

KANSAS CITY UNIVERSITY



Student Handbook

2025-2026

Handbook Home

The Kansas City University Student Handbook is intended to provide general information. The document contains policies, regulations, procedures, and fees effective July 2025, and is in addition to information provided in other formats, such as through the University's intranet. The information provided in this document is subject to change without notice and does not constitute a contract between KCU and a student or an applicant for admission, with such changes effective upon publishing.

Students are responsible for reviewing and adhering to all provisions in the Student Handbook, and otherwise found on the University's intranet, such as in the [online policy library](#), as well as program specific policies.

The current electronic copies of these publications and other University policies can be obtained at the University's intranet and other electronic platforms. Note: Printed versions may not be current; the official currently published electronic version will be considered current.

Contact Information

KCU-Kansas City

1750 Independence Avenue
Kansas City, MO 64106-1453
816.654.7000
www.kansascity.edu

KCU-Joplin

2901 St. John's Boulevard
Joplin, MO 64804
417.208.0630
www.kansascity.edu

Admissions

877-425-0247
816-654-7160
admissions@kansascity.edu

Campus Security

816.654.7911 - Kansas City
417.208.0800 - Joplin
security@kansascity.edu

Financial Aid

816.654.7175
finaid@kansascity.edu

Registrar

816.654.7190
registrar@kansascity.edu

Student Affairs

800-234-4847 ext. 7210

Kansas City

816-654-7210
KCStuAffairs@kansascity.edu

Joplin

417-208-0700
JoplinStuAffairs@kansascity.edu

Student Accounts

816.654.7080
studentaccounts@kansascity.edu

Administrative offices are open on weekdays from 8 a.m. to 4:30 p.m. Visitors are strongly encouraged to make appointments before visiting the campus to ensure the availability of the person they would like to see.

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About KCU

Mission Statement

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

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

Vision

Changing health care for good.

Core Values

Excellence: Striving for quality, integrity, and innovation

Equity: Supporting an inclusive and collaborative environment

Empathy: Caring for our students, our colleagues, and our community

Strategic Goals

Five strategic goals form the foundations of this commitment:

Goal 1: Redefining Health Education and Student Success

Goal 2: Mission-Relevant Research

Goal 3: Community-Focused Service

Goal 4: Institutional Spirit

Goal 5: Responsible Stewardship

Academic Calendars

Please see the KCU [Catalog](#).

Admissions

Please see the KCU [Catalog](#).

College of Dental Medicine

Doctor of Dental Medicine

Please see the KCU [Catalog](#).

College of Biosciences

Doctor of Psychology in Clinical Psychology

Master of Science in Biomedical Sciences Research

Master of Science in Biomedical Sciences

Please see the KCU [Catalog](#).

College of Osteopathic Medicine

Doctor of Osteopathic Medicine

Please see the KCU [Catalog](#).

Student Accounts

Tuition & Fees

Tuition and fee information as well as budget guides for the 2025-2026 academic year are posted by program online:

- [Anesthesiology Assistant](#)
- [Biomedical Sciences](#)
- [Biomedical Sciences Research](#)
- [Bioethics](#)
- [Clinical Psychology](#)
- [Dental Medicine](#)
- [Osteopathic Medicine](#)

Transcript Fees

Transcript Order	Cost
PDF	\$10.65
Paper (base fee) <ul style="list-style-type: none">• Express/Certified Mail• FedEx U.S.	\$20 <ul style="list-style-type: none">• +\$8.95*• +\$20

<ul style="list-style-type: none"> • FedEx Can/Mex • FedEx International 	<ul style="list-style-type: none"> • +\$25 • +50
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*(does not include regular postage and weight/destination charges)

Refunds will not be granted for transcript orders that are sent according to the instructions provided.

National Licensure Examination Fees

KCU requires successful completion of COMLEX Levels 1 and 2-CE prior to graduation. Examinations by the National Board of Osteopathic Medical Examiners (NBOME) require fees, which are subject to change. Current information regarding COMLEX fees is available on the NBOME website. COMLEX fees are paid directly to NBOME.

Global Medicine Outreach

Students in the DO program may enroll in global medicine outreach trips during their tenure at KCU. Participation in these trips results in additional charges to the student on a per trip basis with an initial \$150 fee for participation. Each trip will have different costs based on the specific itinerary. As such, the payment and refund schedule for global outreach trips will generally be as follows:

- The full cost of the trip will be billed to the student. Billing typically occurs 60 days prior to departure.
- Deposits are generally required to secure enrollment in the trip and a deposit due date will be firmly adhered to. Deposits cannot be refunded after the deposit due date.
- The final balance is due prior to departure. The final balance due date is typically 14 days prior to departure. Refunds are not allowed after the final balance due date.
- Costs incurred by the University due to disruptive or inappropriate behavior of students during the trip, including, but not limited to, purchase of return airfare for the student, will be billed to the student and are due within 15 days.

Payment Information

Tuition and fees are due and payable in full before the first day of class for each term unless the student has an approved tuition payment plan, third-party payment, or accepted financial aid sufficient to cover the balance due.

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

Payment can be submitted in one or more of the following ways:

1. **Online:** Enrolled students are strongly encouraged to pay tuition and fees online through Workday. KCU partners with Transact Campus Commerce for online payments. Online payments include ACH/eCheck, credit cards, and College Savings Plan (529)
2. **Mail:** Please be sure to include your student name and student ID on check or money order payments.
 - o **Kansas City University**
Attn: Office of Student Accounts
1750 Independence Avenue
Kansas City, MO 64106
3. **International Payment:** KCU partners with Flywire and Transact IFT for international payments.
4. **Third Party and Military Sponsor Payments:** KCU accepts payment from Army, Navy, and Airforce HPSP, Indian Health Service Corp, National Health Service Corps, and other sponsors. Students are required to complete a Third Party Notification Form online through Workday annually.
5. **Payment Plan:** KCU offers a four-month payment plan at a flat rate of \$100 per plan. This fee is added to the payment plan eligible balance. Students are eligible to self-enroll in a payment plan once charges have been assessed. An installment breakdown is provided at the time of sign up. The first installment payment is due prior to the first day of class. Failure to make the first payment by the tuition due date and/or failure to make the final payment by the date specified in the payment plan may result in a late fee or a hold being applied to the account.

Past Due Balances, Late Fees, and Holds

Tuition and fees are due and payable prior to the first day of the term, unless the student has an approved tuition payment plan, third-party payment, or accepted financial aid sufficient to cover the balance due.

Students with past due balances will be assessed a late fee of \$150.

Past due accounts are subject to holds from the Office of Student Accounts that may result in loss of account access and ineligibility for future enrollment.

Returned Payments

Should KCU be notified by its banking institution that a payment has been returned for any reason, the original payment will be reversed, and a \$20 returned payment fee will be added to the student's account. If the reversal of the receipt or returned payment fee causes the account to be past due, normal account collection procedures will apply.

Students are notified via email regarding returned payments and associated charges. This notification will include instructions on how to repay the amount due plus the fee.

If an account reflects a history or several returned payments, KCU will first work with the student to identify the issue. If the matter remains unresolved, KCU may revoke the right for the student to pay via check or e-check (ACH).

Refund Policies

Program Withdrawal Policy

Any student wishing to withdraw from all courses and leave the University must follow the process as outlined in the Drop or Withdrawal from the University section of the catalog.

Tuition & Fee Refund Policy

Tuition and mandatory fees are assessed each academic period. Mandatory fees are not eligible for refund after the start of classes.

Students may be eligible for tuition refunds based on the effective date of separation. If the separation effective date is on or before the program-specific drop deadline, the student will receive a full charge adjustment on eligible tuition charges.

Students separating from the University after the program-specific drop deadline, but prior to completing 60 percent of the academic period, may receive a tuition charge adjustment. Charge adjustments are based on the percentage of period completed. Students completing 60 percent or more of the academic period are not eligible for tuition charge adjustments.

Students enrolling in intersession courses may be eligible for charge adjustments depending on the effective date of the separation. If the effective separation date is on or before the first day of the course, the student is eligible for a full charge adjustment. If the

effective separation date is the second or third calendar day of the course, the student will receive a 50 percent charge adjustment. If the effective separation date is after the third calendar date, the student will not receive a charge adjustment.

KCU scholarships are not eligible for a refund and are not prorated based on percent of completion.

Students with an outstanding balance after separation are subject to Outstanding Balance Holds. Outstanding balance holds may prevent students from receiving their diploma or registration for future coursework.

See the Enrollment, Registration, & Separation policy section for published drop deadlines.

Title IV Institutional Refund & Return to Title IV Policy

The Title IV Institutional Refund & Return to Title IV Policy applies to all students who have utilized federal Title IV funding and, on or after the first day of the term, withdraw, stop attending all classes, go on an approved leave of absence, or are suspended, or dismissed from the University during a term; students are advised to review the policy on the Student Financial Aid section prior to separating from the University.

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 Office of Student Accounts may request to submit an appeal to the Finance Appeals Committee (FAC). The FAC is a staff-led committee that includes representation from the offices of Financial Aid, Student Accounts/Finance, and Student Services.

Students must notify the University of their desire to have a matter reviewed by emailing their appeal to studentaccounts@kansascity.edu.

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

Visiting Students

Visiting students are individuals enrolled in KCU course(s) through established agreements between KCU and various institutions. Visiting students are charged a per-credit-hour rate established for each respective program.

Any student categorized as a visiting student will not be considered for federal financial aid programs.

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. Please contact the Financial Aid Office at finaid@kansascity.edu or visit [our website](#) for more information.

Financial Aid Disclosure Policy

All information about individual student financial aid is confidential and can only be used to determine and administer the student's financial aid. Persons with legitimate audit responsibilities are permitted access to individual information. The selection of student information is random.

Schools are limited by federal law in how FAFSA information can be used. Schools may share a student's FAFSA information with scholarship-granting or tribal organizations only with the student's written consent. However, KCU may be prohibited from sharing FAFSA data with other third-party organizations, even where the student has given written consent.

Communications

Email is the standard means of communication from the Student Financial Aid Office. Important notices such as missing information notices, offer notifications, disbursement notifications and all other information from Financial Aid will be sent to a student's KCU email. For incoming students, the notification will be sent to the admissions email address. Students are expected to check their email regularly to ensure important information is not overlooked.

Cost of Attendance

A comprehensive student expense budget, or cost of attendance (COA) or financial aid budget, has been designed to cover tuition, educational costs and reasonable living expenses for each academic year. The COA is designed for the student only and is 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 COA 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 COA.

Each year KCU's Financial Aid Office builds a COA that includes the following:

- Tuition and student fees
- Housing and Food allowance
- Books and supplies
- Transportation
- Loan fees
- Miscellaneous and personal expense
- COMLEX exam fees (DO only)
- Costs for Licensure, Certification or First Professional Credential - Cost must be incurred during the student's period of enrollment

Other expenses that may be added to a student's cost of attendance through a budget adjustment process can include:

- One-time purchase of a personal computer
- Costs related to a disability
- Reasonable costs for eligible study-abroad programs or faculty-led trips for students in the Global Medicine Honors track
- Child/dependent care
- Medically necessary medical and dental expenses not covered by insurance
- Car repairs for one primary vehicle
- UMSLE exam fees
- BETH Tuition

For more information on this process, please review the [Budget Adjustments](#) section.

Consumer Information

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

General Financial Aid Policies

Financial Aid Eligibility

Financial aid, typically consisting of federal loans, is available for a student's direct educational costs and living expenses while enrolled at KCU. The primary federal sources for aid at KCU are the Federal Direct Unsubsidized and Grad PLUS loan programs. The unsubsidized and Grad PLUS loans accrue interest from disbursement. Refer to Loan Programs & Sources for All Students for additional information about the loan programs.

To be eligible for federal assistance, a student must:

- Be enrolled at least half-time in a degree or certificate program that leads to gainful employment and be in good standing, making satisfactory progress.
- Not be in default on any loan from a student loan fund or on a loan guaranteed or insured under the Federal Student Loan Program.
- Be a U.S. citizen or an eligible noncitizen with U.S. national status, or have a green card, an Arrival/Departure Record (1-94), battered immigrant-qualified alien status or a T visa or a parent with a T-1 visa.
- Have a valid Social Security Number.

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

Financial Aid Application Process

Step 1: FAFSA Application

Each year, students must complete the Department of Education's Free Application for Federal Student Aid (FAFSA) posted online at <http://studentaid.gov/>.

- KCU's Title IV school code is G02474.
- Opens on December 1st for the upcoming award year.
- Parental information is not required on FAFSA.
- Students and spouses (contributors) need to provide their consent to provide their Federal Tax Information (FTI) in the new Consent to Retrieve and Disclose Federal Tax Information section of the FAFSA for federal student aid eligibility.

Step 2: Review Student Budget (Cost of Attendance)

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

COB Programs - [Tuition & Budget Information](#)

CDM - [Tuition & Budget Information](#)

DO - [Tuition & Budget Information](#)

Step 3: KCU Onboarding

The KCU Student Financial Aid office requires completion of Workday onboarding questionnaires to complete the financial aid process.

Incoming KCU students

Students must complete the on-boarding questionnaires upon acceptance to KCU and payment of the accept fee or matriculation deposit for the program.

- Financial Aid Electronic Release
- Students may be notified at their admission application email address to login to Workday if they have outstanding action items to complete for the award process
- In June incoming students will be asked to complete the additional Financial Aid Information questionnaire.
- Students who are new borrowers to Federal Direct Loans must complete the [Federal Entrance Counseling](#) session to receive federal loan funds.
- Students who accept federal loans must have a **valid** [Direct Loan Master Promissory Note \(MPN\)](#) and a [Direct Grad PLUS loan MPN](#) completed online. The Financial Aid Office will contact the student via email if these documents need to be completed before funds can be disbursed.

Continuing KCU students

Must complete on boarding questionnaires in May prior to the start of the fall term in Workday.

- Financial Aid Information questionnaire.
- Students will be notified by email at their KCU email account from Workday if they have any outstanding action items to complete for the award process.

Determination of Financial Aid Offer

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. Offering of financial aid is done when the file becomes complete for packaging.

All financial aid offers, which include 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 Student Aid Index (for need-based aid) and outside resources (scholarships, etc.) equals eligibility.

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.

Notification of Financial Aid Offer

Students will be notified, via email, to log in to Workday to view the aid and accept/decline/reduce the Federal Direct Unsubsidized Loan offered. The offer notification in Workday shows the cost of attendance (student budget).

- Per the student's program/class.
- Total annual financial aid the student may receive from all sources for the academic year.
- Please note, the Grad PLUS loan cannot be accepted within Workday. The loan will show as PROVISIONAL until the loan is linked with the application.
- The student must complete a separate Grad Plus loan application by logging into <https://studentaid.gov/plus-app/grad/landing>. This application will be sent to KCU and linked to the student's Workday account.

Beyond the sources of assistance indicated on the offer notification, a student may seek out private scholarships to offset education related costs.

Student Loan Disbursements

- Financial aid money disburses in equal payments. Please note that vacation periods do not count as a class or rotation for financial aid refund purposes.
 - CDM students will have financial aid disbursements in fall and spring for the first year. For second year CDM students and beyond, aid will be disbursed in summer, fall, and spring.
 - For all other programs, the first payment is disbursed prior to the start of fall classes, and the second payment is disbursed after the start of spring term classes.
- Financial aid (loans and scholarships) will automatically be applied to the tuition and required fees posted to the student's account. If the financial aid funds exceed the amount due on the billing statement, the student will have a credit balance on the account.

- The student will receive the credit balance of excess financial aid funds from the Finance Office via Electronic Funds Transfer (EFT). The EFT will be delivered to the bank account on file that the student selected during the direct deposit account setup.
- Credit balance refunds are typically available seven to ten business days from the disbursement date. However, the refund process may take up to 14 days to complete.
- To ensure timely receipt of student account refunds, KCU strongly encourages all students to sign up for direct deposit.
- Paper checks will not be issued for refunds of less than \$100.
- The student can check the disbursement schedule at the beginning of the academic year. The schedule is available to view In the [Financial Aid 101 course in Canvas](#).

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. Verification information will be emailed to the student by the Financial Aid Office.
- The student will be given every opportunity to provide an explanation or documentation to resolve the conflict.
- If the Financial Aid Office gives an adverse decision, the student may submit a written request for appeal to the director of Financial Aid.

Verification of Student Financial Information

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

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

- Adjusted Gross Income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions and payments

- Tax-exempt interest
- Income earned from work
- Family size
- Identity/statement of educational purpose

Documentation Requirements

KCU students selected for verification will be contacted via email with information indicating what documents are needed to complete the process. All requested documentation should be submitted to the Financial Aid Office within 30 days of request. Failure to do so will place the student's file in a pending status and the student will not be awarded aid until requested documents are submitted.

KCU Scholarships

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

College of Dental Medicine

Admissions: Awarded by the Office of Admissions for incoming CDM students only. A list of admissions scholarships and award amounts is available on the [KCU website](#).

College of Biosciences Scholarships

PsyD in Clinical Psychology

- **Merit:** Awarded by the Office of Admissions for incoming PsyD students only. There are three merit-based scholarships available for incoming PsyD students. A list of scholarships and award amounts is available on the [KCU website](#).
- The KCU-PSYD Core Value Scholarship is awarded to one new incoming PsyD student.

MS in Biomedical Sciences - Research Track

- **Research Track:** Students in the research track are eligible for a scholarship in their second year. Students must have a minimum 3.00 GPA to qualify for the

scholarship. Eligible students will be notified via email when the application is available.

College of Medicine Scholarships

Admissions: Awarded by the Office of Admissions for incoming DO students only. A list of admissions scholarships and award amounts is available on the [KCU website](#).

Endowed Scholarships: Awarded by the Financial Aid Scholarship Committee. Students must apply each year using the Award Spring for the fall of the upcoming academic year. These awards are endowed scholarship funds for second-, third- and fourth-year medical students. Students will be notified via email when the application is available. Fund amounts vary from \$500 to \$3000.

Outside Scholarships

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

- [FastWeb](#)
- [Scholarships.com](#)

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

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

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

For COM and CDM students: The Financial Aid Office may notify eligible students via email if there are scholarships available and note any additional materials or applications required for these award funds. Fund amounts can vary from award source.

Impact of Scholarships on Financial Aid

Please be aware that all scholarships, KCU and external, are treated as a financial aid resource. They count toward your total cost of attendance. If a student receives a late scholarship notification, the awarded loans can be reduced to make room for the scholarship.

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

Loan Programs & Sources for All Students

Federal Direct Unsubsidized Loan - Department of Education Title IV

- This loan program is non-need based. Students can borrow a base of \$20,500 per academic year. Interest accrues from the date of disbursement; the student is responsible for interest during all periods. The Department of Education is the lender. Payment is owed to the Department of Education but serviced by a company contracted with ED. Unpaid interest will capitalize at repayment.
- Current interest rate and origination information can be found on the [Federal Student Aid website](#). An origination fee is charged and deducted from the loan proceeds.
- Direct loans offer a six-month grace period after you graduate or drop below half-time enrollment.
- The cumulative maximum direct loan limit for graduate students is \$138,500.
- The cumulative maximum direct loan limit for medical students is \$224,000.
- All student loan borrowers at KCU will be required to complete entrance counseling prior to their first loan disbursement and exit counseling upon leaving KCU. Students should review information on the kansascity.edu website [here](#).
- Repayment information for this loan program is available on the [Dept. of Education Federal Student Aid website](#). Students may log in to the repayment estimator to view current federal loan balances and see estimates for future monthly payment plans.

Additional Unsubsidized Loan for Medical/PsyD Students

- This program allows CDM, DO, PsyD students an additional amount:
 - CDM students are eligible for \$20,000 (nine-month academic year) up to \$26,667 (12-month academic year) per year.
 - DO students are eligible for \$20,000 (nine-month academic year) up to \$26,667 (12-month academic year) per year.

- PSYD students are eligible for \$12,500 (nine-month academic year) up to \$16,667 (12-month academic year) per year.

Federal Direct Graduate PLUS (GradPLUS) Loan Department of Education Title IV

Please note that students must complete a Grad PLUS application at

<https://studentaid.gov/plus-app/grad/landing> each time they need PLUS funding. The Grad PLUS loan cannot be accepted in Workday.

