

**ACADEMIC
YEAR
2024-2025**

**STUDENT HANDBOOK
AND
ACADEMIC CATALOG**



KANSAS HEALTH SCIENCE CENTER
KANSAS COLLEGE of
**OSTEOPATHIC
MEDICINE**



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Student Handbook and Academic Catalog

This Student Handbook and Academic Catalog is the official bulletin of the Kansas Health Science Center-Kansas College of Osteopathic Medicine (KHSC-KansasCOM) and is intended to provide general information. The Student Handbook and Academic Catalog contains policies, regulations, procedures, and fee information effective July 1, 2024. KHSC-KansasCOM reserves the right to make changes at any time to reflect current board practices, updates to administrative regulations and procedures, amendments by state and/or federal law, and fee changes. Information provided in this document is subject to change without notice and does not constitute a contract between KHSC-KansasCOM and a student or an applicant for admission. KHSC-KansasCOM is not responsible for any misrepresentation or provisions that may arise as a result of error in document preparation.

Students are responsible for observing the policies and regulations contained within the Student Handbook and Academic Catalog along with the online policy library. This document does not contain all institutional policies for which a student may be responsible. Other KHSC-KansasCOM sources for policies applicable to students may include, but are not limited to, clinical education handbooks, the student intranet, and other designated locations.

Contact Information

Kansas Health Science Center-Kansas College of Osteopathic Medicine (KHSC-KansasCOM)
217 E Douglas Avenue
Wichita, KS 67202
(316) 866.3482

Introduction

Institutional History

The Kansas Health Science Center (KHSC) is a non-profit organization established to create new and innovative means of preparing healthcare professionals who are uniquely equipped to transform modern healthcare delivery.

Its historical roots began in 2017 when the Kansas Governor appointed a task force to deal with the increasing shortage of physicians in Kansas. Simultaneously, the City of Wichita began efforts to revitalize downtown Wichita and saw the great opportunity of hosting the newest medical school in Kansas. The proposed program began to move forward in 2018 when Kansas Health Science Center joins The Community Solution Education System, a non-profit system of higher education, to develop a plan for osteopathic training.

The Kansas Health Science Center-Kansas College of Osteopathic Medicine (KHSC-KansasCOM) has been awarded pre-accreditation status from the Commission on Osteopathic College Accreditation (COCA). Pre-accreditation status allowed KHSC-KansasCOM to enroll its inaugural class on August 1, 2022.

Board of Trustees

The Kansas Health Science Center Board of Trustees exercises fiduciary and strategic oversight of KHSC and acts to promote the best interests of KHSC and higher education. It formulates and establishes the general, education and financial policies of KHSC in pursuit of its mission, vision and values. A full listing of our Board of Trustees can be found [here](#).

Kansas Health Science Center Mission

KHSC is committed to providing exceptional programs that produce forward-thinking, empathetic health care leaders who are dedicated to innovation, research, and finding collective solutions to advance underserved communities.

Kansas Health Science Center Vision

To positively transform communities through directly addressing the disparity in access to healthcare for Kansas and beyond.

Kansas College of Osteopathic Medicine Mission

The Mission of the Kansas College of Osteopathic Medicine is to train the Osteopathic physician of the future to provide effective, empathic, and innovative care to optimize the health of patients and their communities.

Kansas College of Osteopathic Medicine Vision

Utilize impactful educational methods and technology to train exceptional graduates that are known for service, empathy, and innovation to improve access to the highest standard of care for all.

Values

Diversity & Inclusion

- Value differences and seek to understand before being understood.
- Create a positive culture to safeguard equity, inclusion, dignity, and respect for all.
- Strive to understand what other people are experiencing and use that understanding to solve problems and to drive positive change.
- Act and lead in a manner that reflects inclusiveness, dignity, and respect for others.
- Build a safe and inclusive environment that promotes diversity of ideas and people.
- Solicit, seek, embrace, and adopt diverse thoughts and opinions.
- Create a learning culture that promotes honesty, sincerity, reflection, awareness, and inquiry.

Community

- Overall health and well-being of a community, to which we are a part, is paramount.
- Serve communities in which we work to the best of our ability.
- Long-term community relations based on trust and promised action are essential.

Humility

- Act with civility
- Treat people the way that you would want to be treated.
- Approach difficult situations with respect and open-mindedness.
- Build strong and healthy relationships with colleagues.
- Be self-aware and admit mistakes.
- Provide first-class stakeholder experience to all of those with whom you interact.

Integrity

- Be responsible and do what you say you are going to do.
- Act with honor and truthfulness.
- Adhere to high standards of professionalism.
- Consistently demonstrate ethical behavior in all interactions with employees, students, and external constituents.
- Raise issues of concern in good faith.

- Act as ambassadors at all times to ensure the positive reputation of the organization, its employees, and students.

Innovation

- Will embrace change when it holds the promise of a better future.
- Work to create forward-thinking solutions.
- Find ways to continuously improve what you are doing.
- Identify and develop impactful technologies that improve the healthcare environment and/or student learning/patient/community outcomes.
- Engage in quick experiments of evidence-based discovery that proves/disproves an outcome. Learn quickly and pivot to a new change in direction based on outcome.
- Experiments that disprove a hypothesis should not be seen as failure.

Teamwork

- Create a learning culture that promotes honesty, sincerity, reflection, awareness, and inquiry.
- Create a culture of community and connectedness, as that is vital to the health and well-being of all.
- Collaborate with fellow colleagues with the goal of the team achieving success together.
- Recognize the value in everyone you interact with and focus on improving the day for each person you encounter.
- Listen to one another with respect.
- Focus on shared goals and outcomes, not individual achievement.
- Be accountable to one another and take personal responsibility for your part in a project/task.
- Be inquisitive, share knowledge, seek input, and invite alternative opinions/hypotheses with the goal of improving product or outcomes.
- Take a genuine interest in all others within and related to the organization.

Excellence

- Excellence is paramount and we strive to evaluate, respond, adapt and seek to improve so as to best impact our community.
- Strive to achieve the best outcomes in every detail and situation.
- Create a responsibility culture and seek continuous quality improvement in all that you do.
- Provide first-class service to all stakeholders.
- Utilize innovation, data, and reflection to continuously improve what you are doing.

Culture Statement

As the founding college of the Kansas Health Science Center, the Kansas College of Osteopathic Medicine is dedicated to the practice of osteopathic medicine to improve patient wellness and health care, with special focus on Kansas communities that have been traditionally underserved. To that end, our team is passionate in their quest to prepare professionals of the future—empathetic osteopathic physicians who strive to connect with the human spirit of each patient they encounter—while using best practices in medicine to promote holistic wellness.

Our learning environment is one of collegiality, collaboration, and mutual respect, grounded in a student-focused culture that fosters ongoing professional development, emphasizing intellectual curiosity, academic excellence and service to the greater good. Our forward-thinking vision reflects the values set forth by both KHSC and KansasCOM and propels us forward as a leader in osteopathic medical education by leveraging the power of technology and continuous assessment. We are focused on the importance of agility, which allows for meaningful improvement and enhancement of learning strategies necessary to achieve optimal student outcomes.

Diversity and Inclusion

KHSC-KansasCOM is deeply committed to cultivating diversity and inclusion on its campus and to challenging our students to embrace cultural proficiency and adeptness. As future physicians, students must understand and embrace cultural diversity in order to be competent and successful in team-based healthcare delivery. KHSC-KansasCOM's faculty and staff must do the same.

KHSC-KansasCOM students and employees serve diverse, underserved, at-risk, urban and rural populations within geographically diverse communities within the State of Kansas and nationwide.

Students wishing to know and understand more about KHSC-KansasCOM's effort to cultivate diversity and inclusion on-campus can contact the Office of Student Affairs and Services.

Accreditation, Approvals, and State Authorization

KHSC-KansasCOM has been granted pre-accreditation status from the American Osteopathic Association's Commission on Osteopathic College Accreditation (COCA). COCA is the accrediting agency recognized by the United States Department of Education (ED) for predoctoral education of osteopathic physicians in the United States.

Pre-accreditation, as distinct from full accreditation, permits the KHSC-KansasCOM to solicit applications and admit students, offer medical instruction within the approved osteopathic medical curriculum, and announce its pre-accreditation status. KHSC-KansasCOM can be considered for full accreditation status following the graduation of its first class, which it anticipates will occur in May 2026. The attainment of full accreditation status is subject to review and approval by the COCA.

Contact Information for COCA:

Secretary, Commission on Osteopathic College Accreditation
American Osteopathic Association
142 Ontario Street
Chicago, IL. 60611-2864
(800) 621.1773 - Toll-Free
predoc@osteopathic.org

Kansas Health Science Center has obtained a "Certificate of Approval" from the Kansas Board of Regents, allowing it to legally operate a postsecondary educational institution in the state of Kansas.

Questions or concerns regarding KHSC's approval by the Kansas Board of Regents should be directed to:

Kansas Board of Regents
1000 SW Jackson, Suite 520
Topeka, KS 66612-1368
(785) 430.4240

Academic Calendar

The academic calendar has been created so that students know the key dates within each term and throughout the academic year.

Students should know that the academic calendar is subject to change and should check the Student Handbook and Academic Catalog online to ensure that they have the most up-to-date version.

Prior to finalizing travel for holiday breaks, students should always speak with their professors to ensure the travel dates will not interfere with class related work.

Please Note: The Drop/Add Period ends at the end of business on the fifth day of classes for each term.

KHSC-KansasCOM Academic Year 2024-2025*		
Event	Date	Notes
OMSIII Trimester 1: First Day of Classes	Monday, July 1, 2024	
4th of July	Thursday, July 4, 2024	KHSC Closed
Orientation Start	Monday, July 22, 2024	
Orientation End	Friday, July 26, 2024	
White Coating Ceremony	Saturday, July 27, 2024	
OMSI&II Trimester 1: First Day of Class	Monday, July 29, 2024	
Labor Day	Monday, September 2, 2024	KHSC Closed
Columbus Day	Monday, October 14, 2024	KHSC Closed
OMSI&II Trimester 1: Last Day of Class	Friday, October 18, 2024	
OMSI&II Evaluation Week #1-Start	Monday, October 21, 2024	
OMSI&II Evaluation Week #1-End	Friday, October 25, 2024	
OMSIII Trimester 1: Last Day of Classes	Friday, October 25, 2024	
OMSIII Trimester 2: First Day of Classes	Monday, October 28, 2024	
Term Break Start OMSI&OMSII	Monday, October 28, 2024	No classes
Term Break End OMSI&OMSII	Friday, November 1, 2024	No classes
OMSI&II Trimester 2: First Day of Class	Monday, November 4, 2024	
Veteran's Day	Monday, November 11, 2024	KHSC Closed
OMSI&II Thanksgiving Holiday	Monday, November 25, 2024	No Classes
OMSI&II Thanksgiving Holiday	Tuesday, November 26, 2024	No Classes
OMSI&II Thanksgiving Holiday	Wednesday, November 27, 2024	No Classes
OMSI&II Thanksgiving Holiday	Thursday, November 28, 2024	KHSC Closed
OMSI&II Thanksgiving Holiday	Friday, November 29, 2024	KHSC Closed
OMSI&II Holiday Break Begins	Monday, December 23, 2024	Student Break Begins
OMSIII Holiday Break Begins	Monday, December 23, 2024	Student Break Begins
Holiday Closure Start	Tuesday, December 24, 2024	KHSC Closed
OMSIII Clinicals Resume	Monday, December 30, 2024	Clinicals Resume
Holiday Closure End	Wednesday, January 1, 2025	KHSC Closed
OMSI&II Holiday Break End	Friday, January 3, 2025	Student Break Ends
OMSI&II Classes Resume	Monday, January 6, 2025	Classes Resume
MLK Jr. Day	Monday, January 20, 2025	KHSC Closed

OMSI&II Trimester 2: Last Day of Class	Friday, February 14, 2025	
OMSI&II Evaluation Week #2-Begins	Monday, February 17, 2025	
OMSI&II Evaluation Week #2-Ends	Friday, February 21, 2025	
Term Break Start OMSI&OMSII	Monday, February 24, 2025	No Classes
Term Break End OMSI&OMSII	Friday February 28, 2025	No Classes
OMSIII Trimester 2: Last Day of Classes	Friday February 28, 2025	
OMSI&II Trimester 3: First Day of Class	Monday, March 3, 2025	
OMSIII Trimester 3: First Day of Classes	Monday, March 3, 2025	
OMSI&II Spring Break Begins	Monday, March 10, 2025	No Classes
OMSI&II Spring Break Ends	Friday, March 14, 2025	No Classes
Memorial Day	Monday, May 26, 2025	KHSC Closed
OMSI&II Trimester 3: Last Day of Class	Friday, May 30, 2025	
OMSI&II Evaluation Week #3-Begins	Monday, June 2, 2025	
OMSI&II Evaluation Week #3-Ends	Friday, June 6, 2025	
Juneteenth Independence Day	Thursday, June 19, 2025	KHSC Closed
OMSIII Trimester 3: Last Day of Classes	Friday, June 27, 2025	
OMSI Summer (Optional): First Day of Classes	Tuesday, June 10, 2025	
OMSI Summer (Optional): Last Day of Classes	Saturday, July 26, 2025	

Version Approved by KHSC-KansasCOM President's Cabinet on 01/2024

*Calendar Subject to Change

Admissions

Admissions Policies and Procedures

KHSC-KansasCOM welcomes and encourages applications from qualified students who are interested in pursuing a career in osteopathic medicine, regardless of their state of permanent residence.

The Office of Admissions is dedicated to serving all students interested in KHSC-KansasCOM and prides itself in delivering professional and efficient service to all applicants. Applying to medical school can be a daunting task. That is why KHSC-KansasCOM is committed to ensuring applicants understand the application process and our focus is to eliminate as much stress from the process as possible.

KHSC-KansasCOM applicants are encouraged to visit the KHSC-KansasCOM website to review the application process and answer frequently asked questions. Applicants are also encouraged to contact the Office of Admissions directly. Admissions staff are available to respond to your calls and emails between the hours of 8 a.m. and 5 p.m. (Central Standard Time).

Authorization to Release Applicant Information

The Family Educational Rights and Privacy Act (FERPA) specifies that only the applicant has access to the application material and the status of their application. If the applicant wants another party or multiple parties (e.g., parent, spouse, advisor, physician, friend) to check the status of their application, the applicant is required to submit, in writing, a signed waiver giving KHSC-KansasCOM personnel permission to discuss all details of the application with each designated individual.

Application Process for the Doctor of Osteopathic Medicine

Academic Requirements

The minimum academic requirements for admission to KHSC-KansasCOM Osteopathic Medical Student- First Year (OMS-I) class are the following:

- The Medical College Admissions Test (MCAT) is required. Acceptable scores cannot exceed three (3) years of age. KHSC-KansasCOM will not accept scores that are over three years old. The MCAT is administered electronically throughout the year. If applying for the 2023 entering class, only May 2019 through September 2022 MCAT scores will be accepted. To register for the MCAT, apply online at www.aamc.org. Direct questions via email to mcats_reg@act.org or call 319-337-1357.
- A baccalaureate degree from a regionally accredited college or university.
- Satisfactory completion, with a grade of C or higher, of the following college/university courses, including laboratory work:

Biological Sciences:	8 semester hours, including lab
Biochemistry:	3 semester hours
General Chemistry:	8 semester hours, including lab
Organic Chemistry:	8 semester hours, including lab
English or Literature:	6 semester hours
Social or Behavioral Sciences:	6 semester hours
Physics:	8 semester hours, including lab

Total: 47 semester hours

While not required for admission, additional preparation in anatomy, genetics, immunology, histology, and/or embryology will enhance fundamental preparation for the rigorous medical curriculum and is strongly encouraged.

Technology Requirements

Each entering student must have a good working knowledge of common personal computer (PC) use and use of applications. A portable device such as a laptop and/or tablet is required to engage in the curriculum. Students need to be prepared to bring their own technology (Laptop, iPad, etc.) for use in the classroom and simulated clinical settings. Please review the full list of requirements in the *Technology at KHSC-KansasCOM* section of the Student Rights, Professionalism, and Responsibilities page.

Substitutions or Waiver of Admissions Requirements

Prerequisite course substitutions are permitted in some situations. Often undergraduate students have taken courses such as molecular or cellular biology, which may fulfill all or part of the prerequisite requirements for biochemistry. An applicant may request substitution of undergraduate coursework for KHSC-KansasCOM's biochemistry prerequisites by forwarding one of the following to the Office of Admissions:

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

Documentation providing the most detail will expedite the review process. For biochemistry, the information should indicate the applicant has studied intermediary metabolism or, more specifically, lipid metabolism. Applicants will be notified of decisions upon review of course content. Please note that if a substitution is granted, the substituted course will not be counted toward the fulfillment of any other prerequisite.

Partner Program Academic Requirements

KHSC-KansasCOM has partnered with several Kansas-based colleges and universities in a 3+4 partnership agreement. Students matriculating to KHSC-KansasCOM as a part of these partnership agreements complete their bachelor's degree during their first year at KHSC-KansasCOM. Admission pre-requisite requirements, outlined in the Student Handbook and Academic Catalog, are waived per the KHSC-KansasCOM Exception to Academic Policy statement in the Handbook. These students are able to matriculate per that policy and per the partnership agreement that has been executed by both institutions.

KHSC-KansasCOM Application Process

Step 1: AACOMAS Application

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

AACOMAS Online is available for entering classes each May and open through the following March. All application materials, including detailed instructions, can be accessed through the AACOM website, www.aacom.org. Applicants must request that official transcripts from all colleges and universities attended be mailed directly from the institution to the AACOMAS office. MCAT scores must also be forwarded directly to AACOMAS from the MCAT office. Mail transcripts and MCATs to:

AACOMAS Transcript Processing Center
P.O. Box 9137
Watertown, MA 02471

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

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

Step 2: KHSC-KansasCOM Secondary Application

Applicants meeting the minimum initial review criteria may be invited to complete the KHSC-KansasCOM Secondary Application. The minimum criteria for receipt of a Secondary Application are as follow:

- 500 MCAT score.
- 3.00 science GPA.
- 3.00 cumulative GPA.

Applicants are encouraged to include the scheduled MCAT test dates on the AACOMAS application to indicate the intent of taking or retaking the exam.

Applicants are required, as part of the secondary application process, to self-report any personal misdemeanor/felony convictions, along with a detailed explanation of the offense. Failure to notify KHSC-KansasCOM of a conviction, which is discovered later through the background check process, automatically disqualifies the applicant.

Only at the discretion of the Office of Admissions may applicants who fall below the minimum criteria be reviewed and offered an invitation to complete a secondary application.

Step 3: Interview

Applicants whose applications (AACOMAS and Secondary) meet KHSC-KansasCOM's admission criteria may be invited for an in-person interview and asked to sign up online for an interview date and time. There is no guarantee a candidate will receive an invitation to interview.

**Should public health concerns dictate a video conference interview, KHSC-KansasCOM will notify applicants.

Applicant Protocol of The American Association of Colleges of Osteopathic Medicine (AACOM)

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

1. Applicants are responsible for becoming familiar with admission requirements, which include all required coursework, following application procedures, and meeting all deadlines at each school to which they apply.
2. Applicants are responsible for the collection and timely submission of supplemental applications, letters of recommendation, transcripts, and all applicable fees. All candidates who submit a supplemental application and subsequently complete the application process (submitting all required materials) are considered for admission by the colleges to which they submit a complete application. Applicants are encouraged to review the online application instructions and the colleges' online program pages to determine the standards and processes for the colleges to which they are applying.
3. Applicants are responsible for reporting and updating any changes in the initially submitted application (e.g., address, telephone numbers, academic status, state of residence).

4. Applicants are responsible for responding promptly to all interview invitations and offers of admission (either to accept or decline).
5. Applicants who have made a final decision on the medical school they plan to attend have the obligation to promptly withdraw their applications from all other schools.
6. Applicants may hold only one osteopathic medical school acceptance after May 15.

Application Schedule

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

May

- Contact all colleges and universities attended and have official transcripts forwarded directly from the education institution to AACOMAS.
- Begin AACOMAS application.
- Submit application.

July

- Invitations for completion of the Secondary Application are sent to qualified applicants upon receipt of the AACOMAS application in the Office of Admissions. *

September

- Personal interviews begin.
- AACOMAS application deadline.
- KHSC-KansasCOM Secondary Application deadline.

* Secondary applications are accepted and processed until all interview positions have been filled.

Required Supplemental Materials

The following supplemental materials are required as part of the application process for KHSC-KansasCOM:

- A completed KHSC-KansasCOM Secondary Application. (\$50 nonrefundable fee waived if applicant has received fee waiver for AACOMAS fees.)
- Letters of recommendation/evaluation from each of the following sources:
 - A physician (preferably an osteopathic physician).
 - A premedical source. This could be an advisor's letter, a composite evaluation, or evaluations from a committee. If a premed source is not available, a letter from a science faculty member or advisor may be submitted.

Note: Letters of recommendation must be written within the two years prior to making applications. Example: If applying beginning May 2023 letters must be dated no earlier than May 2021.

Applicants who anticipate applying for military scholarships should make arrangements to obtain additional copies of evaluation letters. Military scholarship committees require original letters for this purpose. Applicants anticipating applying for these scholarships should obtain additional evaluation letters from evaluators and have the letters placed in officially sealed envelopes.

Applicant Review and Notification

KHSC-KansasCOM rates and reviews applicants based upon quantitative and qualitative data collected during the application process.

Applicants who are interviewing are also evaluated on the following criteria:

- Professional demeanor.
- Problem-solving skills.
- Coping skills.

After the interview, the Admissions Committee reviews the applicant's file and then makes recommendations to the Dean of KHSC-KansasCOM for consideration. Applicants are notified as soon as a final admission decision has been made.

International Student Admissions

KHSC-KansasCOM does not currently accept applications from any student defined as "international" (e.g., any student requiring a visa to enter, work, or study in the U.S.).

Matriculation Requirements

Acceptance and Matriculation Fee

An acceptance fee and a matriculation deposit are required from successful applicants. Acceptance is conditional until all fees, paperwork, and coursework are completed. Failure to submit all documents and forms by the posted due dates will result in forfeiture of a seat in the upcoming class. These fees are non-refundable regardless of reason. Withdrawing prior to matriculation does not negate the no-refund policy.

Official Transcripts

All incoming students are required to submit official transcripts from all universities or colleges attended (including dual credit in high school) to the Office of Admissions. Official transcripts submitted to AACOMAS are available for download to KHSC-KansasCOM. Applicants only need to submit updated transcripts showing courses that were in progress or showing degree conferment. If you have any questions about which transcripts are due, please email admission@kansashsc.org. All required coursework is to be completed with a C or better and degree completion be verified no later than July 1 of the matriculation year, unless otherwise granted by the Office of Admissions. Matriculants who have not completed required coursework risk forfeiture of their seat.

Criminal Background Check

All applicants conditionally accepted for admission to KHSC-KansasCOM must have a criminal background check performed prior to matriculation. The background check will be performed at the sole expense of the applicant by a certifying organization retained by KHSC-KansasCOM. The certifying organization will report back to KHSC-KansasCOM any convictions and conviction-equivalent adjudications for both felonies and misdemeanors. The purposes of conducting the background check are as follows:

- To identify, prior to admission, those applicants whose criminal histories may interfere with their ability to participate in clinical clerkships and/or to obtain professional licensure.
- To help satisfy KHSC-KansasCOM's obligation to the health, welfare, and safety of its faculty, staff, and students, as well as that of the staff and patients at the clinical facilities where KHSC-KansasCOM students will perform any shadowing or clinical clerkships.

Any discrepancy between felony and misdemeanor information self-reported by the applicant during the secondary application or any new information discovered during any subsequent background check may subject the applicant/student to disciplinary action, including without limitation a rescinded offer of admission, probation, suspension, or dismissal. Furthermore, students may be subject to subsequent background checks prior to participating in any shadowing or clinical clerkships. The scope of such background checks and the criteria used to determine the admissibility of a student are made within the sole discretion of the facilities hosting the shadowing and/or clinical clerkships. Any such background checks will be performed at the student's expense and will be conducted in accordance with federal and state laws.

Health Form for Matriculation

Each entering student must submit a completed health form provided and approved by KHSC-KansasCOM prior to matriculation. Applicants/students are required to follow all specific guidelines outlined in Part I, II, and III in the SentryMD Health Requirements documents. Students/applicants are sent a link to these documents at the end of the admissions process once the student has been accepted into KHSC-KansasCOM.

Immunization and Health Requirements

Students who project themselves as future health care professionals are obligated to protect their health and the health of their future patients. All matriculating students at KHSC-KansasCOM are required to be vaccinated in accordance with the Centers for Disease Control and Prevention (CDC) immunization guidelines.

These guidelines change and are updated periodically, and applicants and students are expected to be knowledgeable regarding the current CDC guidelines for health care workers found on their website: www.cdc.gov. KHSC-KansasCOM students are responsible for maintaining a current and thoroughly documented official record of immunizations prior to and during enrollment.

Tuberculosis Screening

Documentation of a negative Mantoux test (PPD) done within the past twelve months must be provided. Students may be required to provide evidence of chest x-ray results or other information certifying a noncontagious state.

Immunizations

Students must provide documentation of immunization for the following:

- COVID-19 (recommended that student in clinical settings receive boosters, as well),
- Tetanus, Diphtheria, Pertussis (Tdap), Polio (three doses),
- Measles, Mumps and Rubella, Rubeola (MMR-two doses) or titers
- Hepatitis B series

A titer for Hepatitis B must be completed by the end of year one.

Immunization Deadlines

Students are required to have the listed immunizations completed by the following deadlines:

- Students accepted September through May of the Admission Cycle: First business day of June.
 - All Vaccines completed or in progress
- Students accepted from the Admission Waitlist (typically after the first business day in May): Friday prior to the start of New Student Orientation. Please note that orientation dates vary from year to year. Please check with Admissions for the actual due date.
 - All Vaccines except Hepatitis B and Tuberculosis Screening

- TB Screen and Proof of negative test: First business day in September
- Hepatitis B (Three Part Series): First business day in February

All matriculating students to KHSC-KansasCOM are required to maintain their vaccines in accordance with the CDC recommendations. Students who fail to meet these guidelines jeopardize their eligibility for continued enrollment. Extensions to complete immunization items may be granted at the discretion of the Student Affairs department. However, applicants who fail to complete any immunizations after an extension will be in jeopardy of losing their seat. The Associate Dean for Student Affairs and Services has discretionary authority to evaluate student compliance as being on track or out of compliance and take necessary corrective or disciplinary action. Please Note: CDC guidelines change and are updated periodically, and applicants and students are expected to be knowledgeable regarding the current CDC guidelines for health care workers found on: www.cdc.gov.

Required Textbooks

The lists of required textbooks for students are posted on the KHSC-KansasCOM library website. Students are responsible for purchasing and having all textbooks or e-books on the provided lists. Some textbooks will be provided, digitally, for students.

Medical Equipment

Students are required to have certain medical equipment when starting medical school. Information is sent from the Office of Admissions to students prior to matriculation concerning specific equipment and pricing. Medical equipment is typically priced between \$1,000 to \$1,200 and can be purchased through the KHSC-KansasCOM endorsed vendors or at a variety of online vendors. [Please click HERE for the order link.](#)

Transfer Admission Policy

KHSC-KansasCOM does not currently accept applications for admission from transferring students from other medical schools.

Health and Minimal Technical Standards

Personal Competencies for Admission and Matriculation

A candidate for admission to KHSC-KansasCOM Doctor of Osteopathic Medicine (DO) program must possess, or be able to achieve through reasonable accommodation, the standards set forth in this policy that would enable the individual to carry out the activities described in the sections that follow. Reasonable accommodations will be provided in accordance with the Americans with Disabilities Act and any other applicable laws. An accommodation will not be provided if it would result in the fundamental alteration of KHSC-KansasCOM's programs, services, or activities, or if it would impose undue financial burden on KHSC-KansasCOM.

Upon matriculation to the program, the student must continue to possess, or be able to achieve through reasonable accommodation, all requirements outlined below throughout their progression in the program. These personal competencies may also be referred to as technical standards in documents from the Commission on Osteopathic College Accreditation (COCA). The practice of medicine requires the performance of specific essential functions that fall into broad categories, which include but are not limited to the categories defined below.

Graduation from the DO program signifies that the individual is prepared for entry into graduate medical education (GME), meets all requirements for osteopathic medical licensure, and possesses broad undifferentiated general knowledge in medicine and the basic skills required for the practice of osteopathic medicine. It therefore follows that graduates must have the knowledge and skills needed to function in a broad variety of clinical situations and be able to render a wide spectrum of osteopathic medical patient care. The student must be able to integrate consistently, quickly, and accurately, all information received by whatever sense(s) employed. In addition, the individual must have the

intellectual ability to learn, analyze, synthesize, and apply various types of information in a self-directed manner within the context of patient-centered decisions across a broad spectrum of medical situations and settings. The avowed intention of an individual student to practice only a narrow part of clinical medicine, or to pursue a non-clinical career, does not alter the requirement that all medical students take and achieve competence in the full KHSC-KansasCOM curriculum.

The following technical standards, in conjunction with the academic standards, are requirements for admission, promotion, and graduation. The term "candidate" refers to candidates for admission to KHSC-KansasCOM as well as current osteopathic medical students who are candidates for retention, promotion, or graduation. Candidates with disabilities are encouraged to contact the Disability Services Coordinator after the applicant is accepted to begin a confidential conversation about what accommodations they may need to meet these standards. Fulfillment of the technical standards for graduation from medical school does not guarantee that a graduate will be able to fulfill the technical requirements of any specific residency program.

Under all circumstances, a candidate or student should be able to perform the following in an independent manner, with or without reasonable accommodation.

Observation

Candidates and students must have sufficient vision to be able to observe demonstrations, experiments, and microscopic laboratory exercises. They must be able to observe a patient accurately at a distance and within close proximity.

Included below is a table containing relevant examples specific to this competency area. This table does not limit nor otherwise restrict the standard that students and candidates for admission are responsible for meeting and/or performing the skills and abilities defined in this area, irrespective of whether a specific expectation and/or example is included in this table. The examples presented are for illustrative and informational purposes only and are not intended to be an exhaustive listing of requirements.

Expectation	Examples
<p>Possess sufficient uncorrected or corrected visual acuity and color perception to:</p> <ul style="list-style-type: none"> • Resolve objects as small as 2 mm macroscopically • Observe motion and observe and evaluate the human gait at 20 feet • See an object from a background of other objects • See the difference in objects 	<ul style="list-style-type: none"> • Locate and identify dissected nerves • Evaluate posture, locomotion, and movement in a clinical setting • Identify landmarks on tympanic membranes • Identify materials correctly to be used in laboratories • Locate, identify, and describe foreign bodies, blood vessels, sutures, and skin lesions • Read printed materials on handouts, exams, and computer screens • Discriminate body height and depth differences and identify anatomic landmarks for symmetry and postural differences visually

Communication

Candidates and students must be able to communicate with patients and colleagues. They must be able to hear and speak and be fluent in the English language.

Included below is a table containing relevant examples specific to this competency area. This table does not limit nor otherwise restrict the standard that students and candidates for admission are responsible for meeting and/or performing the skills and abilities defined in this area, irrespective of whether a specific expectation and/or example is included in this table. The examples presented are for illustrative and informational purposes only and are not intended to be an exhaustive listing of requirements.

Expectation	Examples
Have fluency in formal and colloquial oral and written English skills	<ul style="list-style-type: none"> • Demonstrate command of the course material to a professor or attending physician • Comprehend oral lectures, ask questions, and comprehend answers • Explain procedures and discuss results with professors and fellow students • Explain medical conditions to patients, attending physicians and fellow students • Explain procedures and discuss test results on prescribed treatments with patients, attending physicians and fellow students • Comprehend laboratory safety and emergency situation instructions • Be able to effectively compose written communication, including documentation of patient history, physical exam, assessment, and treatment plan
Perceive and convey sentiments non-verbally and effectively with patients and all members of the healthcare team	<ul style="list-style-type: none"> • Recognize, comprehend, and respond appropriately to spoken or non-verbal communication of distress or discomfort

Motor

Candidates and students must have sufficient motor functions to enable them to execute movements that are reasonably required to provide general and emergency treatment of patients (i.e., palpation, auscultation, percussion, and other diagnostic and therapeutic modalities). These actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Additionally, candidates and students must possess sufficient posture, balance, flexibility, mobility, strength, and endurance for standing, sitting, and participating in the laboratory, classroom, and clinical experiences.

Included below is a table containing relevant examples specific to this competency area. This table does not limit nor otherwise restrict the standard that students and candidates for admission are responsible for meeting and/or performing the skills and abilities defined in this area, irrespective of whether a specific expectation and/or example is included in this table. The examples presented are for illustrative and informational purposes only and are not intended to be an exhaustive listing of requirements.

Expectation	Examples
Possess equilibrium and coordination of gross and fine muscular movements	<ul style="list-style-type: none"> • Possess sufficient strength and mobility to provide general care and emergency treatment to patients including CPR, administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, assist with surgical procedures (i.e., handing off of instruments, perform retraction), perform simple obstetrical maneuvers, and perform OMT • Coordinate fine movement of fingertips, palms, and wrists as in elevation of the cranium • Stand with limited opportunity for gross movement for a minimum of 2 hours at a time, as necessary for particular medical procedures, such as performance of obstetrical

	delivery, assistance of surgical delivery, and assistance of surgical procedure
Possess sufficient visual-motor coordination permitting delicate manipulations of specimens, instruments, and equipment	<ul style="list-style-type: none"> • Participate in laboratory exercises using required equipment • Perform minor medical procedures such as venipuncture and suturing.

Sensory

Candidates and students must have enhanced sensory skills including accuracy within specific tolerances and functional use for laboratory, classroom, and clinical experiences. Candidates and students who are otherwise qualified but who have significant tactile, sensory, or proprioceptive disabilities must be medically evaluated. Examples of issues requiring further evaluation include, but are not limited to, individuals injured by significant burns, those with sensory motor deficits, cicatrix formation, or absence and/or malformations of the extremity(ies).

Included below is a table containing relevant examples specific to this competency area. This table does not limit nor otherwise restrict the standard that students and candidates for admission are responsible for meeting and/or performing the skills and abilities defined in this area, irrespective of whether a specific expectation and/or example is included in this table. The examples presented are for illustrative and informational purposes only and are not intended to be an exhaustive listing of requirements.

Expectation	Examples
Possess accurate sense of touch and temperature discrimination	<ul style="list-style-type: none"> • Palpate the musculoskeletal system • Perform history and physical examination procedures specific to an individual • Perform a bimanual pelvic exam • Palpate distances in depth, elevation, and width of body structures • Palpate texture differences, hydration states, fine muscle tension differences, changes in moisture and temperature
Auditory and Visual Senses	<ul style="list-style-type: none"> • The ability to use a stethoscope • Recognize structures and patient conditions accurately

Intellectual, Conceptual, Integrative, and Quantitative Abilities

Candidates and students must demonstrate problem-solving skills, which involve intellectual, conceptual, integrative, and quantitative abilities. These abilities include memory, calculation, reasoning, analysis, and synthesis. In addition, candidates and students must be able to comprehend three-dimensional relationships and be able to understand and manipulate the spatial relationships of structures.

Included below is a table containing relevant examples specific to this competency area. This table does not limit nor otherwise restrict the standard that students and candidates for admission are responsible for meeting and/or performing the skills and abilities defined in this area, irrespective of whether a specific expectation and/or example is included in this table. The examples presented are for illustrative and informational purposes only and are not intended to be an exhaustive listing of requirements.

Expectation	Examples
Be able to process multifunctional data and sensory input requiring cognitive recall and motor skills rapidly and initiate critical actions	<ul style="list-style-type: none"> • Perform osteopathic or medical evaluation of patient posture and movement including analysis of physiological, biomechanical, behavioral, and environmental factors in a timely manner, consistent with acceptable clinical norms • Comprehend oral and written presentations of material and communicate that understanding upon examination in a timely manner, occasionally demonstrating a grasp of the information within the same class period as presented • Successfully complete objective exams designed to assess whether students can apply knowledge learned and successfully complete problem-solving exercises • Evaluate emergency situations including apnea, respiratory or cardiac arrest, bleeding, and severe trauma, requiring rapid responses such as intubation and medication

Behavioral, Professional, and Social Attributes

Candidates and students must possess the professionalism required for full utilization of their intellectual abilities. They must show evidence that they can exercise good judgment and promptly complete all responsibilities involved in the education process and attendant to the assessment and care of patients. Candidates and students must also demonstrate that they can develop mature, sensitive, and effective relationships with faculty, staff, colleagues, and patients. Additionally, they must be able to tolerate physically and mentally taxing workloads, adapt to changing environments, display flexibility, and function in the face of the uncertainties inherent in patient care. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are some of the personal qualities that will be assessed during the admissions and educational processes.

Additionally, KHSC-KansasCOM maintains a curriculum that stresses the importance of the body as a unit and the applicability of touch as an integral part of diagnosis and treatment for all patients of all genders. To acquire competencies in physical diagnosis and osteopathic manipulative medical diagnosis and treatment, all students are required to touch others and be touched. Students are required to assume the role of the patient to develop an understanding of the patient experience throughout the curriculum. This includes but is not limited to permitting self and demonstrating on others physical exams such as abdominal, cardiac, and musculoskeletal, osteopathic structural exams, osteopathic diagnosis, and osteopathic manipulative treatment.

Included below is a table containing relevant examples specific to this competency area. This table does not limit nor otherwise restrict the standard that students and candidates for admission are responsible for meeting and/or performing the skills and abilities defined in this area, irrespective of whether a specific expectation and/or example is included in this table. The examples presented are for illustrative and informational purposes only and are not intended to be an exhaustive listing of requirements.

Expectation	Examples
Manage priorities successfully, including competing demands and multiple tasks under time constraints	<ul style="list-style-type: none"> • Maintain satisfactory academic progress including completing exams and other time-sensitive assessments and requirements, including patient care, and attending mandatory classes, laboratory sessions and educational programs

Exhibit appropriate behavior, judgment, and ethical standards	<ul style="list-style-type: none"> • Active participation in and contribution to learning situations • Maintain professional communications and interactions with faculty, staff, classmates, patients, and all members of the health care team • Adhere to the Standards of Professionalism and Ethics as described in the University and College Catalogs and other documents
Adapt successfully to changing environments	<ul style="list-style-type: none"> • Maintain attention, actively participate, and meaningfully contribute to dialog and practical applications in the classroom, small group exercises, laboratory activities, and inpatient care
Possess constructive, positive, and mature interpersonal skills, interest, and motivation	<ul style="list-style-type: none"> • Accept criticism and respond with appropriate modification of behavior • Timely and adequately respond to personal or academic struggles; seek assistance, practice planning, and avoid procrastination
Participate as both a student patient and a student physician in the learning environment	<ul style="list-style-type: none"> • Allow for exposure and palpation of non-sexual body parts when serving as a student patient in the learning environment • Expose and palpate non-sexual body parts when serving as a student physician in the learning environment • Participate in learning, including dissection, of cadaveric donor patients • Participate in practice examinations, in scenarios including all genders, as both a student patient and a student physician.

