

Kansas City University

UNIVERSITY CATALOG &
STUDENT HANDBOOK

2024-2025

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Catalog Home

The Kansas City University Catalog and Student Handbook is intended to provide general information. The document contains policies, regulations, procedures, and fees effective June 1, 2024, and is in addition to information provided in other formats, such as through the University's intranet. Information provided in this document is subject to change without notice and does not constitute a contract between KCU and a student or an applicant for admission, with such changes effective upon publishing.

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

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

Contact Information

KCU-Kansas City

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

KCU-Joplin

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

Admissions

816.654.7160
admissions@kansascity.edu

Campus Security

816.654.7911 - Kansas City

417.208.0800 - Joplin
security@kansascity.edu

Financial Aid

816.654.7175
finaid@kansascity.edu

Registrar

816.654.7190
registrar@kansascity.edu

Student Affairs

816.654.7215

Kansas City KCStuAffairs@kansascity.edu

Joplin JoplinStuAffairs@kansascity.edu

Student Accounts

816.654.7080
studentaccounts@kansascity.edu

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

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About KCU

History

KCU has a long, rich history of osteopathic medicine. Founded in 1916 by George J. Conley, DO, KCU is the oldest medical school in Kansas City, Missouri, and the largest medical school in Missouri.

In the early 2000s, KCU expanded its academic offerings to include the College of Biosciences. In 2017, KCU established a Doctor of Clinical Psychology degree. KCU also opened its second location in Joplin, Missouri, in 2017.

KCU-Kansas City's Administration Building was a gift from the Alumni Association in 1979. Prior to KCU-Kansas City calling it home, the Administration Building was the original Children's Mercy Hospital. While renovated in 2015, the building kept the original skylights for the hospital's surgery room.

Prior Kansas City locations for KCU-Kansas City include:

- 7th and Wyandotte (1916)
- 15th and Troost (1917)
- 2105 Independence Avenue (1921)

Evolving with the times and what best reflected the programs offered, KCU's name has changed throughout the years.

1916 - The Kansas City College of Osteopathy and Surgery (KCCOS)

1970 - The Kansas City College of Osteopathic Medicine (KCCOM)

1980 - University of Health Sciences (UHS)

2004 - Kansas City University of Medicine and Biosciences (KCU)

2020 - Kansas City University (KCU)

Mamie E. Johnston, DO, became the first graduate from the Kansas City College of Osteopathy and Surgery, now KCU, in 1917. Dr. Johnston continued her education when the University instituted a new

four-year curriculum and graduated again with the class of 1918.

Historical Highlights

1999 - KCU joins with seven other leading research institutions to form the Kansas City Area Life Sciences Institute.

2001 - KCU and Rockhurst University inaugurate a DO/MBA in health care leadership dual-degree program.

2006 - College of Biosciences confers first MS in Biosciences.

2007 - KCU launches a DO/MA in Bioethics dual-degree program.

2009 - College of Biosciences confers first MA in Bioethics degree.

2013 - KCU integrates tablet technology into curriculum.

2014 - KCU opens military track and becomes the third medical school in the U.S. to offer specialized training for military students.

2016 - KCU turns 100.

2017 - KCU opens a second campus in Joplin, Missouri.

Presidents

- Dr. George J. Conley (1916-1950)
- Dr. Joseph M. Peach (1950-1964)
- Dr. Richard Eby (1964-1965)
- Dr. K.J. Davis (1965, Interim President)
- Dr. Eugene B. Powers (1966-1968)
- Dr. K.J. Davis (1968, Interim President)
- Dr. Rudolph S. Bremen (1968-1988)
- Dr. Elmer H. Whitten (1988-1991)
- John P. Perrin, JD (1991-1994)
- Dr. Jack T. Weaver (1994-1995)
- Karen L. Pletz, JD (1995-2010)
- Dr. H. Danny Weaver (2011-2013)

- Dr. Marshall Walker (2013, Interim President)
- Dr. Marc B. Hahn (2013-Present)

Mission Statement

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

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

Vision

Changing health care for good.

Core Values

Excellence: Striving for quality, integrity, and innovation

Equity: Supporting an inclusive and collaborative environment

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

Strategic Goals

Five strategic goals form the foundations of this commitment:

Goal 1: Redefining Health Education and Student Success

Goal 2: Mission-Relevant Research

Goal 3: Community-Focused Service

Goal 4: Institutional Spirit

Goal 5: Responsible Stewardship

Diversity & Inclusion

KCU is deeply committed to cultivating diversity and inclusion on its campuses and to challenging our students to embrace cultural proficiency and

adeptness. As future physicians, psychologists, scientists, and healthcare professionals, students must understand and embrace cultural diversity in order to be competent and successful in team-based healthcare delivery. The University's faculty and staff must do the same.

KCU students, faculty, and staff serve diverse, underserved, at-risk, urban, and rural populations within geographically diverse communities nationwide. In addition, KCU's alumni work to serve diverse communities all over the U.S., as well as internationally.

Furthermore, KCU's institutional strategic plan calls for the University to create a culture of inclusion, by making efforts to recruit students, faculty, and staff from a diversity of backgrounds and enhancing a campus sense of community. Our University's strategic plan outlines our priorities and best practices to promote inclusion through on-going and vigilant evaluation of our institutional community efforts. Updates on current efforts related to KCU's DEI initiatives can be found on the [KCU website](#).

Accreditation

KCU is a private university accredited by the Higher Learning Commission (HLC) and recognized by the Coordinating Board of Higher Education for the Missouri Department of Higher Education.

The HLC is an independent corporation and one of two commission members of the North Central Association of Colleges and Schools (NCA), which is one of the six regional institutional accreditors in the U.S. The HLC accredits degree-granting, post-secondary education institutions in the North Central region.

KCU College of Osteopathic Medicine (KCU-COM) is also accredited by the Bureau of Professional Education of the American Osteopathic Association (AOA). The AOA is the official accrediting agency for osteopathic medicine approved by the U.S. Department of Education and by the Council of Post-Secondary Accreditation.

The AOA Commission on Osteopathic College Accreditation (COCA) serves the public by establishing, maintaining, and applying accreditation standards and procedures to ensure that academic quality and continuous quality improvement delivered by the colleges of osteopathic medicine reflect the evolving practice of osteopathic medicine. The scope of COCA encompasses the accreditation of the colleges of osteopathic medicine.

The KCU College of Dental Medicine (KCU-CDM) received initial accreditation in February 2022 from the Commission on Dental Accreditation (CODA). CODA serves the public and dental professions by developing and implementing accreditation standards that promote and monitor the continuous quality and improvement of dental education programs.

The Clinical Psychology program in the College of Biosciences (KCU-COB) is accredited on contingency by the Commission on Accreditation of the American Psychological Association (APA). The APA commission is the primary accreditor in the United States for professional education and training in doctoral-level psychology programs.

Questions or concerns regarding the University's accreditation should be directed to the American Osteopathic Association, Higher Learning Commission, Commission on Dental Accreditation, or the American Psychological Association.

Commission on Osteopathic College Accreditation

142 East Ontario Street
Chicago, IL 60611-2864
(312) 202-8124
predoc@osteopathic.org

The Higher Learning Commission

230 South LaSalle St., Suite 7-500
Chicago, IL 60604-1411
1.800.621.7440 - Toll free
312.263.7462 - Fax
info@hlcommission.org

Commission on Dental Accreditation

211 East Chicago Avenue
Chicago, IL 60611
1.800.621.8099, ext. 4653

American Psychological Association

Office of Program Consultation and Accreditation
750 First St., NE
Washington, DC 20002-4242
202.336.5979
apaaccred@apa.org

Academic Calendars

"Census Date" refers to one official date established for both the fall and spring semesters, when a count of currently enrolled students is made in all programs for official reporting purposes. Due to the fact that KCU programs of study abide by different calendars, the census date shall be after all program add/drop periods for that specific semester.

Academic Calendar: Master of Science in Biomedical Sciences

Fall Semester

July 30 - Aug. 2	Registration & Orientation
Aug. 5	First Day of Classes
Aug. 30	Official Census Date for Fall Semester
Sept. 2	Labor Day - KCU Closed
Nov. 28-29	Fall Break - KCU Closed
Dec. 13	Last Day of Classes
Dec. 23	KCU Closes for Winter Break

Spring Semester

Jan. 2	KCU Reopens
Jan. 6	First Day of Classes
Jan. 20	Martin Luther King, Jr. Day - KCU Closed
Feb. 3	Official Census Date for Spring Semester
March 17 - 21	Spring Break
April 7 - 11	Research Symposium Week
May 9	KCU-Kansas City Commencement
May 26	Memorial Day - KCU Closed
May 27	Last Day of Classes

Summer Semester (BIOS-Research Only)

June 2	First Day of Classes
July 4	Independence Day - KCU Closed
July 25	Last Day of Classes

Academic Calendar: Doctor of Psychology in Clinical Psychology

Fall Semester

July 12	Orientation
July 15	Block 1 Classes Begin
Aug. 30	Official Census Date For Fall Semester
Sept. 2	Labor Day - KCU Closed
Sept. 27	Block 1 Classes End
Sept. 30 - Oct. 4	Session Break (No Classes)
Oct. 7	Block 2 Classes Begin
Nov. 28 - 29	Fall Break - KCU Closed
Dec. 18	Block 2 Classes End
Dec. 23	KCU Closes for Winter Break

Spring Semester

Jan. 2	KCU Reopens
Jan. 6	Block 1 Classes Begin
Jan. 20	Martin Luther King, Jr. Day - KCU Closed
Feb. 3	Official Census Date for Spring Semester
March 17-21	Spring Break
March 28	Block 1 Classes End
March 31	Block 2 Classes Begin
April 7-11	Research Symposium Week
May 9	KCU-Kansas City Commencement
May 26	Memorial Day - KCU Closed
June 13	Block 2 Classes End

Academic Calendar: Doctor of Dental Medicine

Summer Semester

June 10	First Day of Classes
July 4	Independence Day - KCU Closed
Aug. 9	Last Day of Classes

Fall Semester

July 31 - Aug. 18	Orientation
Aug. 19	First Day of Classes
Aug. 30	Official Census Date for Fall Semester
Sept. 2	Labor Day - KCU Closed
Nov. 28-29	Fall Break - KCU Closed
Dec. 13	Last Day of Classes
Dec. 22	Start of Winter Break - KCU Closed

Spring Semester

Jan. 2	KCU Reopens
Jan. 6	First Day of Classes
Jan. 20	Martin Luther King, Jr. Day - KCU Closed
Feb. 3	Official Census Date for Spring Semester
March 17-21	Spring Break
April 7-11	Research Symposium Week
May 9	Last Day of Classes

Academic Calendar: Doctor of Osteopathic Medicine & Master of Arts in Bioethics

Fall Semester

July 1	OMS-III & IV: First Day of Clerkships
July 1	OMS-II: First Day of Summer II Session
July 4	Independence Day - KCU Closed
July 15-26	New Student Orientation
July 26	OMS-II: Last Day of Summer II Session
July 29	OMS-I & II: First Day of Classes
Aug. 30	Official Census Date for Fall Semester
Sept. 2	Labor Day - KCU Closed
Nov. 28-29	Fall Break - KCU Closed
Nov. 30	OMS-IV: Last Day of Fall Clerkships
Dec. 1	OMS-IV: First Day of Spring Clerkships
Dec. 18	OMS-I & II: Last Day of Classes
Dec. 22	KCU Closes for Winter Break
Dec. 31	OMS-III: Last Day of Fall Clerkships

Spring Semester

Jan. 1	OMS-III: First Day of Spring Clerkships
Jan. 2	KCU Reopens
Jan. 6	OMS-I & II: First Day of Spring Classes
Jan. 20	Martin Luther King, Jr. Day - KCU Closed
Feb. 5	Official Census Date for Spring Semester
March 17-21	OMS-I & II: Spring Break
April 7-11	Research Symposium Week
April 25	OMS-IV: Last Day of Spring Clerkships
May 4	KCU-Joplin Commencement
May 9	KCU-Kansas City Commencement
May 23	OMS-I & II: Last Day of Spring Classes
May 26	Memorial Day - KCU Closed
May 27	OMS-I & II: First Day of Summer I Session
June 27	OMS-I & II: Last Day of Summer I Session

Admissions

KCU is a private institution and encourages applications from qualified students who are interested in pursuing a career in osteopathic medicine, dental medicine, clinical psychology or biomedical sciences.

Applicants are encouraged to visit the [KCU website](#) to review the application process and frequently asked questions. Applicants are also welcome to contact the Office of Admissions directly.

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 his/her application. If the applicant wants another party or multiple parties (e.g., parent, spouse, advisor, physician, friend) to check the status of his/her application, the applicant is required to submit, in writing, a FERPA-compliant signed waiver giving personnel of KCU permission to discuss all details of the application with each said individual.

Prior Dismissal

Students who were involuntarily dismissed from a previous college or university for any lawful reason will not be considered for admission to KCU

College of Dental Medicine

Academic Requirements

The minimum academic requirements for admission to the first-year CDM class are:

- Completion of the Dental Admissions Test (DAT) within three years prior to the matriculation date.
- A baccalaureate degree earned from a regionally accredited college or university.
- Exceptions are only made for those students accepted through our Partner Program.
- Satisfactory completion, with a grade of C or higher, of the following college courses, including laboratory work:
 - General Biology (Zoology, or similar is an acceptable alternative) - one year of lecture & lab, (8 semester/12 quarter hours)
 - Microbiology or Biochemistry - one semester of lecture & lab, (4 semester/6 quarter hours)
 - General Chemistry - one year of lecture & lab, (8 semester/12 quarter hours)
 - Organic Chemistry - one year of lecture & lab, (8 semester/12 quarter hours)
 - Additional Biology, Chemistry, and/or Physics courses - (12 semester/18 quarter hours)
 - English Composition/Technical Writing - (6 semester/8 quarter hours)
- Completion of the following courses is strongly recommended, but not required:
 - Human Anatomy - one semester lecture and lab, (4 semester/6 quarter hours)

Substitutions or Waiver of Course Prerequisite Requirements

Prerequisite course substitutions are permitted in some situations. An applicant may request substitution of undergraduate coursework for KCU's prerequisites by forwarding the following to the Office of Admissions:

- A letter describing the rationale for the request
- One or more of the following supporting documents:
 - A faculty letter detailing course content.
 - A copy of the course description from the university catalog.
 - A copy of the course syllabus.

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.

Admissions Partner Programs

KCU has developed partner programs with select educational institutions that have exceptional pre-dental programs. The Partner Program sequence requires:

- Petition to participate through the Partner Program's undergraduate pre-dental advisor
- A minimum ACT score of 24
- The completion of all dental school prerequisites in the first three years of matriculation (minimum of 90 semester or 135 quarter credits)
- A cumulative grade point average of 3.25
- A minimum 3.5 science GPA
- DAT test score

Students must maintain the GPAs listed above in order to matriculate at KCU. Any partner program applicant that applies in the Fall 2024 term and beyond will be required to take the DAT before they matriculate to KCU. The test score will not be used in the admission decision and does not have to be completed before the applicant applies, interviews or is accepted to KCU. However, the test score will

need to be submitted to the Admission Office before the student begins dental school classes.

For the most current list of Partner Programs, please refer to the [KCU website](#).

Application Process

Step 1: Application

Associated American Dental Schools Application Service (AADSAS) is a web-based application for individuals seeking admission to colleges of dental medicine. All applicants must use the AADSAS portal to apply for admission at KCU.

The AADSAS application is open June through March every year. For example, students may submit applications as early as June 2023 for a Fall 2024 start date. All application materials, including detailed instructions, can be accessed through the [AADSAS website](#).

AADSAS gathers all the necessary material about each applicant and transmits the information in a standardized format to the college of dental medicine selected by the applicant.

KCU conducts an initial review of the transmitted AADSAS application, DAT scores and academic records to determine which applications will be further processed. Applicants are encouraged to include the scheduled DAT test dates on the AADSAS application to indicate the intent of taking or retaking the exam.

Step 2: KCU-CDM Secondary Application

Upon review of your AADSAS application, KCU invites qualified applicants to complete our secondary application online.

Submit three letters of recommendation (if you submitted through AADSAS, we will download letters to your KCU file).

- One from a pre-health advisor or committee; may substitute a science faculty member who is familiar with your scholastic performance

- One from a dentist (non-family member)
- One from an individual who can attest to your academic strengths, abilities, and fit for dental school

Letters must be dated within two years of matriculation year (i.e., if starting classes at KCU in August 2024, letters must be dated no earlier than May 2022).

Step 3: Complete your Interview with KCU

Invitations for interviews will be sent to the email provided in your AADSAS application. Interviews are conducted virtually and are by invitation only. Interviews usually begin in August.

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 - June

- Contact all colleges and universities attended and have official transcripts forwarded directly from the education institution to AADSAS.
- Complete AADSAS application.

July

- Submit final transcript if necessary.

August - March

- KCU conducts personal interviews with selected applicants.

March 1

- AADSAS application deadline. Secondary applications are accepted and processed until all interview positions have been filled. Conditional acceptances begin going out December 15th, after which KCU offers rolling admissions.

Applicant Review & Notification

The major criteria for rating applicants include academic excellence and nonacademic achievements. Academic excellence is measured by an assessment of the results of the DAT, grades, and grade point averages. Nonacademic achievements also are considered, as well as a candidate's ability and desire to fulfill the mission of the University. The Admissions Committee looks for the following nonacademic achievements:

- Leadership roles
- Involvement in community organizations/projects
- Involvement in research activities
- Commitment to an organization(s) for more than two years
- Participation in a domestic/international mission trip
- Experience in a clinical setting
- Volunteer experiences
- Shadowing of a dental health professional

Following the above assessment, selected applicants are invited for a formal personal interview. Interviews are opportunities for applicants to demonstrate professionalism, critical thinking, and high-level communication skills.

After the interview, the Admissions Committee reviews the applicant's file and then makes recommendations to the dean of CDM for consideration. Applicants are notified on December 15th or after.

Matriculation Requirements

Deposits and Paperwork

An acceptance deposit and a matriculation deposit are required from admitted applicants. (See CDM Tuition & Fees) Acceptance is conditional until all fees, paperwork, and coursework is completed. Failure to submit all documents and forms by the posted due dates will result in forfeiture of seat in the upcoming class. Acceptance and matriculation deposits are non-refundable and non-transferable to

another program. Students who pay the deposit(s) but do not attend **forfeit** their deposit(s). For those who pay their deposit(s) and matriculate, the amount will be credited to the student's tuition.

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 KCU Office of Admissions. Official transcripts submitted to AADSAS will be downloaded by the Office of Admissions. Applicants only need to submit updated transcripts showing courses in progress or showing degree conferred. If you have any questions about which transcripts are due, please email dentaladmissions@kansascity.edu. All required coursework is to be completed with a grade of C or better and degree completion be verified no later than July 1 of the matriculation year, unless granted an extension by the Office of Admissions.

Criminal Background Check

Prior to matriculation, all students matriculating into KCU must have a criminal background check performed at their own expense. The background check will be performed by a certifying organization retained by KCU. The purpose of the background check is to satisfy federal and state requirements for individuals participating in clinical activities involving patient care.

Students must pay for an extra background check in select degree programs before starting clinical activities.

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

Immunization & 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 KCU are required to be vaccinated in accordance with the Centers for Disease Control and Prevention (CDC) immunization guidelines. These guidelines change and are updated periodically, and applicants and students are expected to be knowledgeable regarding the current CDC guidelines for health care workers found on their website: www.cdc.gov. KCU students are responsible for maintaining a current and thoroughly documented official record of immunizations at all times. More information is available [online](#).

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

These requirements are subject to legally required accommodation requirements.

Notice of Health Risks

Dental students, interacting with patients in hospitals and in clinics, are exposed to a variety of infectious agents. Although universal precautions are required in many of these encounters, the risk of infection is still increased. In an effort to protect the dental student, and to prevent the spread of disease to patients, dental students must satisfy the immunization requirements. Refer to the immunization requirements for KCU.

Required Textbooks

The lists of required textbooks for students are posted on the library website. Students are responsible for purchasing and having all textbooks or e-books on the provided lists.

Dental Equipment

Students are required to have certain dental equipment when starting dental school. The Office of Admissions sends information to students prior to matriculation about specific equipment and pricing. Students can purchase dental equipment through the KCU Campus Store.

Transfer Admission Policy

The CDM does not accept transfer students and applicants are not eligible for transfer credit or placement into an advanced year.

Health & Minimum Technical Standards

All candidates and enrolled dental students must meet health and technical standards to be admitted to, participate in, and graduate from the dental education programs of KCU. Applicants are advised to review [this policy](#) online.

Reasonable accommodation will be made as required by law; however, the candidate/student must be able to meet all technical standards with or without reasonable accommodation. Please refer to the Americans with Disabilities Act. Requests for accommodation should be directed to the KCU disability services coordinator, studentaccommodations@kansascity.edu. More information can be found at <https://www.kansascity.edu/student-experience/student-services/student-disability-services---resources>.

Housing

KCU does not provide housing.

College of Biosciences

Doctor of Psychology in Clinical Psychology (KCU- Kansas City)

The Doctor of Psychology in Clinical Psychology (PsyD) program's sequential, cumulative, and graded curriculum, students gain the knowledge, skills, and attitudes necessary to practice as highly competent, caring, patient-focused clinical psychologists. Students may be able to complete their program in five years, but the total time required depends on students meeting requirements and on the clinical placements scheduling. Most students complete their programs within approximately five (5) years (10-11 terms or 60-64 months), to accommodate internship schedules and external site requirements. Please see program requirements for more information.

Academic Requirements

To be considered for admission, applicants must submit the following documented evidence:

- Completion of a bachelor's degree from a regionally accredited college or university.
- An undergraduate GPA of 3.00 on a 4.00 scale.
 - If applicant does not meet the undergraduate GPA requirement, a graduate GPA of 3.50 or better in a Psychology-related field and a cumulative/overall GPA of 3.00 or better may be used for consideration.
- Completion of 18 semester hours or equivalent of prerequisite coursework in psychology with a grade of C or better and must include:
 - Introduction to General Psychology
 - Human Growth and Development or Personality Theory
 - Statistics or Tests and Measurements
- Motivation for and commitment to health care as demonstrated by previous work, volunteer work or other life experiences.

- Oral and written communication skills necessary to interact with patients and colleagues.
- Commitment to abide by KCU's Drug-Free Workplace and Substance Abuse Policy.
- Passage of the KCU criminal background check.

Substitutions or Waivers of Admission Requirements

Any request for substitutions or waiver of any of the admission requirements must be submitted in writing to the Office of Admissions stating the request, rationale for the request and supporting documentation.

Prerequisite course substitutions are permitted in some situations. An applicant may request substitution of undergraduate coursework prerequisites by forwarding one or more of the following to the Admissions office:

- A faculty letter detailing course content.
- A copy of the course description from the University Catalog.
- A copy of the course syllabus.

For other requirement waiver requests, the applicant may request the waiver by submitting relevant documentation applicable to the request, along with the written request for justification.

Documentation providing the most detail will expedite the review process. The University will notify applicants after reviewing course content or other information relevant to a waiver request. If the University grants a course substitution, the substituted course will not count toward the fulfillment of any other prerequisite.

The Office of Admissions designee will communicate the decision on the waiver request in writing within a reasonable time.

Application Process

Applicants should begin the application process six to eight months before anticipated matriculation. Applicants can apply online through the [KCU website](#).

Admissions personnel are usually available to respond to your calls between 8 a.m. and 4 p.m. toll-free at 877.425.0427 or 816.654.7160.

Application Schedule

The following represents a monthly guide for application preparation.

October

- Begin KCU-Kansas City PsyD Application.
- Contact all colleges and universities attended and have official transcripts forwarded directly from the educational institution to KCU.
 - Acceptance is conditional until all official transcripts are received from previous colleges/universities attended. Transcripts must be received by the Office of Admissions no later than July 1.
- Have three letters of recommendation sent directly to the KCU Office of Admissions at psyd@kansascity.edu.
 - Two of the three letters must be from individuals in the field of psychology who can attest to your dedication to the field and quality of work.

November through April

- Submit KCU-Kansas City PsyD Application to meet priority deadline for early consideration.
- Interviews begin.

June

- Submit final transcripts if needed.

*Applications are accepted on a first-come, first-served basis until the class has been filled.

Applicant Review & Notification

The Admissions Committee also looks for the following nonacademic achievements:

- Leadership roles.
- Involvement in community organizations/projects.

- Involvement in research activities.
- Participation in a domestic/international mission trip.
- Work experience in psychology or a psychology-related field (e.g., Licensed Professional Counselor (LPC), social work, counseling).
- Shadowing of a psychologist.

Following the above assessment, selected applicants are invited for a formal personal interview.

Interviews are opportunities for applicants to demonstrate professionalism, critical thinking, and high-level communication skills.

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

Matriculation Requirements

Deposit and Paperwork

A non-refundable matriculation deposit is required from accepted applicants. (See COB Tuition & Fees). Acceptance is conditional until all fees, paperwork, and coursework is completed. Failure to submit all documents and forms by the posted due dates will result in forfeiture of seat in the upcoming class. The matriculation deposit is non-refundable. Applicants who pay the seat deposit but do not attend will forfeit their deposit.

For those who successfully matriculate, the student's deposit will be credited to their tuition.

For VA Students: If VA funding covers the full amount of tuition and mandatory fees to the University for the term, the tuition and fee credit balance on the account, including deposits, will be refunded once funding is received.

Immunizations

Prior to matriculation, all entering students must be vaccinated in accordance with University's guidelines, which are posted [online](#). KCU determines immunization requirements based upon current Centers for Disease Control and Prevention (CDC)

guidelines for health care workers. These guidelines/requirements change and are updated periodically. Applicants and students are expected to be knowledgeable of the current CDC guidelines for health care workers found on the website www.cdc.gov/.

Criminal Background Check

Prior to matriculation, all KCU students must agree to and undergo a criminal background check at their own expense. The background check will be performed by a certifying organization retained by the University.

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

Health & Technical Standards

All candidates and enrolled students must meet health and technical standards to be admitted to, participate in, and graduate from the medical education programs of KCU. Applicants are advised to review this policy online.

Reasonable accommodation will be made as required by law; however, the candidate/student must be able to meet all technical standards with or without reasonable accommodation. Please refer to the Americans with Disabilities Act. Requests for accommodation should be directed to the KCU disability services coordinator, studentaccommodations@kansascity.edu. More information can be found at <https://www.kansascity.edu/student-experience/student-services/student-disability-services---resources>.

Vaccinations & Immunizations

A student who cannot provide an official up-to-date immunization record, in accordance with [University requirements](#), will not be allowed to begin or continue with clinical training and will be referred to the appropriate University official for disciplinary action.

Housing

KCU does not provide housing.

Master of Science in Biomedical Sciences & Biomedical Sciences Research

Academic Requirements

Requirements for admission to the Master of Science in Biomedical Sciences or Biomedical Sciences Research program are:

- Bachelor's degree from an accredited college or university.
- Completion of 13 hours of Chemistry (including Organic Chemistry), 12 hours of Biological Sciences, 8 hours of Physics.
- Graduate entrance examination completion of either the Medical College Admissions Test (MCAT), Dental Admission Test (DAT), or the Graduate Record Examination (GRE) is optional. However, if a student plans to apply for medical or dental school, graduate entrance examination scores will most likely be required for entrance into those programs.
- Two letters of recommendation, preferably from science faculty familiar with the applicant's academic abilities.
- All transcripts from any college or university attended. If you have already submitted an application to KCU-COM, you do not need to submit transcripts at this time. For more information about the Master of Science in Biomedical Sciences, please contact the KCU Office of Admissions toll-free at 800.234.4847 or 816.654.7160.

Substitutions or Waivers of Admissions Requirements

Any request for substitutions or waiver of any of the admission requirements must be submitted in writing to the Office of Admissions stating the request, rationale for the request, and supporting documentation.

Prerequisite course substitutions are permitted in some situations. An applicant may request substitution of undergraduate coursework prerequisites by forwarding one or more of the following to Admissions:

- A faculty letter detailing course content.
- A copy of the course description from the University catalog.
- A copy of the course syllabus.

For other requirement waiver requests, the applicant may request the waiver by submitting relevant documentation applicable to the request, along with the written request with justification.

Documentation providing the most detail will expedite the review process. The University will notify applicants after review of course content or other information relevant to a waiver request.

If the University grants a course substitution the substituted course will not count toward the fulfillment of any other prerequisite.

The Office of Admissions designee will communicate the decision on the waiver request in writing within a reasonable time.

Application Process

Applicants are encouraged to begin the application process a year prior to anticipated matriculation.

Applicant Review & Notification

The major criteria for rating applicants include both academic excellence (course grades, GPA and admission test scores) and nonacademic achievements (community and volunteer services), as well as the candidate's ability and desire to fulfill the mission of the University. Applicants are notified as soon as a final admission decision has been made.

Matriculation Requirements

Matriculation Deposit

A non-refundable matriculation deposit is required from accepted applicants. (See COB Tuition & Fees)

Acceptance is conditional until all fees, paperwork, and coursework is completed. Failure to submit all documents and forms by the posted due dates will result in forfeiture of seat in the upcoming class. The matriculation deposit is non-refundable. For those who pay their deposit, the amount will be credited to their tuition.

For VA Students: If VA funding covers the full amount of tuition and mandatory fees to the University for the term, the tuition and fee credit balance on the account, including for deposits, will be refunded once funding is received.

Official Transcripts

Acceptance is conditional until all official transcripts are received from previous colleges/universities attended. Transcripts must be received by the Office of Admissions by July 1. Applicants accepted while completing coursework will be expected to receive a grade of C or higher, and degree requirements must be completed by July 1, unless granted an extension by the Office of Admissions.

Immunizations

Prior to matriculation, all entering students must be vaccinated in accordance with [University's guidelines](#). KCU determines immunization requirements based upon current Centers for Disease Control and Prevention (CDC) guidelines for health care workers in combination with current requirements for Clinical Education. These guidelines/requirements change and are updated periodically. Applicants and students are expected to be knowledgeable of the current CDC guidelines for health care workers found on the website www.cdc.gov.

Criminal Background Check

Prior to matriculation, all KCU students must agree to and undergo a criminal background check at their own expense. The background check will be performed by a certifying organization retained by the University.

Note: Discovery following admission or matriculation of intentional misrepresentation or omission of any information used in the application process will

subject the student to disciplinary action, including rescinded admission, probation, suspension, or dismissal. Matriculation will be denied to applicants who have failed to maintain a good record of scholastic performance and/or personal conduct between the time of their acceptance and matriculation at the University. The University reserves the right to deny admission to any applicant for any reason the University deems sufficient.

Transfer Admission Policy

The Biomedical Sciences program does not accept transfer credits.

College of Osteopathic Medicine

Doctor of Osteopathic Medicine

Academic Requirements

The minimum academic requirements for admission to the first-year COM class are:

Completion of the Medical College Admissions Test (MCAT) within three years prior to the matriculation date.

A baccalaureate degree earned from a regionally accredited college or University.

Exceptions are only made for those students accepted through our Partner Program.

Satisfactory completion, with a grade of C or higher, of the following college courses, including laboratory work:

- **Biochemistry:** 3 semester hours (4.5 quarter hours)
- **Biological Sciences:** 12 semester hours (18 quarter hours)
- **Chemistry:** 13 semester hours (19.5 quarter hours)
- **Physics:** 8 semester hours (12 quarter hours)
- **TOTAL:** 36 semester hours (54 quarter hours)

Substitutions or Waiver of Admissions Requirements

Prerequisite course substitutions are permitted in some situations. An applicant may request substitution of undergraduate coursework for KCU's prerequisites by forwarding the following to the Office of Admissions:

- A letter describing the rationale for the request

- One or more of the following supporting documents:
 - A faculty letter detailing course content
 - A copy of the course description from the university catalog
 - A copy of the course syllabus

Applicants will be notified of decisions after KCU's 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.

Admissions Partner Programs

KCU has developed partner programs with select educational institutions that have exceptional premedical programs. The Partner Program sequence requires:

- Petition to participate through the Partner Program's undergraduate pre-health advisor
- A minimum ACT score of 24
- The completion of all medical school prerequisites in the first three years of matriculation (minimum of 90 semester or 135 quarter credits)
- A cumulative grade point average of 3.25
- A minimum 3.5 science GPA
- MCAT test score

Students must maintain the GPAs listed above in order to matriculate at KCU. Any partner applicant that applies in the Fall 2024 term and beyond will be required to take the MCAT before they matriculate to KCU. The test score will not be used in the admission decision and does not have to be completed before the applicant applies, interviews or is accepted to KCU. However, the test score will need to be submitted to the Admission Office before the student begins medical school classes.

Application Process

Step 1: Application

American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS) is a web-

based application for individuals seeking admission to colleges of osteopathic medicine. All applicants must use the AACOMAS portal to apply for admission at KCU.

The AACOMAS application is open May through March every year. For example, students may submit applications as early as May 2023 for a Fall 2024 start date. All application materials, including detailed instructions, can be accessed through the AACOM website, www.aacom.org.

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.

KCU conducts an initial review of the transmitted AACOMAS application, MCAT scores and academic records to determine which applications will be further processed. Applicants are encouraged to include the scheduled MCAT test dates on the AACOMAS application to indicate the intent of taking or retaking the exam.

Step 2: KCU-COM Secondary Application

Applicants who are considered preliminarily qualified under Step 1 will be invited to complete the KCU-COM Secondary Application. Requirements for each incoming year can be found [here](#). (\$60 nonrefundable fee waived if applicant has received fee waiver for AACOMAS fees.)

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 - June

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

July

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

August - March

- KCU conducts personal interviews with selected applicants.

March 1

- AACOMAS application deadline. Secondary applications are accepted and processed until all interview positions have been filled.

KCU offers rolling admissions. Conditional acceptances begin going out in October.

Applicant Review & Notification

The major criteria for rating applicants include academic excellence and nonacademic achievements. Academic excellence is measured by an assessment of the results of the MCAT, grades, and grade point averages. Nonacademic achievements also are considered, as well as a candidate's ability and desire to fulfill the mission of the University. The Admissions Committee looks for the following nonacademic achievements:

- Leadership roles
- Involvement in community organizations/projects
- Involvement in research activities
- Commitment to an organization(s) for more than two years
- Participation in a domestic/international mission trip
- Experience in the medical field (e.g., EMT, nurse)
- Medical field volunteer experiences
- Shadowing of an osteopathic or allopathic physician

Following the above assessment, selected applicants are invited for a formal personal interview. Interviews are opportunities for applicants to

demonstrate professionalism, critical thinking, and high-level communication skills.

After the interview, the Admissions Committee reviews the applicant's file and then makes recommendations to the campus dean(s) of COM to make a decision on admission. Applicants are notified as soon as a final admission decision has been made.

Matriculation Requirements

Deposits

An acceptance deposit and a matriculation deposit are required from admitted applicants. (See COM Tuition & Fees) Acceptance is conditional until all fees, paperwork, and coursework is completed. Failure to submit all documents and forms by the posted due dates will result in forfeiture of seat in the upcoming class. Acceptance and matriculation deposits are non-refundable and non-transferable to another program. Students who pay the deposit(s) but do not attend will have their deposit(s) forfeited. For those who pay their deposit(s) and matriculate, the amount will be credited to their tuition.

For VA Students: If VA funding covers the full amount of tuition and mandatory fees to the University for the term, the tuition and fee credit balance on the account will be refunded to the student.

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 KCU Office of Admissions. Official transcripts submitted to AACOMAS will be downloaded by the Office of Admissions. Applicants only need to submit updated transcripts showing courses that were in progress or showing degree conferred. If you have any questions about which transcripts are due, please email admissions@kansascity.edu. All required coursework is to be completed with a grade of C or better and degree completion be verified no later than July 1 of the matriculation year, unless granted an extension by the Office of Admissions.

Criminal Background Check

Prior to matriculation, all students matriculating into KCU must have a criminal background check performed at their own expense. The background check will be performed by a certifying organization retained by KCU. The purpose of the background check is to satisfy federal and state requirements for individuals participating in clinical activities involving patient care.

Students will be required to pay for an additional background check in select degree programs before starting clinical activities.

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

Immunization & 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 KCU are required to be vaccinated in accordance with the Centers for Disease Control and Prevention (CDC) immunization guidelines. These guidelines change and are updated periodically, and applicants and students are expected to be knowledgeable regarding the current CDC guidelines for health care workers found on their website: www.cdc.gov. KCU students are responsible for maintaining a current and thoroughly documented official record of immunizations at all times. More information is available [online](#).

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

Notice of Health Risks

Student physicians, interacting with patients in hospitals and in clinics, are exposed to a variety of infectious agents. Although universal precautions are required in many of these encounters, the risk of infection is still increased. In order to protect the student physician, and to prevent the spread of disease to patients, student physicians must satisfy the immunization requirements. Refer to the immunization requirements for KCU.

Required Textbooks

The lists of required textbooks for students are posted on the library website. Students are responsible for purchasing and having all textbooks or e-books on the provided lists.

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 can be purchased through the KCU Campus Store.

COM Transfer Admission Policy

Students enrolled at an AOA-COCA accredited osteopathic medical school may be considered for transfer admission into the second or beginning of the third year of medical studies at KCU upon completion of the equivalent level of medical education as currently structured at KCU and provided that a vacancy exists.

Under no circumstances may a student graduate from KCU-COM without completing a minimum of two terminal years of education at KCU-COM.

Applicants who have been dismissed by another medical school are not eligible for transfer to KCU-COM. Applicants who have completed their medical education from an osteopathic, allopathic or international medical school; beyond the third year; are not eligible to enroll at KCU-COM.

Applicants from international or allopathic institutions or from other health-related professions are not eligible for transfer admission. Such individuals must apply through AACOMAS for admission as a first-year student.

Eligibility Guidelines

- Applicants must be in good academic standing at the osteopathic medical school currently attending (or previously attended in event of a withdrawal) and be eligible for continued enrollment or readmission.
- Applicants interested in transferring to KCU as a third-year medical student must have passed the Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level 1.

Requirements

- KCU-COM Secondary Application and fee.
- A personal statement presenting valid and compelling reasons for admission by transfer.
- Official transcripts from all previously attended colleges.
- A letter of evaluation and support from the dean at the current/previous osteopathic medical school.
- Official scores for all MCATs taken.
- Official scores for all COMLEX exams taken (if applicable).
- Documentation including catalog pages and/or course syllabi that demonstrate satisfactory completion of equivalent curricular content at KCU for courses in clinical skills, Osteopathic Principles and Practices (OPP), and Osteopathic Manipulative Medicine (OMM).
- Two letters of recommendation.

Procedures & Deadlines

- Deadline for receipt of application and fee is Feb. 1 of the year of the proposed matriculation.
- Deadline for receipt of all supporting documentation is March 1 of the year of the proposed matriculation.

- Office of Admissions reviews completed application for minimum admission qualifiers. If minimum qualifiers are met, the Office of Admissions contacts the vice provost to confirm an available seat.
- If space is available, the applicant's curricular content from the other osteopathic school is reviewed by the deans of COM and/or faculty with expertise in the areas of concern to ensure content fulfills the minimum curriculum requirements of KCU-COM and to determine transfer credit equivalents.
- Upon approval by the deans of COM, the documentation is forwarded to the Office of the Registrar for appropriate transfer consideration. Upon official confirmation from the Office of the Registrar regarding all applicable transfer courses, the applicant is invited for a personal interview.
- Interview team observations and applicant file are forwarded to the Admissions Committee for consideration.
- If the Admissions Committee recommends transfer admission, the applicant's file is forwarded to the appropriate dean of COM for final approval and confirmation of transfer credit equivalents. Transfer credit accepted for COM is posted to the KCU transcript as a semester credit value summary with a transfer GPA, however, transfer credit may not be utilized for the determination of graduation honors.
- Only applications that are complete and received by the advertised deadline will be considered. No exceptions or deadline extensions will be approved. Incomplete applications will be withdrawn from consideration.
- Applicants who submit a completed application for transfer admission will receive written notification of the decision rendered by the appropriate dean of COM from the Office of Admissions.
- Potential transfer students should request application information from KCU's Office of Admissions, admissions@kansascity.edu.

Health & Minimum Technical Standards

All candidates and enrolled medical students must meet health and technical standards to be admitted to, participate in, and graduate from the medical education programs of KCU. Applicants are advised to review this policy online.

Reasonable accommodation will be made as required by law; however, the candidate/student must be able to meet all technical standards with or without reasonable accommodation. Please refer to the Americans with Disabilities Act. Requests for accommodation should be directed to the KCU disability services coordinator, studentaccommodations@kansascity.edu. More information can be found at <https://www.kansascity.edu/student-experience/student-services/student-disability-services---resources>.

Campus Transfer Appeals

Appeals for a campus transfer are not permitted once a student has been admitted to KCU and prior to matriculating into the program.

After matriculation, KCU does not permit students to transfer between campuses. Students with significant extenuating circumstances may submit an appeal to transfer. Appeals are reviewed by the campus deans on a case-by-case basis. A campus transfer will only be approved prior to the start of the term; mid-semester campus location changes are not permitted.

Readmission Policy

Students who have withdrawn or have been dismissed from KCU are not eligible for readmission to any KCU program of study. Limited exceptions are available for those students who withdrew due to a documented ADA disability, and who wish to return to KCU in the academic program from which they withdrew. Any request for exception must be directed to the vice provost for Student Services office; requests are handled on an individual basis.

Non-U.S. Citizens/International Applicants

An international applicant is an applicant who is not a U.S. citizen or permanent resident. KCU requires a student visa (F-1) to study in any KCU program. International applicants must meet all requirements for admission as stated for their program of study. International applicants should use internationaladmissions@kansascity.edu to ask questions regarding their application process.

International applicants who are in pending status for permanent U.S. residency are not eligible for admission.

International applicants whose native language is not English must also demonstrate objective competency in English by one of the following:

- Completing the Test of English as a Foreign Language (TOEFL) within two years of the applicants anticipated matriculation date with a minimum score of 79 for the IBT (Internet-Based Testing) and a minimum score of 26 on the speaking component
- Earned bachelors or masters degree from an accredited US college or university or a recognized post-secondary Canadian institution that uses English as its primary language of instruction.

Once a conditional offer of admission is extended, international applicants must provide:

- A completed International Funding Assurance Form with all supporting bank and financial documentation through Workday, proving sufficient funding to cover the entire length of the program.
- A clear copy of the passport

A list of accepted liquid assets and approved supporting documents can be found on the [KCU website](#). Once received, the financial documentation is reviewed by the Office of Finance for verification and is subject to approval before the issuance of an I-20 form. Due to processing times, these documents must be received by March 1st. International

applicants must pay their Acceptance and Matriculation Deposit and have all financial documents approved before the Office of Admissions creates an initial I-20 document for the student or transfers a student's SEVIS record from their current institution.

The Office of Admissions will determine a new deadline for submitting funding assurance forms for international applicants who are accepted after March 1st. Students who fail to meet the posted deadlines for completing their funding assurance may have their acceptance deferred to the following year.

International applicants should be mindful of the estimated visa appointment wait times, which can be reviewed online at travel.state.gov. In the event that an international applicant is not able to secure a visa with enough time to participate in new student orientation, they will have their admission deferred to the following year.

International students must make an appointment with a DSO to provide or make copies of their signed I-20, visa, and I-94 before the add/drop period ends for their program.

Previous Attendance at Foreign Institutions

Applicants with college credit at foreign institutions, or institutions teaching in a language other than English, must submit official foreign transcripts to one of the following evaluation services as part of the admissions processes:

Educational Credential Evaluators, Inc.

P.O. Box 514070
Milwaukee, WI 53203-3470
contactus@ece.org

Josef Silny and Associates

International Education Consultants
7101 SW 102 Avenue
Miami, FL 33171
305.273.1616
info@jsilny.org

World Education Services, Inc.

WES Reference No.: _____

WES Global Documentation Centre

PO BOX 2008 STN MAIN

NEWMARKET ON, L3Y 0G5 Canada

U.S. (+1) 800.361.3106

Canada (+1) 800.361.6106

KCU will consider credit from the evaluation report only if the third-party evaluation service has indicated the coursework taken was similar to coursework taken at an institution which is equivalent to a bachelor's degree (or above) from a regionally accredited U.S. college or university.

International students are not eligible to apply for advanced standing or apply transfer credits towards the completion of any program.

International students do not qualify for US federal financial aid but may be eligible for scholarships.

Student Accounts

Payment Information

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

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

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

1. **Online:** Enrolled students are strongly encouraged to pay tuition and fees online through Workday.
2. **Mail:** Please be sure to include name and student ID on check or money order payments.
 - o **Kansas City University**
Attn: Office of Student Accounts
1750 Independence Avenue
Kansas City, MO 64106

Payment Plan: KCU offers a four-month payment plan at a flat rate of \$100 per plan. This fee is added to the payment plan eligible balance. Students are eligible to self-enroll in a payment plan once charges have been assessed. An installment breakdown is provided at the time of sign up. The first installment payment is due prior to the first day of class. Failure to make the first payment by the tuition due date and/or failure to make the final payment by the date specified in the payment plan may result in a late fee or a hold being applied to the account.

Past Due Balances, Late Fees, and Holds

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

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

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

Returned Payments

Should KCU be notified by its banking institution that a payment has been returned for any reason, the original payment will be reversed, and a \$30 returned payment fee will be added to the student's account. If the reversal of the receipt or returned payment fee causes the account to be past due, normal account collection procedures will apply.

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

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

Communications

The KCU Office of Student Accounts will communicate charges, payments, and other important notices to students via their KCU email. Students are expected to check their email account regularly to ensure important information is not overlooked.

Refund Policies

Program Withdrawal Policy

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

Tuition & Fee Refund Policy

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

Students may be eligible for tuition refunds based on the effective date of separation.

If the separation effective date is on or before the program-specific drop deadline, the student will receive a full charge adjustment on eligible tuition charges.

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

Students enrolling in intersession courses may be eligible for charge adjustments depending on the effective date of the separation. If the effective separation date is on or before the first day of the course, the student is eligible for a full charge adjustment. If the effective separation date is the second or third calendar day of the course, the student will receive a 50 percent charge adjustment. If the effective separation date is after the third calendar date, the student will not receive a charge adjustment.

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

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

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

Title IV Institutional Refund & Return to Title IV Policy

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

Finance Appeals Committee

Students wishing to appeal any charges to their student account, the amount of their refund, or any matters having to do with their student account with the Office of Student Accounts may request to submit an appeal to the Finance Appeals Committee (FAC). The FAC is a staff-led committee that includes representation from the offices of Financial Aid, Finance, Registrar, and Student Services.