- This loan program is non-need based. A GradPLUS loan is a federally guaranteed credit-based loan. A credit check is required.
- The Federal Grad PLUS program requires good credit. The Federal Direct Loan program reviews the student's credit to determine approval or denial of the loan. If denied, the student may appeal the denial or apply with an endorser (co-signer). Students who are unable to obtain the loan will need to rely on personal resources to finance the balance of their educational costs. Students can contact the loan origination center at 800.557.7394, Monday-Friday, 8 a.m.-8 p.m. with questions about the credit denial and endorser process.
- The Grad PLUS loan has a higher interest rate than the Federal Direct Unsubsidized Loan.
- The Grad PLUS loan does not have an aggregate limit.
- The Grad PLUS enters repayment immediately after it is fully disbursed, at which time it is placed in an in-school deferment while the student continues in school.
- The loan enters a six-month post-enrollment deferment at the time the student is no longer enrolled. The same deferment and forbearance options apply as with federal direct loans.
- Repayment information for this loan program is available on the [Dept. of Education Federal Student Aid website](#). Students may log in to the repayment estimator to view current federal loan balances and see estimates for future monthly payment plans.

Private/Alternative Loans - Varies

A student may choose to borrow a private loan after receiving counseling in regard to the advantages of federal loans versus private loans. 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. Upon request, the Financial Aid Office will assist the student in the completion of the form if needed.

KCU has a historical list of private loan lenders other students have used in past years. Information about private loan lenders can be found [here](#).

Service Obligation Scholarships for COM/CDM Students

The National Health Service Corps

The National Health Service Corps (NHSC) Scholarship Program was created to address the shortage of health professionals in certain areas in the United States. Scholarship recipients receive 12 monthly stipends, a single payment to cover books, supplies, and equipment, and payment to the medical school for tuition and required fees. The scholarship may be renewed through graduation.

For each year of support, participants owe one year of future service providing primary care services in a Health Professional Shortage Area (HPSA) as assigned by the NHSC. The minimum obligation is two years. These assignments are most often as salaried civilian employees of community-based systems of primary health care.

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

National Health Service Corps

Health Resources and Services Administration

Bureau of Primary Health Care

Division of Scholarships and Loan Repayments

[Website](#)

800.221.9393

Health Professions Scholarship Program (HPSP)

This program is only available for PsyD and DO students. To be eligible for the military scholarship, a student must be a U.S. citizen. Recipients are provided with 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. The HPSP provides support that covers most of the expenses for a student, therefore students receiving HPSP generally do not qualify for federal financial aid.

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

U.S. Army

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

[Website](#)

913.469.1702

U.S. Navy

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

[Website](#)

314.750.1834

U.S. Air Force

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

[Website](#)

405.672.1253

VA Health Professions Scholarship Program

To be eligible for the scholarship, a student must be a U.S. citizen.

Recipients are provided full tuition, authorized required fees, an annual education expense payment, and a monthly stipend amount. Upon completing their educational program and licensure/certification, participants work as permanent, full-time VA employees in the occupations for which the scholarship was awarded.

- Participant service obligation: full-time student - 2 to 4.5 years; part-time student - 1 to 3 years.
- Service obligation will vary depending on occupation and length of support.
- Physician - 18-month service obligation for each year of support.
- Participants sign a Mobility Agreement to relocate at their own expense if required to fulfill their service obligation.

Information about this application can be found at <https://va-ams-info.intelliworxit.com/hpsp/about-hpsp/>.

Veterans Benefits

KCU has approval from the Department of Veterans Affairs (VA) to certify benefits for both campuses. Students may be eligible to receive VA educational benefits, such as:

- Chapter 1606 Montgomery GI Bill® Reservists
- Chapter 1607 Montgomery GI Bill® Reserve Educational Assistance Program
- Chapter 30 Montgomery GI Bill®
- Chapter 31 Vocational Rehabilitation
- Chapter 33 Post 9/11 GI Bill®
- Chapter 35 Dependent Educational Assistance

To determine eligibility, contact the VA and apply for education benefits (VA Form 22-1990) or request a change of program or place of training (VA Form 22-1995) if you have previously used your benefits at another institution. Once you are notified by the VA of your eligibility to receive educational benefits, submit the Certificate of Eligibility to the Student Financial Aid Office. The form can be emailed to финаid@kansascity.edu.

Once you are notified by the VA of your eligibility to receive educational benefits, submit the Certificate of Eligibility to the Assistant Director of Financial Aid at KCU. The form can be emailed to финаid@kansascity.edu.

Consistent with the Veterans Benefits and Transition Act of 2018, Section 3679 of title 38, United States Code, Section 103, KCU will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

Matters pertaining to the VA should be directed to the Financial Aid Office. Additional information on how to apply for benefits is available on the [VA website](#).

Yellow Ribbon Program

- KCU participates in the Yellow Ribbon Program for veterans and their dependents.

- This program, part of the Post-9/11 GI Bill®, helps cover tuition costs at private colleges.
- Eligible veterans (or their spouses/dependents) must have 100% eligibility.
- KCU provides a \$2,500 matching contribution for up to 10 students per campus annually.
- Funds are awarded on a first-come, first-served basis based on completed VA documents.
- More details are available on the [VA website](#).

New VA Education Requirements (Public Law 116-315)

- Effective June 15, 2021, the [Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020](#) adds new rules that apply to schools in VA educational programs.
- These rules affect Institutions of Higher Learning & Non-College Degree institutions starting August 1, 2021.
- Requirements align with [Principles of Excellence](#) (Executive Order 13607) but include additional criteria.
- Schools must comply to maintain GI Bill® participation approval.

College Financing Plan for VA Benefits

- Universities must provide financial details to students using VA benefits.
- Applies to those under Chapters 30, 31, 32, 33, 35 (Title 38, U.S.C.) & Chapter 1606 (Title 10, U.S.C.).
- Financial info will be given through a College Financing Plan (personalized shopping sheet).

Budget Adjustments: Increase to cost of attendance

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.

Budget Adjustments Categories

KCU can increase a student's cost of attendance for other reasonable education-related expenses that exceed a student's budget. See a list below for some expenses that can be covered.

- **Child/Dependent Care:** KCU can increase if a student pays for a third party to watch their child/dependent while their spouse works (full-time).

- o The increased cost will not exceed a reasonable cost for dependent care in the community based on KCU's dependent care survey.
- o Students must complete the Dependent Care Budget Adjustment Form and provide all required documentation that is specified on the form.
- o Students can find this form on our Financial Aid 101 canvas course.

Students must complete the FA Budget Adjustment questionnaire in Workday for the following increase requests.

- **Computer/Electronic Purchase** All KCU students are required to have a laptop computer meeting KCU specifications.
 - o Only one increase is allowed per student's academic program, unless there is a change in school policy requiring new computer specifications.
 - o The purchase can only include a laptop, printer, and/or other reasonable hardware/software required by KCU.
 - o Students are permitted to purchase the computer July 1, or other reasonable time, if starting in the fall term.
 - o The maximum allowance is \$2,000.
 - o Students cannot request the adjustment in their final term of enrollment.
- **Medical/Dental Expenses:** The student financial aid budget includes an allowance for medical/dental expenses and health insurance.
 - o 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.
 - o A budget adjustment can be made for medically necessary procedures and medically necessary prescriptions for the amount that exceeds the budget allowances.
 - o A student's out-of-pocket expenses cannot exceed \$5,000 per academic year.
 - o Students must provide written verification of health insurance coverage (this is part of the Budget Adjustment Request Form).
 - o Prior academic year expenses will not be considered for an increase.
- **Tuition Adjustment:** Students may receive a budget adjustment for tuition charges in excess of what is allowed in the Cost of Attendance.
 - o The Financial Aid Office will email eligible students a separate application for financial aid requests for the Bioethics dual degree program. In the FA Budget Adjustment questionnaire in Workday, this information should be included in the section called "other."

- **Car/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 adjustments.
 - 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
 - The cost of attendance includes an allowance for comprehensive and collision car insurance, a budget adjustment for an accident will cover a reasonable deductible of \$1000. If the student has not purchased comprehensive and collision car insurance, the Financial Aid Office will not increase the budget to cover any expenses that would have been covered by insurance.
 - A student's out-of-pocket expenses cannot exceed \$5,000 per academic year.
- **Other Expenses:** For students with extenuating circumstances, adjustments can be made after meeting with Financial Aid staff.

Important Notes:

- Budget adjustments are typically a reimbursement process.
- **No cash payments allowed for budget adjustments.**
- Expenses must be substantiated and made using payment methods in the student's name.
- The deadline for fourth year COM students and CDM students is March 31. Additional programs may submit requests through May 1.

Non-Allowable Expenses:

- Car purchase
- household repairs
- pet-related expenses
- private student loan payments
- car payments
- credit card debt

- relocation/moving costs
- vacation expenses
- tithing
- child support
- living expenses for spouses/children are not covered.

Student Aid Revision Policy

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

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

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

- A revised award notification email will be sent to the student if aid is adjusted.

Financial Aid Implications of a Leave of Absence

For Title IV purposes, a leave of absence (LOA) may be designated as either unapproved or approved for financial aid purposes. An LOA that does not meet all of the financial aid regulation 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.

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.

KCU Satisfactory Academic Progress (SAP) for Financial Aid

Federal regulations require schools to monitor the academic progress of Title IV financial aid recipients. KCU must certify that students are making satisfactory academic progress (SAP) toward the completion of their KCU degree. KCU follows the regulations set forth by the U.S. Department of Education that students are meeting the three required measurements to determine SAP: qualitative (GPA), quantitative (progression) and time frame.

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

Satisfactory Progress for Financial Aid - College of Dental Medicine Program

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

Qualitative Measure: GPA

Students are considered in good academic standing when they complete each term with a cumulative GPA of 3.0 or higher. Students with a cumulative GPA lower than 3.0 will be placed on financial aid warning for the next academic term. PsyD students must have a cumulative GPA of 3.0 in order to graduate from the program. The GPA cannot be rounded up to meet minimum SAP standards.

Quantitative Measure: Attempted vs. Completed

In order for students to progress through the program to graduate within the maximum time frame, Financial Aid requires all PsyD students to complete at least 67 percent of credit hours attempted. This is determined by reviewing the total number of courses attempted and the total number of courses completed in a term. In determining pace progression, the Financial Aid office calculates a completion rate for each student. The completion rate is the total number of credit hours successfully completed divided by the total number of credit hours attempted. Credit hours cannot be rounded up to meet the minimum SAP standards.

Attempted hours not earned include any grade of Fail (F), Incomplete (I), In Progress (IP), Withdrawal (W), Administrative Withdrawal (AW), or Administrative Drop (AD).

Time Frame: Pace Progression

Program	Typical Time Frame	Maximum Time Frame
PsyD	5 years to graduate	7 years to graduate
PsyD Advanced Standing	4 years to graduate	6 years to graduate

Students are expected to complete their program within the time frame outlined above before ineligibility for financial aid becomes effective. Students who do not complete their degree within the stated time frame will not be eligible for financial aid without an approved financial aid appeal.

Transfer Credits

KCU Office of Admissions may grant credit for courses successfully completed at a student's prior college or university. Credits accepted for degree at KCU will count as completed for the pace calculation.

Repeated Coursework

Courses in which a student has received a grade of "F" may be repeated and eligible for financial aid. However, a student may receive aid for repeating a previously passed course

only once with prior approval from the PsyD-SPC. Repeated courses are counted as credits attempted and either earned or unearned, but only the most recent grade earned is used to calculate GPA.

SAP Review

SAP will be reviewed at the end of each academic term for all PsyD students. The Financial Aid office will review all students enrolled for the term to determine a student's SAP status regardless of financial aid received.

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

SAP Warning

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

Students on warning have one additional academic term in order to resolve the deficiency and meet the minimum SAP requirements. Students not meeting the minimum SAP standards after the warning term will no longer be eligible to receive federal aid without a successful appeal.

Appeal Process

Financial Aid will notify the student via email if an appeal needs to be submitted to continue receiving federal aid at KCU. Students returning from a long-term Leave of Absence (LOA) may be required to submit a SAP appeal. Students will be asked to submit an appeal form to the Financial Aid office. The form will require the student to complete the information listed below:

- A written statement documenting the reasons for the failure to meet the standards of academic progress for financial aid eligibility.
 - The statement should be concise but long enough to address the student's mitigating circumstances (e.g., serious illness of student or family member, death of relative, disruptive personal issue). There is no school-defined length.

- A written statement explaining what has changed in the student's situation that would allow the student to bring his/her academic progress up to satisfactory standards.
- Supporting documentation is required to process the appeal.

Appeals will be reviewed and completed within two to four weeks of receipt. Students who submit appeals will be notified via email regarding the decision of their appeal. Students with approved appeals will regain federal financial aid eligibility. Students with denied appeals will be ineligible for federal financial aid until they meet the minimum SAP requirements. Appeal decisions are final.

Academic Plan

All students who fail to make SAP and file an appeal with the Financial Aid office are required, as part of the appeal process, to complete an academic plan form. The form can be obtained from the Financial Aid office and must be submitted after the appeal process is completed. The academic plan must ensure that the student is able to meet SAP standards by a specific point in time. The student will need to work with Student Services to develop a written academic plan to help improve academic performance.

Financial Aid Probation

Students who have approved appeals will be placed on financial aid probation and have their federal financial aid reinstated.

Students who are able to meet the SAP standards by the end of the next payment period will be placed on probation without an academic plan. The student's academic progress will be reviewed at the end of the next payment period. Students who meet the minimum standards at the end of the probationary period are no longer on probation. Students failing to meet the minimum eligibility requirements at the end of the probationary period are considered ineligible to receive additional funds.

Students who are not able to meet SAP standards by the end of the next payment period will be placed on probation with an academic plan. Students will need to successfully follow the academic plan while in this status. The student's academic progress will be reviewed at the end of each payment period while on the academic plan. Students who meet the criteria outlined in their academic plan will remain in that plan until it expires, or the student meets the minimum SAP eligibility requirements. Students must appeal to change their academic plan. Students who do not meet the academic plan criteria outlined in their plan will be placed back into suspension and will be ineligible for federal aid.

Without Approved Appeal

Students who are not making satisfactory academic progress and do not submit an appeal or have their appeal request denied, may regain eligibility only by taking action that brings them into compliance with KCU's SAP standards.

Satisfactory Progress for Financial Aid - MS in Biomedical Sciences Program

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

Qualitative Measure: GPA

Students in both the non-research and research tracks are considered in good academic standing when they complete each term with a cumulative GPA of 3.0 or higher. Students with a cumulative GPA lower than 3.0 will be placed on financial aid warning for the next academic term. All students in the non-research and research track programs must have a cumulative GPA of 3.0 in order to graduate from the program. The GPA cannot be rounded up to meet minimum SAP standards.

Quantitative Measure: Attempted vs. Completed

In order for students to progress through the program to graduate within the maximum time frame, Financial Aid requires all COB students to complete at least 67 percent of credit hours attempted. This is determined by reviewing the total number of courses attempted and the total number of courses completed in a term. In determining pace progression, the Financial Aid office calculates a completion rate for each student. The completion rate is the total number of credit hours successfully completed divided by the total number of credit hours attempted. Credit hours cannot be rounded up to meet the minimum SAP standards.

Attempted hours not earned include any grade of Fail (F), Incomplete (I), In Progress (IP), Withdrawal (W), Administrative Withdrawal (AW), or Administrative Drop (AD).

Time Frame - Pace Progression

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

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

Repeated Coursework

Courses in which a student has received an “F” may be repeated and eligible for financial aid. However, a student may receive aid for repeating a previously passed course only once with prior approval from the Student Progress Committee. Repeated courses are counted as credits attempted and either earned or unearned, but only the most recent grade earned is used to calculate GPA.

SAP Review

SAP will be reviewed at the end of each academic term for COB. Financial Aid will review all students enrolled for the term to determine a student’s SAP status regardless of financial aid received.

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

SAP Warning

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

Students on warning have one additional academic term in order to resolve the deficiency and meet the minimum SAP requirements. Students not meeting the minimum SAP

standards after the warning term will no longer be eligible to receive federal aid without a successful appeal.

Appeal Process

Financial Aid will notify the student via email if an appeal needs to be submitted to continue receiving federal aid at KCU. Students returning from a long-term Leave of Absence (LOA) may be required to submit a SAP appeal. Students will be asked to submit an appeal form to the Financial Aid office. The form will require the student to complete the information listed below:

- A written statement documenting the reasons for the failure to meet the standards of academic progress for financial aid eligibility.
 - The statement should be concise but long enough to address the student's mitigating circumstances (e.g., serious illness of student or family member, death of relative, disruptive personal issue).
- 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 satisfactory standards.
- Supporting documentation is required to process the appeal.

Appeals will be reviewed and completed within two to four weeks of receipt. Students who submit appeals will be notified via email regarding the decision of their appeal. Students with approved appeals will regain federal financial aid eligibility. Students with denied appeals will be ineligible for federal financial aid until they meet the minimum SAP requirements. Appeal decisions are final.

Academic Plan

All students who fail to make SAP and file an appeal with the Financial Aid office are required, as part of the appeal process, to complete an academic plan form. The form can be obtained from the Financial Aid office and must be submitted after the appeal process is completed. The academic plan must ensure that the student is able to meet SAP standards by a specific point in time. The student will need to work with Student Services to develop a written academic plan to help improve academic performance.

Financial Aid Probation

Students who have approved appeals will be placed on financial aid probation and have their federal financial aid reinstated.

Students who are able to meet the SAP standards by the end of the next payment period will be placed on probation without an academic plan. The student's academic progress will be reviewed at the end of the next payment period. Students who meet the minimum standards at the end of the probationary period are no longer on probation. Students failing to meet the minimum eligibility requirements at the end of the probationary period are considered ineligible to receive additional funds.

Students who are not able to meet SAP standards by the end of the next payment period will be placed on probation with an academic plan. Students will need to successfully follow the academic plan while in this status. The student's academic progress will be reviewed at the end of each payment period while on the academic plan. Students who meet the criteria outlined in their academic plan will remain in that plan until it expires, or the student meets the minimum SAP eligibility requirements. Students must appeal to change their academic plan. Students who do not meet the academic plan criteria outlined in their plan will be placed back into suspension and will be ineligible for federal aid.

Without Approved Appeal

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

Satisfactory Academic Progress for Financial Aid - College of Medicine Program & Bioethics Dual-Degree Program

Federal regulations require schools to monitor the academic progress of Title IV financial aid recipients. KCU must certify that students are making satisfactory academic progress (SAP) toward the completion of their KCU degree. KCU follows the regulations set forth by the U.S. Department of Education that students are meeting the three required measurements to determine SAP: qualitative (GPA), quantitative (progression) and time frame.

The policy applies to students who are receiving federal aid; however, these standards are cumulative so this includes all periods of the student's enrollment, which may include times when the student did not receive federal aid. The academic standards set forth by COM may vary from the financial aid policy for academic progress.

Qualitative Measure

Students enrolled in COM are graded on an Honors/Pass/Fail system. Financial Aid considers a grade of Honors or Pass to be the equivalent of receiving a 70 percent or higher in measuring SAP.

Students must pass all classes to be considered making satisfactory academic progress for financial aid.

Students who have earned three failures and/or are required to repeat all or a portion of an academic year are considered to not be meeting SAP standards. These students will need to appeal for federal financial aid in a subsequent term and/or new academic year.

Students who do not meet SAP standards are eligible to appeal for federal financial aid. Students who have approved appeals will be placed on probation with an academic plan.

Quantitative Measure: Attempted vs. Completed

In order for students to progress through the program to graduate within the maximum time frame, Financial Aid requires all COM students to complete 70 percent of credit hours attempted. In determining pace progression, KCU calculates a completion rate for each student. The completion rate is the total number of credit hours successfully completed divided by the total number of credit hours attempted. Pass/Fail courses are considered in the attempted credits.

Attempted hours not earned include any grade of Fail (F), Incomplete (I), or Withdrawal (W).

Time Frame: Pace Progression

Program	Typical Time Frame	Maximum Time Frame
DO	4 years to graduate	6 years to graduate
Bioethics (Dual)	4 years to graduate	6 years to graduate

Students are expected to make satisfactory progress toward their degree each academic year. Students must complete the DO program within six academic years of the matriculation date in COM. Students participating in the bioethics dual-degree program must complete both programs within six academic years.

The COM-SPC may grant an additional year in rare and extenuating circumstances. Students who do not complete their degree in six academic years will not be eligible for additional aid without a financial aid appeal. Students will need to contact the Financial

Aid Office to determine aid eligibility. The Financial Aid Office will advise the student of the appeals process for additional aid eligibility to complete their degree if they have met the maximum time frame limit and are allowed to enroll beyond six years.