Dress Code for Lab Activities

The nature of lab activities may require students to wear clothing that is casual and comfortable. Both anatomy activities and OMM specific activities may dictate clothing such as scrubs, shorts, and t-shirts. Anatomy and OMM faculty will communicate dress expectations at the beginning of each term. Students are expected to adhere to the expectations of the anatomy and OMM faculty.

Dress Code in Osteopathic Manipulative Medicine and Physical Diagnosis Laboratories

It is imperative to the educational process that the specific body region being examined and/or treated will need to be exposed for observation, palpation and treatment. The dress requirement in clinical skills training sessions is designed to promote learning by providing optimal access to diagnostic observation and palpatory experience to the specific region of the body being examined. Wearing inappropriate clothing interferes with a partner's experience of diagnosis and treatment. Garments worn for religious reasons are acceptable dress in OMM laboratory experiences; however, they should be removed if they interfere with palpatory/visual assessment or specific osteopathic manipulative treatments. For example, headscarves should be removed when the assessment of or OMT of the head is being performed. Students should expect that they will be asked to remove religious garments during lab activities which require access for palpatory/visual assessment or specific osteopathic manipulative treatments.

Physical Health

To ensure compliance with the respective state's Department of Public Health requirements and to exhibit exemplary commitment to the rights and integrity of all parties in the education of health care professional students, KHSC-

KansasCOM has established medical status credentialing requirements that must be completed prior to matriculation. In addition to the personal competencies listed above, candidates for the Doctor of Osteopathic Medicine degree also must be sufficiently free of any serious communicable diseases. Medical status credentialing is designed to ensure that the safety of patients is not compromised while protecting the rights and safety of students as well. For detailed information, contact the Student/Employee Health Coordinator.

Special Note:

It is the policy of KHSC-KansasCOM to provide equal opportunities for all applicants and students with respect to admission, financial aid, and access to education programs, services, and activities, regardless of race, color, national origin, age, religion, sex, disability, or medical condition. The intent of this policy is to provide each student with the opportunity to excel academically, while creating an equitable environment conducive to learning. In doing so, however, the KHSC-KansasCOM must maintain the integrity of its curriculum and preserve those elements deemed essential to the acquisition of knowledge in all areas of osteopathic medicine, including the demonstration of basic skills required for the practice of osteopathic medicine.

Any student accepted to KHSC-KansasCOM who wants to request accommodations for a disability should follow the Accommodations Policy and Process and submit all required documentation to Disability Services, located in the Office of Student Affairs and Services.

KHSC-KansasCOM Health Requirements

KHSC-KansasCOM requires its students to meet certain health-related requirements including a requirement to be fully insured with personal health insurance and to be fully vaccinated according to Centers for Disease Control (CDC) guidelines.

Required Health Insurance Coverage

KHSC-KansasCOM requires all students to carry health insurance. To meet this requirement, each year all registered students are automatically enrolled in KansasCOM's Student Health Insurance Plan (SHIP). Students who have comparable health insurance coverage, meeting all KansasCOM requirements, may waive out of automatic enrollment in SHIP coverage during the open waiver period at the beginning of each academic year.

Detailed information about the SHIP plan, including information regarding enrollment and waiver, can be found at www.4studenthealth.com.

Open Enrollment and Waiver for the KHSC-KansasCOM sponsored SHIP policy typically begins approximately one month prior to the beginning of the academic year. The coverage period begins on the first day of class and lasts approximately 365 days.

Students who do not waive out of the KHSC-KansasCOM SHIP by the deadline will by default be enrolled in SHIP and remain enrolled through the end of the plan year, and thus will be responsible for the associated premiums.

The following are the minimum requirements for students' personal health insurance coverage:

- Coverage must be active and continuous (no break or termination) for the entire academic year.
- Coverage must be ACA (Affordable Care Act) compliant.
- Maximum benefit must be unlimited.
- Deductible must be \$1,000 Single/ \$3,000 Family or less per person, per policy year.
- Claims must be paid by a U.S.-based company, and underwriting company must be owned, operated, and headquartered in the U.S. and must be in full compliance with all applicable federal laws.
- Coverage must include a provider network within 25 miles of the KansasCOM area for primary routine care, specialty, hospital, and diagnostic care.
- Plan must provide coverage in all 50 states.

Policies which only cover catastrophic events are not acceptable. Policies which are provided through health care co-ops are not allowed. Prior to beginning clinical experiences, KHSC-KansasCOM students in OMS III and OMS IV must submit additional proof of personal health insurance to the Office of Clinical Education. All students must report any break in coverage or change in health insurance while attending classes through www.4studenthealth.com. KHSC-KansasCOM students must report any break in coverage or change in health insurance to the Office of Clinical Education during OMS III and OMS IV.

Housing for Students

KHSC-KansasCOM does not have any campus owned housing for students. KHSC-KansasCOM staff in the Offices of Admissions and Student Affairs and Services are available to assist students with housing locations and options within the greater Wichita area.

Financial Aid

Financial Aid Privacy and Disclosure Policy

All information about individual student financial aid is strictly confidential and can only be used for the purpose of determining and administering the student's financial aid. Persons with legitimate audit responsibilities are permitted access to individual folders. Whenever possible, the selection of folders for auditing purposes is done randomly.

Schools are limited by federal law in how the Free Application for Federal Student Aid (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, KHSC-KansasCOM may be prohibited from sharing FAFSA data with other third-party organizations, even where the student has given written consent.

Cost of Attendance

A comprehensive student expense budget, or cost of attendance (COA), 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 KHSC-KansasCOM.

The Office of Financial Aid 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, the Office of Financial Aid builds a COA that includes the following:

- Tuition and fees
- Room and board (or a housing and food allowance)
- Books and supplies
- Transportation
- Loan fees
- Miscellaneous and personal expenses
- COMLEX exam fees (DO only)

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
- Reasonable costs for eligible study-abroad programs or faculty-led trips for students
- Child/dependent care
- Medically necessary medical and dental expenses not covered by insurance
- Reasonable car repairs for one primary vehicle

For more information on this process, please review the Annual Budget Adjustments section.

Consumer Information

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

Satisfactory Academic Progress (SAP) Policy

Students who receive federal financial aid, in accordance with federal regulations, must be in good standing and maintain Satisfactory Academic Progress (SAP) toward their degree. Under Federal Title IV regulations, the school's SAP requirements must meet certain minimum requirements, and be at least as strict as the institution's established standards for Good Academic Standing. This policy applies to all students receiving federal financial aid for any trimester/periods of enrollment at KHSC-KansasCOM.

The standards used to evaluate academic progress include all periods of the student's enrollment, including periods during which the student did not receive federal financial aid funds.

What is the KHSC-KansasCOM SAP Policy?

To continue receiving federal financial aid at KHSC-KansasCOM, students must demonstrate satisfactory progress toward their academic objectives. Federal regulations require three measurements to determine SAP: qualitative, quantitative, and maximum timeframe.

Satisfactory Academic Progress for Financial Aid Consideration

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

The policy applies to students who are receiving federal aid; however, these standards include 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 KHSC-KansasCOM may vary from the financial aid policy for academic progress.

Qualitative Measure

Students enrolled in KHSC-KansasCOM are graded on an Honors/Pass/Fail system. For federal student aid purposes, a grade of Honors or Pass is the equivalent of receiving a 70 percent or higher (Passing grade) in measuring SAP. A 70 percent is an equivalent to the letter grade of C.

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

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

For students to progress through the program to graduate within the maximum time frame, all KHSC-KansasCOM students must complete 67 percent of credit hours attempted for federal student aid purposes. In determining pace progression, KHSC-KansasCOM 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. Credit hours cannot be rounded up to meet the minimum SAP standards.

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

Time Frame: Pace Progression

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

Students are expected to make satisfactory progress toward their degree each trimester. Students must complete the DO program within six academic years of the matriculation date in the College of Osteopathic Medicine.

The KHSC-KansasCOM Student Performance Committee, or SPC, may grant an additional year in exceedingly rare and extenuating circumstances. Students who do not complete their degree in six academic years will not be eligible for additional federal aid without an appeal. Students will need to contact the Office of Financial Aid to determine aid eligibility. The Office of Financial Aid will advise the student of the appeals process for additional aid eligibility to complete their degree if they have met the maximum time limit and can enroll beyond six years.

SAP Review

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

If the student is not meeting the above SAP eligibility requirements, the student will be ineligible for federal 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

The Office of the Register will notify the student via email if an appeal needs to be submitted to continue receiving federal aid at KHSC-KansasCOM. Students will be asked to submit an appeal to the Student Performance Committee. The appeal 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 their academic progress up to satisfactory standards.
- If requested, supporting documentation may be required to process the appeal.
- A written academic plan, after the appeal is submitted.

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

If the student's appeal is approved:

- The student will be placed on Academic and Financial Aid Probation.
- The Student Performance Committee (SPC) may assign an academic plan. If assigned, the student must adhere to the academic plan.
- The student will be eligible to receive financial aid during the timeframe stated in the academic plan.

Probationary Review

- If the SPC did not assign an academic plan the student's academic progress will be reviewed at the end of the next payment period (the following trimester).
 - If the student meets the minimum standards at the end of the probationary period, the student is no longer on probation.
 - If the student fails to meet the minimum standards at the end of the probationary period, the student is ineligible to receive additional funds. The student may appeal to the SPC. Secondary appeals are subject to the requirements outlined in the SAP Appeal Process section.
- If the SPC did assign an academic plan the student's academic progress will be reviewed at the end of every payment period (trimester) during the timeframe stated in the academic plan.
 - Students who meet the criteria outlined in their academic plan will remain in that plan until it expires, or until the student meets the minimum SAP eligibility requirements.
 - If the student fails to meet the criteria outlined in their academic plan the student is ineligible to receive additional funds. The student may appeal to the SPC. Secondary appeals are subject to the requirements outlined in the SAP Appeal Process section.

If secondary appeal is approved:

- The student will remain on Academic and Financial Aid Probation.
- The Student Performance Committee will assign an academic plan.
- The student must adhere to the academic plan.
- The student will be eligible to receive financial aid during the timeframe stated in the academic plan.
- 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 until 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.

Financial Aid Process

Verification of Student Financial Aid 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 to ensure 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
- Household Size

- Number in College
- High School Completion Status
- Identity/State of Educational Purpose

Determining Amount of Financial Aid

Once the student has submitted all required documents and completed forms as listed on the application for financial aid, the Office of Financial Aid determines the student's aid eligibility at KHSC-KansasCOM. 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 (KHSC-KansasCOM student budget) minus expected student and family contribution from FAFSA (for need-based aid) and outside resources (e.g., scholarships, etc.) equals eligibility.

$$\text{Cost of Attendance} - \text{Student Aid Index (SAI) from FAFSA} - \text{Outside Resources} = \text{Aid Eligibility}$$

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 KHSC-KansasCOM.

Notification of Financial Aid Offer

Students will be notified, via email, to log in to KHSC-KansasCOM's online financial aid portal to view the aid and accept/decline/reduce the aid offered. The offer notification in the online application shows the cost of attendance (student budget) according to the student's program/class, and the total annual financial aid the student may receive from all sources. Beyond the sources of assistance indicated on the offer notification, a student may seek out private scholarships.

Disbursement of Financial Aid

- Financial aid disburses at the beginning of each term (all effort will be made to disburse aid up to 10 days prior to the first day of coursework beginning).
- Financial aid 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 balances of excess financial aid funds from the Office of Student Accounts 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. If no bank account is on file, a check will automatically be issued to the student address on file.
- Credit balance refunds are processed as expeditiously as possible, but within the Department of Education regulation of 14 days.
- To ensure timely receipt of student account refunds, Kansas Health Science Center (KHSC-KansasCOM) strongly encourages all students to sign up for direct deposit.
- Direct Deposit forms can be completed in the student gateway.
- The student can check the disbursement schedule at the beginning of the academic year, located in the student portal.

Repeating an Academic Year

Repeating an academic year can have significant financial ramifications for any student. In the event a student is required to repeat an academic year, or the student requests to repeat a year, the student should always talk with the Office of Financial Aid to understand the impact of that decision on their overall financial situation.

Federal guidelines have limits on the number of times a student can repeat a year and still receive federal loan dollars for that repeated year. Please speak with a financial aid professional about the details.

KHSC-KansasCOM Scholarships

KHSC-KansasCOM scholarships can be awarded based on academic achievement, merit, leadership, financial need, geographical location, and/or community service. All KHSC-KansasCOM scholarships will be applied toward tuition.

Kansas Osteopathic Medical Service Scholarship

Designed to encourage primary care physicians to establish practices in rural areas of Kansas. Recipients receive \$20,000 per year for up to four years of study at nationally accredited osteopathic schools. Preference goes to first-year students. Recipients return one year of practice for each year of assistance. Applicants must complete a program application and the designated financial aid application. **Priority Date: May 15.**

External Scholarships

Students are encouraged to apply for outside/private scholarships. There are several popular search engines students can search for medical school related scholarships including:

- FastWeb
- Scholarships.com

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

- Scholarship Fees- Do not spend money to apply for any scholarship.
- Request for Financial Information- Do not share bank account and/or credit card information.
- Guaranteeing Scholarship Money- Reputable scholarships do not advertise guaranteed money.

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

Loan Programs and Sources

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 (ED) 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 ED Federal Student Aid Website. An origination fee is charged and deducted from the loan proceeds.
- Direct loans offer a one-time 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.
- Repayment information for this loan program is available on the ED 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 Students

The DO program allows KHSC-KansasCOM students additional unsubsidized loan eligibility up to \$26,667 for a total of \$47,722 for an Academic year covering 12 months (OSMI III). Academic years covering 9 months (OSMI I, II, and IV) are eligible for an additional unsubsidized loan eligibility up to \$22,222 for a total of \$42,222.

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

This loan program is non-need based. A GradPLUS loan is a federal guaranteed credit-based loan. A credit check is required.

- This loan has a higher interest rate than the Federal Direct Unsubsidized Loan.
- The loan does not have an aggregate limit.
- The GradPLUS enters repayment immediately after it is fully disbursed, at which time it is placed in an in-school deferment while the student continues in school.
- The loan enters a one-time 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 ED Federal Student Aid Website.

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

This is a need-based loan, which applies to KHSC-KansasCOM students.

- A student must commit to primary care including the internship, residency, and practice.
- The interest rate is 5%. The loan amount is contingent upon the availability of funds.
- Parent financial information is required.
- The loan is available to OMS III and OMS IV students only.
- Repayment begins following a 12-month grace period after ceasing to be a full-time student.

Private/Alternative Loans

A student may choose to borrow a private loan after receiving counseling about the advantages of federal loans versus private loans. In accordance with Sec. 128 (3) of the Truth in Lending Act (15 U.S.C. 1638(e)(3)), a self-certification form is available upon request from the Office of Financial Aid, although this form is routinely provided to the student by the private loan lender during the application process. Also, upon request, the Office of Financial Aid will assist the student in the completion of the form, if needed.

Service Obligation Scholarship for KHSC-KansasCOM 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 program offered by the 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
Bureau of Primary Health Care
Division of Scholarships and Loan Repayments
Website: Scholarships | NHSC (hrsa.gov)
1(800) 221-9393

Annual Budget Adjustments

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

Federal regulations allow schools to adjust a student's cost of attendance for certain circumstances on a case-by-case basis. KHSC-KansasCOM will increase a student's cost of attendance for other reasonable education-related expenses that exceed a student's budget. The Office of Financial Aid must be able to substantiate your expenses for your file. Budget adjustments are typically a reimbursement process. Purchases should be made using a form of payment in your name.

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

Budget Adjustment Categories

- **Child/Dependent Care:** If a student pays for a third-party to watch their dependent while their spouse works (full-time), Kansas Health Science Center (KHSC-KansasCOM) can increase the student cost of attendance for these expenses. The increased cost will not exceed a reasonable cost for dependent care in the community based on KHSC-KansasCOM's dependent care survey. Students must complete a Supplemental Funding Request and provide all required documentation that is specified on the form.
- **Computer Purchase/Electronic Purchase:** All KHSC-KansasCOM students are required to have a laptop computer meeting KHSC-KansasCOM specifications. Only one increase is allowed per student's academic program, unless there is a change in school policy requiring new computer specifications. The purchase can only include a laptop, printer, and/or other reasonable hardware/software required by KHSC-KansasCOM. Students are permitted to purchase the computer July 1, or other reasonable time, if starting in trimester one. The maximum allowance is \$2,000. Students must complete a Budget Adjustment Request Form. 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. It is KHSC-KansasCOM policy that all students provide proof of health insurance, and budget adjustments will be considered only for those students complying with that policy. A budget adjustment can be made for medically necessary procedures and medically necessary prescriptions for the amount that exceeds the budget allowances. Students must provide written verification of health insurance coverage. Prior year expenses will not be considered for an increase.
- **Tuition Adjustment:** Students may receive a budget adjustment for tuition charges more than what is allowed in the Cost of Attendance.
- **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 appeals. The budget adjustment increase will represent the difference between the actual repairs and budget allowance. Receipts must be submitted for any repairs for which the budget adjustment is being requested. Since 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 \$500. If the student has not purchased comprehensive and collision care insurance, the Office of Financial Aid will not increase the budget to cover any expenses that would have been covered by insurance.

- **Other Expenses:** Students having other extenuating circumstances should complete the appropriate section of the Budget Adjustment Request Form and make an appointment to meet with a staff member in the Office of Financial Aid.

Non-Allowable Expenses: The following expenses will not be considered for reimbursement:

- Vehicle purchase.
- Household repairs (water heaters, furnace, etc.).
- Expenses related to pet ownership.
- Private student loan payments.
- Car payments.
- Credit card debt.
- Moving costs and housing furnishings.
- Vacation expenses.
- Tithing expenses.
- Child support payments.
- Living expenses for spouses and/or children.

Financial Aid Ramifications for a Leave of Absence (LOA)

For Title IV purposes, a leave of absence (LOA) may be designated as either unapproved or approved for financial aid purposes. A LOA that does not meet all the financial aid regulatory 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 Office of Financial Aid prior to going on an approved leave of absence to determine what financial aid implications this will have on their federal financial aid eligibility.

Title IV Returns

A student who receives Federal Financial Aid funding and who completely withdraws from the institution is subject to the Return of Title IV Funds policy. The amount to be returned is based on the percentage of enrollment completed for the trimester and the amount of financial assistance considered earned. KansasCOM and the student are both responsible to return unearned funds to the appropriate Title IV program(s) in the order of: Private Loans, Graduate PLUS, Direct Unsubsidized, where applicable. It is recommended that a student who receives financial aid connect with the Office of Financial Aid prior to withdrawing to determine if they will leave the school with a balance on their student account. If a balance is owed to Kansas COM, the student must immediately contact the Office of Student Accounts to make payment arrangements.

Financial Aid Fraud Misreporting and Misrepresentation

Any student found to have misreported information and/or altered documentation to increase their student aid eligibility or to fraudulently obtain federal funds may face any or all the following disciplinary actions:

- Subject to all Professional Code of Conduct policies.

- Per federal regulation 668.14(g), referral to the Office of the Inspector General of the ED, or, if more appropriate, to a state or local law enforcement agency having authority 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 Associate Dean for Student Affairs and Services. At that time, disciplinary action will be discussed with the student.

Code of Conduct for KHSC-KansasCOM Financial Aid Professionals

The Office of Financial Aid is a member of the National Association of Student Financial Aid Administrators (NASFAA). NASFAA developed an ethical set of standards related to a Financial Aid Code of Conduct.

Statement of Financial Aid Ethical Principles

The Office of Financial Aid's policies and procedures are subject to change based on federal regulations and guidelines or interpretations thereof. Changes will be published. It is the student's responsibility to remain informed of all changes. The Office of Financial Aid adheres to the guidelines of ethical conduct developed by the National Association of Student Financial Aid Administrators (NASFAA).

- The KHSC's Financial Aid department is dedicated to the highest standards of professional conduct and has adopted and adheres to the Statement of Ethical Principles set forth by the National Association of Student Financial Aid Administrators (NASFAA). As members of NASFAA, KHSC has permission to make such an adoption.
- The following Code of Conduct was last updated by a vote from NASFAA's Board of Directors in November 2020, and published in January 2021. Subject to enforcement procedures that went into effect July 1, 2015, institutional members of NASFAA will ensure that:
 - No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.
 - Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
 - If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publicly disclosed. Borrowers will not be auto-assigned to any particular lender.
 - A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution's preferred lender list.
 - No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
 - Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
- Institutional financial aid offers and/or other institutionally provided materials shall include the following:
 - Breakdown of estimated individual Cost of Attendance components, including which are direct (billed by the institution) costs vs. indirect (not billed by the institution) costs
 - Clear identification and proper grouping of each type of aid offered indicating whether the aid is a grant, scholarship, loan, or work program
 - Estimated net price
 - Standard terminology and definitions, using NASFAA's glossary of terms
 - Renewal requirements for each aid type being offered as well as next steps and financial aid office contact information

- o All required consumer disclosures are displayed in a prominent location on the institutional website(s) and in any printed materials, easily identified and found, and labeled as "Consumer Disclosures."
- o Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

Student Finance Policies and Procedures

Tuition and Fees

Tuition and fees are charged each academic term. Tuition and fee schedules are set by the KHSC-KansasCOM Board of Trustees annually. Tuition and fee schedules are posted to the KHSC-KansasCOM website and are the reference point for students for the most current up-to-date rates.

Ancillary Fees

Kansas Health Science Center (KHSC-KansasCOM) may have ancillary fees each academic year. This fee schedule will be published on the website and will be the single point of reference for staff and students. These fees are used on an as needed basis depending on the nature of the situation. Past due payment fees will be posted automatically by Student Accounts once a month until the student's past due payment and/or balance has been satisfied.

Payment Plan Options

In School Payment Plan

Student Accounts can accept credit card payments over the phone. Accepted credit cards are: Mastercard, Visa, and Discover. Credit card payments may also be made through the student portal. Tuition is due in full for all students before the last day of the first week of a new trimester. This requirement will be waived if a student intends to use financial aid (including loans) to pay tuition in full and has completed all financial aid paperwork required prior to the start of the trimester.

Students may reduce the amount of tuition due the first week of the trimester by establishing a payment plan with a Student Accounts advisor prior to the start of the trimester. Payment plans include a maximum of three payments each trimester. Accounts with outstanding balances not covered by financial aid or a payment plan will be considered delinquent after the last day of the first week of each trimester after a five-day grace period. A past due payment fee will be charged each month until the balance has been paid or until the payment plan is current. All account balances must be satisfied in full prior to the next trimester. Tuition statements will not be produced, and a student is responsible for checking their account through the student portal for any balances owed.

Out of School Payment Plan

A former student no longer actively enrolled with the institution (inclusive of withdrawn, dismissed, or graduated) may owe a balance. If a balance remains on a student's account, a final statement will be mailed. A student's diploma, transcripts, school records, and other final documentation will be released after the balance is paid in full.

Former students may be eligible for an Out of School Payment Plan but missed payments may result in cancellation of the payment plan and prevent the former student from future participation in this payment plan option. Out of School Payment plans may be established with a Student Accounts advisor.

If the balance is not paid in full, a payment plan is not set up within 90 days of the withdrawal date, or the former student is past due on a payment plan, the balance may be sent to a collection agency. The institution reserves the right to deny or cancel the payment plan option for any individual.

Direct Bill Payment Plan

A student who is eligible for partial or full-tuition payment by a third-party source may apply for the Direct Bill Payment Plan. A Direct Bill Payment Plan is not contingent upon a grade and/or completion of a course and is payable directly to KHSC-KansasCOM. A payment plan or one-time payment may be set up according to the employer policy.

Third-party billing sources may be an employer, scholarship foundation, government entity or military tuition assistance. A student must submit a payment voucher or letter that includes the name of the student and program, amount to be paid, payment method, and trimester for which tuition is to be paid.

All vouchers or letters must be submitted to the Office of Student Accounts no later than the end of the first week of each trimester. The student is responsible for establishing a secured payment method by the first week of the trimester for the remaining balance not being paid by the third-party source.

Payments are due from the third-party source within 30 calendar days of invoicing or else a registration hold and a late fee will be applied to the student's account. It is the student's responsibility to ensure that all required documents are received by the third party and that payment is submitted in a timely manner. Final grades for a trimester in which a student has an outstanding financial balance will be withheld until the financial balance for the trimester is paid.

Military Benefits

KHSC KansasCOM is authorized to award military benefits to eligible students.

A qualified student is permitted to participate in the course of education during the period beginning on the date on which they provide a certificate of eligibility for benefits under chapter 31 or chapter 33 and ending on the earlier of the following dates:

- The date on which payment from VA is made to the school.
- Ninety days after the date the school certified tuition and fees following the receipt of the certificate of eligibility.

A qualified student facing delayed disbursement funding from VA under chapter 31 or chapter 33 will not be penalized by the school. A student will not incur delayed disbursement-related late fees, will not be denied access to courses, libraries, or other institutional facilities, and will not be required to borrow additional funds to cover their financial obligations while awaiting disbursement from VA.

Refund and Cancellation Policy

Any student wishing to withdraw from all courses and leave KHSC-KansasCOM must notify the Associate Dean for Student Affairs and Services through the process as outlined in the Withdrawal and Leave of Absence Policy. All academic records will be on hold until all the student's financial obligations are satisfied.

Students who withdraw from a KHSC-KansasCOM course after the published drop deadline, but prior to completing 25 percent of the course, will receive a refund based on the following schedule: 1st Week: 100% [prior to drop deadline], 2nd Week: 75%, and 3rd Week: 50%. Students who have attended more than 25 percent of a course are not eligible for a refund.

Any monies due to a student shall be refunded within 60 days from the last day of attendance or within 60 days from the receipt of payment if the date of receipt of payment is after the student's last date of attendance.

Office of the Registrar - General Academic Policies

Academic Records

Office of the Registrar

The Office of the Registrar is committed to providing exemplary service to students, graduates, and faculty. In addition, the Office of the Registrar strives to provide accurate information and efficient services to all KHSC-KansasCOM constituencies.

The Office of the Registrar protects the accuracy and security of students' records while also serving as an information resource for students, graduates, as well as faculty and staff. Additionally, the office provides support for students in OMS III and OMS IV of medical school as they are applying for clinical rotations and residency.

Academic Records Requests

Requests for academic records will be processed by the Office of Registrar in the order they are received. Federal law mandates a signed request to authorize the release of student academic records. Consequently, phone requests for transcripts or other records are not accepted. Students may submit requests via the Academic Records Request Form located in the Guardian portal. The Office of the Registrar will also provide other authenticated processes to update information and request academic records. All KHSC-KansasCOM students are encouraged to utilize KHSC's student portal to review course registrations and grades.

The Office of the Registrar makes every effort to respond to requests in a timely manner. Requests are typically processed within five (5) business days from receipt. Requests for multiple transcripts, several different documents, or requests during peak seasons of operation may require additional processing time. Information which is required to meet a third-party deadline should be requested with at least two weeks lead time to ensure expedient delivery and appropriate recording.

Transcripts

KHSC-KansasCOM has authorized the National Student Clearinghouse to provide transcripts on behalf of the institution. There are multiple delivery options available through NSC. Please review transcript and delivery fee options on the Registrar resource page prior to requesting a transcript.

Official transcripts cost \$20 per transcript, due at the time of the request. Please note that delivery fees are the responsibility of the student/requestor. Requests will not be processed unless payment has been received in full and the student or alum has fulfilled all financial obligations. Official transcripts are forwarded directly to the receiving party. If a transcript is verified as received, via certified mail, but the recipient is unable to locate the transcript, the student is responsible for requesting and paying for another transcript to be sent. Unofficial transcripts do not carry the KHSC-KansasCOM seal and are stamped with red ink identifier. Unofficial transcripts are free of charge through the student portal.

Registration for Courses

KHSC-KansasCOM engages in "block" registration for each student cohort. The student's respective academic program sends enrollment information to the Office of the Registrar, each term, therefore students do not have to sign up or register for KHSC-KansasCOM courses. Students are responsible for reviewing their enrollment information via KHSC-KansasCOM's internet and student portal resources prior to each term to ensure enrollment accuracy.

The last day to add an elective class is the end of business of the fifth day of classes outlined in the Academic Calendar. This policy does not apply to clinical clerkship rotations.

Academic Calendar

KHSC-KansasCOM operates on a trimester basis-three terms each academic year.

Add/Drop Deadline

Add/Drop date is end of business on the fifth day of classes. This does not apply to clinical rotations.

Academic Load

For each trimester:

Full-time: 5+ units

Halftime: 2.5 to 4.5 units

Less than halftime: Less than 2.5 units

Academic Progress

Students are expected to make satisfactory progress toward their degree each academic year.

A candidate for the Doctor of Osteopathic Medicine (DO) degree must complete the degree within 150% of the standard time (six years following matriculation), as specified by the American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA).

Census

The census date for each trimester occurs at the beginning of the sixth day of classes. The census date plays a key role in the determination of a student's refund and other financial aid related details. If students have questions about the census date or financial related matters, they can contact the Offices of Registrar and/or Financial Aid.

Credit Definition

KHSC-KansasCOM is charged with ensuring the appropriateness of and amount of student work represented in the curriculum. Credit assignments, intended learning outcomes, and verified by evidence of student achievement, will be evaluated and assigned on the basis of the Carnegie unit credit hour as provided by the U.S. Department of Education consistent with the glossary of the American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA), Accreditation of Colleges of Osteopathic Medicine: COM Standards and Procedures. The amount of learning required to progress toward completion of learning outcomes is defined by the rigor, complexity, and content of the Doctor of Osteopathic Medicine (DO) degree and the expectations of the osteopathic medical profession.

Credit Hour Definition

KHSC-KansasCOM uses the Federal Definition of a credit hour, which states that a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than:

- I. "One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit or the equivalent amount of work over a different amount of time; or
- II. "At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work including simulation, online/distance/hybrid courses, standardized patient experiences, preceptor visits, clinical rotations, internships, practica, independent study, and other academic work leading to the award of credit hours." (34 CFR 600.2)

NOTE: At KHSC-KansasCOM, a class hour is defined as 50 minutes.

The credit hour definition sets forth the foundation for determining credit hours. The purpose of the general guidance in the application is to provide consistency in calculating credit hours for didactic (including asynchronous learning), laboratory, research, and clinical rotations.

In general, calculating credit hours, one hour of credit is awarded for:

Modality	Contact Hours	Credits
Classroom - synchronous and asynchronous	15	1 credit
Laboratories, small group activities, supervised independent study, workshops	30	1 credit
Research	60	1 credit
Clinical rotations/practica	40-45	1 credit

The calculation of credit hours is rounded down to the nearest 0.5 credit hours per course.

Course Numbering

001-099: Remedial / Preparatory courses

600: First year medical courses

700: Second year medical courses

800: Third year medical courses

900: Fourth year medical courses

**Course Numbers with an s denote sub-internships and course numbers with an e denotes electives - both clinical and non-clinical.

Grades

Grade Notification

Grades are posted within 3-5 business days after the end of the term. All posted grades are available for students review on the Student Gateway.

Grading Scale

NON-CALCULATED CREDIT. Included in hours earned.

GRADE	GRADE NAME	DEFINITION	YEARS GRADES UTILIZED
H	Honors	Special recognition for exceptional work in clinical rotations. Top 10%	OMS III and OMS IV

HP	High Pass	Recognition for commendable work in clinical rotations. Next 25%	OMS III and OMS IV
P	Pass	Pass. >=70%	OMS I - OMS IV
TR	Transfer Credit	Credit awarded in transfer.	Transfer Term

NON-CREDIT Values. Excluded from hours earned.

GRADE	GRADE NAME	DEFINITION
AD	Administrative Drop	Administrative Drop from a course(s). Faculty/Administrator-initiated.
AU	Audit	Participation and/or observation of a course.
AW	Administrative Withdrawal	Withdrawn from a course(s) or College. Faculty/Administrator-initiated.
F	Fail	Failure of a course. OMS I - OMS IV. Fail (<70%)
I	Incomplete	Incomplete coursework due to extenuating circumstances.
W	Withdrawal	Withdrawal from a course(s) or College. Student-initiated.
NR	Not Reported	A grade was not reported by the listed deadline.

Grading Schema by Course Category

COURSE TYPE	GRADING SCHEMA
Preclinical Courses	P/F
Core Clinical Clerkships	H/HP/P/F
Clerkship Subspecialty Core Requirement	H/HP/P/F
Clinical Rotation Electives	H/HP/P/F
Sub-Internships	H/HP/P/F

Course Remediation

Students who require remediation of a course will receive their original grade until the remediation is completed. Once completed, the appropriate course director will submit a grade change to update the original grade to the newly earned grade.

Course Repeats

All course enrollment and earned grades will remain on a student's official transcript. Once a student successfully repeats a course, both grades will remain on the transcript, but only the most recent grade will be used for the purpose of earned credit.

If a student must repeat a clerkship or clinical rotation, a fee to cover the cost of the clinical experience will be assessed.

Clinical Clerkship/Rotation Repeat fee \$1700.00 per course.

Program Repeat Audits

A student approved to repeat an academic year after a year of poor academic performance will be required to repeat the entire year of previous attendance and will be required to pay full tuition. Prior to that year commencing students may be required to audit courses leading up to the next academic year and those courses will be assessed a per credit audit fee. The audit fee is \$150.00 per credit hour in OMS I and OMS II. Students enrolled in audit courses will be assessed the institutional service fee required of all students per term. Students approved for reenrollment or reentry after a dismissal, or an approved leave of absence may also be required to repeat or audit previous courses.

Incomplete Grades

A Course Director may assign a grade of Incomplete (I) if a student is unable to complete the course/section because of extenuating circumstances beyond the student's control. The course director, or their designee, will complete an Incomplete Grade Contract clearly detailing requirements for completion of the course/section.

The student will receive a copy of the contract via the student's KHSC-KansasCOM email address. The student will have three (3) business days to respond to the incomplete grade contract request. If a response is not received, the student will receive the current earned grade with all missing assignments calculated as a zero.

Students receiving a grade of incomplete must coordinate with the course director to satisfy all outstanding coursework for the course/section. Once outstanding requirements for the course are satisfied, the Course Director, or their designee, will process a change of grade form converting the incomplete to a grade. DEADLINE: The student has a maximum of 180 days (about 6 months) to work with faculty to complete the incomplete. Once 180 days have passed, the incomplete becomes a failure.

Please note: Incomplete Grades may impact your Financial Aid. Please contact Financial Aid for questions.

Grade Changes

If an error occurred in the computation or recording of a grade, or a course/section has been successfully remediated, a Grade Change form must be submitted. This form will be submitted by course director, or their designee, approved by the appropriate dean, and routed to the Office of the Registrar for processing.

Late Grade Submission

If a grade is not submitted by the established deadline for an individual student, the student grade will be submitted as not reported (NR). The grade must be submitted via the Grade Change form for processing by the Office of the Registrar.

Grade Appeal Process

The Student Grade Appeal Process only applies to a final course grade.

Within three (3) business days of grade posting, a student may request a review of a course/section grade. Students should first reach out to the instructor of record for review of points and grade. If the student believes an error remains,

the student should submit their appeal in writing to the Associate Dean of Student Affairs and Services, and/or their designee. The Associate Dean of Student Affairs and Services, in consultation with the course director(s) and appropriate deans, will review the request. If the student feels an issue remains, a final request to review the course grade may be made directly to the Dean and Chief Academic Officer.

In any grade appeal procedure, the student making the appeal has the burden of proof in establishing a good cause for changing a final grade. Unless the student can offer convincing arguments to the contrary, good faith on faculty's part is presumed. When supported by sufficient evidence, any of the following reasons shall constitute "good cause" for challenging a final grade.

1. Faculty assigned a grade based on an error in calculation or reporting.
2. Faculty assigned a grade based on discrimination against a student's age, sex, race, creed, color, national origin, ethnic origin, or disability.
3. Faculty did not apply standards consistently to all students in the class in the same class.
4. Faculty did not follow KHSC-KansasCOM policy or his or her own published guidelines in assigning a grade.

None of the following shall constitute "good cause" for appealing a final grade:

- Disagreement with the course requirements established by the faculty.
- Disagreement with the grading standards established by the faculty.
- Disagreement with the faculty's judgment when applying grading standards, assuming that the faculty has made a reasonable effort to be fair and consistent in exercising that judgment.
- The student's desire for or need of a particular grade.
- Consequences that a student might face as the result of a grade.

Course Percentage Rounding

Course percentages are added to the academic record. The percentage is submitted to two decimal places and is NOT rounded.

Honors and Standing

Dean's List

The Dean's List will be calculated at the end of each academic year for OMSI and OMSII. The Dean's List is comprised of the top ten (10) percent of the OMSI and OMSII classes. The Dean's List notation will be listed after the final term of each academic year. The notation will read: Dean's List.

Good Academic Standing

Students who are successfully completing all medical school requirements are considered in good standing. A student may be currently enrolled or eligible to be enrolled.

Class Rank

Class rank at KansasCOM will be calculated for OMS I through OMS III cumulatively. Scores from the first term of medical school will be excluded from class rank. Rank will be reported in the following manner:

- Top 10% of the class
- Top 25% of the class
- Top 50% of the class

The top 10% performers of each module will be highlighted.

For students who retake a quiz or test due to initial failure, regardless of final score, 70% will be the score utilized in the rank calculations. Retaking a quiz/test is not permitted purely for the purpose of a higher score. KansasCOM ranks students by percentile distributions only.

The class rank for the top 50% and above will be noted on the MSPE (Medical Student Performance Evaluation). The rank on the MSPE for students below 50% will show the student has successfully completed all coursework.

Additional Standing

Additionally, the following academic standing notations may be listed on your transcript. Please see standing information below:

- *Academic Warning*
- *Academic Probation.*
Academic Probation is listed on the official transcript for the time of the probation. Once the probationary period ends, the listing is removed from the official transcript.
- *Academic Suspension*
Academic suspension appears on the official transcript. After the period of suspension expires, the transcript notation is removed.
- *Academic Dismissal*
A notation of academic dismissal remains permanently on the official transcript. Dismissal from KHSC-KansasCOM includes an automatic exclusion from campus.
- *Disciplinary Warning*
- *Disciplinary Probation*
- *Disciplinary Suspension*
An indication of disciplinary suspension appears on the student's official transcript. After the period of suspension has expired, the transcript notation shall be removed.
- *Disciplinary Dismissal*
A notation of disciplinary dismissal remains permanently on the student's official transcript.