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

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

Visiting Students

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

If you are categorized as a visiting student, you will not be considered for federal financial aid programs.

COB Tuition & Fees

University Fees

The following fees apply to the 2024-2025 academic year:

<p>Application Fee</p> <p>Fee is payable upon submission of application for admission. Fee is nonrefundable regardless of reason.</p>	\$30
<p>Acceptance/Matriculation Deposit</p> <p>An acceptance deposit and a matriculation deposit are required from successful applicants. Acceptance is conditional until all fees, paperwork, and coursework is completed. Failure to submit all documents and forms by the posted due dates will result in forfeiture of seat in the upcoming class. Acceptance and matriculation deposits are non-refundable and non-transferable to another program. Students who pay the seat deposit but do not attend will have their deposit forfeited. For those who pay their deposits and matriculate, the amount will be credited to their tuition.</p> <p>For VA Students: If VA funding covers the full amount of tuition and mandatory fees to the University for the term, the tuition and fee credit balance on the account, including for deposits, will be refunded once funding is received.</p> <p>Students paying for tuition are strongly encouraged to pay via KCU's online payment portal. However, if a student wishes to pay via paper check, the payment should be made payable to Kansas City University (KCU) and sent to the address below:</p> <p>Kansas City University</p>	\$500

<p>Attn: Finance Office 1750 Independence Ave. Kansas City, MO 64106</p>	
Student Activity Fee (annual)	\$70
Technology Fee (annual)	\$150

Transcript Fees

Official Transcript (PDF)	\$10.65
Official Transcript (Paper)	\$20-75
USPS (Standard)	\$20
Certified Mail	\$26.50
FedEx	\$55-75

Tuition and Fees

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

The tuition refund shall follow the Tuition & Fee Refund Policy; please review policy for details.

Note: Tuition includes parking, library privileges, an iPad, and laboratory supplies, but not instruments, equipment, computers, texts, lab manuals, or health insurance. Tuition and fees are subject to change.

Master of Science in Biomedical Sciences Programs

The following annual tuition and fees rates apply to the 2024-2025 academic year:

Biomedical Sciences Program

Tuition*	\$38,309
Student Activity Fee	\$70
Academic Support Fee	\$2,288
Estimated Annual Tuition and Fees	\$40,667

*Tuition charged at a rate of \$1,277 per credit hour.

Biomedical Sciences Research Program

Year	Class of 2026	Class of 2025
Tuition*	\$24,263**	\$38,309***
Full-Year Student Activity Fee	\$70	\$70
Academic Support Fee	\$2,288	\$2,288
Estimated Annual Tuition and Fees	\$26,621	\$40,667

*Tuition charged at a rate of \$1,277 per credit hour.

**Class of 2026 is expected to have registration of 19 credit hours for the year.

***Class of 2025 is expected to have enrollment of up to 30 credit hours for the year. The difference in credit hour and corresponding cost totals are based on significant programmatic changes beginning with the class of 2026.

Doctor of Psychology in Clinical Psychology

The following fees and tuition apply to the 2024-2025 academic year:

Year	1	2	3	4	Internship
Tuition*	\$38,309	\$38,309	\$38,309	\$38,309	\$38,309
Activity Fee	\$70	\$70	\$70	\$70	\$70
Academic Support Fee	\$3,224	\$3,224	-	-	-
Technology Fee	-	-	\$150	\$150	\$150
Estimated Annual Tuition and Fees	\$41,603	\$41,603	\$38,529	\$38,529	\$19,374.50

*Tuition charged at a flat rate of \$19,154.50 for 6 or more credit hours per term. Tuition charged at a rate of \$1,277 per credit hour for students enrolled in less than 6 hours or enrolled in internship or dissertation completion beyond year 5.

Students can review budget guides related to the [Biomedical Sciences](#) and [Doctor of Clinical Psychology](#) programs.

CDM Tuition & Fees

Doctor of Dental Medicine

The following fees and tuition apply to the 2024-2025 academic year for the DMD program:

<p>Application Fee (KCU Supplemental)</p> <p>Fee is payable upon submission of application for admission. (Fee may be waived if applicant receives an AACOMAS fee waiver.) Fee is nonrefundable regardless of reason.</p>	\$60
<p>Acceptance Deposit</p> <p>Accepted applicants need to make sure payment is received according to the following schedule:</p> <p>Those accepted prior to Nov. 15 will have until Dec. 14.</p> <p>Those accepted between Nov. 15 and Jan. 14 will have 30 days.</p> <p>Those accepted between Jan. 15 and May 14 will have 14 days.</p> <p>Those accepted on or after May 15 will be asked for an immediate deposit.</p> <p>Acceptance deposits should be mailed to the Admissions office.</p>	\$1,500
<p>Matriculation Deposit</p> <p>Those accepted prior to February 15 will have until March 1.</p> <p>Those accepted between February 15 and May 31 will have 14 days to submit a combined acceptance and matriculation deposit totaling \$3,000.</p> <p>Those accepted on or after June 1 may be asked for an immediate deposit of \$3,000.</p>	\$1,500

<p>Payment is credited toward tuition once payment of the balance of the tuition is received.</p>	
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An acceptance deposit and a matriculation deposit are required from successful applicants. Acceptance is conditional until all fees, paperwork, and coursework is completed. Failure to submit all documents and forms by the posted due dates will result in forfeiture of seat in the upcoming class. Acceptance and matriculation deposits are non-refundable and non-transferable to another program. Students who pay the seat deposit but do not attend will have their deposit forfeited. For those who pay their deposits and matriculate, the amount will be credited to their tuition.

For VA Students: If VA funding covers the full amount of tuition and mandatory fees to the University for the term, the tuition and fee credit balance on the account, including for deposits, will be refunded once funding is received.

Students paying for tuition are strongly encouraged to pay via KCU's online payment portal. However, if a student wishes to pay via paper check, the payment should be made payable to Kansas City University (KCU) and sent to the address below:

Kansas City University

Attn: Finance Office
 1750 Independence Ave.
 Kansas City, MO 64106

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

CDM Required Annual Tuition and Fees

Full-Year Tuition	\$101,063
Student Activity Fee	\$70
Academic Support Fee	\$4,680

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

The tuition refund shall follow the Tuition & Fee Refund Policy; please review policy for details.

Note: Tuition includes parking, library privileges, an iPad, and laboratory supplies, but not instruments, equipment, computers, texts, lab manuals, or health insurance. Tuition and fees are subject to change.

Transcript Fees

Official Transcript (PDF)	\$10.65
Official Transcript (Paper)	\$20-75
USPS (Standard)	\$20
Certified Mail	\$26.50
FedEx	\$55-75

Books & Instruments

The approximate costs for required textbooks are:

First-Year Textbooks and Supplies	\$2,800
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Students can review budget guides related to the [DMD](#) program.

COM Tuition & Fees

Doctor of Osteopathic Medicine

The following fees and tuition apply to the 2024-2025 academic year for the DO program:

<p>Application Fee (KCU Supplemental)</p> <p>Fee is payable upon submission of application for admission. (Fee may be waived if applicant receives an AACOMAS fee waiver.) Fee is nonrefundable regardless of reason.</p>	\$60
<p>Acceptance Deposit</p> <p>Accepted applicants need to make sure payment is received according to the following schedule:</p> <p>Those accepted prior to Nov. 15 will have until Dec. 14.</p> <p>Those accepted between Nov. 15 and Jan. 14 will have 30 days.</p> <p>Those accepted between Jan. 15 and May 14 will have 14 days.</p> <p>Those accepted on or after May 15 will be asked for an immediate deposit.</p> <p>Acceptance deposits should be mailed to the Admissions office.</p>	\$1,500
<p>Matriculation Deposit</p> <p>Those accepted prior to November 15 to have until December 14.</p> <p>Those accepted between November 15 and January 14 to have 30 days.</p> <p>Those accepted between January 15 and April 30 to have 14 days.</p>	\$1,500

<p>Those accepted on or after May 1 may be asked by the accepting COM for an immediate deposit.</p> <p>After May 1 of the year of matriculation, each medical college has the discretion to implement college-specific procedures for accepted students who hold one or more seats at other COM.</p> <p>Payment is credited toward tuition once payment of the balance of the tuition is received.</p>	
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An acceptance deposit and a matriculation deposit are required from successful applicants. Acceptance is conditional until all fees, paperwork, and coursework is completed. Failure to submit all documents and forms by the posted due dates will result in forfeiture of seat in the upcoming class. Acceptance and matriculation deposits are non-refundable and non-transferable to another program. Students who pay the seat deposit but do not attend will have their deposit forfeited. For those who pay their deposits and matriculate, the amount will be credited to their tuition.

For VA Students: If VA funding covers the full amount of tuition and mandatory fees to the University for the term, the tuition and fee credit balance on the account, including for deposits, will be refunded once funding is received.

Students paying for tuition are strongly encouraged to pay via KCU's online payment portal. However, if a student wishes to pay via paper check, the payment should be made payable to Kansas City University (KCU) and sent to the address below:

Kansas City University
 Attn: Finance Office
 1750 Independence Ave.
 Kansas City, MO 64106

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

COM Required Annual Tuition and Fees

Year	1	2	3	4
Tuition*	\$55,854	\$55,854	\$55,854	\$55,854
Activity Fee	\$70	\$70	\$70	\$70
Academic Support Fee	\$4,056	\$4,056	-	-
Technology Fee	-	-	\$150	\$150
Estimated Annual Tuition and Fees	\$59,980	\$59,980	\$56,074	\$56,074

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

The tuition refund shall follow the Tuition & Fee Refund Policy; please review policy for details.

Note: Tuition includes parking, library privileges, an iPad, and laboratory supplies, but not instruments, equipment, computers, texts, lab manuals or health insurance. Tuition and fees are subject to change.

Transcript Fees

Official Transcript (PDF)	\$10.65
Official Transcript (Paper)	\$20-75
USPS (Standard)	\$20
Certified Mail	\$26.50
FedEx	\$55-75

Books & Instruments

The approximate costs for required textbooks are:

First-Year Textbooks	\$2,300
Second-Year Textbooks	\$7,742
Third-Year Textbooks	\$500

The approximate cost for instruments is:

First-Year Instruments	\$900
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National Board Fees

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

Global Health Outreach

Students in the DO program may enroll in global health outreach trips during their tenure at KCU. In order to protect vulnerable populations and for patient/participant safety, only students who have been fully immunized with all KCU required vaccines or have been granted an exemption to the KCU required vaccines may participate. Even where KCU has previously granted an exemption to its required vaccines, KCU will be required to make a separate determination on the reasonableness of the exemption in consideration of the additional risks posed with international travel and the services provided on the trip. The cost of all vaccines shall be the responsibility of the student and will vary based on any insurance coverage.

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

The full cost of the trip will be billed to the student. Billing typically occurs 60 days prior to departure.

Deposits are generally required to secure enrollment in the trip and a deposit due date will be firmly adhered to. Deposits cannot be refunded after the deposit due date.

The final balance is due prior to departure. The final balance due date is typically 14 days prior to departure. Refunds are not allowed after the final balance due date.

Costs incurred by the University due to disruptive or inappropriate behavior of students during the trip, including, but not limited to, purchase of return airfare for the student, will be billed to the student and are due within 15 days.

Master of Arts in Bioethics (Dual-Degree Program)

The MA Bioethics program is a 30-credit hour program, beginning in the second term of the DO program. In most cases, DO students can expect to have 3 Bioethics credits transfer for credit to the Bioethics degree program. The following tuition charges apply to the 2024-20225 academic year.

Tuition per credit hour	\$985
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Note: Students enrolled in the dual-degree Bioethics program may be eligible for additional financial aid. Once accepted into the program, students will be contacted by the Office of Financial Aid regarding financial aid eligibility.

Students can review budget guides related to the [DO](#) program.

Student Financial Aid

The following provides general KCU financial aid information and summarizes key portions of the University's financial aid processes, guidelines and policies. Please contact the Financial Aid Office at finaid@kansascity.edu or visit our website for more information.

Financial Aid Disclosure Policy

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

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

Communications

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

Cost of Attendance

A comprehensive student expense budget, or cost of attendance (COA), has been designed to cover tuition, educational costs and reasonable living expenses for each academic year. The COA is designed for the student only and is not intended to

cover family living expenses or to cover debt incurred prior to attendance at KCU.

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

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

- Tuition and fees
- Room and board (or a housing and food allowance)
- Books and supplies
- Transportation
- Loan fees
- Miscellaneous and personal expense
- COMLEX exam fees (DO only)
- Costs for Licensure, Certification or First Professional Credential - Cost must be incurred during the student's period of enrollment
- Other expenses that may be added to a student's cost of attendance through a budget adjustment process can include:
 - One-time purchase of a personal computer
 - Costs related to a disability
 - Reasonable costs for eligible study-abroad programs or faculty-led trips for students in the Global Medicine Honors track
 - Child/dependent care
 - Medically necessary medical and dental expenses not covered by insurance
 - Car repairs for one primary vehicle
 - UMSLE exam fees
 - BETH Tuition

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

Consumer Information

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

General Financial Aid Policies

Financial Aid Eligibility

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

To be eligible for federal assistance, a student must:

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

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

Financial Aid Application Process

Step 1: FAFSA Application

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

- KCU's Title IV school code is G02474.
- Opens on December 31st for the upcoming award year.
- Parental information is not required on FAFSA.
- Students and spouses (contributors) need to provide their consent to provide their Federal Tax Information (FTI) in the new Consent to Retrieve and Disclose Federal Tax Information section of the FAFSA for federal student aid eligibility.

Step 2: Review Student Budget (Cost of Attendance)

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

COB Programs - Tuition & Budget Information

CDM - Tuition & Budget Information

DO - Tuition & Budget Information

Step 3: KCU Onboarding

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

Incoming KCU students

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

- Financial Aid Electronic Release
- Students may be notified at their admission application email address to login to Workday if they have outstanding action items to complete for the award process
- In June incoming students will be asked to complete the additional Financial Aid Information questionnaire.
- Students who are new borrowers to Federal Direct Loans must complete the [Federal](#)

[Entrance Counseling](#) session in order to receive federal loan funds.

- Students who accept federal loans must have a valid [Direct Loan Master Promissory Note \(MPN\)](#) and a [Direct Grad PLUS loan MPN](#) completed online. The Financial Aid Office will contact the student via email if these documents need to be completed before funds can be disbursed.

Continuing KCU students

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

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

Determination of Financial Aid Offer

Once the student has submitted all required documents and completed forms as listed on the application for financial aid, the Financial Aid Office determines the student's aid eligibility at KCU. Offering of financial aid is done when the file becomes complete for packaging.

All financial aid offers, which includes federal, state and private programs, will be determined within federal financial aid guidelines. The calculation to determine financial aid eligibility is: cost of attendance (KCU student budget) minus Student Aid Index (for need-based aid) and outside resources (scholarships, etc.) equals eligibility.

$$\text{Cost of Attendance} - \text{Student Aid Index} - \text{Outside Resources} = \text{Aid Eligibility}$$

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 KCU.

Notification of Financial Aid Offer

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

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

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

Student Loan Disbursements

Financial aid money disburses in equal payments. Please note that vacation periods do not count as a class or rotation for financial aid refund purposes.

CDM students will have financial aid disbursements in fall and spring for the first year. For second year CDM students and beyond, aid will be disbursed in summer, fall, and spring.

For all other programs, the first payment is disbursed prior to the start of fall classes and the second payment is disbursed after the start of spring term classes.

Financial aid (loans and scholarships) will automatically be applied to the tuition and required fees posted to the student's account. If the financial aid funds exceed the amount due on the billing statement, the student will have a credit balance on the account.

The student will receive the credit balance of excess financial aid funds from the Finance Office via

Electronic Funds Transfer (EFT). The EFT will be delivered to the bank account on file that the student selected during the direct deposit account setup.

Credit balance refunds are typically available seven to ten business days from the disbursement date. However, the refund process may take up to 14 days to complete.

To ensure timely receipt of student account refunds, KCU strongly encourages all students to sign up for direct deposit.

Paper checks will not be issued for refunds of less than \$100.

The student can check the disbursement schedule at the beginning of the academic year. The schedule is available to view [here](#).

Conflicting Information

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

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

Verification of Student Financial Information

Federal verification is a process that requires institutions to verify the accuracy of information provided on a student's FAFSA if randomly selected by the Department of Education in an effort to

assure federal aid is distributed to those who are eligible.

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

- Adjusted Gross Income (AGI)
- U.S. income tax paid
- Education credits
- Untaxed IRA distributions
- Untaxed pensions
- IRA deductions and payments
- Tax-exempt interest
- Income earned from work
- Family size
- Identity/statement of educational purpose
- Documentation Requirements

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

University Scholarships

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

College of Dental Medicine

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

College of Biosciences Scholarships

PsyD in Clinical Psychology

Merit: Awarded by the Office of Admissions for incoming PsyD students only. There are three merit-based scholarships available for incoming PsyD students. A list of scholarships and award amounts is available on the KCU website.

The KCU-PSYD Core Value Scholarship is awarded to one new incoming PsyD student.

MS in Biomedical Sciences - Research Track

Research Track: Students in the research track are eligible for a scholarship in their second year. Students must have a minimum 3.00 GPA to qualify for the scholarship. Eligible students will be notified via email when the application is available.

College of Medicine Scholarships

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

Physicians Hall of Sponsors: Awarded by the Financial Aid Scholarship Committee. Students must apply each year using the [Academic Works](#) application for the fall of the upcoming academic year. These awards are endowed scholarship funds for second-, third- and fourth-year medical students. Students will be notified via email when the application is available. Fund amounts vary from \$500 to \$3000.

Outside Scholarships

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

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

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

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

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

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

Impact of Scholarships on Financial Aid

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

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

Loan Programs & Sources for All Students

Federal Direct Unsubsidized Loan - Department of Education Title IV

This loan program is non-need based. Students can borrow a base of \$20,500 per academic year. Interest accrues from the date of disbursement; the student is responsible for interest during all periods. The Department of Education is the lender. Payment is owed to the Department of Education but serviced by a company contracted with ED. Unpaid interest will capitalize at repayment.

Current interest rate and origination information can be found on the [Federal Student Aid](#) website. An origination fee is charged and deducted from the loan proceeds.

Direct loans offer a six-month grace period after you graduate or drop below half-time enrollment.

The cumulative maximum direct loan limit for graduate students is \$138,500.

The cumulative maximum direct loan limit for medical students is \$224,000.

All student loan borrowers at KCU will be required to complete entrance counseling prior to their first loan disbursement and exit counseling upon leaving KCU. Students should review information on the kansascity.edu website here.

Repayment information for this loan program is available on the [Dept. of Education Federal Student Aid](#) website. Students may log in to the repayment estimator to view current federal loan balances and see estimates for future monthly payment plans.

Additional Unsubsidized Loan for Medical/PsyD Students

This program allows CDM, DO, PsyD students an additional amount:

- CDM students are eligible for \$20,000 (nine-month academic year) up to \$26,667 (12-month academic year) per year.
- DO students are eligible for \$20,000 (nine-month academic year) up to \$26,667 (12-month academic year) per year.
- PSYD students are eligible for \$12,500 (nine-month academic year) up to \$16,667 (12-month academic year) per year.

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

Please note that students must complete a Grad PLUS application at <https://studentaid.gov/plus-app/grad/landing> each time they need PLUS funding. The Grad PLUS loan cannot be accepted in Workday.

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

The Federal Grad PLUS program requires good credit. The Federal Direct Loan program reviews the student's credit to determine approval or denial of the loan. If denied, the student may appeal the denial or apply with an endorser (co-signer). Students who are unable to obtain the loan will need to rely on personal resources to finance the balance of their educational costs. Students can contact the loan origination center at 800.557.7394, Monday-Friday, 8 a.m.-8 p.m. with questions about the credit denial and endorser process.

The Grad PLUS loan has a higher interest rate than the Federal Direct Unsubsidized Loan.

The Grad PLUS loan does not have an aggregate limit.

The Grad PLUS enters repayment immediately after it is fully disbursed, at which time it is placed in an in-school deferment while the student continues in school.

The loan enters a six-month post-enrollment deferment at the time the student is no longer enrolled. The same deferment and forbearance options apply as with federal direct loans.

Repayment information for this loan program is available on the Dept. of Education Federal Student Aid website. Students may log in to the repayment estimator to view current federal loan balances and see estimates for future monthly payment plans.

Private/Alternative Loans - Varies

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

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

Service Obligation Scholarships for COM/CDM Students

The National Health Service Corps

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

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

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

National Health Service Corps
Health Resources and Services Administration
Bureau of Primary Health Care
Division of Scholarships and Loan Repayments
[National Health Service Corps](#)
800.221.9393

Health Professions Scholarship Program (HPSP)

This program is only available for PsyD and DO students. To be eligible for the military scholarship, a student must be a U.S. citizen. Recipients are provided with full tuition, fees, books, equipment and a monthly stipend. For each year of scholarship support, the student must serve one year in the designated service branch. The minimum obligation is two years. KCU traditionally has a high number of students receiving military scholarships. The HPSP provides support that covers most of the expenses for a student, therefore students receiving HPSP generally do not qualify for federal financial aid.

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

U.S. Army
U.S. Army Health Care Recruiter
7500 College Blvd., Ste. 720
Overland Park, KS 66210
www.goarmy.com
913.469.1702

U.S. Navy
U.S. Navy Medical Officer Programs Recruiter
Navy Operations Support Center
3100 Emanuel Cleaver II Blvd.
Kansas City, MO 64130
www.navy.com
314.750.1834

U.S. Air Force
Air Force Recruiting Office
4600 SE 29th St., Ste. 356
Del City, OK 73115
www.airforce.com
405.672.1253

Veterans Benefits

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

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

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

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

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

delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

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

Yellow Ribbon

KCU participates in the Yellow Ribbon Program for Veterans or Dependents of Veterans. A provision of the Post-9/11 GI Bill®, the Yellow Ribbon Program provides partial funding for veterans (and their spouses or dependents) who have 100 percent eligibility to cover the cost of tuition at participating private colleges and universities. KCU provides a matching school contribution of \$2,500 for up to 10 students per campus annually. Funds are awarded on a first-come, first-served basis determined by the date of receipt of all completed VA required documents from the student. Additional information regarding the Yellow Ribbon Program is available on the [VA website](#).

Section 1018 of Public Law 116-315, Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020, adds new requirements for educational institutions participating in the educational assistance programs of the U.S. Department of Veterans Affairs (VA). These new provisions became effective June 15, 2021 and apply to Institutions of Higher Learning and Non-College Degree institutions beginning August 1, 2021. Many of the requirements are consistent with the requirements of the [Principles of Excellence](#), currently in Executive Order 13607; however, there are requirements in addition to those embodied in the Principles of Excellence which schools must also satisfy to maintain approval for GI Bill® participation.

Universities will provide financial information to students using benefits under chapter 30, 31, 32, 33, or 35 of title 38, U.S.C., or chapter 1606 of title 10, U.S.C. with a College Financing Plan (personalized shopping sheet).

VA Health Professions Scholarship Program

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

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

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

Budget Adjustments

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

Federal regulations allow schools to adjust a student's cost of attendance for certain circumstances on a case-by-case basis.

- KCU can increase a student's cost of attendance for other reasonable education-related expenses that exceed a student's budget. See a list below for some expenses that can be covered.
- **KCU has a no-cash policy for budget adjustments.**
- The Financial Aid Office must be able to substantiate your expenses for your file.
- Purchases should be made using a form of payment in your name like a credit or debit card.

- Budget adjustments are typically a reimbursement process.

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

Budget Adjustment Categories

Child/Dependent Care: If a student pays for a third party to watch their child/dependent while their spouse works (full-time), KCU can increase the student cost of attendance for these expenses. The increased cost will not exceed a reasonable cost for dependent care in the community based on KCU's dependent care survey. Students must complete the Dependent Care Budget Adjustment Form and provide all required documentation that is specified on the form. Students can find this form on our Financial Aid 101 canvas course.

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

Computer Purchase/Electronic Purchase: All KCU students are required to have a laptop computer meeting KCU 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 KCU. Students are permitted to purchase the computer July 1, or other reasonable time, if starting in the fall term. The maximum allowance is \$2,000. Students must complete the FA Budget Adjustment questionnaire in

Workday. 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 KCU 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. A student's out-of-pocket expenses cannot exceed \$5,000 per academic year. Students must provide written verification of health insurance coverage (this is part of the Budget Adjustment Request Form). Prior year expenses will not be considered for an increase.

Tuition Adjustment: Students may receive a budget adjustment for tuition charges in excess of what is allowed in the Cost of Attendance. The Financial Aid Office will email eligible students a separate application for financial aid requests for the Bioethics dual degree program. In the FA Budget Adjustment questionnaire in Workday, this information should be included in the section called "other."

Car/Vehicle Repairs: While a student's financial aid budget includes an allowance for maintenance of a vehicle, an adjustment can be made for car repairs that exceed the budgeted amount.

- Financial aid budgets cannot be increased for the purchase of a vehicle.
- Expenses above the budgeted amount are covered on one primary vehicle per year. Once a student has submitted receipts for a vehicle, that vehicle becomes "primary" in terms of consideration for budget 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.

- 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 car insurance, the Financial Aid Office will not increase the budget to cover any expenses that would have been covered by insurance.
- A student's out-of-pocket expenses cannot exceed \$5,000 per academic year.

Other Expenses: 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 Financial Aid Office.

Non-Allowable Expenses: These expenses will not be considered for reimbursement.

- Vehicle purchase
- Household repairs (water heaters, furnaces, 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
- Living expenses for spouses or children

Student Aid Revision Policy

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

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

KCU will determine if the student had any increased financial need that was not anticipated at the time of the aid application and/or award.

If no increased need is demonstrated, and the student's total aid still exceeds his/her need, and not all aid has been disbursed, then any undisbursed loans will be canceled to correct the over-award.

After all efforts have been exercised by the Financial Aid Office to reduce/eliminate the over-award, per federal guidelines, a Direct Loan Unsubsidized/Graduate PLUS borrower who is over-awarded and all funds have been disbursed at the time of the additional aid notification the student will not be required to repay funds that were delivered in excess of need. However, if the over-award was caused by the student misreporting or withholding information, the loans will be reduced, and funds will be returned.

In the event an over-award exists due solely to scholarships, vocational rehabilitation, etc., with no loans involved, the Financial Aid Office will contact the program's administrator to coordinate the programs appropriately.

If the additional resource is specifically being applied to tuition (as with scholarships or vocational rehabilitation), the resulting refund will be returned to the loan programs to reduce any over-award. In the event a personal check was given to pay any part of the tuition, it will be determined whether an equivalent amount of loan funds was delivered to the student creating the over-award. These funds will also be returned to the lender of the loan program to the extent of the loan funds delivered to the student.

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

Financial Aid Implications of a Leave of Absence

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

of the financial aid regulation conditions for an approved LOA is designated as unapproved and considered a withdrawal. In this case, an R2T4 calculation is required, and the withdrawal date is the date the student begins the LOA.

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

Satisfactory Academic Progress for Financial Aid Consideration

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

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

CDM Satisfactory Academic Progress

Satisfactory Academic Progress for Financial Aid Consideration

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

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

Qualitative Measure

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

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

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

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

Quantitative Measure: Attempted vs. Completed

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

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

Time Frame: Pace Progression

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

Students are expected to make satisfactory progress toward their degree each academic year. Students must complete the CDM program within six academic years of the matriculation date in CDM.

The CDM-SPC may grant an additional year in rare and extenuating circumstances. Students who do not complete their degree in six academic years will not be eligible for additional aid without a financial aid appeal. Students will need to contact the Financial Aid Office to determine aid eligibility. The Financial Aid Office will advise the student of the appeals process for additional aid eligibility to complete their degree if they have met the maximum time frame limit and are allowed to enroll beyond six years.

Repeated Coursework

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

Repeat Academic Year

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

SAP Review

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

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

SAP Appeal Process

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

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

allow the student to bring his/her academic progress up to satisfactory standards.

Supporting documentation is required.

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

Financial Aid Probation

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

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

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

Without Approved Appeal

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

BIOS Satisfactory Academic Progress

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

Qualitative Measure: GPA

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

Quantitative Measure: Attempted vs. Completed

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

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

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

Time Frame - Pace Progression

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

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

Repeated Coursework

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

SAP Review

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

Students will be notified via email if they fail to meet the minimum standards outlined above. This email

communication will include an explanation of the standards evaluated and instructions on how to proceed.

SAP Warning

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

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

Appeal Process

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

A written statement documenting the reasons for the failure to meet the standards of academic progress for financial aid eligibility.

The statement should be concise but long enough to address the student's mitigating circumstances (e.g., serious illness of student or family member, death of relative, disruptive personal issue). There is no school-defined length.

A written statement explaining what has changed in the student's situation that would allow the student to bring his/her academic progress up to satisfactory standards.

Supporting documentation is required to process the appeal.

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

Academic Plan

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

Financial Aid Probation

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

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

Students who are not able to meet SAP standards by the end of the next payment period will be placed on probation with an academic plan. Students will need to successfully follow the academic plan while in this status. The student's academic progress will be reviewed at the end of each payment period while on the academic plan. Students who meet the criteria outlined in their academic plan will remain in

that plan until it expires, or the student meets the minimum SAP eligibility requirements. Students must appeal to change their academic plan. Students who do not meet the academic plan criteria outlined in their plan will be placed back into suspension and will be ineligible for federal aid.

Without Approved Appeal

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

COM Satisfactory Academic Progress

Satisfactory Academic Progress for Financial Aid Consideration

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

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

Qualitative Measure

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

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

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

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

Quantitative Measure: Attempted vs. Completed

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

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

Time Frame: Pace Progression

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

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

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

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

Transfer Credits

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

Repeated Coursework

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

Repeat Academic Year

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

COMLEX Failures

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

SAP Review

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

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

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

SAP Appeal Process

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

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

Supporting documentation is required to process the appeal.

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

Financial Aid Probation

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

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

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

Without Approved Appeal

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

PsyD Satisfactory Academic Progress

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

Qualitative Measure: GPA

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

Quantitative Measure: Attempted vs. Completed

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

hours attempted. Credit hours cannot be rounded up to meet the minimum SAP standards.

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

Time Frame: Pace Progression

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

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

Transfer Credits

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

Repeated Coursework

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

SAP Review

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

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

SAP Warning

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

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

Appeal Process

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

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

personal issue). There is no school-defined length.

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

Supporting documentation is required to process the appeal.

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

Academic Plan

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

Financial Aid Probation

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

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

end of the probationary period are considered ineligible to receive additional funds.

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

Without Approved Appeal

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

Title IV Institutional Refund & Return to Title IV Policy

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

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

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

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

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

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

The federal regulations regarding R2T4 (34 CFR 668.22) require the school to calculate the total number of calendar days in the payment period, then the number of calendar days the student attended. The student's "earned" and "unearned" percentages are determined. The "unearned" funds paid to the school must be returned to the appropriate Title IV programs within 45 days of the student's date of withdrawal. The student will then be responsible for the payment of the remaining tuition balance due per the KCU refund policy. The student will be notified of these amounts via email from the Office of Finance.

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

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

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

Return of Title IV Funds Calculation

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

- Determine the percentage of the enrollment period completed by the student.
- $\text{Days Attended in Payment Period} \div \text{Total Days in Payment Period} = \text{Percentage Completed}$
- If the calculated percentage is more than 60 percent, then the student has "earned" all Title IV aid for the payment period.

- Apply the percentage completed to the Title IV aid disbursed to determine the aid earned by the student based on their withdrawal date.
- Total Aid Disbursed X Percentage Completed = Earned Aid
- Determine the amount of unearned aid to be returned to the appropriate Title IV aid program.

Total Disbursed Aid - Earned Aid = Unearned Aid to be Returned

One the of the following actions will apply to a student:

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

- Return of Title IV aid, based on the type of aid disbursed, in the following order:
 - Unsubsidized Direct Loan
 - Federal Direct PLUS Loan
 - Borrowing Considerations & Default

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

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

Financial Aid Fraud Misreporting & Misrepresentation

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

Subject to the Student Conduct policies;

As per federal regulation 668.14(g), referral to the Office of the Inspector General of the Department of Education, or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter.

Loss of participation in federal financial aid programs for either the current academic year or the remaining years of enrollment.

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

Code of Conduct for Institutional Financial Aid Professionals

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

Student Services & Campus Life

Student Affairs

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

New Student Orientation

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

Academic Support & Mentoring Services

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

Resources range from assigned faculty advisors, to learning specialists and psychologists, to assistant and associate deans as well as Office of Student Affairs staff members. In addition to faculty advisors, all entering students are assigned peer assistance to guide them through the initial matriculation process. Learning specialists are available to offer academic skills workshops in addition to providing individual academic support through the Office of Learning Enhancement.

Learning Enhancement Programming

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

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

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

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

Tutoring Program

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

Career Services

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

COM Student Support Committee

The COM Student Support Committee (COM-SSC) is a committee made up of University faculty and staff charged with being the primary team for proactively identifying at-risk students and developing the interventions in order to assist students who are struggling. The COM-SSC will review a student's academic record as part of their charge. In addition, the committee will review all qualitative and/or quantitative data and information about the student's co-curricular experience, as well as any information that is available about any personal extenuating circumstances impacting the student's academic success. As a part of this comprehensive review, the COM-SSC will make recommendations and, in some cases, will mandate specific actions designed to bring to bear all University resources to help the student improve their academic standing. The COM-SSC has broad authority to review

students' records, decide how best the University can assist the student academically, and can recommend a broad number of resources designed to support the student intellectually, emotionally and professionally. COM-SSC is not a disciplinary committee.

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

Nondiscrimination & Anti-Harassment Policy

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

Student Government Association

Upon enrollment, all KCU students become members of the Student Government Association (SGA). The SGA consists of representatives from the Colleges of Osteopathic Medicine on both campuses and representatives of campus-specific Colleges and programs. The executive councils, representatives, and class officers are elected in accordance with the SGA constitution.

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

The Council of Presidents is an SGA committee composed of the presidents of all SGA-chartered and recognized provisional organizations. The primary function of the Council of Presidents is to assist organizations in coordinating and organizing various activities.

Organization Policies & Procedures

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

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

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

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

Special Forms & Necessary Approvals

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

Student organizations that wish to request use of campus space for an event are required to submit a [Student Room Request Form](#), available online.

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

Organizations involved in community service projects must complete a Community Service Project Approval Form. The Community Service Medical Project form must be completed whenever an activity involves a student functioning in the role of a student physician. This form should be completed and submitted at least seven days prior to the scheduled service project. For Community Service Medical projects, a licensed KCU faculty physician must act as a clinical supervisor during the entirety of the event.

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

Organizations that elect to complete a fundraising project are required to submit a Fundraiser Approval Form to Student Affairs. Any and all external uses of the KCU logo or brand must be submitted to Student Affairs for approval.

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

Student Leadership Requirements

Any KCU student who is holding a leadership role in a University-endorsed program or organization (e.g.,

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

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

A student may appeal the decision for any reason. The appeals 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, they will submit an appeal in writing to the assistant vice provost for Student Services at their respective campus. That appeal should be submitted for review within five business days of receipt of the initial decision.

Research

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

In addition, oversight of all research activities occurs in the ORSP, including compliance and training. The student may contact the ORSP to find out about available opportunities both on and off campus. To receive approval, students must provide information to their appropriate dean to participate in research

activities based on the student's academic standing. Approval to participate in research activities will occur through the offices of the campus deans of COM and COB. CDM students will pursue approval from the CDM associate dean for academic affairs and research.

COM third-year students seeking a credit-granting Research Clerkship must follow the processes outlined in the Clinical Education Guidelines *prior* to creation of third year schedules by KCU Coordinators. COM third-year students not seeking credit for a Research Clerkship and COM fourth-year students interested in scheduling a Research Clerkship (either for, or not for, credit) must follow the processes outlined in the Clinical Education Guidelines a minimum of 90 days prior to the start of a Research Clerkship.

Two courses are offered to first- and second-year COM students. A basic course in research methods is offered to students during the first year. A more advanced course is offered to COM students as an elective option in the second year with the purpose of providing a more in-depth learning experience for which the proximal outcome is to have a research study proposal that may be used to pursue a research activity.

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

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

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

- Annual Research Symposium
- Science Friday Talks

For questions, please email research@kansascity.edu.

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

International Student Services

F-1 Status

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

Period of authorized stay

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

Documents

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

Passport

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

Visa

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

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

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

I-20 Certificate of Eligibility

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

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

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

I-94 Arrival & Departure Record

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

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

Maintaining Legal F-1 Status

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

- Keep passport valid - more than 6 months from its expiration date.
- Always carry a copy of the passport or a printout of the I-94 documentation from <https://www.cbp.gov/travel/international-visitors/i-94>.
- Complete a full course of study each semester unless granted prior permission from a Designated School Official (DSO) to be less than full time.
- Request extension prior to current I-20 expiration if not finished with program.
- Inform DSO if you are planning to transfer to another school at the same or different program level.
- Do not work off campus without prior authorization.
- Do not work on campus more than 20 hours per week while school is in session.
- Report a change of name in passport, visa, or other immigration status change to the Office of the Registrar within 10 days.
- Report changes of U.S. address to DSO within 10 days by updating the address on file in Workday.
- Travel with a valid travel signature on the I-20 before traveling outside U.S. and contact the Office of the Registrar for new travel endorsements as needed.

Student and Exchange Visitor Program

The Student and Exchange Visitor Program (SEVP) is a federally mandated program that began in 2003. The purpose of this program is to track all visitors to the U.S. in F, M, or J status. The internet-based automated system that was designed to accomplish this purpose is known as SEVIS. Some of the

information maintained in this data system includes name; date and country of birth; permanent, foreign, and local addresses; program of study; enrollment history; dates of entry and exit from the U.S.; dependents (spouse or children living in the US); and employment authorizations.

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

Required Notifications to DSO

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

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

Program Extension

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

Changing Schools

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

Change of Program Level

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

Change of Funding

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

Name Change

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

Travel

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

International Travel for F-1 Students

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

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

Change of Address

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

foreign address via the Change of Address form as well. The permanent foreign address must be a non-U.S. address.

Visa Expiration

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

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

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

Loss of F-1 Status

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

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

Optional Practical Training (OPT) & Residency

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

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

Optional Practical Training (OPT) Eligibility

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

A student is eligible for OPT if:

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

Reporting Requirements while on OPT

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

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

Student Health & Wellness

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

Physical Health Services

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

Emotional & Psychological Support

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

Kansas City University is partnered with TimelyCare to deliver a virtual health and well-being platform for

students. TimelyCare provides 24/7 access to virtual care for all enrolled students from anywhere in the United States at no cost. Students are eligible for 12 scheduled counseling sessions with TimelyCare providers annually. Visit [timelycare.com/KCU](https://www.timelycare.com/KCU) or download the TimelyCare app from your app store and register with your (S_____@kansascity.edu) school email address to get started.

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

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

Student Mental and Physical Health Concerns

Inappropriate, unprofessional, or disruptive behavior is at times the result of emotional or mental distress that can be symptomatic of larger psychiatric issues. Students who are reported to exhibit or experience an episode or series of episodes of psychiatric illness and/or symptoms including, but not limited to the behaviors listed below, may be, at the discretion of the vice provost for Student Services or their designee, referred to a Physician and Health Professionals Wellness Program selected by KCU, for a Fit for Practice, substance use or other psychiatric assessment:

- Expressed or exhibited Suicidal Ideation
- Expressed or exhibited Suicidal Acts
- Expressed or exhibited Acts of self-harm
- Expressed or exhibited intent to harm others
- Erratic behavior that impacts the student's and others' ability to learn
- Disruptive behavior that disrupts the academic environment

An assessment required by the vice provost for Student Services (or designee) is a thorough

mental and physical health assessment, conducted by a facility approved by the Missouri Board of Healing Arts or other similar program, to determine if an individual is healthy enough to practice medicine as a physician, clinician, student clinician, student physician, or student dentist. The selected Physicians and Health Professionals Wellness Program will provide assessment resources and assist and coordinate the care of the student health professional throughout assessment and any required treatment deemed necessary as a result of the assessment. Assessment and treatment typically take place at a facility outside of the student's normal environment.

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

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

Health Insurance Policy

All students, regardless of their program of study, are required to maintain personal health insurance. All students must submit proof of personal health

insurance through the University's partner online portal should they wish to request to waive the KCU Student Health Insurance Plan (SHIP).

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

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

- Insurance company must be based and operated in the United States
- Must provide in-network coverage in the state where the student resides while attending KCU
- Affordable Care Act compliant plan
- State-specific Medicaid is acceptable if the student is covered in the state where they reside while attending KCU

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

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

Reporting Breaks or Changes in Coverage

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

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

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

- CDM students must report any break or change in health insurance to the Office of Clinical Affairs.

Student Supplemental Medical Insurance Policy

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

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

Exposure to Blood & Bodily Fluids

Students are expected to utilize universal precautions at all times when they are exposed to blood or bodily fluids. Students who are exposed to blood and/or bodily fluids should follow the policy of the institution where the incident occurred. The University and institution where the incident occurred should be notified immediately. A copy of the completed incident report must be sent to the

Office of Clinical Education or to the dean of the COB. For incidents occurring on a KCU campus, please refer to Injuries Occurring on Campus.

Injuries Occurring on Campus

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

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

A preliminary review, if warranted, will gather additional information while it is fresh and accurate in the minds of those involved or who may have witnessed the incident. The campus safety manager will assess the situation and present recommendations for any corrective action to the Safety and Loss Control Committee.

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

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

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

Medical Treatment of Students by KCU Faculty

KCU faculty will not provide medical treatment of, or medical advice to, KCU students except in emergency situations while awaiting emergency response. Students must seek health care advice and/or treatment off campus from a non-KCU related

source. Students may view KCU's website or intranet for a list of recommended health care providers in the Kansas City and Joplin areas, who do not have a conflict of interest related to assessing student performance.

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

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

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

Enrollment, Registration, & Separation

Enrolled Student

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

Registration

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

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

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

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

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

Course Drops & Withdrawals

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

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

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

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

CDM

The CDM academic calendar is divided into summer, fall, and spring semesters. CDM students do not have

the option to drop or withdraw from individual courses. Students who need to drop or withdraw from the University must initiate that request with their college and complete the Withdraw request form on Workday. The withdrawal deadline for summer is Tuesday, July 16. The withdrawal deadline for the fall semester is Monday, October 28. The withdrawal deadline for spring semester is Friday, March 21.

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

BIOS

The Biomedical Sciences academic calendar is divided into fall and spring semesters with a summer semester for Research Track students only. The withdrawal date for fall is the Friday before Thanksgiving. The withdrawal date for spring is the last Friday in April. The withdrawal date for summer is Tuesday, July 8.

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

PSYD

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

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

COM

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

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

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

Student Separation from the University

Drop or Withdrawal from the University

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

Students withdrawing from the University may only receive W's for coursework if withdrawing prior to the withdrawal date for their program. Students may request to withdraw from the University after the

withdrawal deadline by appealing to the appropriate dean. Any withdrawals after the withdrawal deadline will result in failing grades for any enrolled courses.

Students who have been referred to their program's Student Progress Committee (SPC) or qualify for an automatic referral based on academic performance must wait for the SPC determination prior to requesting a withdrawal and prior to the student-initiated withdrawal being approved.

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

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

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

- The student's KCU ID badge must be surrendered to KCU Safety and Emergency Management (SEM).
- All materials borrowed from the library must be returned.

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

Administrative Withdrawal from the University

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

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

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

Students may be administratively withdrawn from the University when they:

- Exceeded program length restrictions
- Fail to submit a Student Request for Reinstatement by the agreed-upon date in the LOA approval letter
- Have been absent from all coursework for 2 or more weeks without approved leave and have not responded to any contact/outreach from the University
- Are unresponsive to outreach and have not attempted to continue enrollment for one or more semesters

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

Administrative Withdrawal from a Secondary Program

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

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

Dismissal from the University

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

Students who receive a formal decision of dismissal from the institution have the right to appeal that decision. See information related to the Student Progress Committees (SPC) for details related to appealing an SPC decision.

Any student wishing to appeal a formal dismissal decision must do so by the deadline detailed in the

official dismissal letter. If a student does not appeal the decision by the deadline detailed in the official dismissal letter, then the student is bound by the dismissal decision.

Dismissal is recorded on the students' transcript.

Leaves of Absence

A Leave of Absence (LOA) may be granted from the University for the following reasons:

1. Parental Bonding
2. Medical Emergency or illness
3. Financial Emergency
4. Personal Emergency
5. Military Service
6. Pursuit of an Educational Endeavor other than the regular classroom work, either on campus or at another recognized educational institution
7. Mandated LOA required by the vice provost for Student Services or college dean

LOA Requirements

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

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

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

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

Classification: Leaves of Absence shall be classified as either short-term or long-term. An LOA shall be classified as short-term if the student will, upon

reinstatement, continue with the program cohort that they belonged to when initiating the leave. An LOA shall be classified as long-term if the student will, upon reinstatement, join a subsequent program cohort than the one they belonged to when initiating the leave.

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

Meeting: Students requesting an LOA must meet with the vice provost for Student Services or designee to describe the circumstances; the vice provost for Student Services will determine if an LOA is warranted.

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

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

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

Mandated LOA: In extenuating circumstances, including, but not limited to, instances of physical or mental health impairment, violation of any college or program-specific professionalism policies outlined by the student's program of study, or participating in any form of disciplinary procedure, the following have the authority to place a student on mandated LOA:

- Vice provost for Student Services

- College deans

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

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

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

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

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

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

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

student who is on long-term LOA to register or sit for National Board of Medical Examiners (NBME) exams.

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

Student Request for LOA Supporting Documentation

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

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

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

Medical Emergency LOA: A detailed letter from a licensed health-care provider satisfying all of the following criteria must be submitted:

- Include the provider's National Provider Identifier (NPI) number
- Be dated no more than six weeks prior to initiating the request
- Attest that the student requires a medically necessitated leave of absence from studies
- Include the provider's signature (electronic signatures may be accepted)

The student should have an established relationship with the provider; therefore, a letter provided after an Urgent Care or telehealth visit with a provider who does not have an established relationship with the student is not appropriate supporting documentation

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

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

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

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

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

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

Military LOA: Formal documentation of military orders must be submitted

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

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

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

Mandated LOA: Students placed on Mandated LOA may not submit the Student Request for LOA via Workday or supporting documentation. Students placed on Mandated LOA will receive a letter from the vice provost for Student Services or appropriate college dean verifying the Mandated leave and specific conditions to be met to potentially qualify for reinstatement. These expectations will reflect the appropriate remediation of the circumstance(s) that occasioned the Mandated LOA.