NOTE: All the SAP measures listed above are required for students in the dual-degree Bioethics program as well.

Transfer Credits

KCU Office of Admissions may grant credit for courses successfully completed at a student's prior college or university. Credits accepted for degree at KCU will count as completed for the pace calculation. If a transfer student is accepted into the third year of the COM, the student's prior years of medical school will count as attempted and completed towards the quantitative components regarding pace and maximum time frame measures.

Repeated Coursework

Courses in which a student has received a grade of "F" may be repeated and eligible for financial aid. However, a student may receive aid for repeating a previously passed course only once with prior approval from the SPC.

Repeat Academic Year

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

COMLEX Failures

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

SAP Review

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

Dual-degree DO/MA students will be reviewed based on the same SAP standards set forth in the above policy. Dismissal from the DO program will result in dismissal from the MA program.

If the student is not meeting the above SAP eligibility requirements, the student will be ineligible for financial aid. Students will be notified by email if they fail to meet the minimum standards outlined above. This email communication will include an explanation of the standards evaluated and instructions on how to proceed with the appeal process.

SAP Appeal Process

Financial Aid will notify the student via email if an appeal needs to be submitted to continue receiving federal aid at KCU. Students returning from a long-term Leave of Absence (LOA) may be required to submit a SAP appeal. Students will be asked to submit an appeal form to the Financial Aid office. The form will require the student to complete the information listed below:

- A written statement documenting the reasons for the failure to meet the standards of academic progress for financial aid eligibility.
 - The statement should be concise but long enough to address the student's mitigating circumstances (e.g., serious illness of student or family member, death of relative, disruptive personal issue).
- 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 satisfactory standards.
- Supporting documentation is required to process the appeal.

Appeals will be reviewed and completed within two to four weeks of receipt. Students who submit appeals will be notified via email regarding the decision of their appeal. Students with approved appeals will regain federal financial aid eligibility. Students with denied appeals will be ineligible for federal financial aid until they meet the minimum SAP requirements. Appeal decisions are final.

Financial Aid Probation

Students who have approved appeals will be placed on financial aid probation and have their federal financial aid reinstated.

Students who are able to meet the SAP standards by the end of the next payment period will be placed on probation without an academic plan. The student's academic progress will be reviewed at the end of the next payment period. Students who meet the minimum

standards at the end of the probationary period are no longer on probation. Students failing to meet the minimum eligibility requirements at the end of the probationary period are considered ineligible to receive additional funds.

Students who are not able to meet SAP standards by the end of the next payment period will be placed on probation with an academic plan. Students will need to successfully follow the academic plan while in this status. The student's academic progress will be reviewed at the end of each payment period while on the academic plan. Students who meet the criteria outlined in their academic plan will remain in that plan until it expires or the student meets the minimum SAP eligibility requirements. Students must appeal to change their academic plan. Students who do not meet the academic plan criteria outlined in their plan will be placed back into suspension and will be ineligible for federal aid.

Without Approved Appeal

Students who are not making satisfactory academic progress and do not submit an appeal or have their appeal request denied may regain eligibility only by taking action that brings them into compliance with KCU's satisfactory progress standards for financial aid.

Satisfactory Progress for Financial Aid - PsyD Program

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

Qualitative Measure: GPA

Students are considered in good academic standing when they complete each term with a cumulative GPA of 3.0 or higher. Students with a cumulative GPA lower than 3.0 will be placed on financial aid warning for the next academic term. PsyD students must have a cumulative GPA of 3.0 in order to graduate from the program. The GPA cannot be rounded up to meet minimum SAP standards.

Quantitative Measure: Attempted vs. Completed

In order for students to progress through the program to graduate within the maximum time frame, Financial Aid requires all PsyD students to complete at least 67 percent of credit hours attempted. This is determined by reviewing the total number of courses attempted and the total number of courses completed in a term. In determining pace progression, the Financial Aid office calculates a completion rate for each student. The completion rate is the total number of credit hours successfully completed divided by the total number of credit hours attempted. Credit hours cannot be rounded up to meet the minimum SAP standards.

Attempted hours not earned include any grade of Fail (F), Incomplete (I), In Progress (IP), Withdrawal (W), Administrative Withdrawal (AW), or Administrative Drop (AD).

Time Frame: Pace Progression

Program	Typical Time Frame	Maximum Time Frame
PsyD	5 years to graduate	7 years to graduate
PsyD Advanced Standing	4 years to graduate	6 years to graduate

Students are expected to complete their program within the time frame outlined above before ineligibility for financial aid becomes effective. Students who do not complete their degree within the stated time frame will not be eligible for financial aid without an approved financial aid appeal.

Transfer Credits

KCU Office of Admissions may grant credit for courses successfully completed at a student's prior college or university. Credits accepted for degree at KCU will count as completed for the pace calculation.

Repeated Coursework

Courses in which a student has received a grade of "F" may be repeated and eligible for financial aid. However, a student may receive aid for repeating a previously passed course only once with prior approval from the PsyD-SPC. Repeated courses are counted as credits attempted and either earned or unearned, but only the most recent grade earned is used to calculate GPA.

SAP Review

SAP will be reviewed at the end of each academic term for all PsyD students. The Financial Aid office will review all students enrolled for the term to determine a student's SAP status regardless of financial aid received.

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

SAP Warning

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

Students on warning have one additional academic term in order to resolve the deficiency and meet the minimum SAP requirements. Students not meeting the minimum SAP standards after the warning term will no longer be eligible to receive federal aid without a successful appeal.

Appeal Process

Financial Aid will notify the student via email if an appeal needs to be submitted to continue receiving federal aid at KCU. Students returning from a long-term Leave of Absence (LOA) may be required to submit a SAP appeal. Students will be asked to submit an appeal form to the Financial Aid office. The form will require the student to complete the information listed below:

- A written statement documenting the reasons for the failure to meet the standards of academic progress for financial aid eligibility.
 - The statement should be concise but long enough to address the student's mitigating circumstances (e.g., serious illness of student or family member, death of relative, disruptive personal issue). There is no school-defined length.
- A written statement explaining what has changed in the student's situation that would allow the student to bring his/her academic progress up to satisfactory standards.
- Supporting documentation is required to process the appeal.

Appeals will be reviewed and completed within two to four weeks of receipt. Students who submit appeals will be notified via email regarding the decision of their appeal. Students

with approved appeals will regain federal financial aid eligibility. Students with denied appeals will be ineligible for federal financial aid until they meet the minimum SAP requirements. Appeal decisions are final.

Academic Plan

All students who fail to make SAP and file an appeal with the Financial Aid office are required, as part of the appeal process, to complete an academic plan form. The form can be obtained from the Financial Aid office and must be submitted after the appeal process is completed. The academic plan must ensure that the student is able to meet SAP standards by a specific point in time. The student will need to work with Student Services to develop a written academic plan to help improve academic performance.

Financial Aid Probation

Students who have approved appeals will be placed on financial aid probation and have their federal financial aid reinstated.

Students who are able to meet the SAP standards by the end of the next payment period will be placed on probation without an academic plan. The student's academic progress will be reviewed at the end of the next payment period. Students who meet the minimum standards at the end of the probationary period are no longer on probation. Students failing to meet the minimum eligibility requirements at the end of the probationary period are considered ineligible to receive additional funds.

Students who are not able to meet SAP standards by the end of the next payment period will be placed on probation with an academic plan. Students will need to successfully follow the academic plan while in this status. The student's academic progress will be reviewed at the end of each payment period while on the academic plan. Students who meet the criteria outlined in their academic plan will remain in that plan until it expires, or the student meets the minimum SAP eligibility requirements. Students must appeal to change their academic plan. Students who do not meet the academic plan criteria outlined in their plan will be placed back into suspension and will be ineligible for federal aid.

Without Approved Appeal

Students who are not making satisfactory academic progress and do not submit an appeal or have their appeal request denied, may regain eligibility only by taking action that brings them into compliance with KCU's SAP standards.

Satisfactory Progress for Financial Aid – Masters of Health Science Anesthesia Assistant Program

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

Qualitative Measure: GPA

- Students are considered in good academic standing when they complete each academic year with a cumulative GPA of 3.0 or higher.
- The GPA cannot be rounded up to meet minimum SAP standards.

Quantitative Measure: Attempted vs. Completed

In order for students to progress through the program to graduate within the maximum time frame, Financial Aid requires all MHSA- AA students to complete at least 67 % of credit hours attempted. This is determined by reviewing the total number of courses attempted and the total number of courses completed in a term. In determining pace progression, the Financial Aid office calculates a completion rate for each student.

The completion rate is the total number of credit hours successfully completed divided by the total number of credit hours attempted. Credit hours cannot be rounded up to meet the minimum SAP standards.

Attempted hours not earned include any grade of Fail (F), Incomplete (I), In Progress (IP), Withdrawal (W), Administrative Withdrawal (AW), or Administrative Drop (AD).

Time Frame - Pace Progression

Program	Typical Time Frame	Maximum Time Frame
MHSA- AA	3 years to graduate	4.5 years to graduate

Students are expected to complete their program in four and half years before ineligibility for financial aid becomes effective. Students who do not complete their degree in four and

half years academic years will not be eligible for financial aid without an approved financial aid appeal.

Repeated Coursework

Courses in which a student has received an “F” may be repeated and eligible for financial aid. However, a student may receive aid for repeating a previously passed course only once with prior approval from the Student Progress Committee. Repeated courses are counted as credits attempted and either earned or unearned, but only the most recent grade earned is used to calculate GPA.

SAP Review

SAP will be reviewed at the end of each academic year for MHSA -AA. Financial Aid will review all students enrolled for the academic year to determine a student’s SAP status regardless of financial aid received.

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

Students on warning have one additional academic term in order to resolve the deficiency and meet the minimum SAP requirements. Students not meeting the minimum SAP standards after the warning term will no longer be eligible to receive federal aid without a successful appeal.

Appeal Process

Financial Aid will notify the student via email if an appeal needs to be submitted to continue receiving federal aid at KCU. Students returning from a long-term Leave of Absence (LOA) may be required to submit a SAP appeal. Students will be asked to submit an appeal form to the Financial Aid office. The form will require the student to complete the information listed below:

- A written statement documenting the reasons for the failure(s) to meet the standards of academic progress for financial aid eligibility. The statement will also need to include an explanation of what has changed in the student’s situation that would allow the student to bring his/her academic progress up to satisfactory standards.
 - The statement should be concise but long enough to address the student’s mitigating circumstances.

The following circumstances may qualify for a legitimate appeal:

- serious illness of student or family member,

- death of relative,
- disruptive personal issue. There is no school-defined length.
- Program requirement to remediate or repeat partial/full year curriculum to continue enrollment in the academic program

Appeals will be reviewed and completed within two to four weeks of receipt. Students who submit appeals will be notified via email regarding the decision of their appeal. Students with approved appeals will regain federal financial aid eligibility. Students with denied appeals will be ineligible for federal financial aid until they meet the minimum SAP requirements. Appeal decisions are final.

Academic Plan

All students who fail to make SAP and file an appeal with the Financial Aid office are required, as part of the appeal process, to complete an academic plan form. The form can be obtained from the Financial Aid office and must be submitted after the appeal process is completed. The academic plan must ensure that the student is able to meet SAP standards by a specific point in time. The student will need to work with Student Services to develop a written academic plan to help improve academic performance.

Financial Aid Probation

Students who have approved appeals will be placed on financial aid probation and have their federal financial aid reinstated.

Students who are able to meet the SAP standards by the end of the next payment period will be placed on probation without an academic plan. The student's academic progress will be reviewed at the end of the next payment period. Students who meet the minimum standards at the end of the probationary period are no longer on probation. Students failing to meet the minimum eligibility requirements at the end of the probationary period are considered ineligible to receive additional funds.

Students who are not able to meet SAP standards by the end of the next payment period will be placed on probation with an academic plan. Students will need to successfully follow the academic plan while in this status. The student's academic progress will be reviewed at the end of each payment period while on the academic plan. Students who meet the criteria outlined in their academic plan will remain in that plan until it expires, or the student meets the minimum SAP eligibility requirements. Students must appeal to change their academic plan. Students who do not meet the academic plan criteria outlined in their plan will be placed back into suspension and will be ineligible for federal aid.

Without Approved Appeal

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

Title IV Institutional Refund & Return to Title IV Policy

This policy applies to all students who have utilized federal Title IV funding and withdraw, stop attending all classes, go on an approved leave of absence, or are suspended, or dismissed from the University during a term.

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

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

- The date the student began the institution's official withdrawal process or officially notified the institution of their intent to withdraw; or
- The official date of an approved leave of absence, withdrawal or dismissal from KCU as documented by the senior vice provost for Student Success; or
- The midpoint of the term for a student who leaves without notifying the institution; or
- The student's last date of attendance at a documented academic-related activity in accordance with federal regulations.

KCU will determine if a student is considered a withdrawn for return to title IV purposes per federal regulation as of July 2021 and uses the withdrawal exemptions published in the September 2, 2020 Federal Register in making a withdrawal determination.

When a student who has received Title IV HEA funds leaves school for any reason prior to completing more than 60 percent of the payment period (the academic period of enrollment by which a student receives a disbursement of Title IV funds), the student will have all or a portion of their financial aid funds returned to the appropriate aid program(s) by the University.

The federal regulations regarding R2T4 (34 CFR 668.22) require the school to calculate the total number of calendar days in the payment period, then the number of calendar days the

student attended. The student's "earned" and "unearned" percentages are determined. The "unearned" funds paid to the school must be returned to the appropriate Title IV programs within 45 days of the student's date of withdrawal. The student will then be responsible for the payment of the remaining tuition balance due per the KCU refund policy. The student will be notified of these amounts via email from the Office of Finance.

The R2T4 calculation differs from the University's Tuition & Fee Refund Policy.

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

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

Return of Title IV Funds Calculation

These steps are followed in calculating the amount KCU may have to return on your behalf when a student ceases attendance in all classes in the payment period:

- Determine the percentage of the enrollment period completed by the student.
- $\text{Days Attended in Payment Period} \div \text{Total Days in Payment Period} = \text{Percentage Completed}$
- If the calculated percentage is more than 60 percent, then the student has "earned" all Title IV aid for the payment period.
- Apply the percentage completed to the Title IV aid disbursed to determine the aid earned by the student based on their withdrawal date.
- $\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$
- Determine the amount of unearned aid to be returned to the appropriate Title IV aid program.
- $\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$
- One the of the following actions will apply to a student:
- If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.
- If the aid already disbursed equals the earned aid, no further action is required.

- If a student was not disbursed all of the funds that the student earned and is otherwise eligible, the student may be eligible for a post-withdrawal disbursement. The student's eligibility for the post-withdrawal disbursement will be determined by the return of Title IV calculation. The financial aid office will contact the student by email regarding post withdrawal loan eligibility. The student has 14 days from notice date of the additional loan offer to accept or decline some or all of the loan amount offered.
- Distribute the responsibility to return funds between the institution and the student.
- The student will receive a letter outlining the amount KCU must return on the student's behalf.
- The student may be expected to repay an amount to KCU.
- Any amount that must be repaid to KCU is due immediately. No grace period applies to this amount.
- Any refund or repayment obligation will be clearly outlined for the student in writing and will also appear on their University bill.
- Return of Title IV aid, based on the type of aid disbursed, in the following order:
 - Unsubsidized Direct Loan
 - Federal Direct PLUS Loan

Borrowing Considerations & Default

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

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

Financial Aid Fraud Misreporting & Misrepresentation

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

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

In the event the director of Financial Aid finds evidence of willful misrepresentation and/or fraud, the student will meet with the director of Financial Aid and the campus dean of COM or the dean of COB. At that time, disciplinary action will be discussed with the student.

Code of Conduct for Institutional Financial Aid Professionals

The Financial Aid Office is a member of the National Association of Student Financial Aid Administrators (NASFAA). NASFAA developed an ethical set of standards related to the [Financial Aid Code of Conduct](#). KCU's Financial Code of Conduct can be found [here](#).

Student Services & Campus Life

Student Affairs

The Office of Student Affairs seeks to develop an inclusive, equitable campus community with robust opportunities for KCU students to grow, learn, and achieve. The office oversees new student orientation, student leadership, clubs and organizations, and career counseling.

New Student Orientation

All new students are required to attend all new student orientation activities and will receive detailed information during the admissions process.

Academic Support & Mentoring Services

Upon matriculation, advising and academic support are available to all students. Academic skills, including time management, study techniques, and test-taking skills, may need to be improved for students to succeed.

Resources include assigned faculty advisors, learning specialists, psychologists, assistant and associate deans, and Student Affairs staff members. All first-year students have the opportunity to connect with a peer mentor. Learning specialists are available to offer academic skills workshops in addition to providing individual academic support through the Office of Learning Enhancement.

Learning Enhancement Programming

The University offers academic support including workshops, tutoring, board examination preparation and remediation, course reviews, and one-on-one academic coaching. It is suggested that students seek this support at the first sign of concern about academic performance abilities.

There are posted lists of Learning Specialists for each campus on the kansascity.edu website:

- [Kansas City Learning Specialists](#)
- [Joplin Learning Specialists](#)

Students are also encouraged to review information about learning enhancement programming based on their college via Canvas.

Tutoring Program

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

Career Services

KCU provides all students with comprehensive career planning services. The Career Counseling Specialist is available for assistance with resume preparation and review, connections with local employers, and job placement strategies. Career Counseling provides a variety of resources for students. For more information, students are encouraged to contact the career counseling specialist on the [KCU Student Services webpage](#).

COM Student Support Committee

The COM Student Support Committee (COM-SSC) is a committee made up of University faculty and staff charged with being the primary team for proactively identifying at-risk students and developing the interventions in order to assist students who are struggling.

The COM-SSC will review a student's academic record as part of their charge. In addition, the committee will review all qualitative and/or quantitative data and information about the student's co-curricular experience, as well as any information that is available about any personal extenuating circumstances impacting the student's academic success. As a part of this comprehensive review, the COM-SSC will make recommendations and, in some cases, will mandate specific actions designed to bring to bear all University resources to help the student improve their academic standing. The COM-SSC has broad authority to review students' records, decide how best the University can assist the student academically, and can recommend a broad number of resources designed to support the student intellectually, emotionally and professionally. COM-SSC is not a disciplinary committee.

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

Nondiscrimination & Anti-Harassment Policy

The University's policy on anti-discrimination is located in the University's policy library. The University also maintains a policy for sexual misconduct/Title IX, which is located in the University's policy library.

Student Government Association

Upon enrollment, all KCU students become members of the Student Government Association (SGA). The SGA consists of representatives from all academic programs on both campuses. The executive councils, representatives, and class officers are elected in accordance with the SGA constitution. The SGA operates under the guidance of the Assistant Senior vice provost for Student Success on each campus.

An activity fee, paid by each student, finances SGA initiatives and SGA-chartered organizations. The primary function of the SGA is to serve as a liaison and partner with students, faculty, and administration to enhance the student experience and elevate student success

The Council of Presidents is an SGA committee composed of the presidents of all SGA-chartered and recognized provisional organizations. The primary function of the Council of Presidents is to inform student organizations of the policies and procedures of Student Affairs and Kansas City University in order to assist organizations in the coordination and execution of various activities.

Organization Policies & Procedures

KCU's student organizations offer a variety of opportunities for leadership development, career exploration, community service, education, networking, and recreation. Most student organizations at KCU fall into one of two categories: SGA-chartered or provisional organizations. Chartered organizations are eligible to participate in SGA's funding request process. Provisional organizations are recognized as such by the Office of Student Affairs. The University affords both types of organizations certain benefits outlined in the Canvas Campus Life course for each respective campus.

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

- Reserve campus facilities for club-related activities
- Host meetings, events, and activities
- Communicate with the student body via email notices, flyers, and the Thrive app
- Request assistance of campus departments through processes determined by Student Affairs
- Feature in University publications and on the website with approval from Affairs;
- Participate in SGA's annual funding request process SGA (SGA-chartered organizations only)
- Recruit new members at the annual fall organization fair;

- Obtain documentation from KCU, via Student Affairs, to satisfy requirements for national affiliation;
- Schedule events on the Student Organizations Calendar, and, when appropriate, the University Calendar

The Office of Student Affairs and representatives from the Student Government Association (SGA) review requests for new chartered organizations. Contact the Office of Student Affairs for information regarding the charter process.

