The exit interview will occur with members of the Office of Student Affairs. For the convenience of the student, this will be handled in a single office and representatives from each of the offices/departments listed above will be brought to the student in order to expedite the process. The completed checkout form will be submitted to the Office of the Registrar by University staff.
 5. Once the student completes all obligations, the Office of the Registrar will release student records upon signed consent.

KCU Professionalism

KCU'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 KCU, 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 carry out the high standards of the osteopathic medical profession.

KCU 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. Specifically, 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.

COM Competencies & Student Outcomes

The COM 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 COM curriculum prepares students for graduate medical education. Graduates meet the following minimum competencies:

Competency 1: Osteopathic Philosophy and Osteopathic Manipulative Medicine

Graduates are expected to demonstrate and apply knowledge of accepted standards in Osteopathic Manipulative

Treatment (OMT). The education goal is to train a skilled and competent osteopathic practitioner who remains dedicated to 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 Policy & Absences

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

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

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

Attendance Policy (COM)

MSI and MSII Medical Students

COM students requiring an excused absence for a planned event may request an excused absence in advanced. In cases of emergencies or illness, students should contact the appropriate Curriculum Coordinator. Except in cases of an emergency or illness, students may not request an excused absence after the beginning of the class.

MSIII and MSIV Medical Students

COM Students in clerkship training must report to an assigned clerkship on the first day of the clerkship block. Any absence must be reported to both the core site and/or preceptor prior to the start of an assigned shift as well as the Clinical Clerkship Coordinator (See [Clerkship Information](#) for additional information). Students are required to complete registration information at the beginning of each clerkship. Preceptors and/or site coordinators will report any student not in attendance on the first day of a clerkship as well as any student who abruptly stops attending a clerkship to the Office of Clinical Education (OCE) as expeditiously as possible, but not to exceed 5 business days. Clerkship Coordinators will monitor registration reports for students in clerkships.

COM MSI and MSII Procedures

Attendance is required for all labs, guest lectures, patient presentations, and interactive sessions. The method of taking attendance may be variable and include sign-in sheets or electronic identification.

Any faculty member may require attendance for their lectures. This information will be posted to the schedule and may be revised at any time by the faculty member. Video recordings are released to students at the discretion of the lecturer. If more than 50 percent of students are absent for a scheduled class, video recordings will not be released for student review.

Any student may be required to attend lectures by the Associate Dean, Student Performance Committee (SPC), or the

Dean.

Violations of Policy

Students who miss required classes without an excused absence will not be able to make up missed activities and may be referred to the Vice Provost of Enrollment and Student Services.

Attendance Policy (COB)

Attendance at all KCU classes is required. As professionals, students are expected to adhere to this attendance policy with diligence. Missed laboratory sessions may be made up if they occur related to an excused absence. Requests for excused absences must be filed at least 10 days prior to the anticipated absence. Excused absences may be granted prior to the date requested at the discretion of the dean of COB, at least 10 days prior to an anticipated absence. Unanticipated absences will only be considered for extenuating circumstances beyond the student's control.

Inappropriate and Unprofessional Behaviors

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

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

Students exhibiting inappropriate and unprofessional behaviors may be referred to the Vice Provost for Enrollment and Student Services.

Documentation

Documentation of class, clerkship, or course attendance should be maintained within each College and program for no less than four years from the date attendance was taken. On the dates when attendance reporting is mandatory (as specified earlier in this document), an electronic attendance/absence report should be forwarded to the Vice Provost for Enrollment and Student Services by the following individuals or their designee: COB Dean, Assistant Deans of Academic Affairs, and the Associate Dean for Clinical Education. All attendance reports should describe the class, the names of any students absent from the class and the date, and whether the students had an excused absence.

KCU Basic Life Safety (BLS) / Advanced Cardiac Life Support (ACLS)

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

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

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

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

Course Drops and Withdrawals

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

Students may drop (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 Office of the Registrar within the prescribed time requirements. A student who drops a course within the prescribed time requirements will have no record of the course on their transcript.

Students may withdraw from certain courses with the permission of the program Dean after the drop deadline and up to the last class meeting or final exam, whichever occurs first. Course withdrawals are recorded as a "W" notation on the student's academic transcript, but have no negative consequence on the student's academic record. Students may not withdraw from a course after the last course lecture or final exam has started, or after the course has concluded.

Course withdrawal may have financial aid implications. Students are advised to talk with the Financial Aid Office prior to dropping a course.

Leaves of Absence

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

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

The maximum length granted for an LOA is 12 months. Should a student wish to take a leave longer than one year, they must appeal to the Vice Provost for Enrollment and Student Services. These requests for extensions beyond 12 months are only granted in situations where there is a compelling, legitimate reason why the student should need additional time away. Should a student be on leave for more than 12 months, KCU reserves the right to require them to retake coursework to ensure that his/her basic science/clinical knowledge and skills are at an acceptably safe level.