Personal Information

Students must submit a request along with legal documentation to the Office of the Registrar for a change to their legal name. It is the responsibility of the student to ensure that records are current.

Legal documentation for a name change includes the following:

1. Certified copy of a marriage certificate, court order, or dissolution decree reflecting the new name in full; AND,
2. At least one government-issued official proof of identity. [Driver's License, State Identification, Passport, etc.]

Chosen Name

KHSC-KansasCOM is committed to fostering an environment of inclusiveness and supporting students' form of self-identification. KHSC-KansasCOM recognizes that some students identify themselves by a first and/or middle name other than their legal name, and as long the use of a different name is not for the purposes of misrepresentation, KHSC-KansasCOM permits students to use a chosen name where possible during KHSC-KansasCOM education and business.

Any student may choose to identify a chosen first and/or middle name in addition to the legal name. Students may request this service via the student portal or other intranet resources allocated to students. The student's chosen name may be used in many contexts including class rosters, Canvas, ID Cards, etc. The student's chosen name will appear in the KHSC-KansasCOM directory unless a FERPA block is requested. There are certain KHSC-KansasCOM records that require a legal name; however, wherever reasonably possible, a student's chosen name will be used. Administrators, Campus Safety, and your supervisor (if you are employed on campus) will have access to your Legal and Chosen Names.

The legal name is required for, but not limited to just, the following:

- Student Information System
- Student Financial Services documentation
- Financial Aid
- Federal Requests for Information
- Immigration Documents
- Medical Documents
- National Student Clearinghouse
- Official correspondence with external entities
- Official and unofficial Transcripts
- Academic Certifications and Verifications
- Clinical Rotation Applications and Communications
- Diplomas
- Paychecks/W-2/1098-T
- Campus Safety

Students may designate (or remove) a first and/or middle chosen name through the Office of the Registrar. The Office of the Registrar will review and respond to all requests. KHSC-KansasCOM reserves the right to not accept a chosen name if it is deemed inappropriate, including a chosen name that is vulgar, offensive, or creates confusion with another person. Allowable name formats include (but are not limited to):

- A shortened derivative of a name (e.g., "Katie" for "Katherine")
- A middle name instead of a first name
- First and middle initials (e.g., "M.J." for "Mary Jane")
- An anglicized name (e.g., "Simon" for "Bao")
- A name that better represents the individual's gender identity
- A name to which the individual is in the process of legally changing.

A chosen name must consist of alphabetical characters, hyphens, and spaces. An approved *chosen* name does not affect your legal name. Please note that it may take up to seven (7) business days for the request to be completed through all KHSC-KansasCOM systems.

Reports of misuse and abuse of both chosen name and legal names in accordance with existing policies and procedures will be reported to Student Affairs. Depending on the individual and circumstances involved, this could include Human Resources, Academic Affairs, and/or appropriate law enforcement agencies. KHSC-KansasCOM reserves the right to remove, with or without notice, chosen names that are used for inappropriate purposes, including but not limited to misrepresentation, avoiding legal obligation, offensive or derogatory language, or to perpetrate fraud.

Address and Telephone Number

Students will have access to update their personal address information in the student portal. KHSC-KansasCOM requires students to keep their permanent home address and telephone number on file with the Office of the Registrar. Permanent address information is required by the U.S. Department of Education for enrollment reporting.

A campus address, where you are located after you matriculate and attend, and your mobile telephone number can be kept on file as your primary address. Students are required to keep their local address information current.

Address Change

Students needing to change their address may do so in the student portal. Please refer to the intranet resources for instructions.

Legal Name Change

Students must submit a request along with legal documentation to the Office of the Registrar for a change to their legal name. It is the responsibility of the student to ensure that records are current.

Legal documentation for a name change includes the following:

1. Certified copy of a marriage certificate, court order, or dissolution decree reflecting the new name in full; AND,
2. At least one government-issued official proof of identity. [Driver's License, State Identification, Passport, etc.]

Graduation Services

Graduation Requirements

The degree of Doctor of Osteopathic Medicine (DO) is conferred upon candidates of good moral character who have successfully completed all academic requirements, satisfied all financial obligations, and have successfully passed COMLEX Level 1, COMLEX Level 2 CE examination.

Degree Audit

An audit of the Doctor of Osteopathic Medicine will occur at the beginning and end of OMS IV. Students can review their progress online. All degree requirements are listed in the catalog.

Conferral of Degrees

Degrees are conferred upon completion of the degree requirements and approval of KHSC-KansasCOM faculty and board of trustees. Diplomas are ordered after conferral and graduation in May.

Diplomas

Students are required to attend graduation. If a student receives an administrative exception and does not attend graduation, the student will need to pick-up their diploma at the Office of the Registrar after graduation during business hours.

We will hold diplomas for sixty (60) days after graduation. If the diploma is not retrieved by the deadline, it will be destroyed, and the student will be required to order a replacement diploma.

Replacement Diplomas

A graduate who has lost their original diploma or requests a duplicate due to a name change must make a request through the Office of the Registrar with supporting legal documentation. The cost for a duplicate diploma is \$125.00. A new diploma will have the word "duplicate" printed upon the diploma.

Posthumous Degree Policy

KHSC-KansasCOM may grant a Doctor of Osteopathic Medicine (DO) degree posthumously under certain conditions:

- A student completed at least 75% of the KHSC-KansasCOM curriculum.
- A student was in good standing both academically and professionally.
- Requires the recommendation of the Dean/Chief Academic Officer of the College of Osteopathic Medicine.

The President and Chief Executive Officer has the authority to confer a degree posthumously after reviewing the conditions and discussions with the KHSC-KansasCOM leadership team prior to making a final decision.

Exceptions to Academic Policy

The Student Handbook and Academic Catalog is the basic authoritative source for academic requirements and associated policies. All students are expected to follow the catalog and handbook in the pursuit of their degrees. On occasion, however, extraordinary circumstances may warrant departures from the academic catalog requirements. Students who believe their situation warrants a deviation from academic policy may petition for an exception to policy by filing an appeal with the Associate Dean for Student Affairs and Services.

Leaves of Absence (LOA)

A leave of absence (LOA) may be granted from Kansas Health Science Center (KHSC-KHSC-KansasCOM) for several reasons, including:

- A medical emergency or illness
- A financial emergency
- Personal emergency
- Military service
- Academic opportunity (Pursuit of an academic endeavor other than the regular classroom work, either on campus or at another recognized educational institution.)

The Dean and Chief Academic Officer of KHSC-KansasCOM and/or the Associate Dean for Student Affairs and Services may grant a LOA for a designated period with or without conditions. Conditions of a LOA are commonly prescribed in cases of academic deficiency or medical-related issues.

Medical LOA

Students granted a medical LOA, who may be returning to KHSC-KansasCOM, must have a licensed physician, approved by the Office of Student Affairs and Services, certify in writing that their physical and/or mental health is sufficient to continue in a rigorous educational program before they may return to KHSC-KansasCOM.

A student granted a LOA with conditions may be required to meet with the Office of Student Affairs staff to demonstrate that all conditions of their return have been met before reinstatement.

Financial LOA

Students granted a financial LOA must, prior to returning to KHSC-KansasCOM, prove to the Office of Finance that they have the financial capability to advance their education.

Academic LOA

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

Military Service

Students required to perform military service are eligible for a LOA. They must provide proper documentation from their military branch notifying KansasCOM of the length of service required.

Personal Emergency LOA

Students occasionally are faced with a personal or family emergency that requires that they take time away from medical school. The details and nature of the emergency are required to be turned into the College's administrative leadership prior to a decision being made to approve the LOA.

General LOA Process Guidelines

All LOAs should be requested in writing. The LOA Request Form is available online for students to access. Once the form is complete, students should submit it to the Office of Student Affairs for consideration. A LOA is only granted once the student provides both the written request and the appropriate documentation. The start date of the LOA is only determined once all paperwork has been received. If unforeseen circumstances prevent a student from providing a prior written request, the request may be granted for the LOA by exception.

Students granted a LOA must follow the checkout process detailed in the Student Handbook and Academic Catalog. Medical students on a LOA for more than 30 calendar days will be withdrawn from the DO program and must repeat the term or year with the next cohort of students. Students placed on any LOA over 30 calendar days will be considered withdrawn from coursework and will be reported to the U.S. Department of Education through the National Student Loan Data System (NSLDS) as withdrawn. LOAs have a significant impact on a student's federal financial aid status. KHSC-KansasCOM is committed to ensuring that all students follow federal financial aid regulations related to any LOA. Please contact the Office of Financial Aid about the implications related to your LOA.

Following a LOA, a student must request reinstatement, in writing, to the Associate Dean for Student Affairs and Services and the Office of Student Affairs.

Official and Unofficial Withdrawal

Official Withdrawal from KHSC-KansasCOM

Withdrawal is a voluntary action by a student who chooses to leave KHSC-KansasCOM. Any student who leaves KHSC-KansasCOM (become a non-student), for any reason, must complete the KHSC-KansasCOM withdrawal form and complete the checkout process. Failure to complete the withdrawal form and checkout procedure will cause KHSC-KansasCOM to withhold all records pertaining to the student's attendance.

The checkout procedure is as follows:

- If the student is withdrawing, they must contact the Associate Dean for Student Affairs and Services to notify of intent to withdraw.
- Complete the Withdrawal form located on the Student Portal.
- Before leaving campus, the student must secure a checkout form from Student Affairs and undergo an exit interview.

An exit interview will occur with a member(s) of the Office of Student Affairs staff and will include Student Accounts, Financial Aid, Library Services, and other appropriate offices. The student will receive an email from the Guardian system when the checkout form is ready to be completed.

Once the student completes all obligations, including payment of all outstanding balances, the Office of the Registrar will release student records upon receiving signed consent.

Unofficial Withdrawal from KHSC-KansasCOM

In some cases, students may begin KHSC-KansasCOM coursework but stop attending courses during the term. The Office of Financial Aid and the Office of the Registrar will review students at the census date of each trimester in addition to the end of each academic term to determine if the student unofficially withdrew from KHSC-KansasCOM. The census date occurs at the beginning of the sixth (6th) day of classes each term. 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 (R2T4) calculation if it is determined that the student unofficially withdrew.

The Offices of Financial Aid and Registrar will contact and request from course instructors a confirmation of the date the student ceased attending their courses through graded class assignments, documented group project work, or other documentation from the instructor. If and/or 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. In addition, this information will also be reviewed within the framework of the KHSC-KansasCOM official Refund Policy to determine the student's eligibility for any refund. Refunds will only be given in accordance with the refund policy.

If a last date of attendance cannot be confirmed, the half-way point of the term 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 to return the funds.

Student Privacy and Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) requires education institutions to annually notify active students of their rights under the Act regarding access to their education records and certain protections regarding the privacy of personally identifiable information in those records. FERPA was implemented to establish and protect the rights of students to inspect, review and amend their education records. KHSC-KansasCOM works diligently to apply FERPA protections in addition to a person's right to a general regard for privacy, in the broadest sense possible to protect the information of enrolled students, prospective students, and alumni. This policy is issued in compliance with that requirement.

Directory Information

Information specifically contained in a student's education record that would not be considered harmful or an invasion of privacy, if disclosed.

- Directory information is defined as: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; degree sought, expected date of completion of degree requirements and graduation participation in officially recognized activities; degrees, honors and awards received; previous educational agency or institution attended and class rosters within the classroom.
- Directory information does not include a student's social security number or student identification (ID) number.

Education Records

Those records that are directly related to a student and maintained by an educational agency or institution, or their designee.

Education records contain information that personally identifies a student including the student's name, student identification number/social security number, student address, parent/family member names, and a list of personal characteristics.

Education records are official and confidential. Education records include a range of information that is maintained in any recorded way such as handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Education records include, but are not limited to:

- Parent(s) and/or guardian addresses, and parent(s)/guardian contact information.
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school.
- Special education records.
- Disciplinary records.
- Medical and health records that the school creates or collects and maintains.
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned.

- Personal information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.

Personal notes made by school officials not shared with others are not considered part of the education records.

Admissions documents become part of the education records once the student attends courses. FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend the institution. Education records are permanently maintained and stored in the Office of the Registrar, both electronically with a secure backup file and/or in secure fire-resistant file cabinets.

Eligible Student

For purposes of compliance with FERPA, KHSC-KansasCOM considers all students to be independent.

Personally Identifiable Information

Information that includes, but is not limited to, the following:

- The student's name.
- The name of the student's parent or other family members.
- The address of the student or student's family.
- A personal identifier, such as the student's social security number, student number, or biometric record.
- Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
- Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge or the relevant circumstances, to identify the student with reasonable certainty; or
- Information requested by a person who the educational agency or institution believes knows the identity of the student to whom the education record relates.

Procedures

Student's Rights under FERPA

Students must be permitted to exercise their rights under FERPA. Every eligible student has the right to:

- to restrict release of "directory information" except to school officials with legitimate educational interests and others as indicated herein. To restrict the release of directory information, a student must submit a written request to the Office of the Registrar.
- inspect and review their education records within forty-five (45) days after submitting a written request to review such records, except for financial records and confidential letters and statements of recommendation placed in the education record where the student waived their right to inspect and review them and those letters and statements are related to the student's admission to the institution, employment, or receipt of an honorary recognition.
- request amendments to a student's education records if the student believes the record is inaccurate or misleading.
- request a hearing to challenge the content of the student's education records on the grounds that the information within the record is accurate, misleading, or in violation of the student's privacy rights if KHSC-KansasCOM decides not to amend the education records as requested by the student and in accordance with procedures set forth below.
- consent to disclosures of personally identifiable information within the student's education records, except to the extent that FERPA authorizes disclosure without consent, as described in more detail below; and
- file a complaint with the Family Policy Compliance Office, U.S. Department of Education to allege a failure by the institution to comply with FERPA's requirements. The name and address of the office that administers FERPA (Family Educational Rights and Privacy Act) is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

Disclosure of Education Records

Except for the instances listed below when KHSC-KansasCOM is permitted to disclose records without consent, before KHSC-KansasCOM can disclose personally identifiable information from a student's education records, the eligible student must provide the institution with a signed and dated written consent (electronic or hardcopy). The consent must:

- specify the records that may be disclosed.
- state the purpose of the disclosure; and
- identify the person(s) to whom disclosure can be made.

Upon request, KHSC-KansasCOM must provide the student with a copy of the records disclosed.

KHSC-KansasCOM may disclose personally identifiable information from a student's education record without student consent if the disclosure is:

- To school officials within the agency or institution determined to have legitimate educational interests. A school official is a person employed by KHSC-KansasCOM in an administrative, supervisory, academic, research or support staff position; a person or company with whom KHSC-KansasCOM has contracted (such as an attorney, auditor, collection agent, or official of the U.S. Department of Education or other federal agency); a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school official in performing tasks. A school official has a legitimate educational interest if the official needs to review the education records to fulfill their job or professional responsibilities.
- To officials of another school where the student seeks or intends to enroll, or is already enrolled, so long as the disclosure is related to the student's enrollment or transfer.
- To authorized representatives of the following: Comptroller General of the United States; Attorney General of the United States; Secretary of the Department of Education; or State and local educational authorities.
- For purposes of determining a student's eligibility for financial aid for which the student has applied or received, as well as enforcing the terms and conditions of the aid.
- To State and local officials or authorities to whom this information is specifically allowed to be reported or disclosed pursuant to a state statute.
- To organizations conducting studies for, or on behalf of, KHSC-KansasCOM in limited circumstances.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- In connection with a health or safety emergency pertaining to a threat to the health or safety of the students or others.
- Of information KHSC-KansasCOM has designated as "directory information" and the school has given the eligible student notice of the kinds of information they designate as directory information and an opportunity to opt out of directory information disclosures.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, limited to the disclosure of the results of the disciplinary proceeding conducted by KHSC-KansasCOM with respect to that alleged crime or offense. If the alleged victim is deceased because of the crime or offense, the information shall be provided, upon written request, to the next of kin of the alleged victim.
 - Alleged victims and perpetrators in sexual misconduct and sexual harassment incidents have a right to be informed of the outcome and sanctions of a hearing, in writing, without condition or limitation, and to be kept apprised of the status of investigations.
 - Concerning sex offenders and other individuals required to register under the Violent Crime Control and Law Enforcement Act of 1994, and the information was provided to the KHSC-KansasCOM under applicable statutes and Federal guidelines.

Right to Review and Inspect

Student requests to review education records are completed through the Office of the Registrar. The FERPA - Request to Review Education Record form is located on the Guardian platform. Upon completion of the request, the Office of the Registrar has 45 days to respond. KHSC-KansasCOM will provide the student access to the requested records and make arrangements for the student to inspect and review them.

Right to Request Amendment of an Education Record

As stated above, a student has the right to seek an amendment to their education record if the student believes the record to be inaccurate, misleading or in violation of the student's privacy rights.

Students requesting an amendment to one of their education records should complete the FERPA - Request to Amend or Remove Education Records form on the Guardian platform. The form will request that the student identify the record to be amended, specify why it is inaccurate or misleading, or in violation of the student's privacy rights. KHSC-KansasCOM will respond to the request within ten (10) business days. If more time is needed to review the request, the Office of the Registrar will communicate with the student. The student requesting the amendment will receive a written response indicating KHSC-KansasCOM's decision in the matter. Please note that the student's right to seek an amendment may not be used to challenge grades.

Right to Request a Hearing

KHSC-KansasCOM has the right to decide whether to amend the education records requested by the student. If it is decided the amendment is not warranted, KHSC-KansasCOM will notify the student of the decision and advise the student of the right to a hearing regarding the request for an amendment. To request a hearing, the student will submit a Request for Hearing for Amendment of an Education Record form through the Guardian portal. The Registrar will refer the request to the Associate Dean of Student Affairs and Services who will either act as the hearing officer or appoint a designee to conduct a formal hearing according to the following procedures:

- The student will be permitted to present information and/or materials in support of the assertion that the education records are inaccurate, misleading, or otherwise erroneous.
- A representative from KHSC-KansasCOM will be permitted to present information and/or materials that support the institution's position.
- Each party will be present during the hearing and may challenge information and materials of the other party.
- The hearing officer will render a decision on the matter generally within five (5) business days after the conclusion of the hearing.

De-identified Records and Information

KHSC-KansasCOM may release education records or information without student consent once personally identifiable information has been removed and KHSC-KansasCOM or an authorized outside party has made a reasonable determination that a student's identity is not personally identifiable. This is known as "de-identified records and information."

Notification Requirements

KHSC-KansasCOM must annually notify eligible students currently enrolled of their FERPA rights. In addition to the student's rights, this notification must also include:

- procedures for exercising the right to inspect, review, and seek amendment to the education records; and
- criteria for disclosing information to school officials and authorized third parties, i.e., contractors, consultants, etc.
- right to restrict the release of "directory information."

Recordkeeping

KHSC-KansasCOM must maintain a record of each request for access to and each disclosure of personally identifiable information from a student's education records along with the education records for as long as they are maintained. These records must include the name of the parties receiving personally identifiable information from the education records, and the legitimate interests the parties had in requesting/obtaining the information. KHSC-KansasCOM may not destroy any education records if there is an outstanding request to inspect or review those records.

Mandatory Training

All KHSC-KansasCOM faculty and staff are required to complete annual FERPA training. Training is offered through a third-party provider and records of completion are maintained by the office of Human Resources.

For additional information about FERPA laws, you can access them here:

Family Education Rights and Privacy Act (FERPA)

Maintenance of Student Records

KHSC-KansasCOM will maintain the following student records information indefinitely. Student records at KHSC-KansasCOM are all electronic. KHSC-KansasCOM does not maintain paper files. KHSC-KansasCOM utilizes the Perceptive Document Management service to maintain student records including:

- Transcripts.
- Transcripts for coursework completed at other institutions.
- Dates of enrollment, matriculation date, start and end dates of each academic year, dates of leaves of absences, withdrawal, dismissal, conferral/graduation dates.
- National exam scores.
- Student course performance and clinical clerkship evaluations.
- Medical Student Performance Evaluations, or MSPEs.
- Change of Status forms/letters related to leaves, academic schedule variations, remediations, name changes, withdrawals, dismissals, etc.
- Final disposition of disciplinary action records (with or without sanctions).
- Medical School Diploma (copy).
- Student Health and Immunization Records.

Please note that this is a non-exhaustive list. For questions regarding your student record, contact the Office of the Registrar at KHSCregistrar@kansashsc.org.

Office of Assessment

Grade Assessment for Reinstated Students

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

Missed/Make-Up Exams

Students must have an approved, valid excused absence to miss an exam. In such cases, students who have been excused to miss said exam should talk with staff from the Office of Assessment about scheduling a time/date to make-up the exam/quiz/practical. Once the exam/quiz/practical is scheduled, the student is expected to be on-time for the make-up assignment. The Office of Assessment will provide the date/time/location, via email, to the student.

Review of Examinations

Students who wish to review past exams must request permission from the Office of Assessment and Outcomes. Exams will be reviewed under the following procedures and rules:

1. Students are not permitted to have any electronic devices, book bags, purses, etc., in the same room while the exam is being reviewed.
2. Exams can only be reviewed in the presence of a learning specialist and/or member of the Assessment and Outcomes staff.
3. Test reviews can only occur within ten business days after the final test results have been released and are limited to a single review. Multiple reviews of the same exam are not allowed.
4. Test reviews are limited to no more than thirty minutes in duration.
5. Only missed questions will be available for review. Questions that were answered correctly will not be made available for review.
6. Test reviews may be video recorded for test security purposes.

Failure to follow these guidelines will result in a zero (0) score for that exam.

Standards of Behavior in Exams: Testing Policy

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

All quizzes and exams will start and end on time. No students are allowed to leave the room until 15 minutes have elapsed from the scheduled start of a written exam. If a student arrives after 15 minutes have elapsed, the student must report to the Office of Assessment for an excused absence to take the exam. A student with an unexcused absence will not be permitted to complete the exam unless authorized by a course director, Dean/Chief Academic Officer, or Office of Student Affairs and Services administrator. Students not authorized to make up the quiz/exam will receive a zero on the quiz/examination. To receive authorization to make up a quiz/exam, students must provide acceptable written documentation to the Office of Assessment. Additional details on this subject can be found in the Attendance Policy.

While taking exams, students should have in their possession only items that are necessary for the exam. No food is allowed during testing unless approved. All purses, backpacks, iPods/smartphones/smart watches, hats, sunglasses, unnecessary clothing items, pagers, headphones, CD players, calculators, cell/mobile phones, mobile devices, etc. must

be left outside the testing area. Recording or communication devices of any type are not allowed at any time in the testing environment. Academic integrity, honesty, and personal conduct guidelines will be strictly enforced.

Any student found in possession of any type of electronic device capable of accessing the internet in any testing environment (device used for actual testing is the sole exception) will be awarded an automatic failure of the exam in question. KHSC-KansasCOM is unable to ascertain intent behind possession of any electronic device in a testing situation, and any student found in possession will be considered violating the KHSC-KansasCOM Academic Integrity Policy. Students will be referred to the Office of Student Affairs and Services for breach of the code of professional conduct.

Doctor of Osteopathic Medicine Program of Study

Doctor of Osteopathic Medicine Program of Study

KHSC-KansasCOM's innovative approach to osteopathic medical education combines a variety of educational experiences into a curriculum that is focused on creating empathetic, patient-centered physicians. KHSC-KansasCOM's curriculum is designed to meet the current and future needs of osteopathic physicians and the patient populations they will serve.

Osteopathic Principles

The osteopathic philosophy embraces the idea of the unity of structure (anatomy) and function (physiology). There are four main principles of osteopathic medicine:

- The body is a unit, and the person represents a combination of body, mind, and spirit.
- The body is capable of self-regulation, self-healing, and health maintenance.
- Structure and function are reciprocally interrelated.
- Rational treatment is based on an understanding of these principles: body unity, self-regulation, and the interrelationship of structure and function.

Professionalism at KHSC-KansasCOM

Professionalism is a hallmark of the KHSC-KansasCOM experience, and an attribute required of all KHSC-KansasCOM students, faculty, and staff. Professional conduct, accountability, the demonstration of humanism and cultural proficiency, and maintaining one's emotional, physical, and mental health are all key components to demonstrating professionalism consistently. More information and training regarding professionalism will be shared with and expected of students during the orientation process and beyond.

Programmatic and Educational Objectives and Core Competencies

The four-year curriculum is designed to reflect 12 competency domains which include foundational biomedical and clinical education.

- Osteopathic Principles, Practice, and Manipulative Treatment
- Osteopathic Patient Care and Procedural Skills
- Application of Knowledge for Osteopathic Medical Practice
- Practice-Based Learning and Improvement in Osteopathic Medical Practice
- Interpersonal and Communication Skills in the Practice of Osteopathic Medicine
- Professionalism in the Practice of Osteopathic Medicine
- Systems-Based Practice in Osteopathic Medicine
- Scientific Method
- Self-Directed Learning
- Discovery
- Medical Intelligence
- Interprofessional Collaboration/Teamwork

At the successful completion of their training, graduates will be prepared to enter residency training and will have built the foundation to become osteopathic physicians that provide effective, empathic, and innovative care to optimize the health of patients and their communities.

Curriculum Philosophy

The purpose of the KHSC-KansasCOM curriculum is to prepare our students and graduates to be empathic, skilled, and patient centered physicians.

OMS I and OMS II of the curriculum focus on didactic coursework in the classroom, with special emphasis on early clinical experiences, a focus on underserved populations, and an emphasis on physician health and wellness. OMS III and OMS IV are spent away from campus, working in hospital and clinic environments on clinical clerkship rotations. The goal of OMS III and OMS IV are to provide the student clinical experiences that emphasize the following: a focus on primary care and a variety of medical specialties, clinical success in rural and underserved communities, and providing a breadth and depth of experiences that enhance the student's training and overall understanding of the practice of medicine.

Teaching Methods

A variety of teaching and learning methods are incorporated during the OMS I and OMS II years of the curriculum. These methods include classroom lectures, laboratory exercises, clinical integration sessions, technology assisted instruction, designated student assignments, specialized workshops, collaborative and case-based learning, service-learning, and the use of standardized patients, virtual reality, and human patient simulators.

KHSC-KansasCOM Curriculum

General Overview

The curriculum consists of a minimum of four years of structured training leading to a Doctor of Osteopathic Medicine degree. OMS I and OMS II curricula centers upon the foundations of basic and clinical medical sciences. Osteopathic principles and the osteopathic philosophy, as well as contemporary concepts in medical education are integrated into the curriculum. OMS III and OMS IV of medical education focus on training in a clinical setting.

OMS I: Terms 1-3 (60 credits)

The OMS I year of study is designed to provide foundational education in the ten (10) KHSC-KansasCOM competencies. Students will learn through a variety of educational methods including classroom lectures, laboratory exercises, clinical integration sessions, technology assisted instruction, designated student assignments, specialized workshops, collaborative and case-based learning, service learning, and the use of standardized patients, virtual reality, and human patient simulators.

OMS II: Terms 4-6; COMLEX Level 1 examination (60 credits)

The OMS II year of study will continue to build on foundational educational activities and prepare students for the COMLEX Level 1 examination and clinical clerkships beginning in OMS III.

OMS III: Terms 7-9 (50.5 credits)

The OMS III year of study will focus on core clerkship rotations. Rotations for all OMS III students will include:

- Emergency medicine
- Family Medicine
- Internal Medicine
- Internal Medicine Sub-specialty
- OB/GYN/Women's Health
- Pediatrics
- Psychiatry/Behavioral Health
- Surgery

- Surgery Sub-specialty
- Elective

OMS IV: Terms 10-12 (38.5 credits)

The OMS IV year of study will focus on providing students an opportunity to undertake audition rotations at potential residency training sites and elective rotations in the desired area of specialty.

KHSC-KansasCOM Degree Requirements

COM2026 Requirements

OMS I

Term 1 - Total: 20

- ANT 601 - Integrated Anatomical Sciences I Credits: 4
- OMM 601 - Foundations of Osteopathic Manipulative Medicine I Credits: 4
- PPT 601 - Patient Presentation Credits: 4
- PHY 601 - Physicianship I Credits: 4
- POP 601 - Population Health and Evidence Based Medicine I Credits: 4

Term 2 – Total: 20

- ANT 602 - Integrated Anatomical Sciences II Credits: 4
- OMM 602 - Foundations of Osteopathic Manipulative Medicine II Credits: 4
- PPT 602 - Patient Presentation II Credits: 4
- PHY 602 - Physicianship II Credits: 4
- POP 602 - Population Health and Evidence-Based Medicine II Credits: 4

Term 3 – Total: 20

- ANT 603 - Integrated Anatomical Sciences III Credits: 4
- OMM 603 - Foundations of Osteopathic Manipulative Medicine III Credits: 4
- PPT 603 - Patient Presentation III Credits: 4
- PHY 603 - Physicianship III Credits: 4
- POP 704 - Population Health and Evidence-Based Medicine IV Credits: 4

OMS II

Term 4 – Total: 20

- OMM 704 - Foundations of Osteopathic Manipulative Medicine IV Credits: 2
- IBS 704 - Integrated Biomedical Sciences IV Credits: 14
- PHY 704 - Physicianship IV Credits: 2
- HSS 603 - Health Systems Sciences III Credits: 2

Term 5 – Total: 20

- OMM 705 - Foundations of Osteopathic Manipulative Medicine V Credits: 2
- IBS 705 - Integrated Biomedical Sciences V Credits: 14
- PHY 705 - Physicianship V Credits: 2
- HSS 705 - Health Systems Sciences V Credits: 2

Term 6 – Total: 20

- OMM 706 - Foundations of Osteopathic Manipulative Medicine VI Credits: 2
- IBS 706 - Integrated Biomedical Sciences IV Credits: 14
- PHY 706 - Physicianship VI Credits: 2
- HSS 706 - Health Systems Sciences VI Credits: 2

OMS III

Term 7

- OMM 807a - Advanced Osteopathic Manipulative Medicine Credits: 1

Term 8

- OMM 807b - Advanced Osteopathic Manipulative Medicine Credits: 1
- MEDE 801 - Colloquy in Medical Education Credits: 0.5

Term 9

- OMM 807c - Advanced Osteopathic Manipulative Medicine Credits: 1

Terms 7/8/9 –Total: 50.5

- EMED 800 - Emergency Medicine Credits: 5
- FMED 800 - Family Medicine Credits: 5
- IMED 800 - Internal Medicine Credits: 5

- OBGYN 800 - Obstetrics & Gynecology Credits: 5
- PEDS 800 - Pediatrics Credits: 5
- PSYC 800 - Psychiatry and Behavioral Health Credits: 5
- SURG 800 - Surgery Credits: 5
- Surgery Sub-specialty Core Requirement Credits: 5
- Internal Medicine Subspecialty Core Requirement Credits: 5
- Elective 1 Credits: 2

OMS IV

Term 10

- OMM 908a - Advanced Osteopathic Manipulative Medicine Credits: 1

Term 11

- OMM 908b - Advanced Osteopathic Manipulative Medicine Credits: 1

Term 12

- OMM 908c - Advanced Osteopathic Manipulative Medicine Credits: 0.5

Terms 10/11/12 - Total: 38.5

- Elective 2 Credits: 4
- Elective 3 Credits: 4
- Elective 4 Credits: 4
- Elective 5 Credits: 4
- Elective 6 Credits: 4
- Elective 7 Credits: 4
- Elective 8 Credits: 4
- Sub-I Credits: 4
- Sub-I Credits: 4

COM 2026: Total minimum credits requirement for the Doctor of Osteopathic Medicine degree is 209.00 credits.

COM2027 Requirements

OMS I

Term 1 - Total: 20

- OMM 601.1 - Foundations of Osteopathic Manipulative Medicine I Credits: 2
- IBS 601 - Integrated Biomedical Sciences I Credits: 14
- PHY 601.1 - Physicianship I Credits: 2
- HSS 601 - Health Systems Sciences I Credits: 2

Term 2 - Total: 20

- OMM 602.1 - Foundations of Osteopathic Manipulative Medicine II Credits: 2
- IBS 602 - Integrated Biomedical Sciences II Credits: 14
- PHY 602.1 - Physicianship II Credits: 2
- HSS 602 - Health Systems Sciences II Credits: 2

Term 3 - Total: 20

- OMM 603.1 - Foundations of Osteopathic Manipulative Medicine III Credits: 2
- IBS 603 - Integrated Biomedical Sciences III Credits: 14
- PHY 603.1 - Physicianship III Credits: 2
- HSS 603 - Health Systems Sciences III Credits: 2

OMS II

Term 4 - Total: 20

- OMM 704 - Foundations of Osteopathic Manipulative Medicine IV Credits: 2
- IBS 704 - Integrated Biomedical Sciences IV Credits: 14
- PHY 704 - Physicianship IV Credits: 2
- HSS 704 - Health Systems Sciences IV Credits: 2

Term 5 - Total: 20

- OMM 705 - Foundations of Osteopathic Manipulative Medicine V Credits: 2
- IBS 705 - Integrated Biomedical Sciences V Credits: 14
- PHY 705 - Physicianship V Credits: 2
- HSS 705 - Health Systems Sciences V Credits: 2

Term 6 - Total: 20

- OMM 706 - Foundations of Osteopathic Manipulative Medicine VI Credits: 2
- IBS 706 - Integrated Biomedical Sciences IV Credits: 14
- PHY 706 - Physicianship VI Credits: 2
- HSS 706 - Health Systems Sciences VI Credits: 2

OMS III

Term 7

- OMM 807a - Advanced Osteopathic Manipulative Medicine Credits: 1

Term 8

- OMM 807b - Advanced Osteopathic Manipulative Medicine Credits: 1
- MEDE 801 - Colloquy in Medical Education Credits: 0.5

Term 9

- OMM 807c - Advanced Osteopathic Manipulative Medicine Credits: 1

Terms 7/8/9 - Total 50.5

- EMED 800 - Emergency Medicine Credits: 5
- FMED 800 - Family Medicine Credits: 5
- IMED 800 - Internal Medicine Credits: 5
- OBGYN 800 - Obstetrics & Gynecology Credits: 5
- PEDS 800 - Pediatrics Credits: 5
- PSYC 800 - Psychiatry and Behavioral Health Credits: 5
- SURG 800 - Surgery Credits: 5
- Surgery Sub-specialty Core Requirement Credits: 5

- Internal Medicine Subspecialty Core Requirement Credits: 5
- Elective 1 Credits: 2

OMS IV

Term 10

- OMM 908a - Advanced Osteopathic Manipulative Medicine Credits: 1

Term 11

- OMM 908b - Advanced Osteopathic Manipulative Medicine Credits: 1

Term 12

- OMM 908c - Advanced Osteopathic Manipulative Medicine Credits: 0.5

Terms 10/11/12: Total: 38.5

- Elective 2 Credits: 4
- Elective 3 Credits: 4
- Elective 4 Credits: 4
- Elective 5 Credits: 4
- Elective 6 Credits: 4
- Elective 7 Credits: 4
- Elective 8 Credits: 4
- Sub-I Credits: 4
- Sub-I Credits: 4

COM 2027: Total minimum credits requirement for the Doctor of Osteopathic Medicine degree is 209.00 credits.

COM2028 Requirements

OMS I

Term 1 – Total: 20

- OMM 601.1 - Foundations of Osteopathic Manipulative Medicine I Credits: 2
- MEDE 600 - Foundations of Health and Disease Credits: 10
- MEDE 605 - Immunology, Hematology, and Lymphatic Credits: 4
- PHY 601.1 - Physicianship I Credits: 2
- HSS 601 - Health Systems Sciences I Credits: 2

Term 2 – Total: 20

- OMM 602.1 - Foundations of Osteopathic Manipulative Medicine II Credits: 2
- MEDE 610 - Musculoskeletal and Skin Systems Credits: 8.50
- MEDE 615 - Renal System Credits: 5.5
- PHY 602.1 - Physicianship II Credits: 2
- HSS 602 - Health Systems Sciences II Credits: 2

Term 3 – Total: 20

- OMM 603.1 - Foundations of Osteopathic Manipulative Medicine III Credits: 2
- MEDE 620 - Respiratory System Credits: 6.50
- MEDE 625 - Cardiovascular System Credits: 7.50
- PHY 603.1 - Physicianship III Credits: 2
- HSS 603 - Health Systems Sciences III Credits: 2

OMS II

Term 4 – Total: 20

- OMM 704 - Foundations of Osteopathic Manipulative Medicine IV Credits: 2
- MEDE 700 - Gastrointestinal System Credits: 4
- MEDE 705 - Endocrine System Credits: 4
- MEDE 710 - Reproductive System Credits: 6
- PHY 704 - Physicianship IV Credits: 2
- HSS 704 - Health Systems Sciences IV Credits: 2

Term 5 – Total: 20

- OMM 705 - Foundations of Osteopathic Manipulative Medicine V Credits: 2
- MEDE 715 - Neuroscience Credits: 9
- MEDE 720 - Special Senses Credits: 2.5
- MEDE 725 - Behavioral Medicine Credits: 2.5
- PHY 705 - Physicianship V Credits: 2
- HSS 705 - Health Systems Sciences V Credits: 2

Term 6 – Total: 20

- OMM 706 - Foundations of Osteopathic Manipulative Medicine VI Credits: 2
- MEDE 730 - Pediatrics Credits: 4
- MEDE 735 - Clinical On-Ramp Credits: 10
- PHY 706 - Physicianship VI Credits: 2
- HSS 706 - Health Systems Sciences VI Credits: 2

OMS III

Term 7

- OMM 807a - Advanced Osteopathic Manipulative Medicine Credits: 1

Term 8

- MEDE 801 - Colloquy in Medical Education Credits: 0.5
- OMM 807b - Advanced Osteopathic Manipulative Medicine Credits: 1

Term 9

Term 7/8/9 - Total: 50.5

- EMED 800 - Emergency Medicine Credits: 5

- FMED 800 - Family Medicine Credits: 5
- IMED 800 - Internal Medicine Credits: 5
- OBGYN 800 - Obstetrics & Gynecology Credits: 5
- PEDS 800 - Pediatrics Credits: 5
- PSYC 800 - Psychiatry and Behavioral Health Credits: 5
- SURG 800 - Surgery Credits: 5
- Surgery Sub-specialty Core Requirement Credits: 5
- Internal Medicine Subspecialty Core Requirement Credits: 5
- Elective 1 Credits: 2

OMS IV

Term 10

- OMM 908a - Advanced Osteopathic Manipulative Medicine Credits: 1

Term 11

- OMM 908b - Advanced Osteopathic Manipulative Medicine Credits: 1

Term 12

Term 10/11/12 - Total: 38.5

- Elective 2 Credits: 4
- Elective 3 Credits: 4
- Elective 4 Credits: 4
- Elective 5 Credits: 4
- Elective 6 Credits: 4
- Elective 7 Credits: 4
- Elective 8 Credits: 4
- Sub-I Credits: 4
- Sub-I Credits: 4

COM 2028: Total minimum credits requirement for the Doctor of Osteopathic Medicine degree is 209.00 credits.