The University is not responsible for the activities of student organizations; however, organizations are expected to meet specific criteria and abide by policies, procedures, and guidelines set forth by the Office of Student Affairs. These policies can be found on the [Student Organizations](#) page on myKCU.

University-endorsed organizations may have such recognition revoked by the Office of Student Affairs if the organization becomes inactive, fails to sustain requirements, violates policies, procedures, or guidelines, or if its activities conflict with the University's best interests. If students wish to continue the organization's activities once official recognition is revoked, the organization must undergo the process established for official recognition of a new student organization.

Special Forms & Necessary Approvals

Student organization activities are approved by Student Affairs. Approval forms can be obtained on [myKCU](#) within the Student Affairs department pages or in the "Get Involved" section of the Campus Life course on Canvas.

Student organizations that wish to request use of campus space for an event are required to submit the appropriate approval form listed on their campus-specific Canvas page.

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

Organizations involved in community service projects must complete a Community Service Project Approval Form. All community service approval requests must be submitted prior to the community service activity and in a timely manner that meets with the guidelines outlined within the campus-specific approval form. For projects non-medical in nature, a Community Service Non-Medical Project Approval form should be

completed. 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, with a minimum of one full-time KCU faculty physician per 10 student volunteers.

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 seeking to collect in-kind donations on behalf of nonprofit organizations should complete a Donation Drive Approval Form and submit it to Student Affairs at least 14 business days prior to the drive. Student organizations are required to consult with Student Affairs for guidance on University guidelines and expectations as it relates to on-campus collections.

All events, including meetings, guest speakers, parties and events by University-endorsed student organizations must be submitted in writing and approved by Student Affairs in order to avoid conflicts in dates and location and ensure all relevant policies are followed. An organization calendar for each campus is available online via myKCU and Canvas and is intended to serve as a resource in scheduling events and determining availability.

Student Leadership Requirements

Any KCU student who is holding a leadership role in a University-endorsed program or organization (e.g., student ambassador, student government, executive leadership) or campus employment position is expected to maintain professional standards and good academic standing. To be eligible for official leadership positions, students must be in good academic standing and not on academic probation. Students who are not in good standing or are placed on academic probation may be required to resign from their leadership or employment position. Students who exhibit unprofessional behavior in violation of the Code of Professional Conduct may similarly be required to resign from a leadership or employment position.

Students selected for the anatomy or OMM fellowship cannot concurrently hold an organizational officer position during the year of their fellowship.

A student may appeal an administrative or SPC decision to remove the student from a leadership position. The appeal process will be communicated in writing to the student at the time the initial decision is delivered. If the student wishes to appeal, they will submit an appeal in writing to the senior vice provost for Student Success. That appeal must be submitted for review within five business days of receipt of the initial decision.

Research

KCU encourages student research engagement while enrolled and attending classes at the University. [The Office of Research & Sponsored Programs \(ORSP\)](#) serves to assist students in identifying and searching for research opportunities both on and off campus. KCU provides support for students to find opportunities if the students qualify academically, and if they are interested in participating in research. Curriculum in research methods, principles, policies, and procedures is made available to all students.

In addition, oversight of all research activities occurs in the ORSP, including compliance and training. The student may contact the ORSP to find out about available opportunities both on and off campus. To receive approval, students must provide information to their appropriate dean to participate in research activities based on the student's academic standing. Approval to participate in research activities will occur through the offices of the campus deans of COM and COB. CDM students will pursue approval from the CDM associate dean for academic affairs and research.

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

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

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

- Annual Research Symposium
- Science Friday Talks

For questions, please email research@kansascity.edu.

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

International Student Services

F-1 Status

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

Period of authorized stay

F-1 status covers the period when a person is a registered, full-time student maintaining good academic standing and making progress toward his/her degree, as well as an optional period of practical training following completion of studies.

Documents

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

Passport

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

Visa

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

If the visa expires and the student leaves the U.S., the student must obtain a new F-1 visa before returning.

International students are required to provide updated visa information to the Office of the Registrar within 10 days of the change.

I-20 Certificate of Eligibility

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

Students are issued an initial I-20 to enter the United States and when starting a new program of study. After students are issued an I-20 reflecting their first semester of registration, it is the student's responsibility to request updated I-20s and updated travel authorizations as needed.

Students should continue to maintain old/outdated I-20s for their permanent record, even after graduation. It is the student's responsibility to keep all I-20s in case they are needed for future immigration benefit applications.

I-94 Arrival & Departure Record

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

International students are required to send the Office of the Registrar their most current I-94 within 10 days of returning to the U.S.

Maintaining Legal F-1 Status

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

- Keep passport valid - more than 6 months from its expiration date.
- Always carry a copy of the passport or a printout of the I-94 documentation from <https://www.cbp.gov/travel/international-visitors/i-94>.
- Complete a full course of study each semester unless granted prior permission from a Designated School Official (DSO) to be less than full time.
- Request extension prior to current I-20 expiration if not finished with program.

- Inform DSO if you are planning to transfer to another school at the same or different program level.
- Do not work off campus without prior authorization.
- Do not work on campus more than 20 hours per week while school is in session.
- Report a change of name in passport, visa, or other immigration status change to the Office of the Registrar within 10 days.
- Report changes of U.S. address to DSO within 10 days by updating the address on file in Workday.
- Travel with a valid travel signature on the I-20 before traveling outside U.S. and contact the Office of the Registrar for new travel endorsements as needed.

Student and Exchange Visitor Program

The Student and Exchange Visitor Program (SEVP) is a federally mandated program that began in 2003. The purpose of this program is to track all visitors to the U.S. in F, M, or J status. The internet-based automated system that was designed to accomplish this purpose is known as SEVIS. Some of the information maintained in this data system includes name; date and country of birth; permanent, foreign, and local addresses; program of study; enrollment history; dates of entry and exit from the U.S.; dependents (spouse or children living in the US); and employment authorizations.

KCU updates information about all F-1 students in SEVIS on an ongoing basis.

Required Notifications to DSO

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

Students must notify a DSO of the following changes and request an updated I-20:

Program Extension

If a student is unable to complete his/her course of study before the completion date noted on the I-20, an I-20 extension must be requested. Extensions are also required for students who are awarded on-campus fellowships. Students should email their extension request to registrar@kansascity.edu.

Changing Schools

Students must provide the Office of the Registrar with a copy of an acceptance letter and contact information for the institution's DSO(s). If considering transferring to another school, contact a DSO for more information.

Change of Program Level

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

Change of Funding

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

Name Change

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

Travel

Immigration law requires that the alien registration be in a student's possession at all times as evidence of legal entry and presence. The alien registration is the entry stamp on the passport, or the printout of the I-94. Students may encounter immigration checkpoints when traveling near any U.S. land or sea border. Some states have also passed laws that allow local law enforcement agencies to verify the immigration status of individuals stopped for other reasons. Customs and Border Patrol officers have the final determination to allow entry to the U.S.

International Travel for F-1 Students

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

- An original hard copy unexpired I-20 with a valid travel signature
- Valid F-1 visa
- Passport
- Students are also advised to have physical or digital access to the following documents while traveling internationally:
 - Evidence of finances
 - Copy of transcript and current course schedule
 - SEVIS I-901 Fee Receipt

Change of Address

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

Visa Expiration

A visa is an entry document; the expiration date of a visa has no bearing on how long a student may stay in the U.S. If a student's visa expires while they are in the U.S., a new visa is only necessary if planning to exit/reenter the U.S.

The length of visa validity varies depending upon the visa classification and the diplomatic relationship between the U.S. and the home country. Similarly, visas may be valid for a single entry or for multiple entries.

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

Loss of F-1 Status

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

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

Optional Practical Training (OPT) & Residency

F-1 students may be authorized for up to a total of 12 months of full-time optional practical training (OPT). Students must receive a recommendation from a DSO on the I-20 prior to applying for employment authorization with the USCIS. Once the USCIS approves employment, they will send the student an Employment Authorization Document (EAD). OPT is required even for unpaid internships or self-employment after graduation. Students should coordinate directly with a DSO to ensure they are maintaining status while on OPT.

Students should review [myKCU](#) for information on applying for OPT.

Optional Practical Training (OPT) Eligibility

KCU does not offer pre-completion OPT. KCU programs of study are not eligible for Curricular Practical Training.

A student is eligible for OPT if:

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

Reporting Requirements while on OPT

While on OPT, a student is required to keep the following up to date in their own SEVP portal or by contacting a DSO:

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

Student Health & Wellness

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

Physical Health Services

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

Kansas City University is partnered with TimelyCare to deliver a virtual health and well-being platform for students. TimelyCare provides 24/7 access to virtual care for all enrolled students from anywhere in the United States at no cost. TimelyCare may be accessed by clicking on the TimelyCare tile on student students' Single Sign On (SSO) visiting timelycare.com/KCU or downloading the TimelyCare app from your app store; students must and register with their (S____@kansascity.edu) school email address.

Emotional & Psychological Support

The University understands the intense environment and significant stress that graduate and professional students experience. Student emotional wellness and mental health is a priority for our faculty, administration and staff. KCU provides students access to on-campus counseling services, provided by licensed full-time psychologists and therapists. utilize the counseling services that are available to them. The University has licensed clinicians on each campus. Students who wish to schedule an appointment may do so online at <https://kansascity.medicatconnect.com/>.

Kansas City University is partnered with TimelyCare to deliver a virtual health and well-being platform for students. TimelyCare provides 24/7 access to virtual care for all enrolled students from anywhere in the United States at no cost. Students are eligible for 12 scheduled counseling sessions with TimelyCare providers annually. TimelyCare may be

accessed by clicking on the TimelyCare tile on student students' Single Sign On (SSO) visiting timelycare.com/KCU or downloading the TimelyCare app from your app store; students must and register with their (S____@kansascity.edu) school email address.

All counseling referrals and sessions are confidential and are not recorded in the student's file.

KCU Counseling Services provides numerous self-service resources available to students via the KCU Counseling Resources Canvas course. A variety of topics and related resources, including behavior change, hope, humor, conflict management, racial trauma, addictions, self-compassion, connection/relationships, gratitude, grief, etc. are explored via various mediums throughout the KCU Counseling Resources Canvas course.

Student Behavioral Concerns

Students who exhibit any of the behaviors listed below—regardless of whether they are related to a disability—may, at the discretion of the senior vice provost for Student Success or their designee, be temporarily removed from some or all academic activities, or have their continued participation made conditional upon meeting specific requirements.

- Expressed or exhibited suicidal Ideation
- Expressed or exhibited suicidal acts
- Expressed or exhibited acts of self-harm
- Expressed or exhibited intent to harm others
- Erratic or disruptive behavior that substantially interferes with KCU's learning or working environment.

Interventions imposed as a condition of continued enrollment are safety-driven and nonpunitive in nature. Acts of misconduct may be addressed under the appropriate policy.

Conditions for return (or continuation) will be designed to demonstrate that the student can safely and nondisruptively participate in their KCU program. Conditions may include referral to a Physician and Health Professionals Wellness Program selected by KCU, for a Fit for Practice, substance use, or other psychiatric assessment. An assessment required by the senior vice provost for Student Success (or designee) is a thorough mental and physical health assessment, conducted by a facility approved by the Missouri Board of Healing Arts or other similar program, to determine if an individual is able to practice as a student-clinician, student-physician, or student-dentist. The selected Physicians and Health Professionals Wellness Program will provide assessment resources and assist and coordinate the care of the student throughout assessment and any required treatment

deemed necessary as a result of the assessment. Assessment and treatment typically take place at a facility outside of the student's normal environment.

Assessment and treatment related costs are the responsibility of the student. Student health insurance may or may not cover these costs.

Students referred for assessment are required to comply with any and all treatment recommendations made. Not all assessments result in required treatment. Students referred for assessment and possible treatment, depending on the length of assessment and treatment, may be placed on Leave of Absence (LOA) for the course of the assessment and required treatment. Students may not return to their studies until the assessment is completed, any required treatment is completed, and the selected program declares the student is Fit to Practice. A student placed on a LOA under following the required assessment and treatment may be granted an exception to the maximum LOA period specified in the Leave of Absence section detailed Student Academic Services & Policies, as long as the student is able to return and graduate within the maximum time limit allowed under the Student Handbook for that specific program. Refusal to comply with the vice provost for Student Services' requirement for an assessment under this Section and any required treatment, will be considered grounds for continued separation from KCU, up to and including administrative withdrawal from KCU.

Health Insurance Policy

All students, regardless of their program of study, are required to maintain personal health insurance. All students must submit proof of personal health insurance through the University's partner online portal should they wish to request to waive the KCU Student Health Insurance Plan (SHIP).

KCU sponsors a student health insurance plan (SHIP). Details related to enrolling or waiving SHIP will be communicated annually to students via email and on Canvas.

Every student's health insurance policy should have minimum coverage levels, which include coverage of chronic health issues, acute health issues, emergent care, and catastrophic events. The following are the minimum coverage levels that the student's personal coverage must meet:

- Insurance company must be based and operated in the United States
- Must provide in-network coverage in the state where the student resides while attending KCU
- Affordable Care Act compliant plan

- State-specific Medicaid is acceptable if the student is covered in the state where they reside while attending KCU

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

All international students must purchase their health insurance through the SHIP. Canadian students cannot use their Canadian Health Service policy as acceptable coverage while enrolled at KCU.

Reporting Breaks or Changes in Coverage

All students must report any break in coverage or change in health insurance while attending classes on campus.

COM and CDM students have additional requirements for reporting a break in coverage:

- COM students must report any break in coverage or change in health insurance to Clinical Education during the third and fourth years.
- CDM students must report any break or change in health insurance to the Office of Clinical Affairs.

Student Supplemental Medical Insurance Policy

KCU has partnered with Hartford Life Insurance Company to provide student supplemental medical insurance coverage for all students. The student supplemental medical insurance policy attempts to help students cover medical expenses that are incurred during KCU academic-related activities, which are not covered by the student's personal medical insurance, such as injury or illness while participating in KCU courses, labs or clinical training that take place on KCU campus or at an offsite location approved by KCU.

The student supplemental medical insurance policy does not replace a student's personal medical insurance policy and students are still required to carry their own personal medical insurance. In accordance with every insurance policy, exclusions apply. If a medical injury, including a needle stick, occurs as a first- or second-year DO student, please contact Student Services for information as to whether your injury qualifies for this coverage and directions for filling out a medical claim form. If a medical injury, including a needle stick, occurs as a third- or fourth-year DO student, please contact the assigned Clinical Education coordinator for information whether the injury qualifies for this coverage and directions for filling out a medical claim form. Forms for filing a medical claim through this policy can be found on the Clinical Education web portal as well as the KCU intranet, under the Student Services section.

Student Professional Liability Insurance

KCU assumes the financial responsibility for professional liability incurred by actively enrolled students when participating in KCU-sponsored clinical activities as part of their formal educational program. However, KCU students are NOT covered by KCU professional liability insurance for certain clinical activities, including:

- clinical activities while not actively enrolled at KCU;
- clinical activities not sponsored by KCU;
- any criminal, willful, malicious, fraudulent, dishonest or knowingly wrongful act.

See KCU's Sponsored Activities Policy in the online policy library for more information. KCU reserves the right without prior notice to modify its practices with regard to financial responsibility for professional liability. Any questions regarding the above policies should be directed to KCU's Director of Contracts and Insurance Risk Management (insurance@kansascity.edu).

Exposure to Blood & Bodily Fluids

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

Injuries Occurring on Campus

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

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

A preliminary review, if warranted, will gather additional information while it is fresh and accurate in the minds of those involved or who may have witnessed the incident. The

campus safety manager will assess the situation and present recommendations for any corrective action to the Safety and Loss Control Committee.

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

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

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

Medical Treatment of Students by KCU Faculty

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

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

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

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

Enrollment, Registration, & Separation

Enrolled Student

Students who are registered for one or more courses on the first day of the term of their program of study are considered enrolled students, regardless of the start date and time of their first class on their course schedule.

Registration

Unlike traditional undergraduate and graduate institutions where students individually register for courses, KCU engages in block registration for each student cohort. The student's respective department sends enrollment information to the Office of the Registrar every term. Students are responsible for reviewing their enrollment in Workday prior to each semester to ensure they are enrolled correctly. Students may not audit courses.

Students wishing to add a course, must initiate the add process on or before the sixth business day of the term in which they're enrolled. Students should refer to the Academic Calendar; the first day of classes varies by program. This policy does not apply to clerkships or intersession courses.

All students are required to report on the orientation or registration date as specified in the Academic Calendar. First-year COM, CDM and PsyD students who fail to appear at the stated check-in time for orientation risk losing their seat unless other arrangements have been made.

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

All outstanding financial obligations to the University or University-affiliated clerkship sites must be cleared in order for a student to register. Students who are not in University compliance may not attend classes or participate in clerkships, off-site clinical experiences, or practicums.

Course Drops & Withdrawals

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

Students wishing to drop a course, must initiate the drop process on or before the sixth business day of the term in which they're enrolled. For intersession courses, the deadline to drop the courses is prior to the first class meeting. Students who wish to drop a course must officially communicate their request to their department and complete their request via Workday within the prescribed time requirements. A student who drops a course within the prescribed time requirements will have no record of the course on their transcript.

Students may withdraw from certain courses with the permission of the program director after the drop deadline and up to the withdrawal date. Course withdrawals are recorded as a W on the student's academic transcript. Students may not withdraw from a course after the withdrawal date. Students are not eligible to withdraw from a course after the course has ended. A course has ended when all assignments and examinations have been administered and there are no future scheduled class meeting times.

Withdrawing from a course may have financial aid implications. Students are advised to talk with Financial Aid prior to withdrawal from any course. International Students are advised to talk with a DSO prior to withdrawal from any course.

Students who drop or withdraw from dual-degree or tracks within their program will be administratively withdrawn from coursework that does not count towards the completion of their primary degree program.

CDM

The CDM academic calendar is divided into summer, fall, and spring semesters. CDM students do not have the option to drop or withdraw from individual courses. Students who need to drop or withdraw from the University must initiate that request with their college and complete the Withdraw request form on Workday.

The withdrawal deadline for summer is Tuesday, July 16. The withdrawal deadline for the fall semester is Monday, October 28. The withdrawal deadline for spring semester is Friday, March 21.

Appeals to the withdrawal deadline must be made in writing to the dean of CDM. The dean of CDM will make a final determination based on the appeal.

BIOS

The Biomedical Sciences academic calendar is divided into fall and spring semesters with a summer semester for Research Track students only. The withdrawal date for fall is

the Friday before Thanksgiving. The withdrawal date for spring is the last Friday in April. The withdrawal date for summer is Tuesday, July 8.

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

PSYD

The PsyD academic calendar is divided into fall and spring semesters. Courses are offered in 10-week blocks. Each semester will consist of two 10-week blocks. The withdrawal date is the Friday of the eighth week of each block.

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

COM

The COM academic calendar is divided into fall and spring semesters. KCU-COM students do not have the option to drop or withdraw from individual courses. Students who need to drop or withdraw from the University must initiate that request with their college and complete the Withdraw request form on Workday.

The withdrawal date for fall is the Friday before Thanksgiving. The withdrawal date for spring is the last Friday in April.

COM students may be enrolled in elective coursework for a dual degree program or specialty track. Students wishing to drop or withdraw from coursework that is outside of the COM lockstep program must initiate the process on or before the deadlines listed above for either process. For intersession courses, the deadline to drop the courses is prior to the first-class meeting. Students who wish to drop or withdraw a course must officially communicate their request to their department and complete their request via Workday within the prescribed time requirements.

Exceptions to this policy may be granted based on extenuating circumstances only. Appeals to the withdrawal deadline are only granted following submission of a written petition, with the approval of both the course director and the location-specific campus dean of COM.

Student Separation from the University

Drop or Withdrawal from the University

Students may choose to voluntarily separate from the University entirely through the drop and withdraw process outlined below and are held to the grade and/or transcript implications the separation may have.

Students withdrawing from the University may only receive W's for coursework if withdrawing prior to the withdrawal date for their program. Students may request to withdraw from the University after the withdrawal deadline by appealing to the appropriate dean. Any withdrawals after the withdrawal deadline will result in failing grades for any enrolled courses.

A program withdrawal request may be approved for a student referred to their program's SPC if the request is submitted by the close of business of the business day immediately prior to their scheduled SPC meeting.