The dean of COM, Vice Provost for Enrollment and Student Services, or dean of COB may grant an LOA for a designated period of time with or without conditions. Conditions are commonly prescribed in cases of academic deficiency or medical-related issues.

Students granted a medical LOA must have a licensed physician, approved by the dean of COM or dean of COB, certify in writing that their physical and/or mental health is sufficient to continue in a rigorous educational program before they may return to the University.

A student granted an LOA with conditions may be required to meet with a student services staff member before reinstatement.

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

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

All LOA's should be requested in writing - the LOA Request form is available online - to the Vice Provost for Enrollment and Student Services, or the Dean of COM or the Dean of COB, who are responsible for approving or denying requests for LOA's. Exception to written, signed, and dated requests (the LOA Request form): If unforeseen circumstances prevent a student from providing a prior written request, the request may be granted for the LOA. The Vice Provost for Enrollment and Student Services must document the decision and collect the written request at a later date.

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

Following an LOA, a student must request reinstatement in writing to the Vice Provost of Student and Enrollment Services, the dean of COM, or the dean of COB.

Minimum Technical Standards for Admission And Matriculation

Please see the KCU University Catalog or obtain a copy of this policy from the Office of Student Affairs.

Academic Records Requests

Requests for academic records will be processed by the Office of the Registrar in the order they are received. Federal regulations mandate a signed request to authorize the release of student academic records. Consequently, phone requests for transcripts are not acceptable.

The Office of the Registrar 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 \$15, 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. If a transcript is verified as received, via certified mail, but the recipient is unable to locate the transcript, the student is responsible for requesting and paying for another transcript to be sent. Unofficial transcripts do not carry the college seal and are stamped with a red ink identifier.

A graduate who has lost an original diploma or requests a duplicate due to a name change must make a request through the Office of the Registrar with supporting legal documentation. The cost for a duplicate diploma is \$125. A new diploma will have the word “duplicate” printed on 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.

Clinical Clerkship Information

Contact Information

Office of Clinical Education

1750 Independence Avenue
Kansas City, MO 64106-145
1.877.425.0248
Fax: 816.654.7331

Associate Dean

John W. Graneto, D.O., M.Ed., FACOP, FACOEP-D
816.654.7330 - jgraneto@kcumb.edu

Administrative Director

Valorie Millican 816.654.7332 - vmillican@kcumb.edu
Responsible for overseeing the daily office functions, office personnel, point of contact for the Regional Assistant Deans, affiliation agreements, directing programs and activities

Administrative Assistant

Cathlene Moulin 816.654.7302 – cmoulin@kcumb.edu

Clinical Clerkship Coordinators

Angie Clemmer 816.654.7328 - aclemmer@kcumb.edu
Kelly Handschin 816.654.7337 - khandschin@kcumb.edu
Responsible for scheduling and coordinating clerkships in the Kansas City region

Clinical Clerkship Coordinators

Angela Imes 816.654.7334 - aimes@kcumb.edu
Denise Rankin-McField 816.654.7327 - drankin-mcfield@kcumb.edu
Responsible for scheduling and coordinating clerkships outside KC

Clinical Assessment Coordinator

Amanda Walls 816.654.7309 – awalls@kcumb.edu
Responsible for scheduling and coordinating all subject/ examinations, working with NBME, site coordinators and Prometric

Preceptor Coordinator

Michelle Houser 816.654.7335 - mhouser@kcumb.edu
Responsible for clerkship payments, credentialing of preceptors, and Continuing Medical Education credit

Introduction

Mission

Clinical Education is a center for excellence in all aspects of osteopathic clinical education. The department passionately supports COM students with a focus on service and quality education through developing and maintaining professional partnerships in an ever-changing environment.

Clinical Education

Throughout the University's history, strong and valued partnerships have been established with highly regarded physicians, clinics, and hospital systems across the nation. Annually, Clinical Education conducts a "Clerkship Match" process whereby each student is assigned to an affiliated core-training site for 3rd and 4th year.

All clerkships are supported by a presentation-based curriculum, which continues the students' foundation built during the modified systems applications-based curriculum offered during the first two years of training at KCU.

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Clinical Clerkships

Clinical clerkships are sometimes referred to as rotations, clinical experiences or externships, with a teaching physician who is referred to as a preceptor. A clerkship includes four-weeks or one month of clinical duties. Clerkships may encompass in-patient/out-patient or a combination of these settings. At the conclusion of each experience an evaluation of the student and the preceptor is expected.

Clinical Clerkship Coordinators

Clinical Clerkship Coordinators are the initial point of contact for all matters pertaining to clinical education. The coordinators are primarily available to assist students in navigating clerkship logistics. They are available to students preferably by email or by telephone during regular University business hours. Students may schedule an in-person meeting by appointment.

To protect students' privacy, the Clinical Education Department communicates information directly with the medical student, and therefore not to spouses, parents, etc.