KHSC-KansasCOM Academic Policies and Procedures

Student Research Requirements

Development of research and scholarly activity skills are a vital component of osteopathic education and the future practice of osteopathic medicine. All KHSC-KansasCOM students will be required to complete the following activities:

1. Participation in a four-year research educational program consisting of:
 - o Didactic lectures in research methods, biostatistics, critical appraisal of medical literature, and evidenced-based medicine,
 - o The application of web-based research resources to clinical medicine, and
 - o Demonstration of research principles in small group discussions, case presentations.
2. Participation in one or more of the following research activities:
 - o Protocol development.
 - o Literature review.
 - o Institutional Review Board activities (presenting a proposal or participating in a review).
 - o Data collection.
 - o Dissemination of research findings (poster presentations, oral presentations, and/or publication).

Accountability of the Student and Self-Directed Learning

Students are required to become familiar with the academic policies, curriculum requirements, and associated deadlines as posted to this handbook and catalog. The Office of Student Affairs will aid students in understanding the academic program requirements, if necessary. It is the student's responsibility to know and comply with all institutional policies and procedures and to meet all stated requirements for the degree. It is also the student's responsibility to monitor daily, their campus email, Canvas account, the KHSC-KansasCOM website, and KHSC-KansasCOM's student portal for important information.

KHSC-KansasCOM students are expected to demonstrate an affinity for and proactive approach to self-directed learning. Promotion of self-directed learning is essential in developing osteopathic physicians who will provide effective, empathic, and innovative care both now and in the years to come. Students will engage in several activities to develop life-long learning skills including:

- Completion of pre-classroom work assignments
- Development of an independent learning plan
- Scholarly activity
- Preparation for clinical educational experiences
- Teamwork and interprofessional collaboration

These activities require students to be active participants in their own education and the education of their peers.

Accommodations

KHSC-KansasCOM is committed to an environment in which all students are treated with respect, dignity, and parity. This policy is intended to further KHSC-KansasCOM'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 2008 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), and other applicable federal, state, and/or local laws. KHSC-KansasCOM's commitment includes this process for reviewing requests, evaluating eligibility, and determining what, if any, reasonable accommodation may be provided to students consistent within applicable law. This policy applies to all current students and accepted candidates planning to matriculate in KHSC-KansasCOM's educational programs.

Policy Coverage

As set forth pursuant to applicable law, an individual with a disability is a person who:

- has a physical or mental impairment that limits one or more major life activities, such as caring for oneself, performing manual tasks, learning, walking, seeing, hearing, breathing, and working.
- has a history of such an impairment.
- and/or is regarded as having such an impairment.

A student who is deemed to have a disability under the law may be eligible for reasonable accommodation(s) to allow for equal access to KHSC-KansasCOM's educational program unless the reasonable accommodation creates an undue burden or fundamentally alters the nature of the education program.

Procedure to Request Reasonable Accommodation

A student with a disability may make a request for reasonable accommodation by pursuing the following steps:

1. The student shall complete the Student Request for Accommodation Form which requires the student to provide information about their disability, along with the accommodation(s) being requested. The Student Request for Accommodation Form is available in the Office of Student Affairs and Services. A request for reasonable accommodation should be made by the student as early as possible to allow for adequate time to process the request. It is recommended that a student submit the completed form above, and provide all substantiating information, no later than four weeks prior to the start of the relevant academic term, or as soon as possible after the onset of a disability, to allow for sufficient time for review.
2. The Student Request for Accommodation Form, along with all required information, must be submitted by the student to the following:
 - The KHSC-KansasCOM Disability Services Coordinator (Office of Student Affairs and Services)- For requests related to reasonable accommodation pertaining to educational programming, services, and activities at KHSC-KansasCOM.
 - The KHSC-KansasCOM Disability Services Coordinator (Facilities)- For requests related to reasonable accommodation pertaining to physical access to campus, buildings, and other facilities at KHSC-KansasCOM.
3. All requests for accommodation are evaluated through an interactive process which includes an individualized assessment and interaction between the student and the relevant disability services coordinator. The interactive process may include, but is not limited to, a review of the student's request and substantiating medical/clinical information, an assessment of the student's abilities, an evaluation of possible reasonable accommodations, and a determination of approved reasonable accommodation(s), if any.
4. As part of the interactive process, the student shall submit medical/clinical information to substantiate the request. The disability services coordinator may need to consult with the student's health care provider, and the student shall submit a signed Release of Information Form to allow for the release of medical/clinical information and further discussion of the same. (The professional performing the assessment and writing the report cannot be a KHSC-KansasCOM faculty member, nor a family member related to the student.)
5. After a determination is reached, the Disability Services Coordinator will inform the student, in writing, of the decision.
6. Keep in mind that all requests for reasonable accommodation must be made pursuant to this procedure. Accommodations are not handled, nor determined by a faculty member. Requests for reasonable accommodation and initial determinations are handled by the relevant disability services coordinator and the Associate Dean for Student Affairs and Services.

Accommodations Appeal Process

If a student is not satisfied with the outcome of the process outlined above, the student may file a written appeal of the accommodation determination issued by the disability services coordinator. The student's written appeal must be submitted to the Associate Dean for Student Affairs and Services within ten days (10) of receipt of the prior written

determination. It is the student's responsibility to file a complete and accurate appeal before the deadline. Contact information for the Associate Dean for Student Affairs and Services is:

Richard P. Winslow, Ph.D.
rwinslow@kansashsc.org

Failure to file a timely appeal immediately ends the appeal process. Appeals must include a full explanation of the grounds for the appeal and the reason the decision should be reconsidered and/or overturned.

The Dean and Chief Academic Officer for the College of Osteopathic Medicine will review the written appeal and may choose to meet with the student. In that case, the student must present their appeal in person. The Dean and Chief Academic Officer shall provide a final written determination to the student within a reasonable timeframe.

Timing of Determinations

In some cases, the entire process cannot be completed before an accommodation must be implemented. In these rare circumstances, on a case-by-case basis and when reasonable, a temporary accommodation may be implemented pending completion of the disability accommodation process under this policy. Such a temporary accommodation is implemented solely based on the need for additional time to complete the disability accommodation process and shall be in place only until the disability accommodations process is complete. The provision of a temporary accommodation does not in any way change the requirements of this policy, nor is a student relieved of meeting those requirements.

Temporary Medical Accommodations

Students who have a temporary medical condition can apply for temporary medical related accommodations by completing the Student Request for Temporary Medical Accommodations form. This request differs due to the short-term, temporary nature of the illness, injury, or medical condition of the student since the Student Request for Temporary Medical Accommodation is intended for short-term and temporary medical conditions (i.e., broken limb, influenza, etc.).

Additional Accommodations

A student who already has a reasonable accommodation(s) granted in their educational programming, and seeks additional reasonable accommodation(s), must complete the Student Request for Accommodation form. The same process will be followed as described above for Student Reasonable Accommodation request.

Renewal of Accommodations

At the start of every new academic year, the student will need to request reasonable accommodation(s) for that year by completing the Student Request for Accommodation form. These renewal requests are reviewed and handled by the Disability Services Coordinator. This gives each student the opportunity to inform KHSC-KansasCOM of any adjustments based on disability-related needs, program changes, and/or the need for modifications to previously granted accommodations.

Communication of Reasonable Accommodation

The Disability Services Coordinator in the Office of Student Affairs will be responsible for communicating the student's granting of reasonable accommodation only to relevant faculty, proctors, or others when deemed appropriate.

Service Animals

KHSC-KansasCOM is committed to providing individuals with disabilities full and equal access to services. Service animals are permitted in all areas of the KHSC-KansasCOM campus that are open to the public, provided the service animal does not pose a direct threat or fundamentally alter KHSC-KansasCOM's operations or procedures.

A service animal is a dog that is individually trained to do work or perform tasks for a disabled person. Dogs that solely provide companionship, comfort, and/or emotional support are not service animals under the Americans with Disabilities Act and therefore are not allowed on-campus.

Student Policy on Pregnancy and Related Conditions

KHSC-KansasCOM is committed to creating and maintaining a safe learning and working environment that is free of unlawful discrimination, harassment, exploitation, or intimidation. As such, KHSC-KansasCOM prohibits sex discrimination, which can include discrimination based on pregnancy, family, marital, or parental status in admissions, educational programs and activities, hiring, leave policies, and employment policies.

Pregnancy is typically treated similarly to a temporary disability. Under this policy, a student will be given appropriate accommodations that may include but are not limited to an opportunity to make up missed work (e.g., papers, quizzes, tests, presentations, and other assignments), extended deadlines, independent study, online course completion or remote attendance, assignment of Incomplete grade. To the extent possible, KHSC-KansasCOM will take reasonable steps to ensure that pregnant students who take a leave return to the same position of academic progress that they were in when the leave began. The Title IX Coordinator or designee has the authority to determine that such accommodations are necessary and appropriate and to inform faculty members of the need to adjust academic parameters accordingly.

[Click here for information and access to the Student Policy on Pregnancy and Related Conditions.](#)

Registration for Courses

Unlike traditional undergraduate and graduate institutions where students individually register for courses, KHSC-KansasCOM engages in block registration for each student cohort. The student's respective department sends enrollment information to the Office of the Registrar every trimester. Students are responsible for reviewing their enrollment within the KHSC-KansasCOM Student Portal prior to each trimester to ensure that they are enrolled correctly.

The last day to add a class is the close of business at the end of the fifth day of business after the published first day of classes in the Academic Calendar. The first day of classes varies by class year. This policy does not apply to clinical rotations and/or clerkships.

KHSC-KansasCOM students are required to report for orientation as specified in the Academic Calendar. OMS I KHSC-KansasCOM students who fail to appear for the start of orientation risk losing their seat unless other arrangements have been made and approved by institutional staff.

OMS III and OMS IV KHSC-KansasCOM students must complete registration materials, including financial aid arrangements, prior to participating in clerkships. OMS III and OMS IV KHSC-KansasCOM students are not required to be physically present on campus for registration.

All outstanding financial obligations to KHSC-KansasCOM or KHSC-KansasCOM affiliated clerkship sites must be cleared for a student to be registered. Students who are not in compliance with institutional policy(ies) may not attend classes or participate in clerkships.

Attendance

Commencement and Orientation Requirements

All new Kansas Health Science Center (KHSC-KansasCOM) students are required to attend all aspects of orientation activities, in person. Similarly, all graduating students are required to attend commencement ceremonies, as students are required to take their Osteopathic Oath at the ceremony and must be present to do so.

Attendance Policy and Absences

Because students are in training to become physicians, course attendance is expected for all students by KHSC-KansasCOM. Attendance is required for all labs and any other classroom or lab activity that is noted by the course director. Any faculty member may require attendance for their lectures. Students wishing to attend any course via Zoom must seek approval from the Course Director, prior to the course session occurring. See the course calendar/schedule for required elements. This information will be posted to the schedule and may be revised at any time by the faculty member. Any student may be required to attend lectures, in-person, by the Dean, Associate Deans, Student Promotion Committee (SPC), or a designee of the Dean/Chief Academic Officer.

Excused Absence Policy

A student may be excused from attending a course but may miss activities or clinical skills that cannot and will not be replicated. If the student chooses to miss that class session, they then miss that activity and/or clinical skill demonstration and must understand that they will not be able to gain that knowledge after said absence. Although the missed activity may not be replicated, the faculty member may still require work to be done for the student to earn the grade points associated with the missed activity.

Students may be excused for the following reasons:

- **Medical Issue (Illness)**- The student must provide documentation of illness.
- **Emergency (Not Predictable)**- The student will be required to provide documentation of emergency. This includes funerals.
- **Observance of KansasCOM-Approved Religious Holiday**- See Religious Holiday policy for more information.
- **Military Service/Civic Responsibilities**- The student will be required to provide documentation of said service, whether military or jury duty.
- **Conference/Research Participation**- Students chosen to present a research study or poster presentation at a national conference are excused. Students who are national organization officers and are required to attend the conference are also excused. All students attending conferences or national meetings must be in good academic standing. Those who are not will not be excused.
- **Mental Health Days**- Each student is provided three (3) mental health days, per academic year, one per trimester. Students can utilize these mental health days on any day when there is not a graded assignment, such as exams, quizzes, OSCHEs, SP Encounters, Practicals, etc. Students wishing to take a mental health day will submit their notification to do so via Guardian utilizing the Excused Absence Policy form. The form includes an option to select "Mental Health Day" as the reason why they will not be present. As long as there is no required/graded assignment scheduled on that date, the request will be approved.

All excuses are subject to verification. The student may be required to produce proof of travel, documentation that is dated, documentation from a third party, proof of ceremony, etc. before a decision will be made as to whether their absence is excused.

Once the student is back from their absence, the student is required to contact the Course Director to ensure compliance with course policies and follow-up procedures.

Students who do not have an excused absence, who miss an exam, will be assigned a grade of zero (0) for that particular exam.

Should a student miss an exam due to an excused absence the student has 3 business days to make up the exam. The Office of Assessment and Testing Services will set the date of the make-up exam. The student is required to take the make-up exam by the end of that 3-business day period. If the student does not comply with the exam schedule, a grade of zero (0) will be entered into the grading rubric for the exam.

The following are common examples of absence requests that will not be approved: work off-campus, shadowing with an off-campus physician during class hours, not being prepared for the scheduled exam, and leisure related travel.

Each student is required to follow this process to request and document the excused absence:

1. The student submits an excused absence request and supporting documentation or justification as outlined during student orientation.
2. The Office of Student Affairs verifies if the student is in "Good Academic Standing" as part of the absence review process. Student Affairs reviews the supporting documentation to determine if it is sufficient. If additional information is needed, Student Affairs and/or the Course Director will reach out to the student with a detailed request for additional documentation.
3. The student's excused absence request is delivered to the Office of Student Affairs for review. The Office of Student Affairs staff will review the request, including the Course Director's feedback, and will communicate the decision to the student.
4. The decision for approval or denial of an excused absence request will be given to the student and other appropriate parties within 48 hours of submission or the same day if the situation warrants. At times, due to the nature of the request, a review may be escalated to a higher authority for review. If so, the student will be notified of the delay and a decision will be made as quickly as possible.
5. An excused student may not be penalized for the absence and must be allowed to take an examination or complete an assignment, from which the student is excused, within 3 business days after the absence. Although the missed activity may not be replicated, the faculty member may still require course work, of their choosing, to be done for the student to earn the grade points associated with the missed activity.

The Course Director may take appropriate action if a student fails to satisfactorily complete an assignment or examination by the stated period. Students who miss required classes, without an excused absence, may be required to make-up the activity, but will receive no grade points, and may be referred to the Office of Student Affairs for professional review.

Attendance Policy OMS III & OMS IV

Attendance at all clerkship-and-rotation-related activities is mandatory; therefore, any absence requires an excuse and documentation. Failure to notify Clinical Education and/or the clerkship site/preceptor of any absence from a clerkship, regardless of the reason or number of hours absent, may result in a meeting with Clinical Education regarding lack of professionalism and could result in a failing grade of the clerkship.

An Absence Request Form and supporting documentation must be submitted directly to KHSC-KansasCOM clinical clerkship representative. All submitted absence forms must include a detailed make-up plan for the absence to be considered. Only completed, signed forms are processed. Decisions rendered through this process are final. There are no exceptions to this policy and failure to follow the process will be considered an unexcused absence. A representative from Clinical Education will notify the student, via email, when a decision has been reached. Scheduled absences are not and should not be considered approved until the official Absence Request Form is signed by the appropriate leader in clinical education.

Class Cancellation

In very rare circumstances, there may be a situation that arises that requires a faculty member to cancel a course session. If this occurs, you will be notified electronically of the cancellation as well as when that course lecture will be rescheduled.

Kansas Health Science Center's (KHSC-KansasCOM) President and/or designee of KHSC-KansasCOM may declare KHSC-KansasCOM 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. and announced to the campus community.

Electronic announcements will be sent to all students, faculty, and staff via email and other electronic announcement systems. If an announcement is not made regarding the closing or delay of opening of KHSC-KansasCOM, students should assume that KHSC-KansasCOM is open and attend class at the regularly scheduled times.

In cases of extended class cancellations/delays, such as the result of a campus emergency, natural disaster, or public health crisis, KHSC-KansasCOM will work with the Commission on Osteopathic Accreditation (COCA) to develop alternative educational plans that will be communicated to all KHSC-KansasCOM students.

Religious Holiday Policy for Students

Approved Religious Holidays for the 2024-2025 Academic Year

KHSC-KansasCOM makes every effort to honor specific religious holy days throughout the academic year, while recognizing that it is not possible to recognize all holidays equally and provide the curriculum in its totality. KHSC-KansasCOM will seek to reasonably honor students' wishes to celebrate recognized holy days. This includes making an effort to not schedule exams on specific dates. Should a student wish to be excused from classroom, lab, or exam activities on a specific holy day, they will need to follow the excused absence request policy and procedures.

The following days are dates recognized by KHSC-KansasCOM as acknowledged holy days. Students may request to be excused from class activities for the following dates only:

- Eid al Adha (Islam)
- Rosh Hashanah (Jewish)
- Yom Kippur (Jewish)
- Diwali (Hindu, Jain, and Sikh)
- Hanukkah (Jewish)
- Christmas (Christian)
- Easter (Christian)
- Eid al Fitr (Islam)

Student Absence Due to Observation of Approved Religious Holy Day

A student may be excused from attending classes or other activities, including examinations, for an observance of an approved religious holy day, including travel for that purpose.

1. The student should review KHSC-KansasCOM's list of approved religious holidays in advance of making an excused absence request.
2. If the holiday is an approved holiday, the student should then notify the Office of Assessment, as early in the academic year as possible, of their need to have an excused absence for said holiday.
3. If the Office of Assessment approves the excused absence request, the Course Director will be notified of the student's absence.
4. An excused student may not be penalized for the absence and must be allowed to take an examination or complete an assignment from which the student is excused within a reasonable period after the absence. The faculty member may take appropriate action if a student fails to satisfactorily complete an assignment or examination within the stated period. **

** This policy applies to all OMS I and OMS II students. OMS III and OMS IV students are subject to the holiday schedules of the site(s) at which they are rotating. Students rotating in OMS III and OMS IV should expect to have to work on most holidays, consistent with medical practices nationwide.

Academic Performance Policy

Students will have their academic performance reviewed and assessed consistently while attending KHSC-KansasCOM. Students whose academic performance is failing or falls below an acceptable level will be reviewed by the Student Support Team (SST) and/or the Student Performance Committee (SPC).

Students who fail a course, board examination, and/or clinical rotation are subject to academic review by the SPC. The review is conducted to assist the student in determining what might be hindering their academic performance, receive advice on how to adjust their performance, and assess whether additional KHSC-KansasCOM resources are needed to assist the student. SPC also reviews students' progress towards graduation and plays a key role in approving all students to move from one year to the next within the curriculum, as well as approving all students to graduate from KHSC-KansasCOM.

Students should refer to the Student Rights, Professionalism, and Responsibilities section in the Student Handbook and Academic Catalog to understand the process of any SPC review. In addition, students should review the Cumulative Failure Policy outlined in the Student Handbook and Academic Catalog to ensure they understand how multiple course/board exam/clinical rotation failures can impact their course of study at KHSC-KansasCOM.

Student Performance Committee (SPC)

The SPC is a committee made up of KHSC-KansasCOM employees and students, charged with being the primary team responsible for review of the totality of students' academic and behavioral performance.

The SPC reviews the academic records of students who have failed specific required elements for graduation and/or any student who has failed to show substantive academic progress in the path of study including demonstrated lapses in professionalism. For more details about the SPC and its policies and procedures, see the student handbook portion of this document.

Failure Policy

The academic related failures and/or the circumstances that fall under this failure policy include the following:

- Course/section/module/remediation failure
- COMLEX Level 1 & Level 2-CE failure
- Clerkship rotation failure (Students must have a passing grade on both their rotation and their subject COMAT exam in order to pass a rotation)

The failures described above accrue cumulatively over a student's academic career at KHSC-KansasCOM. If the student has an academic failure(s) from a previous year, then the failures accrue in a cumulative manner. For example, if a student has failed one course in OMS I and fails another in OMS II, the failure is considered the student's second failure.

For academic related failures and reviews, the Student Performance Committee (SPC) process is listed below. Please note that course failures affect Satisfactory Academic Progress (SAP). Please review the SAP policy in the Financial Aid section of the Student Handbook and Academic Catalog.

A failure of a course/section/module/exam is still considered a failure, for the purposes of this policy, even if the student successfully remediates the course/section/module/exam.

First Failure

Students obtaining their first failure are automatically granted the opportunity to remediate said failure. The student should expect to be contacted by KansasCOM faculty and/or staff to discuss their academic progress and what support systems can be put in place to assist the student in improving their academic progress. The student may be required to create an Academic Improvement Plan as part of these conversations.

Second, Third, and Fourth Failures

Students obtaining their second, third, and fourth failures are automatically required to go before the SPC committee for academic review. The Office of Student Affairs will notify the student of the date/time of their meeting with the committee and will advise them on how to prepare for the hearing. Any student obtaining their second, third, or fourth failure are subject to academic review and may be considered for being required to repeat an academic year or be considered for academic dismissal.

Students who accumulate three failures in a single academic year are subject to being required to repeat that academic year. This is done to ensure the long-term retention of the student by having them strengthen their didactic knowledge levels. The student is required to pay full tuition and fees for the repeated year. This avenue is not available to all students and is determined on a case-by-case basis.

Students who have two failures in OMSI/OMS II and then a third failure due to failing the COMLEX Level I exam may be subject to being required to repeat their OMS II year due to their poor performance on the COMLEX.

There is no guarantee of a specific number of failures which leads to a student being considered for academic dismissal. Any course/section/module/remediation failure can trigger a review of a student's record and academic progress and is considered by SPC.

SPC Appeal Process

The student must submit an appeal in writing to the Dean and Chief Academic Officer (the student can notify KHSC-KansasCOM of their intent to appeal by either emailing the Associate Dean for Student Affairs and Services or by submitting their appeal in writing to the Dean and Chief Academic Officer of KHSC-KansasCOM). That written appeal must be submitted for review within five business days of receipt of the initial decision. Appeals must clearly outline the sanction(s) the student is appealing along with any additional information that includes new evidence, evidence of improper procedure or new arguments that could not be provided at the time of the original hearing. Disagreement with KHSC-KansasCOM policy is not considered a compelling argument for appeal.

The appeal is considered by the Dean and Chief Academic Officer with the autonomy to uphold the appealed decision, reverse the decision altogether, or change the decision by making the sanction(s) either more or less severe. Students can expect a decision on their appeal within a reasonable period from the appeal submission date. Once the Dean/Chief Academic Officer has rendered a decision on an appeal, the decision is final with no additional options for appeal.

Repeat the Academic Year

Students may have to repeat an academic year. KHSC-KansasCOM reserves the right to approve a request to repeat a year or require students to repeat a year of the curriculum.

This is done in one of two ways:

1. The student requests a leave of absence, or,
2. The student is required to repeat a year of the curriculum due to poor academic performance.

In the case of potential leaves of absence, students may find themselves in unique circumstances which may require them to take time off which results in repeating an academic year. These circumstances are reviewed on a case-by-case basis and follow the Leave of Absence (LOA) Policy in the Student Handbook and Academic Catalog. There is no guarantee that a student's request to go on a leave of absence will be granted.

In the case of students who may find themselves in a difficult position due to poor academic performance, some students may be required to repeat an academic year consistent with the Course Cumulative Failure Policy.

All leaves of absence requests are reviewed by the Associate Dean for Student Affairs and Services, who reviews the request and makes a recommendation to the Dean and Chief Academic Officer, who has final approval.

In the case of students who have multiple course failures in a year, the Student Performance Committee (SPC) reviews all circumstances and makes the final decision. Any student not satisfied with the decision of the SPC may appeal the decision to the Dean and Chief Academic Officer.

Any student considering the ramifications of repeating an academic year, regardless of reason, should reach out to the Office of Student Affairs and Services for answers to their questions.

Academic Probation

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

- One or more course failures.
- Failure of a national board examination.
- Student's grades in courses fall below a concerning threshold (at or near 70%).

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

Students placed on academic probation are subject to a Satisfactory Academic Progress (SAP) review, for Title IV funding purposes, via the Office of Financial Aid.

Academic Warning

Academic warning is a state of warning from KHSC-KansasCOM to the student indicating that the institution is concerned about the student's academic performance. This status is typically applied when one or more of the following occur:

- Multiple course exam failures.
- Student's grades in courses fall below a concerning threshold (at or near 70%).
- Behavioral cues by the student which may indicate academic or personal distress.

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

Students placed on academic warning status are subject to a Satisfactory Academic Progress (SAP) review, for Title IV funding purposes, via the Office of Financial Aid.

Dismissal

KHSC-KansasCOM has the highest expectations for student professionalism and personal behavior. KHSC-KansasCOM reserves the right, at its sole discretion, to dismiss any student, at any time prior to graduation, in the event of a breach of the Professional Code of Conduct, any policy or directive set forth in the KHSC-KansasCOM Student Handbook and Academic Catalog, or failure to satisfy any requirement for graduation; provided, however, that all procedures for review or action be adhered to accordingly.

Repeated Coursework

Courses in which a student has received a failing grade may be repeated and may be eligible for financial aid. However, a student may receive aid for repeating a previously passed course only once with prior approval from the SPC and Office of Financial Aid. All course enrollment and earned grades will remain on a student's official transcript. Once a student successfully repeats a course, both grades will remain on the transcript, but only the most recent grade will be used for the purpose of earned credit.

Course Drops & Withdrawals

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

The deadline to drop a course is the end of business the day of the fifth day of classes. Students who wish to drop a course must officially communicate their request to their department and/or the Office of the Registrar within the prescribed time requirements and prior to the deadline. 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 Dean and Chief Academic Officer after the drop deadline and up to the last day to withdraw as defined by the academic calendar. Course withdrawals are recorded as a W on the student's academic transcript. Students may not withdraw from a course with a W after the withdrawal date. Students who withdraw from courses after the withdrawal date will receive a failing grade. Students are not eligible to withdraw from a course after the course has ended.

Students need to understand that withdrawing from a KHSC-KansasCOM course may have significant ramifications for their course schedule and progression within the curriculum. Course withdrawal may also have financial aid implications. Students are advised to talk with Financial Aid prior to dropping a course.

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 the course director and the Dean and Chief Academic Officer of KHSC-KansasCOM.

Course Remediation Policy (OMS I and OMS II)

A student will be required to remediate any course in which they do not receive a passing grade (69.99% or lower course score) as their overall course grade. In an academic year, students may remediate only when given permission by the Student Performance Committee (SPC). Students may remediate no more than two courses in a single year. Students can only accumulate five course, rotation, or board exam failures in their four years of medical school.

Remediation of a course requires the student to pass a remediation exam that is created by the course director of the failed course. The content within the remediation exam is at the sole discretion of the course director but will align with the original exam's content and level of difficulty. The student will be expected to pass that remediation exam, at a 70% or higher, to successfully remediate the failed course.

Successful remediation of a course failure requires an average, minimum score of 70% or higher, without any curve adjustments to the exam scores, in all components of the remediation. All courses must be successfully remediated prior to the student being promoted to the next academic year. Students who have not successfully remediated a failed course(s) are not eligible to sit for COMLEX-Level I or Level II.

Students may remediate only during the designated remediation periods that have been established by Academic Affairs. Those remediation times often include, but are not limited to, key holidays and often run contiguous to holidays on the calendar such as Thanksgiving, the December holiday time period, and Spring Break.

Remediation Process

- Final grades are determined for an exam and course after a review of the exam questions by the Office of Assessment and the course director.
- Following a course failure, the student will be notified, in writing, of the failure by the Office of Student Affairs.
- The communication to the student will include instructions and requirements. The student should ensure close adherence to all instructions. The letter will also outline when and if the student will appear before the Student Performance Committee (SPC).
- If the student is required to appear before the SPC, and completes that meeting with the committee, the SPC will send a letter to the student notifying them if they are allowed to remediate and provide them the date of the remediation and any other requirements that are part of that notification.

- Failure to comply with any requirements will be shared with the Student Performance Committee (SPC) for disposition.
- Prior to the date of remediation, the Office of Assessment will notify the student of the date/time of their remediation and provide any testing related details that are pertinent to the examination.

Promotion and Graduation Process and Criteria

The record of each student will be reviewed each year to evaluate the student's potential for continuance. At the end of the academic year, the Student Performance Committee (SPC) may recommend promotion to the next year of the curriculum, makeup examinations, summer remediation, or dismissal.

KHSC-KansasCOM only graduates students who meet and surpass the minimum expectations outlined and required by COCA accreditation. At a minimum, a graduate must be able to:

- Demonstrate basic knowledge of osteopathic philosophy and practice osteopathic manipulative treatment.
- Demonstrate medical knowledge through one or more of the following:
 - Passing course tests.
 - Standardized tests of National Board of Osteopathic Medical Examiners (NBOME) and end-of-clerkship tests.
 - Research activities, presentations, and participation in directed reading programs and/or journal clubs.
 - And/or other evidence based medical activities.
- Demonstrate interpersonal and communication skills with patients and other health care professionals.
- Demonstrate knowledge of the profession, ethical, legal, practice management, and public health issues applicable to medical practice.
- Demonstrate basic support skill as assessed by nationally standardized evaluations.

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

Student Promotion and Recommendation for Graduation

The Student Performance Committee (SPC) shall review each student's record to make sure promotion and graduation requirements have been met. The committee will be responsible for recommending candidates for promotion and graduation to the Dean's Council. The Dean's Council will review eligible candidates and recommend a final slate of students for promotion and graduation to the Dean and Chief Academic Officer. The Dean and Chief Academic Officer can accept or reject the Dean's Council's recommendations. All decisions of the Dean and Chief Academic Officer are to be considered final. The Promotion and Graduation procedure are described in detail in the Student Promotion and Graduation Policy.

Student Promotion and Graduation Policy

Successful transition OMS I to OMS II

- Students who have completed the following requirements will be eligible to be promoted to OMS II of the program:
 - Successful completion of all required OMS I coursework.
 - Documentation of current health insurance on file with the Office of Student Financial Services; and
 - Professional good standing - not under disciplinary action(s) for unprofessional conduct as defined in the Student Professionalism Policy.

Students meeting these requirements will be reviewed by the Student Performance committee (SPC). Upon review, a slate of student candidates will be forwarded to the Dean's Council who will make recommendations regarding individual student promotion to the Dean and Chief Academic Officer. The Dean and Chief Academic Officer will make the final decision on student performance.

Successful transition OMS II to OMS III

Students who have completed the following requirements will be eligible to be promoted to OMS III of the program:

- Successful completion of all required OMS II coursework.
- Completion of/or passing Score on the COMLEX Level 1 examination prior to June 30.
- Updated and negative drug screening on file with the Office of the Registrar.
- Documentation of all required health records on file with the Office of the Registrar.
- Documentation of current health insurance on file with the Office of Student Affairs and Services.
- Updated background check on file with Office of the Registrar.
- Professional good standing not under disciplinary action(s) for unprofessional conduct as defined in the Student Professionalism Policy.

Students meeting these requirements will be reviewed by the SPC. Upon review, a slate of student candidates will be forwarded to the Dean's Council who will make recommendations regarding individual student promotion to the Dean and Chief Academic Officer. The Dean and Chief Academic Officer will make the final decision on student performance.

Successful transition OMS III to OMS IV

Students who have completed the following requirements will be eligible to be promoted to OMS IV of the program:

- Successful completion of all clinical rotations by June 30
- Updated background check on file with the Office of Clinical Education
- Updated and negative drug screening on file with the Office of Clinical Education
- Documentation of all required health records (including current PPD) on file with the Office of Clinical Education
- Documentation of current health insurance on file with the Office of Student Affairs; and,
- Scheduling of/or passing score on the COMLEX level 2 CE and PE examinations
- Professional good standing not under disciplinary action(s) for unprofessional conduct as defined in the Student Professionalism Policy.

Students meeting these requirements will be reviewed by the Student Performance Committee, or SPC. Upon review, a slate of student candidates will be forwarded to the Dean's Council, who will make recommendations regarding individual student promotion to the Dean and Chief Academic Officer. The Dean and Chief Academic Officer will make the final decision on student performance.

Students who fail to complete any requirement may not be allowed to engage in audition/sub-internship externships until the requirements are completed and they are certified for OMS IV.

Graduation

Students who have completed the following requirements will be eligible to be considered for graduation.

- Successful completion of all academic requirements
- Passing score on COMLEX - USA Level 1 and Level 2CE
- Professional good standing not under disciplinary action(s) for unprofessional conduct as defined in the Student Professionalism Policy.

Students meeting these requirements will be reviewed by the SPC committee. Upon review, a slate of student candidates will be forwarded to the Dean's Council, who will make recommendations regarding individual student graduation to the

Dean and Chief Academic Officer. The Dean and Chief Academic Officer will make the final decision on student graduation status.

Commencement attendance is a part of the graduation requirements.

Graduation Requirements

The degree of Doctor of Osteopathic Medicine (DO) is conferred upon candidates of good moral character who have successfully completed all academic requirements, satisfied all financial obligations, and have successfully passed the required national licensing exams.

Conferral of Degrees

The official conferral of degrees is determined and voted on by the KHSC-KansasCOM Board of Trustees.

Electronic Recording Policy

Electronic recording of learning activities is the responsibility of the KHSC-KansasCOM staff who adhere to institutional guidelines for obtaining appropriate permissions from those involved. "Learning activities" at KHSC-KansasCOM involve all scheduled curricular activities including lectures, labs, small groups, presentations, reviews, demonstrations, and any activity in which faculty members, patients, or off-campus visitors are participating.

Due to technical issues, privacy, intellectual property rights, and/or the decision of the faculty member, the recording of any class, lecture, etc. is not guaranteed. Recordings are intended to supplement the education of the student, not to replace attendance at the presentation. Some students may have accommodations that permit lecture recording.

Recording any of these events using video recorders, cameras, camera devices, digital recorders in any form including cell/mobile phones or any type of mobile device, is not allowed without the express written consent of all persons involved and KHSC-KansasCOM's administration. Posting of any material for "personal use" to any website also requires written consent in advance.

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 KHSC-KansasCOM administration for unprofessional conduct.

Extracurricular Clinical Experiences & Physician Shadowing Policy

KHSC-KansasCOM provides the structure for medical student shadowing while promoting career exploration. This policy ensures that insurance and liability issues, the KHSC-KansasCOM curriculum, and student wellness are prioritized. Shadowing refers to an activity whereby students wish to achieve clinical exposure through relationships with physicians outside of KHSC-KansasCOM-sponsored curricular activities. This policy applies to all KHSC-KansasCOM OMS I and OMS II students.

KHSC-KansasCOM recognizes that shadowing is a valuable component of career discovery for medical students. KHSC-KansasCOM supports students who shadow for learning, exposure to new specialties, and self-reflection for decision-making regarding clerkship electives and career trajectory.

- Shadowing is not a requirement for students. While some students may want to shadow to narrow down their interests, others may not feel the same need.
- Shadowing a practicing physician is a privilege. Those students who do shadow should not abuse this privilege or their physician preceptor's time.
- Shadowing should not be prioritized over curriculum requirements, wellness, or health. KHSC-KansasCOM recommends that students guard against hampering their wellness by excessive shadowing, particularly during curricular breaks and holidays.

Procedures for shadowing experiences include the following:

- Students are only permitted to shadow if in good academic standing and in full compliance with all health and safety requirements required by the KHSC-KansasCOM.
- All shadowing opportunities and locations must be approved through the Office of Student Affairs and the Clinical Education Department.
- All students wishing to shadow should complete a Clinical Shadowing Approval Form and submit it to the Student Affairs Department and Clinical Education Department at least two weeks before beginning any shadowing opportunities.
- KHSC-KansasCOM recommends that Pre-Clerkship students shadow no more than two half days per month.
- Shadowing is not permitted during mandatory curriculum hours. Students may not use an excused absence to shadow. If a mandatory curricular activity becomes scheduled when a previously booked shadowing session is scheduled, the shadowing schedule must be canceled or rescheduled.
- KHSC-KansasCOM strongly recommends that students attend to their wellness on days off and during breaks. However, we recognize that wellness is subjective and comes in many forms. Therefore, shadowing is permitted for Pre-Clerkship students on days off and during all breaks. However, students are encouraged to limit their shadowing during breaks to prevent burnout.
- Shadowing should primarily be viewed as an observational experience with the physician preceptor's permission and supervision. With the physician preceptor's permission, shadowing may occur with virtual care/telehealth delivery.
- Students may shadow KHSC-KansasCOM clinical faculty and board of trustee members.
- The shadowing organization frequently requires immunization records and background checks. It is the duty of the student to ensure that these records are provided ahead of the shadowing experience. As many of these records are also required by KHSC-KansasCOM, the office of Student Affairs and Services may be able to package these records for distribution.
- Students are responsible for contacting physician preceptors and scheduling shadowing sessions.
- Students must be directly supervised by their physician preceptor at all times.
- Students must wear their ID badges and professional attire in all clinical settings. White coats are at the discretion of the physician preceptor.
- Students must maintain strict confidentiality and privacy regarding patient information.
- Students must respect patient's rights to refuse to have students present.
- Students must treat all patients and staff with respect and dignity, regardless of age, sex, gender, race, ethnicity, national origin, religion, disability, or sexual orientation.
- Students must be aware of and follow the hosting institution's policies in which they are an observer.
- Students are expected to utilize infection precaution strategies and PPE as appropriate for the safety of patients and other students/employees.
- Students must ensure patient safety by remaining at home if they are ill; they must notify the physician/coordinator of an absence due to illness.

Any questions regarding shadowing experiences should be directed to the Assistant Dean of Clinical Education and/or the Associate Dean of Student Affairs and Services.

Medical Student Performance Evaluation (MSPE)

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

Professionalism and the MSPE

The national residency match process requires documentation within the MSPE of any adverse action(s) imposed on a student by KHSC-KansasCOM, as well as information about the student's professional attributes. This includes documentation of any demonstrations of a lack of professionalism. Academic Affairs, in consultation with the Dean and Chief Academic Officer, will determine what is written in the MSPE regarding a professionalism-related issue.

National Licensing Exam Policy (COMLEX)

COMLEX examination applications are available online at www.nbome.org.

In order to become eligible to sit for COMLEX Level 1, second-year medical students must first take and pass an institutionally required Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) exam. All second-year students will be required to sit for the COMSAE exam in the winter of their second year, on a date determined by the Dean/Chief Academic Officer. The Dean/Chief Academic Officer will also set the minimum score that students must reach in order to be considered as "passing". Those students who meet or exceed that minimum score will then be eligible to sit for COMLEX Level 1. Students who do not pass the COMSAE exam may be required to take the exam again. In addition, the non-passing student may be required to meet with the SPC Committee to discuss their COMLEX preparation and progress and/or be required to actively participate in additional COMLEX prep organized by KansasCOM.