Any student considering separating from the University should first talk with their faculty advisor, director of student success, program director, and/or campus dean as appropriate. Separating from the University may have financial aid implications. Students are advised to talk with Financial Aid prior to dropping or withdrawing from the University. See the Tuition & Fee Refund Policy. International students are advised to talk with a DSO prior to dropping or withdrawing from the University.

In order to initiate a drop or withdrawal, student must complete the Program Withdrawal request in Workday before the withdrawal date for their program of study. The Workday Program Withdrawal request initiated by the student will be reviewed by the appropriate campus dean and the senior vice provost for Student Success. If the request has been approved, the student will receive notification via their KCU student email detailing the steps to complete in preparation for separation from the University. Failure to complete the required separation steps may cause the University to withhold readmission and/or registration from the separating student, which also remains subject to applicable readmission requirements.

The following list details general expectations of the University for students prior to formal separation through voluntary student drop or withdrawal:

- The student's KCU ID badge must be surrendered to KCU Safety and Emergency Management (SEM).

- All materials borrowed from the library must be returned.
- All KCU property must be returned to the appropriate department (including the "bone box" issued to COM students).
- Students who withdraw from KCU may keep institution-issued personal technology (i.e., iPad).
- Students who withdraw from the institution may also retain any pin or white coat issued by KCU.

Students who withdraw from KCU are subject to the University's Readmission Policy.

Administrative Withdrawal from the University

In some cases, students may begin coursework but stop attending all courses during the term. If the Office of Financial Aid and the Office of the Registrar are notified by an academic department that a student has unapproved/unexcused absences in excess of 2 weeks for all courses and the student has not responded to any outreach for the entire duration, the student will be administratively withdrawn. A student receiving all grades of fail (F), withdrawal (W) or administrative withdrawal (AW) in any combination may be subject to the Return of Title IV funds calculation (R2T4) if it is determined that the student should be administratively withdrawn.

The Offices of the Registrar and Financial Aid will contact and request from course instructors confirmation of the date the student ceased attending their courses through graded class assignments, documented group project work or other documentation from the instructor. When instructors provide confirmation of the last date of attendance or coursework completed, the date provided will be used to calculate the R2T4 and federal funds to return.

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

Students may be administratively withdrawn from the University when they:

- Exceeded program length restrictions
- Fail to submit a Student Request for Reinstatement by the agreed-upon date in the LOA approval letter or suspension letter

- Have been absent from all coursework for 2 or more weeks without approved leave and have not responded to any contact/outreach from the University
- Are unresponsive to outreach and have not attempted to continue enrollment for one or more semesters

Administrative withdrawal action is also taken when the University has been notified of the death of a currently enrolled student or a student who was anticipated to continue enrollment.

Students who are administratively withdrawn from KCU are subject to the University's Readmission Policy.

Administrative Withdrawal from a Secondary Program

Students may be administratively withdrawn from honors tracks, dual-degree programs and/or fellowships if:

- The student fails to maintain the academic requirements for continued participation
- The SPC determines that the student cannot continue as a requirement of Academic Warning or Academic Probation

Dismissal from the University

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

Students who receive a formal decision of dismissal from the institution have the right to appeal that decision in accordance with the relevant policy governing their dismissal. Dismissal is recorded on the students' transcript. Students who are dismissed from KCU are subject to the University's Readmission Policy.

Leaves of Absence

Students may request, but are not entitled to, a leave of absence (LOA). Requests should be submitted to the senior vice provost for Student Success or their designee. The senior vice provost for Student Success or designee will consider granting a student LOA only for the following reasons:

- Parental Bonding

- Health Emergency or illness
- Financial Emergency
- Personal Emergency
- Military Service
- Pursuit of an approved Educational Endeavor experience at an external recognized educational institution
- Administrative LOA: In extenuating circumstances, a student may be involuntarily placed on a nondisciplinary, safety-related LOA. Such Administrative LOA may be short-term or long-term. It may be imposed concurrently with other university procedures, such as student conduct or academic processes. The senior vice provost for Student Success has the authority to place a student on Administrative LOA.

Terms and Conditions

When considering the terms and conditions of an LOA, such as the timing of leave and administrative or academic tasks necessary for orderly transition to leave, the senior vice provost for Student Success or designee will consult with the appropriate program personnel. Terms and conditions will include any items necessary to minimize disruption to classroom and clinical environments.

LOA Requirements

Request for LOA: Students seeking an LOA must submit the Student Request for Leave of Absence via Workday including all required supporting documentation.

If unforeseen circumstances prevent a student from appropriately submitting the Student Request for LOA through Workday, the request may be granted by exception.

For any student referred to the Student Progress Committee, a request for LOA will only be considered after the SPC has issued a decision in the student's case.

If LOA is granted, University support resources such as those offered through Thrive, Counseling Services, and Student Services may remain. However, access to University provided academic resources may be denied (learning management systems, supplemental products, etc.).

Classification: Leaves of Absence shall be classified as either short-term or long-term. An LOA shall be classified as short-term if the student will, upon reinstatement, continue with the program cohort that they belonged to when initiating the leave. An LOA shall be

classified as long-term if the student will, upon reinstatement, join a subsequent program cohort than the one they belonged to when initiating the leave.

Reinstatement from long-term LOA must coincide with the appropriate program term start-date. For students granted long-term LOA, KCU reserves the right to require the student to retake coursework.

Meeting: Students requesting an LOA may be required to meet with the senior vice provost for Student Success or designee to describe the circumstances; the senior vice provost for Student Success will determine if an LOA is warranted.

Academic Failures: Leaves of Absence cannot be used to avoid a course, Board, or COMAT failure or to avoid dismissal for academic or disciplinary reasons.

Students who are failing one or more courses at the time of an LOA request are required to meet with the appropriate dean prior to receiving approval for an LOA.

A student who is approved for long-term LOA after the withdrawal date for any given term may receive a failing grade for each course enrolled. In exceptional, unforeseeable, and unpreventable extenuating circumstances that are outside the student's control, a properly completed and approved Exception to Academic Policy Request form may be submitted to the Registrar's Office, allowing a student to withdraw from enrolled courses after the withdrawal deadline has passed.

Request for Reinstatement: Students on short-term LOA will be reinstated based the effective end date specified in their LOA approval letter and are not required to submit the Student Request for Reinstatement. Students granted short-term Health Emergency LOA may be required to provide a medical release from their treating licensed health-care provider.

Students seeking reinstatement from long-term LOA must submit the Student Request for Reinstatement via Workday including all required supporting documentation by the deadline specified in the LOA approval letter.

Failure to submit the Student Request for Reinstatement by the agreed-upon date specified in the LOA approval letter will result in administrative withdrawal from the University.

Professionalism: Students on LOA are required to comply with all college or program-specific professionalism policies outlined by the student's program of study. Violation of any applicable ethical or professionalism expectations while on leave may result in disciplinary action, up to and including dismissal from the University.

COM Clerkship students: Third- and fourth-year COM students taking an LOA from clerkships may not be able to return to their original clerkship placement upon their return, and may be required to return to their home campus for clerkships.

Lisencure exams: Students on long-term LOA, excluding those on Academic Endeavor LOA, may not register for or sit for National Board of Osteopathic Medical Examiners (NBOME) exams. KCU cannot certify any student who is on long-term LOA to register or sit for National Board of Medical Examiners (NBME) exams.

Maximum Leave Time: More than one LOA may be granted or mandated for a student while pursuing a single degree program. However, the maximum total combined LOA time granted while pursuing a single degree program may not exceed 52 weeks. Should a student wish to take more than 52 weeks total LOA time while pursuing a single degree program, they must appeal to the senior vice provost for Student Success. Such appeals are only granted in situations where there is a compelling, legitimate reason.

Student Request for LOA Supporting Documentation

Documentation may be addressed to the senior vice provost for Student Success and should be uploaded along with the student request for LOA. Explanation of appropriate documentation for each leave type is provided below.

Parental Bonding LOA: Students who wish to take Parental Bonding LOA must discuss their plans with the appropriate student success team member(s), faculty, and/or clinical education coordinator prior to submitting the student request for LOA. In order for a short-term Parental LOA request to be considered, the student must upload evidence satisfying all of the following criteria:

- Confirming that the appropriate student success team member(s), faculty, and/or clinical education coordinator is/are fully informed regarding the leave
- Detailing the specifics of the request, including anticipated effective start and end dates
- Verifying that appropriate scheduling adjustments can be made considering the planned leave

Health Emergency LOA: Any LOA related to a disability will be processed as an accommodation request through the Disability Services Coordinator. Please refer to the Disability Accommodations Policy and the [Disability Services webpage](#).

Financial Emergency LOA: In order for any Student Request for a Financial Emergency LOA to be considered, a detailed personal statement and supporting documentation verifying the emergency financial situation and all steps taken to date to address the financial emergency must be submitted. The statement and supporting documentation must satisfy all of the following criteria:

- Address family support sought and provided
- Detail all steps taken to secure any available financial aid
- Provide evidence of Student Hardship Fund application submission

Personal Emergency LOA: A detailed personal statement and supporting documentation satisfying the criteria below must be submitted:

- Describe the personal emergency situation
- Detail comprehensive plan for utilizing the leave time to resolve issues of concern prior to returning to studies

The senior vice provost for Student Success or designee will consult with Student Affairs panel and appropriate dean to determine if a Personal Emergency LOA is warranted based on statement and supporting documentation submitted

Academic failures or potential academic failures do not meet the standard of "personal emergency"

Military LOA: Formal documentation of military orders must be submitted

Student must provide documentation specifying start and end dates for military commitment in as timely a manner as possible

Educational Endeavor LOA: Formal documentation from KCU or the external educational institution verifying the student's acceptance in an approved program meeting each of the following criteria must be submitted:

- Detail the specific program, location, and sponsoring institution
- Include specific program start and end dates

Student Request for Reinstatement Supporting Documentation

Documentation may be addressed to the senior vice provost for Student Success and should be uploaded along with the student request for Reinstatement. Explanation of appropriate documentation for each leave type is provided below.

Parental Bonding LOA: Students are not required to submit the student request for Reinstatement to be reinstated from short-term LOA. Students on short-term Parental Bonding LOA will be automatically reinstated based the effective LOA end date specified in the LOA approval letter

Health Emergency LOA: Any LOA related to a disability will be processed as an accommodation request through the Disability Services Coordinator, and any necessary documentation for return will be determined through that process as well. Please refer to the Disability Accommodations Policy and the Disability Services webpage.

Financial Emergency LOA: A detailed personal statement and supporting documentation verifying that student has the financial capability to pay tuition, fees, and all personal expenses must be submitted.

The Office of Finance will review documentation submitted and advise the senior vice provost for Student Success regarding whether student meets the requisite financial standards to be considered for reinstatement'

Personal Emergency LOA: A detailed personal statement and supporting documentation verifying that the student's personal emergency has been resolved must be submitted

The senior vice provost for Student Success will review documentation provided to determine whether student should be considered for reinstatement

A student may be required to meet with the vice provost, college dean, and/or their designee(s) to determine eligibility for reinstatement

Military LOA: No supporting documentation is required for reinstatement assuming student submits the Student Request for Reinstatement by the deadline detailed in their Military LOA approval letter

Educational Endeavor LOA: No supporting documentation is required for reinstatement assuming student submits the Student Request for Reinstatement by the deadline detailed in their Educational Endeavor LOA approval letter

Administrative LOA: Students placed on Administrative LOA will be notified in writing regarding specific conditions that must be satisfied to potentially qualify for reinstatement. These expectations will reflect appropriate remediation of the circumstance(s) that prompted the administrative leave.

Student Academic Services & Policies

Name and/or Address Change

It is the responsibility of each student to update any address or telephone number changes through the student information system, Workday. If a name change is required, the student must submit a request in Workday, along with legal documentation. It is imperative that these records be kept current at all times.

Please refer to the policy library on the intranet for [name change policies](#).

Misuse of a preferred name change includes misrepresentation, attempting to avoid legal obligation.

Confidentiality & Disclosure of Student Records

Please see the [University policy library](#) for information on the Family Educational Rights and Privacy Act (FERPA) policy and procedures.

Students may review the annual notification of their rights under FERPA and other student privacy resources on [myKCU](#) at any time.

Dispute Resolution Policy

From time to time, disputes may arise between the student and KCU. Notwithstanding issues involving matters subject to the Title IX and Sexual Misconduct Policy and any such other issue as designated in other University policy, student discipline and grievances are handled utilizing the Student Disciplinary Committees and Student Grievances policies. For issues not resolved by the grievance procedure or a student disciplinary committee, or for other disputes where University means are not a reasonable option for resolution, such disputes remaining are subject to arbitration (see below).

Binding Arbitration Agreement

As a condition of enrollment at KCU and as otherwise specified in the relevant agreement, to become and remain eligible for enrollment, students must agree to the terms of a

comprehensive and binding Arbitration Agreement, which is available through Workday. The Agreement includes, among other terms, a waiver of rights by the student. Students are strongly encouraged to thoroughly review that document before signing.

Financial Responsibility Agreement

As a condition of enrollment at KCU, students must agree to the terms of a Financial Responsibility Agreement, which is available through Workday. The Agreement includes, among other terms, a commitment to pay tuition and fees and consent to related communications. Students are strongly encouraged to thoroughly review that document before signing.

Information Technology

Information Technology (IT) Policies establish standard requirements for all KCU stakeholders and systems involved in creating, maintaining, storing, accessing, processing, or transmitting information.

These policies apply to all faculty, staff, students, contracted workers, or anyone granted access to KCU applications, systems, and information. They cover all KCU systems, applications, and information in any form and anywhere KCU business is conducted.

The policies encompass KCU's technology systems, which include various hardware, software, communications equipment, and other devices used to create, receive, store, process, and transmit information. This includes equipment connected to any KCU network, whether hardwired or wireless, as well as all stand-alone equipment deployed by KCU's Information Technology department at its campuses or remote locations.

- [Information Technology Policies](#)
- [Information Technology Guidelines and Resources](#)

Personal Electronic Recording Policy

Students are prohibited to record any curricular activities, including lectures, labs, small groups, presentations, reviews, demonstrations, and any activity in which faculty members, patients, or off-campus visitors are participating without an approved accommodation from the Office of Disability Services. Personal recordings can impact the privacy and intellectual property rights of students, faculty, staff, and any other participant during the activity.

Students who initiate electronic recording of faculty, staff, visitors, or a curriculum activity without permission will be asked to discontinue the activity immediately. Additional action

may involve referral to the University administration or Student Progress Committee for unprofessional conduct.

Communications

All KCU students are required to check their KCU email regularly. KCU will officially communicate with and notify students of important and official communications via their KCU email address. KCU may also communicate officially through standard mail via the U.S. Postal Service (USPS). It is the responsibility of the student to update and keep their preferred mailing address current by submitting an Address Change form via the Student Forms section of the Registrar intranet page.

Promotional Signage

Designated areas of campus offer opportunity for promoting and informing students of activities with a connection to the curriculum, student organizations, or the like, both on and off campus. KCU makes bulletin boards, sign holders, and designated monitors on campus available to students at KCU's discretion. Student Services has the right to remove any item(s) posted without approval that are expired or that Student Services otherwise deems to be irrelevant to KCU's educational mission. All postings should be dated to reflect the time of posting. The University prohibits affixing posters, flyers or informational materials to walls, restroom stalls, elevators, and all other campus locations not specifically designated for student communications.

myKCU

The intranet (myKCU) is a private, internal website for KCU students, faculty, and staff. This site provides students with information regarding KCU administrative departments, links to Student Services resources, a calendar of events, online approval forms for campus activities, a campus directory, important announcements, building hours, cafeteria menu, and a helpful resource center. NOTABLY, this internal website also houses KCU's policy library, which includes policies that apply to students that may be in addition to the Catalog and Student Handbook. Students should check myKCU on a daily basis. The intranet serves as the portal for many other applications, such as the KCU email system, Canvas, Workday Self-Service, NetPartner, etc.

KCU Website

The goal of the KCU website is to inform the general public about the University and to provide its constituents with valuable resources and information.

Online Education

Instructure Canvas is the learning management system (LMS) that KCU uses to provide supplemental instruction to students. The learning management system is an integral part of the 21st century learning process. All KCU students are required to check Canvas for course-related information on a regular basis. Student resources provided by Student Services and Clinical Education are also available through Canvas.

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. The failure of a student to check his/her email or to receive email because of a full mailbox will not excuse the student from fulfilling their responsibilities or responding to communications.

Social Media Policy

The Office of University Relations establishes and maintains KCU-branded social media accounts. Students may not create social media accounts representing or giving the appearance of representing the University without written permission from University Relations. As an alternative, KCU offers the following:

- Instagram takeovers allow students to publicly represent the University on the main KCU Instagram account, @KCUniversity. Instagram takeover request forms may be obtained from Student Services and will be approved by University Relations.
- Students are encouraged to send photos, video and other content to Student Services to be shared on KCU social media platforms. Posts and content added by the administrators of KCU social media accounts are considered official University content.
- The THRIVE app is available for download free of charge and serves as a social media platform for the University. Students may create public or private channels within THRIVE.

The following principles apply to KCU students' use of personal social media accounts:

KCU students' actions may have an impact on their own images, as well as KCU's image. The information that KCU students post or publish may be public information and, in many cases, may be visible to other members of the KCU community and beyond. Posted and/or published social media posts should be considered to be permanently available, even if the post is removed.

The University may observe and monitor content and information available on social media networks and students are required to use their best judgment in posting material. Likewise, social media content may affect a student's ability to achieve their personal and professional goals (e.g. match to residency, seek admission to another professional school, obtain employment, etc.).

KCU students should always be aware of how they identify and present themselves to the public. Students are not prohibited from expressing their personal opinions on social media. Rather, all personal opinions or statements by students should be expressed in a respectful and professional manner and ensure that there is not an appearance of representing KCU.

Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, derogatory, racist, sexist, violent, unprofessional, or that can create a hostile campus environment.

Students may not share or discuss confidential information and must follow standards of patient privacy and confidentiality and regulations outlined in Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g).

KCU students may not represent themselves as a spokesperson for KCU, unless specifically authorized in writing by KCU to do so. If KCU is a subject of the content the student is creating, be clear and open about your status as a student and make it clear that the posted views do not represent that of KCU, fellow students, employees, or any others working on behalf of KCU.

Students must obtain appropriate consent from each individual before referring to or posting images of current or former students, employees, vendors or other University constituents. Additionally, students should obtain appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

If a KCU student publishes content that involves work or subjects associated with the University, a disclaimer should be posted on the users' social media profile, such as this: "The postings on this site are my own and do not represent KCU's positions, strategies or opinions."

Opinions expressed on social media channels by other users do not necessarily reflect the opinion of the University.

Publications & Media Relations

The printing or distribution of any publication, or the use of the University name, logo or seal by students must meet brand standards and have prior approval from the Office of University Relations in consultation with the Office of Student Services.

Students may not speak to any member of the media about KCU, KCU staff, or students of KCU, without the prior approval of University Relations.

Photo/Video Release

All registered students consent to allow KCU to take, record, reproduce, digitally modify for enhancement and refinement, or use photographs, voice, video or video still, digital audio, quotes, public displays, public performances, or otherwise of a student's likeness associated with KCU and its activities for the purposes related to marketing, social media, or promotion of KCU including its classes, activities or other events without limitation.

Students who do not wish to have their image used should contact the Office of the Registrar and request a FERPA hold to be placed on their student information/data. Once the proper forms have been signed by the student, the Office of the Registrar will notify the Office of University Relations of the hold which will block any identified student images from being published.

Academic Affairs Discretion

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

- Executive dean of COM
- COM campus deans
- Dean of COB
- Dean of CDM
- Senior vice provost for Student Success
- Student Progress Committees (SPC)

Solicitation, Vending & Petitions

Solicitations on campus are prohibited. University-endorsed organizations must complete a fundraising event approval form with 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 senior vice provost for Student Success. 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, surveys, and questionnaires being distributed to students (with the exception of those distributed by KCU departments) must be approved in advance by the Office of Student Affairs.

Academic & Physical Accommodations

KCU is committed to an environment in which all students are treated with respect, dignity, and parity. This policy is intended to further KCU's commitment to non-discrimination based on disability and to allow equal access to programs, services and activities in accordance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), Section 504 of the Rehabilitation Act of 1973 (Section 504), and other applicable federal, state and/or local laws. KCU's commitment includes this process for reviewing requests, evaluating eligibility, and determining what, if any, reasonable accommodation may be provided to students consistent with applicable law. This policy applies to all current students and accepted candidates planning to matriculate in KCU's education program. Please see the University policy library for information on the [Academic and Physical Accommodations](#) policy and procedures.