Third-year Curriculum

July 1 - June 30

Students must be enrolled in clinical activities throughout the entire academic year up to graduation.

- Independent Clinical Study (First Clerkship)
- Internal Medicine
- Surgery
- Family Medicine
- Obstetrics and Gynecology
- Pediatrics
- Psychiatry/Behavioral Health
- Electives
- Clinical Management Review (Last Clerkship)

Students are expected to adhere to each site's unique scheduling protocols and procedures. Some sites require more than forty hours per week and may include working holidays, overnights, and/or weekends.

Electives

Elective clerkships may be part of the third-year. The core site determines the schedule and may set the time and/or location where elective(s) are completed. Electives may be split into two-week increments where available. Two-week electives are not available in Kansas City.

Clinical Management Review

This clerkship is designed with an emphasis on improving knowledge in clinical medicine at the end of the student's third-year, typically June. Any exceptions must be approved by the Associate Dean or Dean of COM.

Registering for Each Clerkship

For every clerkship, students must edit/verify and submit registration within five business days following the designated start date of the clerkship through the [Clerkship Portal](#).

It is imperative to edit/verify and submit accurate contact information for the attending physician filling out the assessment (e.g. address, phone, fax, e-mail, etc.). Once submitted, changes may only be made by Clinical Education and should be e-mailed to the assigned KCU Clinical Clerkship Coordinator.

When working with more than one physician on a clerkship, the student should e-mail their assigned KCU Clinical Clerkship Coordinator with all necessary information.

Third-year Electives and Fourth-year Clerkships

Students may have some input regarding third-year electives and a greater amount of input for their fourth-year schedule. Students are eligible to begin the scheduling process at the start of the third-year. It is recommended to begin planning fourth-year clerkships no later than December of the students' third-year.

In order to receive credit for a clerkship and coverage under KCU's medical professional liability insurance clinical experiences must be completed at a [KCU Affiliated Site](#) or with a [KCU Credentialed Preceptor](#).

For sites that are not already a KCU affiliated site, an Affiliation Agreement or accepted Letter of Good Standing must be in place prior to proposed clerkship start date. For sites that are not already a KCU affiliated site, this process can take up to six-months and KCU cannot guarantee consensus will be reached with every facility or preceptor.

Scheduling Process for Third-Year Electives and Fourth Year

- Students should investigate options, such as KCU Core Sites, Residency Programs, Institutions or Preceptors
 - [KCU Core Clinical Clerkship Sites](#)
 - [Osteopathic institutions](#)
 - Allopathic institutions
 - [Visiting Student Application Service \(VSAS\)](#)
 - [KCU Clerkship Portal](#) - "Search Preceptors/Clerkships"
- All students, regardless of their Core Site who wish to schedule in the KC Region must first go through the Clinical Clerkship Coordinators. Additionally, students outside the KC Region are only eligible to apply for clerkships:
 - Through VSAS, or
 - Directly with the assigned Clinical Clerkship Coordinator for Non-VSAS residency programs in the KC Region
- E-mail or speak with the person in charge of scheduling clerkships, externships or rotations to inquire about the facility's specific process (e.g. availability, fees, housing, etc.)
- Complete institutional paperwork (e.g. site application, hospital forms, immunization/health forms, etc.) and forwards to Clinical Clerkship Coordinator for processing
 - Incomplete paperwork is not processed and may be returned to the student
- Submit Clerkship Request for review through the [Clerkship Portal](#) 90 days prior to start of clerkship. This is required before Clinical Clerkship Coordinator may process paperwork
- Clinical Clerkship Coordinator processes information within 30 days of receipt of complete paperwork and Clerkship Request
- KCU Core Site, Residency Program, Institution or Preceptor generally confirms acceptance for a clerkship
 - If verification is not received, it is the responsibility of the student to contact the above to determine the status of the clerkship.
- Confirmed clerkships - students **may not** cancel or modify the dates, service type or location without at least 60-day prior approval from KCU Clinical Education

Non-compliance with any of the above may lead to denial of the request, removal from the clerkship or referral to an appropriate University official.

Application and Other Fees

Students participating in the osteopathic medical curriculum are required to receive instruction in a clinical setting. As a result, it will be necessary for students to make their own arrangements for transportation to and lodging near clinical facilities.

The University does not provide for the cost of transportation or lodging. Travel arrangements are the sole responsibility of the student.

Students are not considered agents or employees of the University and therefore are not insured for any accidents or mishaps that may occur during travel as a part of the student's academic program. Students are responsible for all out-of-pocket expenses associated with clinical education, such as transportation, housing, meals, professional attire, laboratory fees, etc.

KCU has been made aware that there are some facilities that require students to pay large fees (e.g. Oklahoma State University, University of Colorado/Denver Health). These fees are the student's responsibility.