Once a second-Year medical student has passed the COMSAE exam, they are eligible to sit for COMLEX Level 1 in the late spring and summer of their second year. All second-year medical students must take the COMLEX Level 1 exam no later than July 10th and must successfully pass in order to proceed on to third-year of the curriculum.

Third and fourth-year Students are eligible to sit for the following exams after successful completion of all third-year core clerkships and approval to sit for the exam is provided by the Office of Clinical Education.

- Students must register for COMLEX Level 2-CE no later than February 15th.
- Student must take COMLEX Level 2-CE no later than August 15th.
- In the case of an initial COMLEX 2-CE failure, students must retake the COMLEX Level 2-CE no later than March 1st of the fourth year in order to qualify to graduate.

Students requesting permission to take these exams outside the required dates must have authorization from the Dean/Chief Academic Officer. Students who do not adhere to the above are referred to an appropriate KHSC-KansasCOM official for a professionalism review and may face disciplinary action.

Program Remediation Policy

Should a student fail to academically progress while enrolled in the medical school, based upon the totality of the student's academic performance while enrolled, the Student Performance Committee, or SPC, may recommend that a student repeat an academic year in order to establish a firm understanding of the material covered in that academic year. Students approved for re-enrollment, after a period of suspension or an approved leave of absence, may also be required to repeat previously attempted courses. A KHSC-KansasCOM student may remediate by repeating an academic year in full upon recommendation of the SPC and approval of the Dean/Chief Academic Officer. The student must retake and pass all courses regardless of previous performance. Students who fail any course or clerkship are subject to review by the SPC.

All course enrollments and earned grades will remain on the student's transcript. For repeated coursework in KHSC-KansasCOM, the student's most recent grade earned is used in determining the final grade for that course/clerkship. Students who repeat an academic year must still complete their DO degree within six years of matriculation.

For additional information on repeating an academic year, consult the Course Cumulative Failure Policy.

Simulation Details and Expectations

Students who are scheduled to utilize any simulation related equipment and/or facilities, should conduct themselves with the utmost professionalism, as if they are in a hospital or clinical setting. Students wishing to utilize simulation facilities must contact the Director of Simulation for permission and to reserve a date/time. For more information about the simulation at KHSC-KansasCOM, students should refer to the Simulation Handbook and/or Director of Simulation.

Study Space Policies and Procedures

Student Study Rooms

KHSC-KansasCOM has numerous rooms, on-campus, reserved for the use as student study rooms. Those study rooms vary in size and can be reserved by students for use during operational hours.

Students should book study rooms via CampusGroups Room Reservation System. Only one student must book the space if multiple individuals plan to study with them. Student study rooms are available during operational hours for use by students, exclusively. All other conference rooms on-campus are reserved during business hours (8 a.m. to 5 p.m.) for use by faculty, staff, and KHSC-KansasCOM business.

All students must comply with the KHSC-KansasCOM study space policies to ensure that the reservation and use of study spaces, on-campus, is handled in as fair and equitable as possible. There are a variety of student spaces, on-campus, which are set aside and reserved for student usage. Rooms will be reserved and noted as reserved. All students should observe the status of any room on campus and adhere to KHSC-KansasCOM policy.

There are a variety of room types that can be used as study space: open areas within the building, and library space.

All students should adhere to the following when utilizing a study space:

- Students are able to sign out or reserve a study space. The space must be reserved in the student's name that is present in the room.
- Students should be in their study rooms while they have the room reserved. If a student is not in their room 15 minutes after the start of the reservation, the room can be forfeited and reserved by another student.
- Students are expected to adhere to professional behavior when utilizing any spaces on campus property.
- Students will be professional and courteous to other students, faculty, and staff when utilizing campus study spaces.
- Students will professionally respect all KHSC-KansasCOM property.
- Students are expected to clean any used study space after they are finished with the space.

Student Rights, Professionalism, and Responsibilities

- Professionalism and Student Conduct
- Student Conduct
- Key Professionalism Policies and Procedures
- Dress Code
- Communication with KHSC-KansasCOM
- Emergency Plan Procedures
- Employment
- Firearms, Explosives, and Weapons
- HIPAA Regulations & Patient Encounters
- Hospital Rules & Regulations/Financial Responsibilities
- Medical Professional Liability Insurance
- KHSC-KansasCOM Property and Responsibility
- Off-Campus Activities
- Solicitations, Vending, and Student Petitions
- Technology at KHSC-KansasCOM
- Technology Requirements
- Professionalism Assessment
- Student Grievance Policy and Procedures

Professionalism and Student Conduct

Conduct and Responsibilities

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

Professional Code of Conduct

It is not possible to enumerate all forms of inappropriate behavior. The following, however, are examples of behavior that could constitute a violation of Kansas Health Science Center (KHSC-KansasCOM) policy. Accordingly, KHSC-KansasCOM has established the following Professional Code of Conduct, indicating behavior that is subject to disciplinary action:

1. Harassment, harm, abuse, damage, or theft to or of any individual or property.
2. Physical or verbal abuse, or the threat of such abuse, to any individual.
3. All forms of dishonesty: cheating, plagiarism, knowingly furnishing false information to KHSC-KansasCOM, forgery, alteration, or unapproved use of records.
4. Entering or using KHSC-KansasCOM or hospital/clinic/research facilities without authorization.
5. Disrupting teaching, research, administrative, or student functions of KHSC-KansasCOM.
6. Actions resulting in being charged with a violation of federal, state, or local laws, excluding minor traffic violations; and/or failure to report such charges/violations to KHSC-KansasCOM administration within 48 hours (about 2 days).
7. Participation in academic or clinical endeavors at KHSC-KansasCOM or its affiliated institutions while under the influence of alcohol, nonprescribed controlled substances, or illicit drugs.
8. Unlawful use, possession, or distribution of illegal drugs, nonprescribed controlled substances, or alcohol at any time.
9. Placing a patient in needless jeopardy.

10. Unethical disclosure of privileged information.
11. Behavior or appearance that demonstrates abusive or disrespectful conduct toward members of the faculty, administrative or professional staff, employees, students, patients, or visitors of KHSC-KansasCOM.
12. Violation of any established rules, regulations, and policies of KHSC-KansasCOM, KHSC-KansasCOM -endorsed organizations, KHSC-KansasCOM departments, or affiliated institutions.
13. Failure to report an observed violation of the Professional Code of Conduct.
14. Conspiring, planning, or attempting to achieve any of the above acts.

Student Disciplinary Assurances

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

1. **Disciplinary Notification:** Any student charged with an alleged violation of the Professional Code of Conduct will be provided written notice either in person or via their KHSC-KansasCOM issued email address. This includes the alleged Professional Code(s) of Conduct that have been violated as well as an overview of the process.
2. **Hearing:** Every student alleged to have violated the Professional Code of Conduct has a right to a hearing. The KHSC-KansasCOM disciplinary system is a dual-dimensional system that allows the student the right to a formal hearing through the Student Performance Committee (SPC) or a hearing through the Office of Student Affairs and Services. Which group hears the student's case is decided by the Associate Dean for Student Affairs and Services.
3. **Appeal:** All students who are charged and found responsible for a violation of the Professional Code of Conduct have the right to appeal the decision of the SPC and any decision made by staff members within the Office of Student Affairs and Services. The appeal process is not an opportunity to have the determination reconsidered merely because of the student's dissatisfaction with the decision, rather, an appeal must be based on one of more of the following:
 - New evidence
 - Evidence of improper procedure
 - New arguments that could not be provided at the time of the original hearing
4. The student must submit an appeal in writing to the Dean and Chief Academic Officer (the student can notify KHSC-KansasCOM of their intent to appeal by either emailing the Associate Dean for Student Affairs and Services or by submitting their appeal in writing to the Dean and Chief Academic Officer of KHSC-KansasCOM). That written appeal must be submitted for review within five business days of receipt of the initial decision. Appeals must clearly outline the sanction(s) the student is appealing along with any additional information that includes new evidence, evidence of improper procedure or new arguments that could not be provided at the time of the original hearing. Disagreement with KHSC-KansasCOM policy is not considered a compelling argument for appeal.

The appeal is considered by the Dean and Chief Academic Officer with the autonomy to uphold the appealed decision, reverse the decision altogether, or change the decision by making the sanction(s) either more or less severe. Students can expect a decision on their appeal within a reasonable period from the appeal submission date. Once the Dean/Chief Academic Officer has rendered a decision on an appeal, the decision is final with no additional options for appeal.

Student Disciplinary Procedures

Complaints involving alleged misconduct by students will be handled according to the following procedures except in those cases where different procedures are prescribed by another KHSC-KansasCOM policy (e.g., allegations of sexual harassment, research misconduct- See the KHSC-KansasCOM Student Handbook and Catalog for how those issues are handled).

KHSC-KansasCOM has established a dual-dimensional approach to adjudicating student misconduct, poor academic performance, and/or disciplinary issues. The following steps are to be followed in any case where a student is alleged to have violated the Professional Code of Conduct as enumerated in this handbook:

1. All reports of alleged code violations shall be reported to Student Affairs and Services and/or to the Associate Dean of Student Affairs and Services. Reports must be filed in writing and must be signed by the reporting party, which can be a member of the KHSC-KansasCOM faculty/staff, in addition to a KHSC-KansasCOM student. KHSC-KansasCOM will make efforts to protect the identity of the reporting party, to the extent possible. However, it is not possible to ensure 100% confidentiality in all cases.
2. Student Affairs and Services will review the report and determine if the charge is of a nature to merit an investigation of the allegation(s).
3. If the allegation in the report is of a nature to merit an investigation, Student Affairs and Services, along with the Associate Dean of Student Affairs and Services, will gather, analyze, and investigate the information. The student who is accused will be given an opportunity to respond to the allegations as part of the investigative process. (This will be done as quickly as possible, but sometimes the nature of such investigations takes longer than expected to gather evidence and speak with potential witnesses.)
4. After all information is gathered, the Associate Dean of Student Affairs and Services will apply a preponderance-of-the-evidence standard in making a judgment about the validity of the report and how best the alleged misconduct should be adjudicated. The Associate Dean will apply the preponderance of evidence standard to the evidence and details within the alleged complaint. If the details indicate that the incident is more than likely than not to have occurred based upon the details, the Associate Dean of Student Affairs and Services will refer the case to the appropriate hearing body and will instruct that the student be notified of an alleged violation of the Code of Professional Conduct. The dual-dimensional nature of KHSC-KansasCOM's disciplinary system allows for cases to be heard by the Student Performance Committee (SPC) or administrators within the Office of Student Affairs and Services.
5. The Associate Dean of Student Affairs and Services will make the final decision, using the preponderance-of-the-evidence standard, as to how the case will be heard and will make a referral to the specific adjudicating body for disposition of the case. All evidence and the severity of the alleged violation will be reviewed as part of this decision. The student will also be notified in writing to appear before the appropriate body to have their case heard.
6. The student has the right to respond to any complaint and provide information and evidence on their own behalf. The student also has the right to provide witness testimony as part of their defense.
7. In cases where the information does not merit referral to the SPC, the case will be investigated, documented, and resolved and/or dismissed by Student Affairs and Services staff.
8. Once the case has been formally resolved, the Associate Dean will then communicate, in writing, the outcome to the student.

Student Performance Committee (SPC)

The SPC is a committee made up of KHSC-KansasCOM employees and students, charged with being the primary team responsible for review of the totality of students' academic and behavioral performance.

The SPC reviews the academic records of students who have failed specific required elements for graduation and/or any student who has failed to show substantive academic progress in the path of study including demonstrated lapses in professionalism.

The SPC is engaged with the following types of academic failures and/or violations of institutional policy:

- Course/section
- Clinical Clerkship Rotation
- COMLEX Level 1 and Level 2-CE
- Failure to comply with remediation/academic improvement plan
- Alleged violation of the Professional Code of Conduct found in the Student Handbook and Academic Catalog

As a part of the comprehensive review, the SPC will decide whether the student should be granted retesting/remediation after a failure. The SPC has broad authority to review students' records, to decide how best KHSC-KansasCOM can assist the student in getting back on track academically and can recommend a broad number of options for consideration as part of any final decision. Refer to the Student Handbook and Academic Catalog for sanctions and academic remedies that the SPC considers when making their decision.

Composition of the SPC

The SPC is composed of 8 voting members and 5 non-voting, ex-officio members. SPC Committee Members are full-time KHSC-KansasCOM employees and students. SPC members are appointed by the Dean/Chief Academic Officer.

The composition of the voting members of the SPC is as follows:

- Basic Science faculty member (4)
- Clinical faculty member (4)

Ex-officio Members (Non-Voting):

- Associate Dean of Student Affairs and Services
- Representative from Counseling Services
- Director or Assistant Director of Student Affairs and Services
- Representative from Learning Enhancement
- Representative from Pre-Clinical Years
- Representative from Clinical Education

A quorum of voting committee members is required for the SPC to meet and finalize any decision. A quorum is defined as having five members present. The chairperson of the SPC only votes in the event of a tie vote of those members present.

SPC Meeting Structure

The SPC meetings will occur as needed. Students are expected to meet with the SPC in person, except for students on clinical clerkships at locations determined to be a substantial distance from campus. Those students shall meet with the SPC via video conference. In the event there are only remediation plans to review, but not students for an in-person meeting, the SPC may meet virtually, via tele- or videoconference, at the discretion of the chairperson of the SPC.

Executive Session of SPC Meetings

The first portion of each meeting is considered an executive session for review of any student remediation plans currently in progress. New remediation plans that have occurred since the last SPC meeting will be presented to the committee by a representative from the Office of Student Affairs and Services, followed by updates on the process of already existing remediation plans. The SPC will then vote to approve said new remediation plans.

The executive session portion of the meeting may be attended by both voting and non-voting members, at the discretion of the chairperson of the SPC. In addition, the Associate Dean of Student Affairs and Services may be asked by the chairperson of the SPC to provide policy, precedent, and procedural guidance. The student who is being reviewed is not allowed to attend any portion of the executive session of the committee.

Official Hearing of SPC Meetings

The official hearing portion of the meeting includes only the voting members of the SPC, the student being reviewed, and appropriate administrative support staff of the committee. The chairperson of the SPC committee will direct the proceedings, including allowing the student to make a statement and ask questions of the committee members. SPC Members may ask questions of the student. At the end of each hearing, the chairperson of the SPC will excuse the student for deliberation. Only voting members of the committee may be present during deliberation. Proceedings of the closed portion of the official hearing of the SPC meeting are strictly confidential.

Additional SPC Duties

The SPC also has responsibilities for reviewing each student and approving them for graduation and progression to the next academic year. Each April, the SPC committee meets to approve the list of students who have been certified by the Office of the Registrar as having met all graduation requirements. Once approved, the list is sent to the Faculty Council for review and the Board of Trustees for final review and approval. Similarly, the SPC reviews the individual students to ensure they have completed all curricular requirements to move on to the next year of the curriculum.

SPC Data and Metrics

Key data points about students required to appear before the SPC committee will be preserved and analyzed to provide key metrics. This data is a valuable tool in helping the administration track and identify future at-risk students. KHSC-KansasCOM reserves the right to keep and utilize this data for future analysis.

Student Conduct

The merits of each case will be considered before sanctions are levied. It is the intent of the Code of Professional Conduct that the sanction(s) imposed are in response to the academic record, student's professional behavior, any patterns of inappropriate personal behavior, and/or disciplinary history of the individual student.

Possible Sanctions Related to Violations of the Professional Code of Conduct

The following are examples of sanctions imposed by the Office of Student Affairs and Services or the Student Performance Committee (SPC). These sanctions are imposed as the result of the disciplinary and/or academic review process and may be levied as a result of a hearing conducted by the Office of Student Affairs and Services or the SPC. Some sanctions may be required of the student without a hearing. These sanctions are typically in response to poor academic performance and are designed to enhance a student's academic progress. This list is not exhaustive, and sanctions are based on the circumstances of the charges.

No Action

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

Verbal/Written Warning

Documented warning that the behavior/academic performance demonstrated was unacceptable, including students failing their first and second courses within a single academic year.

Required Corrective Academic Action

This is required only after a student has failed a course, section, clerkship and/or national examination. Remediation/retesting is not guaranteed for any student who has failed a course, section, clerkship and/or national examination. Should a professionalism issue arise, and remediation/retesting is an action, the details of that remediation/retesting will be developed by Student Affairs and Services and KHSC-KansasCOM academic leadership and implemented in an appropriate period.

Remediation/retesting being granted does not guarantee successful completion of program requirements.

Conditional Requirements

Official stipulations required of the student for the student to reconcile their behavior. Stipulations may include, but are not limited to the following:

- Clerkship Alterations: Required change(s) to a student's clerkship that might increase the student's likelihood of successful completion of said clerkship (e.g., changing location, repeating the clerkship, repeating an entire year, repeating a shelf exam, completing an independent study).
- Counseling Intervention: Required referral to a mental health provider for counseling when a student's behavior indicates that counseling may be beneficial.
- Disciplinary Probation: An official state of warning from KHSC-KansasCOM, which states that if the student violates any KHSC-KansasCOM policy during the probationary time, they could face up to suspension or dismissal depending upon the severity of the violation. The probationary status of the student may be communicated to the student's academic advisor, faculty, or any other person who has legal access to this information. The information is maintained within the Office of Student Affairs and Services and the Office of the Registrar.
- Loss of Holiday/Scheduled Break: Required remediation/retesting or study time for remediation/retesting over a previously scheduled holiday break.
- Partial Suspension: A partial suspension of a student's normal right to participate in extra-curricular, co-curricular, and other nonacademic activities. The student will continue to attend classes and may use all academic resources. The student will not be in good standing during the time of the suspension.
- Referral to Outside Agency: KHSC-KansasCOM may refer a student to the Kansas Physician's Health Program (KPHP) or other similar programs for assessment and treatment.
- Required Tutoring/Learning Support: KHSC-KansasCOM has the authority to require a student to seek mandatory tutoring and/or assistance from a learning specialist if it is deemed appropriate in assisting the student with academic performance issues.
- Restrictions/Stipulations of Behavioral Activity: KHSC-KansasCOM may restrict a student's behavioral activity that is deemed appropriate, including but not limited to restricting the student's contact with another student.
- Restitution or Monetary Fine: Financial accountability for damage to property caused by the student, or a fine that is deemed appropriate for the offense.
- Restorative Service: A project or amount of community service hours served by the student for the good of the community. This is usually completed within the community. If the service is approved to be done off-campus, it must be at a not-for-profit organization, and the student cannot receive pay for their work.
- Disciplinary Suspension: A formal separation of the student (without tuition and fees being refunded) from KHSC-KansasCOM during a specific period of time. The period of suspension can range from one trimester to an indefinite period of time. The student will not be in good standing during the suspension and therefore is not allowed to attend coursework or be on-campus.
- Disciplinary Dismissal: Permanent separation of the student from KHSC-KansasCOM (without refund). Dismissal is permanently noted on the student's KHSC-KansasCOM transcript.
- Other Appropriate Actions: KHSC-KansasCOM reserves the right to place a variety of disciplinary and/or academic sanctions upon a student that are not specifically outlined above, if they are approved by the SPC and/or a member of Student Affairs and Services. Additional sanctions can only be placed upon a student through the disciplinary process that is outlined in the KHSC-KansasCOM Student Handbook and Catalog. Sanctions cannot be placed upon the student arbitrarily.

Sexual Misconduct

Sexual misconduct is an umbrella term covering sex discrimination, sexual harassment, and sexual violence, and this term will be used in a variety of documents when collectively referring to these types of conduct. For more information on this term and how Kansas Health Science Center (KHSC-KansasCOM) handles such conduct, please see the Anti-Discrimination, Anti-Harassment, and Title IX Policy.

Key Professionalism Policies and Procedures

Academic Dishonesty

KHSC-KansasCOM holds its students to the highest standards of intellectual and professional integrity. Therefore, the attempt of any student to pass any examination by improper means, present work which the student has not

created/performed, or aid and abet a student in any dishonest act will result in disciplinary action, which may include dismissal from KHSC-KansasCOM. Any student witnessing or observing a perceived violation of academic integrity is required to report the behavior. Students failing to report an observed violation will also be subject to disciplinary action up to and including dismissal.

Alcohol and Drugs

A link to the Drug and Alcohol Policy is available in the Catalog and Handbook under the Drug and Alcohol Policy.

KHSC-KansasCOM is committed to providing a safe, healthy learning community for all its members. KHSC-KansasCOM recognizes that the improper and excessive use of alcohol and other drugs may interfere with the KHSC-KansasCOM mission by negatively impacting the health and safety of students, faculty, and staff.

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

Scope

This policy applies to all employees, students, applicants for employment, customers, third-party contractors, and all other persons who participate in KHSC-KansasCOM's education programs and activities, including third-party visitors on-campus. This policy addresses drug and alcohol abuse and prevention efforts.

KHSC-KansasCOM Alcohol and Other Drugs Policy

For the purposes of this policy, the term "drug" includes:

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

All members of the campus community also are governed by law, regulations, and ordinances established by the state and local municipalities, and will be held accountable by law enforcement representatives of those entities for any illegal activity. It is the responsibility of all campus members to be aware of these laws. The dispensing, selling, or supplying of drugs or alcoholic beverages to a person under 21 years old is prohibited.

Employees, students, faculty, and campus visitors may not unlawfully: manufacture, consume, possess, sell, distribute, transfer, or be under the influence of alcohol, illicit drugs, or controlled substances on KHSC-KansasCOM property, while driving a KHSC-KansasCOM vehicle, or while otherwise engaged in KHSC-KansasCOM business. KHSC-KansasCOM property, as defined in this policy, includes all buildings and land owned, leased, or used by KHSC-KansasCOM, and motor vehicles operated by employees, including personal motor vehicles, when used in connection with work performed for or on behalf of KHSC-KansasCOM unless approved by the Dean/Chief Academic Officer and/or President and Chief Executive Officer.

Any person taking prescription drugs or over-the-counter medication is personally responsible for ensuring that, while taking such drugs or medications, they are not a safety risk to themselves and others while on KHSC-KansasCOM property; while driving a KansasCOM or privately-owned vehicle; or while otherwise engaged in KHSC-KansasCOM business. It is illegal to misuse prescription medication, e.g., continue to use medication when the prescription is no longer valid, use prescribed drugs contrary to the prescription, and give or sell prescribed drugs to another person. Misusing

prescription drugs can result in disciplinary action at KHSC-KansasCOM and, potentially, a criminal conviction with jail time.

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

Drug and Alcohol Abuse Prevention Strategies

KHSC-KansasCOM uses evidence-based strategic interventions, collaboration, innovation, and the incorporation of wellness programs to reduce harmful consequences of alcohol and other drug use. Strategies include:

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

For more detailed information on KHSC-KansasCOM alcohol related and other drug related prevention strategies, contact the Offices of Student Affairs and Services or Human Resources.

Criminal Background Check

Students are required to complete criminal background checks at two points during their time at KHSC-KansasCOM:

1. As a new accepted student; and,
2. As an OMS III student participating in clinical rotations.

Students needing a reminder of the criminal background check process should refer to the *Admissions section*.

Dress Code

Dress Code for Classroom Courses

Students are expected to dress business casual for all classroom courses unless otherwise directed. Pants, slacks, khakis, skirts, or dresses are appropriate. Jeans and shorts are prohibited. Legs should be covered to the knee. Dress shoes with low or a flat heel are recommended; Avoid open-toed shoes, flip-flops, Crocs, or porous shoes. Hats are not permitted during class hours. Students must wear KHSC-KansasCOM approved scrubs as required.

Dress Code for Clinical Clerkship Rotations

All students on rotation are expected to dress professionally. White coats are required. Collared shirts with ties, dresses, slacks, and professional skirts are appropriate for clinical settings. Closed toe dress shoes are required. Specialty rotation or specific training sites may designate specific clothing to be worn, such as scrubs and/or tennis shoes. Any clothing, hair color, jewelry, or body piercing(s) that may cause a concern with affiliated faculty, hospitals, or patients must be avoided. Students may be asked to alter their appearance to conform to the dress code of the rotation sites.

Dress Code for Lab Activities

The nature of lab activities may require students to wear clothing that is casual and comfortable. Both anatomy activities and OMM specific activities may dictate clothing such as scrubs, shorts, and t- shirts. Anatomy and OMM faculty will communicate dress expectations at the beginning of each term. Students are expected to adhere to the expectations of the anatomy and OMM faculty.

Dress code in Osteopathic Manipulative Medicine and Physical Diagnosis Laboratories

It is imperative to the educational process that the specific body region being examined and/or treated will need to be exposed for observation, palpation and treatment. The dress requirement in clinical skills training sessions is designed to promote learning by providing optimal access to diagnostic observation and palpatory experience to the specific region of the body being examined. Wearing inappropriate clothing interferes with a partner's experience of diagnosis and treatment. Garments worn for religious reasons are acceptable dress in OMM laboratory experiences; however, they should be removed if they interfere with palpatory/visual assessment or specific osteopathic manipulative treatments. For example, headscarves should be removed when the assessment of or OMT of the head is being performed. Students should expect that they will be asked to remove religious garments during lab activities which require access for palpatory/visual assessment or specific osteopathic manipulative treatments.

Clothing Symbols and Messages

Clothing having caricatures, messages, and/or symbols, which can be construed, based on societal norms to be vulgar, offensive, or contribute to creating an unsupportive learning environment are unacceptable and unprofessional and can be subject to review and action by the Office of Student Affairs and Services.

Communication with KHSC-KansasCOM

KSHC-KansasCOM students are expected to prioritize communication in the following ways:

- Use KSHC-KansasCOM email account for all KHSC-KansasCOM-related correspondence. Use of personal email accounts in lieu of KHSC-KansasCOM email is not permitted.
- Check email daily, routinely read, and respond.
 - Respond to faculty/staff correspondence within 48 hours (about 2 days) of receipt.
 - Recurrent issues may lead to referral to a KHSC-KansasCOM administrator related to professionalism.
- Be aware of all information disseminated by KHSC-KansasCOM.
- Comply with all KHSC-KansasCOM policies within communications.
- Keep contact information, including mailing address and telephone numbers, updated with KHSC-KansasCOM.
- Understand that emails to faculty and staff members which are sent after 5 p.m. may not be answered until the next business day.

Criminal Background Checks & Drug Screens

- All KHSC-KansasCOM students are required to complete a criminal background check and a drug screen at least twice during their enrollment within the medical school: first, students are required to provide these prior to their enrollment in OMS I and, second, prior to the beginning of their OMS III clinical clerkships. These are done at the student's own expense.
- For more information on the background check and drug screen process, see the policy located in the KHSC-KansasCOM Student Handbook

Emergency Plan Procedures

- Students who are on rotations should follow the emergency procedures and protocols at their specific clinical site at all times. In the event a rotation schedule is interrupted due to hazardous weather conditions or another emergency situation, students should notify the Office of Clinical Education as soon as possible.
- In the case of inclement weather, students on clerkships are expected to follow the schedule of the site where they are rotating. If the site is closing due to inclement weather, the student is excused until the site reopens. If the student is at a site that remains open during inclement weather, the student is expected to report and remain on-service until the end of their shift. Students should use caution and allow plenty of time for travel to their destination.
- In the case of an emergent situation outside normal business hours that requires students to evacuate the location, relocate for a period of time, or any other emergency, please notify the Office of Clinical Education.

Employment

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

Firearms, Explosives, and Weapons

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

The policy prohibiting bringing or possessing weapons on Kansas Health Science Center (KHSC-KansasCOM) property does not apply in the following circumstances:

- Local, state, or federal law enforcement personnel coming onto KHSC-KansasCOM's property in their law enforcement capacity or in accordance with other lawful authority.
- Use or possession for a legitimate educational purpose under the sponsorship of a faculty member or other institution official, provided the faculty member or official has first obtained appropriate approvals, including the approval of the institution's leadership team.
- Use or possession for a lawful purpose within the scope of a person's employment at the institution (e.g., campus security, police).
- KHSC-KansasCOM's Chief Financial Officer is the delegated contact for any exceptions to the above-stated prohibitions for authorized activities.

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 protections 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 KHSC-KansasCOM 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 they receive. Each student is responsible for ensuring the safety

and security of any written or electronic information they receive, create, or maintain. 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 the strictest 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 the Office of Clinical Education.

Hospital Rules & Regulations/Financial Responsibilities

Each hospital/health care system has individual rules and regulations. Medical students must familiarize themselves with and adhere to these protocols during their training. Students must respect and follow all policies regarding the use of hospital facilities, housing, and equipment. Students who choose to violate hospital rules and regulations jeopardize their ability to be placed at another hospital or clinical location and jeopardize their ability to successfully complete their rotation(s). Ultimately, the student is responsible for following all policies and procedures when on rotations or at early clinical experiences.

Students are financially responsible for any damage to or loss of hospital or training site-related property, including but not limited to library materials, pagers, and keys. Final grades may be withheld pending the return of all hospital or training site property.

Medical Professional Liability Insurance

KHSC-KansasCOM provides medical professional liability insurance commensurate with industry standards. Coverage extends only to clinical activities specifically determined by KHSC-KansasCOM 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 Office of Clinical Education approval can jeopardize coverage.

Students may wish to participate in volunteer activities, such as health fairs, during their medical training. Student professional liability coverage does not extend to non- KHSC-KansasCOM approved activities (volunteer or otherwise). It is the student's responsibility to personally determine that any activity in which they participate 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 KHSC-KansasCOM professional liability insurance.

KHSC-KansasCOM Property and Responsibility

Students will be held responsible for damage to KHSC-KansasCOM property caused by their negligence or a willful act. Students must pay for all damages within 15 days (about 2 weeks) after receipt of the invoice through the Office of Finance. Damage to KHSC-KansasCOM property is charged to the responsible student(s) at the total cost of repair or replacement. The student(s) may be subject to disciplinary action, dismissal, and/or prosecution given the details of the situation. KHSC-KansasCOM is not responsible for any loss or theft of individual property on-campus.

Off-Campus Activities

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

Solicitations, Vending, and Student Petitions

Solicitations on campus are prohibited. KHSC-KansasCOM-endorsed organizations must complete a fundraising event approval form with the Office of Student Affairs and Services 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 KHSC-KansasCOM who wishes to make a presentation, sell products, or distribute information must submit a request in writing to the Associate Dean for Student Affairs and Services. 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 KHSC-KansasCOM email system. All petitions, surveys, and questionnaires (with the exception of those distributed by KHSC-KansasCOM departments) being distributed to students must be approved by the Office of Student Affairs and Services.

Students who fail to complete any requirement may not be allowed to engage in audition/sub-internship externships until the requirements are completed and they are certified for OMS IV.

Technology at KHSC-KansasCOM

Access to Electronic Systems

Each KHSC-KansasCOM student is provided with a school-sponsored email account. The student is responsible for all information communicated through email in the same way and to the same extent as if published in hard copy and distributed through other means. The student must regularly check this account for information transmitted by various departments of the school. The school will not direct electronic correspondence from official school email accounts to personal email addresses; the student is expected to utilize the institutional email addresses for all electronic communication about school matters. To maintain the privacy of school and student information, students are asked not to forward school sponsored emails to personal email addresses.

Files and email messages that travel using the school's network are not private. A user's privacy is superseded by the school's requirement to maintain the network's integrity and the rights of all network users. For example, should the security of the network be in danger, user files and messages may be examined by the department of Information Technology. The school reserves its right, as owner of the network and the computers in question, to examine, log, capture, archive, and otherwise preserve or inspect any messages transmitted over the network and any data files stored on school-owned computers or systems and platforms provided by the school, should circumstances warrant such actions.

All members of the community must recognize that electronic communications are by no means secure, and that during ordinary management of computing and networking services, network administrators may inadvertently view user files or messages.

Should a student withdraw or be dismissed from KHSC-KansasCOM, access to the institution's electronic systems including, but not limited to, the library databases, the wireless network, the campus access control system, school-provided email, the entire Office 365 platform, Canvas, and other systems will be suspended. This suspension will remain in place for at least one year from the dismissal or withdrawal date, after which time the accounts may be deleted. Approval from the registrar will be required from any students requesting access to any resources while in a suspended status.

Graduates will maintain their KHSC-KansasCOM email post-graduation. Access to other electronic systems, including other Office 365 features and licensing for the Office Suite, is removed after graduation. Students will be notified of the inaccessibility to any files in One Drive upon graduation and will be given a 30-day grace period to retrieve all files. By request, Information Technology can find and recover files for 60 days (about 2 months) after the grace period ends. Files will become unrecoverable after 90 days (about 3 months).

In cases where a graduate is dismissed from a subsequent enrollment, KHSC-KansasCOM reserves the right to revoke alumni benefits if/when necessary.

Photo/Video Release

All registered students consent to allow KHSC-KansasCOM 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 KHSC-KansasCOM and its activities for the purposes related to marketing, social media, or promotion of KHSC-KansasCOM, 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 KHSC-KansasCOM marketing of the hold, which will block any identified student images from being published.

Further information on the recording of class and non-class events is available from the Office of Student Affairs and Services. Private conversations and/or meetings may not be recorded without the informed consent of all parties involved. Failure to obtain permission to record may result in disciplinary action.

Electronic Communication Etiquette

Electronic communication is the posting or exchange of information via email, social media, discussion forums or other online course media, video conferencing, instant messaging, text messaging, phone, fax, and other virtual means. A student is expected to demonstrate professional behavior when communicating electronically and is advised to follow the standards listed below in all interactions with KHSC-KansasCOM community members.

General Standards

- Be respectful, professional, and careful about what is said and how it is said.
- Be aware of the image being projected. As message recipients cannot read nonverbal cues or may not be able to easily interpret the tone of electronic communication, words and manners of expression must clearly indicate the intended meaning. This is particularly important when using humor, sarcasm, or similar techniques.
- Be concise and to the point.
- When disagreeing, be professional and collegial.
- On message boards or in discussion forums, use the subject line appropriately, employing meaningful and succinct labels so that recipients may immediately grasp the topic being advanced.
- Use clear writing and good form, including proper spelling, grammar, and punctuation.
- When someone else errs or does not follow proper protocol, consider whether it is necessary to provide correction. If correction is in order, be polite and, if discretion is advised, address the issue privately rather than in a public way.
- Avoid using ALL CAPS, especially when disagreeing. This is perceived as shouting and considered rude.
- Comply with all copyright laws.
- Be mindful of compatibility concerns. Be sure that files uploaded to online platforms can be viewed by others.
- Be aware of issues that might arise due to cultural and languages differences.
- Do not violate the privacy of others. Do not send commercial advertisements or SPAM.
- Respect the chain of command when seeking assistance, raising questions, or sharing concerns. A student is encouraged to communicate with their course instructor, faculty mentor, or student support counselor first when trying to obtain information or solve a problem.

E-mail Communication Standards

- Use a meaningful subject, professional greeting, and appropriate closing signature. Start an email with the appropriate salutation to set the tone for communication. Choose a subject that accurately describes the content of the email. A student's signature block should include their name, degree program, and preferred contact information.
- Use a standard structure, font type and size, punctuation, and layout. Generally, writing in short paragraphs and inserting blank lines between each paragraph is appropriate. When making points, number them or mark each

point by inserting a bullet in front of each item in a list. Limit the use of exclamation points, question marks, and other special punctuation.

- Avoid using abbreviations, emoticons, emojis, or non-standard characters. The use of such items is not appropriate in professional emails.
- Review an email before sending it to ensure that it is clearly written and error free. Consider asking another person to review the communication before sending, if appropriate. Include the contents of the original email message with a reply. Use the 'Reply All' function only when the message is relevant to all copied parties.
- Avoid discussing confidential information, such as protected health information, personally identifiable information, or privileged information via e-mail.
- Expect that it may take a community member up to one to two business days to respond to an email. References to self-harm, violence, sexual misconduct, or similar matters will be referred to the appropriate school personnel for action.

Instructional Technology

Projectors, laptops, video recorders, cameras, and other equipment are available for use by a student, staff, and/or a faculty member. Contact the IT Help Desk to inquire about borrowing specialty items. Equipment may be available on a first come, first served basis but it is not guaranteed. The student is responsible for any lost or damaged equipment.

Use of Computing Resources

The Department of Information Technology (IT) provides access to the school network for students, faculty, and staff. The network consists of an institution-wide backbone network, wireless network, and many shared computers in addition to personal desktop computers. It provides communication as well as academic and administrative functions.

Technology Related Rights

Members of KHSC-KansasCOM community have certain rights regarding the school's network and its services.

- Intellectual Freedom: The school is a free and open forum for the expression of ideas; the school's network is the same. Opinions may neither be represented as, nor construed as, the views of KHSC-KansasCOM.
- Improper Contact: While the school cannot control unwanted or unsolicited contact, network users who receive threatening or other improper communications should bring them to the attention of the Associate Dean for Student Affairs and Services. All electronic communications are treated in a similar fashion as are voiced or written communications. If the threatening or other inappropriate message was sent by another student, staff or faculty, the Office of Student Affairs and Services should be notified in addition to the Office of Human Resources, should the communication include a faculty or staff member.
- Privacy: Data files and messages traversing the school's network are private. However, a user's privacy is superseded, for example, by the school's requirement to maintain the network's integrity and the rights of all network users. Should the security of the network be in danger, or for other good reason, user files and messages may be examined under the direction of the Information Technology management team. As owner of the network and computers in question, the school reserves the right to examine, log, capture, archive, inspect, and preserve any messages transmitted over the network in all cases, as well as any data files stored on school owned computers, should circumstances warrant such actions. All members of the community must recognize that electronic communications are by no means secure and that during ordinary management of computing and networking services, network administrators may inadvertently view user files or messages.

Technology Related Responsibilities

Network users are expected to comply with the responsibilities delineated below. A student who violates a network responsibility risks suspension of network access. Depending on the seriousness of the violation, the student could be referred to the Office of Student Affairs and Services. Acts that violate federal, state, or local laws will result in referral to the appropriate legal authority, as well as subject the user to institutional discipline.