Attendance Policy & Absences

Attendance at all scheduled KCU classes, laboratories, and clerkships is expected and, in many cases, required. As professionals, students are expected to adhere to this attendance policy with diligence. Any student having excessive absences from class, laboratories or clerkships may receive a failing grade and discipline under the Code of Professional Conduct.

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

These specific dates include the following:

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

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

Attendance Policy - COM, DO

Attendance is required at selected Doctor of Osteopathic Medicine program course activities, including but not limited to: experiential learning (e.g., laboratories, small groups, clinical experiences, etc.), and all graded assessments (e.g., written examinations, clinical skills assessments, etc.). Additionally, all clerkship activities require attendance. Required activities may be counted as part of a course or clerkship grade.

Attendance at all required activities will be tracked. For required activities conducted virtually, students are to follow participation instructions per provided protocol.

Each course and clerkship syllabus and official student calendaring system clearly outlines required activities.

Attendance to non-required course activities is highly encouraged and expected of students training to become osteopathic physicians.

Excused Absence Request

Students must submit an COM Request Form that is processed and approved in order to be provided with the opportunity to make-up, re-schedule, or complete graded work in required attendance activities or assessments. Submission of the request does not ensure approval.

Failure to submit a COM Request Form within 24 hours of a missed required attendance activity will result in an unexcused absence and may result in referral to the Assistant/Associate Dean of COM Student Success or designee for failure to adhere to professional Expectations. Failure to submit a COM Request Form prior to the beginning of an assessment may result in an unexcused absence and failure of the exam or course.

Excessive Absences in a Semester

A student who demonstrates a pattern of absences by missing three required activities over the course of three separate days, regardless of excused/unexcused status within a semester will be referred to Assistant/Associate Dean of COM Student Success. Absences that demonstrate a pattern over the course of a year may also be referred to the senior vice provost for Student Success.

Excused Absence

There are two types of excused absences:

- a) Anticipated: An anticipated absence is when these include all events in which the student has advance notice of the need to be absent from a required activity. Some examples include presenting at a conference, representing KCU in a leadership position, military duty, civic responsibility, or obligation associated with completion of a dual degree.
- Anticipated excused absence requests must be submitted at least 10 working days prior to the absence. Failure to submit the COM Request Form in at least 10 working days may result in denial of the request. If denied and an absence occurs, such absence will be considered unexcused.
- b) Unanticipated: An unanticipated absence occurs when the student has very little or no advance notice of the need for an absence from a required activity. Some examples include acute illness, death in family, or other circumstances.
- Unanticipated excused absence requests must be submitted as soon as possible but no later than 24 hours after the absence. Failure to submit the request within 24 hours may result in denial of the request. If denied, the absence will become unexcused.

Unexcused Absences

In the event of an unexcused absence, the student will not be permitted to reschedule, make-up, or complete any grades assignments and may result in forfeiture of grades for attendance and/or participation.

Unexcused absences occurs when:

- Request for an excused absence is submitted but is denied and the student fails to attend the activity.
- Request for an excused absence is not submitted, and the student does not attend the activity. An unexcused absence will be assigned, and the student may be referred to Assistant/Associate Dean of COM Student Success or designee to address professional expectations.

Assessment Absences and Extensions

From time to time, extenuating circumstances may result in an absence of an assessment. When that happens, students are expected to request an unanticipated excused absence. The Assistant/Associate Dean of COM Student Success will determine if the student is granted an excused absence and will designate the new exam schedule.

Requests for assessment extensions are not granted except in extenuating circumstances. Requests for assessment extensions must be emailed at least 48 hours prior to the

scheduled assessment and are granted at the discretion of the Assistant/ Associate Dean of COM Student Success. A request for an assessment extension does not guarantee that it will be granted.

Wellness Absence

KCU-COM OMS-I and II students will be allowed one wellness absence each academic year without penalty. However, wellness absences cannot be exercised on days of an assessment, activities with assignments associated with course points), including but not limited to: simulated-patient encounters (SPE), mannikin-based encounters (MBE) or required service-learning activity such as Score 1 or Early Clinical Experience (ECE).

When a wellness day is taken, it is the student's responsibility to submit a COM Request Form in advance when possible and no later than 24 hours after the absence occurs and clearly indicate “wellness day.” No make-up or rescheduling will be provided for a wellness absence. It is the students' responsibility to utilize available resources (tutoring, open lab, etc.) to ensure course preparations.

Documentation

Healthcare documentation accompanying an absence request must be on official letterhead. Documentation from a healthcare provider that is related to the student will not be accepted.

Attendance Policy - COM, MA Bioethics

Attendance at required selected Master of Arts in Bioethics course activities, including but not limited to: experiential learning (e.g., small groups, grand rounds, etc.), and all graded assessments (e.g., written examinations, presentations, etc.). Required activities may be counted as part of a course grade. Attendance at all required activities will be tracked. For required activities conducted virtually, students are to follow participation instructions per provided protocol.

Each course syllabus clearly outlines required activities.

Excused Absence Request

Students must receive approval from their course director to be excused from a course activity. Upon approval, students will be provided with the opportunity to make-up, reschedule, or complete graded work.

Excessive Absences in a Semester

A student who demonstrates a pattern of absences by missing three required activities, regardless of excused/unexcused status within a semester will be referred to the Assistant/Associate Dean of COM Student Success. Absences that demonstrate a pattern over the course of a year may also be referred to the senior vice provost for Student Success.

Excused Absence

There are two types of excused absences:

- a) Anticipated: An anticipated absence is when these include all events in which the student has advance notice of the need to be absent from a required activity. Some examples include presenting at a conference, representing KCU in a leadership position, military duty, civic responsibility, or obligation associated with completion of a dual degree.
 - i. Anticipated excused absence requests must be submitted at least 5 working days prior to the absence. Failure to gain course director approval at least 5 working days in advance may result in denial of the request. If denied and an absence occurs, such absence will be considered unexcused.
- b) Unanticipated: An unanticipated absence occurs when the student has very little or no advance notice of the need for an absence from a required activity. Some examples include acute illness, death in family, or other circumstances.
 - i. Unanticipated excused absence requests must be submitted as soon as possible but no later than 48 hours after the absence. Failure to submit the request within 48 hours may result in denial of the request. If denied, the absence will become unexcused.

Unexcused Absence

In the event of an unexcused absence, the student will not be permitted to reschedule, make-up, or complete any graded assignments and may result in forfeiture of grades for attendance and/or participation.

Unexcused absence occurs when:

- a. Request for an excused absence is submitted to the course director but is denied and the student fails to attend the activity or complete the assignment.
- b. Request for an excused absence is not submitted and the student does not attend the activity or complete the assignment.

Attendance Policy - COB, PsyD

The PsyD program provides an environment where students demonstrate the profession-wide competency of communication and interpersonal skills. Much of this is provided by way of lecture, presentation, and in-class activities where instructors have the ability to determine if students can demonstrate effective interpersonal skills and the ability to manage difficult communication. Therefore, the PsyD program requires that all students attend all classes for the full class period. Students arriving for class more than 20 minutes after the start of the class or leaving more than 20 minutes before the end of class will be marked as absent. Students who arrive or depart within the 20-minute window will be considered tardy, which will result in:

- discussion with the instructor for one tardy;
- referral to the advisor for two tardies;
- and referral to the Psy-D SPC for more than two tardies.

Under extraordinary circumstances, a student may have the opportunity to teleconference in for an in-person class. Given the differences between course content and required in-class assignments during a specific week, approval of teleconferencing is at the discretion of the instructor. If teleconferencing is approved, the student must maintain a stable internet signal, have video on, and be ready to engage in class activities, as well as maintain a professional environment throughout the class session (e.g., teleconferencing from a car is not appropriate). An approved Absence Form must be submitted prior to soliciting an instructor for the use of teleconferencing.

If a student misses a class, will be late or must leave early, it is their responsibility to:

- Inform the instructor prior to the class (each instructor will note in their syllabus the best way to contact them).
- Acquire the lecture notes and/or handouts from their classmates or Canvas (the instructor is not responsible for getting this information to the student).
- Write a summary of the course content of the class, per the instructor's direction, and have the paper to the instructor of the course the following week. Repeated absences or tardiness may warrant referral to the PSYD-Student Progress Committee (SPC) (see KCU's Student Academic Progress Policy).

Absences

It is the student's responsibility to obtain an approved, signed Absence Form (located on the Program's Essentials Canvas Page) with supporting documentation from the PsyD associate program director and to follow the steps outlined above when missing a class.

Policies for missing an exam are in each syllabus. The following policy outlines the criteria for excused absences:

- Civic Responsibilities: Students who are required to be physically present at citizenship hearings, court hearings or jury duty on the date of an examination, quiz and/or required presentation will be granted an excused absence. Students should contact the PsyD program director and their instructors with supporting documentation to discuss such circumstances prior to the occurrence.
- Academic Conflict: Students may request an excused absence for academic or training related activities (e.g., a KCU supported conference, practicum orientation). Only students in good academic standing will be considered.
- Death in the Family/Family Illness: Any student applying for an excused absence due to a death in their family must provide a copy of the death certificate or obituary program. Consideration will be given for deaths and illnesses of spouse, life partner, parents, siblings, children, in-laws or grandparents.
- Religious Holiday: Students may request an excused absence for a holiday of their faith. Such holidays should be considered a significant observance recognized by a majority of the faith.
- Illness: The excused absence form must be submitted in the case of missing class for an illness. Any student who misses more than one class due to illness must be seen by a health care provider in order to have such illness documented. Students will be expected to provide documentation from a physician noting the date, time, diagnosis and any other details pertinent to the absence.
- Other: Additional extenuating circumstances, not covered by these guidelines, may be brought to the PsyD program director for consideration. However, excused absences should not be requested for weddings, vacations, birthdays, or special events, etc.

Absences that are deemed unexcused will result in the following: the student will not receive any points for the missed class, including attendance points; the student will be responsible for identifying a webinar that is a minimum of 3 hours in length related to the course content or professionalism and provide a certificate of completion; the student will complete a 2-page summary and reflection of the webinar content within two weeks of the missed classed/event. Failure to comply with these requirements will result in referral to the PSYD-SPC and possible course failure.

As professionals, students are expected to adhere to the KCU attendance and absenteeism policy with diligence. Any student requesting more than two absences, make-

up examinations, quizzes, make-up labs or presentations, or assignment extensions will be referred to the PsyD-SPC.

Attendance Policy - COB, Biosciences

Attendance at all KCU BIOS classes is a basic expectation of the program. As professionals, students are expected to adhere to this attendance policy with diligence. Requests for excused absences must be filed at least 10 days prior to the anticipated absence. Excused absences may be granted at the discretion of the BIOS program director. Unanticipated absences will only be considered for extenuating circumstances beyond the student's control. Absences not following the request process described above that have no supporting documentation may be unexcused.

Excused Absences, Makeup Examinations, Quizzes & Events

It is the student's responsibility to complete the Excused Absence Form found in Canvas, and submit the form with supporting documentation to the BIOS program director. Students are responsible for scheduling makeup examinations or quizzes with the Office of Exam Services and Analytics within two days of returning to campus.

The following policy outlines the criteria for excused absences, makeup examinations and quizzes:

- Civic Responsibilities: Students who are required to be physically present at citizenship hearings, court hearings or jury duty on the date of an examination, quiz and/or required presentation will be granted an excused absence and allowed to take a makeup examination. Students should contact the BIOS program director and provide supporting documentation to discuss such circumstances in advance of the expected absence.
- Academic Conflict: Students may request an excused absence for academic-related conferences or activities, if approved by the BIOS program director.
- Death in the Family: Any student applying for an excused absence or to take a makeup exam or quiz due to a death in their family must provide a copy of the death certificate or obituary program. Consideration will be given for deaths of spouse, life partner, parents, siblings, children, in-laws or grandparents.
- Religious Holiday: Students may request an excused absence for a holiday of their faith. Not all such requests may be approved. Illness: Any student who misses an exam, quiz, presentation or event due to illness must be seen by a health care provider on the day of the illness in order to have such illness documented. If an illness is the reason for the absence, the student should provide documentation (if

applicable) from a physician noting the date, time, diagnosis and any other details pertinent to the absence.

- Other: Additional extenuating circumstances, not covered by these guidelines, may be brought to the BIOS program director for consideration. However, excused absences should not be requested for weddings, vacations, birthdays, non-family special events, etc.

As professionals, students are expected to adhere to the KCU attendance and absenteeism policy with diligence. Any student requesting three or more excused absences in a semester, makeup examinations, quizzes, labs or presentations may be referred to the BIOS-SPC.

Attendance Policy - CDM, DMD

The CDM expects students to participate as active learners in all sessions, and therefore attendance is mandatory. Attendance may be assessed and reflected in the course grade at the discretion of the course director(s). Understanding each individual has unique life circumstances and needs, flexible time has been allocated in the student calendar to allow for such circumstances by providing planned and unplanned absences. If students are unable to attend any part of a scheduled session, they will need to complete the Student Absence Request form for approval by the director of predoctoral curriculum and integrated learning. Students will be responsible for timely make-up of the missed material, activities and/or assessments. Attendance may be monitored in a variety of ways, depending on the course and activity.

Course Attendance

Attendance at all assigned course activities, lectures, labs, and clinic sessions is essential to learner progression. It is the student's responsibility to notify the course directors, instructors, group practice leaders, coach, and the assistant director of assessment of their absence, and work with them to complete any educational exercises, assessments or assignments that will be given during the absence. Students may need to complete these before or after the absence according to the advice of the faculty. Failure to comply with the process outlined above may constitute a breach of professionalism.

Planned Absences

In the event a student needs to miss a course component for a planned absence, the absence may be requested by submitting the Student Absence Request form as soon as anticipated or a minimum of ten business days in advance. If an absence request is not received 10 days prior to the absence, it will be denied. The director of predoctoral

curriculum and integrated learning will review requests and the Office of Academic Affairs will communicate the decision within three business days for planned absence requests.

Examples of requests for planned absences include but are not limited to:

- Serious illness
- Hospitalization
- Attendance at a professional meeting or conference as a representative of the CDM
- Attendance at post-graduate interviews, formal student externships, clinical licensure exams, and National Board examinations
- Approved religious observances which are not already addressed by the University Academic Calendar
- Approved accommodation for disabilities
- Jury duty, court subpoenas, and required military duty
- Your wedding (excluding wedding planning activities)
- Leave of Absence
- Other scheduled appointments

Unplanned Absences

The CDM understands students each have unique life circumstances, and as such, unforeseen events may occur that will necessitate an unplanned absence. In the event of an unplanned absence, students should submit the Student Absence Request form to the CDM Office of Academic Affairs and course director(s) in writing via email within 24 hours of the absence. Circumstances that may prevent notification within the 24-hour time frame will be evaluated on a case-by-case basis, and the final authority for approval will rest with an applicable administrator from the CDM Office of Academic Affairs. For absences that affect patient care, students are required to send an email notice to their GPL or AGPL, GPC, and Associate Dean for Clinical Affairs about the absence. Students will remain responsible for the content or skill being taught during the time of absence.

Examples of requests for unplanned absences include but are not limited to:

- Serious Illness
- Hospitalization
- Bereavement of Immediate Family
- Approved accommodation for disabilities
- Jury duty, court subpoenas, and required military duty
- Leave of Absence

Tardiness

Students are expected to be seated in the classroom, simulation lab, or clinic by the time the curricular event is scheduled to begin. Being seated after the scheduled start time or failing to begin a preclinical or clinical session at the scheduled start time is considered tardy.

Consistent tardiness may result in the following steps:

- Coaching and documentation
- Referral to Student Services Letter to the student documenting tardiness and professionalism with copy retained in student's file

Consequences for Noncompliance with Attendance Policy

Noncompliance with the CDM attendance policy will be considered an infraction of professional responsibility. Planned or unplanned absences may require remediation of assigned activities, assignment, and assessments as determined by the course director(s). *A student with an unexcused absence will not be permitted to re-take a make-up exam and will receive a grade of zero (0) without the possibility of a make-up exam. Assessments include quizzes, exams, OSCE's, practical's, Simulated Patient Experiences, Mannequin Based Experiences, and patient facing clinical experiences, including rotations.* Repeated unexcused absences may require a student to meet with an applicable administrator from the CDM Office of Academic Affairs to address the issue and may require the student to meet with the CDM Student Progress Committee.

The CDM Student Progress Committee will review repeated absences and determine course of action as described above.

Religious Holidays

KCU makes every effort to honor specific religious holy days throughout the academic year, and generally avoids scheduling exams on specific dates. Should a student wish to be excused from classroom, lab, or exam activities on a specific holy day, the student must follow the excused absence request policy for the appropriate program.

Grade Appeal Policy

Students may appeal final course grades in accordance with the relevant program-specific processes:

Course Grade Appeal Process - COM, DO

Students concerned that their final course grade may have been miscalculated or documented incorrectly can appeal to have their final grade reviewed and verified. Student

concerns regarding grades for specific course assessments, including grades impacted by various personal circumstances, are not appealable. Such concerns should instead be promptly raised with the Course Director and/or members of the COM Student Success Team. Course Directors will address such concerns for resolution in accordance with the course syllabus and the instructors' professional academic judgment. Only final course grades may be appealed.

Following initial review with the course director, students may submit a final course grade appeal within eight business days of the last day of the course. The student should send a written appeal to the senior associate dean of Academic Affairs and Research and the associated course director and include the following:

- Student's name and year
- Course or clerkship name, number and year/date of completion
- Clear statement of why you believe that the course grade has been calculated or reported incorrectly.
- Provide well organized list of events supporting the appeal and demonstrate clear understanding of course expectations and requirements for students.
- While each letter differs due to personal circumstances, letters are typically one to two pages in length.

The senior associate dean of Academic Affairs and Research will review the student's submitted appeal and determine whether an error occurred in calculating or reporting the student's final course grade.

The student may appeal against the initial grade appeal decision by submitting a second level written appeal to the senior vice provost for Student Success. This second level appeal must be submitted within 5 business days of receiving the initial appeal decision from the senior associate dean of Academic Affairs and Research. A panel will review this second-level appeal and their determination will be final with no option for appeal

Unless directed otherwise by the Senior Associate Dean of Academic Affairs and Research, the student should prepare for remediation of the course while waiting for a decision of appeal. If the appeal decision is not communicated prior to course remediation date, remediation must be completed as scheduled. If the appeal is granted, a grade change will occur.

Grade Appeals – COB, PsyD

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.

Appeals must be in written form and submitted to the instructor within 48 hours of the course grade being posted. The student can appeal the instructor's decision to the program director. The decision rendered by the program director is final. If the program director is the instructor for a course, then the appeal will go to the dean of COB (or designee appointed by the Office of the Provost).

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.

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

- The student has been assigned a grade on the basis of something other than his/her performance in the course, or the student's grade was not calculated in accordance with the stated policy in the syllabus, on Canvas or as provided prior to the assignment.
- Standards utilized in the determination of the student's grade are more exacting or demanding than those applied to other students in the course.
- The grade is based upon standards that are significant, unannounced and unreasonable departures from those articulated in the course description distributed at the beginning of the course.
- 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.

Grade Appeals – COB, Biosciences

Only Final Course grades may be appealed.

Students concerned that their final grade may been 1) miscalculated or 2) documented incorrectly may appeal to have their final grade reviewed and verified by requesting a determination from the course director. Grade appeals that do not meet the two criteria

above will not be considered. The course director will review the student appeal, and if the grade was 1) miscalculated or 2) documented incorrectly, will submit a grade change form to the Office of the Registrar. The student may submit a written appeal of the initial grade to the chair of BIOS SPC and the course director.

The chair of BIOS SPC will review the appeal and make a formal determination. The student may appeal the initial grade appeal decision by submitting a written appeal, within 5 business days of receiving the initial appeal decision, to the BIOS program director, who will review this second-level appeal and their determination will be final.

Grade Appeals - CDM, DMD

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. Grades may be appealed for reasons as follows. Only final course grades may be appealed.

Reasons for Grade Appeals

Some examples for a grade appeal could include, but are not limited to the following:

- The student's grade was not calculated in accordance with the stated policy in the syllabus.
- There is an error in the computation of the grade that was not corrected.