Letters of Recommendation

As students request letters of recommendation (LoR) from preceptors, the following information is provided to assist in the process. The student should inform the physician writing the letter to address the salutation of the letter "Dear Program Director." It is recommended the letter be submitted on letterhead from the hospital or clinic and signed by the attending.

Preceptors are required by the Electronic Residency Application Service (ERAS) to upload letters directly to the ERAS Letter of Recommendation Portal (LoRP). - https://www.aamc.org/services/eras/282520/lor_portal.html

VSAS may require a letter of recommendation for some clinical experiences. Letters must be sent to the Office of the Registrar, 1750 Independence Avenue, Kansas City, Missouri 64106. Contact the KCU Office of the Registrar to determine what letters are on file or for additional information.

Transportation

Travel arrangements are the sole responsibility of the student. Students are not considered agents or employees of the University and therefore are not insured for any accidents or mishaps that may occur during travel as a part of the student's academic program.

Standard means of transportation are classified as personal vehicles or accepted public transit systems. (Refer to the Student Supplemental Medical Insurance Policy)

Absence/Appeal Requests

The following are guidelines and procedures for submitting an absence/appeal:

- Students must first discuss issues and concerns with the KCU Clinical Clerkship Coordinator
- An Absence/Appeal form is available in [Blackboard](#)
- All information must be submitted directly to the KCU Clinical Clerkship Coordinator

Decisions rendered through this process are final. The KCU Clinical Clerkship Coordinator will notify the student, via e-mail, when a decision has been reached.

Canceling/Changing a Clerkship

It may be necessary to cancel or change a clerkship. Cancellation/change requests must be received 60 days prior to the start date. Requests are considered on a case-by-case basis and approval is not guaranteed. Students are required to attend the scheduled clerkship if requests to change or cancel are received after the deadline, or denied. For consideration, requests should include the following:

- A cancellation/change request must be submitted in writing to the KCU Clinical Clerkship Coordinator via e-mail or fax
- An alternative clerkship must be submitted via the [Clerkship Portal](#)

Research Electives

Research being conducted on or off campus requires written approval from the Office of Research and Sponsored Programs (ORSP) as well as Clinical Education prior to starting the project. Questions regarding whether or not a project is considered research should be directed to ORSP.

Scheduling Process

- Download a Research Application from Blackboard
- Submit Clerkship Request for review through the Clerkship Portal
- Complete and submit to the students assigned Clinical Clerkship Coordinator
 - Include required documentation as outlined in the application
 - Approval may take 120 days or longer - no retroactive approval granted
- ORSP confirms to the Student and Clinical Education when the elective is approved
- Confirmed research clerkship - students may not cancel or modify the dates, service type or location without prior approval from KCU Clinical Education
- Student emails a summary report, abstract or copy of the finished project to the KCU Clinical Clerkship Coordinator
- The faculty sponsor or preceptor completes an assessment for the student

Fourth-year Curriculum

July 1 – Graduation

Students must be enrolled in clinical activities throughout the entire academic year up to graduation.

- Emergency Medicine
 - One Clerkship at the student's assigned KCU core site
- Specialty Medicine Elective
 - One Clerkship at the student's assigned KCU core site
- Sub-Internships

- Two Clerkships at a Residency Program or KCU core site
- Electives

Specialty Medicine Elective

This required elective is designed to give students an opportunity to further explore a subspecialty of their choice.

Sub-Internships

Sub-Internships (Sub-I) are clinical experiences designed to provide students with an opportunity to function at a level closer to that of an intern. Training focuses on self-education and includes more advanced study of the discipline. These must be scheduled at a recognized residency training program or KCU Core Site. Sub-internships and up to three electives may be completed in the same specialty.

Electives

Elective clerkships are part of the fourth year. The student typically determines the schedule, time and/or location at which elective(s) may be completed. Up to three electives may be completed in the same area of specialty and may be split into two-week increments. Two-week electives are not available in Kansas City.

Graduation Requirements

Each student must successfully complete and receive credit for all clerkships to qualify for graduation. This is in addition to meeting other graduation requirements as set forth under the [Graduation Requirements for All Students](#) section and/or KCU University Catalog.

Assessment

Clinical Clerkship Assessment

To pass each clerkship students must demonstrate progress on evaluation by their preceptor and pass the applicable Subject (End of Clerkship) Exam. All components listed below are required before a final grade is assigned by KCU:

- Subject (End of Clerkship) Exam (when applicable)
- End of Clerkship Reflection
- Preceptor Evaluation of Student Performance

Subject (End of Clerkship) Exam

Students are required to pass a National Board of Medical Examiners (NBME) Subject (End of Clerkship) Exam upon completion of each third-year core discipline:

- Family Medicine
- Internal Medicine
- Obstetrics and Gynecology
- Pediatrics
- Psychiatry/Behavioral Health
- Surgery

Students are expected to study for these exams with similar rigor as all other high stakes examinations. Resources to prepare for these exams are amply available. Students are required to be familiar with the Course Syllabi (located on blackboard) as a resource for these examinations. Kaplan Q bank are available for most subjects and students are required to complete these for each subject as well.