The following illustrates the types of responsibilities that a student is expected to uphold with regard to network use:

- A student is responsible for the use of their own personal network ID ("user ID") and password. The student may not give anyone else access to the personal user IDs or computer accounts, which includes allowing anyone else access to log in and post, retrieve, download, upload, or copy any content from any Kansas Health Science Center (KHSC-KansasCOM) password-protected domain including, but not limited to, the school's learning management system. A student is prohibited from using a user ID or a KHSC-KansasCOM computer account other than the account assigned. A student may not try to obtain a password for another user's user ID or computer account in any way. The user ID remains the property of the institution.
- A student may not misrepresent themselves or their data on the network.
- A student is responsible for the security of their passwords. This includes not writing them down or sharing passwords with other people. Students are required to make sure no one else knows them.
- A student must not use KHSC-KansasCOM's network resources to gain or attempt to gain unauthorized access to remote computers.
- A student must not deliberately perform an act that will impair the operation of computers, terminals, peripherals, or the network.
- A student must not run, install, or give to another a program that could result in the eventual damage to a file or computer system and/or the reproduction of itself on any of the institution's computer systems, leading to a damaging result or the removal of institutional data from the network.
- A student must not attempt to circumvent data protection schemes or exploit security loopholes.
- A student is encouraged to participate in training programs sent out by IT, including but not limited to training related to phishing and social engineering.
- A student must not change their computer or mobile device's physical or logical addressing with the intent to spoof or circumvent technical or administrative security controls.
- A student must abide by the terms of all software licensing agreements and copyright laws. The student may not make copies of, or make available on the network, copyrighted material, unless permitted by a license.
- A student must not be wasteful of computing resources or unfairly monopolize resources to the exclusion of other users.
- A student must not attempt to monitor another user's data communications, nor may any student read, copy, change, or delete another user's files or software, without permission of the owner.
- A student who withdraws, is dismissed, or otherwise leaves the institution may not use KHSC-KansasCOM facilities, accounts, access codes, network privileges, or information for which they are not authorized in their new circumstances.
- A student must maintain appropriate technology requirements for the degree program.
- KHSC-KansasCOM may offer software to a student at no cost. While software may be provided at zero cost, it is not free. KHSC-KansasCOM pays for the appropriate licensing in order to provide this software. As such, if a student chooses to install and use such software, the student is responsible for maintaining the integrity of the license by not sharing it or any activation/license key with anyone. By installing the software and the license key provided by KHSC-KansasCOM, the student agrees to this responsibility. If the student does not protect the provided key, licensing of the software will be at risk for everyone. Violations may make a student ineligible for future software installations provided by KHSC-KansasCOM.
- Computing and networking resources are provided to support the mission of the school. These resources may not be used for commercial purposes. All KHSC-KansasCOM computing and networking facilities are provided for use by faculty, staff, and students solely for relevant academic, research, or administrative use.

Violations of computer regulations and policies and information about potential loopholes in the security of any computer system or network at KHSC-KansasCOM should be reported to the Associate Dean for Student Affairs and Services. Depending on the nature of any violations, the Associate Dean for Student Affairs and Services may consider disciplinary/professionalism charges.

Technology Requirements

A student must have access to and maintain appropriate technology while enrolled at Kansas Health Science Center. Technical training resources are available on the Information Technology website on the community gateway. It is

recommended that students use a Windows or Apple MacOS laptop so that they can take advantage of software used throughout the curriculum.

	Minimum	Recommended
Operating System	Microsoft Windows 10 Release 22H2 macOS 12 iPad OS 15**	Microsoft Windows 11 Release 22H2 macOS 13 iPad OS 16**
Architecture	Windows: x64 macOS: x64, ARM64	
Processor	Intel 10th Generation i7	Intel 12th Generation i7, Apple M1
Memory	8GB of RAM	16 GB of RAM
Graphics	Intel Iris Plus	GeForce RTX 30 Series or AMD 5500 Series
Camera	480p Resolution	720p Resolution
Wireless Network	2.4Ghz, 802.11n	5Ghz - 802.11ac or ax
Internet Browser	Firefox, Edge, Chrome	Chrome
Privacy Screen	Required for testing/privacy purposes	
Wired, non-Bluetooth Headphones	Must be compatible with laptop owned and used by student. Use: testing.	

* The following iPad models are supported: iPad Pro 2 or later, iPad Air 3 or later, iPad Mini 5 or later, iPad 7 or later

**List of macOS computers supporting Metal: <https://support.apple.com/en-us/HT205073>

Chromebooks and Linux Operating Systems

Google Chromebooks and Linux machines are not sufficient to navigate the curriculum. These systems cannot run some essential software programs that are required for courses.

Professionalism Assessment

Professionalism is one of the pillars of students' training as future physicians, and its presence is critically important as student doctors develop their knowledge and skills. KHSC-KansasCOM expects all KHSC-KansasCOM graduates to demonstrate professionalism in all aspects of their training, as well as when they are outside of the classroom/lab.

Students within KHSC-KansasCOM will be assessed on their level of professionalism at the end of each term through the completion of a Professionalism "Rubric" (Grade Card). Students who demonstrate unprofessionalism will be expected to remediate and improve those behaviors. This professionalism assessment is designed to provide students with a clear understanding of their progress towards meeting professionalism standards, acknowledged nationally as those that student physicians need to meet to transition successfully on to residency.

Students' professionalism assessment will also be considered as part of the Medical School Performance Evaluation (MSPE)/Dean's Letter process, when students have their Dean's Letter produced for residency applications. All KHSC-KansasCOM students must exceed all minimum professionalism expectations in order to graduate from the KHSC-

KansasCOM. Details about the assessment of student professionalism will be discussed with each KHSC-KansasCOM class annually.

Examples of unprofessional behavior include, but are not limited to, the following: cheating, dishonesty, disrespect, tardiness, abuse (verbal and physical), illegal activity, discrimination, breach of privacy, substance abuse/impairment, unethical behavior, foul language, and disrespectful or unprofessional use of social media will not be tolerated.

Professionalism In-Patient Physical Examinations

During clinical clerkships, students are routinely required to see and examine patients. It is necessary that all examinations of patients be appropriately structured, supervised, and consented to in the interests of all parties, including the patient, student, and attending physician. Students must wear their KHSC-KansasCOM picture identification badge and introduce themselves to patients as a medical student.

Patient consent for a student to perform an intimate examination must always be voluntary. Consent for an intimate examination must be either verbal and/or written. Regardless of the gender of the student performing the exam and the patient being examined, a chaperone (defined as another medical professional, preferably the preceptor) is required during all intimate examinations. A chaperone is not an accompanying person (e.g., friend, relative of the patient, another medical student). Students are highly encouraged to record the date, time, and the results of the examination, as well as the name of the chaperone in the medical record.

Social Media

The term "social media" is intentionally broad, and students should consider that fact before interacting in any internet public forum, including, but not limited to, Facebook, Instagram, Twitter, LinkedIn, YouTube, Reddit, TIK TOK, blogs, comment sections of news sources, and similar online social media or networking sites.

When interacting on social media, students, who are training to be future physicians, are urged to think critically about how they would like to be perceived publicly, or by a broader audience, than they may initially anticipate. Asking questions like, "would I want my parents, grandparents, friends, co-workers, school administrators, clinical evaluators, program directors, patients, etc. to see this?" before posting is a helpful exercise. Avoid engaging in conduct that could be viewed by others as defamatory, harassing, or an infringement on the rights of others.

Students should use caution when referencing their experiences in or events associated with KHSC-KansasCOM or with patient care. Always be transparent, making clear your posts are your opinion unless you are authorized to speak on behalf of the medical school. The use of the official KHSC-KansasCOM logo must be approved by KHSC-KansasCOM prior to any post. Furthermore, students must adhere strictly to other policies of the KHSC-KansasCOM, clinics, and hospitals in their social media, included below. It is extremely important to remember the sharing of personal health information is strictly prohibited under the Health Insurance Portability and Accountability Act (HIPAA), including the sharing of any images that are patient related. Any violations of these guidelines using social media will be handled according to the Professional Code of Conduct.

Student Grievance Policy and Procedures

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

Definition

A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by an individual (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
- Discrimination
- Financial aid
- General mistreatment
- Harassment, including sexual violence
- Mentoring
- Privacy of student educational records
- Privacy of student health records
- Parking
- Research
- Security and safety
- Student health

KHSC-KansasCOM Student Grievance 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 the Office of Student Affairs and Services or any other academic or administrative office, on campus, which might appropriately handle said issue. If the office contacted cannot resolve the issue for the student, they will refer the student to the appropriate office and provide the student with a specific faculty/staff member who can assist them.

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 the Anti-Discrimination, Anti-Harassment, and Title IX policy and will be dealt with under separate procedures. For further details on the basis for these kinds of grievances, see the Anti-Discrimination, Anti-Harassment, and Title IX Policy.

All other formal grievances should be submitted in writing to the Office of the Dean and Chief Academic Officer. The Dean and Chief Academic Officer, acting in their professional capacity, will review all formal grievances, with the goal of attempting to resolve the issue for the student.

Students submitting a formal grievance to the Dean and Chief Academic Officer 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 KHSC-KansasCOM's policies, grievances will be evaluated and investigated in accordance with the Student Discipline Procedures. If deemed necessary, the issue will also be referred to Human Resources or other appropriate administrative leadership team member.

A record of all formal grievances, including written findings of fact and any transcripts or audio recordings, will be kept on file in the Office of the Dean and in the student's permanent educational file.

An annual report of formal student complaints will be provided to the leadership team by June 1 of each year. Reports will be provided to KHSC-KansasCOM's leadership team on a more frequent basis if necessary. The College of Osteopathic Medicine uses student complaints in its ongoing performance improvement process.

Filing a Complaint with the Kansas Board of Regents.

If a satisfactory resolution cannot be reached after exhausting Kansas Health Science Center's complaint procedure, students may file a complaint with the Kansas Board of Regents at:

Kansas Board of Regents
1000 SW Jackson, Suite 520
Topeka, KS 66612-1368
Phone: (785) 430-4240
https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process

Filing a Complaint with KHSC-KansasCOM's Accrediting Agencies

The Commission on Osteopathic College Accreditation (COCA) recognizes its responsibility to provide complainants the opportunity to utilize its organization 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 KHSC-KansasCOM may be filed with COCA at the following address:

Department of Accreditation American Osteopathic Association
142 East Ontario Street Chicago, IL 60611-2864
1.800.621.1773
Toll free 312.202.8200
Email: predoc@osteopathic.org

Vaccinations and Immunizations

A student who cannot provide an official up-to-date immunization record, in accordance with KHSC-KansasCOM requirements, will not be allowed to begin or continue with clinical training and will be referred to the appropriate institutional official for disciplinary action. See Immunization Requirements in the *Admissions* section.

Worker's Compensation Insurance

Medical students are not employees of KHSC-KansasCOM; therefore, KHSC-KansasCOM does not provide worker's compensation insurance. The purchase of required coverage may be offered at the facility where the student might be rotating. Any expense incurred is the student's responsibility.

Student Affairs and Services

Learning Enhancement and Mentoring Services

One of the most challenging parts of the medical school experience is feeling supported academically and adjusting one's study skills and philosophy to a new way of learning. That is why KHSC-KansasCOM has created several academic support services for medical students.

Resources include peer tutoring, professional tutoring, and learning specialists. In addition to these services, students are requested to take assessments like the LASSI (Learning and Student Strategies Inventory) to help them with their academic skills.

Learning Specialists

KHSC-KansasCOM offers academic support including workshops, tutoring, board exam preparations, course remediation, course reviews, and one-on-one academic counseling. Students are encouraged to seek this support proactively to ensure their academic performance is positive.

Mentoring Services

KHSC-KansasCOM connects each student with a faculty mentor starting at the beginning of their first year in order to provide connection and support. In addition to faculty mentors, all entering KHSC-KansasCOM students are assigned a peer mentor, who serves as a mentor throughout their OMS I year in medical school.

Faculty Mentoring

KHSC-KansasCOM believes a critical component of supporting students is to provide each student with a faculty mentor. Because students are all block registered, the faculty mentor plays no role in course registration. Rather, they are here to support students. Whether the student has a personal issue, is struggling with course content, or is wanting advice on the type of residency to pursue, the faculty mentor is here to assist. Faculty mentors meet with students at regularly scheduled intervals.

Peer Mentoring

Research clearly highlights the importance of medical students having a mentor who can provide advice, support, and guidance. KHSC-KansasCOM is committed to provide a variety of mentors for students. Each student is assigned a peer mentor, who serves in the role of a mentor through the entire OMS I year of medical school. The peer mentor program gives students the opportunity to meet with and receive support from students who have recently finished the OMS I year themselves.

Tutoring

The KHSC-KansasCOM tutoring program provides limited supplemental instruction at no cost to students. Qualified tutors are selected to provide both large and small group tutoring for medical students through the academic year. Both student tutors and professional tutors are available, depending on the student's academic year. All KHSC-KansasCOM students are encouraged to participate in the tutoring program.

Tutors also provide large group review sessions several times throughout the academic year.

Behavioral Intervention Team

The behavioral intervention team (BIT) exists to ensure a safe and healthy environment for all faculty, staff, and students within the KansasCOM community. Its responsibility is to assess, intervene, and prevent behavioral risks and hazards and to provide timely and effective responses to health and safety concerns. The BIT has a broad range of responsibilities and activities including risk assessment and prevention, emergency preparedness, promotion of wellness and education, incident management and reporting, and policy development and compliance.

The BIT team can be called together by any member of the team who believes there is a need to have the team assess a particular individual and/or situation. Their authority is broad and includes being able to direct faculty and staff to intervene appropriately on behalf of KansasCOM. BIT has the authority to assess and make key decisions on behalf of the entire institution, consistent with all policies within the Student Handbook and Academic Catalog.

BIT team members are selected by The President's Cabinet.

KHSC-KansasCOM Student Support Team

The Student Support Team (SST) is made up of KHSC-KansasCOM faculty and staff charged with being the primary panel for proactively retaining and identifying at-risk students and developing the interventions to assist students who are struggling. The SST will review a student's academic record as part of their charge. In addition, the team will review all qualitative and/or quantitative data and information about the student's co-curricular experiences, 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 SST will make recommendations, and in some cases, will mandate specific actions designed to bring to bear all KHSC-KansasCOM resources to help the student improve their academic standing. The SST has broad authority to review students' records, decide how best KHSC-KansasCOM can assist the student academically, and can recommend, and in some cases require, a broad number of resources designed to support the student intellectually, emotionally, and professionally.

SST (Student Support Team) is not a disciplinary committee. Its primary function is to serve as KHSC-KansasCOM's primary retention team. SST's meetings are not public, and the team follows all privacy guidelines in accordance with FERPA (Family Educational Rights and Privacy Act) and HIPAA as a part of its processes and procedures.

Counseling and Support Services

KHSC-KansasCOM understands the intense environment and extra stress that medical students experience. Because it is important for students to be emotionally healthy, students are encouraged to utilize the counseling services that are available to them on-campus.

KHSC-KansasCOM has a multi-dimensional counseling support network for all KHSC-KansasCOM students. First, KHSC-KansasCOM has a licensed counselor on-campus. Students may make appointments in confidence by contacting the counselor directly via phone or through Guardian. Students can reach KHSC-KansasCOM Counseling Services at: (316) 315-5639.

Counseling Services provides immediate support for students on campus through psychotherapy, proactive support programs to assist with the extra stresses associated with medical school and graduate study, and the provision of additional information and support through the KHSC-KansasCOM orientation process. Counseling services can also assist students who are dealing with any kind of substance abuse or addiction issue.

Second, KHSC-KansasCOM also provides students with 24/7 access to ComPsych, a free and confidential counseling service available to students and their families. ComPsych is a nation-wide network in all 50 states. For students wishing to be seen by a counselor, psychologist, or psychiatrist off-campus, ComPsych is available at: www.compsych.com. ComPsych is also an excellent option for students who are on clinical rotations away from campus and in other states.

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

Career Services

For students seeking career support, the Office of Career Services provides a wide variety of resources for students that can assist with their specialty selection, residency application processes, and interview skill development. Each KHSC-KansasCOM student is provided a free subscription to Careers in Medicine, a career-focused online tool that provides a wealth of medical career information for medical students. KHSC-KansasCOM cannot guarantee employment upon graduation, but KHSC-KansasCOM provides advising for all students on future medical careers. For more information, students are encouraged to contact the Career Services Specialist.

Orientation

Orientation is required of all new students, in person. This occurs the week before classes begin at KHSC-KansasCOM. The goal of orientation is to help prepare new students for the rigors of medical education and the KHSC-KansasCOM curriculum. OMS II students will have a shortened orientation at the start of their OMS II year to update them on changes that have occurred over the summer, remind them of key policies, and to allow them to provide feedback to key members of KHSC-KansasCOM.

Student Government Association (SGA)

The SGA serves as the primary liaison between the student body and the KHSC-KansasCOM administration. All KHSC-KansasCOM students in good academic standing are allowed to run for positions on the SGA. There are representative and officer positions available for each KHSC-KansasCOM class. An activity fee, paid by each student, financially supports SGA activities and SGA-chartered organizations. SGA members serve on administration and faculty committees and help to bring about changes that benefit the student body as a whole.

The election process for OMS I SGA positions begins in the fall of the OMS I year. For more information, please contact the Office of Student Affairs about the nomination, petition, and election processes.

Student Leadership Requirements

Any KHSC-KansasCOM student who is holding a leadership role in a KHSC-KansasCOM endorsed program or organization (e.g., SGA, executive leadership, student ambassador) or campus employment position (e.g., KHSC-KansasCOM tutor) is expected to maintain professional standards and be in good academic standing. KHSC-KansasCOM students must maintain a failure free transcript. Any student who has failed a course must discuss the matter with the Director of Student Affairs to determine if they remain in good standing. Student leaders who are not in good standing or are placed on academic probation may be required to resign from their leadership or employment position. Students exhibiting unprofessional behavior and/or are in violation of the Professional Code of Conduct may similarly be required to resign from a leadership or employment position.

Students selected for any professional fellowship program cannot concurrently hold an organization officer position during the year of their fellowship.

A student may appeal the decision. The appeal process will be communicated to the student at the time the initial decision is delivered (verbally or in writing) to the student. If the student wishes to appeal, the student must submit an appeal in writing to the Associate Dean for Student Affairs. That appeal should be submitted for review within five business days of receipt of the initial decision.

Student Organizations

KHSC-KansasCOM student organizations offer a variety of opportunities for leadership development, career exploration, community service, education, professional networking, and recreation. Most student organizations at KHSC-KansasCOM fall into one of two categories: Student Government Association (SGA)-chartered organizations or special interest groups. Chartered organizations are eligible to participate in SGA's funding request process. Special interest groups are

recognized as such by Student Affairs. KHSC-KansasCOM affords both types of organizations certain benefits and expects them to abide by certain requirements and procedures, which are detailed below.

Leadership from the student interest group requesting recognition must submit a Student *Organization Application Form* with the Office of Student Affairs, confirming basic eligibility requirements and affirming the group's purpose and objectives.

Chartered organizations have the benefit of requesting SGA funds and all other privileges granted to KHSC-KansasCOM endorsed organizations. Organized groups not interested or unable to meet the above-mentioned criteria can become a recognized special-interest group (not receiving SGA funding). Additional information about the new organization application process is available in the Office of Student Affairs and the Student Organization Handbook.

Student organizations endorsed by KHSC-KansasCOM receive certain benefits. These benefits include:

- Privilege to have access to and use of campus facilities.
- Permission to host events, publicize via email notices, and bulletin boards.
- Opportunity to request, through processes determined by Student Affairs, assistance of campus departments (e.g., audio-visual, IT, etc.).
- Inclusion in KHSC-KansasCOM publications and on the website with approval from Student Affairs.
- Limited funding at the discretion of the Student Senate (SGA-chartered organizations only).
- Opportunity to recruit new members at the annual fall organization fair.
- Documentation to satisfy requirements for national affiliation.
- Opportunity to schedule events on the KHSC-KansasCOM calendar.

KHSC-KansasCOM is not responsible for the activities of student organizations; however, organizations are expected to meet certain criteria. To acquire and maintain officially endorsed status, organizations must:

- Abide by SGA and campus policies, in addition to federal, state, and local laws and ordinances.
- Have at least one KHSC-KansasCOM employee who serves as an organization advisor.
- Submit the following documents to Student Affairs:
 - Constitution and by-laws.
 - Membership list updated by October 1st each year.
 - Date and location of regular meetings (off- and on-campus).
 - Participate in the annual organization fair to welcome new students to KHSC-KansasCOM.
 - Conduct at least one community service project each academic year.
 - Complete all forms required by Student Affairs in a timely manner (Contact Student Affairs in order to access organizational forms).

KHSC-KansasCOM endorsed organizations may have such recognition revoked by the Associate Dean for Student Affairs and/or the Director of Student Affairs. If the organization becomes inactive, has violated any requirements set forth by the organizations' constitution and/or bylaws or KHSC-KansasCOM Code of Conduct the organization and its members may be subject to disciplinary action. Additionally, if any of the student organization's activities conflict with the best interests of KHSC-KansasCOM the organization may be subject to disciplinary action. If students wish to continue the organization's activities once official recognition has been revoked, the organization must go through the process established for official recognition of a new student organization.

Student Health, Wellness, and Safety

Health and Wellness

Mental Health Services

KHSC-KansasCOM understands the intense environment and extra stress that medical students experience. Because it is important for students to be emotionally healthy, students are encouraged to utilize the counseling services that are available to them on-campus.

KHSC-KansasCOM has a multi-dimensional counseling support network for all students. First, KHSC-KansasCOM has a licensed mental health counselor on-campus. Students may make appointments in confidence by contacting the mental health counselor directly via phone 316-315-5639 or email khsccounseling@kansashsc.org.

Counseling Services provide immediate support for students on campus through psychotherapy in addition to proactive support programs to assist with the extra stresses associated with medical school and graduate study. Counseling Services can also assist students who are dealing with any kind of substance abuse or addiction. All conversations with KHSC-KansasCOM counseling services staff are completely confidential. No information is shared outside of counseling services unless the student provides written consent.

Second, KHSC-KansasCOM also provides students with 24/7 access to ComPsych, a free and confidential counseling service available to students and their families. ComPsych is a nation-wide network in all 50 states. For students wishing to be seen by a counselor, psychologist, or psychiatrist off-campus, ComPsych is available at: www.compsych.com. To access ComPsych please use the following:

- Guidanceresources.com
- WebID: COM589
- 800-272-7255

ComPsych is also an excellent option for students who are on clinical rotations away from campus and in other states. In addition, it is also made available to direct family members of each KHSC-KansasCOM student, free of charge.

All counseling referrals and sessions are confidential and are not considered as part of the student's educational records.

Physical Health Services

KHSC-KansasCOM does not provide on-site student health services. A wide range of health services are available to all students within the local community.

KHSC-KansasCOM students may seek health care through a group of off-campus clinical providers in the Wichita, Kansas, area. If one is looking for a provider, please see the Physical Health Services page on the website for recommended providers. All services are provided in accordance with the Health Insurance Portability and Affordability Act (HIPAA) and are strictly confidential. When students are rotating outside of Wichita, one of their first responsibilities is to find a local health care provider, within the community they are rotating, in case they need to be seen.

KHSC-KansasCOM encourages students to establish a health care home with a primary care provider. Becoming 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, they should contact their own provider. Clinic information is available to students in the Office of Student Affairs and Services. Students need to present their insurance card when seeing any health care provider. All expenses for health services are the responsibility of the student.

Impaired Medical Student

KHSC-KansasCOM's fundamental responsibility is to ensure the health and well-being of its students. Physician burnout and impairment are realities within the medical education world. This impairment, due to use of alcohol, substance abuse, and/or emotional and mental illness, is often first manifested during medical school.

Medical students are entitled to a safe environment that supports wellness and professional and personal well-being. The educational environment at KHSC-KansasCOM is designed in such a way as to be protective, sensitive, and able to intervene in situations where a student physician needs help and support without jeopardizing the student's right to confidentiality and the successful continuation of their training.

All KHSC-KansasCOM students are strongly encouraged to seek help and assistance for any problems they are experiencing with alcohol, drugs, and/or mental illness that impact their ability to function as a medical student. Students who proactively reach out for support and treatment are much more likely to successfully complete their medical training.

Definition: For the purposes of this policy, "impaired" shall mean under the adverse influence of alcohol or any narcotic or drug; or, mentally unable to reason, communicate or perform medical services in a safe, professionally acceptable manner or carry out any duties, assignments, or requirements of the medical education program and curriculum.

Resources: There are several resources that KHSC-KansasCOM endorses and refers students to in situations where impairment is an issue.

Kansas Medical Society- Professionals' Health Program
623 SW 10th Avenue
Topeka, Kansas 66612
(800) 332-0156
www.fsphp.org/kansas

Carolyn Westgate, MS, LCPC, Program Director
Acumen Institute
4321 W. 6th Street
Lawrence, Kansas 66049
(785) 856-0473
www.acumeninstitute.org

Professional Renewal Center
1421 Research Park Dr., #3B
Lawrence, Kansas 66049
(877) 978-4772
www.prckansas.org

Impairment Process and Procedures: Impairment within a medical student is often subtle and difficult to detect. It is most often discovered as a significant and persistent change in behavior. Such changes in behavior may be manifested in any or all of the physical, emotional, family, social, educational, or clinical domains of functioning. In the event a faculty or staff member notices behavioral changes that are concerning, the resulting process will be followed:

1. The Office of Student Affairs and Services will reach out to the students and request a meeting. The behavioral concerns will be shared with the student.
2. When a student recognizes an issue with alcohol, substance abuse, and/or emotional difficulties, the student will receive information about the resources available for treatment and support. Additionally, the Office of Student Affairs will engage in a discussion with the student regarding how time away for treatment can be managed by KHSC-KansasCOM. Every effort will be made to facilitate the student's return to their academic program once they have received clearance to resume their studies.
3. Should the student deny a problem with alcohol, substance abuse, and/or emotional problems, KHSC-KansasCOM reserves the right to test all students for impairment. The cost of the testing, in this situation, is assigned to the student. Testing includes, but is not limited to, alcohol/narcotic testing, and/or psychological

assessment. Students refusing to submit to an alcohol/narcotic test and/or psychological assessment may face disciplinary action. (See the Student Handbook and the Code of Professional Conduct for details.)

Should the student require an intervention including inpatient treatment, they will be placed on a medical leave of absence. The Office of Student Affairs and Services will communicate with the students about how the medical leave will be handled and what requirements will be a part of said leave. The expectation will be that the student adheres to all conditions of their treatment plan, medical leave of absence, and any follow-up conditions for return. Failure to comply may result in disciplinary action and the student not being allowed to return from their leave.

Health Insurance Requirement

KHSC-KansasCOM requires its students to meet certain health-related requirements including a requirement to be fully insured with personal health insurance and to be fully vaccinated according to CDC guidelines. Please refer to the KHSC-KansasCOM Health Requirements section of the Admissions page for full requirements.

Exposure to Bodily Fluids

Students are expected to use universal precautions when exposed to blood or bodily fluids. Students exposed to blood and/or bodily fluids should follow the institution's policy where the incident occurred. KHSC-KansasCOM and the institution where the incident occurred should be notified immediately, and students should follow all protocols required of them, including completing an incident report. A copy of the completed incident report must be sent to the Office of Clinical Education or to the Office of the Dean and Chief Academic Officer. For incidents occurring on the KHSC-KansasCOM campus, please refer to the Injuries Occurring on Campus policy. Students should follow that policy in its entirety.

Immunizations

All matriculating students at KHSC-KansasCOM are required to be vaccinated in accordance with the Centers for Disease Control and Prevention (CDC) immunization guidelines. These guidelines change and are updated periodically, and applicants and students are expected to be knowledgeable regarding the current CDC guidelines for health care workers found on: www.cdc.gov. See Immunization Requirements in the *Immunizations* section.

Students who fail to meet these guidelines may jeopardize their eligibility for continued enrollment.

Medical Treatment of Students by KHSC-KansasCOM and Affiliated Faculty

KHSC-KansasCOM wants to avoid all conflicts of interest related to the medical treatment of its students. KHSC-KansasCOM faculty, including clinical clerkship preceptors, will not provide medical treatment of or medical advice to KHSC-KansasCOM students. Students must seek healthcare advice and/or treatment off-campus from a non-KHSC-KansasCOM related source. See KHSC-KansasCOM's website for a list of recommended healthcare providers in the Wichita area, who do not have a conflict of interest and are available to see and treat students.

Although not encouraged, in the event a KHSC-KansasCOM faculty member must provide medical treatment for a student, such as in an emergency medical situation, they are required per policy, to recuse themselves from all situations where they may have to assess, grade, and/or provide professional feedback for that particular student.

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

Should a student have difficulty in finding medical treatment/advice, they can contact the staff in the Office of Student Affairs and Services for a referral to an appropriate local physician.

Campus Safety, Security, and Facilities

Security and Safety On-Campus

KHSC-KansasCOM is located within a metropolitan area. KHSC-KansasCOM 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 at all times.

KHSC-KansasCOM security officers patrol 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 KHSC-KansasCOM students, faculty, and staff. The department also enforces parking regulations and serves as a repository for lost and found items.

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

Timely Warnings

Timely warnings are notifications to the campus community providing timely and relevant information when certain crimes have occurred in a certain geography. Such warnings are posted any time a situation poses a serious or on-going threat to the campus community. These communications enable members of the community to protect themselves and include information that promotes safety and aids in the prevention of unsafe circumstances. This warning will include pertinent information about the crime that triggered the warning.

Timely warnings will be issued for all reportable Clery Act crimes when:

1. The crime occurs within KHSC-KansasCOM's Clery Act geography; and/or
2. The crime is reported to campus security authorities or local police agencies; and
3. The crime is considered to represent a serious or continuing threat to the campus community.

Clery Act Crimes

Clery Act crimes include the following: murder and non-negligent manslaughter, negligent manslaughter, aggravated assault, arson, burglary, robbery, motor vehicle theft, rape, fondling, incest, statutory rape, liquor law violations, weapons possession, drug abuse violations, hate crimes, domestic violence, and stalking.

Emergency Communication and Notices

Depending on the incident and nature of the threat, KHSC-KansasCOM will use mass notification methods to provide emergency notifications to the campus community.

These methods include the following, but this list is not exhaustive:

- Emails to KHSC-KansasCOM.org accounts.
- Text alerts to cell phones.
- Posting information to the KHSC-KansasCOM website; and/or
- Other methods as appropriate (e.g., media, handouts, phone calls, etc.).

Annual Clery Act Reporting Requirements

In accordance with the Clery Act and the U.S. Department of Education regulations applicable to institutions of higher education participating in federal financial aid programs, KHSC-KansasCOM shall annually publish a security report containing KHSC-KansasCOM's policies related to safety and security and required crime statistics and distribute the report to all current students and employees. The annual report will be archived with the Chief Financial Officer.

Annual Security Report

In compliance with regulations of the U.S. Department of Education, Kansas Health Science Center (KHSC-KansasCOM) security publishes an annual security report and distributes the document to all students, faculty, and staff. The Campus Security Act requires all institutions of higher education to:

- Publish an annual report by October 1, each year, 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 KHSC-KansasCOM officials who have "significant responsibility for students and campus activities."
- Provide "timely warning" notices of those crimes that have occurred and pose an on-going "threat to students and employees".
- Disclose in a public crime log "any crime that occurred on-campus or within the patrol jurisdiction of Campus Security and is reported to Campus Security." This log is available upon request in the security office.

Animals On-Campus

Only pre-approved service animals are allowed on-campus. All other animals are not allowed to enter the KHSC-KansasCOM building. Emotional Support Animals are not allowed on-campus. See the Accommodations Policy for more information on service and emotional support animals.

Building Hours and Services

Typical building hours of operation will be 7am to 11pm, Monday through Friday. Weekend hours of operation are 9am to 6pm, Saturday and Sunday. Hours may be extended during peak testing times. Those time changes will be communicated directly to students via their KHSC-KansasCOM email.

Building Evacuation Plan

In the event of an emergency requiring evacuation, designated campus officials will begin a floor-by-floor evacuation of each affected building. Students, faculty, staff, and visitors are instructed to leave personal belongings and evacuate the building quickly.

General evacuation guidelines and best practices are outlined below:

- Building management will provide information and instructions via the emergency alert system throughout the building.
- Do not use elevators.
- Do not bring food or drink with you and/or into any stairwell.
- Do not break windows.
- Always stay to the right within the stairwell to allow emergency personnel to pass.
- If applicable, fire escapes should be used as a last resort.

Persons Requiring Assistance with Evacuation Procedures

In the event of a building or campus evacuation, local municipal emergency personnel are the only personnel formally trained and authorized to provide physical evacuation assistance to individuals with mobility impairment. In the event danger is imminent and there is no time to wait for municipal personnel, Kansas Health Science Center (KHSC-KansasCOM) suggests the following evacuation options for students, faculty, staff and visitors with such impairments:

- Horizontal Evacuation Option: Move a safe distance away from the area of imminent danger to another space of the building or opposite end of the corridor.
- Stay in Place Evacuation Option: Unless danger is imminent, remain in a room with an exterior window, and if possible, a closed door. If possible, dial 9-1-1. The individual calling emergency personnel should be prepared to tell the 9-1-1 operator his or her name, location, and the nature of the emergency.
- "Buddy System" Evacuation Option: Individuals with a mobility impairment should make prior arrangements with a student, staff, and/or faculty acquaintance (a "Buddy") of the need for special assistance in the event of a fire alarm or any other situation which may require evacuation. During an evacuation, the "Buddy" should make sure of the individual's location, then go outside and inform emergency personnel of a person in a specific location who needs assistance in leaving the building.

Most areas on campus are equipped with fire alarm horns/strobes that sound an alarm and flash strobe lights. However, persons with hearing and/or vision impairments may not immediately notice or hear emergency alarms and may need to be alerted of emergency situations. Some persons may need to be alerted to the situation by gestures or by turning the light switch on and off repeatedly.

Emergency instructions can also be communicated by verbalizing, mouthing, or by short, explicit written note. KHSC-KansasCOM employees are encouraged to offer such assistance, as appropriate.

Campus Visitors

Visitors are defined as any individual who is not part of the KHSC-KansasCOM or building staff, a current KHSC-KansasCOM student, or other personnel that has already been granted recurring access to the campus. Anticipated visitors include:

- Applicants
- Suppliers or Vendors
- Contractors
- Patients
- Accreditation Representatives
- General Public
- Community Representatives
- Partner Institution Staff or Faculty
- Family and Friends

Visitor Procedures

Visitors must comply with the following guidelines:

- Normal visiting hours are 8am - 5pm Monday-Friday (excluding holidays).
- All visitors are required to check-in with the security desk upon entry.
- All visitors must be accompanied by a KHSC-KansasCOM employee or student.
- The employee or student is responsible for the visitor until they are checked out and leave campus.
- All visitors will be issued a visitation badge that should be always worn and visible.
- Visitors without appropriate authorization will be refused entry.
- Visitors without an appropriate badge will be escorted by security off the premises.
- Certain areas may be restricted to visitors.

Fire Prevention

Fire prevention is a community-wide priority. In the interest of fire prevention and safety, faculty, staff, and students must maintain an awareness of various potential building hazards in their respective areas. Always remove clutter; properly dispose of old papers, books, boxes, etc.; keep corridors and hallways clear; and safely store flammable substances appropriately.

All KHSC-KansasCOM personnel should also make an effort to familiarize themselves with the locations of stairwells, fire escapes, and emergency equipment, such as fire extinguishers and hoses, in and around the areas of campus they frequent.

How to Use a Fire Extinguisher

P - Pull the pin without squeezing the handles together.

A - Aim at the flames from 10-12 feet.

S - Squeeze the handles together; do not release until the fire is completely extinguished.

S - Sweep from edge to edge of the area on fire.

Identification and Building Access Cards

KHSC-KansasCOM utilizes a card access system on all building entrances. Access cards are issued by security 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 above the waist, preferably on the upper torso region, and visible from the front. ID badges/access cards must be presented when requested by any member of the KHSC-KansasCOM 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-KHSC-KansasCOM personnel. Students are expected to keep their ID badges/access cards during their entire educational career at KHSC-KansasCOM but must return it to the Office of Student Affairs and Services or Campus Security upon termination of student status. For all lost, stolen, or misplaced ID badges/access cards, students may receive a replacement at the Security Office. Replacement cards are subject to a replacement fee.

Inclement Weather

KHSC-KansasCOM President and/or designee of KHSC-KansasCOM may declare KHSC-KansasCOM closed or delay opening due to inclement weather. In the event this should occur, a decision will be made no later than 7am and announced to the campus community.

Electronic announcements will be sent to all students, faculty, and staff via email and other electronic announcement systems. If an announcement is not made regarding the closing or delay of opening of KHSC-KansasCOM, students should assume that KHSC-KansasCOM is open and attend class at the regularly scheduled times.

Injuries Occurring On-Campus

If a student experiences an accident or injury on campus, the student should report the incident to Campus Security and the Office of Student Affairs and Services immediately, and no later than 24 hours after the occurrence. If KHSC-KansasCOM offices are closed at the time of the incident, the incident should be reported the next business day. A member of Campus Security will complete an accident/injury report. The Director of Physical Operations and Security will assign the incident report for investigation.

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. Recommendations for any corrective action will be submitted to the Chief Administrative Officer.

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

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

Lost and Found

Lost and found is in the Campus Security Office. In the event you have lost something, please contact Campus Security. Should you lose something on-campus, you can reach out to Security or the Office of Student Affairs and Services to notify KSHC-KansasCOM of the lost item.

Motor Vehicles and Parking

KHSC-KansasCOM makes parking available for employees and students. There is a large parking area dedicated to student parking. Student parking options are available on a first-come, first-served basis. Students are not allowed to park in parking areas that are marked "reserved" or "visitor."

All KHSC-KansasCOM students must have a parking permit displayed on the passenger side windshield of their vehicle in order to park in a KHSC-KansasCOM parking lot. KHSC-KansasCOM assumes no responsibility for articles left in vehicles, or for any loss by theft or 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.

Security Escorts

KHSC-KansasCOM security offers an on-campus security escort if requested. This service is available during building hours, throughout the year, except for when the campus building is closed. A Campus Security officer will walk students to buildings and/or vehicles parked in and around KHSC-KansasCOM parking lots. Those interested in a security escort should contact Campus Security.

Smoking and Tobacco Use

KHSC-KansasCOM is a tobacco free campus.

Student Lockers

KHSC-KansasCOM provides lockers for students located within the campus building. Students can place personal items within the locker. Lockers are assigned by the Office of Student Affairs and Services. The Office of Student Affairs and Services will communicate the locker reservation process to students during KHSC-KansasCOM orientation.

Lockers are reserved for the entire academic year. Locks for the lockers are provided to each student by the Office of Student Affairs. Should a student lose or damage their lock, there is a replacement charge.

At the end of the academic year, students are responsible for removing all personal content in accordance with the deadline communicated by the Office of Student Affairs and Services. All unclaimed locker contents will be disposed of after 90 days (about 3 months) from that deadline. Campus Security has the authority to gain access to each locker, should that be necessary.

Anti-Discrimination, Anti-Harassment, and Title IX - Summary

*The text below is a summary of Kansas Health Science Center's Anti-Discrimination, Anti-Harassment and Title IX Policy ("Policy"). For full policy, please click [here](#).