Student Request for Reinstatement Supporting Documentation

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

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

Medical Emergency LOA: A detailed letter from a licensed health-care provider who is not employed by KCU satisfying all of the following criteria must be submitted:

- Include the provider's National Provider Identifier (NPI) number
- Be dated no more than six weeks prior to initiating the request
- Attest that the student's mental and physical health have been evaluated, and the student is released to return to the full rigors of either graduate (BIOS) or professional (CDM, COM, PsyD) school, including participation in all aspects of the curriculum (e.g. hands-on and virtual activities), studying up to 10-12 hours per day, taking high stakes exams, and (for professional programs) provision of patient care.
- Include the provider's signature (electronic signatures may be accepted)

The student should have an established relationship with the provider; therefore, a letter provided after an Urgent Care or telehealth visit with a provider who does not have an established relationship with the student is not appropriate supporting documentation

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

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

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

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

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

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

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

Mandated LOA: Official documentation from the vice provost for Student Services or college dean verifying that the student has met all specific conditions necessary to potentially qualify for reinstatement

In the circumstance that an LOA results in any student being withdrawn from their coursework, the student 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. Students must contact the Office of Financial Aid regarding financial implications of taking a leave of absence. International Students are advised to speak to a DSO prior to requesting a LOA.

Student Academic Services & Policies

Name and/or Address Change

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

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

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

Confidentiality & Disclosure of Student Records

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

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

Dispute Resolution Policy

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

Binding Arbitration Agreement

As a condition of enrollment at KCU and as otherwise specified in the relevant agreement, students must agree to the terms of a comprehensive and binding Arbitration Agreement, which is available through Workday. The Agreement includes, among other terms, a waiver of rights by the student. Students are strongly encouraged to thoroughly review that document before signing.

Information Technology

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

Account Guidelines

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

User Responsibilities

Individuals who use IT resources at KCU are granted such access as a privilege. Everyone is expected to use accounts responsibly within the KCU-approved educational, academic, research, and/or administrative guidelines for which such accounts are granted.

Individuals shall use only the KCU accounts that have been authorized for his/her use.

Individuals are responsible for any activity conducted on his/her accounts and should protect his/her accounts by keeping passwords confidential.

Users are responsible for ensuring that KCU authorized equipment for which he/she is responsible remains in compliance with this policy.

Individuals learning of any misuse of KCU equipment or violations of this policy shall notify the IT department in a timely manner.

The internet facilities provided by KCU are University property. Access to the internet imposes certain responsibilities and obligations. Use of the Internet, including the University's Internet applications, must be ethical and honest with due respect for intellectual property rights, system security, and personal privacy.

Users must follow KCU's password management policies and all user accounts will be forced to change their passwords periodically throughout the year.

University Monitoring Rights

KCU reserves the right to:

- Access or monitor (without notice) any use of the KCU network and University-owned applications including, but not limited to, internet access, email use, learning management system access and use, storage of electronic, magnetic, and other files and information, etc. Use of any KCU-sponsored applications constitutes consent to such access and monitoring.
- Request and obtain proof of proper licensing from any user of any software applications found on KCU authorized equipment.
- Inspect the drive space of all account holders and any KCU computer equipment.
- Monitor and read email messages and discussion boards. All electronic mail accounts and content of the discussion boards are the property of KCU.

- Periodically audit all authorized equipment for software and other materials that may violate this policy.

Prohibited Activities

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

- Sharing of passwords or logins, such as an individual allowing friends, family, co-workers, or others to use his/her KCU accounts.
- Copying software without the proper authorization from KCU's director of IT.
- Theft of hardware, software (including unauthorized reproduction), supplies, or other property.
- Installing software (including but not limited to games, shareware, freeware, careware, etc.) on any KCU computer hard drive or network drive without proper authorization from KCU's director of IT.

Without proper authorization, attempting to:

- Access, copy, or destroy programs or files that belong to other users or KCU;
- Disable or overload any computer system or network;
- Circumvent any system or procedure intended to protect the privacy or security of any person, network, information, data, program or system; or
- Place or use, regardless of the means, on KCU property or in accounts on any KCU equipment so-called "hacker" files or other computer programs or devices whose principal function is to defeat security or copy protection mechanisms.
- Modifying or altering KCU computing equipment:
- Changing computer settings;
- Introducing viruses, worms, Trojan horses, trap-door programs, or other intentionally destructive or disabling codes into any system

running on any KCU equipment (this includes the internet).

- Making any changes without written permission from the IT department.
- Attempting to undermine network security, to impair functionality of the network, or to bypass restrictions including, but not limited to, security restrictions set by IT or KCU.
- Assisting others in violating, or negligently allowing others to violate rules.
- Sending messages with sexual, racial, discriminating or harassing content, including any offensive or unlawful remarks, jokes, slurs and obscenities.
- Sending electronic chain letters.
- Using email or internet services, including internet applications, for personal financial gain, business or commercial enterprises, or illegal activities (including use of KCU's email address or any part of a KCU domain name to solicit or receive solicited commercial-related or illegal communications).
- Using KCU email or IT resources to send surveys, petitions, or similar communication to groups of students without prior approval by the vice provost for Student Services, other authorized student services staff person, University administrator, or faculty advisor.
- Downloading any program to any KCU computer equipment without the prior consent of KCU's director of IT.

Email Access Policy

Graduates of KCU will maintain access to their KCU email for 90 days following graduation. Students who withdraw or are dismissed maintain access to their KCU email for 7 days from the date they received an official letter confirming the withdrawal or dismissal. Students who are administratively withdrawn from the University will have their KCU email access for 7 days from the day the administrative withdrawal was processed.

Discipline

Unauthorized or fraudulent use of the University's computing resources is a violation of University conduct standards, including but not limited to the student Code of Professional Conduct, and may be against the law. Failure to comply with the stated provisions and applicable local, state and federal laws may result in disciplinary action and/or civil penalties (including damages, criminal fines, and/or imprisonment). Information derived from system monitoring and/or contained in electronic messages or files may be used as a basis for administrative, disciplinary, or criminal proceedings.

Individuals who do not comply with the provisions outlined in this policy may have all user privileges suspended, restricted, or terminated. In addition, users may be subject to further disciplinary action, which may result in disciplinary action up to and including suspension, expulsion or termination from KCU.

Any account holder who knowingly or negligently allows a third party to use his/her accounts to do anything otherwise prohibited by this policy shall be disciplined as if the account holder was the responsible party.

In addition to any action which KCU may take against the account holder, KCU reserves the right to pursue all claims (equitable, legal, and criminal) against and remedies to which KCU may be entitled to from the account holder and/or the actual third-party offender.

KCU may report to the appropriate law enforcement agencies any actions by account holders believed to be against the law.

Personal Electronic Recording Policy

Students are prohibited to record any curricular activities, including lectures, labs, small groups, presentations, reviews, demonstrations, and any activity in which faculty members, patients, or off-campus visitors are participating without an approved accommodation from the Disability Services & Advising Coordinator. Personal recordings

can impact the privacy and intellectual property rights of students, faculty, staff, and any other participant during the activity.

Students who initiate electronic recording of faculty, staff, visitors, or a curriculum activity without permission will be asked to discontinue the activity immediately. Additional action may involve referral to the University administration or Student Progress Committee for unprofessional conduct.

Communications

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

Bulletin Boards

Bulletin boards are in designated campus buildings and available for individual and group use to promote and inform students of opportunities and activities with a connection to the curriculum, student organizations, or the like, both on and off campus. Student Services has the right to remove any item(s) posted without approval or that Student Services otherwise deems to be irrelevant to KCU's educational mission. All postings should be dated to reflect the time of posting. Students are prohibited from affixing posters, flyers or informational materials to walls, restroom stalls, elevators, etc.

myKCU

The intranet (myKCU) is a private, internal website for KCU students, faculty, and staff. This site provides students with information regarding KCU administrative departments, links to Student Services resources, a calendar of events, online approval forms for campus activities, a campus directory, important announcements, building hours, cafeteria menu, and a helpful resource center.

NOTABLY, this internal website also houses KCU's policy library, which includes policies that apply to students that may be in addition to the Catalog and Student Handbook. Students should check myKCU on a daily basis. The intranet serves as the portal for many other applications, such as the KCU email system, Canvas, Workday Self-Service, NetPartner, etc.

KCU Website

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

Online Education

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

Email

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

Social Media Policy

The Office of University Relations establishes and maintains KCU-branded social media accounts. Students may not create social media accounts representing or giving the appearance of representing the University without written

permission from University Relations. As an alternative, KCU offers the following:

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

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

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

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

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

and ensure that there is not an appearance of representing KCU.

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

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

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

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

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

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

Publications & Media Relations

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

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

Photo/Video Release

All registered students consent to allow KCU to take, record, reproduce, digitally modify for enhancement and refinement, or use photographs, voice, video or video still, digital audio, quotes, public displays, public performances, or otherwise of a student's likeness associated with KCU and its activities for the purposes related to marketing, social media, or promotion of KCU including its classes, activities or other events without limitation. Students who do not wish to have their image used should contact the Office of the Registrar and request a FERPA hold to be placed on their student information/data. Once the proper forms have been signed by the student, the Office of the Registrar will notify the Office of University Relations of the hold which will block any identified student images from being published.

Academic Affairs Discretion

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

- Executive dean of COM
- COM campus deans
- Dean of COB
- Dean of CDM
- Vice provost for Student Services
- Student Progress Committees (SPC)

Solicitation, Vending & Petitions

Solicitations on campus are prohibited. University-endorsed organizations must complete a fundraising event approval form with the Office of Student Affairs before selling anything on or off campus. All

requests seeking donations from alumni, corporations, local businesses or other external constituents must be approved in advance by the Office of Advancement. Any person or group not endorsed by KCU who wishes to make a presentation, sell products, or distribute information must submit a request in writing to the vice provost for Student 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 University email system. All petitions, surveys, and questionnaires being distributed to students (with the exception of those distributed by KCU departments) must be approved in advance by the Office of Student Affairs.

Academic & Physical Accommodations

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

Attendance Policy & Absences

Attendance at all scheduled KCU classes, laboratories, and clerkships is expected and, in many cases, required. As professionals, students are expected to adhere to this attendance policy with diligence. Any student having excessive absences from class, laboratories or clerkships may be in

violation of the Code of Professional Conduct and face disciplinary action. (See Student Discipline Procedures).

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

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

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

Attendance Policy - COM, DO

Attendance Policy - COB, PsyD

Attendance Policy - COB, Biosciences

Attendance Policy - CDM, DMD

Approved Religious Holidays

KCU makes every effort to honor specific religious holy days throughout the academic year. The University will take reasonable steps to honor students' sincerely held religious beliefs and practices. The University also makes 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, he/she will need to follow the excused absence request policy for the appropriate program.

The following are recognized by KCU as acknowledged holy days. Students may request to be excused from class activities for the following:

- Eid al Adha (Islam)
- Rosh Hashanah (Judaism)
- Yom Kippur (Judaism)
- Diwali (Hindu, Jain, Sikh)
- Hanukkah (Judaism)
- Christmas (Christianity)
- Good Friday (Christianity)

- Easter (Christianity)
- Eid al Fitr (Islam)

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 complete an assignment or examination within the stated period.

Exceptions to Academic Policy

The *University Catalog & Student Handbook* is the basic authority source for academic requirements and related policies. All students are expected to adhere to the provisions. On occasion, however, extraordinary circumstances may warrant departures from the 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 vice provost for Student Services.

Student Conduct & Responsibilities

Code of Professional Conduct

Application and Jurisdiction

This Code applies to all students as Kansas City University. For purposes of this Code, an individual is a student if KCU has accepted the individual for admission to Kansas City University, and such student status continues until the earlier of: (a) that admission acceptance expiring without the student enrolling in courses; or (b) after enrollment, until separation from KCU, such as through voluntary separation, permanent withdrawal, dismissal, or graduation. Students on a break between semesters, or otherwise on a leave of absence or otherwise temporarily separated from KCU remain subject to this Code.

This Code continues to apply to conduct while the individual was a student, even if the individual withdraws or otherwise ends the student relationship with KCU after allegedly violating this Code.

This Code applies to alleged conduct on campus or otherwise in the context of the student's education or KCU's operations. Additionally, conduct that occurs outside the University context is subject to this Code when the alleged conduct implicates professional standards applicable to the student's course of study or substantially disrupts the University's operations. "Campus" refers to all entities, property, and programs owned or operated by KCU or its associated corporations.

Without limiting other amendments, this Code may be amended from time to time, with such amendments effective upon publication on the KCU intranet, website, or other means.

Standards

As individuals who aspire to health, scientific, and/or medical professions governed by standards of professionalism, all students are required to conduct themselves professionally. It is not possible to enumerate all forms of behavior that may be unprofessional. Even if not specifically listed below, students shall adhere to all ethical and professional standards expected of persons in the profession(s) relevant to their course of study and such other standards set out in KCU policies. Additionally, the following are examples of behavior that could constitute a violation of this Code of Professional Conduct that would subject a student to disciplinary action:

- Harassment, harm, abuse, damage, or theft to or of any individual or property;
- Physical or verbal abuse or the threat of such abuse to any individual;
- All forms of dishonesty: cheating, plagiarism, knowingly furnishing false information to the University, forgery, alteration or unapproved use of records (see also below, Academic Dishonesty/Academic Integrity/Honor Code);
- Entering or using KCU or hospital/clinic/research facilities without authorization;
- Disrupting teaching, research, administrative, or student functions of the University within a classroom or otherwise;
- Conduct that would or does constitute a violation of federal, state or local laws, excluding minor traffic violations; and/or failure to report such conduct to KCU administration within 48 hours.
- Participation in academic or clinical endeavors at KCU or its affiliated institutions while under the influence of alcohol, non-prescribed controlled substances or illicit drugs;
- Unlawful use, possession or distribution of illegal drugs, non-prescribed controlled substances, or alcohol at any time;
- Placing a patient in needless jeopardy;
- Unethical disclosure of privileged information;
- Behavior or appearance that demonstrates abusive or disrespectful conduct toward

members of the faculty, administrative or professional staff, employees, students, patients or visitors of the University;

In communications with others that in any way relate to the University, students shall:

- First address issues or concerns directly with the person(s) involved, unless direct interaction is not possible, is impractical, or is otherwise inappropriate under the circumstances;
- Except to the extent specifically permitted by law, not make a public display, engage in public protest, or solicit petitions on matters that relate to identifiable members of the University community and/or that can be addressed within the University community;
- Address any concerns about others and their actions in a manner that would be expected in a professional work environment;
- Take steps before communicating criticisms or accusations against other members of the University community to ensure the accuracy of information communicated as factual; and
- Use appropriate communication style and tone for the setting, such as not interrupting the dialogue of others within the classroom and using professional language and messaging in emails, among others; and
- Be attentive and on topic in discussions or other communications during courses and other curricular activities and not inject political, social, or other personal opinions not germane to the course or other curricular activity.
- Violation of any established rules, regulations, and policies of KCU, KCU-endorsed organizations, KCU departments or affiliated institutions;
- Failure to report an observed violation: and/or
- Conspiring, planning, or attempting to achieve any of the above acts.

Disciplinary Sanctions/Dismissal

Students alleged to have engaged in conduct in violation of this Code will be referred to Student Services for evaluation and processing under student

disciplinary procedures, as applicable, and are subject to disciplinary action, up to and including dismissal from the University and loss or forfeiture of financial aid.

The University reserves the right, at its sole discretion, to dismiss at any time prior to graduation, or take such other disciplinary action warranted, for any reasons warranted, including but not limited to the following reasons:

- violation of the Code of Professional Conduct, or any other violation of policy, or directive set forth in the University Catalog, Student Handbook, or other University policy, or
- failure to comply with other graduation requirements.
 - Review the [Graduation Requirements](#) policy.

Dismissal is a permanent separation of the student from KCU and is permanently noted on the student's KCU transcript.

Accommodations Reference

Unprofessional or disruptive behavior is at times the result of emotional or mental distress or other health concerns. While these reasons do not excuse conduct that otherwise violates this Code, students are encouraged to seek advance accommodations when health issues may impact their conduct. Please see the Student Mental and Physical Health Concerns section of this catalog for information.

Academic Dishonesty/Academic Integrity/Honor Code

The University holds its students to the highest standards of intellectual and professional integrity. Therefore, the attempt of any student to pass any examination by improper means, present work which the student has not performed, or aid and abet a student in any dishonest act will result in disciplinary action, which may include dismissal. As stated above as part of the Code of Professional Conduct, all forms of dishonesty are a violation of that Code.

Any student witnessing or observing a perceived violation of academic integrity is required to report it. Students failing to report an observed violation will also be subject to disciplinary action up to and including immediate dismissal.

Alcohol & Drugs

A link to the Drug and Alcohol Policy is available on the KCU intranet [here](#).

This policy applies to all employees, students, applicants for employment, customers, third-party contractors, and all other persons who participate in the University's educational programs and activities, including third-party visitors on campus (the University community).

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

Counseling & Treatment Programs

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

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

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

KCU Counseling Services

Schedule an appointment

here: <https://kansascity.medicatconnect.com>

Emergency Contact for Students, Faculty & Staff

KCU Safety & Emergency Management

Kansas City: 816.654.7911 (Emergency back-up line when power is out - 816.474.7261)

Joplin: 417.208.0800 (Emergency back-up line when power is out - 417.758.9999)

TimelyCare

TimelyCare provides 24/7 access to virtual care for all enrolled students from anywhere in the United States at no cost. Students are eligible for 12 scheduled counseling sessions with TimelyCare providers annually. Visit timelycare.com/KCU or download the TimelyCare app from your app store and register with your (S_____@kansascity.edu) school email address to get started.

Professional Renewal Center

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

Acumen Assessments

785.856.8218 -

<https://www.acumenassessments.com/>

National Clearinghouse for Drug & Alcohol Information

800.729.6686 - Toll-free

The clearinghouse provides resources for specialists and referrals to local self-help groups.

Background Check

Prior to matriculation and prior to beginning third-year clinical rotations, all KCU students will have a criminal background check performed at their own expense. The background check is to be performed by a certifying organization retained by KCU. The purpose of the background check is to satisfy federal, state, and individual hospital requirements for students participating in clinical activities involving

patient care. Any criminal activity occurring prior to or after matriculation must be immediately reported to the vice provost, Student Services. Failure to report may result in dismissal.

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

Dress Code

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

On campus the mode of dress is determined by each College and the student's professional judgment, unless a department, laboratory, or instructor has a dress code for particular activities such as interacting with a real or simulated patient. Additions to the dress code policy are outlined below.

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

COM Dress Code

The KCU-COM student dress code promotes professionalism by demonstrating the values of excellence, equity, and empathy in the learning and work environment. Students are to wear their KCU

identification badge at all times and business casual attire or clean, unwrinkled scrubs while on campus unless specified in a course syllabus. KCU-issued white coats are required at all KCU clinical activities or when specified in a course syllabus. Hair and nails should be clean and neatly groomed, good oral and skin hygiene adhered to, and strong fragrances/perfumes avoided. Students that do not adhere to the dress code may be asked to change by any faculty and/or staff and may incur a grade penalty if the dress code violation occurs within a course. Repeat dress code infractions are a violation of the student Code of Professional Conduct.

OMS-III and OMS-IV students must follow the dress code detailed in the Clinical Education Guidelines.

Download the Clinical Education Guidelines:

2024-2025 Clinical Education Guidelines

CDM Dress Code

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

Off-Campus Employment

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

Firearms, Explosives & Weapons

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

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

Local, state or federal law enforcement personnel coming onto the institution's property in their law

enforcement capacity or in accordance with other lawful authority.

Use or possession for a legitimate educational purpose under the sponsorship of a faculty member or other institution official, provided the faculty member or official has first obtained appropriate approvals, including the approval of the institution's director of campus operations.

Use or possession for a lawful purpose within the scope of a person's employment at the institution (e.g., campus security, police).

The University's director of campus operations is the delegated contact for any exceptions to the above-stated prohibitions for authorized activities.

University Property & Responsibility

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

Academic & Disciplinary Processes

Student Progress Committees

Please read the descriptions below for the policies and procedures of each Student Progress Committee (SPC).

BIOS Student Progress Committee

The Biomedical Sciences Student Progress Committee (BIOS-SPC) is a committee made up of University faculty and staff charged with being the primary team reviewing the totality of BIOS students' academic performance and professional conduct. BIOS-SPC reviews any academic, professional, or other student matters, when referred by Student Services. As a part of the comprehensive review, BIOS-SPC establishes and mandates protocols and recommendations appropriate to the individual student and circumstances. The committee directs and requests students to be subject to further review and action by the BIOS-SPC for academic or professional violations, as/if applicable.

BIOS-SPC has broad authority to review students' records, decide how best the University can assist the student, and can recommend a broad number of options for consideration as part of any final decision.

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

1. The student is notified of his/her academic failure via email/digital letter, and informed that he/she will appear before BIOS-SPC for review.
2. The student is instructed to meet with their advisor to discuss their academic standing and prepare for the SPC meeting.

3. The student is notified via email of the time and place of the BIOS-SPC hearing.
4. The student meets with the BIOS-SPC.
5. The BIOS-SPC then makes a recommendation to the Chair of the BIOS-SPC, who communicates the final decision to the student via email/digital letter.
6. The student is given time to consider the decision and can appeal the decision. The appeals process is explained to the student in writing when the decision is delivered. For specific instructions regarding appeals, see the Student Appeals & Due Process section of the catalog.

CDM Student Progress Committee

The CDM Student Progress Committee (CDM-SPC) is a committee made up of University faculty and staff, charged with being the primary team responsible for review of the totality of CDM students' academic and professionalism performance. The CDM-SPC evaluates student performance and identifies students in need of intervention to promote student success. The CDM-SPC has broad authority to review students' records, determine how the University can best assist the student in academic success, and can recommend responsive action as part of any final decision.

The CDM-SPC comprehensively reviews any student's academic record who has failed to show adequate academic progress, failure to comply with a remediation plan, or when requested by Student Services, has been alleged to have violated the Code of Professional Conduct.

The committee makes the decision regarding actions for each student based on their review and deliberation. The chair or co-chair of the CDM-SPC notifies students of their standing and of CDM-SPC decisions in writing.

Composition of the CDM-SPC Committee

The associate dean of Academic Affairs and Research and the associate dean of Clinical Education and Patient Care will serve as non-voting co-chairs of the CDM-SPC Committee. All voting members of the SPC are full time KCU staff and faculty with non-adjunct faculty appointments. CDM-SPC members are appointed by the dean of the CDM and are listed annually in the KCU Committee Handbook.

A quorum of committee members is required in order for the CDM-SPC to finalize any decision. A quorum is defined as half plus one voting members present. The chairperson(s) of the CDM-SPC only vote in the event of a tie vote of those members present. Any committee member overseeing the remediation or serving as the faculty advisor/coach of an individual student will recuse themselves from voting on a student they are working with.

CDM-SPC Meeting Structure & Process

CDM-SPC meetings will take place at a minimum of once a month and at the conclusion of each academic term. Additional meetings are called as necessary to conduct committee work and/or to address student performance. Students may be scheduled to meet, in person or virtually, with the CDM-SPC.

Prior to the formal meeting with the full CDM-SPC, the vice provost for Student Services or designee will provide the student with instructions outlining the committee hearing process.

Academic Failures

Not every CDM course is amenable to remediation. Given the lockstep nature of the CDM curriculum, some courses can only be remediated by repeating the course in the next year (see the CDM Individual Course Failure and Remediation Policy). For course or module failures and reviews, the CDM-SPC process is as follows:

First Module or Course Failure

The student is notified of the first failure via an email and informed that a meeting with the assistant dean for Curriculum and Integrated Learning and learning specialist is required. The course director(s), student's academic advisor/coach, and group practice leader (if applicable) may be notified of the meeting and may choose to attend. The course director(s) will design a remediation plan for the failed coursework after seeking input from the learning specialists and the student will design a remediation plan and share it with the student.

Remediation will be course- and student-specific and may be offered during a scheduled time, ad-hoc, or a combination of both formats. The remediation plan may include but is not limited to the following: a study plan, regular meetings with the advisor/coach and learning specialist. The remediation plan will include timelines and expected content, outcomes/behaviors, and assessments that the student will be required to meet to satisfactorily complete remediation.

A failure to comply with the remediation plan can result in an automatic required meeting with the associate dean for Academic Affairs and Research, and the associate dean for Clinical Education and Patient care for clinical courses, and such other action as deemed appropriate under the circumstances based on academic and other applicable standards.

Course or module remediations will take place either at scheduled breaks within the term or at the end of each term within the academic calendar, as set out in a remediation plan or as otherwise directed by the applicable course administrator.

Second Module/Course or Rotation Failure

After a second failure, the student will again meet with the administrators as described above and review the previous remediation plan and make adjustments as necessary to promote success.

Additional resources may be involved in the meeting and within the revised remediation plan. All

resources that are included in the remediation plan are reviewed by the course director(s) and the applicable administrator from the CDM Office of Academic Affairs.

A failure to comply with the remediation plan can result in an automatic required meeting with the associate dean for Academic Affairs and Research, and the associate dean for Clinical Education and Patient care for clinical courses, and such other action as deemed appropriate under the circumstances based on academic and other applicable standards.

Course or module remediations will take place either at scheduled breaks within the term or at the end of each term within the academic calendar, as set out in a remediation plan or as otherwise directed by the applicable course administrator.

Third Failure

After a third failure of any segment of the curriculum or failure to comply with the previously approved remediation plan, the student will be notified via digital email letter of a required meeting with the CDM-SPC for review.

Prior to the formal meeting with the full CDM-SPC, the vice provost for Student Services or designee will provide the student with instructions outlining the committee hearing process

The student is notified through email of the time and place of the SPC meeting.

The student is required to attend the SPC meeting. If the student does not attend, the SPC may move forward without the student's participation.

The SPC then communicates the decision to the student via email.

Decisions of the SPC may consist of but are not limited to the following:

- remediation,
- repeating coursework,
- repeating the academic year, or
- dismissal.

Decisions are determined by majority vote of the members of the CDM-SPC attending the hearing.

The student is given time to consider the decision and has the opportunity to appeal the decision. The appeals process for any CDM-SPC decision is explained to the student after the decision is delivered.

If an appeal is desired, the student will appeal according to the Student Appeals & Due Process section set forth in the Student Handbook.

If the student fails any coursework during a repeat year, they will have a formal meeting with the CDM-SPC and receive notification of dismissal. Any student wishing to appeal a formal dismissal decision must do so by the deadline detailed in the official dismissal letter, sent by email/digital letter. If a student does not appeal the decision by the deadline detailed in the official dismissal letter, then the decision is final, and the student is bound by the dismissal decision.

COM Student Progress Committee

The COM- Student Progress Committee (COM-SPC) is a committee made up of COM faculty, administrators and other appointed University faculty or staff. The COM-SPC addresses academic and professional issues when students have not successfully completed COM specific required elements for graduation.

The COM-SPC establishes and mandates protocols and makes recommendations appropriate to the individual student. The committee has broad authority to review student records, decide how best the program and/or the University can assist the student, and has the authority to include several interventions as a part of a final decision. (See Sanctions Related to the Academic Review Process and Violations of the Code of Professional Conduct). Decisions include but are not limited to remediation of a course, academic

warning/probation, repeating an academic year, or dismissal. The COM-SPC also proactively identifies students who are at academic risk.

COM-SPC Process

Academic Failure is defined as a failure of a course, course remediation, or clerkship, required for graduation.

Note: Students may remediate one COMAT failure without having to repeat the clerkship. The transcript will reflect an F/P upon successful remediation of the COMAT.

For academic failures, the COM-SPC process is outlined below.

Note: Academic Failures, and/or any COMLEX-USA examination failures accrue cumulatively over a student's academic career, even if the student is allowed to repeat an academic year. For example, if a student has failed one course in the first year and fails another in the second year, the failure is considered the student's second cumulative academic failure.

Academic Failures

First Academic Failure

Students with a first academic failure are referred to the COM-SPC sub-committee for remediation planning via notification from the vice provost of Student Services and may be required to meet with the SPC. Students will follow the process described in the COM-SPC hearing and decision section below.

Second Academic Failure

Students with no prior academic failures who accrue two academic failures within one academic year are automatically suspended with no option to appeal but may have the option to repeat the entire year. Students who earn two academic failures over their academic career will be referred to SPC via notification from the vice-provost of Student Services.

Third Academic Failure

Students with three cumulative academic failures in multiple academic years are referred to the COM-SPC via notification from the vice-provost of Student Services and may be dismissed. If remediation is granted, students will be referred to the COM-SPC sub-committee. Students will follow the process described in the COM-SPC hearing and decision section below.

Fourth Academic Failure

Any KCU COM student with four or more academic failures is automatically dismissed with no option for appeal.

COMLEX-USA Level 1 or 2 Exam Failures

First attempt

Students are referred to the COM-SPC Subcommittee for remediation planning via notification from the vice provost of Student Services and may be required to meet with the SPC. Students who do not comply with the agreed upon remediation plan will be referred to the COM-SPC.

Second attempt

Students are referred to the COM-SPC to determine eligibility to remediate via a formal, written notification via email from the vice provost for Student Services. Students will then follow the process described in the COM-SPC Hearing and Decision section below.

Third attempt

Any KCU COM student with three COMLEX-USA Level 1 or three COMLEX-USA Level 2 failures is automatically dismissed with no option for appeal.

Violations of the Code of Professional Conduct

KCU-COM students who violate either the general KCU student Code of Professional Conduct or the supplemental COM Professional Code of Conduct or

violate the conduct expectations outlined in a course syllabus, in which the student is currently enrolled, are required to meet with the assistant vice provost for Student Services assigned to their campus. The student may also be required to meet with the campus dean and may be referred to the COM-SPC.

COM-SPC Hearing and Decision

Before the formal meeting with the full COM-SPC, the vice provost for Student Services or designee will give the student instructions outlining the committee hearing process. Students must submit a written statement to the COM-SPC that addresses the concern, including appropriate background, context and/or additional documentation that explains circumstances and events resulting in the referral as well as proposed next steps in order to rectify the issue(s). This statement, along with the student's entire academic and professionalism record, is available to the committee. During the hearing, students may read their letter and be asked questions by committee members. Professionalism during the hearing is expected, which includes being on time, being professionally attired in a white coat, and being in a professional environment free of distractions when conducted virtually. Students may not record the meeting per University Policy and may not have another person present without permission.

After a thorough discussion and review of relevant policies, the issue in question, and the totality of the student's circumstances, the COM-SPC will vote and determine a decision. The vice provost for Student Services will inform students of the decision via email. Students can appeal the decision of the COM-SPC. The appeals process is explained to the student in writing when the decision is delivered.

COM-SPC Appeal Process

Students have the right to appeal the decision of the COM-SPC for the reasons outlined under the Student Appeals & Due Process section of the catalog. The appeals process will be communicated to the student at the time the decision is delivered. If the student wishes to appeal the decision of the COM-SPC, they

will submit a written appeal to the vice provost for Student Services. The vice provost for Student Services will notify the appropriate deans, or their designees, that the appeal has been filed. (See Student Appeals & Due Process for specific instructions on appeals.)

PSYD Student Progress Committee

The PsyD Student Progress Committee (PsyD-SPC) is a committee made up of University PsyD core faculty and one external PsyD member, who is a KCU staff/faculty member. The committee is charged with being the primary team responsible for reviewing the totality of PsyD students' academic, professional, training, and other student records and performance. Two subcommittees reside under the full committee:

The Clinical Training subcommittee, comprised of the Director of Clinical Training and the Assistant Director of Clinical Training, reviews issues related to clinical training (i.e., violations of clinical training policies as they are listed in the Health Service Psychology Program Manual). The Clinical Training subcommittee can meet with students to address violations (e.g., issue warning letter, issue probation letter, create remediation plan, etc.) or refer students to the full PsyD-SPC for review.

The Attendance subcommittee, comprised of the Program Chair and the Assistant Program Chair, reviews issues related to student attendance (e.g., Excused Absence Forms). The Attendance subcommittee can refer students to the full PsyD-SPC for violations of the PsyD Attendance Policy (see Doctor of Psychology in Clinical Psychology's Attendance Policy).

Students must demonstrate satisfactory achievement in all of the program's education and training profession-wide competency areas throughout their time in the program. The PsyD-SPC reviews any student's academic and professional record that is identified as having problems within

any evaluative domain in the program. The committee addresses all academic and professional issues according to the policies published in this catalog and handbook.

The PsyD-SPC also aims to proactively identify at-risk students and develop interventions that would assist students who are struggling. The following are examples of issues or problems that may lead a student to be brought before the PsyD-SPC: course failure; issues with professionalism, that do not implicate the University Title IX and Sexual Misconduct Policy, (e.g., recurrent tardiness, turning in assignments late, making inappropriate comments, inappropriate social media activity), and an inability to meet the Health Service Psychology's technical standards. This list is not exhaustive, and students can be referred to Student Services or the PsyD-SPC for additional issues or violations. When being referred to the PsyD-SPC, students will be provided with formal, written notification of the issue(s) from the vice provost for Student Services, as well as an opportunity to represent themselves before the PsyD-SPC regarding the issue in question.

As a part of a comprehensive review, the PsyD-SPC establishes and mandates protocols and recommendations appropriate to the individual student. The committee has broad authority to review student records, decide how best the program and/or the University can assist the student, and can recommend a broad number of options for consideration as part of any final decision.

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

The student is notified, by the Office of the Vice Provost for Student Services, via email/digital letter, of his/her academic issue. The student is informed of the date and time the PsyD-SPC will meet to review the issue. The student is invited to submit any relevant documentation and address the committee at the hearing.

Prior to the formal meeting with the full PsyD-SPC, the vice provost for Student Services or designee will

provide the student with instructions outlining the committee hearing process.

Once the vice provost for Student Services has provided notice of the hearing and an opportunity for the student to meet, as identified directly above, the PsyD hearing will take place. The student may or may not choose to be present at the hearing; however, the committee will render a decision even in situations where the student chooses not to attend the hearing.

After a thorough discussion and review of relevant policies, the issue in question, and the student's response, the PsyD-SPC will vote and determine a decision. The PsyD-SPC Chair will then communicate the decision to the student via email/digital letter.

The student can appeal the decision of the PsyD-SPC. The appeals process is explained to the student in writing when the decision is delivered. For specific instructions regarding appeals, see the Student Appeals & Due Process section of the catalog.

Student Discipline Procedures

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

All reports of code violations shall be reported to Student Services and/or to the vice provost for Student Services. Reports must be filed in writing and must be signed by the reporting party.

Student Services will review the report and determine if the allegations are of the nature to merit further review.

If the allegations are of a nature that warrant further review, Student Services, along with the vice provost for Student Services, will gather, review, and analyze, the information. (This will be done as quickly as possible, but sometimes the nature of such investigations takes longer to gather evidence and speak with potential witnesses).

After all information is gathered, the vice provost for Student Services will apply a preponderance-of-the-evidence standard in making a judgment about the validity of the grievance and will then decide how best the alleged misconduct should be adjudicated. The multidimensional nature of KCU's disciplinary system allows for cases to be heard by the Student Progress Committee (SPC), the student-run Honor Council or administrators within Student Services.

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

In cases where the information does not merit referral to the SPC or the Honor Council, the case will be dealt with by Student Services staff.

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

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

University Honor Council

The University Honor Council, consisting of students representing all degree programs, has authority for and addresses the highest standards of integrity, honesty, and professional conduct, as well as all

student Code of Professional Conduct/Honor Code policies. The KCU Honor Council may, at the request of the vice provost for Student Services, consider cases involving alleged violations of the Code of Professional Conduct/Honor Code, and make a recommendation of its determination to the applicable SPC. The applicable SPC shall review the recommendation of the Honor Council and any evidence submitted by the student at issue as well as the student's record and will issue a written decision. The student can appeal the decision of the applicable SPC. For specific instructions regarding appeals, see Student Appeals & Due Process.

Student Appeals & Due Process

The following process applies to the handling of all alleged academic progress issues and violations of the Code of Professional Conduct/Honor Code:

Disciplinary Notification: Any student with applicable academic progress issues or who is charged with an alleged violation of the Code of Professional Conduct/Honor Code will be given written notice. Email notification may serve as written notice.

Hearing: The KCU disciplinary system is a multi-dimensional system that allows the student to elect to participate in a formal hearing through the appropriate committee, as determined by Student Services, which may include the Student Progress Committee, Honor Council, or Student Services.

Appeal: After receiving the decision of the SPC, the student has five (5) business days to submit an appeal in writing to the vice provost for Student Services who will provide notice of the appeal to the deans' panel or their designees. The appeal guidelines for each college are as follows:

College of Osteopathic Medicine, College of Biosciences, and College of Dental Medicine students who are charged and found responsible for a lack of academic progress or a violation of the Code of Professional Conduct/Honor Code have the right to appeal the decision of the Student Progress Committee, or any decision made by staff members within Student Services.

In appealing a decision of the Student Progress Committee, the appeal must fall into one of the following categories:

The student has new evidence, material to the decision rendered, that was not available prior to the original hearing. In this case, the matter will be returned to the appropriate SPC, which will make a determination as to whether new evidence exists. If the SPC determines new evidence exists allowing for a second SPC hearing, the second SPC hearing will be limited to the new evidence to be presented. If the SPC determines new evidence does not exist as a basis for the appeal, the SPC decision will stand.

The hearing process, as outlined, was not adhered to during the SPC hearing.

The sanction(s) do not relate appropriately to the violation.

Appeals that do not fall into one of these categories will not be heard and will be automatically dismissed by Student Services. Appeals must clearly outline the sanction(s) the student is appealing along with any compelling argument as to why the decision should be overturned.

Appeals will be heard by a panel made up of the deans, or where appropriate their designee, of each college, the COM, COB, and CDM.

The appeal is considered by the deans' panel with the autonomy to uphold the appealed decision, reverse the decision all together, or modify the sanction. Students can expect a written decision on their appeal within a reasonable period of time from the appeal submission date. Decisions of the deans' appeal panel are final, and no further appeals will be granted. Students cannot file a grievance contesting the decision of the SPC or Appeal Panel.

Sanctions Related to the Academic Review Process and Violations of the Code of Professional Conduct

The following are examples of sanctions that may be imposed as a result of the disciplinary and/or academic review process and may be levied as a result of a disciplinary or academic review hearing.

This list is not exhaustive, and sanctions are based on the circumstances of the charges. The merits of each case will be considered before sanctions are levied. It is the intent of the disciplinary process that the sanction(s) imposed are in response to the academic record, student's professional behavior, any patterns of inappropriate personal behavior, and disciplinary history of the individual student.

- No Action
- An official response from the disciplinary body indicating that no action be taken in regard to the student's case.
- Verbal/Written Warning
- Documented warning that the behavior/academic performance demonstrated was unacceptable.
- Required Remediation
- Required corrective academic action. This is required only after a student has failed a course, section, clerkship and/or national examination. Remediation is not guaranteed for any student who has failed a course, section, clerkship, and/or national examination.

Should a professionalism issue arise, and remediation is a possible action, the details of that remediation will be developed by Student Services and appropriate college leadership and implemented in an appropriate time frame. Remediation being granted does not guarantee successful completion of program requirements.

Conditional Requirements

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

Probation or Academic Probation: An official status of warning from the University, stating that the student is under the most sensitive academic and/or professional behavioral monitoring and improvement plan, which becomes a part of the student's record permanently. For specific

information regarding academic probation, please review:

Probation - DMD

Academic Probation - DO

Academic Probation - PsyD

Academic Warning: A status of warning from KCU to the student indicating that the University is concerned about the student's academic performance. See the program for specific information regarding academic warning:

Academic Warning - DMD

Academic Warning - DO

Academic Warning - PsyD

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 subject exam, completing an independent study)

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

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

Partial (nonacademic) 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: The University may refer a student to a Physicians and Health Professionals

Wellness Program selected by KCU, for assessment and treatment.

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

Restrictions/Stipulations of Behavioral Activity: The University may restrict a student's behavioral activity and if this 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, and/or continued disciplinary problems, caused by the student, or a fine that is deemed appropriate for the offense.

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

Training/Professional Development: referral to training or implementation of other professional development opportunities related to the conduct at issue.

Suspension

A formal separation of the student from the University during a specific period of time. The period of suspension can range from one semester to an indefinite period of time. The student will not be in good standing during the suspension.

Dismissal

Permanent separation of the student from KCU. Dismissal is permanently noted on the student's KCU transcript. Students who received a dismissal from the University cannot then elect to withdraw.

Other Appropriate Actions

The University reserves the right to place a variety of disciplinary and/or academic sanctions upon a student that are not specifically outlined above, as long as they are approved by the SPC and/or appropriate college Dean, the University Honor Council, and/or a member of Student Services.

Student Grievances

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

Definition

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

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

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

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

Procedure

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

All other formal grievances should be submitted in writing to the Office of the Provost, unless otherwise stated in an applicable University policy. The provost, acting in their professional capacity will review all formal grievances, with the goal of attempting to resolve the matter.

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

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

Except as noted above or as otherwise stated in the University's policies, grievances about other students' conduct will be evaluated and investigated

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

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

Filing a Complaint with the University's Accrediting Agencies

The Higher Learning Commission of the North Central Association of Colleges and Schools (HLC-NCA), the Commission on Osteopathic College Accreditation (COCA), and the Commission on Dental Accreditation (CODA) recognize their responsibility to provide complainants the opportunity to utilize their organizations as a vehicle to deal with specific grievances as well as being a mechanism for reviewing and finally resolving complaints. Complaints that cannot be addressed by the University may be filed with HLC-NCA, COCA, CODA, or the APA. Contact information for each agency can be found in the Accreditation section.

Information for Crime Victims About Disciplinary Proceedings

The University will, upon written request, disclose to the alleged victim of any crime of violence or a non-forcible sex offense or, if the alleged victim is deceased as a result of the crime or offense to the alleged victim's next of kin the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of

such crime or offense. Requests for such documentation should be directed to Student Services.

Graduation and Conferral of Degrees

A student enrolled in a degree-granting program at KCU is eligible to graduate and may have their degree conferred provided the student:

- Has completed all of the graduation requirements for their program of study.
- Has received formal approval for graduation from their respective program, Faculty Senate, and the Board of Trustees.
- Has complied with all legal and financial requirements of the University.
- Has submitted an *Application for Graduation* to the Office of the Registrar

Completion of a degree from KCU does not guarantee further career opportunities up to and including matriculation into other KCU educational programs or any other professional school, matching and/or placement in a residency training program or other postgraduate training.

Students must be officially enrolled in coursework to make progress towards the completion of their primary degree, KCU dual-degree, or track; this applies to all degree programs offered by Kansas City University. Conferral dates align with the last day of the term/semester the student has completed their degree requirements.

Commencement

The commencement ceremony is generally held in early May each year. Commencement represents a celebration of each graduate's educational accomplishments and the time when the privileges, responsibilities, and degree are conferred.

Participation in the commencement ceremony is an earned privilege for those who have completed all degree requirements, and attendance is expected.

Eligibility for Commencement

Students who have met the graduation requirements for their program of study or who expect to meet

those requirements by the beginning of the subsequent fall semester are eligible for participation in the commencement ceremony.

Student may only participate in one commencement ceremony per program of study while enrolled at KCU.

Latin Honors

The criteria for graduating with Latin Honors are as follows:

	Pass/Fail Programs	Letter Grade Programs
Summa cum laude	Top 2% of graduating cohort	4.0 GPA
Magna cum laude	Top 3-7% of graduating cohort	3.9-3.99 GPA
Cum laude	Top 8-12% of graduating cohort	3.8-3.89 GPA

Graduation Requirements

Biomedical Sciences (M.S.)

A student who has fulfilled all academic and professional requirements and has demonstrated the ethical, personal, and professional qualities deemed necessary for the pursuit of a successful career in the biomedical sciences may be granted a master's degree in either Biomedical Sciences or Biomedical Science Research from KCU College of Biosciences provided the student:

- Has completed all curricular requirements within the prescribed program length (3 years from the date of matriculation).
- Has achieved a GPA of 3.0 or greater.
- Has achieved a passing grade in all courses.
- Has been in residence at KCU-COB for at least one year.

The Master of Science in Biomedical Sciences Program at Kansas City University has a minimum of 30 credit hours for the class of 2025.

The Master of Science in Biomedical Sciences Research Program at Kansas City University has a minimum of 38 credit hours for the class of 2026.

Clinical Psychology (M.A.)

A student who has fulfilled all academic, professional, and clinical requirements and has demonstrated the ethical, personal, and professional qualities deemed necessary for the practice of clinical psychology may be granted a Master's degree in Clinical Psychology from the KCU College of Biosciences provided the student has:

- Completed all curricular requirements for the first two years of study towards the completion of the Psy.D. degree and passed their qualifying exam.
- Completed at least 2 years of study in the KCU clinical psychology program including 1 year in full-time residence.

The Health Service Psychology Program at Kansas City University has a minimum of 73 credit hours for the Master of Arts in Clinical Psychology degree for the class of 2026.

Doctor of Clinical Psychology (Psy.D.)

A student who has fulfilled all academic, professional, and clinical requirements and has demonstrated the ethical, personal, and professional qualities deemed necessary for the practice of clinical psychology may be granted a Doctor of Psychology in Clinical Psychology from the KCU College of Biosciences provided the student has:

- Completed all curricular requirements within the prescribed program length (7 years from the date of matriculation).
- Completed at least 3 years of study in the KCU clinical psychology program including 1 year in full-time residence.
- Successfully completed at least three full-time academic years of graduate study (or the

equivalent thereof) plus an internship prior to receiving the doctoral degree.

The Health Service Psychology Program at Kansas City University has a minimum of 185.5 credit hours for the Doctor of Psychology degree for the class of 2029.

Doctor of Dental Medicine (D.M.D.)

A student who has fulfilled all academic, professional, and clinical requirements and has demonstrated the ethical, personal, and professional qualities deemed necessary for the practice of dental medicine may be granted the Doctor of Dental Medicine degree, provided the student:

- Has completed all curricular requirements within the prescribed program length (6 years from the date of matriculation).
- Has satisfactorily completed all required community rotations.
- Has challenged the national dental examination.

The Kansas City University College of Dental Medicine has a minimum of 257.5 for the predoctoral dental program for the class of 2028.

Doctor of Osteopathic Medicine (D.O.)

A student who has fulfilled all academic, professional, and clinical requirements and has demonstrated the ethical, personal, and professional qualities deemed necessary for the practice of osteopathic medicine may be granted the Doctor of Osteopathic Medicine Degree provided the student:

- Has completed all curricular requirements within the prescribed program length (6 years from the date of matriculation).
- Has been in residence at an AOA-accredited college of osteopathic medicine, the last two years of which must have been at KCU.
- Has satisfactorily completed Standardized Patient encounters/OSCE's scheduled during the fourth year.
- Has passed Levels 1 and 2-CE of the COMLEX-USA examination administered by the National Board of Osteopathic Medical Examiners.