Students may be awarded Honors for excellent performance on a Subject (End of Clerkship) Exam. Passing and Honors are benchmarked against the NBME academic year norms for all students in that discipline. Exams will be given at University designated locations. For examinations taken at a Prometric testing center, a voucher will be issued and students will be responsible for scheduling a testing date and time within a designated testing window. All exams must be taken once scheduled.

Subject (End of Clerkship) Exam scores and Examinee Performance Profiles (EPP) will be available to students on KCU 360.

Example of how grades will show on transcript:

Clinical Clerkship	Grade
Pediatrics	P
Family Medicine	F/P
Internal Medicine	H

Subject (End of Clerkship) Exam Failure

Students are allowed to remediate one Subject (End of Clerkship) Exam without being considered a failed clerkship. The

highest Subject (End of Clerkship) Exam score and clerkship grade that can be achieved after remediation is Pass.

- First failure:
 - Meet with Associate Dean for Clinical Education
 - Contact KCU Clinical Clerkship Coordinator to reschedule exam
 - Honors Track students may be removed from the assigned Track
- All subsequent failures:
 - May be referred to Student Performance Committee (SPC) where the student will be required to present their case.
 - SPC evaluates and sends recommendations to Associate Dean for Clinical Education, which could include but is not limited to remediation, repeating year three, or possible dismissal.
 - Associate Dean will send formal notification of decision to student within two (2) business days of receiving SPC's recommendations.

Please refer to the KCU Student Handbook for additional information.

Additional Testing Options

Contact the Clinical Assessment Coordinator at least one month in advance to schedule one of these exams and to arrange payment. The exam will not be scheduled until payment has been received by KCU Finance.

- Retake a Subject (End of Clerkship) Exam they have previously passed.
 - These scores may be included in their Medical Student Performance Evaluation (MSPE). The initial exam performance will always be reflected as the final clerkship grade on the transcript.
- Take a Subject (End of Clerkship) Exam that is not required, such as Emergency Medicine or Neurology.
 - These scores will not appear on their transcript but may be included in their MSPE.

The student will be responsible for the cost of the additional exams. Pricing is subject to change.

- Proctored exams are \$42 and
- Prometric exams are \$95 (prices subject to change).

End of Clerkship Reflection (MedIQ)

Students are required to complete an anonymous, on-line evaluation, via the Clerkship portal, within 5 business days following the clerkship end date, to provide constructive feedback. Clerkship evaluations and credit are not released until the evaluation is completed and submitted. (See [Professionalism](#))

Preceptor Evaluation of Student Performance

Preceptors complete a Clerkship-Clinical Competency Assessment at the end of clerkship. The purpose is to provide feedback to guide both clinical and professional development. The preceptor documents performance of expected competencies as compared to other students at the same educational level. Assessments submitted by interns or residents must be co-signed by an attending physician or Director of Medical Education (DME). Only the comments from the intern and resident assessments are included with the student's assessment.

If a student works with more than one attending, more than one assessment will be accepted. Paper copies may be returned by the student directly to Clinical Education or their Clinical Clerkship Coordinator.

The University recommends that students request an informal mid-clerkship assessment to allow the student to determine whether there is consistency between the preceptor's and student's performance perceptions. In addition, should a student be experiencing difficulty on a clerkship, a mid-clerkship assessment allows time for improvement prior to the end of the experience. This may help avoid surprises at the end of a clerkship and allows the student to proactively address any problems.

Preceptor approaches vary widely in providing students with feedback on performance. Preceptors may or may not review their assessment with the student; it is appropriate for the student to request such a review prior to completion of the clerkship. If the preceptor is not available to review the assessment with the student and the student has questions or concerns, the student should contact their KCU Clinical Clerkship Coordinator to discuss the most constructive way to obtain the desired feedback.

At no time is it appropriate for a student to request a preceptor to change a rating, revise comments or challenge a preceptor regarding an assessment. If significant performance issues arise, an appropriate University official will notify the student. Students failing to maintain the utmost level of professionalism in dealing with any part of the assessment process may be referred to the appropriate University official.

Deficiencies

The student will be notified of a poor assessment by their KCU Clinical Clerkship Coordinator. All deficiencies or concerning comments are reviewed and the student will be asked to provide feedback. Deficiencies relating to poor preceptor evaluations, professionalism, or other concerns deemed necessary can be referred to the appropriate University official. Additional assessments submitted following official review will be accepted, but may not impact the outcome.

Subsequent to the review process, any student identified as having failed a clerkship may be required to meet with Student Performance Committee (SPC). Final disposition of the assessment in question is pending completion of this process.

***At any time and for any reason, KCU reserves the right to require additional methods of assessing students. Students may be required to return to the KCU campus for a formal review.*

Please refer to the KCU Student Handbook for additional information.