Introduction

Kansas Health Science Center (KHSC-KansasCOM) acknowledges its ethical and statutory responsibility to afford equal treatment and equal opportunity to all persons and thus complies with all applicable laws and directives regarding nondiscrimination and equality of opportunity. As required by Title VI, Title IX, Section 504 and all other applicable federal and state laws, KHSC-KansasCOM does not discriminate and prohibits discrimination and harassment against its employees, students, and applicants based on race, ethnicity, color, sex, gender, gender identity, gender expression, genetic information, religion, creed, age (40 years or older), national origin or ancestry, sexual orientation, physical or mental disability, marital or parental status, pregnancy, military or veteran status, political activities/affiliations, or any other impermissible reason in its programs and activities ("Protected Category" or "Protected Categories").

KHSC-KansasCOM is committed to creating and maintaining a safe learning and working environment that is free from unlawful discrimination, harassment, and retaliation. The Policy prohibits discrimination, harassment, and Sexual Misconduct, which includes Sexual Harassment, and all other forms of discrimination and harassment based on membership in any Protected Category. The Policy also prohibits retaliation against anyone who exercises their rights under the Policy.

The Policy applies to all employees, students, and other KHSC-KansasCOM community members. KHSC-KansasCOM has authority to investigate conduct occurring on KHSC-KansasCOM's campus, in connection with its educational programs, activities, and services, or that puts KHSC-KansasCOM community members at risk of serious harm or otherwise creates a hostile learning and/or working environment.

Discrimination

Discrimination is an adverse action taken against or harassment of an individual based on membership in any Protected Category.

Harassment

Harassment refers to unwelcome behavior based on membership in any Protected Category. Harassment becomes impermissible where 1) enduring the offensive conduct becomes a condition for any academic-related purpose, or 2) the conduct is severe or pervasive enough to create an academic environment that a reasonable prudent person would consider intimidating, hostile, or abusive.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

- Conduct based on sex that satisfies one or more of the following: quid pro quo, sexual harassment, sexual assault, dating violence, domestic violence, stalking as defined in the full Policy. Sexual Harassment may fall within or outside of the Title IX definition of Sexual Harassment found in Appendix B of the full Policy.

Petty slights, annoyances, and isolated incidents will not rise to the level of violation of a KHSC-KansasCOM policy or rule. To be considered a violation, the conduct must create an environment that would be intimidating, hostile, or offensive to a reasonable person.

Offensive conduct may include jokes, slurs, epithets, or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, or interference with academic performance.

When discriminatory harassment rises to the level of creating a hostile environment, KHSC-KansasCOM may also impose sanctions on the Respondent through the application of the appropriate grievance process set forth in the Policy.

The Policy includes a prohibition of online and cyber manifestations of any of the behaviors prohibited through this policy when those behaviors occur in or influence KHSC-KansasCOM's education program and activities or use KHSC-KansasCOM networks, technology, or equipment.

Retaliation

KHSC-KansasCOM also bars retaliation against any person who exercises their rights under the Policy, including filing a good faith report of discrimination or harassment, participating in the complaint resolution procedures relating to the same, supporting a Complainant or Respondent, or assisting in providing information relevant to an investigation.

Reporting Complaints of Discrimination, Harassment or Retaliation

A student who believes they have been subject to unlawful discrimination, harassment, or retaliation based on a Protected Category, whether by faculty members, employees, training supervisors, visitors, or other students, should report such matters to the Associate Dean of Student Affairs and Services and/or Title IX Coordinator. Preparation of a written complaint may be required depending on the complaint's basis. Complaints should include details of the incident or incidents, names of the individuals involved, names of any witnesses, and any documents supporting the complaint.

Response to Complaints - Resolution Processes

When the Associate Dean for Student Affairs and Services/Title IX Coordinator receives a complaint, they will take prompt and appropriate action. The process used to address the complaint will depend on the subject matter of the complaint. For complaints of Title IX Sexual Harassment, the Title IX Grievance Process, as described in Section C of the Policy, will be used. For all other complaints, the General Discrimination, Harassment and Retaliation Resolution Process, as described in Section B of the Policy, will be used. In some instances, an informal resolution process may be used, if deemed appropriate. Complaints and investigations will be handled on a confidential basis, to the extent possible, with regard to the rights of Complainants and Respondents. Information about the complaint and investigation will only be released on a need-to-know basis, or as otherwise required or permitted by law.

Other Reporting Options

Students may also decide to report to law enforcement, if applicable, although they are not required to do so. Reporting of sexual assault, domestic violence, dating violence, and stalking to the police does not commit the Complainant to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate if the Complainant decides to proceed with criminal charges. Early reporting makes it more likely that the police will be able to gather needed evidence before it is lost or destroyed, and that the Complainant will receive timely notice of potentially helpful victim/witness services.

In addition, students may contact a professional counselor, domestic violence counselor, or pastoral counselor, not connected to KHSC-KansasCOM, either through ComPsych (KansasCOM's online counseling services provider) or through other agencies or resources. Information about Student Solutions and other resources are available in the Student Handbook and available online via the KHSC-KansasCOM intranet. KHSC-KansasCOM encourages community members who have experienced sexual misconduct to immediately report the incident to the local police department or another area law enforcement agency.

KHSC-KansasCOM employs a full-time, licensed mental health counselor who is deemed a confidential resource and therefore is not required to disclose a report of sexual harassment allegations (or dating violence, domestic violence, or stalking) to the Title IX Coordinator unless the individual making the report requests the disclosure.

Supportive Measures

Complainants and Respondents may request supportive measures, including but not limited to; academic support, extensions of academic deadlines, class schedule modifications, withdrawals, leaves of absence, no-contact order,

student financial aid counseling and referral to counseling, medical or other healthcare services and visa and immigration assistance, which shall be provided, as deemed appropriate, in accordance with the Policy. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to KHSC-KansasCOM's Education Program or Activity, including measures designed to protect the safety of all parties or KHSC-KansasCOM's educational environment, and/or deter harassment, discrimination, and/or retaliation.

KHSC-KansasCOM will maintain the privacy of the supportive measures if privacy does not impair KHSC-KansasCOM's ability to provide supportive measures. KHSC-KansasCOM will act to ensure as minimal an academic impact on the parties as possible. KHSC-KansasCOM will implement measures in a way that does not unreasonably burden any party.

Emergency Removal

In certain circumstances, the Title IX Coordinator/Associate Dean for Student Affairs and Services may determine that an emergency removal is appropriate. If that decision is made, the Respondent will be notified of the decision and be given the option to meet with the Title IX Coordinator/Associate Dean for Student Affairs and Services prior to such emergency removal being imposed or as soon thereafter as reasonably possible to show cause why the action should not be implemented or should be modified.

Title IX Advisors

The Complainant and Respondent are entitled to have a Title IX Advisor of their choosing accompany them to any meeting or proceeding within the Title IX Formal Grievance process if they choose. The parties may select whoever they wish to serve as their Title IX Advisor if the Title IX Advisor is eligible and available. At the hearing, cross-examination is required and must be conducted by the parties' Title IX Advisors. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have a Title IX Advisor for a hearing, KHSC-KansasCOM will appoint a trained Title IX Advisor for the limited purpose of conducting any cross-examination during the hearing. Contact the Title IX Coordinator to obtain a list of those individuals available to serve as a Title IX Advisor.

Sanctions and Remedial Action

If KHSC-KansasCOM determines that the Policy was violated, sanctions may be imposed, and effective remedial action will be taken. Individuals who violate the Policy will be subject to disciplinary action, up to and including removal from KHSC-KansasCOM. In addition, appropriate action will be taken to deter any future unlawful discrimination, harassment, or retaliation.

For students, the sanctions that may be imposed include:

- Formal written warning;
- Academic Improvement Plan (a plan intended to require reflection and remediation of behavior found to be in violation of this policy);
- No contact order pertaining to certain KHSC-KansasCOM community members or physical locations;
- Withholding of degree conferral and/or issuance of a diploma;
- Referral to counseling services and/or ComPsych for the Respondent;
- Required training or education; and/or
- Dismissal from KHSC-KansasCOM.

Appeals

The parties have the right to appeal a decision made in certain circumstances. The details of the appeals process depend on the subject matter of the complaint. For appeals resulting from a report of Title IX Sexual Harassment, the Appeals process contained within the Title IX Grievance Process, as described in Section C of the Policy, will be used. For all other

appeals, the General Discrimination, Harassment and Retaliation Resolution Process, as described in Section B of the Policy, will be used.

For the Full Anti-Discrimination, Anti-Harassment and Title IX Polic, please click [here](#).

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Please refer to the KHSC-KansasCOM Faculty Directory for the most current information at:
<https://kansascom.kansashsc.org/faculty/>.

Course Catalog

ANES 801 - Anesthesiology

Course Description: The Anesthesiology Clerkship is a surgery subspecialty experience under the umbrella of a surgical subspecialty rotation. Students will gain clinical exposure primarily in an operating theater to the critical aspects of anesthesia care. Techniques of local anesthesia and general anesthesia will be introduced. **Credits: 5**

ANES 802 - Pain Management

Course Description: The Pain Management Clerkship is a surgery subspecialty experience designed to provide students with clinical exposure, observation, and training to further their understanding within the field of pain management. Students will witness medical management of pain, including the judicious use of opioids, and the use of various pain blocks. **Credits: 5**

ANES 901e - Anesthesiology(e)

Course Description: The Anesthesiology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field of anesthesia. Students will gain clinical exposure primarily in an operating theater to the critical aspects of anesthesia care. Techniques of local anesthesia and general anesthesia will be introduced. **Credits: 2-15**

ANES 901s - Anesthesiology(s)

Course Description: The Anesthesiology 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. Students will gain clinical exposure primarily in an operating theater to the critical aspects of anesthesia care. Techniques of local anesthesia and general anesthesia will be introduced. **Credits: 2-15**

ANES 902e - Pain Management(e)

Course Description: The Pain Management 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. This rotation is designed to provide students with clinical exposure, observation, and training to further their understanding within the field of pain management. Students will witness medical management of pain, including the judicious use of opioids, and the use of various pain blocks. **Credits: 2-15**

ANES 902s - Pain Management(s)

Course Description: The Pain Management 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. This rotation is designed to provide students with clinical exposure, observation, and training to further their understanding within the field of pain management. Students will witness medical management of pain, including the judicious use of opioids, and the use of various pain blocks. **Credits: 2-15**

ANT 601 - Integrated Anatomical Sciences I

[COM2026 only]

Course Description: This is the first course in a two-year longitudinal comprehensive program focused on the disciplines of Gross Anatomy, Developmental Anatomy (Embryology), Microscopic Anatomy (Histology), and Neuroanatomy. In Anatomy I, students will examine the development of humans from single cells to the embryo, study the structures that constitute a cell, explore the components of tissues, and survey the structure and organization of the human body. This course integrates clinical imaging (ultrasound, plain film x-ray, computed tomography, and magnetic resonance imaging), virtual dissection, virtual microscopy, and practical exercises. **Credits: 4**

ANT 602 - Integrated Anatomical Sciences II

[COM2026 only]

Course Description: Students will study the detailed structure and organization of the thorax (chest) and abdomen focused on the heart and vascular system, pulmonary system, and gastrointestinal system. The heart and vascular system including the development, neural control, and histological features of the heart and blood vessels throughout the body. The pulmonary system includes the trachea, larynx, lungs, and the structures that subserve respiration and speech. The gastrointestinal system includes the oral cavity, pharynx, esophagus, stomach, intestines, and associated organs that subserve eating, digestion, and elimination. These systems are studied from an integrated anatomical approach using virtual dissection, clinical imaging, virtual microscopy, and practical exercises. **Credits: 4**

ANT 603 - Integrated Anatomical Sciences III

[COM2026 only]

Course Description: Students will study the detailed structure and organization of the renal system including the kidneys, urinary bladder, and mechanisms of fluid elimination, the endocrine system including all of the endocrine organs, their structure, function, and mechanisms of neural control. Students will also focus on the musculoskeletal system including the vertebral system, skull, and appendicular skeleton, the skeletal muscular system, joints, and movements. These systems are studied from an integrated anatomical approach using virtual dissection, clinical imaging, virtual microscopy, and practical exercises. **Credits:** 4

ANT 901e - Anatomy (e)

Course Description: The focused anatomy elective in the fourth year provides an opportunity to do cadaveric dissection of a region of interest upon approval by the Director of the Integrated Anatomical Sciences track. This dissection opportunity is self-directed. A faculty member of the Integrated Anatomical Sciences track will provide guidance on a weekly basis. An option for students in this elective is to assist in teaching in the Integrated Anatomical Sciences course as a Teaching Assistant. These electives are four weeks in length. **Credits:** 2-15

CLIN 811e - Clinical Independent Study I (e)

Course Description: This Independent Study course is designed to provide students with additional content for examination board preparation. Students will be provided with Kaplan board preparation resources and will have all faculty available to them for individual instruction during designated office hours. **Credits:** 2-12

CLIN 900e - Clinical Distinction: Military Medicine

Course Description: Clinical Distinction empowers students to step into the role of educational leader. Students will select an area of study that best supports their medical aspirations. Possible topics include military officer/medical training, leadership, artificial intelligence, entrepreneurship, or a clinical experience not included in the current catalog. Learning outcomes, educational activities, assessments, and timelines will be developed in collaboration with a faculty mentor and must be approved by the Assistant/Associate Dean of Clinical Education. This course may be repeated for up to 12 credits. Prerequisite: OMS III or IV student in good standing, and approval of Faculty Mentor and Assistant/Associate Dean of Clinical Education. **Credits:** 2-15

CLIN 901e - Clinical Distinction: Independent Study

Course Description: Clinical Distinction empowers students to step into the role of educational leader. Students will select an area of study that best supports their medical aspirations. Possible topics include military officer/medical training, leadership, artificial intelligence, entrepreneurship, or a clinical experience not included in the current catalog. Learning outcomes, educational activities, assessments, and timelines will be developed in collaboration with a faculty mentor and must be approved by the Assistant/Associate Dean of Clinical Education. This course may be repeated for up to 12 credits. Prerequisite: OMS III or IV student in good standing, and approval of Faculty Mentor and Assistant/Associate Dean of Clinical Education. **Credits:** 2-12

CLIN 911e - Clinical Independent Study II (e)

Course Description: This Independent Study course is designed to provide students with additional content for examination board preparation. Students will be provided with Kaplan board preparation resources and will have all faculty available to them for individual instruction during designated office hours. **Credits:** 2-12

EMED 800 - Emergency Medicine

Course Description: The Emergency Medicine Clerkship is a core clerkship designed to expose students to the fundamentals of emergency care of patients of all ages. Students will focus on caring for a host of acute and sub-acute problems some of which may be life-threatening. Students will learn how to stabilize and triage patients with minor maladies and critical illnesses. Students will also engage in didactic experiences through virtual case presentations. **Credits:** 5

EMED 900e - Emergency Medicine (e)

Course Description: The Emergency Medicine 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. The rotation is designed to expose students to the fundamentals of emergency care of patients of

all ages. Students will focus on caring for a host of acute and sub-acute problems some of which may be life-threatening. Students will learn how to stabilize and triage patients with minor maladies and critical illnesses. **Credits:** 2-15

EMED 900s - Emergency Medicine (s)

Course Description: The Emergency Medicine 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. The rotation is designed to expose students to the fundamentals of emergency care of patients of all ages. Students will focus on caring for a host of acute and sub-acute problems some of which may be life-threatening. Students will learn how to stabilize and triage patients with minor maladies and critical illnesses. **Credits:** 2-15

FMED 800 - Family Medicine

Course Description: The Family Medicine Clerkship is a core clerkship experience during which students spend time in ambulatory clinic settings caring for patients from the newborn to geriatric populations. Students, under the guidance of family medicine physicians, will take histories, perform physical examinations, and counsel patients on common chronic medical problems such as diabetes, hypertension, depression, and other common ailments. Students will also engage in didactic experiences. **Credits:** 5

FMED 900e - Family Medicine (e)

Course Description: The Family Medicine 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. During this rotation students spend time in ambulatory clinic settings caring for patients from the newborn to geriatric populations. Students, under the guidance of family medicine physicians, will take histories, perform physical examinations, and counsel patients on common chronic medical problems such as diabetes, hypertension, depression, and other common ailments. **Credits:** 2-15

FMED 900s - Family Medicine (s)

Course Description: The Family Medicine 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. During this rotation students spend time in ambulatory clinic settings caring for patients from the newborn to geriatric populations. Students, under the guidance of family medicine physicians, will take histories, perform physical examinations, and counsel patients on common chronic medical problems such as diabetes, hypertension, depression, and other common ailments. **Credits:** 2-15

HSS 601 - Health Systems Sciences I

Course Description: This is the first course in a two-year series of courses. Students are re-introduced to the main concepts in evidence-based osteopathic medicine. Students will apply their undergraduate coursework and community engagement to medical contexts and encounter epidemiology, statistics, research methods, and the socio-cultural-environmental effects upon health. This course prepares students for Physicianship in the domains of knowledge for practice, practice-based learning and improvement, systems-based practice, interprofessional collaboration, and professional development. Students will be able to express and analyze the integration and importance of prevention healthcare as it pertains to populations and patients. **Credits:** 2

HSS 602 - Health Systems Sciences II

Course Description: Population Health and Evidence-Based Medicine II- This is the second course in a two-year series of courses. Students will expand their knowledge and application of key concepts in health systems science and leadership, while continuing to apply the principles of research and research systems to real-world healthcare challenges. Through participation in this course, students will actively work to develop evidence of their own, as a future physician seeking residency placement through research, career development, and health systems science integrations. **Credits:** 2

HSS 603 - Health Systems Sciences III

Course Description: Population Health and Evidence-Based Medicine III- This is the third course in a two-year series of courses. In this course, students will begin to engage in early contextual learning experiences, serving in healthcare locations caring for underserved populations. Students will begin to work toward creating a needs assessment for a community agency, which will contribute to improving one or more social determinants of health. Students will also apply and analyze new concepts in health systems science, leadership, healthcare informatics, genomics, and artificial intelligence in healthcare. Ultimately, students will build on their value proposition as future residents through career development activities. **Credits:** 2

HSS 704 - Health Systems Sciences IV

Course Description: This is the fourth course in a two-year series of courses. Students will begin substantially developing their value proposition as future residents through achieving specific career readiness milestones and delivering early-stage research. Students will continue to experience early contextual learning, applying and analyzing their knowledge of healthcare systems. Students will continue to explore innovation in medicine through new and emerging science and technologies and grow their understanding of medicine as a business and the reciprocal economic influences on medicine. As future residents, students will synthesize health systems science principles and evaluate the role of physician leaders. **Credits:** 2

HSS 705 - Health Systems Sciences V

Course Description: This is the fifth course in a two-year series of courses. Students will develop their career strategy for their clerkships and residencies. Students will create a needs assessment for a community agency, which will contribute to improving one or more social determinants of health. Students will continue to explore innovation in medicine through new and emerging science and technologies and grow their understanding of healthcare entrepreneurship. As future residents, students will synthesize health systems science principles and evaluate the role of physician leaders. **Credits:** 2

HSS 706 - Health Systems Sciences VI

Course Description: This is the final course in a two-year series of courses. Students will spend focused time with faculty leaders and student teams reviewing and applying principles of evidence-based medicine in readiness for their Level I Exam. In addition, students will apply the principles of evidence-based medicine and value-based care in preparation for clerkships. **Credits:** 2

IBS 601 - Integrated Biomedical Sciences I

[COM2027 only]

Course Description: This is the first course in a two-year series of courses taken by OMS I and OMS II students. Students participate in an intensive introduction to the foundational sciences in medicine, including anatomy, physiology, microbiology, immunology, pharmacology, embryology, biochemistry, and pathology. The patient presentation model guides students in making connections between the structural and functional foundations of health and wellness. Students examine the differences between health and disease, symptoms, and causative or diagnostic schemas, all within the framework of osteopathic medicine. Each progressive course covers new and additional organ systems and patient presentations and cases, all building on the knowledge acquired in earlier terms to prepare students for competent entry to practice. In this trimester, the biomedical sciences focus on the fundamentals of health and disease. Anatomy examines the development of humans from single cells to the embryo, studies the structures that constitute a cell, explores the components of tissues, and surveys the structure and organization of the human body. **Credits:** 14

IBS 602 - Integrated Biomedical Sciences II

[COM2027 only]

Course Description: This is the second course in a two-year series of courses taken by OMS I and OMS II students. Students apply the foundational sciences in medicine, including anatomy, physiology, microbiology, immunology, pharmacology, embryology, biochemistry, and pathology. The patient presentation model guides students in making connections between the structural and functional foundations of health and wellness. Students examine the differences between health and disease, symptoms, and causative or diagnostic schemas, all within the framework of osteopathic medicine. **Credits:** 14

IBS 603 - Integrated Biomedical Sciences III

[COM2027 only]

Course Description: This is the third course in a two-year series of courses taken by OMS I and OMS II students. Students apply the foundational sciences in medicine, including anatomy, physiology, microbiology, immunology, pharmacology, embryology, biochemistry, and pathology. The patient presentation model guides students in making connections between the structural and functional foundations of health and wellness. Students examine the differences between health and disease, symptoms, and causative or diagnostic schemas, all within the framework of osteopathic medicine. Each progressive course covers new and additional organ systems and patient presentations and cases, all building on the knowledge acquired in earlier terms to prepare students for competent entry to practice. **Credits:** 14

IBS 704 - Integrated Biomedical Sciences IV

[COM2026 only]

Course Description: This is the fourth course in a two-year series of courses taken by OMS I and OMS II students. Students apply the foundational sciences in medicine, including anatomy, physiology, microbiology, immunology, pharmacology, embryology, biochemistry, and pathology. The patient presentation model guides students in making connections between the structural and functional foundations of health and wellness. Students examine the differences between health and disease, symptoms, and causative or diagnostic schemas, all within the framework of osteopathic medicine. Each progressive course covers new and additional organ systems and patient presentations and cases, all building on the knowledge acquired in earlier terms to prepare students for competent entry to practice. **Credits:** 14

IBS 705 - Integrated Biomedical Sciences V

[COM2026 only]

Course Description: This is the fifth course in a two-year series of courses taken by OMS1 and OMS2 students. Students apply the foundational sciences in medicine, including anatomy, physiology, microbiology, immunology, pharmacology, embryology, biochemistry, and pathology. The patient presentation model guides students in making connections between the structural and functional foundations of health and wellness. Students examine the differences between health and disease, symptoms, and causative or diagnostic schemas, all within the framework of osteopathic medicine. Each progressive course covers new and additional organ systems and patient presentations and cases, all building on the knowledge acquired in earlier terms to prepare students for competent entry to practice. **Credits:** 14

IBS 706 - Integrated Biomedical Sciences IV

[COM2026 only]

Course Description: This is the sixth course in a two-year series of courses taken by OMS1 and OMS2 students. Students apply the foundational sciences in medicine, including anatomy, physiology, microbiology, immunology, pharmacology, embryology, biochemistry, and pathology. The patient presentation model guides students in making connections between the structural and functional foundations of health and wellness. Students examine the differences between health and disease, symptoms, and causative or diagnostic schemas, all within the framework of osteopathic medicine. Each progressive course covers new and additional organ systems and patient presentations and cases, all building on the knowledge acquired in earlier terms to prepare students for competent entry to practice. This trimester focuses on Introduction to the Clinical Experience and a review for taking the COMLEX level 1 exam. **Credits:** 14

IMED 800 - Internal Medicine

Course Description: The Internal Medicine Clerkship is a core clerkship experience focusing on inpatient and/or outpatient settings. In an inpatient setting, students will be on a hospitalist service where they will be admitting and following patients who are acutely ill. In an outpatient setting, students will work with general internists on a range of diagnoses common to Internal Medicine. Students will also participate in a range of didactic session including case presentations and simulations. **Credits:** 5

IMED 803 - Cardiology

Course Description: The Cardiology Clerkship is an internal medicine subspecialty experience designed to provide students with clinical exposure, observation, and training in the field of cardiology. Students will gain exposure to outpatient cardiology, cardiac catheterization, angioplasty, electrophysiology, and inpatient cardiac care. The knowledge gained in this rotation will complement that gained in the internal medicine clerkship. **Credits:** 5

IMED 806 - Endocrinology

Course Description: The Endocrinology Clerkship is an internal medicine subspecialty experience designed to provide students with exposure to the management of diabetes and a host of other endocrinology disorders. Clinical management will be emphasized. There will be significant exposure to and management of end-organ damage. **Credits:** 5

IMED 807 - Gastroenterology

Course Description: The Gastroenterology Clerkship is an internal medicine subspecialty experience designed to provide students with exposure to outpatient gastrointestinal illnesses, colonoscopies, and other advanced endoscopic interventions. Inpatient consultations will be part of the clinical experience. **Credits:** 5

IMED 808 - Hematology/Oncology

Course Description: The Hematology/Oncology Clerkship is an internal medicine subspecialty experience designed to provide students with exposure to a broad range of oncological processes as well as chemotherapy regimens, outpatient and inpatient management of the cancer patient, and clinical trials. **Credits:** 5

IMED 811 - Nephrology

Course Description: The Nephrology Clerkship is an internal medicine subspecialty experience designed to provide students an outpatient and inpatient exposure to disease processes affecting the kidneys. This rotation will involve complex disease management pulling together many aspects of internal medicine. **Credits:** 5

IMED 812 - Neurology

Course Description: The Neurology Clerkship is an internal medicine subspecialty outpatient experience whereby the students will gain exposure to an assortment of neurological disease processes and treatments. It is intended to enhance the experience gained in the core rotations. It can also serve to provide experience to those students who may be interested in a neurology training program. **Credits:** 5

IMED 815 - Rheumatology

Course Description: The Rheumatology Clerkship is an internal medicine subspecialty experience designed to provide students primarily with an outpatient experience dealing with rheumatological and autoimmune diseases. The student will observe and/or participate in diagnostic procedures. The student will also gain exposure to inpatient consultations. **Credits:** 5

IMED 816 - Critical Care

Course Description: The Critical Care Clerkship is an internal medicine subspecialty experience under the umbrella of an internal medicine subspecialty rotation. Students will gain exposure to the appropriate management of patients in the ICU setting. Students will learn to determine appropriate tests and procedures pertinent to the ICU setting and identify the most common diagnoses that require ICU care. **Credits:** 5

IMED 817 - Infectious Disease

Course Description: The Infectious Disease Clerkship is an internal medicine subspecialty experience under the umbrella of an internal medicine subspecialty rotation. Students will gain exposure to human-host pathogen interactions and microbial pathogenesis. Students will have opportunities to recognize the immune response to infectious diseases with conventional and alternative antimicrobial treatment. The student will also gain exposure to inpatient consultation. **Credits:** 5

IMED 818 - Pulmonology

Course Description: The Pulmonology Clerkship is an internal medicine subspecialty experience under the umbrella of an internal medicine subspecialty rotation. Students will gain exposure in all domains of pulmonary medicine. The student will observe and or participate in diagnostic procedures. The student will also gain exposure to inpatient consultation. **Credits:** 5

IMED 901e - Internal Medicine - Inpatient (e)

Course Description: The Internal Medicine 4th Year Rotation Elective provides a more thorough and in-depth exposure to the hospitalist field. This rotation will be more focused on inpatient management. In an inpatient setting, students will be on a hospitalist service where they will be admitting and following patients who are acutely ill and need hospital-based care. This rotation provides a unique opportunity to follow many patients across the entirety of their hospital stay from admission to discharge. **Credits:** 2-15

IMED 901s - Internal Medicine - Inpatient (s)

Course Description: The Internal Medicine 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. This rotation will be more focused on inpatient management. In an inpatient setting, students will be on a hospitalist service where they will be admitting and following patients who are acutely ill and need hospital-based care. This rotation provides a unique opportunity to follow many patients across the entirety of their hospital stay from admission to discharge. **Credits:** 2-15

IMED 903e - Cardiology (e)

Course Description: The Cardiology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. The rotation is designed to provide students with clinical exposure, observation, and training in the field of cardiology. Students will gain exposure to outpatient cardiology, cardiac catheterization, angioplasty, electrophysiology, and inpatient cardiac care. The knowledge gained in this rotation will complement that gained in the internal medicine clerkship. **Credits:** 2-15

IMED 903s - Cardiology (s)

Course Description: The Cardiology 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. The rotation is designed to provide students with clinical exposure, observation, and training in the field of cardiology. Students will gain exposure to outpatient cardiology, cardiac catheterization, angioplasty, electrophysiology, and inpatient cardiac care. The knowledge gained in this rotation will complement that gained in the internal medicine clerkship. **Credits:** 2-15

IMED 906e - Endocrinology (e)

Course Description: The Endocrinology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. The rotation is designed to provide students with exposure to the management of diabetes and a host of other endocrinology disorders. Clinical management will be emphasized. There will be significant exposure to and management of end-organ damage. **Credits:** 2-15

IMED 906s - Endocrinology (s)

Course Description: The Endocrinology 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. The rotation is designed to provide students with exposure to the management of diabetes and a host of other endocrinology disorders. Clinical management will be emphasized. There will be significant exposure to and management of end-organ damage. **Credits:** 2-15

IMED 907e - Gastroenterology (e)

Course Description: The Gastroenterology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. The rotation is designed to provide students with exposure to outpatient gastrointestinal illnesses, colonoscopies, and other advanced endoscopic interventions. Inpatient consultations will be part of the clinical experience. **Credits:** 2-15

IMED 907s - Gastroenterology (s)

Course Description: The Gastroenterology 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. The rotation is designed to provide students with exposure to outpatient gastrointestinal illnesses, colonoscopies, and other advanced endoscopic interventions. Inpatient consultations will be part of the clinical experience. **Credits:** 2-15

IMED 908e - Hematology/Oncology (e)

Course Description: The Hematology/Oncology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. This rotation is designed to provide students with exposure to a broad range of oncological processes as well as chemotherapy regimens, outpatient and inpatient management of the cancer patient, and clinical trials. **Credits:** 2-15

IMED 908s - Hematology/Oncology (s)

Course Description: The Hematology/Oncology 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. This rotation is designed to provide students with exposure to a broad range of oncological processes as well as chemotherapy regimens, outpatient and inpatient management of the cancer patient, and clinical trials. **Credits:** 2-15

IMED 911e - Nephrology (e)

Course Description: The Nephrology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. This rotation is designed to provide students an outpatient and inpatient exposure to disease processes affecting the kidneys. The exposure will involve complex disease management pulling together many aspects of internal medicine. **Credits:** 2-15

IMED 911s - Nephrology (s)

Course Description: The Nephrology 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. This rotation is designed to provide students an outpatient and inpatient exposure to disease processes affecting the kidneys. The exposure will involve complex disease management pulling together many aspects of internal medicine. **Credits:** 2-15

IMED 912e - Neurology (e)

Course Description: The Neurology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. During this rotation students will gain exposure to an assortment of neurological disease processes and treatments. Stroke management, Parkinson's disease, Alzheimer's disease, and multiple sclerosis are but a few of the myriad conditions that will be encountered during this experience. **Credits:** 2-15

IMED 912s - Neurology (s)

Course Description: The Neurology 4th Year sub-internship provides a more thorough and in-depth exposure to the field. During this rotation students will gain exposure to an assortment of neurological disease processes and treatments. Stroke management, Parkinson's disease, Alzheimer's disease, and multiple sclerosis are but a few of the myriad conditions that will be encountered during this experience. **Credits:** 2-15

IMED 915e - Rheumatology (e)

Course Description: The Rheumatology 4th Year Rotation Elective provides a more in-depth exposure to the field. The rotation provides students primarily with an outpatient experience dealing with rheumatological and autoimmune diseases. The student will observe and/or participate in diagnostic procedures. The student will also gain exposure to inpatient consultations. **Credits:** 2-15

IMED 915s - Rheumatology (s)

Course Description: The Rheumatology 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. The rotation provides students primarily with an outpatient experience dealing with rheumatological and autoimmune diseases. The student will observe and/or participate in diagnostic procedures. The student will also gain exposure to inpatient consultations. **Credits:** 2-15

IMED 916e - Critical Care(e)

Course Description: The Critical Care 4th sub-internship provides students an opportunity to broaden their professional education by providing direct patient care with internship-like responsibilities. Students will gain exposure to the appropriate management of patients in the ICU. Students will learn to determine appropriate tests and procedures pertinent to the ICU setting and identify the most common diagnoses that require ICU care. **Credits:** 2-15

IMED 916s - Critical Care(s)

Course Description: The Critical Care 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field of Critical Care. Students will gain exposure to the appropriate management of patients in the ICU setting. Students will learn to determine appropriate tests and procedures pertinent to the ICU setting and identify the most common diagnoses that require ICU care. **Credits:** 2-15

IMED 917e - Infectious Disease(e)

Course Description: The Infectious Disease 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field of infectious disease. Students will gain exposure to human-host pathogen interactions and microbial pathogenesis. Students will have opportunities to recognize the immune response to infectious diseases with conventional and alternative antimicrobial treatment. The student will also gain exposure to inpatient consultation. **Credits:** 2-15

IMED 917s - Infectious Disease(s)

Course Description: The Infectious Disease 4th sub-internship provides students an opportunity to broaden their professional education by providing direct patient care with internship-like responsibilities. Students will gain exposure to human-host pathogen interactions and microbial pathogenesis. Students will have opportunities to recognize the immune response to infectious diseases with conventional and alternative antimicrobial treatment. The student will also gain exposure to inpatient consultation. **Credits:** 2-15

IMED 918e - Pulmonology(e)

Course Description: The Pulmonology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field of pulmonology. Students will gain exposure in all domains of pulmonary medicine. The student will observe and or participate in diagnostic procedures. The student will also gain exposure to inpatient consultation. **Credits:** 2-15

IMED 918s - Pulmonology(s)

Course Description: The Pulmonology 4th sub-internship provides students an opportunity to broaden their professional education by providing direct patient care with internship-like responsibilities. Students will gain exposure in all domains of pulmonary medicine. The student will observe and or participate in diagnostic procedures. The student will also gain exposure to inpatient consultation. **Credits:** 2-15

MEDE 600 - Foundations of Health and Disease

Course Description: The Foundations of Health & Disease course is an intensive trans-disciplinary course which incorporates foundational aspects of cell biology, molecular biology, biochemistry, embryology, gross anatomy and histology. The course is presented using lecture, interactive case-based clinical correlation, clinical scenario, and assigned self-directed study. The main objective of the course is to promote student learning of the biochemical, molecular, and cellular mechanisms underlying normal structure and function at the cellular and sub-cellular level, as well as providing a foundation for understanding functional defects and disease processes. The course is structured based levels of cell and tissue organization, and on cellular and molecular events that can cause dysfunction. **Credits:** 10

MEDE 605 - Immunology, Hematology, and Lymphatic

Course Description: The Immunology, Hematology, and Lymphatics System Course is an integrated multidisciplinary course emphasizing fundamental knowledge necessary to understand the normal function of hematopoiesis, hemostasis, and the immune system. It is designed to provide the student with an overview of these systems, including the aberrant processes that lead to hematopathology and immunopathology. **Credits:** 4

MEDE 610 - Musculoskeletal and Skin Systems

Course Description: Within the OMS 1 level courses students acquire knowledge and understanding of the foundational sciences in Medicine, including anatomy, embryology, physiology, microbiology, immunology, biochemistry, pharmacology and pathology of the Musculoskeletal System and Integument. The patient presentation model guides students in making connections between the structural and functional foundations of health and wellness. Students examine the differences between health and disease, symptoms, and causative or diagnostic schema, all within the framework of osteopathic Medicine. This course prepares students to apply their understanding of biomedical sciences to make informative deductions about the diagnosis and treatment of common or life-threatening disorders of the Musculoskeletal System and Integument, as well as their systemic complications. **Credits:** 8.50

MEDE 615 - Renal System

Course Description: This is a course in a two-year series of courses taken by OMS1 and OMS 2 students. Students acquire knowledge and understanding of the foundational sciences in medicine, including anatomy, embryology, physiology, microbiology, immunology, biochemistry, pharmacology and pathology of the Kidney and Renal System. The patient presentation model guides students in making connections between the structural and functional foundations of health and wellness. Students examine the differences between health and disease, symptoms, and causative or diagnostic schema, all within the framework of osteopathic medicine. This course prepares students to apply their understanding of biomedical sciences to make informative deductions about the diagnosis and treatment of common or life-threatening disorders of the kidney and renal system, as well as their systemic complications. **Credits:** 5.5

MEDE 620 - Respiratory System

Course Description: Within this first-year level course students acquire knowledge and understanding of the foundational sciences in medicine, including anatomy, embryology, physiology, microbiology, immunology, biochemistry, pharmacology, and pathology of respiratory system. The patient presentation model guides students in making connections between the structural and functional foundations of health and wellness. Students examine the differences between health and disease, symptoms, and causative or diagnostic schema, all within the framework of osteopathic medicine. This course prepares students to apply their understanding of biomedical sciences to make informative deductions about the diagnosis and treatment of common or life-threatening disorders of the respiratory system, as well as their systemic complications. **Credits:** 6.50

MEDE 625 - Cardiovascular System

Course Description: Cardiovascular System Course is an integrated multidisciplinary course emphasizing fundamental knowledge necessary to understand the normal function of the Cardiovascular System. The course is presented using lectures, interactive case-based clinical correlation, clinical scenarios, and assigned self-directed study. It is designed to provide the student with an overview of cardiovascular system, including the aberrant processes that lead to cardiovascular functional defects and disease processes. **Credits:** 7.50

MEDE 700 - Gastrointestinal System

Course Description: Within this second-year level course, students acquire knowledge and understanding of the foundational sciences in medicine, including anatomy, embryology, physiology, microbiology, immunology, biochemistry, pharmacology, and pathology of the Gastrointestinal System. The patient presentation model guides students in making connections between the structural and functional foundations of health and wellness. Students examine the differences between health and disease, symptoms, and causative or diagnostic schema, all within the framework of osteopathic medicine. This course prepares students to apply their understanding of biomedical sciences to make informative deductions about the diagnosis and treatment of common or life-threatening disorders of the Gastrointestinal, as well as their systemic complications. **Credits:** 4

MEDE 705 - Endocrine System

Course Description: In this second-year level systems course, students will acquire knowledge and understanding of the foundational sciences in medicine, including anatomy, embryology, physiology, microbiology, immunology, biochemistry, pharmacology, and pathology of the Endocrine System. The patient presentation model will guide students in making connections between the structural and functional foundations of health and wellness. Students will examine the differences between health and disease, symptoms, and causative or diagnostic schema of the Endocrine System, all within the framework of osteopathic medicine. This course will prepare students to apply their understanding of biomedical sciences to make informative deductions about the diagnosis and treatment of common or life-threatening disorders of the endocrine system, as well as their systemic complications. **Credits:** 4

MEDE 710 - Reproductive System

Course Description: In this second-year level systems course, students will acquire knowledge and understanding of the foundational sciences in medicine, including anatomy, embryology, physiology, microbiology, immunology, biochemistry, pharmacology, and pathology of the Reproductive System. The patient presentation model will guide students in making connections between the structural and functional foundations of health and wellness. Students will examine the differences between health and disease, symptoms, and causative or diagnostic schema of the Reproductive System, all within the framework of osteopathic medicine. This course will prepare students to apply their understanding of biomedical sciences to make informative deductions about the diagnosis and treatment of common or life-threatening disorders of the reproductive system, as well as their systemic complications. **Credits:** 6

MEDE 715 - Neuroscience

Course Description: This course provides a foundation in the anatomy and physiology of the human nervous system needed to understand the signs and symptoms of neurological injury and disease and to localize injuries within the nervous system. Students will study the human spinal cord, brain stem, cranial nerves, and cerebrum in the laboratory with an emphasis on clinical concepts. They will study sensory and motor systems, as well as cerebral fiber systems, blood supply and the ventricular system. Other important topics will include the anatomy and function of the thalamus, hypothalamus, and limbic system, with particular attention devoted to higher cortical functions. Students will engage in clinical reasoning for resulting conditions, such as spinal cord syndromes and neurological diseases. In sum, the course covers the structural and functional features of the nervous system essential for understanding neurological conditions and their pharmacological management. **Credits:** 9

MEDE 720 - Special Senses

Course Description: The purpose of this course is to help students assimilate foundational knowledge of the special senses, especially the visual and auditory senses. As these senses are so disproportionately important to our daily lives, understanding how to recognize, treat, and possibly prevent diseases of these senses has incredible implications for our quality of life. The connections to the neurological and autonomic systems will be highlighted. **Credits:** 2.5

MEDE 725 - Behavioral Medicine

Course Description: Discover the intricate world of behavioral medicine in this advanced course that delves deep into the diagnosis and treatment of a wide spectrum of psychiatric and behavioral disorders. This second-year level course equips students with the knowledge to accurately identify and differentiate psychiatric conditions using the latest DSM-5 criteria, encompassing neurodevelopmental, mood, anxiety, personality, and dissociative disorders in both adult and pediatric populations.