The Kansas City University College of Medicine has a minimum of 143 credit hours for the Doctor of Osteopathic Medicine program for the class of 2028.

Bioethics (Dual-Degree M.A.)

A student who has fulfilled all academic and professional requirements and has demonstrated the ethical, personal, and professional qualities deemed necessary may be granted a Master's degree in Bioethics from KCU College of Osteopathic Medicine provided the student:

- Has completed all curricular requirements within the prescribed program length (5 years from the date of matriculation).
- Has achieved a passing grade in all courses.
- Has completed their primary program of study.

The Master of Arts in Bioethics program has a minimum of 30 credit hours for the class of 2028.

Title IX & Sexual Misconduct Policy

The University's Title IX & Sexual Misconduct is found in the University's policy library. The Title IX Coordinator can be reached at TitleIX@kansascity.edu. Please refer to the policy library on the intranet for KCU's Title IX Policy.

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

Joe Price, Title IX Coordinator

Senior Manager for University Compliance
1750 Independence Avenue
Kansas City, MO 64106
816.654.7108
TitleIX@kansascity.edu

Jamie Hirshey, Deputy Coordinator

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

Campus Security & Facilities

Annual Security Report

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

Publish an annual report by Oct. 1 that contains three years of campus crime statistics and certain campus security policy statements.

Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms.

The statistics must be gathered from campus security, local law enforcement, and other university officials who have "significant responsibility for students and campus activities."

Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees."

Disclose in a public crime log "any crime that occurred on campus or within the patrol jurisdiction of University security and is reported to University security." This log is available upon request in the SEM office.

Emergency Plan

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

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

will send communication through one or more of the mechanisms identified above.

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

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

Kansas City Campus

Security & Safety on Campus

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

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

Automated External Defibrillators (AED) are strategically placed on campus and include mobile devices carried by security officers. The SEM

department is charged with maintenance and care of the defibrillators.

AED Locations

Academic Center (2): First and second floor, northeast wall by the exit.

Administration Building (2): First floor by the men's restroom and third floor by the men's restroom.

Annex Building: Wall mount by east entrance/exit in between classrooms A and B.

Butterworth Alumni Center: First floor inside the entrance/exit on west wall.

CMEI (2): 1st & 3rd floor North side of building by Men & Women Restroom

D'Angelo Library: First floor, after going through main entrance.

Dybedal Research Center (DCR) (2): First floor entrance and second floor by the restrooms.

Security Kiosk Gate (one): In Building

Facilities: Shop area.

Kesselheim Center for Clinical Competence: Entrance.

Powerhouse: Center pillar.

Smith Hall (2): First floor and third floor east wing by elevator.

Strickland Education Pavilion (4): Basement in Staff Gym by male locker room, First floor atrium area by south wall by the east exit, third floor by Wing 320, and fourth floor atrium area.

Student Activity Center: First floor North hallway by campus store.

Safety Patrol Vehicles (4): 4 vehicles are equipped with AED's.

Venus/Maintenance Storage Building: Right wall, west entrance.

First Aid Kit Locations

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

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

Code Blue Emergency Poles & Call Boxes

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

Fire Exits & Extinguishers

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

Emergency Communications

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

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

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

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

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

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

Timely Warnings & Crime Alerts

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

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

Security Escorts

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

Identification/Building Access Cards

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

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

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

Smoking/Tobacco Use

KCU is a tobacco-free campus.

Inclement Weather

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

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

Lost & Found

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

Motor Vehicles & Parking

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

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

Permits

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

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

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

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

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

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

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

Regulations

Parking regulations will be enforced; however, students are permitted to use staff or reserved

parking spaces outside of business hours (8 a.m. - 4:30 p.m., Monday-Friday).

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

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

Tickets may be issued for the following reasons:

- Blocking a vehicle or driveway
 - Damaging KCU property
 - Double-parking, parking in loading zones, visitor spaces or other restricted areas
 - Driving or parking on grassy areas (unless grass areas are designated for use)
 - Failure to display KCU parking sticker
 - Failure to obey any other University, state or local regulation or law regarding appropriate vehicular operation or parking
 - Obstructing a fire lane
 - Operating vehicles in a reckless manner.
- Repeated offenses may result in suspension of campus parking privileges

- Parking overnight or for an extended period without specific authorization
- Parking in a no-parking zone
- Parking in non-designated areas. This includes parking in visitor spaces and employee parking lots during regular business hours.

Appeals Process

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

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

Animals on Campus

KCU is a learning environment and strives to have a distraction-free environment for all students to attend lectures, labs, and to study.

This policy does not apply to Service Animals which are covered under the Americans with Disabilities Act (ADA). Only dogs are recognized as service animals under titles II and III of the ADA.

Animals are generally restricted from entering KCU buildings and courtyards. They are allowed on the outdoor spaces on campus but owners are expected to keep animals under control and on a leash. Students shall not tie an animal up on the outside of the building while they enter the building or leave animals unattended. Students shall not leave their pets in vehicles when temperatures would be unsafe. When pets are on campus the owner is expected to clean up after their pet.

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

Building Hours & Services

The exterior doors of the University buildings are locked and access to the buildings requires an access card. The only exception to this are the doors to the Walker Family Visitor Center on the north side of the Administrative Building, 1750 Independence Avenue.

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

Academic Center (AC)

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

Classrooms for DO and PsyD programs, conference rooms

Administration Building

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

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

Classroom Annex

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

Center for Medical Education Innovation (CMEI)

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

Human patient simulators, standardized patient program

Campus Store

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

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

Sells food, beverages, KCU apparel, accessories

Community Park & Garden

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

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

combination is provided to students during orientation.

D'Angelo Library & Center for Medical Informatics

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

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

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

Dybedal Center for Research

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

Offices of Basic Research, Score 1 for Health

Kesselheim Center for Clinical Competence (KCCC)

As established by the director

Human patient simulators, standardized patient program

Mary L. Butterworth, DO, Alumni Center

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

Davidson Room

Smith Hall

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

Audio-visual equipment, OMT tables, computers, study rooms, lockers, vending machines, Learning Enhancement, Counseling Services and Career Services

Student Activities Center (SAC)

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

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

Strickland Education Pavilion (SEP)

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

Anatomy and OCS Labs, Ricci Auditorium (BIOS classroom), cafeteria, vending machines, faculty offices, Office of the COM Dean, Clinical Education. Faculty offices on the third and fourth floors are

open Monday through Friday from 8:00 a.m. to 4:30 p.m.

Gender-Inclusive Restrooms

KCU is committed to creating and maintaining a community environment that respects individual needs, abilities, and potential. Gender-inclusive restrooms are available in the Administration Building (second floor) and the AC. Family restrooms, with infant changing stations are available in the SAC, AC, and Administration Building (second floor).

Mothers' Rooms

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

Use of Buildings for Student Activities

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

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

Leonard Smith Hall | Learning Enhancement & Counseling Services

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

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

D'Angelo Library

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

The library offers:

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

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

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

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

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

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

The website also offers:

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

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

Sports Facilities

Fitness Center

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

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

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

Student Lockers

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

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

Community Park & Garden

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

KCU Campus Store

The KCU campus store, located in the Student Activities Center, primarily sells food and beverage items, similar to a convenience store. The campus store also stocks school supplies, university clothing, and gifts. The store also sells KCU-branded apparel online, including white coats.

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

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

Food and Drink in University Facilities

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

Joplin Campus

Security & Safety on Campus

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

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

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

AED Locations

Reception Area: First floor main entry area, northwest corner of building on the column to the east of the reception desk.

Office of Safety & Emergency Management: First floor, northwest corner of main dining area.

Standardized Patient Area Hallway: On the south wall, east side of the double entry/exit doors located between the two southern wings.

Safety Patrol Vehicle: The SEM patrol vehicle is equipped with an AED.

Second Floor Main Hallway: On east wall by elevator and faculty wing.

First Aid Kit Locations

- SEM office
- SEM patrol vehicle

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

Code Blue Emergency Poles & Call Boxes

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

Fire Exits & Extinguishers

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

Emergency Communications

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

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

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

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

- Virtual walkhome

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

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

Timely Warnings & Crime Alerts

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

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

Security Escorts

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

Identification/Building Access Cards

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

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

Smoking/Tobacco Use

KCU is a tobacco-free campus.

Inclement Weather

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

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

Lost & Found

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

Motor Vehicles & Parking

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

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

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

Permits

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

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

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

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

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

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

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

Regulations

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

Tickets may be issued by members of the SEM department. Tickets are written on three-part NCR forms. The original (white) will be retained in the

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

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

Tickets may be issued for the following reasons:

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

Appeals Process

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

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

Animals on Campus

KCU is a learning environment and strives to have a distraction free environment for all students to attend lectures, labs and to study.

This policy does not apply to service animals which are covered under the Americans with Disabilities Act (ADA). Only dogs are recognized as service animals under titles II and III of the ADA.

Animals are generally restricted from entering KCU buildings and courtyards. They are allowed on the outdoor spaces on campus but owners are expected to keep animals under control and on a leash. Students shall not tie an animal up on the outside of the building while they enter the building or leave animals unattended. Students shall not leave their pets in vehicles when temperatures would be unsafe. When pets are on campus the owner is expected to clean up after their pet.

Building Hours & Services

Farber-McIntire Campus

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

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

Administration

Located on the second floor, north wing
Campus Vice President, Human Resources, University

Relations, Philanthropy & Alumni Relations, Finance, Workday & Business Process Support

Located on the second floor, south wing:
College of Dental Medicine administration

Food Services

Cafeteria

Located on the first floor, near the main entrance
7:00 a.m. to 2:30 p.m., Monday-Friday
7:00 a.m. to 6:00 p.m., Wednesday for Dinner Service
Closed Saturday and Sunday

Campus Commons

7:30 a.m. to 3:00 p.m., Monday-Friday
Located on the first floor, Dental Education Center

Campus Store

Located on the first floor, near the main entrance
9:00 a.m. to 2:00 p.m., Monday-Thursday
Closed Friday, Saturday and Sunday
The store offers apparel, supplies, and gifts. Additional KCU-branded apparel can be purchased online. Purchase of books is through an online bookseller.

Faculty

Located on first floor, south wing
College of Dental Medicine Faculty offices, Faculty support

Located on the second floor, central wing
College of Osteopathic Medicine Campus Dean office, faculty offices, faculty support.

Fitness Facilities

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

Lockers

COM student lockers are located on the first floor off the Quad; CDM student lockers are located on the second floor of the Dental Education Center.
Lockers are available to students for personal use.

Students will be assigned a locker and combination. Safety & Emergency Management has the authority to open any lock as needed.

Student Services

Located on the first floor, central wing

Assistant Vice Provost of Student Services - Room 1615

Finance, Financial Aid & Registrar - Room 1607

Learning Enhancement - Room 1620, 1621, 1622

Student Activities - Room 1618

Counseling - Room 1625, 1626, 1627

Support Staff

Located throughout the building

Security, Information Technology, Facilities

Gender-Inclusive Restrooms

KCU is committed to creating and maintaining a community environment that respects individual needs, abilities, and potential. Gender-inclusive and family restrooms are available throughout the campus.

Mothers' Rooms

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

Dawson Heritage Foundation Library

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

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

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

The library offers:

- Wireless internet access
- Six large screen desktop computer stations
- Furniture equipped with plug-in internet access and charging units for mobile devices

- Variety of study carrels and tables
- Special collections include medical and osteopathic materials, memorabilia and yearbooks
- Large TV monitor highlighting student and faculty research, as well as the latest library and campus news.

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

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

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

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

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

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

The website also offers:

- The online catalog with options to search, place holds, and renew materials.
- A Discovery Search tool for quickly searching all the library's electronic databases, e-Journals, and e-Books.

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

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

Use of Buildings for Student Activities

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

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

Food and Drink in University Facilities

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

drink left in said refrigerators. University faculty and staff also reserve the right to ban food or drink for any individual student or for an entire classroom when circumstances justify doing so.

College of Dental Medicine

Doctor of Dental Medicine

The curriculum at KCU CDM consists of a minimum of four years of structured education leading to the Doctor of Dental Medicine Degree. The first two years of the curriculum center upon the foundations of basic and clinical dental sciences and include early clinical experiences. The last two years of dental education focus on clinical experiences providing patient care at the Oral Health Center and at Community Educational Activity Sites.

Dental Medicine Oath

I accept this coat as a symbol of my profession and as a representation of my commitment to patients, to society, and to other health professionals.

I will exhibit personal and professional integrity and affirm my loyalty to the profession I am about to enter.

I will be mindful always of my great responsibility to preserve the health of my patients, to retain their confidence and respect, and to perform faithfully my professional duties.

I will be ever vigilant in aiding in the general welfare of the community, sustaining its laws and institutions, not engaging in those practices that will in any way bring shame or discredit upon myself or my profession.

I will endeavor to work in accord with my colleagues in a spirit of progressive cooperation.

And I will look with respect and esteem upon all those who have taught me the science and art of dental medicine.

To my college I will be loyal and strive for its best interests and for the interest of the students who will come after me.

I will ever be alert to further the application of basic biological truths and technical advances in my chosen profession, Dental Medicine.

Program Mission Statement

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

Our Values are

- Excellence | Striving for quality, integrity and innovation
- Equity | Supporting an inclusive and collaborative environment
- Empathy | Caring for our students, our colleagues and our community

Our graduates will fulfill their professional obligations to improve the health and quality of life of people in their communities with excellence, equity and empathy. They will become leaders in their communities and of their oral health care teams, and partners in the interprofessional health care delivery systems of the future.

Program Vision

Become the most student focused and technologically advanced College of Dental Medicine in the nation by delivering value; cultivating team spirit and a humanistic learning environment; and becoming a trusted partner with our University and external constituencies.

Curriculum Philosophy

KCU's College of Dental Medicine prepares graduates competent to begin the practice of general dentistry in rural and urban environments. The coursework begins in the D1 year with integrated basic and clinical sciences courses and pre-clinical courses and clinical simulation. The D2 year builds on these

experiences and adds the provision of comprehensive patient care continuing throughout the D3 year. The D4 year adds population health and community service learning with comprehensive care provided in clinical and community settings. Interwoven throughout the 4-year curriculum are the core threads of professionalism and ethics in a humanistic environment, critical thinking and scholarship, interprofessional education and practice and social responsibility and community service.

Code of Conduct

Dental students will adhere to the following code of conduct.

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

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

ADA Code of Ethics "The ADA Code"

Dental students will be members of the American Dental Student Association.

The dental profession holds a special position of trust within society. As a consequence, society affords the profession certain privileges that are not available to members of the public-at-large. In return, the profession makes a commitment to society that its members will adhere to high ethical standards of conduct. These standards are embodied in the *ADA Principles of Ethics and Code of Professional Conduct (ADA Code)*. The *ADA Code* is, in effect, a written expression of the obligations arising

from the implied contract between the dental profession and society.

Members of the ADA voluntarily agree to abide by the *ADA Code* as a condition of membership in the Association. They recognize that continued public trust in the dental profession is based on the commitment of individual dentists to high ethical standards of conduct.

The *ADA Code* has three main components: The *Principles of Ethics*, the *Code of Professional Conduct* and the *Advisory Opinions*.

The *Principles of Ethics* are the aspirational goals of the profession. They provide guidance and offer justification for the *Code of Professional Conduct* and the *Advisory Opinions*. There are five fundamental principles that form the foundation of the *ADA Code*: patient autonomy, nonmaleficence, beneficence, justice and veracity. Principles can overlap each other as well as compete with each other for priority. More than one principle can justify a given element of the *Code of Professional Conduct*. Principles may at times need to be balanced against each other, but, otherwise, they are the profession's firm guideposts.

The *Code of Professional Conduct* is an expression of specific types of conduct that are either required or prohibited. The *Code of Professional Conduct* is a product of the ADA's legislative system. All elements of the *Code of Professional Conduct* result from resolutions that are adopted by the ADA's House of Delegates. The *Code of Professional Conduct* is binding on members of the ADA, and violations may result in disciplinary action.

The *Advisory Opinions* are interpretations that apply the *Code of Professional Conduct* to specific fact situations. They are adopted by the ADA's Council on Ethics, Bylaws and Judicial Affairs to provide guidance to the membership on how the Council might interpret the *Code of Professional Conduct* in a disciplinary proceeding.

The *ADA Code* is an evolving document and by its very nature cannot be a complete articulation of all ethical obligations. The *ADA Code* is the result of an

ongoing dialogue between the dental profession and society, and as such, is subject to continuous review.

Although ethics and the law are closely related, they are not the same. Ethical obligations may- and often do -exceed legal duties. In resolving any ethical problem not explicitly covered by the *ADA Code*, dentists should consider the ethical principles, the patient's needs and interests, and any applicable laws.

American Dental Association (2020) ADA Principles of Ethics and Code of Professional Conduct:

<https://www.ada.org/about/principles/code-of-ethics>

Competencies and Student Outcomes

(Adopted from the American Dental Education Association's "Competencies for the New General Dentist," *Journal of Dental Education*, July 2011)

The general dentist is the primary oral health care provider supported by dental specialists, allied dental professionals, and other health care providers. The practice of general dentistry requires a dentist to possess the ability to incorporate understanding, skills, and values in an integrated response to clinical and other professional situations. The competency statements describe the performance of the Kansas City University College of Dental Medicine graduates as they enter dental practice settings rather than that of students in individual courses. This document is viewed by the College as dynamic; as the practice of dentistry evolves, the College of Dental Medicine will revisit its competencies.

Domains

1. Critical Thinking
2. Professionalism
3. Communication and Interpersonal Skills
4. Health Promotion

5. Practice Management and Informatics

6. Patient Care

- a. Assessment, Diagnosis and Treatment Planning
- b. Establishment and Maintenance of Oral Health

1. Critical Thinking

Graduates must be competent to:

- 1.1. Evaluate and integrate emerging trends in health care as appropriate.
- 1.2. Utilize critical thinking and problem-solving skills.
- 1.3. Evaluate and integrate best research outcomes with clinical expertise and patient values for evidence-based practice.

2. Professionalism

Graduates must be competent to:

- 2.1. Apply ethical and legal standards in the provision of dental care.
- 2.2. Practice within one's scope of competence and consult with or refer to professional colleagues when indicated.

3. Communication and Interpersonal Skills

Graduates must be competent to:

- 3.1. Apply appropriate interpersonal and communication skills.
- 3.2. Apply psychosocial and behavior principles in patient-centered health care.
- 3.3. Communicate effectively with individuals from diverse populations.

4. Health Promotion

Graduates must be competent to:

- 4.1. Provide prevention, intervention, and educational strategies.
- 4.2. Participate with dental team members and

other health care professionals in the management and health promotion for all patients.

4.3. Recognize and appreciate the need to contribute to the improvement of oral health beyond those served in traditional practice settings.

5. Practice Management and Informatics

Graduates must be competent to:

5.1. Evaluate and apply contemporary and emerging information including clinical and practice management technology resources.

5.2. Evaluate and manage current models of oral health care management and delivery.

5.3. Apply principles of risk management, including informed consent and appropriate record keeping in patient care.

5.4. Demonstrate effective business, financial management, and human resource skills.

5.5. Apply quality assurance, assessment, and improvement concepts.

5.6. Comply with local, state, and federal regulations including OSHA and HIPAA.

5.7. Develop a catastrophe preparedness plan for the dental practice.

6. Patient Care

A. Assessment, Diagnosis, and Treatment Planning

Graduates must be competent to:

6.1. Manage the oral health care of the infant, child, adolescent, and adult, as well as the unique needs of women, geriatric, and special needs patients.

6.2. Prevent, identify, and manage trauma, oral diseases, and other disorders.

6.3. Obtain and interpret patient/medical data, including a thorough intra/extra oral examination, and use these findings to accurately assess and manage all patients.

6.4. Select, obtain, and interpret diagnostic images for the individual patient.

6.5. Recognize the manifestations of systemic

disease and how the disease and its management may affect the delivery of dental care.

6.6. Formulate a comprehensive diagnosis, treatment, and/or referral plan for the management of patients.

B. Establishment and Maintenance of Oral Health

Graduates must be competent to:

6.7. Utilize universal infection control guidelines for all clinical procedures.

6.8. Prevent, diagnose, and manage pain and anxiety in the dental patient.

6.9. Prevent, diagnose, and manage temporomandibular disorders.

6.10. Prevent, diagnose, and manage periodontal diseases.

6.11. Develop and implement strategies for the clinical assessment and management of caries.

6.12. Manage restorative procedures that preserve tooth structure, replace missing or defective tooth structure, maintain function, are esthetic, and promote soft and hard tissue health.

6.13. Diagnose and manage developmental or acquired occlusal abnormalities.

6.14. Manage the replacement of teeth for the partially or completely edentulous patient.

6.15. Diagnose, identify, and manage pulpal and peri-radicular diseases.

6.16. Diagnose and manage oral surgical treatment needs.

6.17. Prevent, recognize, and manage medical and dental emergencies.

6.18. Recognize and manage patient abuse and/or neglect.

6.19. Recognize and manage substance abuse.

6.20. Evaluate outcomes of comprehensive dental care.

6.21. Diagnose, identify, and manage oral mucosal and osseous diseases.

Teaching Methods

The CDM creates a learning environment that fosters critical thinking, promotes professionalism and

develops skills for life-long learning by using teaching methods that are student focused. Students will participate in active learning exercises and activities in a series of integrated courses.

Self-directed learning will be promoted through pre-class assignments, studying content through various media, evidence-based analyses and critical review of learning material, and guided and unguided self-reflection exercises. Approaches to interactive teaching will include classroom presentations; group discussions; classroom participatory activities; simulation activities, including virtual reality simulators; workshops; laboratory exercises; and interactions with both standardized patients and human patient simulators. Case-based learning will integrate pillars of foundational sciences with best-practice clinical protocols presented in real-world scenarios designed to address the care and management of patients. The CDM is committed to providing a diverse, equitable and inclusive learning environment for all students while applying the described teaching and learning methods. CDM reserves the right to edit, update, and/or supplement the above described methods.

Tuition & Fees

Please see the 2024-2025 CDM Tuition & Fees section for information on tuition and fees.

CDM Satisfactory Academic Progress

Federal regulations require schools to monitor the academic progress of Title IV financial aid recipients. KCU must certify that students are making satisfactory academic progress (SAP) toward the completion of their KCU degree. KCU follows the regulations set forth by the U.S. Department of Education that students are meeting the three required measurements to determine SAP: qualitative (GPA), quantitative (pace progression) and time frame. The policy applies to students who are receiving federal aid; however, these standards are cumulative to 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 the academic program may

vary from the financial aid policy for academic progress. Review the full CDM SAP policy here:

[CDM Satisfactory Academic Progress](#)

[CDM Academic Policies & Procedures](#)

Academic Advising/Coaching

The academic advising/coaching program promotes student learning, development and growth to encourage self-directed learning. Students are assigned to a coaching team with a lead faculty advisor/coach. Team assignments are made annually by the interprofessional education coach, staff and faculty under the supervision of the assistant dean of curriculum and integrated learning. Coaches meet with their students as a group or individually at least five times during the first academic year, and as needed in subsequent years.

Academic Load

Full-time	6 or more semester credits
Half-time	3 - 5.5 semester credits
Part-time	Less than 3 semester credits

Enrolled CDM students are expected to maintain a full-time status each semester.

Academic Standing

To determine the status of individual student progress, the CDM Student Progress Committee reviews the performance of all students in every course and in every competency area, if applicable, on a periodic basis.

There are three designations for academic standing: Good Academic Standing, Academic Warning and Probation.

Good Academic Standing

A student is categorized as having good academic standing if:

- The CDM-SPC deems student performance is satisfactory in every module, course and in every competency area;
- The student is making progress consistent with their current cohort;
- The student has not violated the student Code of Professional Conduct or Honor Code.

Academic Warning

Academic Warning is a state of warning from the CDM to the student indicating concern about their academic performance and/or professionalism/behavioral concerns. A student is categorized as being on Academic Warning if one or more of the following are true:

- A student fails a course;
- The Overall Percentage Grade is less than 80%;
- There are behavioral cues or professionalism concerns by the student which may indicate factors that are affecting academic performance.

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, meetings with tutors and/or faculty members, temporary loss of student leadership privileges and co-curricular activities including dual degree programs, outreach experiences and the like and providing frequent status updates to key faculty/administrators.

Probation

Probation is an official status from the University stating the student is under the most intensive academic and professionalism monitoring and improvement plan for the period of time on probation. The typical length of Probation is one semester, unless otherwise specified. Probation becomes an official part of the student's record but is not reflected on the transcript. A student is

categorized as being on Probation if one or more of the following are true:

- The student remediates two or more times;
- Two or more course failures are documented on the transcript;
- The student does not maintain an overall average of 75% for the overall percentage grade for all courses;
- The student has two or more course failures that have been successfully remediated in one year;
- The student has violated the student Code of Professional Conduct or has behavioral issues or concerns which may affect academic performance.

Students placed on Probation will be required to take actions necessary to improve academic performance, as listed above for Academic Warning. Students placed on Probation will have their status monitored by the associate dean for academic affairs and research and University staff. Students on Probation will not be allowed to serve as officers in student clubs or other intramural organizations. While on Probation, the student may be removed from extracurricular activities such as research and positions of leadership, dual degree programs, extracurricular outreach experiences and the like, regardless of when the probation status occurs in the term.

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

Off-Site Clinical Experiences

KCU CDM students will participate in on-site and off-site clinical experiences as part of their education. Once a student has matriculated into KCU CDM, the University provides liability coverage of all clinical, curricular experiences, in accordance with insurance terms.

KCU CDM students are only allowed to shadow or participate in clinical experiences at KCU pre-approved clinical sites. Compliance with the CDM

dress code is to be maintained while either shadowing or providing clinical care at these sites. Students are only allowed to wear their KCU white coats at pre-approved KCU sponsored clinical events (e.g. Score 1 screenings, KCU classroom presentations, etc.) or when approved by their supervising faculty.

Attendance Policy

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

Course Attendance

Attendance at all assigned course activities, lectures, labs, and clinic sessions is essential to learner progression. In the event a student needs to miss any curricular component, absences will be managed in the following ways:

Planned Absences

In the event a student needs to miss a course component for a planned absence, the absence may be requested by submitting the Student Absence Request form as soon as anticipated or a minimum of seven days in advance. The director of predoctoral curriculum and integrated learning will review requests and communicate the decision within three days for planned absence requests.

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

- Attendance at a professional meeting or conference as a representative of the CDM
- Attendance at post-graduate interviews, formal student externships, clinical licensure exams, and National Board examinations
- Religious observances which are not already addressed by the University Academic Calendar
- Jury duty, court subpoenas, and required military duty
- Other scheduled appointments
- Unplanned Absences

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

Tardiness

Students are expected to be seated by the time the curricular event is scheduled to begin. Being seated after the scheduled start time is considered tardy.

Consistent tardiness may result in the following steps:

- Coaching and documentation
- Meeting with the CDM Office of Academic Affairs
- Referral to the Student Progress Committee
- Letter to the student documenting tardiness and professionalism with copy retained in student's CDM academic file

Consequences for Noncompliance with Attendance Policy

Noncompliance with the CDM attendance policy will be considered an infraction of professional responsibility. Planned or unplanned absences may require remediation of assigned activities, assignment, and assessments as determined by the course director(s). Repeated unexcused absences may require a student to meet with an applicable administrator from the CDM Office of Academic Affairs to address the issue and may require the student to meet with the CDM Student Progress Committee. The CDM Student Progress Committee will review repeated absences and determine course of action as described above.

Grade & Assessment Policies

Grade System

The academic grade system for CDM students at KCU is as follows:

Grade	Definition
P	Pass (75% or higher)
F	Fail (<75%)
H	Honors
F/P	Pass upon remediation
F/F	Remediation failure
IP	In-Progress
I	Incomplete
W	Withdrawal
AW	Administrative Withdrawal
AD	Administrative Drop

Overall Percentage Grade

Grading for the DMD program is pass/fail. However, students retain the percentage score earned within the required courses. The final percent score used to determine course P/F is used to calculate the student's cumulative overall percentage grade (weighted by course credits). The overall percentage grade is used to determine class rank. Additionally, this grade is used to determine eligibility for dual-degree programs, honors, student government, research participation, club leadership, and recommendation letters for postgraduation programs. Electives and extramural activities are not included in a student's overall percentage grade calculation.

Class Quartile Rank

The College of Dental Medicine uses the overall percentage score to determine student class quartile rank. The first quartile represents the top 25% of the class. Quartile rank is calculated and reported at the conclusion of each academic year and not reported and/or updated mid-year.

Class quartile rank will be based on the Overall Cumulative Percent Score (average percent score for all courses completed by the student at the end of each semester [fall, spring and summer] for the entirety of their academic record in the CDM). Class quartile rank for graduation is based on the student's cumulative overall percentage grade at the conclusion of the final year.

1st Quartile	Upper 25%
2nd Quartile	≥25% to ≤49%
3rd Quartile	≥50% to ≤75%
4th Quartile	Lower 25%

Dean's List

The Dean's List is comprised of the top ten percent of students' academic performance across the cohort

for each term for each of the four years. If a student must repeat the year, they will be eligible to earn the Dean's List distinction the same as any other students in their cohort in that repeated year. The calculation is based on the average of percentages earned in each course, and is weighted by credit hour. The Dean's List distinction is recognized on the official transcript.

Testing and Exam Review Policy

Testing (assessment) during a course may consist of:

- Quizzes
- Examinations
- Written assignments
- Presentations
- Group discussions
- Classroom participatory activities
- Case-based learning
- Simulation activities, including virtual reality simulators
- Workshops
- Laboratory exercises
- Interactions with both standardized patients and patient simulators

Clinical procedures

Students will receive a Pass/Fail grade for all forms of assessment.

A percentage of the total point score possible for the assessment will be calculated based on points earned, including any adjusted questions for the assessment.

Pass/Fail is assigned based on the scoring above.

Students will be notified of their score via the required portal. Students will have the opportunity to review their individual examination results after the grades are calculated and posted to the grade book in the learning management system, Canvas. Students will have the opportunity to review the exam through the exam review process. Students may attend an exam review to understand answers to the questions. The assistant director of assessment will conduct the exam review in a secure

environment with the students. Instructions for this review process are provided annually during orientation.

Students will have the opportunity to challenge any aspect of the assessment within 48 hours after the exam review. The designated student curriculum liaison for the class will communicate these challenges to the course director(s) unless otherwise indicated by the course director(s).

Students who receive a failing grade receive instructions from the assistant director of assessment on the retesting process that will occur on an as needed basis.

Students who are authorized for special accommodations will report to the Office of Exam Services. Accommodation conditions, as appropriate, may include alteration of length of exam time, testing location (room number) or other accommodations. Students in need of special accommodations should complete the Student Request for Accommodation Form, which is available on the Student Disability Services & Resources page on myKCU.

All quizzes and exams will start and end on time. All examinations will begin promptly at the published/announced start time. Exams will automatically lock out at the end of the allocated exam time period. At the end of the examination time frame, all students are required to end their exam and submit the results via the required portal.

A student with an unexcused absence will not be permitted to re-take a make-up exam through Assessment and will receive a grade of zero (0) without the possibility of a make-up exam.

While taking exams, students should have in their possession only items that are necessary for the exam. All purses, backpacks, hats, sunglasses, unnecessary clothing items, headphones, calculators, smart watches, other digital/electronic devices, etc. need to be left outside of the room. Cell phones must be turned off and placed outside the testing area. Recording or communication devices of any

type are not allowed at any time in the testing environment. Academic integrity, honesty and professional 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 (iPad used for testing is the sole exception) could receive an automatic failure of the exam in question. Any student found in possession of any electronic device in a testing situation will be considered academically dishonest and referred to KCU administration for breach of professional conduct.

Review of Examinations

Students will have the opportunity to review their individual examination results after the grades are calculated and posted to the grade book in the learning management system, Canvas. Students will have the opportunity to attend an exam review to understand answers to the questions they answered incorrectly. Students are asked to conduct the exam review in a secure environment with the Assistant Director of Assessment. Instructions for this review process are provided annually during orientation. Challenges to test questions must be presented to the course director by the class representative unless otherwise indicated by the course director.

Incomplete Grades

The course director(s) may assign a grade of Incomplete (I) if the student has been unable to complete the module/course due to extenuating circumstances beyond the student's control or if additional time is needed to complete retesting/remediation. An Incomplete Grade Requirements document, which details the requirements for completion, will be prepared by an applicable administrator from the CDM Office of Academic Affairs after consultation with the student. The Incomplete Grade Contract form is available on the Registrar page of the intranet.

The student will have three business days to decline the incomplete grade and corresponding

Requirements and receive the current earned grade. The CDM will send the finalized Requirements document to the Office of the Registrar.

Any student receiving a grade of "I" must coordinate with the course director(s) to satisfy all outstanding coursework for the module or course. Once outstanding requirements are satisfied, an applicable administrator from the CDM Office of Academic Affairs will process a change of grade form converting the "I" to the corresponding grade. The grade change must be submitted prior to the add/drop deadline date of the next academic term. If this deadline has passed without the student completing successful remediation, the "I" becomes an "F". Once converted to an "F", this grade cannot be subsequently changed due to coursework completion.

Should a student decide to withdraw from the program or if a student is otherwise separated from the University prior to completing coursework for an incomplete grade, the grade will be updated to reflect a failure (F).

The University does not award a degree to a student with an incomplete grade on said student's record.

Grade Changes/Corrections

Grades that have been reported to the Office of the Registrar and posted may be changed or corrected by the course director or assistant director of Assessment, upon certification in writing that an error occurred in computing or recording the grade, or a student has successfully completed re-examination or remediation. The change of grade must be documented on a grade change form, approved by the associate dean for Academic Affairs and Research and submitted to the Office of the Registrar for processing. The deadline to initiate a grade change is one calendar year after the end date of the term in which the grade was assigned.

Module/Course Grade Appeal Process

The assessment of the quality of the student's academic performance is one of the major responsibilities of University faculty members and is

solely and properly their responsibility. Grades may be appealed for reasons as follows.

Reasons for Grade Appeals

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

- There was an issue with the assessment process.
- Students are not informed of the basis for grade calculation in the syllabus, or prior to the assignment.
- The student's grade was not calculated in accordance with the stated policy in the syllabus or as provided prior to the assignment, or has been assigned on the basis of something other than his/her performance.
- Significant, unwarranted, and unannounced deviation from grading procedures and course syllabi set at the beginning of the course or a grade assigned arbitrarily and capriciously on the basis of whim or impulse.
- There is an error in the computation of the grade that was not corrected.
- The student, through no fault of his/her own, was not provided with the same opportunity to complete the requirements as other students, for example, of time, access to materials, or access to the course director(s) as the other students.
- Standards used in the determination of the student's grade are more exacting or demanding than those applied to other students in the same module or course.

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

contact the assistant dean of curriculum and integrated learning.

Process of Module/Course Grade Appeal Process

If the purpose of the appeal meets any of the above criteria, students can appeal to the course director(s) by submitting a written appeal within 48 hours of the grade being posted. Only final course grades may be appealed. After receiving a rejection of appeal from the course director(s), if the student feels an error remains, they may submit an appeal to the assistant dean of curriculum and integrated learning within three business days of the response from the course director(s). The assistant dean of curriculum and integrated learning will review the student's request and make a final determination. If the assistant dean of curriculum and integrated learning is the course director, the final determination will be made by the associate dean for academic affairs and research of the CDM.

Academic Assessment, Status & Promotion

Eligibility for Continued Enrollment

Monthly, at the end of the academic year, and as needed, the CDM-SPC evaluates student performance. Students are considered for promotion one academic year at a time. At any time, the University, by recommendation of the CDM-SPC and/or the action of the administrative officers, reserves the right to place on conditional or stipulated status, suspend or dismiss students who have failed to:

- Maintain acceptable standards of academic performance based on the totality of their academic record.
- Maintain acceptable ethical, moral, personal and professional conduct.
- Abide by the University's policies, rules and regulations.
- Fulfill legal or financial obligations to the University.

- Show professional promise including mental and emotional fitness commensurate with the expected degree.
- Failure to continue to meet [CDM Health and Technical Standards](#).

Promotion in Class Standing

At the end of each academic year, the CDM Student Progress Committee will review each student's academic performance to determine progression into the next year. Refer to the Academic Standing, Warning, and Probation policy for an outline of student requirements to meet Satisfactory Progress and progression.

Assessment of Professionalism

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

Compliance with institutional rules and regulations, in addition to city, state and federal laws, is required of all students.

Professionalism will be evaluated as part of each formal learning assessment. Students who demonstrate unprofessionalism will be expected to remediate the behavior. The professionalism assessment is designed to provide students with a clear understanding of their progress towards meeting professionalism standards, acknowledged nationally as those that students must meet in order to graduate. Students' professionalism assessments will also be considered as part of the recommendation process for opportunities such as honors and awards, scholarships, and residency applications. All KCU students must meet or exceed professionalism expectations in order to graduate. Details about the assessment of student

professionalism will be discussed with each class annually.

For further detail of professional behavior, please refer to the CDM Clinical Manual.

Individual Course Failure and Remediation Policy

Note: Failures of a course, course remediation, clinical experience, or clinical rotation accrue cumulatively over a student's academic career. For example, if a student has failed one course in the first year and fails another in the second year, the failure is considered the student's second cumulative academic failure.

In order to pass a course, a student must earn a passing grade within each course module and an overall passing grade for the course. If a student fails a module, said student will go through the retesting process. When retesting within a module, failure to obtain a passing grade for the module will result in a failure of the module and generate remediation. Failure of remediation will result in failure of the module and/or the entire course. The resulting academic failure will accumulate accordingly.

Students will have the opportunity to retest a failed exam or practical during the semester so they may prevent a failure of a module or course. Students will be given the opportunity to re-test once. The retest grade supersedes the original test grade, and the maximum score, if passing, is a 75. If the retest grade results in a failure, the student will follow the process outlined in the Academic Standing, Warning and Probation policy. Retesting and remediation will be administered by the assistant director of assessment.

Students may be eligible for remediation after failing a module or course. Remediation will be course and student specific and may be offered during a scheduled time, ad-hoc or a combination of both formats. The remediation plan may include but is not limited to the following: a study plan, regular meetings with the advisor/coach and learning specialist. The remediation plan will include timelines and expected content, outcomes/behaviors

and assessments that the student will be expected to adhere to in agreeing to said plan.

The remediation plan will be signed by the student and course director(s) and filed with the associate dean for academic affairs and research and the associate dean for clinical education and patient care.

Failure to comply with the remediation plan can result in an automatic required meeting with the associate dean for academic affairs and research and the associate dean for clinical education and patient care.

Course or module remediations will take place either at scheduled breaks within the term or at the end of each term within the academic calendar. The course director(s) will inform the student of the results of their course or module remediation.

Board Examination Eligibility Policy

Didactic: Integrated National Board Examination

The Joint Commission on National Dental Examinations (JCNDE) administers the Integrated National Board Dental Examination (INBDE) as part of the requirements for dental licensure. This written examination is offered for dental students in the fourth year of dental school. All current students enrolled in the CDM are eligible for INBDE with confirmation from the CDM-SPC and are expected to attempt the exam during their fourth year as a part of the requirement of graduation. Re-take eligibility after an unsuccessful testing attempt must be approved by the CDM-SPC before a student can test again. Students must pass the INBDE for licensure, but it is not a graduation requirement of the CDM.

Clinical: National Licensure Examination

KCU CDM will offer a clinical examination on-campus at pre-determined dates. Eligibility for this examination series requires a student be in good academic standing and have passed their corresponding clinical competencies prior to examination. Students are expected to attempt the exam as a part of the CDM curriculum but are not

required to pass the exam prior to graduation. Students may elect to attempt other clinical National Licensure Examinations offered outside of the KCU Oral Health Center.

Academic Year Repeat Policy

The CDM-SPC may recommend a student repeat an academic year if said student fails to progress academically while enrolled in the CDM pre-doctoral program. Based on the totality of the student's academic performance while enrolled, the CDM-SPC may recommend a student repeat an academic year in order to develop a firm foundation to continue in the program. Students approved for readmission after any period of suspension or an approved leave of absence regardless of length may also be required to repeat previously attempted and passed courses or modules. Students who fail a course(s) in one year may be required to repeat the academic year if the student did not successfully remediate.

A CDM student may remediate by repeating an academic year in full upon recommendation of the CDM-SPC and approval of the dean of the CDM. The student must retake and pass all courses regardless of past performance. The student is allowed no more than two attempts to successfully complete a CDM program year (e.g., first-year, second-year). If a student is unable to successfully complete the entire repeat year, the student will be dismissed from the University. Students repeating a year and failing a previously failed course will be referred to the CDM-SPC for consideration for dismissal.

All course enrollments and earned grades will remain on the student's academic transcript. For repeated coursework in the CDM program, the student's most recent grade earned is used in the calculation of the student's overall percentage grade. Grades for repeated courses are recorded in brackets on the academic transcript. Students may only repeat a course once. The opportunity to repeat is not available if the course is subsequently inactivated.

Students who repeat an academic year must still complete their degree within six years of matriculation. The student who is required to repeat

a year must, per the University policy, pay full tuition and fees for the repeated year.

Grade Assessments for Reinstated Students

For the purposes of this policy, a reinstated student shall be defined as any student of the CDM whose attendance was interrupted for any reason necessitating a leave of absence or withdrawal, and who is now returning to the CDM to continue on with the same course of study. This definition shall apply whether the interruption was voluntary or sanctioned.

All grades earned by reinstated students prior to the academic interruption shall remain part of the permanent student record. The successful retake of the course/section will then supersede the remediation process described for academic failures of continuously matriculated students. If, however, the reinstated student fails the course/section a second time; the consequences shall be the same as those described for a continuously matriculated student who fails the remediation process.

CDM Clinic Manual

CDM students are required to read and follow the CDM Clinic Manual all years of their attendance.

DMD 2028 Degree **Requirements**

Curriculum Overview

DMD 2028 – D1 Requirements

1. DMD 105 – Biomedical and Clinical Systems
2. DMD 111 – Biomedical and Clinical Systems II
3. DMD 121 – Foundations of Patient Care I
4. DMD 122 – Foundations of Patient Care II
5. DMD 141 – Human Anatomy I
6. DMD 142 – Human Anatomy II
7. DMD 151 – Clinical Dentistry I
8. DMD 152 – Clinical Dentistry II
9. DMD 161 – Medical Informatics
10. DMD 180 – Principles of Public Health
11. DMD 185 – Practice of Public Health
12. DMD 190 – Social and Behavioral Health
13. IPE 112/DMD 112 – Collaborative Care through Arts and Observation

DMD 2028 – D2 Requirements

1. DMD 205 – Practice Management I
2. DMD 210 – Practice Management II
3. DMD 212 Biomedical and Clinical Systems III
4. DMD 213 – Biomedical and Clinical Systems IV
5. DMD 214 – Biomedical and Clinical Systems V
6. DMD 241 – Patient Care I
7. DMD 253 – Clinical Dentistry III
8. DMD 254 – Clinical Dentistry IV
9. DMD 255 – Clinical Dentistry V
10. DMD 280 – Applied Dental Public Health
11. DMD 285 – Dental Public Health Policy and Management
12. DMD 291 – Prosthodontics I
13. DMD 292 – Prosthodontics II
14. DMD 293 – Prosthodontics III

DMD 2028 – D3 Requirements

1. DMD 326 – Foundations of Patient Care VI

2. DMD 327 – Foundations of Patient Care VII
3. DMD 344 – Patient Care IV
4. DMD 345 – Patient Care V
5. DMD 346 – Patient Care VI
6. DMD 510 – Selected Topics

DMD 2028 – D2 Requirements

1. DMD 428 – Foundations of Patient Care VIII
2. DMD 447 – Patient Care VII
3. DMD 448 – Patient Care VIII
4. DMD 449 – Patient Care IX
5. Attempt at the Integrated National Board Dental Examination (INBDE)

College of Biosciences

Doctor of

Psychology in

Clinical Psychology

Mission

The mission of the Doctor of Psychology in Clinical Psychology (PsyD) program at KCU-Kansas City is to offer students broad and general training in preparation for careers in the practice of health service psychology as clinical psychologists both as individuals and as part of an integrated health care team. We are committed to the scientific foundations of psychology, the recognition that science informs practice and practice informs science, and a deep respect and understanding of cultural and individual differences.

Aims

The PsyD program has four program aims:

1. Students demonstrate a comprehensive knowledge base in the theoretical and scientific foundations of psychology and are prepared to use this knowledge as health service providers in clinical psychology.
2. Students develop and demonstrate competency in the use of a strong set of clinical skills, behaviors and attitudes in order to be proficient in evidence-based assessment, intervention and outcome evaluation while working with diverse populations.
3. Students demonstrate knowledge of psychological research and scientific inquiry and can integrate such scientific knowledge into clinical practice.
4. Students demonstrate knowledge and skill in integrated health care and are able to

function as part of an integrated health care team.

Competencies

The PsyD program at KCU-Kansas City provides evidence-based opportunities for all students to demonstrate the profession-wide competencies required by the American Psychological Association (APA). Graduates are required to meet the following profession-wide competencies:

Competency 1: Research

Students will demonstrate the substantially independent ability to formulate research or other scholarly activities that are of sufficient quality and rigor to have the potential to contribute to the scientific, psychological or professional knowledge base. Students will conduct research or other scholarly activities. Students will critically evaluate and disseminate research or other scholarly activity via professional publication and presentation at the local, regional or national level.

Competency 2: Ethical & Legal Standards

Students are expected to respond professionally in increasingly complex situations with a greater degree of independence across levels of training. Students will demonstrate knowledge of and act in accordance with the current version of the APA Ethical Principles of Psychologists and Code of Conduct; the relevant laws, regulations, rules, and policies governing health service psychology at the organizational, local, state, regional, and federal levels; and the relevant professional standards and guidelines. Students will recognize ethical dilemmas as they arise and apply ethical decision-making processes in order to resolve the dilemmas effectively. Students will conduct themselves in an ethical manner in all professional activities.