COMLEX-USA Level 2 CE and PE

COMLEX-USA examination applications are available online at www.nbome.org and from the Office of the Registrar. Students are eligible to sit for the following exams after successful completion of all third-year cores and Clinical Management Review:

- COMLEX-USA Level 2 CE must be taken during or within 30 days after the assigned study month.
- COMLEX-USA PE must be taken after June 1 and before November 15th of the 4th year.

Students requesting permission to take these exams outside the required dates must be directed by or have authorization from the Associate Dean.

Students who do not adhere to the above are referred to an appropriate University official.

Professionalism

Physical Examinations

During clinical clerkships, students are routinely required to see and examine patients. It is necessary that all examinations of patients be appropriately structured, supervised, and consented in the interests of all parties, including the patient, student and attending physician.

Students must wear their KCU picture identification badge and introduce themselves to patients as a medical student. Patient consent for a student to perform an intimate examination must always be voluntary. Consent for an intimate examination must be either verbal and/or written.

Regardless of the gender of the student performing the exam and the patient being examined, a chaperone, defined as another medical professional, preferably the preceptor is required during all intimate examinations. A chaperone is not an accompanying person (e.g. friend, relative of the patient, another medical student, etc). Students are highly encouraged to record the date, time and the results of the examination as well as the name of the chaperone in the medical record.

Reporting Clerkship Problems

At times, concerns/issues may arise during a clerkship. General concerns should be addressed directly with the preceptor and/or core site, when appropriate. The utmost degree of professionalism is encouraged when discussing these concerns. If an effective resolution cannot be reached, or if the student is not comfortable addressing the issue themselves, the student should contact Clinical Education.

Immediate concerns (harassment, patient safety, etc.) should be reported directly to Clinical Education.

Student Identification

While performing duties related to patient care, all students must clearly identify themselves as a **medical student** both verbally and by wearing their KCU picture identification badge in addition to any hospital issued identification. Misrepresentation of oneself as a licensed physician is illegal, unethical and subject to disciplinary action. Should the KCU identification badge become lost or broken, the student should contact KCU Security immediately to order a free replacement.

Dress Code for Clinical Activities

On clinical rotations, students must wear professional attire. White coats are required. Male students should wear collared shirts with ties. Female students should wear dresses or slacks/skirts with dress shirts. Closed-toed shoes are required.

Training sites may designate other prescribed clothing such as scrubs and/or comfortable shoes. Students may be asked to change their appearance to conform to the dress code of preceptors as well as clerkship sites.

A professional appearance mandates the conservative use of jewelry, hair color and clothing selection. Any clothing, hair color, jewelry or body piercing that may cause a concern with affiliated faculty, hospitals, or patients must be covered or avoided.

Student identification badges should be worn above the waist and made clearly viewable at all times.

Please refer to the [Dress Code](#) for further clarification.

Didactic Conferences and Reading Assignments

Didactic conferences and reading assignments are critical components of the medical education process. While the focus

of the clinical years is hands-on experience, didactic conferences and reading assignments are often provided as an aide to this learning process. Completion of reading assignments and attendance at didactic conferences scheduled by KCU, the Assistant Regional Deans, the core site hospital, clerkship service or preceptor is required without exception.

Duty Hours

Duty hours are determined solely at the discretion of the core site hospital, service and/or preceptor, and must be followed without exception. Hours may be required on overnights, weekends, and/or holidays. Federal laws restricting intern/resident work hours do not apply to medical students.

Students generally follow the same schedule as their preceptor, however, if the preceptor is on vacation, or scheduled away from the office or hospital, additional arrangements must be made for completion of the clerkship. If this occurs, the student must contact the KCU Clinical Clerkship Coordinator immediately. Students must be enrolled in clinical activities throughout the entire academic year up to graduation. Unreported absences and/or chronic absenteeism may lead to referral to an appropriate University official.

Employment

Students are strongly discouraged from seeking employment during the academic year. Curriculum requirements preclude employment. The University reserves the right to preclude employment should it be deemed to adversely affect the students' academic progress.

Medical Ethics

Please refer to the KCU Student Handbook

All medical students are expected to conduct themselves in a professional manner demonstrating an awareness and compliance with the ethical, moral and legal values of the osteopathic medical profession. In observing the principles and practices of medical ethics, students will:

- Place primary concern on the patient's best interests
- Be available to patients at all reasonable times as expected by the preceptor/core site
- Perform medical activities only within the limitations of a medical student's capabilities and within the guidelines determined by the site and/or preceptor
- Strictly maintain patient and institutional confidentiality.

Safety and Compliance

Hospital Rules and Regulations / Financial Responsibilities

Each hospital/health care system has individual rules and regulations. Medical students must familiarize themselves with and adhere to these protocols during training. Students must respect and follow all policies regarding the use of hospital facilities, housing, and equipment.