Students will gain an understanding of the multifaceted factors contributing to mental health, including genetics, environment, and psychosocial influences. They will learn to apply the appropriate pharmacologic treatment to patients by applying evidence-based interventions tailored to individual patient needs. The course also addresses specialized areas such as addiction, psychiatric emergencies, and psychotherapy techniques. Moreover, students will explore the historical development of psychiatry, comparing established theories with alternative perspectives. Throughout, an emphasis is placed on the holistic approach to mental health, recognizing the intricate interplay between psychological, biological, social, and cultural elements. This course nurtures the skills required to excel in the complex world of behavioral medicine and prepares students to provide patient-centered, cross-disciplinary care to those with mental health challenges. **Credits:** 2.5

MEDE 730 - Pediatrics

Course Description: This course will address the practice of medicine for pediatric patients ages birth through 21 years, with an emphasis on Osteopathic principles. The student will discuss the economics of children's health care including pediatric ethics, the basics of child growth and development, evaluating common childhood illnesses and disorders, pediatric history, and physical exam skills. Students will learn decision-making skills and begin formulating differential diagnoses. The course uses a case-based approach and includes small-group learning, large-group case presentation, team-based learning, and self-study. Previous systems course information and basic science will be incorporated into the learning modules. **Credits:** 4

MEDE 735 - Clinical On-Ramp

Course Description: The Clinical On Ramp is a dynamic medical school course designed to equip second-year students with the skills and knowledge essential for success in their upcoming COMLEX Level 1 licensure exam. Through faculty lectures, review sessions, and guided study, students will integrate and apply foundational biomedical science and clinical principles acquired in their first two years, with a specific focus on understanding and analyzing patient presentations in diseases. The course emphasizes a comprehensive grasp of disease pathophysiology, enabling students to develop accurate differential diagnoses, final diagnoses, and treatment plans. With a strong emphasis on evidence-based management planning, students will critically evaluate medical literature and other authoritative resources to ensure a holistic approach to patient care. The program also prepares students for clerkship experiences by fostering professionalism, solid medical knowledge, adherence to osteopathic principles, effective patient care, cultural competency, and interpersonal communication skills. In anticipation of the COMLEX Level 1 exam, students will showcase readiness through extensive review, effective test-taking strategies, and completion of practice exams, ensuring both intellectual and emotional preparedness for the challenging 8-hour examination. **Credits:** 10

MEDE 801 - Colloquy in Medical Education

Course Description: This course is designed to provide students training in Diversity in Medicine both for the learner and in caring for patients; Financial Planning during education and upon entering residency and medical practice; and Careers in Medicine designed to assist students in selecting a medical career based on their individual talents and interests. **Credits:** 0.5

OBGYN 800 - Obstetrics & Gynecology

Course Description: The Obstetrics and Gynecology Clerkship is a core clerkship in which students will be exposed to a host of conditions from routine childbirth to medical and surgical gynecological processes. Students will also participate in a didactic curriculum focused on the healthcare needs of women. **Credits:** 5

OBGYN 903e - Obstetrics & Gynecology (e)

Course Description: The Obstetrics and Gynecology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. During this rotation students will be exposed to a host of conditions from routine childbirth to medical and surgical gynecological processes. The rotation will include both outpatient and inpatient experiences. **Credits:** 2-15

OBGYN 903s - Obstetrics & Gynecology (s)

Course Description: The Obstetrics and Gynecology 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. During this rotation students will be exposed to a host of conditions from routine childbirth to medical and surgical gynecological processes. The rotation will include both outpatient and inpatient experiences. **Credits:** 2-15

OMM 601 - Foundations of Osteopathic Manipulative Medicine I

[COM 2026 only]

Course Description: This is the first in a four-year series of courses. Osteopathic principles, practices, and philosophies are the foundation of Osteopathic Medicine and will create the lens through which patients will be viewed throughout your career. In the Foundations of Osteopathic Manipulative Medicine (OMM) course, we will spend most of the first year focused on the musculoskeletal system, but that is only an avenue for teaching the fundamentals of palpation, patient evaluation, and osteopathic manipulation. With practice, you learn how to apply the skills learned to the visceral systems and the entire nervous system, affecting the whole person, body, mind, and spirit. As a cumulative course, each trimester will build upon the foundation of the previous course material and treatment methods: exploring the theory of mechanism of action, indications, contraindications, and treatment techniques. **Credits:** 4

OMM 601.1 - Foundations of Osteopathic Manipulative Medicine I

Course Description: This is the first in a four-year series of courses. Osteopathic principles, practices, and philosophies are the foundation of Osteopathic Medicine and will create the lens through which patients will be viewed throughout your career. In the Foundations of Osteopathic Manipulative Medicine (OMM) course, we will spend most of the first year focused on the musculoskeletal system, but that is only an avenue for teaching the fundamentals of palpation, patient evaluation, and osteopathic manipulation. With practice, you learn how to apply the skills learned to the visceral systems and the entire nervous system, affecting the whole person, body, mind, and spirit. As a cumulative course, each trimester will build upon the foundation of the previous course material and treatment methods: exploring the theory of mechanism of action, indications, contraindications, and treatment techniques. **Credits:** 2

OMM 602 - Foundations of Osteopathic Manipulative Medicine II

[COM 2026 only]

Course Description: This is the second in a four-year series of courses. In OMM II students will build upon the foundation established in OMM I. As a cumulative course, students will need a solid understanding of the previous material and treatment methods. Students will continue exploring the theory of mechanism of action, indications, contraindications, and treatment techniques of additional treatment methods. **Credits:** 4

OMM 602.1 - Foundations of Osteopathic Manipulative Medicine II

Course Description: This is the second in a four-year series of courses. In OMM II students will build upon the foundation established in OMM I. As a cumulative course, students will need a solid understanding of the previous material and treatment methods. Students will continue exploring the theory of mechanism of action, indications, contraindications, and treatment techniques of additional treatment methods. **Credits:** 2

OMM 603 - Foundations of Osteopathic Manipulative Medicine III

[COM 2026 only]

Course Description: This is the third course in a four-year series of courses and the final OMM course in year one of the curriculum. In OMM III students will build upon the foundation established in OMM I and II. As a cumulative course, students will need a solid understanding of the previous material and treatment methods. Students will continue exploring the theory of mechanism of action, indications, contraindications, and treatment techniques of additional treatment methods. **Credits:** 4

OMM 603.1 - Foundations of Osteopathic Manipulative Medicine III

Course Description: This is the third course in a four-year series of courses and the final OMM course in year one of the curriculum. In OMM III students will build upon the foundation established in OMM I and II. As a cumulative course, students will need a solid understanding of the previous material and treatment methods. Students will continue exploring the theory of mechanism of action, indications, contraindications, and treatment techniques of additional treatment methods. **Credits:** 2

OMM 704 - Foundations of Osteopathic Manipulative Medicine IV

Course Description: In OMM IV we will continue build upon the foundation established in OMM I-III. As a cumulative course, you will need a solid understanding of the previous material and treatment methods. We will explore the theory of mechanism of action, indications, contraindications, and treatment techniques of the remaining primary treatment methods. **Credits:** 2

OMM 705 - Foundations of Osteopathic Manipulative Medicine V

Course Description: In OMM V we will build upon the foundation established in OMM I-IV. As a cumulative course, you will need a solid understanding of the previous material and treatment methods. We will begin to apply the prior knowledge to screening and evaluating a patient to determine where to begin treatment. With the aid of Osteopathic Clinical Application Modules (OCAM), we will begin to study specific patient populations as seen through the lens of the Five-Models of Osteopathy. **Credits:** 2

OMM 706 - Foundations of Osteopathic Manipulative Medicine VI

Course Description: In OMM VI, we will build upon the foundation established in OMM I-V. As a cumulative course, you will need a solid understanding of the previous material and treatment methods. We will begin to apply the prior knowledge to the integration of Osteopathic Manipulation in clinical rotations under the supervision of a clinical preceptor. With the aid of Osteopathic Clinical Application Modules (OCAM), we will continue to study specific patient populations as seen through the lens of the Five-Models of Osteopathy. **Credits:** 2

OMM 807a - Advanced Osteopathic Manipulative Medicine

Course Description: The Advanced OMM course focuses on the integration of Osteopathic Principles and Practice (OPP), including osteopathic manipulative treatment (OMT), into clinical problem solving and patient care. The clinical conditions covered each trimester will be based on the top diagnoses coded nationally for each covered organ-system or specialty. Particular emphasis will be placed on the top outpatient clinical diagnoses coded by osteopathic physicians, as documented by the National Ambulatory Center Database and those diagnoses that respond well to adjunctive OMT. **Credits:** 1

OMM 807b - Advanced Osteopathic Manipulative Medicine

Course Description: The Advanced OMM course focuses on the integration of Osteopathic Principles and Practice (OPP), including osteopathic manipulative treatment (OMT), into clinical problem solving and patient care. The clinical conditions covered each trimester will be based on the top diagnoses coded nationally for each covered organ-system or specialty. Particular emphasis will be placed on the top outpatient clinical diagnoses coded by osteopathic physicians, as documented by the National Ambulatory Center Database and those diagnoses that respond well to adjunctive OMT. **Credits:** 1

OMM 807c - Advanced Osteopathic Manipulative Medicine

Course Description: The Advanced OMM course focuses on the integration of Osteopathic Principles and Practice (OPP), including osteopathic manipulative treatment (OMT), into clinical problem solving and patient care. The clinical conditions covered each trimester will be based on the top diagnoses coded nationally for each covered organ-system or specialty. Particular emphasis will be placed on the top outpatient clinical diagnoses coded by osteopathic physicians, as documented by the National Ambulatory Center Database and those diagnoses that respond well to adjunctive OMT. **Credits:** 1

OMM 900e - Osteopathic Manipulation (e)

Course Description: The Osteopathic Manipulative Medicine 4th Year Clerkship Elective provides in-depth exposure to the application of Osteopathic principles, practice, and philosophy; this is a "hands-on" experience. Students spend time in an ambulatory clinic and potentially inpatient setting during this rotation, caring for patients of all ages. Under the guidance of physicians who utilize Osteopathic Manipulative Treatment, students will take histories, perform structural examinations, and assist in treating patients with common chronic medical problems and structural dysfunctions. While on this clerkship, students will complete a procedure log. **Credits:** 2-15

OMM 900s - Osteopathic Manipulation (s)

Course Description: The Osteopathic Manipulative Medicine 4th Year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. The rotation provides in-depth exposure to the application of Osteopathic principles, practice, and philosophy; this is a "hands-on"

experience. Students spend time in an ambulatory clinic and potentially inpatient setting during this rotation, caring for patients of all ages. Under the guidance of physicians who utilize Osteopathic Manipulative Treatment, students will take histories, perform structural examinations, and assist in treating patients with common chronic medical problems and structural dysfunctions. While on this clerkship, students will complete a procedure log. **Credits:** 2-15

OMM 908a - Advanced Osteopathic Manipulative Medicine

Course Description: The Advanced OMM course focuses on the integration of Osteopathic Principles and Practice (OPP), including osteopathic manipulative treatment (OMT), into clinical problem solving and patient care. The clinical conditions covered each trimester will be based on the top diagnoses coded nationally for each covered organ-system or specialty. Particular emphasis will be placed on the top outpatient clinical diagnoses coded by osteopathic physicians, as documented by the National Ambulatory Center Database and those diagnoses that respond well to adjunctive OMT.

Credits: 1

OMM 908b - Advanced Osteopathic Manipulative Medicine

Course Description: The Advanced OMM course focuses on the integration of Osteopathic Principles and Practice (OPP), including osteopathic manipulative treatment (OMT), into clinical problem solving and patient care. The clinical conditions covered each trimester will be based on the top diagnoses coded nationally for each covered organ-system or specialty. Particular emphasis will be placed on the top outpatient clinical diagnoses coded by osteopathic physicians, as documented by the National Ambulatory Center Database and those diagnoses that respond well to adjunctive OMT.

Credits: 1

OMM 908c - Advanced Osteopathic Manipulative Medicine

Course Description: The Advanced OMM course focuses on the integration of Osteopathic Principles and Practice (OPP), including osteopathic manipulative treatment (OMT), into clinical problem solving and patient care. The clinical conditions covered each trimester will be based on the top diagnoses coded nationally for each covered organ-system or specialty. Particular emphasis will be placed on the top outpatient clinical diagnoses coded by osteopathic physicians, as documented by the National Ambulatory Center Database and those diagnoses that respond well to adjunctive OMT.

Credits: 0.5

PATH 900e - Clinical Pathology(e)

Course Description: The Clinical Pathology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field of Pathology. The rotation is designed to provide students with exposure, observation, and training in the field of pathology. Students will learn to evaluate clinical specimens from many different tissue categories and disease processes. The critical importance of this field to making the correct diagnosis and initiating the appropriate treatment plan will be emphasized. **Credits:** 2-15

PATH 900s - Clinical Pathology(s)

Course Description: The Clinical Pathology 4th Year Sub-Internship provides a more thorough and in-depth exposure to the field of Pathology functioning with internship-like responsibilities. The rotation is designed to provide students with exposure, observation, and training in the field of pathology. Students will learn to evaluate clinical specimens from many different tissue categories and disease processes. The critical importance of this field to making the correct diagnosis and initiating the appropriate treatment plan will be emphasized. **Credits:** 2-15

PEDS 800 - Pediatrics

Course Description: The Pediatric Clerkship is a core clerkship experience in which students will care for children in an inpatient and/or outpatient setting. Students will be expected to take histories, perform physicals, and interact with patients and their families. Students will be involved in providing acute, chronic, and preventative care. In addition, students will participate in didactic sessions throughout the clerkship. **Credits:** 5

PEDS 900e - Pediatrics (e)

Course Description: The Pediatrics 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. Students will care for children in an inpatient and/or outpatient setting and will be expected to take histories, perform physicals, and interact with patients and their families. Students will be involved in providing acute, chronic, and preventative care. **Credits:** 2-15

PEDS 900s - Pediatrics (s)

Course Description: The Pediatrics 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. Students will care for children in an inpatient and/or outpatient setting and will be expected to take histories, perform physicals, and interact with patients and their families. Students will be involved in providing acute, chronic, and preventative care. **Credits:** 2-15

PHY 601 - Physicianship I

[COM 2026 only]

Course Description: This is the first in a two-year series of courses. During Physicianship I & II, basic history and physical examination skills are taught using an organ- systems based approach. This is accomplished through a multifaceted approach of didactic instruction, hands-on instruction, and simulated patient encounters. The learner is introduced to features of common pathologic conditions associated with these systems to bring relevance to early clinical learning. Throughout these courses, emphasis is placed on osteopathic patient-centered approach to clinical medicine. Critical thinking concepts will be introduced as well.

This course will also introduce students to the structure and function of the healthcare system and will create a foundation for establishing lifelong learning. The course will include topics in health policy, professionalism, research, and physician-patient relationships. Topics included are population health, interprofessional education, evidence-based medicine, research ethics, global health, epidemiology, and public health. The course will include an introduction to universal precautions and disease prevention. Basic elements of medical jurisprudence and medical informatics will be introduced. **Credits:** 4

PHY 601.1 - Physicianship I

Course Description: This is the first in a two-year series of courses. During Physicianship I & II, basic history and physical examination skills are taught using an organ- systems based approach. This is accomplished through a multifaceted approach of didactic instruction, hands-on instruction, and simulated patient encounters. The learner is introduced to features of common pathologic conditions associated with these systems to bring relevance to early clinical learning. Throughout these courses, emphasis is placed on osteopathic patient-centered approach to clinical medicine. Critical thinking concepts will be introduced as well. The course will include topics in health policy, professionalism, and physician-patient relationships. **Credits:** 2

PHY 602 - Physicianship II

[COM 2026 only]

Course Description: This is the second in a two-year series of courses delivered in OMSI and OMSII. During Physicianship I & II, basic history and physical examination skills are taught using an organ- systems based approach. This is accomplished through a multifaceted approach of didactic instruction, hands-on instruction, and simulated patient encounters. The learner is introduced to features of common pathologic conditions associated with these systems to bring relevance to early clinical learning. Throughout these courses, emphasis is placed on osteopathic patient-centered approach to clinical medicine. Critical thinking concepts will be introduced during this course.

This course will also introduce students to the structure and function of the healthcare system and will create a foundation for establishing lifelong learning. The course will include topics in health policy, professionalism, research, and physician-patient relationships. Topics included are population health, interprofessional education, evidence-based medicine, research ethics, global health, epidemiology, and public health. The course will include an introduction to universal precautions and disease prevention. Basic elements of medical jurisprudence and medical informatics will be introduced. **Credits:** 4

PHY 602.1 - Physicianship II

Course Description: This is the second in a two-year series of courses delivered in OMS I and OMS II. During Physicianship I & II, basic history and physical examination skills are taught using an organ- systems based approach. This is accomplished through a multifaceted approach of didactic instruction, hands-on instruction, and simulated patient encounters. The learner is introduced to features of common pathologic conditions associated with organ systems to bring relevance to early clinical learning. Throughout these courses, emphasis is placed on osteopathic patient-centered approach to clinical medicine. Critical thinking concepts will be introduced during this course. **Credits:** 2

PHY 603 - Physicianship III

[COM 2026 only]

Course Description: This is the third in a two-year series of courses delivered in OMSI and OMSII. During Physicianship III and IV, the organ system evaluations are revisited in conjunction with the system being covered in the clinical curriculum. Similar modalities employed throughout the first year are utilized here. History-taking and physical examination skills are enhanced through the introduction of advanced techniques incorporating the learners' developing recognition of physical findings.

This course will also introduce students to the structure and function of the healthcare system and will create a foundation for establishing lifelong learning. The course will include topics in health policy, professionalism, research, and physician-patient relationships. Topics included are population health, interprofessional education, evidence-based medicine, research ethics, global health, epidemiology, and public health. The course will include an introduction to universal precautions and disease prevention. Basic elements of medical jurisprudence and medical informatics will be introduced. **Credits:** 4

PHY 603.1 - Physicianship III

Course Description: This is the third in a two-year series of courses delivered in OMSI and OMSII. During Physicianship III and IV, the learner continues to apply knowledge of common pathologic conditions associated with organ systems to bring relevance to early clinical learning. Similar modalities employed throughout the first year are utilized here. History-taking and physical examination skills are enhanced through the introduction of advanced techniques incorporating the learners' developing recognition of physical findings. **Credits:** 2

PHY 704 - Physicianship IV

Course Description: This is the fourth in a two-year series of courses delivered in OMSI and OMSII. During Physicianship III and IV, the learner continues to apply knowledge of common pathologic conditions associated with organ systems to bring relevance to early clinical learning. The learner will demonstrate proficiency with modalities employed in the first year. History-taking and physical examination skills are enhanced through the introduction of advanced techniques incorporating the learners' developing recognition of physical findings. **Credits:** 2

PHY 705 - Physicianship V

Course Description: This is the fifth in a two-year series of courses delivered in OMSI and OMSII. During Physicianship V, the learner continues to apply knowledge of common pathologic conditions associated with organ systems to bring relevance to early clinical learning. The learner will demonstrate proficiency with modalities employed in the first year. History-taking and physical examination skills are enhanced by introducing advanced techniques incorporating the learners' developing recognition of physical findings and the introduction of diagnostic and procedural skills. **Credits:** 2

PHY 706 - Physicianship VI

Course Description: This is the sixth in a two-year series of courses delivered in OMSI and OMSII. During Physicianship VI, the learner continues to apply knowledge of common pathologic conditions associated with organ systems to bring relevance to early clinical learning. The learner will demonstrate proficiency with modalities employed in the first year. History-taking and physical examination skills are enhanced by introducing advanced techniques incorporating the learners' developing recognition of physical findings and the introduction of diagnostic and procedural skills. Preparing students for clinical rotations is an underlying theme of this course. **Credits:** 2

POP 601 - Population Health and Evidence Based Medicine I

[COM 2026 only]

Course Description: This is the first course in a two-year series of courses. Students are re-introduced to the main concepts in evidence-based osteopathic medicine. Students will apply their undergraduate coursework and community engagement to medical contexts and encounter epidemiology, statistics, research methods, and the socio-cultural-environmental effects upon health. This course prepares students for Physicianship in the domains of knowledge for practice, practice-based learning and improvement, systems-based practice, interprofessional collaboration, and professional development. Students will be able to express and analyze the integration and importance of prevention healthcare as it pertains to populations and patients. **Credits:** 4

POP 602 - Population Health and Evidence-Based Medicine II

[COM 2026 only]

Course Description: Population Health and Evidence-Based Medicine II- This is the second course in a two-year series of courses. Students will expand their knowledge and application of key concepts in health systems science and leadership, while continuing to apply the principles of research and research systems to real-world healthcare challenges. Through participation in this course, students will actively work to develop evidence of their own, as a future physician seeking residency placement through research, career development, and health systems science integrations. **Credits:** 4

POP 704 - Population Health and Evidence-Based Medicine IV

[COM 2026 only]

Course Description: This is the fourth course in a two-year series of courses. Students will begin substantially developing their value proposition as future residents through achieving specific career readiness milestones and delivering early-stage research. Students will continue to experience early contextual learning, applying and analyzing their knowledge of healthcare systems. Students will continue to explore innovation in medicine through new and emerging science and technologies and grow their understanding of medicine as a business and the reciprocal economic influences on medicine. As future residents, students will synthesize health systems science principles and evaluate the role of physician leaders. **Credits:** 4

PPT 601 - Patient Presentation

[COM 2026 only]

Course Description: This is the first course in a two-year series of courses. The patient presentation model is designed to allow students to make meaningful connections between the structural and functional foundations of health and wellness. Each progressive course covers new and additional organ systems and patient presentations and cases, all building on the knowledge acquired in earlier terms to prepare students for competent entry to practice.

For the first 8 weeks of this course, students will participate in an intensive introduction to the foundational sciences in medicine including anatomy, physiology, microbiology, immunology, pharmacology, embryology, biochemistry, and pathology. In the later 4 weeks of the course, students begin to engage in a patient presentation model combined with team-based learning to acquire, analyze, and apply knowledge of the foundational medical sciences strongly rooted in clinical medicine. Students will work through a series of modules that cover the structure and function of the human body through a series of organ systems, examining the differences between health and disease through patient cases, symptoms, and causative or diagnostic schemas all within the framework of osteopathic medicine. In Term I, the Patient Presentation Model will focus on the hematologic system. **Credits:** 4

PPT 602 - Patient Presentation II

[COM 2026 only]

Course Description: This course will serve as a continuation of the Patient Presentations Track and will build upon the fundamentals set forward during the first trimester. The course will be divided into three modules: Gastrointestinal, Cardiovascular, and Respiratory. The GI Module will concentrate on 4 primary topics: Abdominal pain, Diarrheal diseases, GI neoplasms, and Abnormal liver enzymes. The CV Module will concentrate on Arrhythmias, Heart failure, Hypertension, and Cardiovascular chest discomfort. The four topics for the Respiratory system will be: Dyspnea, Cough, Noncardiac chest discomfort, and Lung nodules.

The basic science concepts will include normal and abnormal physiologic principles, key biochemistry, microbiology, immunology, and pharmacology principles related to these topics. Concomitant clinical concepts related to each topic will be presented using Team Based Learning methods, assigned pre-readings, audio-visual presentations of topic related materials, mini-lectures, possible guest expert presentations, and other teaching methods (TBD). In addition, a list of Independent Study topics not covered during the modules, including appropriate references will be provided to the student(s). **Credits:** 4

PPT 603 - Patient Presentation III

[COM 2026 only]

Course Description: This course consists of 3 modules focusing on the musculoskeletal system, the renal system, and the endocrine system. Each 4-week module emphasizes the biomedical sciences (biochemistry, physiology, microbiology, pharmacology, and pathophysiology) and the essential molecular and cellular processes that differentiate normal from abnormal function of these organ systems.

The course uses the patient presentations model to establish and reinforce connections between structural and functional foundations of health and illness. Working as individuals and in teams, students relate the biomedical sciences to medical practice through patient cases with chief complaints, signs, symptoms, and causative or diagnostic schemas, within the framework of osteopathic medicine. This course prepares students to apply their understanding of biomedical sciences to make informative deductions about the diagnosis and treatment of common or life-threatening disorders of the musculoskeletal, renal, and endocrine systems, as well as their systemic complications. **Credits:** 4

PSYC 800 - Psychiatry and Behavioral Health

Course Description: The Psychiatry Clerkship is a core clerkship experience focusing on diagnosis, treatment, and medical management of patients with various psychiatric disorders. Students will be under the guidance of psychiatrists, psychologists, and other behavioral health professionals. Students will be exposed to adolescent and adult psychiatric problems including but not limited to depression, schizophrenia, addiction, and other illnesses. Clinical exposure will be supplemented with didactic resources. **Credits:** 5

PSYC 901e - General Psychiatry (e)

Course Description: The Psychiatry 4th Year Rotation Elective provides a more in-depth exposure to the field. The rotation will focus on diagnosis, treatment, and medical management of patients with various psychiatric disorders. Students will be under the guidance of psychiatrists, psychologists, and other behavioral health professionals. Students will be exposed to adolescent and adult psychiatric problems including but not limited to depression, schizophrenia, addiction, and other illnesses. **Credits:** 2-15

PSYC 901s - General Psychiatry (s)

Course Description: The Psychiatry 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. The rotation will focus on diagnosis, treatment, and medical management of patients with various psychiatric disorders. Students will be under the guidance of psychiatrists, psychologists, and other behavioral health professionals. Students will be exposed to adolescent and adult psychiatric problems including but not limited to depression, schizophrenia, addiction, and other illnesses. **Credits:** 2-15

RADI 801 - Radiology

Course Description: The Radiology Clerkship is an internal medicine subspecialty outpatient experience whereby the students will gain exposure to an assortment of imaging studies and diagnostic/therapeutic interventions. It is intended to enhance the experience gained in other rotations as imaging has become a cornerstone of diagnosis. This rotation will build upon the radiology experience gained during the Anatomy course. **Credits:** 5

RADI 900e - General Radiology(e)

Course Description: The Radiology 4th Year Rotation Elective provides a more in-depth exposure to the field. Students will gain exposure to an assortment of imaging studies and diagnostic/therapeutic interventions. It is intended to enhance the experience gained in other rotations as imaging has become a cornerstone of diagnosis. This rotation will serve to immerse students who may be seeking a radiology residency. **Credits:** 2-15

RADI 900s - General Radiology (s)

Course Description: The Radiology 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. Students will gain exposure to an assortment of imaging studies and diagnostic/therapeutic interventions. It is intended to enhance the experience gained in other rotations as imaging has become a cornerstone of diagnosis. This rotation will serve to immerse students who may be seeking a radiology residency. **Credits:** 2-15

RRL 600 - Immersion Experience in Rural/Underserved Medicine

Course Description: An immersion in a rural (or underserved) medical setting affording KansasCOM students the opportunity to gain first-hand experience with the challenges and opportunities of practicing medicine in a rural (or underserved) community. The experience will include engagement activities with local community leaders, touring healthcare facilities, shadowing local physicians, and participating in a service project. **Credits:** 0.5

RSCH 901e - Research Elective (e)

Course Description: The 4th year research elective provides opportunities for students to work on research projects under the supervision of a faculty mentor. The project must be approved by the Director of Research or designee and have all required approvals for the project (IRB, Biosafety, etc.) before beginning the project. Examples of approved research includes but is not limited to case reports, literature reviews, participation in ongoing research projects, qualitative research, and clinical trials. The rotation is variable in length depending on the project, usually from 4 to 8 weeks. **Credits:** 2-15

SURG 800 - Surgery

Course Description: The Surgery Clerkship is a core clerkship experience in which students spend time both in an inpatient and outpatient setting focusing on the surgical management of disease. Students will round with the surgery team on inpatients and will be assigned to an outpatient surgical attending preceptor where students will assist in the outpatient management of surgical disease. Students will also spend time in didactic session focused on case presentations. **Credits:** 5

SURG 801 - Cardiothoracic Surgery

Course Description: The Cardiovascular/Thoracic Surgery Clerkship is a surgery subspecialty experience designed to provide students with clinical exposure, observation, and training to further their understanding in this highly specialized field. These experiences will include a combination of office-based care and hospital/operative exposure. **Credits:** 5

SURG 802 - Neurosurgery

Course Description: The Neurosurgery Clerkship is a surgery subspecialty experience designed to provide students with clinical exposure, observation, and training to further their understanding within the field of neurosurgery. These experiences will take place in a clinical office and hospital/operative setting. Both spine surgery and intracranial surgery make up the bulk of the clinical experience. **Credits:** 5

SURG 803 - Orthopedic Surgery

Course Description: The Orthopedic Surgery Clerkship is a surgery subspecialty experience designed to provide students with clinical exposure, observation, and training to further their understanding within the field of orthopedic surgery. A combination of office and surgical settings will be part of the experience. The student will witness ample joint replacements and other surgical interventions. **Credits:** 5

SURG 806 - Plastic & Reconstructive Surgery

Course Description: The Plastic Surgery Clerkship is a surgery subspecialty experience designed to provide students with clinical exposure, observation, and training to further their understanding within the fields of functional and cosmetic plastic surgery. These experiences will take place in a clinical office and hospital/operative setting. **Credits:** 5

SURG 810 - Vascular Surgery

Course Description: The Vascular Surgery Clerkship is a surgical subspecialty experience designed to provide students with clinical exposure, observation, and training to further their understanding within the fields of vascular surgery. Significant operative exposure will supplement the outpatient experience. Students will be exposed to carotid surgery, management of aneurysms, as well as lower extremity revascularization procedures. **Credits:** 5

SURG 811 - Ophthalmology

Course Description: The Ophthalmology Clerkship is a surgery subspecialty experience combining an experience in office-based practice and ambulatory surgical exposure. The student will learn practical skills of slit lamp and fundoscopic examination. The experience will include time with the many subspecialties within the field including retina, neuro, cornea, cataract, pediatrics, and glaucoma. **Credits:** 5

SURG 812 - Otolaryngology

Course Description: The Otolaryngology Clerkship is a surgery subspecialty experience under the umbrella of a surgical subspecialty rotation. Students will gain exposure to the evaluation and management of diseases of the head and neck. Students will have opportunities to recognize common diagnoses in ENT practice, and inpatient consultations will be part of the clinical experience. **Credits:** 5

SURG 813 - Urology

Course Description: The Urology Clerkship is a surgery subspecialty experience under the umbrella of a surgical subspecialty rotation. Students will gain exposure to all domains of urology and urologic conditions. The student will observe and or participate in diagnostic procedures. The student will also gain exposure to inpatient consultation.

Credits: 5

SURG 900e - General Surgery (e)

Course Description: The General Surgery 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. During the rotation students spend time both in an inpatient and outpatient setting focusing on the surgical management of disease. Students will round with the surgery team on inpatients and will be assigned to an outpatient surgical attending preceptor where students will assist in the outpatient management of surgical disease. **Credits:** 2-15

SURG 900s - General Surgery (s)

Course Description: The General Surgery 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. During the rotation students spend time both in an inpatient and outpatient setting focusing on the surgical management of disease. Students will round with the surgery team on inpatients and will be assigned to an outpatient surgical attending preceptor where students will assist in the outpatient management of surgical disease. **Credits:** 2-15

SURG 901e - Cardiothoracic Surgery(e)

Course Description: The Cardiothoracic Surgery 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. The rotation is designed to provide students with clinical exposure, observation, and training to further their understanding in this highly specialized field. Cardiac revascularization and valve surgery comprise a large portion of the experience. These experiences will include a combination of office-based care and hospital/operative exposure. **Credits:** 2-15

SURG 901s - Cardiothoracic Surgery(s)

Course Description: The Cardiothoracic Surgery 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care with internship-like responsibilities. The rotation is designed to provide students with clinical exposure, observation, and training to further their understanding in this highly specialized field. Cardiac revascularization and valve surgery comprise a large portion of the experience. These experiences will include a combination of office-based care and hospital/operative exposure. **Credits:** 2-15

SURG 902e - Neurosurgery(e)

Course Description: The Neurosurgery 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. This rotation is designed to provide students with clinical exposure, observation, and training to further their understanding withing the field of neurosurgery. These experiences will take place in a clinical office and hospital/operative setting. Both spine surgery and intracranial surgery make up the bulk of the clinical experience.

Credits: 2-15

SURG 902s - Neurosurgery(s)

Course Description: The Neurosurgery 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. This rotation is designed to provide students with clinical exposure, observation, and training to further their understanding withing the field of neurosurgery. These experiences will take place in a clinical office and hospital/operative setting. Both spine surgery and intracranial surgery make up the bulk of the clinical experience. **Credits:** 2-15

SURG 903e - Orthopedic Surgery(e)

Course Description: The Orthopedic Surgery 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. This rotation is designed to provide students with clinical exposure, observation, and training to further their understanding withing the field of orthopedic surgery. A combination of office and surgical settings will be part of the experience. The student will witness ample joint replacements and other surgical interventions. **Credits:** 2-15

SURG 903s - Orthopedic Surgery(s)

Course Description: The Orthopedic Surgery 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. This rotation is designed to

provide students with clinical exposure, observation, and training to further their understanding within the field of orthopedic surgery. A combination of office and surgical settings will be part of the experience. The student will witness ample joint replacements and other surgical interventions. **Credits:** 2-15

SURG 906e - Plastic & Reconstructive Surgery(e)

Course Description: The Plastic Surgery 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. This rotation is designed to provide students with clinical exposure, observation, and training to further their understanding within the fields of functional and cosmetic plastic surgery. These experiences will take place in a clinical office and hospital/operative setting. **Credits:** 2-15

SURG 906s - Plastic & Reconstructive Surgery(s)

Course Description: The Plastic Surgery 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. This rotation is designed to provide students with clinical exposure, observation, and training to further their understanding within the fields of functional and cosmetic plastic surgery. These experiences will take place in a clinical office and hospital/operative setting. **Credits:** 2-15

SURG 910e - Vascular Surgery(e)

Course Description: The Vascular Surgery 4th Year Rotation Elective provides a more in-depth exposure to the field. This rotation is designed to provide students with clinical exposure, observation, and training to further their understanding within the fields of vascular surgery. Significant operative exposure will supplement the outpatient experience. Students will be exposed to carotid surgery, management of aneurysms, as well as lower extremity revascularization procedures. **Credits:** 2-15

SURG 910s - Vascular Surgery(s)

Course Description: The Vascular Surgery 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. This rotation is designed to provide students with clinical exposure, observation, and training to further their understanding within the fields of vascular surgery. Significant operative exposure will supplement the outpatient experience. Students will be exposed to carotid surgery, management of aneurysms, as well as lower extremity revascularization procedures. **Credits:** 2-15

SURG 911e - Ophthalmology (e)

Course Description: The Ophthalmology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. This rotation combines experiences in an office-based practice with ambulatory surgical exposure. The student will learn practical skills of slit lamp and funduscopic examination. The experience will include time with the many subspecialties within the field including retina, neuro, cornea, cataract, pediatrics, and glaucoma. **Credits:** 2-15

SURG 911s - Ophthalmology (s)

Course Description: The Ophthalmology 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. This rotation combines experiences in an office-based practice with ambulatory surgical exposure. The student will learn practical skills of slit lamp and funduscopic examination. The experience will include time with the many subspecialties within the field including retina, neuro, cornea, cataract, pediatrics, and glaucoma. **Credits:** 2-15

SURG 912e - Otolaryngology(e)

Course Description: The Otolaryngology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field of Otolaryngology. Students will gain exposure to the evaluation and management of diseases of the head and neck. Students will have opportunities to recognize common diagnoses in ENT practice, and inpatient consultations will be part of the clinical experience. **Credits:** 2-15

SURG 912s - Otolaryngology(s)

Course Description: The Otolaryngology 4th sub-internship provides students an opportunity to broaden their professional education by providing direct patient care with internship-like responsibilities. Students will gain exposure to

the evaluation and management of diseases of the head and neck. Students will have opportunities to recognize common diagnoses in ENT practice, and inpatient consultations will be part of the clinical experience. **Credits:** 2-15

SURG 913e - Urology(e)

Course Description: The Urology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field of urology. Students will gain exposure to all domains of urology and urologic conditions. The student will observe and or participate in diagnostic procedures. The student will also gain exposure to inpatient consultation. **Credits:** 2-15

SURG 913s - Urology(s)

Course Description: The Urology 4th sub-internship provides students an opportunity to broaden their professional education by providing direct patient care with internship-like responsibilities. Students will gain exposure to all domains of urology and urologic conditions. The student will observe and or participate in diagnostic procedures. The student will also gain exposure to inpatient consultation. **Credits:** 2-15



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