Competency 3: Individual & Cultural Diversity

Students must demonstrate knowledge, awareness, sensitivity, and skills when working with diverse individuals and communities who embody a variety of cultural and personal background characteristics. Students will demonstrate the requisite knowledge base, ability to articulate an approach to working

effectively with diverse individuals and groups, and apply this approach effectively in their professional work. Students will demonstrate an understanding of how their own personal/cultural history, attitudes and biases may affect how they understand and interact with people different from themselves. Students will demonstrate knowledge of the current theoretical and empirical knowledge base as it relates to addressing diversity in all professional activities including research, training, supervision/consultation and service. Students will demonstrate the ability to integrate awareness and knowledge of individual and cultural differences in the conduct of professional roles (e.g., research, services, other professional activities). This includes the ability to apply a framework for working effectively with areas of individual and cultural diversity not previously encountered over the course of their careers. Students will demonstrate the ability to work effectively with individuals whose group membership, demographic characteristics or worldly views conflict with their own.

Competency 4: Professional Values and Attitudes

Students must demonstrate behavior that reflects the values and attitudes of psychology, including integrity, deportment, professional identity, accountability, lifelong learning and concern for the welfare of others. Students will demonstrate the ability to engage in self-reflection regarding one's personal and professional functioning as well as engages in activities to maintain and improve their own performance, wellbeing and professional effectiveness. Students will actively seek and demonstrate openness and responsiveness to feedback and supervision. Students will respond professionally in increasingly complex situations with a greater degree of independence as they progress across levels of training.

Competency 5: Communication and Interpersonal Skills

Students will demonstrate the ability to develop and maintain effective relationships with a wide range of individuals, including colleagues, communities, organizations, supervisors, supervisees and those

receiving professional services. Students will demonstrate the ability to produce and comprehend oral, nonverbal and written communications that are informative and well-integrated as well as demonstrate a thorough grasp of professional language and concepts. Students will demonstrate effective interpersonal skills and the ability to manage difficult communication well.

Competency 6: Assessment

Students will demonstrate competence in conducting evidence-based assessment consistent with the scope of health service psychology. Students will demonstrate the ability to select and apply assessment methods that draw from the best available empirical literature and that reflect the science of measurement and psychometrics; collect relevant data using multiple sources and methods appropriate to the identified goals and questions of the assessment as well as relevant diversity characteristics of the service recipient. Students will demonstrate the ability to interpret assessment results, following current research and professional standards and guidelines, to inform case conceptualization, classification, and recommendations, while guarding against decision making biases, distinguishing the aspects of assessment that are subjective from those that are objective. Students will demonstrate the ability to communicate orally and in written documents the findings and implications of the assessment in an accurate and effective manner sensitive to a range of audiences.

Competency 7: Intervention

Students will demonstrate the ability to establish and maintain effective relationships with the recipients of psychological services. Students will demonstrate the ability to develop evidence-based intervention plans specific to the service delivery goals as well as the ability to implement interventions informed by the current scientific literature, assessment findings, diversity characteristics, and contextual variables. Students will demonstrate the ability to apply the relevant research literature to clinical decision-making and be able to modify and adapt evidence-

based approaches effectively when a clear evidence-base is lacking. Students will demonstrate the ability to evaluate intervention effectiveness and adapt intervention goals and methods consistent with ongoing evaluation.

Competency 8: Supervision

Students will demonstrate knowledge of supervision models and practices.

Competency 9: Consultation & Inter-Professional/Interdisciplinary Skills

Students will demonstrate knowledge and respect for the roles and perspectives of other professions. Students will demonstrate knowledge of consultation models and practices.

Tuition & Fees

Please see the 2023-2024 COB Tuition & Fees section for information on tuition and fees.

Satisfactory Academic Progress for Financial Aid Consideration

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

PsyD Satisfactory Academic Progress

Academic Policies & Procedures

Academic Advising/Coaching

The academic advising/coaching program promotes student learning, development, and personal growth to encourage self-sufficiency. PsyD students are assigned to a faculty member within the department. Advising/coaching placements are made by the assistant vice provost for Advising & Learning Enhancement.

Academic Load

For PsyD students, full-time enrollment is defined as six or more semester credits. Half-time enrollment is three or more semester credits.

For students who have passed the candidacy exam and are enrolled only for doctoral internship and/or dissertation hours, full-time is three semester credits and half-time is 1.5 semester credits.

Academic Standing

Students are considered to be in good academic standing to meet the minimum criteria for continued enrollment. Good academic standing is defined as obtaining at least a grade of B- or Pass in each class, as well as maintaining a minimum cumulative GPA of 3.0.

If a student's GPA falls below 3.0, he/she must remediate within one semester. Failure to bring GPA within academic standards may result in dismissal.

Academic Probation

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

- One or more course failures.
- Student's cumulative KCU GPA is below 3.0.

Students placed on academic probation will have their status monitored by a University faculty or staff member. In addition, students on probation must attend all classes. 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. Academic probation may also result in suspension or termination of the student's employment with the University.

Typically, students who are placed on academic probation cannot fail any other course, section, clerkship, subject exam and/or national examination. The typical length of the academic probation is one year, unless otherwise specified, from the time the student is formally notified of being placed on this status.

Academic probation status is not tied to a student's SAP, as defined by Title IV. It is wholly separate and unrelated to SAP.

Academic Warning

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

- Current cumulative KCU GPA below 3.0.
- Behavioral cues by the student that 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, required course attendance, meetings with tutors and/or faculty members, temporary loss of student leadership privileges, and providing frequent status updates to key faculty/administrators.

Academic warning is not tied to a student's SAP, as defined by Title IV. It is wholly separate and unrelated to SAP.

Attendance Policy

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

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

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

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

Inform the instructor prior to the class (each instructor will note in their syllabus the best way to contact them).

Acquire the lecture notes and/or handouts from their classmates or Canvas (the instructor is not

responsible for getting this information to the student).

Write a summary of the course content of the class, per the instructor's direction, and have the paper to the instructor of the course the following week. Repeated absences or tardiness may warrant referral to the PSYD-Student Progress Committee (SPC) (see the Student Conduct & Responsibilities section for more information).

Absences

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

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

- **Civic Responsibilities:** Students who are required to be physically present at citizenship hearings, court hearings or jury duty on the date of an examination, quiz and/or required presentation will be granted an excused absence. Students should contact the PsyD program director and their instructors with supporting documentation to discuss such circumstances prior to the occurrence.
- **Academic Conflict:** Students may request an excused absence for academic or training related activities (e.g., a KCU supported conference, practicum orientation). Only students in good academic standing will be considered.
- **Death in the Family/Family Illness:** Any student applying for an excused absence due to a death in their family must provide a copy of the death certificate or obituary program. Consideration will be given for deaths and illnesses of spouse, life partner, parents, siblings, children, in-laws or grandparents.
- **Religious Holiday:** Students may request an excused absence for a holiday of their faith. Such

holidays should be considered a significant observance recognized by a majority of the faith.

- **Illness:** The excused absence form must be submitted in the case of missing class for an illness. Any student who misses more than one class due to illness must be seen by a health care provider in order to have such illness documented. Students will be expected to provide documentation from a physician noting the date, time, diagnosis and any other details pertinent to the absence.

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

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

As professionals, students are expected to adhere to the KCU attendance and absenteeism policy with diligence. Any student requesting more than two absences, make-up examinations, quizzes, make-up labs or presentations, or assignment extensions will be referred to the PsyD-SPC.

Disciplinary Situations

In cases where the administrative officers deem it necessary, a disciplinary situation may be referred to Student Services and/or the PsyD-SPC. Please review the Student Conduct section for more information.

Grades & Assessment Policies

Grades & Quality Points

Grade	% Range	Quality Points
A	93-100%	4.00
A-	90-92%	3.67
B+	87-89%	3.33
B	83-86%	3.0
B-	80-82%	2.67
F	<80%	0.00/Fail
P	-	Pass
I	-	Incomplete
W	-	Withdrawal
AW	-	Administrative Withdrawal
AD	-	Administrative Drop

A student enrolled in the PsyD program must pass all courses with a minimum grade of B- or P and maintain a cumulative GPA of 3.00 or higher to continue in the program.

Testing & Grading

Testing during a course may consist of:

- In-class quizzes
- Written exam(s)
- Papers
- Presentations

Evaluation of clinical skills will occur on practicum and internship experiences. The Practicum Evaluation Form and the Advanced Practicum Evaluation Form will be used to evaluate each student and their progress in demonstrating the

profession-wide competencies on practicum. Internship sites will utilize their own Internship Evaluation Forms to evaluate each student and their progress in demonstrating the profession-wide competencies on internship. Practicum and internship grades will be graded Pass/Fail (P/F).

Students will receive a letter grade for each course except those designated Pass/Fail.

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

The course director will assign a letter grade of A, A-, B+, B, B-, or F, generally based on the scale above.

Students who earn a failing course average (less than 80 percent) at the end of the course may be eligible for re-examination of their lowest exam grade or a re-examination of all course content in the form of a cumulative exam or equivalent assessment. See Individual Course Failure & Re-Examination policy.

Students who do not qualify for a re-examination or fail to earn a passing grade following re-examination may be placed on an Academic Suspension until the failed course is offered again.

The Registrar will calculate an overall GPA each semester. This information will then be reported to students in Workday.

Incomplete Grades

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

The student's signature is not required for the incomplete grade contract to be valid. In the event an I grade is being assigned, the dean of COB must be notified before the contract is presented to the student. Upon receipt, the Office of the Registrar will provide a copy of the contract to the student's KCU

email address. The student will have three business days to decline the incomplete grade and receive the current earned grade with all missing assignments calculated as a zero.

Any student receiving a grade of I must coordinate with the course director to satisfy all outstanding coursework for the course/section. Once outstanding requirements for the course are satisfied, the course director will process a change of grade form converting the I to a letter grade. The grade change must be submitted prior to the first day of classes of the next academic year. Once this deadline has passed, the I becomes an F. Once converted to an F, this grade cannot be subsequently changed due to coursework completion.

Should a student decide to withdraw or if he/she is otherwise separated from the University prior to completing coursework for an incomplete grade, the grade will be updated to reflect a failure (F).

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

Grade Changes & Corrections

Grades may be changed or corrected by the course director, upon certification in writing that an error occurred in computing or recording the grade, or a student has successfully completed re-examination. The change of grade must be documented on a grade change form, approved by the dean of COB and submitted to the Office of the Registrar for processing. The deadline to initiate a grade change is one calendar year after the end date of the term in which the grade was assigned.

Grade Appeals

The assessment of the quality of the student's academic performance is one of the major responsibilities of University faculty members and is solely and properly their responsibility. A grade appeal is not appropriate when a student simply disagrees with the faculty member's judgment about the quality of the student's work.

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

Grade appeals should only be made when a student contends that the final course grade assigned by the course director is arbitrary or capricious. It is not to be used to challenge grades on individual assignments. Some examples of the basis for a legitimate appeal could include, but are not limited to the following:

- The student has been assigned a grade on the basis of something other than his/her performance in the course, or the student's grade was not calculated in accordance with the stated policy in the syllabus, on Canvas or as provided prior to the assignment.
- Standards utilized in the determination of the student's grade are more exacting or demanding than those applied to other students in the course.
- The grade is based upon standards that are significant, unannounced and unreasonable departures from those articulated in the course description distributed at the beginning of the course.
- Significant and unwarranted deviation from grading procedures and course syllabi set at the beginning of the course or a grade assigned arbitrarily and capriciously on the basis of whim or impulse.
- There is an error in the computation of the grade that was not corrected.
- The student, through no fault of his/her own, was not provided with the same opportunity to complete the requirements for the course in terms, for example, of time, access to materials, or access to the course director as the other students.

Student Standing

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

Academic Assessment, Status & Promotion

The PsyD program at KCU is a full-time program and the expectation is that didactic and clinical training will take precedence over employment or volunteer work. Once students have matriculated, they must be enrolled in the program continuously until graduation. Students receive grades in all courses. The course grades assist the program director and the student to monitor progress and mastery of the material that has been deemed necessary by the program to become proficient and competent psychologists. The clinical psychology curriculum has been approved by the COB Curriculum Committee.

At the conclusion of each academic year, the faculty will meet to assess student progress in the PsyD program. Students must demonstrate satisfactory achievement levels in all the education and training competency areas. Following the annual student review meeting, faculty advisors will meet with students to discuss whether their progress meets expectations set by the program. Advisors will provide feedback about their academic, clinical and professional progress. The Program Director will provide students with written feedback of their overall academic progress relative to their year in the program. Problems with progress through the program may lead to referral to PsyD-SPC. See Academic Standing and Dismissal for more information.

Students will be provided notification of any problems and will have an opportunity to represent themselves before PsyD-SPC. PsyD-SPC renders decisions for additional action if a student fails to achieve satisfactory progress. Furthermore, if a student violates the KCU Code of Professional Conduct, the student will be referred to Student Services for further action.

Students are provided oral and written feedback about their progress periodically throughout the year

through quarterly meetings with their individual faculty advisor. During these meetings, students will be asked to complete a self-evaluation of their progress before receiving feedback from the program review. Advisors and students will maintain an ongoing record of the self-review and feedback from the PsyD-SPC to identify strengths and areas for improvement. Students may be asked to meet with the program director to review feedback from PsyD-SPC and consider the student's self-review. Students receive an annual written indication of their progress from the program director via a formal letter.

Students are required to complete all program requirements for graduation within a maximum of seven years from the date of matriculation. If a student does not complete the program within this time requirement, they will be dropped from the program. If a student has not completed the program within seven years, the student may petition the program director and PsyD-SPC for special consideration. Petitions will be considered on an individual basis. When petitioning the student must provide rationale to be considered for further review.

Promotion to the Next Year

To progress to the next 10-week session, a student must satisfactorily complete all academic requirements for the preceding 10-week session. Students who have not satisfactorily completed all academic requirements in order to progress in the program will be referred to the PsyD-SPC. The PsyD-SPC will review the student's academic record according to the COB academic policies and make a recommendation to the dean of COB.

Recommendations may include an academic suspension until the student can successfully complete the necessary program requirements, or other academic consequences.

Promotion to Doctoral Candidacy

During the course of the PsyD program, students who initially enter the program without advanced standing (i.e., having already earned a Master's degree) will earn a non-terminal Master of Arts in

Clinical Psychology degree. The degree will be added as a notation on the student's transcript. The degree is awarded when all the following criteria have been met:

- Successful completion of all coursework in the first two years.
- Successful completion of the Qualifying Examination.
- Student is in good academic standing. See Academic Standing.

Re-Examination & Remediation Policy

Courses

Students who earn a failing course grade (less than 80 percent) at the end of the semester may be eligible for re-examination of their lowest exam grade or a re-examination of all course content in the form of a cumulative exam or equivalent assessment. The course director will stipulate in the course syllabus which re-examination method (lowest exam grade or cumulative exam/equivalent assessment) will be utilized. Re-examination will only be allowed if a replacement of their lowest grade or successful re-examination would permit the student to pass the course. The maximum grade for the course is 80.

Faculty members are available to answer specific questions, but no formal review sessions will be conducted. Preparation for re-examination is largely an independent study endeavor. Students may take only one re-examination in a course. The maximum number of re-examinations in the PsyD program is two, which may be completed in one block. Re-examinations will be scheduled by the course director and must be completed prior to the start of the next 10-week session.

Any student failing to sit for the exam on the scheduled date will receive a grade of zero for the re-examination attempt and fail the course. If reexamination still results in failure, the student is considered to have not satisfactorily completed all academic requirements in order to progress in the

program and may therefore be placed on an academic suspension as determined by the PsyD-SPC and the dean of COB. This re-examination policy will only be accessible to students who have made at least one good-faith attempt, as determined by the course director, at each graded component of the class.

Practicum & Internships

A student is assigned a grade of Pass or Fail in their assessment, therapy, or advanced practicum course, based on the attainment and demonstration of expected competencies within each training setting. Each block, a student's primary site supervisor is asked to complete an evaluation of the student's performance on appropriate Profession-Wide Competencies (see Appendices entitled "Therapy and Practicum Evaluation Form" and "Advanced Practicum Evaluation Form"). The minimum level of achievement expected of students is a score of (3) *Demonstrates expected behavioral anchor* on each item. Scores of (2) *Inadequately performs behavioral anchor* will result in remediation of the behavioral anchor in question and referral to the Student Progress Committee. Scores of (1) *Failure to perform behavioral anchor* will result in failure of the practicum and referral to the Student Progress Committee. The DCT has the authority to delay any student from applying for or beginning a practicum or internship due to academic insufficiency, verified clinical unsuitability, or an inability to meet the required health and technical standards.

If a student earns a failing grade while on practicum or internship, the student may be eligible for remediation. The site supervisor, the program director, and director of Clinical Training (DCT) will evaluate the failure to determine if a remediation plan is necessary, reasonable, and would benefit the student. The terms of the remediation plan will be set by the DCT and site supervisor who have several options including, but not limited to, additional training and supervision, a verbal warning, written acknowledgment, written warning, schedule modification, probation, suspension of direct service activities, and termination from the site. Students

will remediate through a specific, time-limited, appropriate plan that will allow the student trainee sufficient time to demonstrate required changes, learning and progress in areas of deficiency. The plan will be created by the DCT, and other KCU faculty and the site supervisor as is appropriate to the situation. Student trainees may be relocated to a new training site, if appropriate and in the best interest of the student as determined by the DCT, program director, and site supervisor.

Grade Assessments for Reinstated Students

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

Dismissal

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

- Received two or more course failures in any PsyD course. This will result in automatic dismissal and does not require action by the PsyD-SPC or administrative officers, other than the dean of COB.
 - Earned a cumulative GPA less than 3.0.
 - Failure of Qualifying Examination re-exam.
 - Second failure of dissertation proposal.
 - Not maintained acceptable standards of academic performance.
 - Not maintained acceptable ethical, moral, personal, or professional conduct.
 - Not abided by the University's or program's policies, rules, and regulations.
- Not fulfilled legal or financial obligations to the University.
 - Not shown professional promise, including mental and emotional fitness in the field of health service psychology.
 - Not completed all of the required curriculum elements within seven years of matriculation date.

Doctor of Clinical Psychology

Curriculum Overview

First Year

1. PSYD 104 - Psychopathology *Credit(s): 2*
2. PSYD 107 - Ethical & Prof Issues in Psychology *Credit(s): 2*
3. PSYD 110 - Intelligence Testing *Credit(s): 2.5*
4. PSYD 120 - Tests & Measurements I *Credit(s): 2*
5. PSYD 130 - Research Methodology I *Credit(s): 2*
6. PSYD 121 - Tests & Measurements II *Credit(s): 2*
7. PSYD 132 - Statistics I *Credit(s): 2*
8. PSYD 162 - Clinical Appraisal & Interviewing *Credit(s): 2*
9. PSYD 140 - Psych Development I: Infancy-Childhood *Credit(s): 2*
10. IPE 112 - Collaborative Care through Art and Observation *Credit(s): 0.5*
11. PSYD 151 - Research Methodology II *Credit(s): 2*
12. PSYD 133 - Statistics II *Credit(s): 2*
13. PSYD 141 - Psych Development II: Adolescents-Adults *Credit(s): 2*
14. PSYD 112 - History & Systems *Credit(s): 2*
15. PSYD 205 - Social & Cultural Bases of Behavior *Credit(s): 2*
16. PSYD 168 - Cognitive-Affective Bases of Behavior I *Credit(s): 2*
17. PSYD 142 - Psych Development III: Older Adults *Credit(s): 2*
18. PSYD 135 - Personality Testing *Credit(s): 2.5*
19. PSYD 276 - Clinical Neuropsychology *Credit(s): 2*

Second Year

1. PSYD 202 - Development of Racial & Ethnic Identity *Credit(s): 2*

2. PSYD 158 - Theories of Counseling *Credit(s): 2*
3. PSYD 215 - Cognitive-Affective Bases of Behavior II *Credit(s): 2*
4. PSYD 221 - Diagnostic Practicum I *Credit(s): 3*
5. PSYD 230 - Psychoanalytic Models *Credit(s): 2*
6. PSYD 243 - Behavioral Therapies Seminar *Credit(s): 2*
7. PSYD 240 - Racism, Oppression, & Social Justice *Credit(s): 2*
8. PSYD 222 - Diagnostic Practicum II *Credit(s): 3*
9. PSYD 234 - Cognitive Behavioral Therapy *Credit(s): 2*
10. PSYD 247 - Lesbian, Gay, Bisexual, & Trans. Issues *Credit(s): 1*
11. PSYD 251 - System Models, Group Dyn & Interventions *Credit(s): 2*
12. PSYD 223 - Diagnostic Practicum III *Credit(s): 3*
13. PSYD 264 - Cultural Intelligence in Psychotherapy *Credit(s): 2*
14. PSYD 266 - Health Psychology *Credit(s): 2*
15. PSYD 174 - Assmt & Treatment of Substance Disorders *Credit(s): 2*
16. PSYD 224 - Diagnostic Practicum IV *Credit(s): 3*

Third Year

Qualifying Examination is administered prior to beginning Third Year.

1. PSYD 301 - Supervision *Credit(s): 2*
2. PSYD 270 - Dissertation Development *Credit(s): 2*
3. PSYD 315 - Psychopathology of Older Adults *Credit(s): 2*
4. PSYD 325 - Therapy Practicum I *Credit(s): 3*
5. PSYD 326 - Therapy Practicum II *Credit(s): 3*
6. PSYD 327 - Therapy Practicum III *Credit(s): 3*
7. PSYD 328 - Therapy Practicum IV *Credit(s): 3*
8. PSYD 339 - Psychopharmacology *Credit(s): 2*

9. PSYD 350 - Integrated Healthcare *Credit(s): 2*
10. PSYD 355 - Consultation *Credit(s): 2*
11. PSYD 358 - Technology in Psychology
Credit(s): 2
12. PSYD 366 - Behav. & Func. Changes in Older Adults *Credit(s): 2*
13. PSYD 369 - Geropsychological Assessment
Credit(s): 2.5
14. PSYD 373 - Advocacy & Social Policy - Older Adults *Credit(s): 2*
15. PSYD 405 - LGBT Issues in Older Adults
Credit(s): 2
16. PSYD 439 - Dissertation I *Credit(s): 1.5*
17. PSYD 440 - Dissertation II *Credit(s): 1.5*

Fourth Year

1. PSYD 361 - Neuroscience of Older Adults
Credit(s): 2
2. PSYD 408 - Geropsychological Intervention
Credit(s): 2
3. PSYD 415 - Geropsych. Integ. Healthcare & Consult. *Credit(s): 2*
4. PSYD 420 - Advanced Practicum I *Credit(s): 3*
5. PSYD 421 - Advanced Practicum II *Credit(s): 3*
6. PSYD 422 - Advanced Practicum III *Credit(s): 3*
7. PSYD 423 - Advanced Practicum IV *Credit(s): 3*
8. PSYD 441 - Dissertation III *Credit(s): 1.5*
9. PSYD 442 - Dissertation IV *Credit(s): 1.5*
10. PSYD 443 - Dissertation V *Credit(s): 1.5*
11. PSYD 444 - Dissertation VI *Credit(s): 1.5*
12. PSYD 445 - Preparation for Internship
Credit(s): 2

Internship Year

1. PSYD 501 - Internship *Credit(s): 11*
2. PSYD 540 - Dissertation Continuation
Credit(s): 1.5 (Optional)

Clinical Psychology, Advanced Standing Track (PsyD)

Students who have completed a master's degree in psychology may be eligible to apply for the Advanced Standing track (AS).

Curriculum Overview

First Year

1. PSYD 104 - Psychopathology *Credit(s): 2*
 - a. Student can substitute this course for PSYD 107 - Ethical & Professional Issues in Psychology
2. PSYD 110 - Intelligence Testing *Credit(s): 2.5*
3. PSYD 120 - Tests & Measurements I *Credit(s): 2*
4. PSYD 325 - Therapy Practicum I *Credit(s): 3*
5. PSYD 121 - Tests & Measurements II *Credit(s): 2*
6. PSYD 140 - Psych Development I: Infancy-Childhood *Credit(s): 2*
7. IPE 112 - Collaborative Care through Art and Observation *Credit(s): 0.5*
8. PSYD 151 - Research Methodology II *Credit(s): 2*
9. PSYD 326 - Therapy Practicum II *Credit(s): 3*
10. PSYD 132 - Statistics I *Credit(s): 2*
11. PSYD 133 - Statistics II *Credit(s): 2*
12. PSYD 205 - Social & Cultural Bases of Behavior *Credit(s): 2*
13. PSYD 112 - History & Systems *Credit(s): 2*
14. PSYD 327 - Therapy Practicum III *Credit(s): 3*
15. PSYD 168 - Cognitive-Affective Bases of Behavior I *Credit(s): 2*
16. PSYD 276 - Clinical Neuropsychology *Credit(s): 2*
17. PSYD 142 - Psych Development III: Older Adults *Credit(s): 2*

18. PSYD 135 - Personality Testing *Credit(s): 2.5*
19. PSYD 328 - Therapy Practicum IV *Credit(s): 3*

Second Year

1. PSYD 158 - Theories of Counseling *Credit(s): 2*
2. PSYD 215 - Cognitive-Affective Bases of Behavior II *Credit(s): 2*
3. PSYD 221 - Diagnostic Practicum I *Credit(s): 3*
4. PSYD 230 - Psychoanalytic Models *Credit(s): 2*
5. PSYD 243 - Behavioral Therapies Seminar *Credit(s): 2*
6. PSYD 240 - Racism, Oppression, & Social Justice *Credit(s): 2*
7. PSYD 270 - Dissertation Development *Credit(s): 2*
8. PSYD 222 - Diagnostic Practicum II *Credit(s): 3*
9. PSYD 234 - Cognitive Behavioral Therapy *Credit(s): 2*
10. PSYD 247 - Lesbian, Gay, Bisexual, & Trans. Issues *Credit(s): 1*
11. PSYD 251 - System Models, Group Dyn & Interventions *Credit(s): 2*
12. PSYD 223 - Diagnostic Practicum III *Credit(s): 3*
13. PSYD 264 - Cultural Intelligence in Psychotherapy *Credit(s): 2*
14. PSYD 266 - Health Psychology *Credit(s): 2*
15. PSYD 174 - Assmt & Treatment of Substance Disorders *Credit(s): 2*
16. PSYD 224 - Diagnostic Practicum IV *Credit(s): 3*
17. PSYD 439 - Dissertation I *Credit(s): 1.5*
18. PSYD 440 - Dissertation II *Credit(s): 1.5*

Third Year

Qualifying Examination is administered prior to beginning of Third Year.

1. PSYD 301 - Supervision *Credit(s): 2*
2. PSYD 339 - Psychopharmacology *Credit(s): 2*
3. PSYD 350 - Integrated Healthcare *Credit(s): 2*
4. PSYD 355 - Consultation *Credit(s): 2*
5. PSYD 358 - Technology in Psychology
Credit(s): 2
6. PSYD 420 - Advanced Practicum I *Credit(s): 3*
7. PSYD 421 - Advanced Practicum II *Credit(s): 3*
8. PSYD 422 - Advanced Practicum III *Credit(s): 3*
9. PSYD 423 - Advanced Practicum IV *Credit(s): 3*
10. PSYD 441 - Dissertation III *Credit(s): 1.5*
11. PSYD 442 - Dissertation IV *Credit(s): 1.5*
12. PSYD 443 - Dissertation V *Credit(s): 1.5*
13. PSYD 444 - Dissertation VI *Credit(s): 1.5*
14. PSYD 445 - Preparation for Internship
Credit(s): 2

Fourth Year

1. PSYD 501 - Internship *Credit(s): 11*
2. PSYD 540 - Dissertation Continuation
Credit(s): 1.5 (Optional)

Master of Science in Biomedical Sciences & Biomedical Sciences Research

Academic Policies

Academic Assessment, Status & Promotion

With an expanded mission that includes greater emphasis on research and discovery, KCU established the College of Biosciences (COB) in 2004. The college granted its first diplomas to graduates of the Master of Science in Biomedical Sciences program in 2006.

Students can enroll in either the one-year Biomedical Sciences (BIOS) program or the two-year Biomedical Sciences Research (BIOS-Research) program.

The Biomedical Sciences program includes core coursework in biochemistry, physiology, molecular biology, immunology, and anatomy, as well as elective coursework such as genetics, histology, bioinformatics, and embryology. It places emphasis on the acquisition and application of knowledge regarding human health and disease and prepares students for doctoral programs in the health care professions (e.g., DO, MD, DDS, DMD, DVM, PharmD, DPT, OD and PhD).

The Biomedical Sciences Research program is designed for individuals interested in pursuing careers in research or enrolling in doctoral programs in the health-related fields, including medicine.

Mission Statement

Through intellectual development and scholarly training, the College of Biosciences prepares graduate students for careers in teaching, research and/or service in the life sciences and health care fields.

Vision

The College of Biosciences will be recognized for educating graduate students from diverse backgrounds to become innovators who think critically and are prepared for health and research professions.

Graduates from the degree programs may pursue one or more of the following:

- Enrolling in graduate and doctoral programs in health care
- Enrolling in doctoral programs in biomedical and life sciences.
- Participating in clinical, epidemiological, basic science and public health research.
- Pursuing health care policy, leadership and clinical employment opportunities.
- Pursuing careers in lab science or biotechnology.

Tuition & Fees

Please see the 2024-2025 COB Tuition & Fees section for information on tuition and fees.

Satisfactory Academic Progress for Financial Aid Consideration

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

BIOS Satisfactory Academic Progress

Biomedical Sciences Academic Policies

Academic Advising

The academic advising program promotes student learning, development, and personal growth to encourage self-sufficiency. Biosciences students are assigned to a faculty advisor. Advising placements are made by the assistant vice provost for Student Services and the director of Advising & Learning Enhancement. Students participating in the BIOS-Research program are each assigned an advisor by the dean of COB.

Academic Load

All students in either program will be full-time unless specifically approved to be part-time.

Fall/Spring Semester Academic Load	Number of Credits
Full-time	9 or more semester credits
Half-time	6-8.5 semester credits
Part-time	Less than 6 semester credits (not aid eligible)

Summer Semester Academic Load	Number of Credits
Full-time	6 or more semester credits
Half-time	3-5.5 semester credits
Part-time	Less than 3 semester credits (not aid eligible)

Academic Standing

Students are considered to be in good academic standing when they meet the minimum criteria for continued enrollment. Refer to the Eligibility for Continued Enrollment section of this catalog for additional details.

Attendance Policy

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

Excused Absences, Makeup Examinations, Quizzes & Events

It is the student's responsibility to complete the Excused Absence Form on the COB Canvas course, and then submit the form with supporting documentation to the dean of COB. Students are responsible to schedule makeup examinations or quizzes with the Office of Exam Services and Analytics within two days of returning to campus.

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

Civic Responsibilities: Students who are required to be physically present at citizenship hearings, court hearings or jury duty on the date of an examination, quiz and/or required presentation will be granted an excused absence and allowed to take a makeup examination. Students should contact the dean of COB with supporting documentation to discuss such circumstances prior to the occurrence.

Academic Conflict: Students may request an excused absence for academic-related conferences or

activities. Only students in good academic standing will be considered.

Death in the Family: Any student applying for an excused absence or to take a makeup exam or quiz due to a death in their family must provide a copy of the death certificate or obituary program.

Consideration will be given for deaths of spouse, life partner, parents, siblings, children, in-laws or grandparents.

Religious Holiday: Students may request an excused absence for a holiday of their faith. Such holidays should be considered a significant observance recognized by a majority of the faith.

Illness: Any student who misses an exam, quiz, presentation or event due to illness must be seen by a health care provider on the day of the illness in order to have such illness documented. If an illness is the reason for the absence, the student should provide documentation (if applicable) from a physician noting the date, time, diagnosis and any other details pertinent to the absence.

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

As professionals, students are expected to adhere to the KCU attendance and absenteeism policy with diligence. Any student requesting excessive numbers of excused absences, makeup examinations, quizzes, labs or presentations may be referred to the dean of COB, who may determine that the situation should be elevated to the BIOS-SPC or other KCU administrator.

Disciplinary Situations

In cases where the administrative officers deem it necessary, a disciplinary situation may be referred to the BIOS-SPC. For additional information on student conduct policies, disciplinary actions and appeal

processes, please refer to the Student Conduct section.

Grades & Grading Policies

Grades and Quality Points - MS in Biomedical Sciences & Biomedical Sciences Research

Final Grade	% Range	Quality Points
A	90-100%	4.0
B	80-89%	3.0
C	70-79%	2.0
F	<70%	0.0/Fail
H	≥90%	Honors
P	≥70%	Pass
I	-	Incomplete
W	-	Withdrawal
AW	-	Administrative Withdrawal
AD	-	Administrative Drop

Students who remediate a course will have the previous grade followed by the new remediation exam score. The percent range and quality points of the remediation exam score will match the definitions in the table above. Below are the possible grades for remediated courses.

Remediated Letter Grades		Remediated Pass/Fail Grades
F/A	C/A	F/H
F/B	C/B	F/P
F/C	C/C	F/F
F/F	C/F	-

Testing/Grading

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

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

The registrar will calculate an overall GPA each semester. This information will then be reported to students via Workday.

Examinations

Examinations are regularly scheduled and required. Students are evaluated on the basis of their performance on assignments and/or achievements on examinations. The results of examinations and reports concerning attendance, conduct and potential professional attributes are considered by BIOS-SPC in the process of determining eligibility for promotion and graduation.

Testing Policy

Students who are authorized for special accommodations will report to the Office of Exam Services and Analytics (OESA). Accommodation conditions, as appropriate, may include alteration of the length of exam time, testing location (room number), or other accommodations. Students in need of special accommodations should complete a Student Accommodation request via Workday.

To avoid disruption of exam/quiz conditions, students will not be allowed to enter the room after the scheduled start time. Students are not permitted to begin writing on any materials until the start of the exam. 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 the start of testing, he/she must submit an excused absence request in order to take the exam at a later date and time. A student with an unexcused absence will not be permitted to make-up the quiz/exam and will receive a zero.

Any student flagged or otherwise found to be engaged in any suspicious or unusual behavior in any testing environment, including but not limited to leaving the view of the camera and/or the testing area, making efforts to avoid the camera, engaging in side conversations, accessing textbooks or previously prepared notes, will be referred to the dean of COB for review. KCU is unable to ascertain intent behind a student's suspicious behavior in a testing situation and may be considered to be academically dishonest. Students will be referred to the vice provost for Student Services for breach of professional conduct.

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. All purses, backpacks, iPods, hats, sunglasses, unnecessary clothing items, pagers, headphones, CD players, calculators, smart watches, etc., need to be left outside of the room. Cell phones must be turned off and placed outside the testing area. Recording or communication devices of any type are not allowed at any time in the testing environment. Academic integrity, honesty, and personal conduct guidelines will be strictly enforced.

Any student found in possession of any type of electronic device capable of accessing the internet in any testing environment (iPad used for testing is the sole exception) will be awarded an automatic failure of the exam in question. KCU is unable to ascertain intent behind possession of any electronic device in a testing situation, and any student found in possession of such devices will be considered academically dishonest. Students will be referred to KCU administration for breach of professional conduct.

Review of Examinations

Following the completion of a written exam BIOS students will have the opportunity to review the exam in a secure and proctored environment the week following the delivery of all exams. Students are expected to follow university policies and

guidelines. Failure to follow these guidelines will result in a zero (0) score for that exam and referral to the dean of COB and vice provost for Student Services for breach of professional conduct.

Course Remediation Exam

Students are eligible to complete a course remediation exam for one lecture-based course each semester. In order to qualify, students must:

- Have received a C or F grade for the course.
- Request permission from the Office of the Dean of Biosciences by sending an email to the Dean of the College of Biosciences and the administrative assistant within 1 business day of third exam grades being posted. When requesting permission for remediation, students should indicate which course they would prefer to remediate.

Remediation consists of students successfully completing a cumulative assessment on the course material. This exam will occur within 2 weeks of the final exam of the semester. The grade from remediation will replace the original grade for calculating cumulative GPA and meeting graduation requirements, but both grades will remain on the students' transcript.

Grading:

The letter grade from the remediation assessment will replace the letter grade for that course as follows:

- Remediation exam score < 70%: F
- Remediation Exam Score 70-79%: C
- Remediation Exam Score 80-89%: B
- Remediation Exam Score 90-100%: A

For courses using the H/P/F grading scheme, achieving a Remediation Exam Score $\geq 70\%$ will result in a grade of P, a Remediation Exam Score $\geq 90\%$ will result in a grade of H.

Incomplete Grades

A course director or dean of the College of Biosciences may assign a grade of I if he/she believes

that a student has been unable to complete the course/section on time because of extenuating circumstances beyond the student's control. An Incomplete Grade Contract must be completed by the course director, and should clearly detail the requirements for completion of the course/section. The Incomplete Grade Contract form is available on the Registrar page of the intranet for faculty and staff.

In the event an I grade is being assigned, the dean of COB must be notified before the contract is presented to the student. The COB will email the Incomplete Grade Contract form to the student. The student will have three business days to decline the incomplete grade and receive the current earned grade with all missing assignments calculated as a zero. The student's signature is not required for the incomplete grade contract to be valid.

Any student receiving a grade of I must coordinate with the course director to satisfy all outstanding coursework for the course/section. Once outstanding requirements for the course are satisfied, the course director will process a change of grade form converting the I to a letter grade. The grade change must be submitted prior to the first day of classes of the next academic term. Once this deadline has passed, the I becomes an F.

Should a student decide to withdraw from the University or if he/she is otherwise separated from the University prior to completing coursework for an incomplete grade, the grade will be updated to reflect a failure (F).

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

Grade Changes/Corrections

Grades may be changed or corrected by the course director, upon certification in writing that an error occurred in computing or recording the grade, or a section or course has been successfully remediated. The change of grade must be documented using the Workday grade change process and submitted to the Office of the Registrar for processing.

Grade Appeals

The assessment of the quality of the student's academic performance is one of the major responsibilities of University faculty members and is solely and properly their responsibility. A grade appeal is not appropriate when a student simply disagrees with the faculty member's judgment about the quality of the student's work.

Appeals must be in written form and submitted to the course director within eight business days after the end of the term. The student can appeal the course director's decision to the dean of COB.

Grade appeals should only be made when a student contends that the final course grade assigned by the course director is arbitrary or capricious. It is not to be used to challenge grades on individual assignments. Some examples of the basis for a legitimate appeal could include, but are not limited to, the following:

The student has been assigned a grade on the basis of something other than his/her performance in the course, or the student's grade was not calculated in accordance with the stated policy in the syllabus, on Canvas, or as provided prior to the assignment.

Standards utilized in the determination of the student's grade are more exacting or demanding than those applied to other students in the course.

The grade is based upon standards that are significant, unannounced, and unreasonable departures from those articulated in the course description distributed at the beginning of the course.

Significant and unwarranted deviation from grading procedures and course syllabi set at the beginning of the course or a grade assigned arbitrarily and capriciously on the basis of whim or impulse.

There is an error in the computation of the grade that was not corrected.

The student, through no fault of his/her own, was not provided with the same opportunity to complete

the requirements for the course in terms, for example, of time, access to materials, or access to the course director as the other students.

Student Standing

The Registrar will calculate an overall GPA for BIOS and BIOS-Research students for each semester in the program.

Course Repeat Policy

Failure of any course(s) at KCU will be grounds for dismissal from the program. Students who are at risk of failure will be required to appear before BIOS-SPC. The BIOS-SPC will make an appropriate recommendation to the administration, including whether repeating the course is recommended. The administration will consider the BIOS-SPC recommendation and make a final decision. The student will then be notified as to whether or not he/she has been granted the opportunity to repeat the course. More information regarding the BIOS-SPC process is available in that section of the catalog. Students may only repeat a course once. The opportunity to repeat is not available if the course is subsequently inactivated.

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

Academic Assessment, Status & Promotion

Eligibility for Continued Enrollment

The dean of COB, in partnership with course directors, evaluates graduate level student performance at the end of each semester to determine if the student has fulfilled all academic requirements for promotion into the next semester. The BIOS-SPC reviews student eligibility for continuation and/or graduation at the conclusion of each academic year. BIOS-SPC reviews student records to determine if the student has fulfilled all

academic requirements, has maintained the standards of ethical, moral, personal, and professional conduct, and is considered mentally and emotionally fit.

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

- Pass all courses.
 - Review the Dismissal from the College of Biosciences section below.
- Complete all graded courses with a cumulative GPA of 2.5 or higher after the first semester for the BIOS program and 2.5 or higher after each of the first two semesters for the BIOS-Research program, and 3.0 or higher after completion of all graded coursework (all programs).
- Maintain acceptable standards of academic performance.
- Maintain acceptable ethical, moral, personal or professional conduct.
- Abide by the University's policies, rules and regulations.
- Fulfill legal or financial obligations to the University.
- Show professional promise, including mental and emotional fitness in the biomedical sciences.

Academic Program Length Restrictions

All master's degree students must graduate within three years of the date of matriculation. The dean of COB must approve exceptions to this policy on an individual basis, taking into account extenuating circumstances only.

Dismissal from the College of Biosciences

A student shall be dismissed from either the BIOS or BIOS-Research program for any of the following reasons:

- Failing one course.
- Having a GPA less than 2.5 after fall semester in the BIOS program or less than 2.5 after the first two semesters in the BIOS-Research program.
- Having a cumulative GPA less than 3.0 after two or more semesters in the BIOS program or after four semesters in the BIOS-Research program.
- Failing the comprehensive examination in the BIOS program
- Not maintaining the standards of ethical, moral, personal and professional conduct required of KCU students.
- Not completing all required coursework within three years of matriculation date.

Master of Science in Biomedical Sciences

Curriculum Overview

The Biomedical Science program requires the completion of 30 semester credits, is more classroom intensive and does not require conducting original research.

Program Length

The length of the Biomedical Sciences program is approximately 10 months.

Learning Outcomes

Graduates from the Master of Science in Biomedical Sciences program will have the knowledge to:

- Understand and summarize articles on research topics from biomedical science journals.
- Have a basic knowledge of the role and use of biostatistics in biomedical research.
- Summarize how research is used to develop new therapies in medicine.
- Articulate interrelationships of diverse information and apply those relationships to current clinical situations.
- Be prepared to succeed in doctoral programs in the health professions and life sciences

Comprehensive Exam

Students are required to successfully pass a comprehensive examination after completing all required, non-elective courses. Students must pass the comprehensive exam to complete degree requirements in order to graduate.

Students may not reschedule comprehensive examinations. Students may retake the comprehensive exam once if they did not pass the first time.

Students who do not pass the comprehensive examination after their second attempt are dismissed from the program.

Coursework

Students are required to take 30 credits, including 21 credits of required coursework and nine credits of approved elective coursework.

Required Courses

1. BIOS 501 - Human Anatomy I
Credit(s): 3
2. BIOS 502 - Human Anatomy II
Credit(s): 3
3. BIOS 505 - Human Physiology I
Credit(s): 3
4. BIOS 506 - Human Physiology II
Credit(s): 3
5. BIOS 513 – Biochemistry
Credit(s): 3
6. BIOS 514 - Molecular & Cell Biology
Credit(s): 3
7. BIOS 516 - Immunology
Credit(s): 3

Elective Courses

1. BIOS 503 - Histology
Credit(s): 3
2. BIOS 508 - Human Genetics
Credit(s): 3
3. BIOS 510 - Research Methodology *Credit(s): 3*
4. BIOS 517 - Human Embryology & Dev Biology *Credit(s): 3*
5. BIOS 518 - Microbiology
Credit(s): 3
6. BIOS 528 - Bioethics
Credit(s): 3
7. BIOS 532 - Foundations of Neuroscience
Credit(s): 3
8. BIOS 534 - Pharmacology
Credit(s): 3
9. BIOS 550 - Bioinformatics
Credit(s): 3

10. BIOS 551 - Intro to Computer Programming

Credit(s): 3

11. BIOS 554 - Bioinformatics Algorithms

Credit(s): 3

12. BIOS 555 - Biostatistics *Credit(s): 3*

Biomedical Sciences

Research (MS)

Curriculum Overview

The Biomedical Sciences Research requires the completion of approximately 38 semester credits, which includes courses and a thesis based upon the results of original research.

The curriculum for each student in the BIOS-Research program will be determined in consultation with the student's mentor. The graduate thesis committee is composed of three or more faculty members, at least one of whom should be affiliated with another institution. The director of the student's research project will be a member of the committee and serves as the student's academic advisor, as appointed by the dean of COB. However, students who perform research off-site will have a KCU academic advisor named by the dean. The thesis must be successfully defended before the graduate thesis committee to fulfill the requirements for the degree.

Program Length

The length of the Biomedical Sciences Research program is a minimum of 22 months. This may vary depending on the time needed to complete an original research project and collect enough data for a thesis dissertation.

Learning Outcomes

Graduates from the Master of Science in Biomedical Sciences Research program will have the knowledge to:

Effectively use biomedical databases when investigating scientific questions.

Interpret/analyze biomedical information and use it to design/conduct research in biomedical sciences.

Conduct original, biomedical, life science or translational research.

Meet professional standards for writing publications and assist with grant preparation and submissions.

Present professional reviews of the topics in seminars and professional quality papers.

Be prepared to succeed in doctoral programs in the health professions and life sciences.

Primary Research Track Courses

1. BIOS 520 - Research Seminar
Credit(s): 1 (taken each semester)
2. BIOS 580 - Research Project
Credit(s): 1-9 (taken for three semesters)
3. BIOS 590 - Thesis Dissertation
Credit(s): 2
4. BIOS 515 - Scientific Communication
Credit(s): 3
5. BIOS 510 - Research Methodology *Credit(s): 3*
 - a. OR BIOS 551 - Intro to Computer Programming*

**Students must take BIOS 551 as a prerequisite for the BIOS 554 - Bioinformatics Algorithms elective course.*

Elective Courses

Students are required to complete six of the following courses:

1. BIOS 501 - Human Anatomy I *Credit(s): 3*
2. BIOS 502 - Human Anatomy II *Credit(s): 3*
3. BIOS 503 - Histology
Credit(s): 3
4. BIOS 505 - Human Physiology I
Credit(s): 3
5. BIOS 506 - Human Physiology II
Credit(s): 3
6. BIOS 508 - Human Genetics
Credit(s): 3
7. BIOS 509 - Introduction to Epidemiology
Credit(s): 3
8. BIOS 513 - Biochemistry

- Credit(s): 3*
9. BIOS 514 - Molecular & Cell Biology
Credit(s): 3
 10. BIOS 516 - Immunology
Credit(s): 3
 11. BIOS 517 - Human Embryology & Dev
Biology *Credit(s): 3*
 12. BIOS 518 - Microbiology
Credit(s): 3
 13. BIOS 528 – Bioethics
Credit(s): 3
 14. BIOS 532 - Foundations of Neuroscience
Credit(s): 3
 15. BIOS 534 - Pharmacology
Credit(s): 3
 16. BIOS 550 - Bioinformatics
Credit(s): 3
 17. BIOS 551 - Intro to Computer Programming
Credit(s): 3
 18. BIOS 554 - Bioinformatics Algorithms
Credit(s): 3
 19. BIOS 555 – Biostatistics
Credit(s): 3

College of Osteopathic Medicine

Mission Statement

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

Vision

KCU-COM is recognized as a leader in osteopathic medical education and health care by exceeding standards of academic and clinical achievement.