Students are financially responsible for any damage to or loss of hospital or training site-related property, including but not limited to library materials, pagers and keys. Final grades may be withheld pending return of all hospital or training site property.

KCU Needlestick/Blood/Bodily Fluid Exposure Policy

Clean

Immediately wash region with soap and water for 5 minutes. If exposure occurred in the eyes, nose, or mouth, use copious amounts of water to irrigate mucous membranes. Know where stations to irrigate eyes are in the clinic.

Communicate

Let the preceptor and Regional Assistant Dean know about the exposure, and ask him/her to obtain:

- Patient information (name, DOB, medical record number, address, phone #) and any prior testing for HIV, Hep B, Hep C, RPR, or risk factors thereof
- If patient is known to be HIV +, obtain info on CD4 count, history/current opportunistic infections, prior/current regimen/resistance
- Baseline labs for student and patient (HIV, Hepatitis B, Hepatitis C)
 - If he/she is not able to do lab work, present to the closest ER

Call KCU's Clinical Education department and advise them of the situation ASAP

Chemoprophylaxis

If the patient is HIV +, or their HIV status is unknown, begin post exposure prophylaxis with a multidrug regimen within a few hours of the exposure – do not delay in seeking care. If unable to obtain an Rx for meds from the preceptor, go to the

nearest ER for a prescription.

Counseling

Students exposed to a blood borne pathogen will receive counseling and instructions for follow-up from the Assistant Dean for Clinical Affairs, Dr. VanGarsse. Please contact her (avangarsse@kcumb.edu) within 24 hours.

Visit <http://nccc.ucsf.edu/clinical-resources/pep-resources/pep-guidelines/> for more information and the current guidelines.

Health Insurance

All students are required to maintain personal health insurance. Students must submit proof of current coverage to Clinical Education before beginning clinical training. Students are required to immediately report any break in coverage or change in health insurance to Clinical Education, e-mailing an electronic copy of the front and back of the new insurance card to clinicaleducation@kcumb.edu.

A student who cannot provide documentation of current personal health insurance coverage, in accordance with University requirements, will not be allowed to begin or continue with clinical training.

Student Supplemental Medical Insurance Policy

KCU has partnered with Hartford Life Insurance Company to provide Student Supplemental Medical Insurance coverage for all students. The Student Supplemental Medical Insurance policy attempts to help students cover medical expenses that are incurred during KCU-related activities to include:

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

The Student Supplemental Medical Insurance policy does not replace a student's personal medical insurance policy and students are still required to carry their own personal medical insurance. In accordance with every insurance policy, exclusions apply.

Student Supplemental Insurance specifically covers needle stick occurrences. In the event of a needle stick occurrence students should immediately contact their KCU Clinical Clerkship Coordinator for information as to whether the injury qualifies for coverage and directions for filling out a medical claim form.

Forms for filing a medical claim through this policy can be found on the [Blackboard](#).

Vaccinations/Immunizations

A student who cannot provide an official up-to-date immunization record, in accordance with University requirements, will not be allowed to begin or continue with clinical training and will be referred to the appropriate University official for disciplinary action.

Background Checks and Drug Screens

Prior to beginning third-year clinical clerkships, all KCU students are required to complete a criminal background check and a 14-panel drug screen performed at their own expense.

The background check is to be performed by a certifying organization retained by KCU. The background check is to satisfy federal, state, and individual hospital requirements for students participating in clinical activities involving patient care. Any criminal activity occurring prior to or after matriculation must be immediately reported to the appropriate. Unreported information may result in disciplinary action to potentially include dismissal.

Some clerkship sites (core or otherwise) require additional checks and/or drug screens. The student is responsible to initiate those requests and remunerate any related fees.

HIPAA Regulations and Patient Encounters

All students are required to become familiar with and adhere to all aspects of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191 including The Privacy Rule published by the US Department of Health and Human Services (HHS). The Privacy Rule establishes, for the first time, a foundation of Federal protections for the privacy of Protected Health Information (PHI). This rule sets national standards for the protection of health information, as applied to the three types of covered entities: health plans, health care clearinghouses, and health care providers who conduct certain health care transactions electronically. By the compliance date of April 14, 2003 (April 14, 2004, for small health plans), covered entities must implement standards to protect and guard against the misuse of individually identifiable health information. More specific information may be obtained at www.hhs.gov/ocr/hipaa/.

As a medical student, these standards pertain to all individually identifiable health information (Protected Health Information or PHI) encountered during medical training with the University including, but not limited to, medical records and any patient information obtained.

HIPAA regulations prohibit the use or disclosure of PHI unless permitted or required by law therefore, each student must utilize reasonable safeguards to protect any information he or she receives. Each student is responsible for ensuring the safety and security of any written or electronic information he or she receives, creates or maintains. The misplacement, abandonment or loss of any information in the student's possession will result in disciplinary action. At no time should a medical student alter, remove or otherwise tamper with medical records. Specific rules and regulations with respect to student entries in medical records must be clarified during orientation or on the first day of the clerkship.