A grade appeal is not an appropriate reason or justification when a student disagrees with the faculty member's judgment about the quality of the student's work or professional behavior as a sole basis for the appeal. A student who is uncertain about whether a grade should be appealed or who needs additional information about the grade appeals process can contact the assistant dean of curriculum and integrated learning.

Process of Module/Course Grade Appeal Process

If, and only if the purpose of the appeal meets any of the above criteria, students can appeal to the course director(s) by submitting a written appeal within 48 hours of the grade being posted. Only final course grades may be appealed. Appeals not meeting the above criteria will not be considered. After receiving a rejection of appeal from the course director(s), if the student feels an error remains, they may submit an appeal to the assistant dean of curriculum and integrated learning within three business days of the response from the course director(s). The assistant dean of curriculum and integrated learning will review the student's request and make a final determination. If the assistant dean of curriculum and integrated learning is the course director, the final determination

will be made by the associate dean for academic affairs and research of the CDM. There is no further appeal following the decision by the assistant dean for Curriculum and Integrated Learning or associate dean for Academic Affairs and Research.

Student Conduct & Processes

Student Misconduct Matters

Students are held to standards of professional conduct. Such standards and the procedures for resolving alleged violations of the standards of professional conduct are found in KCU's Student Conduct Policy, which is located in the [online policy library](#).

Student Academic Matters

Students are held to standards of academic performance. The procedures for assigning formal academic sanctions and supports in the event of academic failures or concerns are found in KCU's Student Academic Progress Policy, which is located in the [online policy library](#).

Student Grievances

KCU is committed to treating all members of the University community (administrators, faculty, staff, students, applicants for employment, third-party contractors, all other persons who 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 is designed to promptly review concerns and promote reaching resolutions 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.

Complaints regarding KCU distance education delivered outside the state of Missouri, which are not satisfactorily resolved after exhausting KCU's grievance process, may be submitted to the [Missouri Department of Higher Education and Workforce Development](#). For more information about the distance-education complaint resolution process, see the [National Council for State Authorization and Reciprocity Agreements](#).

Definition

A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by an individual (e.g., student, faculty, staff, administrator) that in any way

adversely affects the status, rights, or privileges of a member of the student body. Such complaints may include, but are not limited to the following:

- Academic programs or courses
- Accreditation standards or processes
- Financial aid
- General mistreatment
- Mentoring
- Privacy of student educational records
- Privacy of student health records
- Parking
- Research
- Security and safety
- Student health.

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

Students cannot file a grievance contesting a final course grade, or a decision of a Student Progress Committee, or a decision of the Deans' Appeal Panel.

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

Procedure

Grievances relating to sex discrimination, sexual harassment or sexual violence fall under the purview of Title IX and will be dealt with under separate procedures. Reports of other forms of discrimination are reviewed under the Anti-Discrimination policy. For further details on the basis for these kinds of grievances see those policies.

All other formal grievances should be submitted in writing to the Office of the Provost, unless otherwise stated in an applicable University policy. The provost, acting in their

professional capacity will review all formal grievances, with the goal of attempting to resolve the matter.

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

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

Except as noted above or as otherwise stated in the University's policies, grievances about other students' conduct will be evaluated and investigated in accordance with the Student Discipline Procedures. For grievances about employee conduct or decisions, will be reviewed under the most applicable policy, typically with some involvement or decision making by Human Resources and/or applicable supervisor(s). If deemed necessary, the issue may also be referred to other appropriate administrative leadership team member(s).

A record of all formal grievances, including written findings of fact and any transcripts or audio recordings made under Student Disciplinary Procedures processes, will be kept on file in the Office of the Provost for applicable retention period(s). An annual report of formal student complaints will be provided to the leadership team by June 1 of each year. Reports will be provided to the leadership team on a more frequent basis if necessary. The University uses student complaints in its ongoing performance improvement process.

Filing a Complaint with the University's Accrediting Agencies

The Higher Learning Commission of the North Central Association of Colleges and Schools (HLC-NCA), the Commission on Osteopathic College Accreditation (COCA), and the Commission on Dental Accreditation (CODA) 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, COCA, CODA, or the APA. Contact information for each agency can be found on the [KCU website](#).

Background Checks

Prior to matriculation and prior to beginning third-year clinical rotations, all KCU students will have a criminal background check performed at their own expense. The background

check is to be performed by a certifying organization retained by KCU. The purpose of the background check is to satisfy federal, state, and individual hospital requirements for students participating in clinical activities involving patient care. Any criminal activity occurring prior to or after matriculation must be immediately reported to the vice provost, Student Services. Failure to report may result in dismissal.

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

Dress Code

The general standard for professional attire is contained in KCU's Student Conduct Policy. Program-specific provisions are outlined below.

COM Student Attire

The KCU-COM student dress code promotes professionalism by demonstrating the values of excellence, equity, and empathy in the learning and work environment. Students are to wear their KCU identification badge at all times and business casual attire or clean, unwrinkled scrubs while on campus unless specified in a course syllabus or by the core site/preceptor. KCU-issued white coats are required at all KCU clinical activities or when specified in a course syllabus or by the core site/preceptor. Hair and nails should be clean and neatly groomed, good oral and skin hygiene adhered to, and strong fragrances/perfumes avoided. Students that do not adhere to the dress code may be asked to change by any faculty and/or staff and may incur a grade penalty if the dress code violation occurs within a course.

OMS-III and OMS-IV students must follow the dress code detailed in the Clinical Education Guidelines posted on [myKCU](#)

CDM Dress Code

CDM students are required to follow the dress code outlined in the CDM Clinic Manual.

Off-Campus Employment

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

Title IX, Sexual Misconduct, & Antidiscrimination Policies

The University's policies prohibiting discrimination, including harassment, on the basis of sex, race, color, national origin, shared ancestry and ethnicity, disability status, and other protected characteristics can be found in the University's policy library.

The University has designated the following Title IX Coordinators to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including reports of sexual harassment:

Title IX Coordinator

1750 Independence Avenue
Kansas City, MO 64106
816.654.7108

TitleIX@kansascity.edu

Jamie Hirshey, Deputy Coordinator

Director of Human Resources
2901 St. John's Boulevard
Joplin, MO 64804
417.208.0633

TitleIX@kansascity.edu

Other reports of discrimination or harassment may be delivered to the Director of Equal Opportunity:

Director of Equal Opportunity

1750 Independence Avenue
Kansas City, MO 64106
816.654.7108

EqualOpportunity@kansascity.edu

Campus Security & Facilities

Annual Security Report

In compliance with regulations of the U.S. Department of Education, SEM publishes an annual security report and distributes the document to all students, faculty, and staff. The Campus Security Act requires all colleges and universities to:

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

Emergency Plan

Procedures for emergencies are detailed on SEM page of both the KCU intranet and the University's external website. The list of KCU emergency plans are available on the KCU Safety App.

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

All emergencies on the campus should be reported immediately by dialing 816.654.7911 on the Kansas City campus, and 417.208.0800 on the Joplin campus. Upon notification of an emergency, the security officer on duty will respond to the scene to confirm that emergency or disaster conditions exist. If needed, a follow-up call will be made to emergency responders via 911 to assure the response and give directions needed. The security officer will, as soon as practical, contact the manager of SEM or the next highest-ranking SEM official.

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

Kansas City Campus

Security & Safety on Campus

KCU-Kansas City is located in a metropolitan area. KCU has instituted certain security measures for student safety, including the utilization of a card access system for all building entrances. Students are encouraged to remain alert and cautious when on campus, keep personal items out of sight, and keep their vehicles locked.

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

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

AED Locations

- Academic Center (2): First and second floor, northeast wall by the exit.
- Administration Building (2): First floor by the men's restroom and third floor by the men's restroom.
- Annex Building: Wall mount by east entrance/exit in between classrooms A and B.
- Butterworth Alumni Center: First floor inside the entrance/exit on west wall.
- CMEI (2): 1st & 3rd floor North side of building by Men & Women Restroom
- D'Angelo Library: First floor, after going through main entrance.
- Dybedal Research Center (DCR) (2): First floor entrance and second floor by the restrooms.
- Security Kiosk Gate (one): In Building
- Facilities: Shop area.
- Kesselheim Center for Clinical Competence: Entrance.
- Powerhouse: Center pillar.
- Smith Hall (2): First floor and third floor east wing by elevator.

- Strickland Education Pavilion (4): Basement in Staff Gym by male locker room, First floor atrium area by south wall by the east exit, third floor by Wing 320, and fourth floor atrium area.
- Student Activity Center: First floor North hallway by campus store.
- Safety Patrol Vehicles (4): 4 vehicles are equipped with AED's.
- Venus/Maintenance Storage Building: Right wall, west entrance.

First Aid Kit Locations

- SEM office
- SEM patrol vehicles (two vehicles)
- Security Kiosk Gate
- DCR second floor lab areas and hallways

Mass Trauma kits are located in main classrooms AC-100, AC-200, Ricci, SEP Lobby, and the 1st floor Administration lobby by the male's restroom.

Code Blue Emergency Poles & Call Boxes

Emergency blue-light "code blue" poles and boxes are available in all student parking lots and throughout the entire campus area. Student parking lot A is located at the corner of Missouri and Highland Avenue, and lot G is at the corner of Independence and Highland Avenue. Both Security Kiosk Booth areas are also equipped with a call box. These two-way call boxes allow individuals to speak directly to the on-duty emergency campus dispatcher in the event of an emergency.

Fire Exits & Extinguishers

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

Emergency Communications

KCU provides three methods of communications to security and emergency personnel. The SEM campus dispatcher may be reached from any phone on campus by dialing ext. 7911 and off-campus or by cell phone at 816.654.7911. Students are asked to pre-program or "speed dial" this number into cell phones for quick dialing.

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

Students are encouraged to download the KCU Safety App. The free iPhone and Android mobile phone application enables the University to extend the reach of our emergency blue-light phones on campus by putting a virtual emergency phone on personal smartphones carried by those within the KCU community.

Other highlights of the KCU Safety App include:

- Virtual walk home
- Report a tip
- Emergency plans
- All campus maps
- Friend walk
- Other safety resources

KCU Safety App set-up instructions can be found on the [SEM page](#).

Timely Warnings & Crime Alerts

In the event that a situation arises, either on- or off-campus, that, in the judgment of the security officers, constitutes a serious or continuing threat, a campus-wide "timely warning" will be issued.

If circumstances warrant, timely warnings or crime alerts are prepared and sent throughout the University via Rave Mobile Safety mass texting notifications, campus-wide emails and posted notices in campus buildings.

Security Escorts

SEM offers an on-campus service for students to provide a security escort. This service is available year-round (24 hours a day, seven days a week). Patrol officers will walk students to buildings and/or vehicles parked in and around University lots. Those interested in a security escort should contact the security dispatch desk at 816.654.7911, ext. 7911 on campus.

Identification/Building Access Cards

KCU-Kansas City utilizes a card access system on all building entrances. Access cards are issued by SEM to incoming students free-of-charge during orientation week. Access cards

also serve as student identification badges and, in accordance with the dress code, are required to be prominently displayed by students at all times above the waist, preferably in the upper torso region, and visible from the front. ID badges/access cards must be presented when requested by any member of KCU administration, staff, or faculty.

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

Smoking/Tobacco Use

KCU is a tobacco-free campus.

Inclement Weather

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

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

Lost & Found

All lost and found items should be given to a KCU security officer. Security officers can be reached at ext. 7911. Inquiries for lost items can be made at the security dispatch desk located on the first floor of Smith Hall. All unclaimed articles will be disposed of after 90 days.

Motor Vehicles & Parking

The University makes parking available for employees and students. The University provides designated lots which are marked for student parking. Student parking choices are available on a first-come, first-served basis. Students are not allowed to park in areas marked reserved or visitor.

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

Permits

All students will be issued a parking permit from the security dispatch desk located on the first floor, east wing of Smith Hall.

Each individual will be responsible for completing an Application for Parking Permit for each vehicle the individual will be parking on campus. There is no charge for parking permits.

Parking permits must be displayed in the extreme lower right corner (passenger side) of the front window of the vehicle and must be visible from the outside of the vehicle.

Motorcycles, mopeds and motor scooters must also have permits, and all parking regulations apply.

Bicycles are to be parked in bike racks and are not allowed inside University buildings. Registration of bicycles is not required.

Temporary parking permits are available. The permit must be hung on the rearview mirror.

The registration of a vehicle does not enable KCU to guarantee that a parking space is available.

Regulations

Parking regulations will be enforced; however, students are permitted to use staff or reserved parking spaces outside of business hours (8 a.m. - 4:30 p.m., Monday-Friday).

Tickets may be issued by members of the SEM department. Tickets are written on three-part NCR forms. The original (white) will be retained in the ticket book. The second (yellow) copy will be taken to the security dispatch desk within one hour of issuance (during the business day) or by noon the following business day if issued after hours on weekdays, weekends or holidays. The third (pink) copy will be placed carefully under the wiper blade of the vehicle in violation. If the operator of the vehicle arrives prior to placement of the

ticket under the wiper blade, the ticket will be handed to the operator. No security officer shall accept money, goods, or services in lieu of failing to issue a ticket for any parking infractions.

Any person using abusive, argumentative, or threatening language toward any security officer who is performing his/her duties in accordance with these or any other University regulations will be referred to the appropriate authority for disciplinary action. There are no fine amounts associated with tickets issued by the security department. If a student ignores the warnings on a ticket and continues to violate parking rules, then the information will be forwarded to the vice provost for Student Services for resolution.

Tickets may be issued for the following reasons:

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

Appeals Process

Tickets may only be waived by the director of campus operations.

Appeals should be directed to the director of campus operations in a timely manner.

Animals on Campus

KCU is a learning environment and strives to maintain a distraction free environment for all students to learn and study. Pets, therefore, are generally prohibited inside KCU buildings and courtyards. They are allowed in outdoor spaces.

Service animals that are individually trained to do work or perform tasks for the benefit of an individual with a disability are permitted on campus, consistent with federal law. The work or tasks performed by a service animal must be directly related to the individual's disability. KCU does not require a special permit or approval for accompaniment of a service animal.

A student bringing a pet or service animal to campus must keep the animal under control at all times regardless of location, including keeping noise levels from disrupting KCU programs or activities. Students shall not tie an animal up on the outside of the building while they enter the building or otherwise leave animals unsupervised. Students shall not leave their pets in vehicles when temperatures would be unsafe. Animals must be housebroken and owners are expected to clean up after their pet. Students may be asked to remove their pet or service animal from KCU property if these conditions are not met.

Kansas City has a community garden and park. This is a fenced location and pets are allowed into the park. The pets are allowed to be off leash in the park but aggressive or misbehaved pets will be restricted from the location.

Building Hours & Services

The exterior doors of the University buildings are locked and access to the buildings requires an access card. The only exception to this are the doors to the Walker Family Visitor Center on the north side of the Administrative Building, 1750 Independence Avenue. These doors are unlocked during normal business hours, 7:45 a.m. to 4:45 p.m. A University employee is stationed to assist visitors at the Walker Family Visitor Center entrance. All visitors are required to sign in and obtain a visitor's badge or to be escorted by an authorized person. Contractors may sign in and obtain a visitor/contractor badge at the Facilities Department or at the Safety and Emergency Management Department. The campus buildings are accessible by faculty and staff 24 hours a day throughout the year. Students normally have access to campus buildings according to the following schedule:

Joplin Farber-McIntire Campus

7:00 a.m. to 11:00 p.m., 7 days a week (except holidays)

Administration, faculty, and student services hours will typically be Monday to Friday, 8:00 a.m. to 4:30 p.m. The cafeteria, campus store, and library hours will vary according to curriculum schedules and student demand. Student needs will dictate hours of operation for many areas of the campus and will be communicated to faculty, staff and students. KCU-Joplin may also implement summer and holiday hours.

Administration

Located on the second floor, north wing

Campus Vice President, Human Resources, University Relations, Philanthropy & Alumni Relations, Finance, Workday & Business Process Support

Located on the second floor, south wing:

College of Dental Medicine administration

Food Services

Cafeteria

Located on the first floor, near the main entrance

7:00 a.m. to 2:30 p.m., Monday-Friday

7:00 a.m. to 6:00 p.m., Wednesday for Dinner Service

Closed Saturday and Sunday

Campus Commons

7:30 a.m. to 3:00 p.m., Monday-Friday

Located on the first floor, Dental Education Center

Campus Store

Located on the first floor, near the main entrance

9:00 a.m. to 2:00 p.m., Monday-Thursday

Closed Friday, Saturday and Sunday

The store offers apparel, supplies, and gifts. Additional KCU-branded apparel can be purchased online. Purchase of books is through an online bookseller.

Faculty

Located on first floor, south wing

College of Dental Medicine Faculty offices, Faculty support

Located on the second floor, central wing

College of Osteopathic Medicine Campus Dean office, faculty offices, faculty support.

Fitness Facilities

Access to an off-campus fitness facility will be provided for all KCU-Joplin students.

Lockers

COM student lockers are located on the first floor off the Quad; CDM student lockers are located on the second floor of the Dental Education Center.

Lockers are available to students for personal use. Students will be assigned a locker and combination. Safety & Emergency Management has the authority to open any lock as needed.

Student Services

Located on the first floor, central wing

Assistant Vice Provost of Student Services - Room 1615

Finance, Financial Aid & Registrar - Room 1607

Learning Enhancement - Room 1620, 1621, 1622

Student Activities - Room 1618

Counseling - Room 1625, 1626, 1627

Support Staff

Located throughout the building

Security, Information Technology, Facilities

Accessible Restrooms

KCU is committed to creating and maintaining a community environment that respects individual privacy needs. Private, single-user and family restrooms are available throughout the campus.

Mothers' Rooms

Mothers' rooms are available on the southeast corner of the first floor, behind the elevators, in Rooms 1520 and 1521.

Dawson Heritage Foundation Library

7:00 a.m. to 11:00 p.m., Monday-Friday

9:00 a.m. to 11:00 p.m., Saturday-Sunday

The mission of the Dawson Library is to provide a dynamic, learner-centered environment while serving the informational and research needs of the KCU community. Library staff is available to assist with access to information resources, library services, and information literacy instruction.

The library offers:

- Wireless internet access
- Six large screen desktop computer stations

- Furniture equipped with plug-in internet access and charging units for mobile devices
- Variety of study carrels and tables
- Special collections include medical and osteopathic materials, memorabilia and yearbooks
- Large TV monitor highlighting student and faculty research, as well as the latest library and campus news.

The Dawson Library is housed in the Freeman Health System Wing. The wing includes the Felix E. Wright Family Chapel, one lounge area and an additional 10 small study rooms.

All required textbooks for the curriculum are placed on reserve and located in the Access Services area. The library also houses anatomical models.

The library offers assistance with research through consultations, literature searches and other research-centered services. Requests are accepted by phone, email, the library online chat service during regular business hours, mail or in person

The Medical Informatics instructional program offers classes designed to assist users in developing skills in research, information management and literacy and the knowledge necessary to access specific resources available in the library and through the website on or off campus.

Interlibrary Loan Service augments the holdings of the Dawson Library by providing access to other national and international collections. This service is available to KCU students, faculty, residents and staff without charge. Requests are accepted by phone, email, the library online chat service, mail or in person.

A variety of medical, biological, scientific, educational and informational online databases are available through the [library website](#).

The website also offers:

- The online catalog with options to search, place holds, and renew materials.
- A Discovery Search tool for quickly searching all the library's electronic databases, e-Journals, and e-Books.
- Direct links to a variety of services, such as interlibrary loan and research.

- Required textbook listings, some with direct e-book links.
- E-book and e-journal links.
- Board review materials.
- Helpful mobile apps.
- InfoGuides offering research assistance, various subject guides and other useful resources compiled by library staff.
- Digital archives documenting the history of the University and osteopathic medicine.
- Library policies.
- Access to many other helpful resources.

New resources are reviewed and evaluated on a consistent basis in order to provide the most relevant and current information available.

Use of Buildings for Student Activities

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

Kansas City Campus

Campus access 24 hours per day, 7 days a week (except holidays)

Administration, faculty, and student services hours will typically be Monday to Friday, 8:00 a.m. to 4:30 p.m. The cafeteria, campus store, and library hours will vary according to curriculum schedules and student demand. Student needs will dictate hours of operation for many areas of the campus and will be communicated to faculty, staff and students. KCU-Kansas City may also implement summer and holiday hours.