Tenets of Osteopathic Medicine

Osteopathic medicine espouses a patient-centered, holistic philosophy that is integrated throughout the KCU-COM curriculum. As adopted by the American Osteopathic Association, they are as follows:

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.

The Osteopathic Oath

During the White Coat Ceremony and at graduation, all KCU-COM students recite the Oath of Osteopathic Medicine, as follows:

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

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

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

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

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

Osteopathic Student Professionalism

Code of Professional Conduct

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

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

Assessment of Professionalism

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. KCU expects all COM graduates to demonstrate professionalism in all aspects of their training, as well as when they are outside of the classroom/lab.

Students who demonstrate unprofessional behavior will be expected to remediate and correct 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 in order to transition successfully on to residency. Students' professionalism assessment will also be considered as part of the Medical Student Performance Evaluation (MSPE) process, when students have their dean's letter produced for residency applications. All KCU students must exceed all minimum professionalism expectations in order to graduate from the COM. Details about the assessment of student professionalism will be discussed with each KCU-COM class annually.

Students are expected to present and conduct themselves in a professional manner at all times. KCU-COM's expectations include, but are not limited to:

- Adherence to all policies, procedures, professional behavior, and attitude.
- Exemplary interpersonal relationships with peers, faculty, staff, and the general public.

- The ability to work effectively as part of the academic community and/or health care team

Assessment of student professionalism will include the following:

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. KCU expects all COM graduates to demonstrate professionalism in all aspects of their training, as well as when they are outside of the classroom/lab.

KCU's expectations include, but are not limited to:

- Adhere to all policies, procedures, professional behavior, and attitude.
- Demonstrate exemplary interpersonal relationships with peers, faculty, staff, and the general public.
- Participate as an effective member of the academic community and/or health care team.
- As well as achieving the professionalism competencies as outline by the AOA and AACOM below:

HUMANISTIC BEHAVIOR

- Demonstrates humanistic behavior, including respect, compassion, probity, honesty, and trustworthiness. (AOA Core Competency V.2.; EPA 1, 6, 9, 12 (P1, P6))
- Provides polite, considerate, and compassionate treatment to every person
- Always displays initiative to help others
- Clearly articulates concepts of confidentiality, privacy, and informed consent
- Consistently demonstrates compassion (awareness of suffering and the wish to relieve it) for others

- Exhibits elements of altruism and empathy by listening to others and respecting their views
- Always listens and is empathic with others
- Thoroughly respects and shows interest in others' cultures, experiences, values, points of view, goals and desires, fears, etc.
- Always demonstrates interpersonal skills verbally and non-verbally
- Consistently receives feedback in a professional and positive manner

ACCOUNTABILITY

- Demonstrates accountability to patients, society, and the profession, including the duty to act in response to the knowledge of professional behavior of others. (AOA Core Competency V.4.; EPA 5, 13 (P4))
- Demonstrates accountability
- Always turns in assignments in accordance with established deadlines
- Consistently demonstrates personal organization skills
- Thoroughly plans and organizes own workload
- Consistently follows KCU policies and procedures
- Always follows through on commitments
- Always arrives on time for lectures, labs, assessments
- Demonstrates professionalism in the use of social media and the Internet

ETHICS

- Demonstrates knowledge of and the ability to apply ethical principles in the practice and research of osteopathic medicine, particularly in the areas of provision or withholding of clinical care, confidentiality of patient information, informed consent, business practices, the conduct of research, and the reporting of research results. (AOA Core Competency V.6; EPA 1, 6, 8, 12 (P3, P6))

- Complies with current regulations, laws, and statutes that govern KCU and medical practice (KCU policies)
- Always demonstrates ethical behavior and basic knowledge of KCU Student Code of Conduct
- Consistently demonstrates knowledge of the program and profession (training model, core competencies)
- Applies principles of academic honesty and demonstrate integrity in all venues
- Always demonstrates honesty, even in difficult situations
- Consistently takes responsibility for own actions
- Maintains appropriate professional boundaries with faculty, staff, peers
- Always demonstrates appropriate personal hygiene and attire
- Consistently demonstrates appropriate language in professional contexts
- Always demonstrates appropriate behavior and demeanor in professional contexts
- Demonstrates the ability to take responsibility for one's own actions, including errors and receiving feedback
- Always takes responsibility for own actions
- Consistently demonstrates willingness to admit errors and accept feedback
- Clearly and consistently acknowledges supervisor's differing viewpoints in supervision

CULTURAL COMPETENCY

- Demonstrate awareness of and proper attention to issues of culture, religion, age, gender, sexual orientation, and mental and physical disabilities. (AOA Core Competencies)
- Treats all patients, colleagues, and others fairly, ensuring that no group is favored at the expense of any other
- Always displays respect in interpersonal interactions with others including those

from divergent perspectives or backgrounds

- Openly discuss cultural issues, and be responsive to cultural cues
- Clearly articulates how ethnic group values influence who one is and how one relates to other people
- Clearly articulates dimensions of diversity (e.g., race, gender, sexual orientation)
- Demonstrates how to cope with differences in people in a constructive way
- Always displays respectful and collegial interactions with those who have different professional models or perspectives

Osteopathic Medical Ethics

All medical students are expected to conduct themselves in a professional manner demonstrating an awareness and compliance with the ethical, moral and legal values of the profession as described by the American Osteopathic Association (AOA). In observing the principles and practices of medical ethics, students will:

Place primary concern on the patient's best interests.

Be available to patients at all reasonable times as expected by the preceptor/core site.

Perform medical activities only within the limitations of a medical student's capabilities and within the guidelines determined by the site and/or preceptor.

Strictly maintain patient and institutional confidentiality.

AOA Code of Ethics

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

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

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

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

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

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

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

Section 6. The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized local, state and national associations representing the osteopathic medical profession. A physician should maintain membership in and actively support such

associations and abide by their rules and regulations.

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

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

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

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

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

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

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

Section 14. In addition to adhering to the foregoing ethical standards, a physician shall recognize a

responsibility to participate in community activities and services.

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

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

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

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

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

HIPAA Regulations & Patient Encounters

All students are required to become familiar with and adhere to all aspects of the Health Insurance Portability and Accountability Act (HIPAA) of 1996,

Public Law 104-191 including The Privacy Rule published by the U.S. Department of Health and Human Services (HHS). The Privacy Rule establishes, for the first time, a foundation of federal protections for the privacy of Protected Health Information (PHI). This rule sets national standards for the protection of health information, as applied to the three types of covered entities: health plans, health care clearinghouses, and health care providers who conduct certain health care transactions electronically. By the compliance date of April 14, 2003 (April 14, 2004, for small health plans), covered entities must implement standards to protect and guard against the misuse of individually identifiable health information. More specific information may be obtained at www.hhs.gov/ocr/hipaa/.

As a medical student, these standards pertain to all individually identifiable health information PHI encountered during medical training with the University including, but not limited to, medical records and any patient information obtained.

HIPAA regulations prohibit the use or disclosure of PHI unless permitted or required by law; therefore, each student must utilize reasonable safeguards to protect any information he/she receives. Each student is responsible for ensuring the safety and security of any written or electronic information he or she receives, creates or maintains. The misplacement, abandonment or loss of any information in the student's possession will result in disciplinary action. At no time should a medical student alter, remove or otherwise tamper with medical records. Specific rules and regulations with respect to student entries in medical records must be clarified during orientation or on the first day of the clerkship.

Furthermore, each student is responsible for ensuring that PHI is used or disclosed only to those persons or entities that are authorized to have such information. Students are expected to maintain strict confidentiality in their patient encounters; to protect the physician-patient privilege; and to ensure that there are no unauthorized uses or disclosures of PHI.

Any unauthorized use or disclosure of PHI including but not limited to digital images, video recordings, or any other patient related materials, committed by a student, or any observation of the same by a student or employee, should immediately be reported to Clinical Education.

Student Health

KCU-COM students must follow the policies in outlined on the COM Student Health policy section.

Doctor of Osteopathic Medicine (DO)

Curriculum Philosophy

The Kansas City University College of Osteopathic Medicine (KCU-COM) curriculum aims to advance the mission of the University in preparing graduates to be highly competent, caring and compassionate osteopathic physicians.

KCU-COM has an integrated, interdisciplinary systems-based curriculum that emphasizes patient care, utilizes active learning techniques and cultivates the competencies and professional skills necessary for becoming a member of an interprofessional healthcare team.

The first year begins with focus on normal structure and function of organ systems. Later in the year, focus shifts to abnormal structure and function and students are trained to complete focused history and physical exams. Additionally, patient cases are utilized for students to be able to develop a differential diagnosis, understand disease mechanisms, and construct treatment and patient care plans. The COM curriculum utilizes simulated patient experiences, manikin-based simulations and other simulated encounters to assess the clinical competencies and osteopathic skills of students, so they meet the expectations of core clinical rotations and electives in the third and fourth years.

The curricular goal by the end of year two is to engender in our students the general ability to think diagnostically at a level appropriate for entry to clerkship rotations.

Academic years three and four of the KCU-COM curriculum focus on patient care through clinical clerkship learning opportunities. Throughout the clinical clerkship years, learners develop excellence in all aspects of physician tasks (explain, diagnose, treatment, management, communication, professionalism, and prevention).

The overarching curricular goal across all four years of the COM curriculum is that each graduate has the requisite knowledge, skills and attitudes to successfully complete residency and become a fully trained osteopathic physician.

Competencies & Student Outcomes

The COM curriculum was designed to ensure graduates are able to demonstrate specific skills. The University has identified select educational objectives that serve as the foundation of the curriculum. At a minimum, a graduate must be able to:

- Demonstrate basic knowledge of osteopathic philosophy and practice and Osteopathic Manipulative Treatment (OMT).
- Demonstrate medical knowledge through one or more of the following: passing of course tests; standardized tests of the NBOME; post-core clerkship tests; research activities; presentations; participation in directed reading programs or journal clubs; or other evidence-based medical activities.
- Demonstrate interpersonal and communication skills with patients and other health care professionals.
- Demonstrate knowledge of professional, ethical and legal practice management and public health issues applicable to medical practice.
- Demonstrate basic support skills as assessed by nationally standardized evaluations.

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

Competency 1: Osteopathic Philosophy and Osteopathic Manipulative Medicine

Graduates are expected to demonstrate and apply knowledge of accepted standards in Osteopathic Manipulative Treatment (OMT). The education goal is to train a skilled and competent osteopathic

practitioner who remains dedicated to lifelong learning and to practice habits consistent with osteopathic principles and practices.

Competency 2: Medical Knowledge

Graduates are expected to demonstrate and apply knowledge of accepted standards of clinical medicine in their respective specialty area, remain current with new developments in medicine, and participate in lifelong learning activities, including research.

Competency 3: Patient Care

Graduates must demonstrate the ability to effectively treat patients, provide medical care that incorporates osteopathic principles and practices, empathy, awareness of behavioral issues, preventive medicine and health promotion.

Competency 4: Interpersonal and Communication Skills

Graduates are expected to demonstrate interpersonal and communication skills that enable them to establish and maintain professional relationships with patients, families and other members of health care teams.

Competency 5: Professionalism

Graduates are expected to uphold the Osteopathic Oath in the conduct of their professional activities that promote advocacy of patient welfare, adherence to ethical principles, collaboration with health professionals, lifelong learning, and sensitivity to diverse patient populations. Graduates should be cognizant of their own physical and mental health in order to effectively care for patients.

Competency 6: Practice-Based Learning and Improvement

Graduates must demonstrate the ability to critically evaluate their methods of clinical practice, integrate evidence-based medicine into patient care, show an understanding of research methods, and improve patient care practices.

Competency 7: Systems-Based Practice

Graduates are expected to demonstrate an understanding of health care delivery systems, provide effective and qualitative patient care with the system, and practice cost-effective medicine.

Teaching Methods

A variety of teaching and learning methods are incorporated during the first two years. These methods include classroom lectures, laboratory exercises, small-group discussions, clinical integration sessions, computer-assisted instruction, designated student assignments, specialized workshops and the use of standardized patients and human patient simulators.

COM Tuition & Fees

Please see the 2023-2024 COM Tuition & Fees section for information on tuition and fees.

COM Satisfactory Academic Progress

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

COM Satisfactory Academic Progress

COM Academic Policies & Procedures

Academic Load

Full-time	6 or more semester credits
Half-time	3 - 5.5 semester credits
Part-time	Less than 3 semester credits

Attendance Policy

Attendance at all scheduled KCU classes, laboratories, and clerkships is expected. Additionally, at the discretion of the course director, attendance for each session of the course will be assigned as either required or encouraged.

1. Encouraged attendance session: although students are strongly encouraged to attend, attendance will not be required or included as part of course grades. Therefore, absence does not require submission of an excused absence request.

2. Required attendance sessions: these sessions may include experiential learning opportunities such as labs, simulated patient encounters, skills sessions, Score 1 activities, as well as other activities as assigned by the course director, and all exams/assessments. For virtually administered required sessions, students are held to the same attendance standards as on-campus events. In order to be counted as attending, students are required to follow participation instructions per provided protocol.

Attendance at all required attendance sessions will be tracked and absence requires submission of an Excused Absence Request.

Excused Absence Request

Students must submit an Excused Absence Request that is processed and approved in order to be provided with the opportunity to make-up, re-

schedule, or complete graded work in required attendance sessions. Submission of the request does not ensure approval.

Failure to submit an Excused Absence Request within 24 hours when missing a required attendance session, will result in an unexcused absence, and may result in referral to the vice provost for Student Services or designee for failure to adhere to professional expectations.

Excessive Absences in a Semester

A student who demonstrates a pattern of absence by missing three required activities, regardless of excused/unexcused status within a semester will be referred to the vice provost for Student Services or designee. Absences that demonstrate a pattern over the course of a year may also be referred to the vice provost for Student Services.

Excused Absence

There are two types of excused absences:

a) Anticipated: these include all events in which the student has advance notice of the need to miss class. These may include presenting at a conference, representing KCU in a leadership position, military duty, civic responsibility, or obligation associated with completion of a dual degree.

i. Excused absence requests for anticipated events must be submitted at least 10 working days prior to the absence in order to be processed and arrangements made. Failure to submit the Excused Absence Request as outlined may result in denial of the request and/or assignment of unexcused absence.

b) Unanticipated: these include all events in which the student has very little or no advance notice of the event. These may include illness, death in family, or other circumstances.

i. Excused Absence Request (including necessary associated documentation) for unanticipated events must be submitted as soon as possible (within 24 hours unless extenuating circumstance). Failure to submit the request may result in denial of the

request and/or assignment of an unexcused absence.

Unexcused Absence

In the event of an unexcused absence, the student forfeits the ability to reschedule, make-up, or complete any work for course credit.

Unexcused absence occurs when:

- Request for absence is submitted but is denied and the student fails to attend the activity.
- Request for absence is not submitted and the student does not attend. An unexcused absence will be assigned, and the student may be referred to the vice provost for Student Services or designee to address professional expectations.

Wellness Absence

KCU-COM students will be allowed one "wellness" absence each academic year without penalty. However, wellness absences cannot be exercised on days of an assessment, activities with assignments with points (i.e. SCR SOAP, BETH lectures with quiz), SPE, MBE or required service-learning activity such as Score 1, or Early Clinical Experience.

When a wellness day is taken, it is the student's responsibility to submit an Excused Absence Request no later than the end of the day of the absence and clearly indicate "wellness day." No make-up or rescheduling will be provided for a wellness absence. It is the students' responsibility to utilize available resources (tutoring, open lab, etc.) to ensure course preparations.

Documentation

Healthcare documentation, accompanying an absence request, must include the care provider's full name and signature. Documentation should not be from a healthcare provider that is related to the student.

Clerkship Attendance

Attendance at all clerkship 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 the associate dean of Clinical Education regarding lack of professionalism and could result in a failing grade of the clerkship. More information is available under OMS-III & OMS-IV Specific Academic Policies & Procedures.

Academic Standing

KCU-COM students are considered to be in good academic standing when they meet the minimum criteria for continued enrollment. Refer to the Eligibility for Continued Enrollment section for additional details.

Academic Warning

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

- Multiple course exam failures
- Overall percentage grade is less than 77 percent
- 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 performance. These actions may include but are not limited to: regular meetings with KCU support personnel, required course attendance, meetings with tutors and/or faculty members, temporary loss of student leadership privileges, and providing frequent status updates to key faculty/administrators.

Academic warning is not tied to a student's SAP, as defined by Title IV. It is wholly separate and unrelated to SAP.

Academic Probation

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

- One or more course failures
- Failure of a national board examination

KCU-COM students placed on academic probation may have their status monitored by a University faculty or staff member. Students on academic probation may be suspended from participating in dual degree programs or specialty tracks and may be administratively withdrawn. Academic probation may 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 participating in organizations and serving in leadership positions.

Academic probation may also result in suspension or termination of the student's employment with the University. Students placed on academic probation are strongly encouraged to seek advanced guidance from a director of COM Student Success prior to registering to take any national board exam (COMLEX-USA or USMLE).

A student on academic probation who fails any other course, section, clerkship, shelf exam, COMAT and/or COMLEX-USA examination, may be referred to SPC, and may be at risk of dismissal from the university. 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.

Academic probation status is not tied to a student's SAP, as defined by Title IV. It is wholly separate and unrelated to SAP.

Academic Advising/Coaching

The academic advising/coaching program promotes student learning, development, and personal growth

to encourage self-sufficiency. COM students are assigned to an advising/coaching team comprised of basic and clinical science faculty upon entry to KCU-COM. Students are expected to attend all activities coordinated by their advising/coaching mentors. Advisors are maintained throughout the undergraduate medical education experience OMS I - OMS IV.

Experiential Learning

While performing duties related to patient care, all students must clearly identify themselves as a KCU-COM medical student both verbally and by wearing their KCU picture identification badge in addition to any hospital issued identification. Misrepresentation of oneself as a licensed physician is illegal, unethical and subject to disciplinary action. Should the KCU identification badge become lost or broken, the student should contact KCU Safety & Emergency Management (SEM) immediately to order a free replacement.

The AOA recommends all KCU-COM students refer to themselves as "Osteopathic Medical Students" (OMS) followed by the academic level in Roman numeral form. Students should use this title when completing written communication such as email, letters, and/or official social media communication. Students should make every effort to follow the recommendation of the AOA. Communication should look like the following: OMS-I, OMS-II, OMS-III, OMS-IV.

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

The determination of whether a student's activity violates this policy shall be that of the vice provost for Student Services. The Student Services team can counsel students on this policy as violation of policy may result in immediate disciplinary action.

Extracurricular Experiences & Physician Shadowing Policy

KCU-COM students choosing to participate in volunteer activities outside of KCU sponsored events, including physician shadowing, assume independent legal liability. Associated risks may include but are not limited to OSHA and HIPAA law requirements and medical malpractice coverage.

Additionally, students are only allowed to wear their KCU white coats at KCU sponsored events (e.g., Score 1 screening, KCU classroom presentation), or while on clinical clerkship rotations.

KCU Basic Cardiac Life Support (BCLS)/Advanced Cardiac Life Support (ACLS)

KCU-COM students are required to complete both the American Heart Association's Healthcare Provider Basic Cardiac Life Support (BCLS/CPR) and the Advanced Cardiac Life Support (ACLS) as directed by the COM.

BCLS is completed during the second year of medical school and is offered to students one time free of charge. COM will assist with arrangements. This course includes lectures and hands-on techniques in adult, child, and infant basic life support and obstructive airway techniques. Successful completion is required for advancement to second-year studies.

ACLS is completed during the second year of medical school following BCLS certification and prior to clinical clerkships. COM staff will assist in deciding and provides without cost one time to KCU students.

Students are required to be BCLS and ACLS certified prior to beginning the third year. The certifications are valid for two years and must be recertified after that period. Students should consult with residency programs regarding recertification after graduation.

BCLS and ACLS are taught according to the guidelines and standards set by the American Heart Association. Students are awarded BCLS and ACLS cards/certificates after the successful completion of each course. The cards are neither indicative of, nor do they confer, the right to practice medicine.

Medical Professional Liability Insurance

KCU-COM students may wish to participate in volunteer activities such as health fairs during the course of their medical training. Student professional liability coverage does not extend to non-KCU approved activities (volunteer or otherwise). It is the student's responsibility to personally determine that any activity in which he/she participates outside of clerkship assignments is covered by alternative coverage. The student is personally responsible should an issue of medical liability arise during activities not covered by KCU professional liability insurance.

KCU provides medical professional liability insurance commensurate with industry standards. Coverage extends only to clinical activities specifically determined by the University as requirements for successful clerkship completion. Nonclinical claims, (e.g. property or equipment loss or damage) do not fall underneath this policy. Changes made to clerkship dates, type and/or location without prior Clinical Education approval can jeopardize coverage.

KCU-COM Student Assessments and Grades

Testing Policy

Students in need of special accommodation should complete a Student Accommodation request via Workday. Once accommodations have been approved and outlined, students will receive notification of their specific testing information before the administration of the exam.

To avoid disruption of exam/quiz conditions, students will not be allowed to enter the room after the scheduled start time. Students are not permitted to begin writing on any materials until the start of the exam. 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 the start of testing, he/she must submit an excused absence request in order to take the exam at a later date and time. A student with an unexcused absence

will not be permitted to make-up the quiz/exam and will receive a zero.

While taking exams students should have in their possession only items that are necessary for the exam. No food is allowed during testing. All purses, backpacks, additional electronic devices, hats, sunglasses, unnecessary clothing items, headphones, calculators, cell phones, wrist wear of any kind, 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. Any exceptions to these items (e.g., medical bracelet, medical equipment) may be requested as an accommodation through the Student Accommodation request in Workday. 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 (iPad, PC, or Laptop used for testing are the sole exceptions) will be awarded an automatic failure of the exam in question. KCU is unable to ascertain intent behind possession of any electronic device in a testing situation and, any student found in possession of such devices will be considered academically dishonest. Students will be referred to the vice provost for Student Services and director of Student Success for breach of professional conduct.

Any student flagged or otherwise found to be engaged in any suspicious or unusual behavior in any testing environment, including but not limited to leaving the view of the camera and/or the testing area, making efforts to avoid the camera, engaging in side conversations, accessing textbooks or previously prepared notes, will be referred to the director of Student Success for review. KCU is unable to ascertain intent behind a student's suspicious behavior in a testing situation and may be considered to be academically dishonest. Students will be referred to the vice provost for Student Services and director of Student Success for breach of professional conduct.

Review of Examinations

Immediately following completion of a written exam KCU-COM students will have the opportunity to review the exam in a secure and proctored environment. Students are expected to follow university policies and guidelines. Failure to follow these guidelines will result in a zero (0) score for that exam and referral to the vice provost for Student Services for breach of professional conduct.

Grades & Assessment Policies

Grades

The academic grade system for COM students at KCU is as follows:

Grade	Definition
P	Pass
F	Fail
H	Honors (Top 10%)
F/P	Pass upon remediation
F/F	Remediation failure
IP	In-Progress
I	Incomplete
W	Withdrawal
AW	Administrative Withdrawal
AD	Administrative Drop

Incomplete Grades

A course director may assign a grade of "I" if they believe that a student has been unable to complete the module/course due to extenuating circumstances beyond the student's control. An

Incomplete Grade Contract should clearly detail the requirements for completion of the course/section. The incomplete grade contract form is available on the Registrar page of the intranet.

The student's signature is not required for the Incomplete Grade Contract to be valid. In the event an "I" grade is being assigned, the assistant dean for Student Success must be notified before the contract is presented to the student. The student will have three business days to decline the incomplete grade and receive the current earned grade with all missing assignments calculated as a zero. The COM will send the finalized, completed contract to the Office of the Registrar.

Any student receiving a grade of "I" must coordinate with the COM Student Success department in conjunction with the COM Gradebook coordinator to satisfy all outstanding coursework for the module or course. Once outstanding requirements are satisfied, the COM will initiate the grade change process via Workday to convert the "I" to the corresponding grade. The grade change must be submitted prior to the first day of classes of the next academic semester. Once this deadline has passed, the "I" becomes an "F". Once converted to an "F", this grade cannot be subsequently changed due to coursework completion.

Should a student decide to withdraw from the program or if she/he is otherwise separated from the University prior to completing coursework for an incomplete grade, the grade will be updated to reflect a failure (F).

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

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

Grade Changes/Corrections

Under the following conditions, a grade change may be initiated: an error occurred in calculating or documenting a grade, a course has been successfully remediated, or all requirements of an Incomplete Grade Contract have been satisfied. The COM will submit a grade change request to the Office of the Registrar via Workday to process the grade change.

Course Grade Appeal Process

Students concerned that their final grade may have been miscalculated or documented incorrectly can appeal to have their final grade reviewed and verified. Following initial review with the course director, students may submit a final course grade appeal within eight business days of the last day of the semester. The student should send a written appeal to the senior associate dean of Academic Affairs and Research and the associated course director. Only final course grades may be appealed. The senior associate dean of Academic Affairs and Research (or their designee) will review the student's submitted appeal and make a determination.

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

Course, Clerkship, and COMLEX-USA Failure & Remediation Policies

Course Remediation

Review the KCU-COM Remediation Policy, OMS I and OMS II posted to the myKCU policy library.

Clerkship Failure and Remediation

Information concerning Clerkship exam failures and remediation is located in the OMS-III & OMS-IV Specific Academic Policies & Procedures section of this handbook under End of Clerkship Comprehensive Osteopathic Medical Achievement Tests (COMAT) Subject Exam Failure.

COMLEX-USA Failure and Remediation

The COM SPC may recommend remediation of a failed COMLEX exam. This is true for a first or second failure of any COMLEX exam. Should a student be allowed a third attempt of COMLEX-USA Level 1 or 2-CE exam and fail the third attempt, this failure will result in an automatic dismissal from KCU-COM without referral to the COM-SPC. Students may not appeal automatic dismissal related to repeated COMLEX-USA failures.

COM Academic Year Repeat Policy

Should a KCU-COM student fail two courses/clerkships/remediations in a single academic year, the student will be suspended from KCU with no option for appeal. The student is required to meet with the vice provost for Student Services and may be granted permission to repeat the academic year. If permitted to repeat the academic year, the student must repeat all courses in that academic year regardless of prior performance and must pay tuition and fees for the repeated year.

All course enrollments and earned grades will remain on the student's academic transcript. The opportunity to repeat is not available if the course is subsequently inactivated.

The student is allowed no more than two attempts to successfully complete a COM program year (e.g., first-year, second-year). Students who repeat an academic year must still complete their degree within six years of matriculation.

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

student's overall percentage grade. Grades for repeated courses are recorded in brackets on the academic transcript.

If the returning student fails any course after returning from academic suspension, the student will be referred to the COM-SPC for review. If a student is unable to successfully complete the entire repeat year, the student will be dismissed from the University.

Eligibility for Continued Enrollment

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

Maintain acceptable standards of academic performance based on the totality of their academic record. Maintain acceptable ethical, moral, personal and professional conduct.

Abide by the University's policies, rules and regulations. Fulfill legal or financial obligations to the University.

Show professional promise including mental and emotional fitness commensurate with the expected degree.

Promotion to OMS-II & OMS-III

Satisfactory completion (passing grades) of:

- All courses.
- Clinical and Osteopathic Skills Assessment Examinations.
- Score 1 and other Early Clinical Experiences
- Successful completion of all pre-clinical training requirements such as immunizations, orientations, proof of insurance, and others as specified.

All records are reviewed to determine whether the student has fulfilled all academic requirements; has

maintained the standards of ethical, moral, personal and professional demonstrated conduct required for the continued study of osteopathic medicine; and is mentally and emotionally fit to become a physician.

Promotion to OMS-IV

- Satisfactory completion (passing grades) of all required third-year clerkships.
- Satisfactory completion of all required subject exams.
- Completion of course and instructor evaluations for each third-year clerkship.
- Satisfactory completion of Standardized Patient encounters/OSCE's scheduled during the fourth year.

KCU-COM Class Rank Honors and Distinctions

Overall Percentage Grade

Grading for the Kansas City University College of Osteopathic Medicine (KCU-COM) Doctor of Osteopathic Medicine (DO) program is pass/fail. However, students retain the percentage score earned within courses required for the DO Curriculum. The final percent score used to determine course outcome (P/F) is used to calculate the student's cumulative overall percentage grade (OPG) which is weighted by course credit hour. Any course that awards a final course grade based entirely on P/F completion of required activities within the course will not be included in the student's OPG. Elective, fellowship, and honors track courses are not included in a student's overall percentage grade calculation.

The OPG is used to determine quartile class rank. Additionally, the OPG is used to determine eligibility for dual-degree programs, honors tracks, student government, club leadership, and honors distinctions.

Pre-clinical Class Rank

The COM uses OPG to determine student Pre-clinical Class Rank using a quartile system following

completion of all courses required prior to OMS 3. The first quartile represents the top 25% of the class. Pre-clinical Class Rank is calculated and reported at the conclusion of each preclinical academic year. The class quartile rank is also reported in each student's Medical Student Performance Evaluation (MSPE) letter.

1st Quartile	Upper 25%
2nd Quartile	>25% to <50%
3rd Quartile	50% to 75%
4th Quartile	Lower 25%

Clinical Class Rank

Clinical Class Rank (CCR) is based on individual student scores for all seven core NBOME COMAT subject exams when completed during an academic year. This includes the OPP COMAT. No other Exams are used in the CCR calculation.

The CCR is only displayed on the student's MSPE letter if the student is ranked in the top 100 students. It is never displayed on the academic transcript.

Dean's List

Dean's list is awarded at the conclusion of each fall and spring term.

The Dean's List is comprised of the top 10 percent of each first and second-year class each semester and the top 10 percent of the third-year class for the totality of the third year. The calculations are based on the average of percentages earned in each course, and are weighted by credit hour. The Dean's List distinction is recognized on the official transcripts:

- OMS-I: Fall and spring.
- OMS-II: Fall and spring.
- OMS-III: End of third year.

Medical Student Performance Evaluation (MSPE)

The Medical Student Performance Evaluation (MSPE), formerly the Dean's Letter, is an important document designed to assist students in obtaining admission to postgraduate programs, specifically internships and residencies. KCU-COM students are advised to review and understand the purpose and policies outlined in the Medical Student Performance Evaluation Policy and Procedure document, maintained by the executive dean of the COM. The MSPE policy is linked below.

College of Osteopathic Medicine MSPE Policy

National Board Examinations

KCU COM students are not required to sit for NBME USMLE examinations, but are required to pass the NBOME COMLEX Level 1 and Level 2-CE in order to graduate following the NBOME Academic Requirements policy:

NBOME Academic Requirements

KCU-COM students are required to pass the National Board of Osteopathic Medical Examiners (NBOME) Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level 1 and Level 2-CE in order to graduate.

KCU-COM policy for a failed COMLEX examination requires the student to appear before the COM Student Progress Committee (review the COM-SPC section and the Course, Clerkship, and COMLEX-USA Failure & Remediation Policy).

Scheduling of all COMLEX-USA exams must take into consideration NBOME guidelines and requirements as outlined by KCU-COM. The NBOME examination sequence follows timelines and has restrictions on numbers of retakes in cases of initial failure. Students who do not adhere to the above are referred to the vice provost, Student Services.

For KCU-COM students, the United States Medical Licensing Examinations (USMLE) examination is optional.

COMLEX Level 2-CE

COMLEX examination applications are available online at www.nbome.org. Students are eligible to sit for the COMLEX Level 2-CE after successful completion of all third-year core clerkships and Clinical Management Review:

- Students must register for COMLEX Level 2-CE by Feb. 15.
- COMLEX Level 2-CE must be taken during the assigned Clinical Management Review or within 30 days of its completion.
- Students may not take the COMLEX-USA Level 2-CE until the OPP COMAT exam is successfully completed.
- In the case of an initial failure, students must retake the COMLEX-USA Level 2-CE during the assigned Clinical Management Review or within 5 days of its completion in order to be eligible to graduate.
- Students requesting permission to take these exams outside the required dates must be directed by or have authorization from the associate dean.

Students who do not adhere to the above are referred to an appropriate University official.

Academic Program Length Restrictions

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

OMS-III & OMS-IV Specific Academic Policies & Procedures

Clinical Education & Clinical Education Guidelines

Throughout the University's history, strong and valued partnerships have been established with highly regarded physicians, clinics, and hospital systems across the nation. Annually, the Office of Clinical Education conducts a clerkship match process whereby each student is assigned to an affiliated core training site for third year.

All clerkships are supported by a presentation-based curriculum, which continues the students' foundation built during the modified systems applications-based curriculum offered during the first two years of training at KCU.

All KCU-COM students are required to follow the policies outlined in the Clinical Education Guidelines.

Download the Clinical Education Guidelines:

2024-2025 Clinical Education Guidelines

Fourth Year Scheduling Guidelines

OMS-IV students must follow the Fourth Year Scheduling Guidelines while completing degree requirements in their final year.

Read the Clinical Education Guidelines and Fourth Year Scheduling Guidelines for complete policies.

Download the Fourth Year Scheduling Guidelines:

2024-2025 Clinical Education Fourth Year Scheduling Guidelines

Certain definitions and abbreviated policies from the Clinical Education Guidelines and Fourth Year Scheduling Guidelines are included below to call out implications on student's schedules, enrollment status, grades, degree requirements, and fees COM students are responsible for. Students are expected to read both documents and follow the policies therein.

Clinical Clerkships

KCU-COM clinical clerkships are sometimes referred to as rotations, clinical experiences or externships, with a teaching physician who is referred to as a preceptor, attending or faculty. A clerkship may be two weeks, four weeks or one month of clinical responsibilities. Clerkships may involve inpatient, outpatient, online, telemedicine, virtual or a combination of these settings. At the conclusion of these experiences an evaluation of the student by the preceptor and an evaluation of the clerkship by the student is required.

Clinical clerkships in the third and fourth years reinforce and expand on the training of the first two years of medical school and provide the opportunity to develop their clinical skills". Required third- and fourth-year clinical clerkships are only completed at affiliated training sites. Assignment to sites is determined by a clerkship match process conducted during the second year.

Students enrolled in clerkships are considered full-time students.

Core Sites

A core site is a geographic location at which students are assigned for their third-year curriculum. The core site is the base from which all clerkships are assigned, approved and evaluated. Core site staff and faculty include a core site coordinator and a physician leader such as a Director of Medical Education (DME) or Regional Assistant Dean (RAD). The core site coordinator and the RAD will periodically meet with students to help interface between the student and the KCU clerkship coordinator. The core site personnel are responsible for assuring resources are available to deliver the curriculum at that site.

OMS-III & OMS-IV Scheduling

Students must be enrolled in clinical activities the entire academic year for the third and fourth years of the program.

OMSIII

Third year clerkship schedules are set by the core site coordinator. Once set, no changes will be accepted.

OMS-IV

Fourth year clerkship schedules are managed by OMS-IV students.

Clinical and Educational Work Hours

Scheduling is determined solely at the discretion of the core site hospital, service, or preceptor, and must be followed without exception. Responsibilities may be required on overnights, weekends or holidays. Laws mandating restrictions on intern and resident work hours do not apply to medical students.

Students generally follow the same schedule as their preceptor; however, if the preceptor is on vacation or scheduled away from the office or hospital, additional arrangements must be made for completion of the clerkship. If this occurs, the student must contact the KCU clinical clerkship coordinator immediately. Students must be enrolled in clinical activities throughout the entire academic year up to graduation. Unreported absences or chronic absenteeism may lead to referral to an appropriate University official.

Elective & Sub-Internship Clerkships

Please review the following section for information about elective and sub-internship clerkships:

Elective & Sub-Internship Clerkships

Research

Please review the Research Clerkships section for policies and procedures related to pursuing an elective research clerkship.

Enrollment Verification

The Office of Clinical Education uses eValue to manage evaluations, procedures, and schedules. eValue is available to authorized users 24 hours a day from any device with internet access.

For every clerkship, students must verify and submit registration information through eValue within five business days following the designated start date. If the enrollment verification is not completed on time, Clinical Education cannot confirm the student is actively enrolled. This may cause a disruption in the student's enrollment status with the University, potentially affecting financial aid or eligibility for graduation. While not enrolled, students are not covered under the KCU malpractice liability insurance coverage. Students must submit accurate contact information for the attending physician filling out the assessment (e.g. address, phone, fax, email, etc.). If the preceptor is listed incorrectly, or is unknown, please provide accurate information in the space provided and complete an Unknown Preceptor Form located on the eValue homepage.

Once submitted, changes must be made by Clinical Education and should be emailed to the assigned KCU clinical clerkship coordinator. When working with more than one physician on a clerkship, the student should email their assigned KCU clinical clerkship coordinator with all necessary information. Retroactive changes to a course code or requirement are not allowed.

Clerkship Credit

In order to receive credit for a clerkship and coverage under KCU's medical professional liability insurance clinical experiences must be completed at a KCU affiliated site or with a KCU-credentialed preceptor.

For sites that are not already a KCU-affiliated site, an affiliation agreement or accepted letter of good standing must be in place prior to proposed clerkship start date. For sites that are not already a KCU-affiliated site, this process can take up to six-months and KCU cannot guarantee consensus will be reached with every facility or preceptor.

Application & Other Fees

KCU pays sites for all third- and fourth-year required clerkships and associated administrative fees.

Students are responsible for all out-of-pocket expenses associated with clinical education, such as transportation, housing, meals, professional attire, laboratory fees, additional drug screens, additional background checks and additional immunizations or titers.

Some clerkships require students to pay additional fees in order to rotate at their facility.

Travel for Clinical Experiences & Transportation

Students participating in the osteopathic medical curriculum are required to receive instruction in a clinical setting. As a result, it is necessary for students to make arrangements for transportation to and lodging near clinical facilities. The University does not provide for the cost of transportation or lodging.

Travel arrangements are the sole responsibility of the student. Students are not considered agents or employees of the University and therefore are not insured for any accidents or mishaps that may occur during travel as a part of the student's academic program. Some core clinical sites may require that assigned students have personal vehicles available.

Students are responsible for all out-of-pocket expenses associated with clinical education, such as transportation, housing, meals, professional attire, laboratory fees, etc.

Absence from Clerkships

Attendance at all clerkship related activities is mandatory; therefore, any absence requires an excuse and documentation. Students must attend the first day of any clerkship. Failure to notify Clinical Education and/or the clerkship site/preceptor of any clerkship absence, regardless of the reason or number of hours absent, may result in a meeting with the associate dean of Clinical Education regarding lack of professionalism and could result in a failing grade of the clerkship and/or referral to SPC.

Directions for submitting documentation for an absence are outlined in the Clinical Education Guidelines.

Canceling/Changing a Fourth-Year Clerkship

It may be necessary to cancel or change a fourth-year clerkship; however, retroactive changes to a course code or requirement are not allowed. (Cancelling or changing a third-year clerkship is not allowed.) Cancellation/change requests must be received, at a minimum, 60 days prior to the confirmed start date. Requests are considered on a case-by-case basis and approval is not guaranteed. Students are required to attend the scheduled clerkship if requests to change or cancel are received after the deadline, or denied. For consideration, requests should include the following:

A cancellation/change request must be submitted in writing to the KCU clinical clerkship coordinator.

A Scheduling Request for an alternative clerkship must be submitted for review via eValue.

Assessment

To pass each clerkship, students must pass the Preceptor Evaluation of Student Performance and any applicable Subject Exam. Students must also complete an End of Clerkship Reflection. Grades will not be assigned until the End of Clerkship Reflection is completed.

Clinical Competency Assessment

Preceptors complete a Clinical Competency Assessment at the end of clerkship. The purpose is to provide feedback to guide both clinical and professional development. The preceptor documents performance of expected competencies as compared to other students at the same educational level. Assessments submitted by interns or residents must be cosigned by an attending physician or the DME.

If a student works with more than one attending, more than one assessment will be accepted. Paper copies may be returned by the student directly to

Clinical Education or their KCU clinical clerkship coordinator.

The University recommends that students request an informal mid-clerkship assessment to allow the student to determine whether there is consistency between the preceptor's and student's performance perceptions. In addition, should a student be experiencing difficulty on a clerkship, a mid-clerkship assessment allows time for improvement prior to the end of the experience. This may help avoid surprises at the end of a clerkship and allows the student to proactively address any problems.

Preceptor approaches vary widely in providing students with feedback on performance. Preceptors may or may not review their assessment with the student; it is appropriate for the student to request such a review prior to completion of the clerkship. If the preceptor is not available to review the assessment with the student and the student has questions or concerns, the student should contact their KCU clinical clerkship coordinator to discuss the most constructive way to obtain the desired feedback.

At no time is it appropriate for a student to request a preceptor to change a rating, revise comments or challenge a preceptor regarding an assessment. If significant performance issues arise, an appropriate University official will notify the student. Students failing to maintain the utmost level of professionalism in dealing with any part of the assessment process may be referred to the appropriate University official.

End of Clerkship Reflection (ECR)

Students are responsible for completing End of Clerkship Reflections through eValue at the end of every clinical experience to include:

- Evaluation of self and the clerkship
- Evaluation of the preceptor

End of Clerkship Subject Exam

Students are required to pass the NBOME Comprehensive Osteopathic Medical Achievement

Test (COMAT) Subject Exam (End of Clerkship Exam) upon completion of each core discipline:

- Emergency medicine (year 4)
- Family medicine
- Internal medicine
- Obstetrics and Gynecology
- Pediatrics
- Psychiatry/Behavioral health
- Surgery
- Osteopathic Principles & Practice (OPP).

Students are expected to study for these exams with similar rigor as all other high-stakes examinations and are required to utilize the course syllabi located in Canvas as a guide. A student is only allowed to retake a COMAT exam to achieve a passing score.

Students may be awarded Honors (H) for excellent performance on a Subject Exam. Passing (P) and Honors (H) are benchmarked against the NBOME academic-year norms for all students in that discipline. Students may be awarded Honors (H) for excellent performance on a Subject Exam. Passing (P) and Honors (H) are benchmarked against the NBOME academic-year norms for all students in that discipline.

Exams are currently administered online as self-proctored and scheduled on a testing date and time designated by the Office of Clinical Education. For examinations taken at a Prometric testing center, a voucher will be issued and students will be responsible for scheduling a testing date and time within a designated testing window. All subject exams must be taken as once scheduled.

Subject Exam scores and Examinee Performance Profiles (EPP) will be made available to students through the NBOME website on KCU 360. KCU reserves the right to change the method of subject exam administration as well as testing location and is based upon the options provided by the NBOME.

Grading for IMED 301/302 and SURG 301/302

The final grades in the sequential 301/302 courses are dependent on the score earned on the Subject Exam. A grade for the 301 course will be assigned based on evaluations alone and is subject to change based on the outcome of the Subject Exam. A student may sit for this exam only after the 302 course has been completed. If the student subsequently earns Honors on the exam, the 301 grade will be updated to reflect H for both 301 and 302. If the student subsequently fails the 302 course, the 301 grade will be updated to reflect F for both 301 and 302.

End of Clerkship Comprehensive Osteopathic Medical Achievement Tests (COMAT) Subject Exam Failure

The highest Subject Exam score and clerkship grade that can be achieved after remediation is F/P.

First failure: Student receives failure notification from Director of Clinical Education Operations
Student meets with the associate dean for Clinical Education

Student contacts KCU clinical clerkship coordinator to reschedule exam

Honors track students may be removed from the assigned track.

All subsequent failures:

Student may be referred to Student Progress Committee (COM-SPC) where the student will be required to present their case. COM-SPC evaluates and makes a decision which could include, but is not limited to remediation, repeating the academic year, or possible dismissal.

Students who are provided with the opportunity to remediate a failed clerkship or an NBOME COMLEX-USA -USA examination will do so at the discretion of Clinical Education and/or the COM-SPC.

If a student receives a preceptor evaluation with recommend fail for a clerkship, the student will receive a final grade of F. In the event of failure, the

student will be required to repeat the clerkship as scheduled by the Department of Clinical Education.

If a clerkship is successfully repeated, the student will receive a grade of F/P.

Osteopathic Principles and Practices Comprehensive Osteopathic Medical Achievement Test (OPP COMAT)

The Osteopathic Principles and Practices Comprehensive Osteopathic Medical Achievement Test (OPP COMAT) will be administered beginning October 1st or after, during IMED 301, SURG 301 or a selective, whichever occurs first. Students are required to pass the OPP COMAT. Students are expected to study for these exams with similar rigor as all other high-stakes examinations. Exact exam dates will be set by the individual core clerkship sites. If a grade of Honors (H) is achieved, this will be noted in the student's Medical Student Performance Evaluation (MSPE), but not on the transcript.

A passing score on the OPP COMAT is required as a prerequisite before taking the COMLEX-USA Level 2-CE exam. Examinations will be administered during OPP 321 - Osteopathic Principles & Practice II. Third-year students must pass the OPP COMAT during the second semester of the third year. Exact exam dates are set by the KCU Clinical Education Department in collaboration with individual core clerkship sites. If a grade of Honors (H) is achieved, this will be noted in the student's Medical Student Performance Evaluation (MSPE), but not on the transcript.

Clinical Skills Assessment

In this course, the fourth year osteopathic medical student will review, either independently or with a group of peers, the following: patient-physician communication skills, physical examination techniques, forming differential diagnoses of a presenting problem and documentation skills. Following the review phase, the student will complete formal standardized patient encounters to assess clinical skills as required for completion of the student's medical education.

Students may be required to travel to KCU Kansas City or KCU Joplin.

Optional Subject Exams

An optional, non-required NBME subject exam may be taken in either Emergency Medicine or Neurology at a cost to the student (approximately \$101). These exams must be administered at a Prometric testing center. The exam is not scheduled until payment is received by the Office of Finance. Scores for these exams are not reflected upon written request to the KCU GME Department for inclusion in the student's MSPE and not on the transcript, but may be included in the student's MSPE.

Deficiencies

The student will be notified of a poor assessment by their KCU clinical clerkship coordinator. All deficiencies or concerning comments are reviewed and the student will be asked to provide feedback. Deficiencies relating to poor preceptor evaluations, professionalism or other concerns deemed necessary can be referred to the appropriate University official. Additional assessments submitted following official review will be accepted but may not impact the outcome.