Furthermore, each student is responsible for ensuring that PHI is used or disclosed only to those persons or entities that are authorized to have such information. Students are expected to maintain strict confidentiality in their patient encounters; to protect the physician-patient privilege; and to ensure that there are no unauthorized uses or disclosures of PHI.

Any unauthorized use or disclosure of PHI, to include but not limited to digital images, video recordings, or any other patient related materials, committed by a student, or any observation of the same by a student or employee, should immediately be reported to Clinical Education.

Medical Professional Liability Insurance

KCU provides medical professional liability insurance commensurate with industry standards. Coverage extends only to clinical activities specifically determined by the University as requirements for successful clerkship completion. Non-clinical claims, e.g. property or equipment loss or damage; does not fall underneath this policy. Changes made to clerkship dates, type, and/or location without prior Clinical Education approval can jeopardize coverage.

Students may wish to participate in volunteer activities such as health fairs during the course of their medical training. Student professional liability coverage does NOT extend to non-KCU approved activities (volunteer or otherwise). It is the student's responsibility to personally determine that any activity in which he or she participates outside of clerkship assignments is covered by alternative coverage. The student is personally responsible should an issue of medical liability arise during activities not covered by KCU professional liability insurance.

Worker's Compensation Insurance

Medical students are not employees of the University; therefore KCU does not provide worker's compensation insurance. The purchase of required coverage may be offered at the facility. Any expense incurred is the student's responsibility.

Please refer to the KCU Student Handbook for:

- [Title IX : Non-Discrimination and Anti-Harassment Policy](#)
- [Title IV: Institutional Refund & Return to Title IV Policy](#)
- [Professional Code of Conduct](#)
- [University Honor Council](#)
- [Special Accommodations](#)
- [Counseling and Support Services](#)

Please refer to the KCU University Catalog for:

- Academic Load

Communication

Student responsibilities include:

- Being aware of all information disseminated by the University
- Complying with all University stated policies
 - Keeping current contact information, including mailing address and telephone numbers updated via the PowerCampus Self-Service Portal
- Checking e-mail daily – routinely read and respond
 - Recurrent issues may lead to referral to an appropriate University official
 - Students who experience problems with e-mail should directly contact the Information Technology (IT) Helpdesk at 1.800.234.4847 ext. 7700.
- Complying with privacy policies such as the Family Educational Rights and Privacy Act (FERPA), HIPAA, etc.

Absence from Clerkships

For consideration of any planned absence submit a signed Absence/Appeal Request form to Clinical Education 30 days prior. When emergent circumstances arise, communicate with the core site, preceptor and KCU Clinical Clerkship Coordinator prior to the start of an assigned shift. Documentation may be required before returning to clinical activities. Students should work with their preceptor/site to make up the missed time.

Students should verify policies regarding inclement weather with the core site or preceptor. KCU calendar breaks (e.g. Memorial Day, Labor Day, Winter Break, Spring Break, etc.) do not apply to third- and fourth-year students.

In the event an assigned preceptor is unavailable, the student must work with their Core Clerkship Site or KCU Clinical Clerkship Coordinator to secure an alternative.

Unreported absences and/or chronic absenteeism may lead to referral to an appropriate University official.

Leaves of Absence

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

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

The maximum length granted for an LOA is 12 months. Should a student wish to take a leave longer than one year, they must appeal to the Vice Provost for Enrollment and Student Services. These requests for extensions beyond 12 months are only granted in situations where there is a compelling, legitimate reason why the student should need additional time away. Should a student be on leave for more than 12 months, KCU reserves the right to require them to retake coursework to ensure that his/her basic science/clinical knowledge and skills are at an acceptably safe level.

The Dean of COM, Vice Provost for Enrollment and Student Services, or Dean of COB may grant an LOA for a designated period of time with or without conditions. Conditions are commonly prescribed in cases of academic deficiency or medical-related issues.

Students granted a medical LOA must have a licensed physician, approved by the Dean of COM or Dean of COB, certify in writing that their physical and/or mental health is sufficient to continue in a rigorous educational program before they may return to the University.

A student granted an LOA with conditions may be required to meet with a student services staff member before reinstatement.

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

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

All LOA's should be requested in writing - the LOA Request form is available online - to the Vice Provost for Enrollment and Student Services, or the Dean of COM or the Dean of COB, who are responsible for approving or denying requests for LOA's. Exception to written, signed, and dated requests (the LOA Request form): If unforeseen circumstances prevent a student from providing a prior written request, the request may be granted for the LOA. The Vice Provost for Enrollment and Student Services must document the decision and collect the written request at a later date.

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

Following an LOA, a student must request reinstatement in writing to the Vice Provost of Student and Enrollment Services, the Dean of COM, or the Dean of COB.