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.

Academic Center (AC)

7:00 a.m. to 11:00 p.m., daily

Classrooms for DO and PsyD programs, conference rooms

Administration Building

7:00 a.m. to 11:00 p.m., daily

IT Department, Admissions, Financial Aid, Registrar, Finance, Office of the President

Classroom Annex

7:00 a.m. to 11:00 p.m., daily

Center for Medical Education Innovation (CMEI)

7:00 a.m. to 11:00 p.m., daily

Human patient simulators, standardized patient program

Campus Store

7:30 a.m. to 9:30 p.m., Monday-Friday

10:30 a.m. to 8:00 p.m., Saturday-Sunday

Sells food, beverages, KCU apparel, accessories

Community Park & Garden

7:00 a.m. to 7:00 p.m. daily (unless posted)

Provides a park-like setting for students, faculty and staff. Offers an opportunity for collective gardening for those who wish to participate in planting, tending, and harvesting produce to donate to local charities. The park gates are locked. The keypad lock combination is provided to students during orientation.

D'Angelo Library & Center for Medical Informatics

7:00 a.m. to 11:00 p.m., Monday-Friday

9:00 a.m. to 11:00 p.m., Saturday-Sunday

Books (print and electronic), study areas, computers, electronic periodicals, educational software, anatomical models. Special hours, such as holiday hours, are posted in advance on the digital signage in the D'Angelo Library and posted on the KCU intranet.

Dybedal Center for Research

7:45 a.m. to 4:45 p.m., Monday-Friday

Offices of Basic Research, Score 1 for Health

Kesselheim Center for Clinical Competence (KCCC)

As established by the director

Human patient simulators, standardized patient program

Mary L. Butterworth, DO, Alumni Center

7:00 a.m. to 11:00 p.m., daily

Smith Hall

Permanently Closed

Student Activities Center (SAC)

5:00 a.m. to 11:00 p.m., daily

Student Services, coffee shop, lounge, televisions, computers, game tables, campus store, fitness center, lockers

Strickland Education Pavilion (SEP)

7:00 a.m. to 11:00 p.m., daily

Study rooms, lockers, vending machines, Learning Enhancement, Counseling Services and Career Services, Anatomy and OCS Labs, Ricci Auditorium (BIOS classroom), cafeteria, vending machines, faculty offices, Office of the COM Dean, Clinical Education. Faculty offices on the third and fourth floors are open Monday through Friday from 8:00 a.m. to 4:30 p.m.

Accessible Restrooms

KCU is committed to creating and maintaining a community environment that respects individual privacy needs. Private, single-user restrooms are available in the Administration Building (second floor) and the AC. Restrooms with infant changing stations are available in the SAC, AC, and Administration Building (second floor).

Mothers' Rooms

Mothers' rooms are available in the Administration Building (second floor), SEP Room 368, and Dybedal Room 121. Each room offers a clean, secure, and private space and is equipped with comfortable seating and ample electrical outlets. To access the rooms in SEP and Dybedal, contact Campus Safety & Emergency Management at 816.654.7911.

Use of Buildings for Student Activities

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

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 event times. KCU may also implement summer and holiday hours.

D'Angelo Library

The mission of the D'Angelo Library is to provide a dynamic, learner-centered environment while serving the informational and research needs of the KCU community. The library team is available to assist with access to information resources, library services, and information literacy instruction.

The library offers:

- Wireless internet access
- Furniture equipped with plug-in internet access and charging units for mobile devices
- Computer and instructional center
- Study carrels with computers
- Five individual and group study rooms each with an OMT table, wall-mounted Apple TV, DVD/Blu-ray player, and white board
- Two lounge areas
- Special collections include medical and osteopathic materials, memorabilia and yearbooks.
- Large TV monitor displayed upon entering the library highlighting student and faculty research, as well as the latest library and campus news.

Faculty, student and staff publications, as well as historical materials and artifacts, are displayed on the first floor. All students' required textbooks in the curriculum are placed on reserve and located in the Access Services area. Anatomical models are located on the first floor, along with a fax machine and a WEPA print station. The library's main collection of medical and bioscience print books is located on the second floor. Both floors contain quick-access kiosks for library searching and a variety of study spaces.

The library offers assistance with research through consultations, literature searches, and other research-centered services. Requests are accepted by phone, email, the library online chat service during regular business hours, mail, or in person.

The Medical Informatics instructional program offers classes designed to assist users in developing skills in research, information management, and literacy and the knowledge

necessary to access specific resources available in the library and through the website on or off campus.

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

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

The website also offers:

- The online catalog (with options to search, place holds, renew materials, and request books through the MOBIUS Library Consortium).
- A Discovery Search tool for quickly searching all the library's electronic databases, e-Journals, and e-Books.
- Direct links to a variety of services, such as interlibrary loan and research.
- Required textbook listings, some with direct e-book links.
- E-book and e-journal links.
- Board review materials.
- Helpful mobile apps.
- InfoGuides offering research assistance, various subject guides and other useful resources compiled by library staff.
- Digital archives documenting the history of the University and osteopathic medicine.
- Library policies.
- Access to many other helpful resources.

New resources are reviewed and evaluated on a consistent basis in order to provide the most relevant and current information available.

Sports Facilities

Fitness Center

The Fitness Center is located in the lower level of the Student Activities Center and is open to students only. This is a private facility and is not open to family members or friends of KCU students. The facility is managed and maintained by the KCU Facilities Department. Prior to use of the facility, a waiver must be signed and returned to the Safety & Emergency

Management department. Forms can be obtained online from the KCU intranet under Security Forms.

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 Center equipment is inherently dangerous, especially if used improperly. The Fitness Center, moreover, is unsupervised. By using the Fitness Center, students assume all risks, dangers, and all responsibility for any injury occurring as a result of the student's use of the Fitness Center, including the possible negligence of other users.

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

Student Lockers

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

Lockers are reserved for an entire academic year. Open registration for lockers is facilitated by Student Services and will occur annually in August. At the end of the academic year, students are responsible for removing their personal contents in accordance with the deadline communicated by Student Services. All unclaimed locker contents will be disposed of after 90 days.

Community Park & Garden

KCU-Kansas City's Community Park & Garden provides the University an opportunity to grow and share nutritious foods with underserved populations while reaffirming a commitment to promoting healthy lifestyles. Students and employees can join the gardening group or the Community Garden Compost Program.

KCU Campus Store

The KCU campus store, located in the Student Activities Center, primarily sells food and beverage items, similar to a convenience store. The campus store also stocks school

supplies, university clothing, and gifts. The store also sells KCU-branded apparel online, including white coats.

The purchase of books is entirely done through an online book seller. Medical equipment is purchased through the campus store at the beginning of the school year. The store will only stock a few of these equipment items after the start of the school year.

Any problems with the online book-ordering or medical equipment problems should be reported to the campus store. The campus store acts as the liaison with the online book seller and medical equipment company.

Food and Drink in University Facilities

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

Joplin Campus

Security & Safety on Campus

KCU has instituted certain security measures for student safety, including the utilization of a card access system for all building entrances. Students are encouraged to remain alert and cautious when on campus, keep personal items out of sight and to keep their vehicles locked.

KCU-Joplin campus security operates from 6:00 a.m. to midnight, seven days a week, except holidays, using their identification/access card. Security officers patrol both the interior and exterior of campus to prevent and deter crime. They are readily available to help in emergencies, provide security escorts, and render assistance to motorists. The department also enforces parking regulations and serves as the repository for lost and found items.

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

AED Locations

- Reception Area: First floor main entry area, northwest corner of building on the column to the east of the reception desk.
- Office of Safety & Emergency Management: First floor, northwest corner of main dining area.
- Standardized Patient Area Hallway: On the south wall, east side of the double entry/exit doors located between the two southern wings.
- Safety Patrol Vehicle: The SEM patrol vehicle is equipped with an AED.
- Second Floor Main Hallway: On east wall by elevator and faculty wing.

First Aid Kit Locations

- SEM office
- SEM patrol vehicle
- A mass trauma kit is located in the SEM office.

Code Blue Emergency Poles & Call Boxes

Emergency blue-light "code blue" poles and boxes are available in the student parking lot and throughout the entire campus area. The student parking lot is located on the north side of the main campus building. These two-way call boxes allow individuals to speak directly to the on-duty emergency campus dispatcher in the event of an emergency.

Fire Exits & Extinguishers

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

Emergency Communications

KCU provides three methods of communications to security and emergency personnel.

The SEM campus dispatcher may be reached from any phone on campus by dialing ext. 0800 and off-campus or by cell phone at 417.208.0800. Students are asked to pre-program or "speed dial" this number into cell phones for quick dialing.

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

Students are encouraged to download the KCU Safety App. The free iPhone and Android phone application enables the University to extend the reach of our emergency blue-light phones on campus by putting a virtual emergency phone on personal smartphones carried by those within the KCU community. Other highlights of the KCU Safety App include:

- Virtual walkhome
- Report a tip
- Emergency plans
- All campus maps
- Friend walk
- Other safety resources

KCU Safety App set-up instructions can be found on the [SEM page](#).

Timely Warnings & Crime Alerts

In the event that a situation arises, either on- or off-campus, that, in the judgment of the security officers, constitutes a serious or continuing threat, a campus-wide "timely warning" will be issued.

If circumstances warrant, timely warnings or crime alerts are prepared and sent throughout the University via Rave Mobile Safety mass texting notifications, campus-wide emails and posted notices in campus buildings.

Security Escorts

SEM offers an on-campus service for students to provide a security escort. This service is available year-round during the normal business hours of 6:00 a.m. to midnight, seven days a week. Patrol officers will walk students to buildings and/or vehicles parked in and around University lots. Those interested in a security escort should contact the security dispatch desk at 417.208.0800, ext. 0800 on campus.

Identification/Building Access Cards

For your safety, KCU-Joplin utilizes a card access system on the building entrances. Access cards are issued by SEM to first-year students free of charge during orientation week.

Access cards also serve as student identification badges and, in accordance with the dress code, are required to be prominently displayed by students at all times above the waist, preferably in the upper torso region, and visible from the front. ID badges/access cards must be presented when requested by any member of KCU administration, staff or faculty.

Students are prohibited from transferring access cards to other individuals, allowing others to use their access cards or granting access to non-KCU personnel. Students are expected to keep their ID badges/access cards during their entire educational career at the University, but must return it to SEM upon termination of student status. Lost, stolen or misplaced badges must be reported promptly to SEM at ext. 0800 for deactivation. For all lost, stolen or misplaced ID badges/access cards, students can receive a free replacement at the dispatch desk in the SEM office, located at the northwest corner of the dining hall area.

Smoking/Tobacco Use

KCU is a tobacco-free campus.

Inclement Weather

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

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

Lost & Found

All lost and found items should be given to a KCU security officer. Security officers can be reached at ext. 0800. Inquiries for lost items can be made at the dispatch desk in the SEM office, located in the northwest corner of the dining hall area. All unclaimed articles will be disposed of after 90 days.

Motor Vehicles & Parking

The University makes parking available for employees and students. The University provides the north lot for student parking. Student parking choices are available on a first-come, first-served basis. Students are not allowed to park in areas marked reserved or

visitor. Overnight parking is prohibited unless Security is notified in advance and the student receives permission to do so.

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

Permits

All students will be issued a parking permit from the dispatch desk in the SEM office, located in the northwest corner of the dining hall area.

Each individual will be responsible for completing an Application for Parking Permit for each vehicle the individual will be parking on campus. There is no charge for parking permits.

Parking permits must be displayed in the extreme lower right corner (passenger side) of the front window of the vehicle and must be visible from the outside of the vehicle.

Motorcycles, mopeds, and motor scooters must also have permits, and all parking regulations apply.

Bicycles are to be parked in bike racks and are not allowed inside University buildings. Registration of bicycles is not required.

Temporary parking permits are available. The permit must be hung on the rearview mirror. The registration of a vehicle does not enable KCU to guarantee that a parking space is available.

Regulations

Parking regulations will be enforced; however, students are permitted to use staff or reserved parking spaces outside of business hours (8 a.m. - 4:30 p.m., Monday-Friday).

Tickets may be issued by members of the SEM department. Tickets are written on three-part NCR forms. The original (white) will be retained in the ticket book. The second (yellow) copy will be taken to the security dispatch desk within one hour of issuance (during the business day) or by noon the following business day if issued after hours on weekdays,

weekends, or holidays. The third (pink) copy will be placed carefully under the wiper blade of the vehicle in violation. If the operator of the vehicle arrives prior to placement of the ticket under the wiper blade, the ticket will be handed to the operator. No security officer shall accept money or other valuables either to fail to issue a ticket.

Any person using abusive, argumentative or threatening language toward any security officer who is performing his/her duties in accordance with these or any other University regulations will be referred to the appropriate authority for disciplinary action. There are no fine amounts associated with tickets issued by the security department. If a student ignores the warnings on a ticket and continues to violate parking rules, then the information will be forwarded to the vice provost for Student Services for resolution.

Tickets may be issued for the following reasons:

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

Appeals Process

Tickets may only be waived by the director of campus operations.

Appeals should be directed to the director of campus operations in a timely manner.

Animals on Campus

KCU is a learning environment and strives to maintain a distraction free environment for all students learn and study. Pets, therefore, are generally prohibited inside KCU buildings and courtyards. They are allowed in outdoor spaces.

Service animals that are individually trained to do work or perform tasks for the benefit of an individual with a disability are permitted on campus, consistent with federal law. The work or tasks performed by a service animal must be directly related to the individual's disability. KCU does not require a special permit or approval for accompaniment of a service animal.

A student bringing a pet or service animal to campus must keep the animal under control at all times regardless of location, including keeping noise levels from disrupting KCU programs or activities. Students shall not tie an animal up on the outside of the building while they enter the building or otherwise leave animals unsupervised. Students shall not leave their pets in vehicles when temperatures would be unsafe. Animals must be housebroken and owners are expected to clean up after their pet. Students may be asked to remove their pet or service animal from KCU property if these conditions are not met.

Food and Drink in University Facilities

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

College of Dental Medicine

Doctor of Dental Medicine

Code of Conduct

Dental students will adhere to the following code of conduct.

Upon matriculation at Kansas City University, I have become a future member of the dental 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 faculty, staff, patients, and my colleagues to enhance the learning environment and gain the knowledge, skills and

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

Academic Advising/Coaching

The academic advising/coaching program promotes student learning, development and growth to encourage self-directed learning. Students are assigned to a coaching team with a lead faculty advisor/coach. Team assignments are made annually by the interprofessional education coach, staff and faculty under the supervision of the assistant dean of curriculum and integrated learning. Coaches meet with their students as a group or individually at least five times during the first academic year, and as needed in subsequent years.

College of Biosciences

Doctor of Psychology in Clinical Psychology

Academic Advising/Coaching

The academic advising/coaching program promotes student learning, development, and personal growth to encourage self-sufficiency. PsyD students are assigned to a faculty member within the department. Advising/coaching placements are made by the assistant vice provost for Advising & Learning Enhancement.

Disciplinary Situations

In cases where the administrative officers deem it necessary, a disciplinary situation may be referred to Student Services and/or the PsyD-SPC. Please review the Student Conduct section for more information.

Master of Science in Biomedical Sciences & Biomedical Sciences Research

Academic Policies

Academic Advising

The academic advising program promotes student learning, development, and personal growth to encourage self-sufficiency. Biosciences students are assigned to a faculty advisor. Advising placements are determined by the BIOS program director.

Students are expected to meet with their advisor after each exam week. Students who are identified as at-risk by BIOS-SPC are required to meet with their advisor after each exam week and will be notified to do so by BIOS-SPC

Disciplinary Situations

In cases where the administrative officers deem it necessary, a disciplinary situation may be referred to the BIOS-SPC. For additional information on student conduct policies, disciplinary actions and appeal processes, please refer to the Student Conduct section.

College of Osteopathic Medicine

Osteopathic Student Professionalism

Code of Professional Conduct

"Upon matriculation at Kansas City University COM, 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 times off and on campus. I will recognize my strengths and my weaknesses and strive to develop those qualities that will earn the respect of my patients, my colleagues, my family and myself."

HIPAA Regulations & Patient Encounters

All students are required to become familiar with and adhere to all aspects of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191 including The Privacy Rule published by the U.S. Department of Health and Human Services (HHS). The Privacy Rule establishes, for the first time, a foundation of federal protections for the privacy of Protected Health Information (PHI). This rule sets national standards for the protection of health information, as applied to the three types of covered entities: health plans, health care clearinghouses, and health care providers who conduct certain health care transactions electronically. By the compliance date of April 14, 2003 (April 14, 2004, for small health plans), covered entities must implement standards to protect and guard against the misuse of individually identifiable health information. More specific information may be obtained at www.hhs.gov/ocr/hipaa/.

As a medical student, these standards pertain to all individually identifiable health information PHI encountered during medical training with the University including, but not limited to, medical records and any patient information obtained.

HIPAA regulations prohibit the use or disclosure of PHI unless permitted or required by law; therefore, each student must utilize reasonable safeguards to protect any information he/she receives. Each student is responsible for ensuring the safety and security of any written or electronic information he or she receives, creates or maintains. The misplacement, abandonment or loss of any information in the student's possession will result in disciplinary action. At no time should a medical student alter, remove or otherwise tamper with medical records. Specific rules and regulations with respect to student entries in medical records must be clarified during orientation or on the first day of the clerkship.

Furthermore, each student is responsible for ensuring that PHI is used or disclosed only to those persons or entities that are authorized to have such information. Students are expected to maintain strict confidentiality in their patient encounters; to protect the physician-patient privilege; and to ensure that there are no unauthorized uses or disclosures of PHI.

Any unauthorized use or disclosure of PHI including but not limited to digital images, video recordings, or any other patient related materials, committed by a student, or any observation of the same by a student or employee, should immediately be reported to Clinical Education.

Academic Advising/Coaching

The academic advising/coaching program promotes student learning, development, and personal growth to encourage self-sufficiency. COM students are assigned to an advising/coaching team comprised of basic and clinical science faculty upon entry to KCU-COM. Students are expected to attend all activities coordinated by their advising/coaching mentors. Advisors are maintained throughout the undergraduate medical education experience OMS I - OMS IV.

Clinical Learning Experiences

While performing duties related to patient care, all students must clearly identify themselves as a KCU-COM medical student both verbally and by wearing their KCU picture identification badge in addition to any hospital issued identification. Misrepresentation of oneself as a licensed physician is illegal, unethical and subject to disciplinary action.

Should the KCU identification badge become lost or broken, the student should contact KCU Safety & Emergency Management (SEM) immediately to order a free replacement.

The AOA recommends all KCU-COM students refer to themselves as "Osteopathic Medical Students" (OMS) followed by the academic level in Roman numeral form. Students should use this title when completing written communication such as email, letters, and/or official social media communication. Students should make every effort to follow the recommendation of the AOA. Communication should look like the following: OMS-I, OMS-II, OMS-III, OMS-IV.

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.

The determination of whether a student's activity violates this policy shall be that of the senior vice provost for Student Success. The Student Services team can counsel students on this policy as violation of policy may result in immediate disciplinary action.

Extracurricular Experiences & Physician Shadowing Policy

KCU-COM students choosing to participate in volunteer activities outside of KCU sponsored events, including physician shadowing, assume independent legal liability. Associated risks may include but are not limited to OSHA and HIPAA law requirements and medical malpractice coverage.

Additionally, students are only allowed to wear their KCU white coats at KCU sponsored events (e.g., Score 1 screening, KCU classroom presentation), or while on clinical clerkship rotations.

Medical Professional Liability Insurance

KCU-COM students may wish to participate in volunteer activities such as health fairs during the course of their medical training. Student professional liability coverage does not extend to non-KCU approved activities (volunteer or otherwise). It is the student's responsibility to personally determine that any activity in which he/she participates outside of clerkship assignments is covered by alternative coverage. The student is personally responsible should an issue of medical liability arise during activities not covered by KCU professional liability insurance.

KCU provides medical professional liability insurance commensurate with industry standards. Coverage extends only to clinical activities specifically determined by the University as requirements for successful clerkship completion. Nonclinical claims, (e.g. property or equipment loss or damage) do not fall underneath this policy. Changes made to clerkship dates, type and/or location without prior Clinical Education approval can jeopardize coverage.

See the Student Professional Liability Coverage subsection within the Student Wellness & Wellness section of this Handbook for more information.