Subsequent to the review process, any student identified as having failed a clerkship may be required to meet with the COM-SPC. Final disposition of the assessment in question is pending completion of this process.

**At any time and for any reason, KCU reserves the right to require additional methods for assessing students. Students may be required to return to the KCU campus for a formal review.*

Reporting Clerkship Issues

At times, concerns or issues may arise during a clerkship. General concerns should be addressed directly to the preceptor, core site coordinator, director of medical education or KCU regional assistant dean, when appropriate. The utmost degree of professionalism is encouraged when discussing these concerns. If an effective resolution

cannot be reached, or if the student is not comfortable addressing the issue themselves, the student should contact his/her KCU clinical clerkship coordinator.

Immediate concerns (harassment, patient safety, etc.) should be reported directly to 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 training. Students must respect and follow all policies regarding the use of hospital facilities, housing and equipment.

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

Emergency Plan Procedures

Students who are on rotations should follow the emergency procedures and protocols at their specific clinical site at all time. In the event that a rotation schedule is interrupted due to hazardous weather conditions or another emergency situation, students should notify CE 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 to report and remain on-service until the end of his/her 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 you to evacuate the location, relocate for a period of time, or any other emergency, please contact the KCU Safety & Emergency Management office at 816.654.7911.

COM Student Health

Review the COM Student Health page for the KCU Exposure policy and information about vaccine requirements.

College of Osteopathic Medicine (COM) Student Health

Health Insurance

All KCU students are required to maintain personal health insurance. A student who cannot provide documentation of current personal health insurance coverage, in accordance with University requirements, will not be allowed to begin or continue with clinical training. See the Health Insurance Policy for details

Vaccinations and Immunizations

An up-to-date immunization record is required before beginning clinical training in the third and fourth years. A student who cannot provide an official up-to-date immunization record, in accordance with University requirements, will not be allowed to begin or continue with clinical training and will be referred to the appropriate University official for disciplinary action.

HIV/HBV

In attempt to protect students and employees from avoidable exposure to communicable disease, KCU complies with the federal Rehabilitation Act and all other state and federal statutes.

HIV/HBV Procedures

Students must advise the vice provost, Student Services if they are HIV and/or Hepatitis B surface antigen (HBsAg) positive;

The University will adhere to the recommendations of the Centers for Disease Control and Prevention (CDC). These recommendations are:

All students should adhere to universal precautions, including the appropriate use of hand washing, protective barriers and care in the use and disposal

of needles and other sharp instruments. Students who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment and devices used in performing invasive procedures until the condition resolves. Students should also comply with current guidelines for disinfection and sterilization of reusable devices used in invasive procedures. To facilitate the use of universal precautions, the University will provide training in this area to its students.

Currently available data provide no basis for recommendation to restrict the practice of students infected with HIV or HBV who perform invasive procedures not identified as exposure-prone, provided the infected students practice recommended surgical or dental techniques and comply with universal precautions and current recommendations for sterilization and disinfection.

Students who perform exposure-prone procedures should know their HIV and HBV antibody status. Students who perform exposure-prone procedures and who do not have serologic evidence of immunity to HBV from vaccination or from previous infection should know their HBsAg status and, if positive, should also know their HBeAg status. To facilitate this, the University will provide names and locations of facilities in Kansas City where anonymous testing can be done at the student's expense. KCU encourages all students to be tested periodically.

Students who are infected with HIV or HBV (and are HBeAg positive) should not perform exposure-prone procedures unless they have sought counsel from an expert review panel and have been advised under what circumstances, if any, they may continue to perform these procedures. Such circumstances would include notifying prospective contacts of the student's seropositivity before they undergo or participate in exposure-prone invasive procedures.

The confidentiality of the infected student will be protected by KCU and the student's supervisor to the extent that such confidentiality does not unnecessarily expose others to either HIV or HBV.

Contraction of HIV or HBV shall not constitute grounds for termination of employment, dismissal from school or other punitive actions.

Changes in work stations, reassignment of responsibilities and other measures may be taken in an effort to protect the infected employee or student, as well as uninfected coworkers and patients. The program of academic study may be modified for the infected student to permit those educational experiences that do not unnecessarily expose patients or other students to HIV or HBV. Decisions regarding such modifications will be made by a review panel in consultation with the student. The review panel may forward recommendations for significant modification of the academic program to the COM-SPC. The student's name will not be disclosed to the members of COM-SPC. COM-SPC may consider whether the proposed significant modifications will permit the student to fulfill the academic requirements of the University;

After all reasonable accommodations have been made (including adjustments in work, location and reassignment of duties and responsibilities, or modification of academic program), any student who is incapable or ineligible to perform his/her responsibilities may be subject to termination of employment or dismissal. Similarly, after reasonable modifications of the academic program, infected students who are unable to fulfill the requirements for graduation may be subject to dismissal.

Influenza

KCU students come into contact with vulnerable populations who may be at risk for infectious disease. Therefore, all students are required to be immunized annually for influenza.

Hepatitis A

Hepatitis A vaccine is not routinely recommended for students at KCU because Missouri is considered a state that has a low average annual incidence of Hepatitis A. Students who belong to at-risk groups, however, should be vaccinated. This includes those

who travel to an endemic area, have identified risk factors and have chronic liver disease.

KCU Exposure Policy

If a KCU medical student is exposed to bloodborne pathogens either by direct contact with blood or other bodily fluids via the eyes, mucous membranes, human bite, or sharps (e.g., needle stick, lancet stick, scalpel cut), it is to be handled as an emergency situation. In the event of an exposure, students are to follow site procedures and submit an exposure form.

Clean

Immediately wash exposed region with soap and water for five minutes. If the exposure occurred in the eyes, nose or mouth, use copious amounts of water to irrigate the mucus membranes. Students should know where stations to irrigate eyes are located.

Communicate

Let the preceptor, DME, core site coordinator and Clinical Education know about the exposure as soon as possible. Students should ask for the following information:

Patient information (name, date of birth, medical record number, address, phone number) and any prior testing for HIV, Hepatitis B, Hepatitis C, RPR, or other risk factors.

If patient is known to be HIV positive, obtain information on CD4 count, history and current opportunistic infections, prior and current regimen and resistance.

Baseline labs for student and patient (e.g., HIV, Hepatitis B, Hepatitis C).

If he/she is not able to do lab work, present to the closest emergency room.

Chemoprophylaxis

If the patient is HIV positive, or if his/her HIV status is unknown, begin post-exposure prophylaxis (PEP) with a multidrug regimen within a few hours of the

exposure. Students should not delay in seeking care. If unable to obtain a prescription for medication from the preceptor, students should go to the nearest emergency room for a prescription.

Students can visit the Clinician Consultation Center for additional PEP guidelines.

Post-Exposure Protocol:

- Immediately wash exposed areas with soap and water.
- If splashed in eyes or mouth, flush with large amounts of water.
- It is critical that students be treated within the first two hours after injury.
- Notify supervisor and follow clerkship site exposure protocols.
- If facility is not equipped to handle exposure, contact an occupational health clinic, appropriate site location, or go to the nearest emergency department with your current health insurance information.
- Notify Clinical Education of any care received.

Counseling

Students who were exposed to a blood borne pathogen, bodily fluids, or needle sticks will receive counseling and instructions for follow-up from Clinical Education. Students should contact Clinical Education within 24 hours of the incident via email, clinicaleducation@kansascity.edu, or phone 816.654.7330. The student should send a copy of the incident report to Clinical Education.

Background Checks & Drug Screens

Prior to beginning third- and fourth-year clinical clerkships, all KCU students are required to complete a criminal background check and a 15-panel drug screen performed at their own expense.

The background check is to be performed by a certifying organization retained by KCU. The background check is to satisfy federal, state and individual hospital requirements for students participating in clinical activities involving patient

Required Clinical Clerkships & Courses

Descriptions for all courses and clerkships are provided in the Course Descriptions section. All clerkships offered at variable credit.

OMS-III Required Clinical Clerkships & Courses

1. CLMD 300 - Basic Science & Clinical Review
2. CLMD 306 - Clinical Management Review
3. FMED 301 - Family Medicine I
4. IMED 301 - Internal Medicine I
5. IMED 302 - Internal Medicine II
6. OBGY 301 - Obstetrics & Gynecology
7. OPP 320 - Osteopathic Principles & Practice I
8. OPP 321 - Osteopathic Principles & Practice II
9. PEDS 301 - Pediatrics
10. PSYC 301 - Psychiatry
11. SURG 301 - Surgery I
12. SURG 302 - Surgery II
13. Selective clerkships (2-3 depending on core site)

OMS-IV Required Clinical Clerkships & Courses

1. FMED 350 - Clinical Skills Assessment
2. EMED 401 - Emergency Medicine
3. OPP 420 - Osteopathic Principles & Practice III
4. 3 Sub-Internships (these must be full clerkships with no split blocks)
5. 4 Electives

Elective & Sub-Internship Clerkships

The following list of elective and sub-internship clerkships is designed to provide students with clinical exposure, observation and training to further their understanding within a selected area of interest as specified in the course title. These experiences take place in a wide variety of clinical, office and hospital settings presenting unique opportunities with regard to the spectrum of clinical situations

encountered. Learning is enhanced with specific goals and learning objectives.

Sub-internships are restricted to fourth-year students and are designed to provide the student with an increased level of patient care responsibility. Students serve as the primary care provider under the direct supervision of the attending physician or faculty and may perform simple diagnostic procedures. Training focuses on self-education and includes more advanced study of the discipline. Sub-internships must be completed as full-block experiences.

Elective clerkships are part of the fourth year. The student typically determines the schedule, time and/or location at which elective(s) may be completed. Up to three electives in the same area of sub-specialty may be completed and may be split into two-week increments if available. Elective clerkships can be between two and eight weeks in length. Retroactive course changes are not allowed.

Descriptions for all courses are provided in the Course Descriptions section.

- ANES 402 - Anesthesiology
- ANES 402s - Anesthesiology
- ANES 411 - Pain Management
- ANES 411s - Pain Management
- CLMD 315 - Introduction to a Community Health Center
- CLMD 322 - Oral Health & Addictions Medicine
- CLMD 402 - Health Care Management & Public Health Policy
- CLMD 403 - Medical Informatics
- CLMD 404 - Integrative Medicine
- CLMD 405 - Healthcare Improvement
- CLMD 407 - Clinical Management Review II
- EMED 402 - Emergency Medicine
- EMED 402s - Emergency Medicine
- EMED 404 - Wilderness Medicine
- EMED 404s - Wilderness Medicine
- FMED 311 - International Community Medicine
- FMED 311a - International Community Medicine: Guatemala
- FMED 311b - International Community Medicine: Kenya
- FMED 311c - International Community Medicine: Dominican Republic
- FMED 404 - Geriatrics
- FMED 404s - Geriatrics
- FMED 405 - Sports Medicine
- FMED 405s - Sports Medicine
- FMED 406 - General Family Medicine
- FMED 406s - General Family Medicine
- FMED 408 - Community Medicine
- FMED 409 - Primary Care
- FMED 409s - Primary Care
- FMED 411 - International Health
- FMED 411a - International Health: Guatemala
- FMED 411b - International Health: Kenya
- FMED 411c - International Health: Dominican Republic
- IDIS 400 - Clinical Independent Study
- IMED 402 - Pulmonary Medicine
- IMED 402s - Pulmonary Medicine
- IMED 403 - Gastroenterology
- IMED 403s - Gastroenterology
- IMED 404 - Infectious Diseases
- IMED 404s - Infectious Diseases
- IMED 405 - General Internal Medicine
- IMED 405s - General Internal Medicine
- IMED 406 - Cardiology
- IMED 406s - Cardiology
- IMED 409 - Rheumatology
- IMED 409s - Rheumatology
- IMED 410 - Neurology
- IMED 410s - Neurology
- IMED 412 - Hematology/Oncology
- IMED 412s - Hematology/Oncology
- IMED 413 - Endocrinology/Metabolism
- IMED 413s - Endocrinology & Metabolism
- IMED 414 - Medical Genetics
- IMED 414s - Medical Genetics
- IMED 415 - Dermatology
- IMED 415s - Dermatology

- IMED 416 - Nephrology
- IMED 416s - Nephrology
- IMED 417 - Allergy & Immunology
- IMED 417s - Allergy & Immunology
- IMED 418 - Gerontology
- IMED 418s - Gerontology
- IMED 419 - Addiction Medicine
- IMED 419s - Addiction Medicine
- IMED 420 - Critical Care Medicine
- IMED 420s - Critical Care Medicine
- IMED 421 - Hospice & Palliative Care
- IMED 421s - Hospice & Palliative Care
- IMED 422 - Electrocardiogram Interpretation
- OBGY 401 - Maternal Fetal Medicine
- OBGY 401s - Maternal Fetal Medicine
- OBGY 402 - Medical Genetics
- OBGY 402s - Medical Genetics
- OBGY 403 - General Gynecology
- OBGY 403s - General Gynecology
- OBGY 404 - Gynecologic Oncology
- OBGY 404s - Gynecologic Oncology
- OBGY 405 - General Obstetrics
- OBGY 405s - General Obstetrics
- OBGY 406 - General Obstetrics & Gynecology
- OBGY 406s - General Obstetrics & Gynecology
- OBGY 407 - Reproductive Endocrinology
- OBGY 407s - Reproductive Endocrinology
- OCS 401 - Osteopathic Manipulation
- OCS 401s - Osteopathic Manipulation
- PATH 401 - General Pathology
- PATH 401s - General Pathology
- PATH 402 - Clinical Pathology
- PATH 402s - Clinical Pathology
- PATH 403 - Anatomic Pathology
- PATH 403s - Anatomic Pathology
- PATH 404 - Blood Banking
- PATH 404s - Blood Banking
- PATH 405 - Forensic Pathology
- PATH 405s - Forensic Pathology
- PATH 406 - Hematopathology
- PATH 406s - Hematopathology
- PATH 407 - Toxicology
- PATH 407s - Toxicology
- PEDS 401 – Neonatology
- PEDS 401s - Neonatology
- PEDS 402 - Pediatric Infectious Diseases
- PEDS 402s - Pediatric Infectious Diseases
- PEDS 403 - Pediatric Hematology/Oncology
- PEDS 403s - Pediatric Hematology/Oncology
- PEDS 404 - Pediatric Pulmonary Medicine
- PEDS 404s - Pediatric Pulmonary Medicine
- PEDS 405 - Pediatric Gastroenterology
- PEDS 405s - Pediatric Gastroenterology
- PEDS 406 - Pediatric Neurology
- PEDS 406s - Pediatric Neurology
- PEDS 407 - Pediatric Rheumatology
- PEDS 407s - Pediatric Rheumatology
- PEDS 408 - Pediatric Genetics
- PEDS 408s - Pediatric Genetics
- PEDS 409 - Pediatric Critical Care Medicine
- PEDS 409s - Pediatric Critical Care Medicine
- PEDS 410 - Adolescent Medicine
- PEDS 410s - Adolescent Medicine
- PEDS 411 - General Pediatrics
- PEDS 411s - General Pediatrics
- PEDS 412 - Pediatric Cardiology
- PEDS 412s - Pediatric Cardiology
- PEDS 413 - Pediatric Dermatology
- PEDS 413s - Pediatric Dermatology
- PEDS 414 - Pediatric Nephrology
- PEDS 414s - Pediatric Nephrology
- PEDS 415 - Developmental Pediatrics
- PEDS 415s - Developmental Pediatrics
- PEDS 416 - Pediatric Endocrinology/Metabolism
- PEDS 416s - Pediatric Endocrinology/Metabolism
- PEDS 417 - Pediatric Allergy/Immunology
- PEDS 417s - Pediatric Allergy/Immunology
- PEDS 418 - Pediatric Emergency Medicine
- PEDS 418s - Pediatric Emergency Medicine
- PEDS 419 - Community Pediatrics
- PEDS 419s - Community Pediatrics
- PEDS 420 - Medicine/Pediatrics
- PEDS 420s - Medicine/Pediatrics

- PMED 401 - General Preventive Medicine
- PMED 401s - General Preventive Medicine
- PMED 402 - Occupational Medicine
- PMED 402s - Occupational Medicine
- PMED 403 - Public Health
- PMED 403s - Public Health
- PMED 404 - Environmental Health
- PMED 404s - Environmental Health
- PMED 405 - Aerospace Medicine
- PMED 405s - Aerospace Medicine
- PSYC 401 - General Psychiatry
- PSYC 401s - General Psychiatry
- RADI 401 - General Radiology
- RADI 401s - General Radiology
- RADI 403 - Nuclear Medicine
- RADI 403s - Nuclear Medicine
- RADI 404 - Interventional Radiology
- RADI 404s - Interventional Radiology
- RADI 405 - Body Imaging
- RADI 405s - Body Imaging
- RADI 406 - Radiation Oncology
- RADI 406s - Radiation Oncology
- SURG 401 - General Surgery
- SURG 401s - General Surgery
- SURG 402 - Cardiovascular Surgery
- SURG 402s - Cardiovascular Surgery
- SURG 403 - Otolaryngology/ENT
- SURG 403s - Otolaryngology/ENT
- SURG 404 - Ophthalmology
- SURG 404s - Ophthalmology
- SURG 405 - Thoracic Surgery
- SURG 405s - Thoracic Surgery
- SURG 406 - Urology
- SURG 406s - Urology
- SURG 407 - Neurosurgery
- SURG 407s - Neurosurgery
- SURG 408 - Transplant Medicine
- SURG 408s - Transplant Medicine
- SURG 409 - Plastic Surgery
- SURG 409s - Plastic Surgery
- SURG 410 - Orthopedic Surgery
- SURG 410s - Orthopedic Surgery
- SURG 411 - Colorectal Surgery
- SURG 411s - Colorectal Surgery

- SURG 412 - Trauma Surgery
- SURG 412s - Trauma Surgery

Research Clerkships

These elective clerkship experiences are designed to provide the student with a basic understanding of the selected area of interest. Students focus on the development and execution of a guided research project or participate with an existing study.

Emphasis is placed on the integration of research into medical practice to prepare for more advanced study in the discipline. These clerkships take place in a wide variety of clinical, hospital or laboratory settings. Specific goals and learning objectives are determined by the supervising preceptor and a formalized plan must be submitted to the Office of Clinical Education and the Office of Research and Sponsored Programs in advance for consideration and approval. Credit value is variable (one to four semester hours) depending on the individualized study plan and required time on task.

Descriptions for all courses are provided in the Course Descriptions section.

1. ANAT 499 - Anatomy Research
2. ANES 499 - Anesthesiology Research
3. BCHE 499 - Biochemistry Research
4. EMED 499 - Emergency Medicine Research
5. FMED 499 - Family Medicine Research
6. GENE 499 - Medical Genetics Research
7. IDIS 497 - Medical Education Research
8. IMED 499 - Internal Medicine Research
9. MBIO 499 - Microbiology Research
10. OBGY 499 - Obstetrics & Gynecology Research
11. OCS 499 - Osteopathic Clinical Skills Research
12. PATH 499 - Pathology Research
13. PEDS 499 - Pediatric Research
14. PHAR 499 - Pharmacology Research
15. PHYS 499 - Physiology Research
16. PMED 499 - Preventive Medicine Research
17. PSYC 499 - Psychiatry Research
18. RADI 499 - Radiology Research
19. SURG 499 - Surgery Research

COM 2028 Degree Requirements

Curriculum Overview

COM 2028 - DO First Year Requirements

7. MED 100 - Evidence-Based Medicine and Population Health I
8. MED 101 - Scientific Foundations of Medicine
9. MED 112 - Musculoskeletal I
10. MED 119 - Mechanisms of Disease
11. MED 123 - Bioethics I
12. MED 133 - Neuroendocrine
13. MED 137 - Cardiopulmonary & Renal I
14. MED 140 - Gastrointestinal & Genitourinary
15. MED 143 - Essentials of Clinical & Osteo Skills I
16. MED 144 - Essentials of Clinical & Osteo Skills II
17. MED 190 - Evidence-Based Medicine and Population Health II
18. IPE 112 - Collaborative Care through Art and Observation

COM 2028 - DO Second Year Requirements

1. MED 210 - Skin, Blood & Lymph
2. MED 218 - Endocrine & Reproductive Medicine II
3. MED 223 - Bioethics II
4. MED 224 - Gastrointestinal II
5. MED 237 - Cardiopulmonary & Renal II
6. MED 242 - Neuromusculoskeletal & Psychiatry
7. MED 243 - Essentials of Clinical & Osteopathic Skills III
8. MED 244 - Essentials of Clinical & Osteopathic Skills IV
9. MED 255 - Transition to Clerkship

COM 2028 - DO Third Year Requirements

Prior to starting clerkships, all DO students must have current Basic Cardiac Life Support (BCLS) and Advanced Cardiac Life Support (ACLS) certificates on file, as well as proof of current vaccinations.

All clerkships are offered at variable credit.

1. CLMD 300 - Basic Science & Clinical Review
2. CLMD 306 - Clinical Management Review
3. FMED 301 - Family Medicine I
4. FMED 350 - Clinical Skills Assessment
5. IMED 301 - Internal Medicine I
6. IMED 302 - Internal Medicine II
7. OBGY 301 - Obstetrics & Gynecology
8. OPP 320 - Osteopathic Principles & Practice I
9. OPP 321 - Osteopathic Principles & Practice II
10. PEDS 301 - Pediatrics
11. SURG 301 - Surgery I
12. SURG 302 - Surgery II
13. COMLEX Level 1
14. 2 Elective Clerkships

COM 2028 - DO Fourth Year Requirements

All clerkships are offered at variable credit.

1. EMED 401 - Emergency Medicine
2. OPP 420 - Osteopathic Principles & Practice III
3. 4 Fourth-year elective clerkships
4. 3 Sub-internships
5. COMLEX Level 2-CE

Doctor of Osteopathic Medicine Honors Tracks

Behavioral Medicine Honors Track (DO)

The Behavioral Medicine Honors Track provides students with foundational educational experiences in a broad range of behavioral medicine applications that are relevant to all specialties as well as focused applications for primary care, addiction medicine, and psychiatry.

Students will benefit from coursework outside of the DO program which includes in-person and online didactics, expert guest speakers, development of foundational clinical skills, and student presentations of focused literature reviews and case histories.

The track begins with a course in the spring semester of the 1st year of the DO program and continues with one course each semester through the fall of the 4th year. The track is available on both the Joplin and Kansas City campuses, with approximately 10 students from the Kansas City campus and 6 from the Joplin campus. Selection of students is through an application. Students who wish to participate in more than one dual-degree program and/or honors track require approval from the Executive Dean of the COM.

Program Eligibility

Students must apply by the Friday before Thanksgiving during the first year of enrollment via Workday.

To be and remain eligible in the track, students must be in good academic standing. A student may be withdrawn from the honors track in the event of any

course failure, placement on academic probation, or does not maintain the standards of professional conduct. Students who place in the third or fourth quartile of the class after any calculation of overall percentage grade or fail a COMLEX or COMAT exam must meet with the course director to determine eligibility for continuation of the track. Students who take a leave of absence from the COM may resume track activities upon return at the discretion of the Campus Dean.

Curriculum

All courses in the Behavioral Medicine Honors Track are required. No transfer credits may be applied towards completion of the track.

Required Courses

1. BMT 100 - Osteopathic Behavioral Medicine *Credit(s): 1*
2. BMT 200 - Integrated Behavioral Medicine *Credit(s): 1*
3. BMT 201 - Psychosocial Stressors *Credit(s): 1*
4. BMT 300 - Addiction Medicine and Psychiatry *Credit(s): 1*
5. BMT 301 - Innovations in Behavioral Medicine *Credit(s): 1*
6. BMT 400 - Special Topics in Behavioral Medicine *Credit(s): 1*

Leadership Honors Track (DO)

The Leadership Honors Track is an elective honors track that prepares students for future careers as leaders in a variety of health care and related fields, including academic medicine, clinical enterprises, community engagement, and professional organizations. Students will participate in coursework outside of the DO program which includes in-person and online didactics, expert panel presentations, examination of literature, projects, and presentations. The track begins with a course in the spring semester of the 1st year of the DO program and continues with one course each

semester through the fall of the 4th year. The track is available on both the Joplin and Kansas City campuses, with approximately 12 students from the Kansas City campus and 8 from the Joplin campus. Grading is pass/fail. Students who wish to participate in more than one dual-degree program and/or honors track require approval from the Executive Dean of the COM.

Program Eligibility

Students must apply to the Leadership Honors track via Workday.

To be and remain eligible in the track, students must be in good academic standing. A student will be administratively withdrawn from the honors track for any of the following reasons:

- Course failure
- Academic probation status
- Not meeting professionalism/conduct standards

Students who place in the third or fourth quartile of the class after any calculation of overall percentage grade or fail a COMLEX or COMAT exam must meet with the course director to determine eligibility for continuation of the track.

Leadership Honors Track Curriculum

All courses in the Leadership Honors Track are required. No transfer credits may be applied towards completion of the track.

1. LEAD 100 - Leadership Principles *Credit(s): 1*
2. LEAD 200 - Academic Leadership *Credit(s): 1*
3. LEAD 201 - Health Care Leadership *Credit(s): 1*
4. LEAD 300 - Community and Organizational Leadership *Credit(s): 1*
5. LEAD 301 - Special Topics in Leadership *Credit(s): 1*
6. LEAD 400 - Leadership Capstone *Credit(s): 1*

Global Medicine Honors Track (DO)

The Global Medicine Honors Track is an elective honors track for students who have a strong desire to serve in an international capacity. This track is available at both locations: Kansas City and Joplin. This track provides exposure and clinical education surrounding multiple aspects of global medicine. It is designed to span three and a half years of formal education, which will culminate with clinical international medical education experiences. Students will pursue additional hours of medical education, which include the principles and goals of global health, the burden of disease in both developing and already developed countries, comparative health systems, global ethics, case studies, and other selected topics in global medicine. Acceptance to the global medicine track involves an application process that occurs during the second semester of the first year. Students must be capable of handling the extra workload and participate in all activities, including a final research project. Approximately 12 students from Kansas City and eight students from Joplin will be selected for each class. Grading is pass/fail. Students who wish to participate in more than one dual-degree program will be required to obtain approval from the Executive Dean of the COM. Students who take a leave of absence from the COM may resume track activities upon return at the discretion of the Campus Dean.

To remain eligible for the track, students must be in good standing. A student will be administratively withdrawn from the honors track for any of the following reasons:

- Course failure
- Academic probation status
- Not meeting professionalism/conduct standards

Global Medicine Honors Track Curriculum

1. GLMD 100 - Global Health Track

Credit(s): 1

2. GLMD 200 - Global Health Track

Credit(s): 1

3. GLMD 201 - Global Health Track

Credit(s): 1

4. GLMD 300 - Global Health Track

Credit(s): 1

5. GLMD 301 - Global Health Track

Credit(s): 1

6. GLMD 400 - Global Health Track

Credit(s): 1

7. GLMD 401 - Global Health Track

Credit(s): 1

Military Medicine Honors Track (DO)

The Military Medicine Honors Track is a specialized curricular program designed to provide pre-clinical enrichment to first- and second-year medical students who are pursuing a career as a military physician in the United States Armed Forces or are interested in learning about combat medicine. The specialty track provides learning opportunities that are uniquely aligned to address Medical Corps officer duties and responsibilities that are not otherwise offered in a traditional civilian medical education curriculum. The learning format for this longitudinal course employs a multi-modal approach. Didactic presentations from faculty cover an array of topics spanning trauma assessments, disaster management and triage, combat care, and officership and leadership, among others. Hands-on laboratory sessions utilize simulation techniques and equipment (including cadavers) to enhance students' procedural skills related to field medicine and develop approaches to effective teamwork in austere environments. Formative quizzes and written assignments supplement the content to, respectively, assess foundational knowledge and encourage self-reflection on the difficulties students will encounter when delivering care to troops and their families. Grading is Pass/Fail. Students who wish to participate in more than one dual-degree program or elective track will be required to obtain approval from the

Executive Dean of the COM. Students who take a leave of absence from the COM may resume track activities upon return at the discretion of the Campus Dean.

To remain eligible for the track, students must be in good academic and professional standing. A student will be administratively withdrawn from the honors track for any of the following reasons:

- Course failure
- Academic probation status
- Not meeting professionalism/conduct standards

Military Medicine Honors Track Curriculum

1. MIMD 101 - Military Medicine I

Credit(s): 1

2. MIMD 102 - Military Medicine II

Credit(s): 1

3. MIMD 201 - Military Medicine III

Credit(s): 1

4. MIMD 202 - Military Medicine IV

Credit(s): 1

Public Health, DO/Cert/MPH

Certificate in Public Health

In partnership with the University of Nebraska Medical Center (UNMC), KCU Doctorate of Osteopathic Medicine (DO) students may pursue a Certificate in Public Health. DO students may apply for the certificate program in any year of their DO enrollment.

The 15-credit hour certificate will allow DO students to gain basic skills and knowledge in public health to better address the health needs of individuals and populations. See a full description of the certificate program in the UNMC catalog.

The certificate is awarded by UNMC. All application, admission, course registration, billing, financial aid, and awarding of the certificate is coordinated through UNMC.

DO students that would like to apply for the Certificate in Public Health must be approved for the program by the COM Executive Dean. Any COM student interested in applying to the certificate program must communicate their intent to apply to the COM Executive Dean by October 1 or June 1 of each year. UNMC must receive all application materials by the application deadline of November 1 or July 1 of each year for enrollment in the spring or fall term, respectively.

Admission requirements are:

- Completion of the SOPHAS Express Public Health application and submission of the application fee.
- Official transcripts reflecting an earned bachelor's degree and all transcripts from previously attended institutions
- *All non-US transcripts must be evaluated by the World Education Service (WES) using*

their ICAP Course-by course evaluation service.

- Letters of Recommendation
- A one-page resume/CV
- A one-page personal statement

All applicants whose primary language is not English or whose undergraduate degree is from a college or university outside of the United States are required to submit official Test of English as a Foreign Language (TOEFL) scores.

For complete details regarding the application to the certificate program, please contact the University of Nebraska Medical Center, College of Public Health at 402.552.9867 or visit the admissions website.

Public Health, DO/MPH

KCU medical students enrolled in the Certificate of Public Health program may choose to pursue the Master of Public Health degree program at the University of Nebraska Medical Center (UNMC). The dual degree program allows DO students to complete both the DO and MPH degrees in four years.

The DO-MPH dual degree program prepares students to better understand and address health issues on a population level and expand job opportunities. Career options for DO-MPH students are wide-ranging. Students can pursue an MPH in all concentration areas offered as online options in the MPH degree. The 15 credit hours from the Certificate in Public Health and up to 9 credit hours (depending on concentration) from the DO program will apply toward the MPH degree. All credit hours applied to the MPH program must meet minimum standards for transfer credit and satisfactory academic progress. See a full description of the MPH program in the UNMC catalog.

The MPH degree program is awarded by UNMC. All application, admission, course registration, billing, financial aid, and awarding of MPH degree is coordinated through UNMC.

Any COM student interested in applying to the MPH program must communicate their intent to apply to the COM executive dean by September 1 or May 1 of each year. UNMC must receive all application materials by the application deadline of October 1 or June 1 of each year for enrollment in the fall or spring term, respectively.

Admission requirements are:

- Completion of the SOPHAS Express Public Health application and submission of the application fee.
- Official transcripts reflecting an earned bachelor's degree and all transcripts from previously attended institutions
- *All non-US transcripts must be evaluated by the World Education Service (WES) using their ICAP Course-by course evaluation service.*
- Letters of recommendation
- A one-page resume/cv
- A one-page personal statement

This requirement is waived for applicants that have successfully completed the Certificate in Public Health and two years of the DO program. All applicants whose primary language is not English or whose undergraduate degree is from a college or university outside of the United States are required to submit official Test of English as a Foreign Language (TOEFL) scores.

For complete details regarding the application to the MPH program, please contact the University of Nebraska Medical Center, College of Public Health at 402.552.9867 or visit the admissions website.

Master of Arts

Bioethics Dual-Degree Program (MA)

This program attends to both philosophical and religious ethics as well as contributions from the social sciences and the medical humanities.

Admission to the DO/MA in Bioethics dual-degree program involves an application process during the first semester of the DO program. Students will be notified of acceptance before the end of the fall semester of the first year. Students must be in good standing in the DO program or they may be required to withdraw from the MA in Bioethics portion of the program.

After completion of 27 credit hours of the MA in Bioethics, three credit hours of Bioethics earned for the DO degree will be transferred to the MA degree and the three required credit hours for the DO degree will be waived. This will complete the requirement of 30 credit hours for the MA in Bioethics.

Tuition & Fees

Please see the COM Tuition & Fees section for information on tuition and fees.

Transfer Credit Policy

Transfer credit is limited to six credit hours for the MA in Bioethics dual-degree program. Grades associated with transferred credit hours will not transfer.

The Director of Bioethics is responsible for determining the applicability of transfer work to the student's program. All transfer credits must be completed at an accredited graduate school with a

grade of B or better. Pass/fail courses will not be accepted in transfer.

Transfer Credit Request forms are available in the Office of the Registrar. Coursework used to satisfy requirements for one graduate degree may not be used to meet the requirements for a second graduate degree. Student requesting transfer credit must provide the following documentation to their academic program:

- Published catalog course description;
- Course syllabus;
- Official transcript noting earned credit for the course(s). Note: Transcripts received from other universities cannot be released to students or third parties. Transcripts submitted for this purpose must be sent directly from the awarding institution to KCU. Transcripts which have been released to the student and/or third parties are not accepted.

To receive transfer credit, students must submit their Transfer Credit Request form along with all corresponding documentation and receive approval prior to the end of their first semester enrolled in the dual-degree program.

Grades & Assessment Policy

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

- Quizzes and examinations, including a final exam
- Class participation
- Small-group discussions
- Group projects
- Research papers
- Class presentations
- Online assignments
- Experiential learning projects.

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

Following the completion of each semester, the student can review their grades in Workday.

Dismissal from the Master of Arts in Bioethics Program

A student may be dismissed from the bioethics program for any of the following reasons:

- Failing a course.
- Being placed on Academic Probation in the DO program.
- Not maintaining the standards of ethical, moral, personal, and professional conduct required of KCU students.
- Not completing all required course work within six years of matriculation date.

Master of Arts in Bioethics Program Goals

Graduates will demonstrate critical thinking including ethical decision-making skills.

Graduates will apply various methodologies in evaluating bioethical situations.

Graduates will integrate humanism, professionalism, and cultural competence in working with diverse populations.

Graduates will communicate effectively in written, oral, and interpersonal contexts.

Graduates will be proficient and demonstrate ethical practices in clinical and other settings.

Curriculum Overview

Courses

1. BETH 501 - History & Methodology for Bioethics *Credit(s): 3*
2. BETH 504 - Diversity, Culture & Bioethics *Credit(s): 3*
3. BETH 505 - Bioethics & Public Policy *Credit(s): 3*

4. BETH 507 - Clinical Dilemmas in Bioethics *Credit(s): 3*
5. BETH 5xx - Elective *Credit(s): 3*
6. BETH 5xx - Elective *Credit(s): 3*
7. BETH 5xx - Elective *Credit(s): 3*
8. BETH 550 - Bioethics Final Project: Comprehensive Exams *Credit(s): 3 (6)*
9. OR BETH 551 Bioethics Final Project: Thesis *Credit(s): 3 (6)*

Credits transferred from COM course offerings *Credit(s): 3*

Bioethics Elective Options

Descriptions for all courses are provided in the Course Descriptions section.

1. BETH 503 - Religious Perspectives & Bioethics *Credit(s): 3*
2. BETH 509 - Independent Study: Core Replacement *Credit(s): 3*
3. BETH 510 - Selected Topics *Credit(s): 3*
4. BETH 514 - Death & Dying: Social & Ethical *Credit(s): 3*
5. BETH 515 - Bioethics & the Law *Credit(s): 3*
6. BETH 516 - Pediatric Ethics *Credit(s): 3*
7. BETH 519 - Bioethical Dilemmas Through Visual Media *Credit(s): 3*
8. BETH 522 - Professional Bioethics *Credit(s): 1-3*
9. BETH 525 - Research Ethics *Credit(s): 3*
10. BETH 529 - Independent Study *Credit(s): 1-3*
11. BETH 540 - Palliative Care Ethics *Credit(s): 3*

care. Any criminal activity occurring prior to or after matriculation must be immediately reported to the vice provost, Student Services.

Unreported information may result in disciplinary action to potentially include dismissal.

Some clerkship sites (core or otherwise) require additional checks and/or drug screens. The student is responsible to initiate those requests and remunerate any related fees.

KCU-COM Doctor of Osteopathic Medicine (DO) Fellowship Opportunities

There are two types of on-campus fellowship opportunities available to KCU-COM students: Clinical Anatomy and Osteopathic Manipulative Medicine.

Osteopathic Manipulative Medicine Fellowship

The OMM fellowship is designed to facilitate the development of future osteopathic physicians skilled in osteopathic philosophy, principles and manipulative diagnostic and treatment skills. The fellowship also helps to encourage the development of future teachers and researchers in the field of OMM.

The OMM fellowship is a 12-month training program occurring ideally between the student's third- and fourth-year clinical clerkship assignments. A fifth year must be added to the student's enrollment to accommodate his/her clinical clerkship and OMM fellowship obligations. The student must be in good academic standing in order to participate in the fellowship program. Failure to remain in good academic standing shall result in removal from the fellowship program and revocation of all the benefits provided under the program.

The four main goals of the program are:

- To develop physicians who excel in all aspects of primary care osteopathic medicine.
- To develop physicians with advanced knowledge and skills in osteopathic philosophy, principles, diagnosis and treatment.
- To develop physicians with the ability to contribute to the teaching and clinical aspects of osteopathy.

- To involve fellows in the various aspects of OMM-related research.

Clinical Anatomy Fellowship

The fellowship provides training in teaching, advanced anatomical topics and research methodology. It also provides an advantage in clinical clerkships by equipping the student with high-level competency in clinical anatomy and the anatomical sciences as more broadly defined.

The objective of the fellowship program is to:

- Provide advanced education in the disciplines of clinical anatomy, which include gross anatomy, histology, embryology and neuroanatomy.
- Develop teaching and research skills.
- Equip the participant with at least one peer-reviewed publication.
- Prepare graduates for competitive residencies in surgery, radiology and other related specialties.

Course Descriptions

Anatomy

ANAT 209 - Foundations of Teaching Anatomy

This course provides opportunities for students to learn to teach small groups or individuals in the anatomy lab setting while reinforcing the gross anatomy learned during their first year of medical school. May be repeated for a maximum of 2 credits. Repeatable for credit with permission

- *Credit(s): 1*
- *Type of Course: Course Elective*

ANAT 299 - Anatomy Research

This elective provides a framework within which students engage in anatomy research projects or a variety of activities related to such research at KCU or other approved institution(s) and receive academic credit. Students participate in an ongoing research project or conduct their own study under approved mentorship. Permission from the instructor is required. Credit value is variable depending on the individualized plan of study and required time on task. May be repeated for credit up to a maximum of 20 credits. Repeatable for credit with permission

- *Credit(s): 2-5*
- *Type of Course: Course Elective*

ANAT 305 - Advanced Topics in Embryology

This course consists of individual research that more deeply examines early human development and the fetal-maternal relationship, including gametogenesis, fertilization, implantation, the establishment of the basic embryonic body plan, placental formation, and the morphological changes occurring during the development of the various systems of the human embryo and fetus. Attention is given to causes, mechanisms, and patterns of developmental disorders. The culmination of each individual student's research is a presentation and written summary of the findings from the literature.

- *Credit(s): 2*
- *Type of Course: Course*

ANAT 323 - Anatomical Imaging & Diagnostics

This course provides students with clinically and scientifically relevant background in modern methods for medical imaging and diagnostics. Imaging modalities include plain radiography, computed tomography, magnetic resonance imaging, fluoroscopy, and ultrasonography. Students become acquainted with the function of the modalities as well as the best mode to choose for given anatomical regions and cases. The course moves through the relevant anatomy in much the same way as a human anatomy course after the initial foundation concerning the science behind the different modalities is laid.

- *Credit(s): 2*
- *Type of Course: Course*

ANAT 330 - Foundations of Teaching & Learning I

This course provides students with the requisite knowledge to effectively deliver educational materials to adult learners based on current best practices. Topics covered include basic learning theories, cognitive science, pedagogy, new teaching methods, and skills teaching. Students learn curriculum design principles for lecture preparation, including development of effective learning objectives as well as formative and summative assessment strategies. Current literature pertaining to course topics is reviewed and discussed throughout the course. Approaches to medical education research are discussed, including both qualitative and quantitative research design and inquiry

- *Credit(s): 3*
- *Type of Course: Course*

ANAT 331 - Foundation of Teaching & Learning II

In this course, students apply basic learning theories, cognitive science, pedagogy, and new teaching methods in the creation of presentation materials given to first-year medical and graduate students. Students work with a faculty member to develop and present one lecture and associated learning objectives and test questions for a topic in embryology, histology, or gross anatomy. In addition, students organize a representative course for one

anatomical region, which may include relevant course material in embryology, histology, gross anatomy, and/or pathology at the graduate level.

- *Credit(s): 3*
- *Type of Course: Course*

ANAT 382 - Surgical Skills I

This course introduces students to basic surgical techniques using soft-embalmed and fresh anatomical tissues. Laboratory sessions include instrumentation and surgical terminology, basic suturing, pre-op preparation and advanced suturing, basic clinical skills, and basic trauma skills.

- *Credit(s): 1*
- *Type of Course: Course*

ANAT 383 - Surgical Skills II

This course introduces laparoscopic and laparotomy skills using soft-embalmed and fresh anatomical tissues. Sessions include basic laparoscopic skills, advanced laparoscopic skills, and advanced laparotomy skills.

- *Credit(s): 1*
- *Type of Course: Course*

ANAT 396 - Anatomical Research Methods I

This course introduces students to foundational knowledge critical for collecting and analyzing anatomical data. This course includes modules focusing on histological techniques, advanced anatomical dissection, and manipulation of computed tomographic and magnetic resonance data.

- *Credit(s): 1*
- *Type of Course: Course*

ANAT 397 - Anatomical Research Methods II

In this course, students build a dissection or imaging presentation around a case study of their choosing

using one of three modalities (dissection, histological preparation or medical imaging) to deeply explain the methods and findings of the chosen case.

- *Credit(s): 1*
- *Type of Course: Course*

ANAT 401 - General Anatomy

This elective rotation provides students with the opportunity to participate in clinical observation and training in anatomy. Repeatable for credit with permission

- *Credit(s): 2-4*
- *Type of Course: Clerkship Elective*

ANAT 401S - General Anatomy

This clerkship is offered as a sub-internship in general anatomy. Repeatable for credit with permission

- *Credit(s): 2-4*
- *Type of Course: Course Sub-Internship*

ANAT 499 - Anatomy Research

Students conduct a research project in an area of interest within anatomy under the direction of a preceptor approved by KCU Clinical Education. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Anesthesiology

ANES 402 - Anesthesiology

This elective clinical experience is designed to provide the student with clinical exposure, observation, and training to further understanding of Anesthesiology. The experience takes place in a wide variety of clinical, office and hospital settings presenting unique opportunities with regard to the spectrum of clinical situations encountered. Specific

goals and learning objectives are generally determined by the student in conjunction with the supervising physician. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

ANES 402S - Anesthesiology

This fourth-year clinical experience is designed to provide the student with an increased level of patient care responsibility to further understanding of Anesthesiology. Students serve as the primary physician under direct supervision of the attending, faculty or resident and may perform simple diagnostic procedures. Focus is placed on self-education and more advanced study of the discipline. The experience takes place in a wide variety of clinical, office and hospital settings presenting unique opportunities with regard to the spectrum of clinical situations encountered. Specific goals and learning objectives are generally outlined in the course curriculum. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

ANES 411 - Pain Management

This elective provides opportunities for students to participate in acute and chronic pain management. Experiences may include acute peri-operative pain, cancer management pain, and/or behaviorally-associated pain. Students will be introduced to various invasive pain management techniques that may include inducing infiltration and nerve block, intravenous Anesthesia, peridural Anesthesia, and other invasive techniques. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

ANES 411S - Pain Management

This elective provides opportunities for students to participate in acute and chronic pain management. Experiences may include acute peri-operative pain, cancer management pain, and/or behaviorally-associated pain. Students will be introduced to various invasive pain management techniques that may include inducing infiltration and nerve block, intravenous anesthesia, peridural anesthesia, and other invasive techniques. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

ANES 499 - Anesthesiology Research

Student research project approved by the KCU Office of Research & Sponsored Programs in an area of interest within Anesthesiology, under the direction of a preceptor approved by KCU Clinical Education. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Behavioral Medicine

BMT 100 - Osteopathic Behavioral Medicine

This course explores the Osteopathic principles set forth by Andrew Taylor Still, that all elements of a person's body, mind, and spirit had to be incorporated into the total care of that person. Topics will include OMM techniques specific to psychiatric symptoms, systematic deep muscle relaxation, and developmental and neurophysiological underpinnings of behavior.

- *Credit(s): 1*
- *Type of Course: Course*

BMT 200 - Integrated Behavioral Medicine

This course introduces students to the world of primary care behavioral medicine. Topics will include the different models of integrated behavioral medicine, the interprofessional collaboration with the behavioral health consultant, state of the art detection and assessment of suicide risk, management of the complicated patient, and the diagnosis and treatment of common comorbidities.

- *Credit(s): 1*
- *Type of Course: Course*

BMT 201 - Psychosocial Stressors

This course emphasizes the impact of psychosocial stressors on the individual. Topics will include the mental health needs of the homeless population, social determinants of health that predispose to suicide risk, adverse childhood experiences, poverty simulation, end of life and hospice care, disaster trauma, the special needs of the refugee population, physician burnout, and living with family members with psychiatric problems.

- *Credit(s): 1*
- *Type of Course: Course*

BMT 300 - Addiction Medicine and Psychiatry

This course compares and contrasts the principles, terms, and approaches of Addiction Medicine and Psychiatry, and explores the different roles and settings of each specialty.

- *Credit(s): 1*
- *Type of Course: Course*

BMT 301 - Innovations in Behavioral Medicine

This course will have students research and present the latest developments in psychiatric assessment, medications, and therapies, including new novel medications for schizophrenia, psychedelics in the treatment of depression, and deep brain stimulation.

- *Credit(s): 1*
- *Type of Course: Course*

BMT 400 - Special Topics in Behavioral Medicine

This course will familiarize the student with the Behavioral Health Integration (BHI) Collaborative as well as topics on advocacy and policy as preparation for careers in Behavioral Medicine.

- *Credit(s): 1*
- *Type of Course: Course*

Biochemistry

BCHE 499 - Biochemistry Research

Student research project approved by the KCU Office of Research & Sponsored Programs in an area of interest within biochemistry, under the direction of a preceptor approved by KCU Clinical Education. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Bioethics

BETH 501 - History & Methodology for Bioethics

This course develops the philosophical foundations of bioethics. The course is a mixture of lectures and discussion that will center on key texts of Western moral philosophy by Mill, Kant, and Aristotle, along with selections from other contemporary theorists.

- *Credit(s): 3*
- *Type of Course: Course*

BETH 503 - Religious Perspectives & Bioethics

This course introduces students to the communities, practices, values, texts, and beliefs of selected religious traditions with a focus on their bioethical implications.

- *Credit(s): 3*

- *Type of Course: Course Elective*

BETH 504 - Diversity, Culture & Bioethics

This course explores the role of human and cultural variation in health and illness. It examines the intersection between disability, race, gender, sexual orientation, diverse spiritual beliefs, and medical practice.

- *Credit(s): 3*
- *Type of Course: Course*

BETH 505 - Bioethics & Public Policy

This course introduces students to issues of marginalization in American health care and key ethical issues in national and international public health systems and policies.

- *Credit(s): 3*
- *Type of Course: Course*

BETH 507 - Clinical Dilemmas in Bioethics

This course enhances students' skills in ethical decision-making and applies those skills to actual cases encountered in the clinical setting.

- *Credit(s): 3*
- *Type of Course: Course*

BETH 509 - Independent Study: Core Replacement

This independent study opportunity enables students to complete one of the required courses at a time when it is not offered as a group class.

- *Credit(s): 3*
- *Type of Course: Independent Study*

BETH 510 - Selected Topics

This course explores various topics and issues in bioethics as identified by the Bioethics Department. Repeatable for credit with permission

- *Credit(s): 3*
- *Type of Course: Course Elective*

BETH 514 - Death & Dying: Social & Ethical

The experience of dying has changed profoundly as medical technologies have been able to prolong life and stave off death. This course examines the consequences of modernization and medicalization of the dying process for patients, loved ones, providers, and the broader society.

- *Credit(s): 3*
- *Type of Course: Course Elective*

BETH 515 - Bioethics & the Law

This course explores the relationship between bioethics and the law. Selected legal cases strategically touch upon reproduction, end-of-life care, doctor-patient relationships, standards of care, new technologies, death, transplantation, duty to warn, court commitments, and explore research ethics and regulation.

- *Credit(s): 3*
- *Type of Course: Course Elective*

BETH 516 - Pediatric Ethics

The focus of this course is the ethical issues that arise in pediatric medicine during the diagnosis, decision-making, and treatment of infants, children, and adolescents as well as elements of philosophical ethics.

- *Credit(s): 3*
- *Type of Course: Course Elective*

BETH 519 - Bioethical Dilemmas Through Visual Media

This course will stimulate the moral imagination of students through viewing and interacting with visual media. It will examine how films create and convey meanings that are relevant to understanding the

human condition and bioethical issues that loom large in the practice of medicine.

- *Credit(s): 3*
- *Type of Course: Elective Course*

BETH 522 - Professional Bioethics

This course provides students with the opportunity to receive intensive professional development regarding current research in bioethics through participation in an academic conference and mentoring from faculty. Repeatable for credit with permission

- *Credit(s): 1-3*
- *Type of Course: Course Elective*

BETH 525 - Research Ethics

This course explores key ethical issues in the history, funding, design, conduct, and publishing of biomedical research.

- *Credit(s): 3*
- *Type of Course: Course Elective*

BETH 529 - Independent Study

This independent study opportunity enables students to pursue an interest in bioethics with an instructor who has that specific expertise. Repeatable for credit with permission

- *Credit(s): 1-3*
- *Type of Course: Independent Study Elective*

BETH 531 - History of Medicine

This course promotes critical thinking about American medicine and society, both past and present. Medical ideas and practice in their social and political context and the relationships between people seeking help and various types of healers and health workers are explored.

- *Credit(s): 3*

- *Type of Course: Course Elective*

BETH 540 - Palliative Care Ethics

Bioethics and palliative care work to address challenges in care of patients with serious illness, including under treatment of symptoms; conflict about who should make decisions; and impairments in family caregivers' health. The course will explore bioethical principles and palliative care practices that address these challenges throughout the life span.

- *Credit(s): 3*
- *Type of Course: Course Elective*

BETH 550 - Bioethics Final Project: Comprehensive Exams

This course requires completion of a comprehensive exam on topics in bioethics, including but not limited to, previous Bioethics course work, history and methodology for bioethics, clinical dilemmas in bioethics, diversity and culture for bioethics, bioethics and public policy, death and dying, bioethics and the law, pediatric ethics, and history of medicine. Repeatable once

- *Credit(s): 3*
- *Type of Course: Independent Study*

BETH 551 - Bioethics Final Project: Thesis

This course requires completion of a thesis on a topic in bioethics, including but not limited to, previous Bioethics course work, history and methodology for bioethics, clinical dilemmas in bioethics, diversity and culture for bioethics, bioethics and public policy, death and dying, bioethics and the law, pediatric ethics, and history of medicine. Repeatable once

- *Credit(s): 3*
- *Type of Course: Independent Study*

Biosciences

BIOS 501 - Human Anatomy I

This course is an introduction to human gross anatomy and will cover both functional and structural aspects of the human body. Material on gross structure and function will be supplemented with lectures on the development of anatomical systems.

- *Credit(s): 3*
- *Type of Course: Course*

BIOS 502 - Human Anatomy II

This course continues the presentation of the structure and function of the human body. Emphasis is on anatomical regions covering the musculoskeletal system, abdomen, pelvis, head, and neck.

- *Credit(s): 3*
- *Type of Course: Course*
- **Prerequisite(s):** BIOS 501 Human Anatomy I

BIOS 503 - Histology

Students will study the chemical and molecular structure of the eukaryotic cell as well as its basic functions, with emphasis on cell membrane structure and function. Students will then apply the cellular level of biology to the study of tissues and their structure and function, exploring similarities and differences in the tissues that make up each of the body's major systems. Tissue identification and identification of parts of tissues and organs at the microscopic level will be studied using slides presented during lectures and incorporated into the exams.

- *Credit(s): 3*
- *Type of Course: Course*

BIOS 505 - Human Physiology I

This course is a two-semester period of learning utilizing classroom lectures and discussions, and assignments. Upon completion of the course, the participants will be able to describe components of the body systems, including cardiovascular, renal, and respiratory; and to explain how each system functions and how the various physiological systems interact to maintain homeostasis.

- *Credit(s): 3*
- *Type of Course: Course*

BIOS 506 - Human Physiology II

This is the second half of a two-semester course utilizing classroom lectures, discussions and assignments. Upon completion of this course, participants will be able to describe the components of the body systems, including neural, gastrointestinal, endocrine, and reproductive, and to explain how each system functions and how the various physiological systems interact to maintain homeostasis.

- *Credit(s): 3*
- *Type of Course: Course*
- **Prerequisite(s):** BIOS 505 Human Physiology I

BIOS 508 - Human Genetics

This course provides a study of heredity principles and genome variation in relation to the inheritance of human disease. Aspects of molecular, developmental, and immune genetics will also be introduced.

- *Credit(s): 3*
- *Type of Course: Course*

BIOS 509 - Introduction to Epidemiology

Introduction to Epidemiology is a multi-faceted course designed to broadly educate graduate students on the practical aspects of the discipline of

epidemiology and its associated applications to public health, patient-based research study methodologies and designs, and general principles of biomedical statistics used in the medical literature.

- *Credit(s): 3*
- *Type of Course: Course*

BIOS 510 - Research Methodology

This course will provide hands-on experience with modern molecular biological techniques. Techniques covered include: RNA/DNA extraction & quantification, gel electrophoresis, reverse Transcription, PCR, qRT-PCR, nucleic acid sequencing, protein analysis, cell culture, and cloning techniques.

- *Credit(s): 3*
- *Type of Course: Course*

BIOS 513 - Biochemistry

This course will provide students with the foundations of information regarding the basic principles associated with biochemistry. Topics covered will include protein structure, thermodynamics, mechanisms of enzyme action and intermediary metabolism.

- *Credit(s): 3*
- *Type of Course: Course*

BIOS 514 - Molecular & Cell Biology

This course will provide a foundation of basic principles of molecular biology. The topics to be covered include basic molecular genetic mechanisms, internal organization and regulation of the cell, and cell function within tissues and organisms. Successful completion of the course will enable students to initiate independent study and participate in upper-level courses in the biosciences.

- *Credit(s): 3*
- *Type of Course: Course*

BIOS 515 - Scientific Communication

This course will present scientific communication strategies. Students will improve communication skills with emphasis on presenting complex scientific concepts effectively and concisely. Topics covered will include lab notes, weekly lab reports, scientific presentations (e.g., abstracts, journal clubs, posters, PowerPoint presentations, and manuscripts).

- *Credit(s): 3*
- *Type of Course: Course*

BIOS 516 - Immunology

This course includes lectures on the mechanisms of humoral and cellular immunity. Material will cover characteristics of antigens, antibodies, and their interactions; ontogeny, immune responsiveness, hypersensitivity, and immunologic tolerance.

- *Credit(s): 3*
- *Type of Course: Course*

BIOS 517 - Human Embryology & Dev Biology

This elective will examine early human development and the fetal-maternal relationship, including gametogenesis, fertilization, implantation, the establishment of the basic embryonic body plan, placental formation and the morphological changes that occur during the development of the various systems of the human embryo and fetus. Genetic factors in development will be discussed, including signaling factors and morphogenetic proteins. Body systems to be discussed include integumentary, nervous, sensory, head and neck, cardiovascular, respiratory, digestive, and urogenital. Limb development will be examined as well as aspects of fetal physiology. Attention will be given to causes, mechanisms, and patterns of developmental disorders.

- *Credit(s): 3*
- *Type of Course: Course Elective*

BIOS 518 - Microbiology

Microbiology is the study of living organisms that are usually too small to be seen with the unaided eye, including organisms such as bacteria, fungi, algae, and protozoa. Microbiology also includes the study of viruses and other acellular infectious agents. A major theme of this course is the relationship between microorganisms and humans. This relationship includes the harmful effects of microorganisms, such as human disease and food spoilage, as well as the beneficial effects of microbes, such as the use of microorganisms in modern biotechnology, biofuel production, and bioremediation.

- *Credit(s): 3*
- *Type of Course: Course Elective*

BIOS 520 - Research Seminar

This seminar course is required for all students enrolled in the Masters in Biomedical Sciences Research degree program. Through weekly small group discussions, the Research Seminar course directs timely student progress toward the completion of the independent research thesis. Students practice presenting literature reviews and experimental updates to their peers, culminating in annual presentations to their respective graduate advisory committees and/or at scientific meetings.

The Research Seminar course will be repeated for credit every semester that the student is enrolled in the Masters in Biomedical Sciences Research Program, up to 4 credits. Repeatable for credit with permission, up to 4 credits

- *Credit(s): 1*
- *Type of Course: Course*

BIOS 528 - Bioethics

This course will examine ethical issues surrounding scientific research, biology, and medicine, focusing on both historical issues and their impacts on society

and on new technologies and their potential future impacts.

- *Credit(s): 3*
- *Type of Course: Course Elective*

BIOS 532 - Foundations of Neuroscience

This course provides an overview of the fundamental principles and concepts in neuroscience, exploring the structure and function of the nervous system, as well as the key processes underlying brain function and behavior. Students will gain a comprehensive understanding of the interdisciplinary field of neuroscience, including neuroanatomy, neurophysiology, neurochemistry, and cognitive neuroscience.

- *Credit(s): 3*
- *Type of Course: Elective Course*

BIOS 534 - Pharmacology

This course is designed to give an overview of pharmacology to the student. It examines the prescription drug process (dosage, calculation, administration, and different drug forms) and reviews basic federal and state regulations. Focuses on specific disease states and how certain drugs work to alleviate and treat the conditions for which they are prescribed. Approaches the various drug classes, actions on physiology, and their relationship to various disease states.

- *Credit(s): 3*
- *Type of Course: Elective*

BIOS 550 - Bioinformatics

This course introduces fundamental concepts and methods for bioinformatics. Bioinformatics deals with the resources, devices, and methods required to acquire, store, retrieve, and analyze biological and health-related data. Topics covered include genomics, transcriptomics, proteomics, sequence analysis and statistics. In addition, the basic concepts of database design and bioanalytical computer

coding used for big data analysis will be introduced. The objective is to familiarize students with a variety of bioinformatic tools that will have practical value for research in biomedical applications.

- *Credit(s): 3*
- *Type of Course: Course Elective*

BIOS 551 - Intro to Computer Programming

This course introduces the fundamental concepts and methods for computer programming, data management, and computational analysis for bioinformatics. This course will focus on programming using the python programming language and will cover topics including the basic syntax and commands of the python language, object-oriented programming, data structures, processing research data, data analysis, and data visualization. The objective is to provide students with the fundamental skills needed to perform computational analyses for bioinformatics projects and statistical analyses for scientific research.

- *Credit(s): 3*
- *Type of Course: Elective*

BIOS 554 - Bioinformatics Algorithms

This course builds on the basic programming skills taught by the Intro to Computer Programming course and applies those skills to develop an understanding of the key algorithms used in bioinformatics.

- *Credit(s): 3*
- *Type of Course: Elective*
- **Prerequisite(s):** BIOS 551 - Intro to Computer Programming

BIOS 555 - Biostatistics

This course introduces the fundamental concepts and methods for statistical analysis and reasoning for biosciences research. Topics will include tools for describing and visualizing data, methods for hypothesis testing, and principles of experimental

design. Emphasis for this course will be on methods that are commonly used in biomedical research such as regression, power analysis, and correction for multiple corrections.

- *Credit(s): 3*
- *Type of Course: Elective*

BIOS 572 - Indep Study in Hematological Genetics

This course is designed for students to become knowledgeable in the area of hematological genetics. The course involves a review of basic Mendelian genetics, diagnostic testing and a survey of a broad spectrum of hematological diseases.

- *Credit(s): 3*
- *Type of Course: Independent Study*
- **Prerequisite(s):** Approval of the dean of the College of Biosciences

BIOS 580 - Research Project

The Research in Biomedical Science course involves independent research that allows students to demonstrate their expertise, critical thinking, and ability to contribute to the field of biomedical science. This syllabus outlines the key components and milestones of the research process, providing students with a structured framework to guide them towards successful completion of their research project. Students typically complete this course multiple times as they make progress towards the completion of their thesis. Repeatable for credit with permission, up to 36 credits

- *Credit(s): 1-9*
- *Type of Course: Independent Study*

BIOS 590 - Thesis Dissertation

Each student will write and defend a research thesis. The thesis will be based on original research. Repeatable for credit with permission

- *Credit(s): 2*
- *Type of Course: Course*

- **Prerequisite(s):** BIOS 520 - Research Seminar and approval of the dean.

BIOS 593 - Thesis Continuation

This course is designed to provide an extra semester for students to finish their thesis when circumstances prevented them from finishing in the usual four semesters. Students must receive approval from the dean of the College of Biosciences to enroll.

- *Credit(s): 1*
- *Type of Course: Independent Study*

Clinical Medicine

CLMD 300 - Basic Science & Clinical Review

This is a required third year course designed to occur after the completion of all second-year requirements and prior to the successful completion of COMLEX Level 1. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship*

CLMD 306 - Clinical Management Review

This required course is taken at the end of the student's third year. It is a self-paced study and review to improve the student's knowledge in clinical medicine. Not repeatable for credit.

- *Credit(s): 2-4*
- *Type of Course: Clerkship*

CLMD 315 - Introduction to Community Health Ctr

This clerkship provides the learner an opportunity to explore the challenges and solutions for providing quality medical care to patient populations which do not have ready access to routine medical care. Students focus specifically on the populations of

safety net patient populations. Students will spend time in various different departments of a community health center: pediatrics, family medicine, behavioral health, oral health, addictions medicine, and administration. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

CLMD 322 - Oral Health & Addictions Medicine

This clerkship provides the learner an opportunity to explore the challenges and solutions for providing oral healthcare to populations which do not have ready access to routine oral health care, in addition to the needs of patients suffering from addiction. Students will spend two weeks each on a clinical experience in oral health and addictions counseling with underserved patients in a community health center setting. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

CLMD 402 - Health Care Mgt & Public Health Pol

This elective provides the student with hands-on experience in healthcare management and/or health policy administration. Students will complete a clerkship in one of several healthcare and/or public health policy environments, which may include private or public hospitals and clinics, public health departments, public health agencies, professional societies, managed care organizations, health insurance firms, or others. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

CLMD 403 - Medical Informatics

An elective clerkship experience designed to provide the student with resources, devices, and methods

required to optimize the acquisition, storage, retrieval, and use of information in medicine. Specific goals and learning objectives are generally determined by the student in conjunction with the supervising physician. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

CLMD 404 - Integrative Medicine

This elective clerkship has four main goals: 1) to present the underlying philosophy of integrative medicine; 2) to provide evidence on the effectiveness of select integrative medicine approaches; 3) to examine integrative medicine approaches for identified medical problems; and 4) to provide opportunities for students to observe practitioners of integrated and complementary medicine (CAM). Students will have opportunities for introspection about physician well-being and its importance to the delivery of healthcare to patients. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

CLMD 405 - Healthcare Improvement

The purpose of this two-week elective is to introduce the student to advances in healthcare improvement and patient safety competencies important for the next generation of health professionals worldwide. This elective is offered online through the Institute for Healthcare Improvement. May not be taken concurrently with another elective. May not be repeated for credit

- *Credit(s): 2*
- *Type of Course: Directed Study Elective*
- **Prerequisite(s):** Successful completion of third year and approval by the Associate
- Dean for Clinical Education.

CLMD 407 - Clinical Management Review II

This elective is a self-paced study and review month to improve the student's knowledge in clinical medicine. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Independent Study*

CLMD 412 - Online Medical Education

This elective provides a framework for students to engage in online medical education through KCU or other approved institution(s). Students are expected to participate in a structured online course approved in advance by KCU Clinical Education. Completion certificate is required to receive credit. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

CLMD 413 - Virtual Clerkship

This elective provides a framework for students to engage in virtual medical education through KCU or other approved institution(s). Students are expected to participate in a structured virtual course approved in advance by KCU Clinical Education. Completion certificate is required to receive credit. Repeatable for credit with permission

- *Credit(s): 4*
- *Type of Course: Clerkship Elective*

CLMD 437 - Alternative Medicine

This elective clerkship provides students experience in diagnosing, treating and caring for patients within an alternative medicine setting. Under supervision, students are expected to assist in the management of alternative medicine or other holistic health treatments and modalities. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

CLMD 495 - Transition to Residency

This course is designed to transition the student from osteopathic medical school to residency. The course utilizes a variety of active learning activities, which are designed to emphasize and assess the practical application of knowledge, as well as clinical and osteopathic skills. The course focuses on the Entrustable Professional Activities (EPA's) and American Osteopathic Association (AOA) Core Competencies that are expected of students as they begin their residency training.

- *Credit(s): 0.5*
- *Type of Course: Independent Study*

Dental Medicine

DMD 105 - Biomedical and Clinical Systems I

This course introduces students to utilizing biomedical science knowledge in an integrated, whole-body systems approach, and connecting these pathways to how specific systems function both in health and in disease. The course will take a layered approach to systems, starting at the most basic cellular and molecular level, then moving into more complex system functioning.

- *Credit(s): 7.5*
- *Type of Course: Course*

DMD 111 - Biomedical and Clinical Systems II

This course presents key biomedical science concepts within clinical cases based on prevalent medical conditions. Classroom activity will emphasize essential topics in biomedical sciences and reinforce them through the Integrated Basic Science Clinical Case presentations.

- *Credit(s): 8*
- *Type of Course: Course*

DMD 121 - Foundations of Patient Care I

The Foundations of Patient Care I course introduces foundational elements needed to prepare for patient care. These include:

- Professionalism, ethics, and jurisprudence
- Communication skills
- The dental team
- Time management
- Nutrition, exercise, mindfulness, and other practices to a healthy lifestyle
- Foundational health sciences to support biomedical/clinical sciences integration into patient care

- *Credit(s): 15*
- *Type of Course: Course*

DMD 122 - Foundations of Patient Care II

The Foundations of Patient Care II course will continue to present the foundational elements needed for successful patient care. This course, along with the Clinical Dentistry series will introduce and teach contemporary dental practices.

- *Credit(s): 12*
- *Type of Course: Course*

DMD 141 - Human Anatomy I

This course presents the anatomical structures, normal function, and clinical features of the human body. Through laboratory prosections of cadavers, student dissection, didactic lectures and 3-D anatomical software, students will gain a working knowledge of anatomical terms and clinical relevancy.

- *Credit(s): 4*
- *Type of Course: Course*

DMD 142 - Human Anatomy II

After completion of this course, the student will have an understanding of human anatomical structures and their normal function. Particular attention will

be paid to head and neck anatomical structures and their concurrent relationship to clinical dentistry. Through laboratory prosections of cadavers, student dissection of head and neck structures, didactic lectures, radiology, and discussions, students will gain a working knowledge of anatomical terms and clinical relevancy.

- *Credit(s): 3*
- *Type of Course: Course*

DMD 151 - Clinical Dentistry I

The Clinical Dentistry I course is the first in a continuum of Clinical Dentistry courses designed to prepare students with the clinical skills needed in patient care. Taught primarily in the dental simulation clinic, with an emphasis on mirroring the clinic setting, students will be introduced to the electronic health record through their 'Simulated Patients'. This course will integrate the information concurrent in the Foundations of Patient Care to support the relevance of this information in providing patient care.

- *Credit(s): 7.5*
- *Type of Course: Course*

DMD 152 - Clinical Dentistry II

The Clinical Dentistry II course is the second in a series designed to equip students with the clinical skills preparatory for patient care. Taught primarily in the dental simulation clinic using traditional and simulated patients, this course focuses on developing clinical skills, digital dentistry techniques, and practice in other current technologies.

- *Credit(s): 8*
- *Type of Course: Course*

DMD 161 - Medical Informatics

This course serves as an introduction to medical informatics, information literacy, and evidence-based practice. This course is designed to develop skills in defining primary medical literature, searching both

basic science and clinical resources, identifying evidence-based information, forming a clinical question, critically appraising the literature, and evaluating and applying levels of evidence in clinical decision-making. Course objectives are accomplished through lectures, learning modules, worksheets, and quizzes.

- *Credit(s): 2*
- *Type of Course: Course*

DMD 180 - Principles of Public Health

This course is designed to introduce the first-year dental student to the foundations of public health. Topics include population health and social determinants of health, social and behavioral health, health equity, and cultural competency. Off-site experiences are interwoven into this course to help students to apply the concepts to patient care in the community setting.

- *Credit(s): 2.5*
- *Type of Course: Course*

DMD 185 - Practice of Public Health

In this course, the students will apply the concepts taught in Principles of Dental Public Health to community-based experiences. Through service-learning opportunities related to oral health, this course explores the role and responsibility of the dentist in the community.

- *Credit(s): 3.5*
- *Type of Course: Course*

DMD 190 - Social and Behavioral Health

The intent of this course is to explore the topics encountered by individual patients and various patient populations in order to increase awareness, understanding, sensitivity, and respect when working with medically, socially, and culturally diverse patients, with the ultimate goal of creating a foundation to enhance the processes and outcomes of whole patient-centered care.

This course is designed to develop student competency in the domains of cultural diversity, behavioral science, mental health, ethics, and inter-professional communication and collaboration. The lessons presented within this course will be integrated with and supplemented by student experiences and exposure to diverse patient populations in the Dental Public and Population Health courses.

- *Credit(s): 5*
- *Type of Course: Course*

DMD 205 - Practice Management I

This course is designed to introduce the second-year dental students to the principles of practice management. Topics include understanding career pathways, practice models, personal and practice financial management, and employment agreements.

- *Credit(s): 2*
- *Type of Course: Course*

DMD 210 - Practice Management II

In this course, the students will apply the concepts taught in Practice Management I by designing a post-graduation plan. Through application-based learning, the students will simulate how to build a time, follow protocols and procedures for governing bodies, manage their practice through treatment planning and documentation, and plan for their career in dentistry.

- *Credit(s): 2*
- *Type of Course: Course*

DMD 212 - Biomedical and Clinical Systems III

This is a continuation of Biomedical/Clinical Systems II. This course teaches key biomedical science concepts through clinical cases based on prevalent medical conditions. Classroom activity will emphasize key concepts in biomedical sciences and

reinforce them through the Integrated Basic Science Clinical Case presentations.

- *Credit(s): 2*
- *Type of Course: Course*

DMD 213 - Biomedical and Clinical Systems IV

This is a continuation of Biomedical and Clinical Systems III. This course teaches key biomedical science concepts through clinical cases based on prevalent medical conditions. Classroom activity will emphasize key concepts in biomedical sciences and reinforce them through the Integrated Basic Science Clinical Case presentations.

- *Credit(s): 3.5*
- *Type of Course: Course*

DMD 214 - Biomedical and Clinical Systems V

This course is a continuation of the Biomedical and Clinical Systems course series that integrates key basic sciences concepts with clinical cases based on medical conditions that are frequent and critical in any health professional setting. Each condition is related to a dental clinical case to help integrate concepts with everyday practice for the dental healthcare provider.

- *Credit(s): 6*
- *Type of Course: Course*

DMD 223 - Foundations of Patient Care III

The Foundations of Patient Care III course continues to present the foundational elements needed for successful patient care. One of the key elements in this series is the variety of learning experiences for entry into the clinic.

Students will be divided into group practices and assigned rotational learning activities. A variety of cases will be presented for students to gain assessment and treatment planning skills for adults, adolescents, and pediatric patients.

- *Credit(s): 5.5*
- *Type of Course: Course*

DMD 224 - Foundations of Patient Care IV

The Foundations of Patient Care IV course provides a variety of learning experiences for clinical practice. Students will work with their group practice 'associates' and assigned patients.

The Foundation of Patient Care IV course coupled with the Patient Care course in the concurrent term will allow ample time for lecture, small group learning, simulation and clinic practice in the Oral Health Center. Students will be divided into their group practices and may also be assigned rotational learning activities. Students will gain assessment, treatment planning, and clinical skills for adult, adolescent, and pediatric patients.

- *Credit(s): 11.5*
- *Type of Course: Course*

DMD 225 - Foundations of Patient Care V

The Foundations of Patient Care V course provides a variety of learning experiences for clinical practice. Students will work with their group practice 'associates' and assigned patients.

The Foundation of Patient Care V course coupled with the Patient Care course in the concurrent term will allow ample time for lecture, small group learning, simulation and clinic practice in the Oral Health Center. Students will be divided into their group practices and may also be assigned rotational learning activities. Students will gain assessment, and treatment planning, and clinical skills for adult, adolescent and pediatric patients.

- *Credit(s): 2.5*
- *Type of Course: Course*

DMD 241 - Patient Care I

The Patient Care Series consists of clinical courses that represent a continuum of clinical experiences extending from the beginning of the D2 year through the end of the D4 year. These courses will build on information provided in the Foundation of Patient Care series. Dental students will begin providing oral health care to patients of record starting with the basic assessment and diagnostic skills needed to become competent in providing oral health care within the scope of general dentistry. The Group Practice model, which integrates D2, D3 and D4 students, allows multiple opportunities to maximize clinical education and patient care.

- *Credit(s): 1.5*
- *Type of Course: Course*

DMD 242 - Patient Care II

This course is a continuation of the Patient Care series designed to support progressive development in the skills, techniques, and practices necessary for comprehensive optimal patient care.

This Patient Care II course will mark the beginning of incorporating Group Practice Administration for students. The Group Practice model, which integrates students D2, D3 and D4 students, allows multiple opportunities to maximize clinical education and patient care.

- *Credit(s): 1.5*
- *Type of Course: Course*

DMD 243 - Patient Care III

This course builds on the knowledge and clinical skills gained in the Patient Care II course. Patient Care III will focus on preparing students for their upcoming clinical work, with emphasis placed on the comprehensive understanding of local anesthesia, complex restorations, the utilization of different dental materials, single unit crowns, digital dentistry, and non-surgical extractions. By the end of this

course, students will be prepared to enter their D3 year with a basic knowledge of patient care, treatment planning, and periodontal diagnosis. Patient Care III will also introduce students to the Case Completion Curriculum (CCC), which is intended to provide students with an overall holistic approach to patient-centered, evidence informed comprehensive care.

- *Credit(s): 5*
- *Type of Course: Course*

DMD 253 - Clinical Dentistry III

The Clinical Dentistry III course is the third in the Clinical Dentistry series designed to prepare students with the clinical skills needed in patient care. Taught primarily in the dental simulation clinic, emphasizing the clinic setting, this course will focus on current clinical practices and procedures. Along with the specific clinical skills training and practice, treatment planning, diagnostic techniques, preventive procedures, and dental materials will be presented.

- *Credit(s): 7*
- *Type of Course: Course*

DMD 254 - Clinical Dentistry IV

The Clinical Dentistry IV course is the fourth in the Clinical Dentistry series where students provide patient care under faculty supervision. This course teaches current clinical skills and emphasizes technical procedures, along with specific clinical skills practice.

- *Credit(s): 3.5*
- *Type of Course: Course*

DMD 255 - Clinical Dentistry V

Clinical Dentistry V is the final course in the Clinical Dentistry series.

Students are treating their family of patients under faculty supervision using the patient-centered comprehensive care model. They will devote this

term to completion of competency assessments and planning their patients' finalization of care and/or transfer to other students.

- *Credit(s): 8*
- *Type of Course: Course*

DMD 280 - Applied Dental Public Health

This course is designed to build upon the courses Principles of Public Health and Social and Behavioral Health. Through service-learning experiences in the community, this course explores the role and responsibility of the dentist in society.

- *Credit(s): 3.5*
- *Type of Course: Course*

DMD 285 - Dental Public Health Policy and Management

This course builds on introductory courses in public health to apply to health policy and management. An emphasis is placed on U.S. policy and development at the state and national levels, but global health policy will also be discussed. Students will critically evaluate public policy related to dental healthcare and understand how this applies practically to the dental profession and health of their patients.

- *Credit(s): 2.5*
- *Type of Course: Course*

DMD 291 - Prosthodontics I

Prosthodontics I is the first of three Prosthodontic courses in the curriculum. This course is an introductory complete denture course.

Conducted in the Simulation Clinic, this course will include lectures and concurrent laboratory exercises to apply the didactic information learned. Students will be introduced to the scope of Prosthodontics and the principles of occlusion in dentate and edentulous patients.

- *Credit(s): 4.5*

- *Type of Course: Course*

DMD 292 - Prosthodontics II

This course is the second of three Prosthodontic courses. This course is an introduction of restoration of teeth or the replacement of missing teeth in partially edentulous patients. In this course, students will demonstrate knowledge of principles of occlusion for dentate patients and procedures attendant with the fabrication of a single ceramic indirect restoration. The student will also prepare typodont teeth for posterior full/partial coverage restorations. Students will develop knowledge of materials and current fabrication methods including how computer-aided design and manufacturing (CAD/CAM) are being used in a dental practice, including in-house milling, 3D printing, fabrication, and delivery of bonded ceramic restorations.

- *Credit(s): 7.5*
- *Type of Course: Course*

DMD 293 - Prosthodontics III

This course, the third of three Prosthodontic courses, is an introduction of replacement of missing teeth in partially edentulous patients utilizing Removable Partial Dentures. Students will develop knowledge and judgment in the simulated setting necessary to provide removable prosthodontic treatment for clinical patients.

- *Credit(s): 8*
- *Type of Course: Course*

DMD 326 - Foundations of Patient Care VI

The Foundations of Patient Care VI course continues to present the foundational elements needed for successful patient care. One of the key elements in this series is the variety of learning experiences for entry into the clinic. This will allow the first few classes to have ample access to the clinic environment for their clinical skills practice needs. As patient care in the Oral Health Center increases,

students will still have some of these exercises for skills training with one another, yet some will be modified to allow students the opportunities to work with their group practice 'associates' with actual patients. (Assisting, taking impressions, practicing infection control, etc.)

The Foundation of Patient Care VI course coupled with the Patient Care course in this semester will allow ample time for lecture, small group learning, simulation and peer to peer clinic practice in the simulation clinics and labs and the Oral Health Center. Students will be divided into their group practices and assigned rotational learning activities.

A variety of patient cases will be presented for students to gain assessment and treatment planning skills for adults, adolescents, and pediatric.

- *Credit(s): 3*
- *Type of Course: Course*

DMD 327 - Foundations of Patient Care VII

The Foundations of Patient Care VII course continues to present the foundational elements needed for successful patient care. One of the key elements in this series is the variety of learning experiences for entry into the clinic. This will allow the first few classes to have ample access to the clinic environment for their clinical skills practice needs. As patient care in the Oral Health Center increases, students will still have some of these exercises for skills training with one another, yet some will be modified to allow students the opportunities to work with their group practice 'associates' with actual patients. (Assisting, taking impressions, practicing infection control, etc.)

The Foundation of Patient Care VII course coupled with the Patient Care course in this semester will allow ample time for lecture, small group learning, simulation and peer to peer clinic practice in the simulation clinics and labs and the Oral Health Center. Students will be divided into their group practices and assigned rotational learning activities.

A variety of patient cases will be presented for students to gain assessment and treatment planning skills for adults, adolescents, and pediatric.

- *Credit(s): 2.5*
- *Type of Course: Course*

DMD 344 - Patient Care IV

This course continues the Patient Care series designed to support progressive development in the skills, techniques, and practices necessary for comprehensive optimal patient care.

Patient Care IV will initiate an intensive clinical experience designed to enhance the student's family of patients, introduce more complex treatment plans, and guide the student through the provision of this treatment according to their skill level.

Each student will be assigned 3 full days providing direct patient care in the Oral Health Center. One full day will be assigned for Group Practice Administration time for biomedical/clinical discussions about patients with systemic diseases, medications, treatment planning, or any relevant clinical topics

- *Credit(s): 8.5*
- *Type of Course: Course*

DMD 345 - Patient Care V

Building on the knowledge and clinical skills gained in the Patient Care IV course students will interact with their group practice associates allowing for multiple opportunities to maximize clinical education and patient care.

Patient Care V will continue an intensive clinical experience designed to enhance the student's family of patients, introduce more complex treatment plans, incorporate multi-discipline treatment experiences, and guide the student through the

provision of this treatment according to their skill level across the D3 year.

- *Credit(s): 13.5*
- *Type of Course: Course*

DMD 346 - Patient Care VI

Patient Care VI continues the Patient Care series designed to support progressive development in the skills, techniques, and practices necessary for comprehensive optimal patient care.

Patient Care VI will continue an intensive clinical experience designed to enhance the student's family of patients, introduce more complex treatment plans, incorporate multi-discipline treatment experiences, and guide the student through the provision of this treatment according to their skill level.

At the end of the course, the student will be clinically prepared to begin rotations to their Community Educational Activity Site and function with a higher level of independence as an oral health clinician.

- *Credit(s): 16*
- *Type of Course: Course*

DMD 428 - Foundations of Patient Care VIII

The Foundations of Patient Care VII course continues to present the foundational elements needed for successful patient care. One of the key elements in this series is the variety of learning experiences for entry into the clinic. This will allow the first few classes to have ample access to the clinic environment for their clinical skills practice needs. As patient care in the OHC increases, students will still have some of these exercises for skills training with one another, yet some will be modified to allow students the opportunities to work with their group practice 'associates' with actual patients. (Assisting, taking impressions, practicing infection control, etc.)

The Foundation of Patient Care VII course coupled

with the Patient Care course in this semester will allow ample time for lecture, small group learning, simulation, and peer to peer clinic practice in the simulation clinics and labs and the Oral Health Center. Students will be divided into their group practices and assigned rotational learning activities.

A variety of patient cases will be presented for students to gain assessment and treatment planning skills for adults, adolescents, and pediatric.

- *Credit(s): 2.5*
- *Type of Course: Course*

DMD 447 - Patient Care VII

Each D4 student will have a unique rotation schedule based on their assigned community activity partner site for two 12 week rotations for a total of 24 weeks off-campus. For the remaining 20 weeks of the semester, students will be rotating through the Oral Health Center's Urgent Care Clinic, at hospital rotations, or completing care on their patient families in the Oral Health Center clinic. Group Practice Administration time for biomedical/clinical discussions about patients with systemic diseases, medications, treatment planning, or any relevant clinical topics will be available during this time.

- *Credit(s): 9.5*
- *Type of Course: Course*

DMD 448 - Patient Care VIII

Each D4 student will continue their unique rotation schedule based on their assigned community partner site for two 12-week rotations for a total of 24 weeks off-campus. For the remaining 20 weeks of the semester, students will be rotating through the Oral Health Center's Urgent Care Clinic, at hospital rotations, or completing care on their patient families in the Oral Health Center clinic. Group Practice Administration time for biomedical/clinical discussions about patients with systemic diseases, medications, treatment planning, or any relevant clinical topics will be available during this time.

- *Credit(s): 15*
- *Type of Course: Course*

DMD 449 - Patient Care IX

During Patient Care IX, students will complete their rotation schedule based on their assigned community education activity sites for two twelve-week rotations for a total of 24 weeks off-campus. For the remaining 20 weeks of the semester, students will rotate through the Oral Health Center's Urgent Care Clinic and other settings, or complete care for their patient families in the OHC clinic. Group Practice Administration time is included during this time.

- *Credit(s): 16*
- *Type of Course: Course*

DMD 450 - Patient Care X

Patient Care X is a course in the Patient Care series designed to provide extra time for students to complete their competencies and patient care when circumstances prevent them from completing in the allotted time prior to graduation. Students will complete any remaining assigned clinical and didactic activities, assessments (including competencies), and patient care.

Enrollment in Patient Care X is not automatic. Students will be enrolled based on a recommendation by the SPC and approved by the Dean based on the student's progress towards completing degree requirements. Enrollment in this course may result in additional tuition and fee charges.

- *Credit(s): 0*
- *Type of Course: Course*
- **Prerequisite(s):** Requires dean's approval to enroll.

DMD 510 - Selected Topics

Students will be able to pick between two to three courses on a few topics.

- *Credit(s): 2.5*
- *Type of Course: Course*

Emergency Medicine

EMED 401 - Emergency Medicine

This fourth-year required clerkship is designed to provide students with clinical exposure, observation, and training to further their understanding of emergency medicine. Students focus on the care, treatment, and diagnosis of a variety of acute and sub-acute problems in the adult emergency medicine patient. Highlights how to stabilize and correctly triage critically ill patients to prepare for more advanced study of the discipline. Specific goals, learning objectives, and reading assignments are outlined in the required curriculum modules.

- *Credit(s): 1-8*
- *Type of Course: Clerkship*

EMED 402 - Emergency Medicine

This elective provides students interested in pursuing a career in emergency medicine increased responsibilities including assisting in procedure workshops and conferences. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

EMED 402S - Emergency Medicine

This elective provides students interested in pursuing a career in emergency medicine increased responsibilities including assisting in procedure

workshops and conferences. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

EMED 404 - Wilderness Medicine

This elective provides students an opportunity to gain field experience in types of medical emergencies and clinical problems unique to rural and wilderness communities, including trauma, survival hypothermia, altitude, frostbite, heat illness, lightning, and river rescue. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

EMED 404S - Wilderness Medicine

This elective provides students an opportunity to gain field experience in types of medical emergencies and clinical problems unique to rural and wilderness communities, including trauma, survival hypothermia, altitude, frostbite, heat illness, lightning, and river rescue. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

EMED 432 - Wound Care

This elective clerkship provides students experience in the identification, assessment, and treatment of various skin care or wound management needs in an emergency medicine setting. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

EMED 432S - Wound Care

This sub-internship clerkship provides students experience in the identification, assessment, and

treatment of various skin care or wound management needs in an emergency medicine setting at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

EMED 499 - Emergency Medicine Research

Student research project approved by the KCU Office of Research and Sponsored Programs in an area of interest within emergency medicine, under the direction of a preceptor approved by KCU Clinical Education. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Family Medicine

FMED 301 - Family Medicine I

This required clerkship provides students with clinical exposure, observation, and training to further their understanding of family medicine. Two themes are addressed during this first of two, family medicine clerkships: 1) prevention and wellness, and 2) communities and populations. Students focus on ambulatory management of common, acute, and chronic medical problems within a primary care setting to prepare for more advanced study of the discipline.

- *Credit(s): 1-8*
- *Type of Course: Clerkship*

FMED 311 - International Community Medicine

This elective clerkship consists of participation in a medical mission to a foreign country (not associated with KCU). The clerkship consists of predeparture didactic review sessions, country-specific medical language review, sessions regarding travel safety, and

prevalence of disease/illnesses in the destination country. In the foreign country, time is spent providing supervised medical care. Knowledge of the destination country's language is helpful but not required. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

FMED 311A - Int'l Community Medicine: Guatemala

This elective clerkship consists of participation in a medical mission to Guatemala. The clerkship consists of predeparture didactic review sessions, country-specific medical language review, sessions regarding travel safety, and prevalence of disease/illnesses in the destination countries. In Guatemala, time is spent providing supervised medical care. Knowledge of the destination country's language is helpful but not required. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

FMED 311B - Int'l Community Medicine: Kenya

This elective clerkship consists of participation in a medical mission to Kenya. The clerkship consists of predeparture didactic review sessions, country-specific medical language review, sessions regarding travel safety, and prevalence of disease/illnesses in the destination countries. In Kenya, time is spent providing supervised medical care. Knowledge of the destination country's language is helpful but not required. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

FMED 311C - Int'l Comm. Med: Dominican Republic

This elective clerkship consists of participation in a medical mission to the Dominican Republic. The clerkship consists of predeparture didactic review sessions, country-specific medical language review, sessions regarding travel safety, and prevalence of disease/illnesses in the destination countries. In the

Dominican Republic, time is spent providing supervised medical care. Knowledge of the destination country's language is helpful but not required. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

FMED 350 - Clinical Skills Assessment

In this course, the fourth-year osteopathic medical student will review, either independently or with a group of peers, the following: patient-physician communication skills, physical examination techniques, forming differential diagnoses of a presenting problem, and documentation skills. Following the review phase, the student will complete standardized patient encounters to assess clinical skills as required for completion of the student's medical education.

- *Credit(s): 0.5*
- *Type of Course: Clerkship*

FMED 404 - Geriatrics

This elective introduces the student to the ambulatory and residential medical care of the older adult population. The clerkship experience should represent office-based care and residential-based care facilities of the geriatric population. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

FMED 404S - Geriatrics

This elective introduces the student to the ambulatory and residential medical care of the older adult population. The clerkship experience should represent office-based care and residential-based care facilities of the geriatric population. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

FMED 405 - Sports Medicine

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in sports medicine. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

FMED 405S - Sports Medicine

This clerkship is a sub-internship in sports medicine that introduces the student to medicine as it relates to the athlete. Students will learn to complete a sports history and physical and will be able to identify and treat basic sports injuries of the head, neck, extremities, and torso. Sports medicine as it applies to the child and adolescent, the geriatric patient, and the female athlete will be covered. Ergogenic aids, drug use and doping methods will be discussed. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

FMED 406 - General Family Medicine

This elective clerkship provides students with clinical exposure, observation, and training to further their understanding of family medicine. The primary theme addressed during this clerkship will provide an opportunity for the student to demonstrate more definitive diagnoses and plans on problems that commonly present to the family practice setting. Repeatable for credit with permission. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

FMED 406S - General Family Medicine

This elective clerkship provides students with clinical exposure, observation, and training to further their understanding of family medicine. The primary theme addressed during this clerkship will provide

an opportunity for the student to demonstrate more definitive diagnoses and plans on problems that commonly present to the family practice setting. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

FMED 408 - Community Medicine

This clerkship introduces students to the closely related fields of family and community medicine. Students will increase their competence in diagnosis and treatment of diseases presenting in ambulatory care as well as demonstrate the integration of clinical preventive medicine into the work-up of the ambulatory patient. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

FMED 409 - Primary Care

In this elective clerkship, the student will work with a physician in a family medicine setting, both inpatient and outpatient, and experience from the provider's viewpoint what it is to provide a "medical home" for the patients from birth to death. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

FMED 409S - Primary Care

In this elective clerkship, the student will work with a physician in a family medicine setting, both inpatient and outpatient, and experience from the provider's viewpoint what it is to provide a "medical home" for the patients from birth to death. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

FMED 411 - International Health

This elective clerkship consists of participation in a medical mission to a foreign country (not associated with KCU). The clerkship consists of predeparture didactic review sessions, country-specific medical language review, sessions regarding travel safety, and prevalence of disease/illnesses in the destination country. In the foreign country, time is spent providing supervised medical care. Knowledge of the destination country's language is helpful, but not required. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

FMED 411A - International Health: Guatemala

This elective clerkship consists of participation in a medical mission to Guatemala. The clerkship consists of predeparture didactic review sessions, country-specific medical language review, sessions regarding travel safety, and prevalence of disease/illnesses in the destination countries. In Guatemala, time is spent providing supervised medical care. Knowledge of the destination country's language is helpful but not required. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

FMED 411B - International Health: Kenya

This elective clerkship consists of participation in a medical mission to Kenya. The clerkship consists of predeparture didactic review sessions, country-specific medical language review, sessions regarding travel safety, and prevalence of disease/illnesses in the destination countries. In Kenya, time is spent providing supervised medical care. Knowledge of the destination country's language is helpful but not required. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

FMED 411C - International Health: Dominican Repub(E)

This elective clerkship consists of participation in a medical mission to the Dominican Republic. The clerkship consists of predeparture didactic review sessions, country-specific medical language review, sessions regarding travel safety, and prevalence of disease/illnesses in the destination countries. In the Dominican Republic, time is spent providing supervised medical care. Knowledge of the destination country's language is helpful but not required. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

FMED 432 - Wound Care

This elective clerkship provides students with experience in the identification, assessment, and treatment of various skin care or wound management needs in a family medicine setting. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

FMED 432S - Wound Care

This sub-internship clerkship provides students experience in the identification, assessment and treatment of various skin care or wound management needs in a family medicine setting at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

FMED 499 - Family Medicine Research

Student research project approved by the KCU Office of Research and Sponsored Programs in an area of interest within family medicine, under the direction of a preceptor approved by KCU Clinical Education. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Genetics

GENE 499 - Medical Genetics Research

Student research project approved by the KCU Office of Research and Sponsored Programs in an area of interest within medical genetics, under the direction of a preceptor approved by KCU Clinical Education. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Global Medicine

GLMD 100 - Global Health Track

This course introduces principles of global health, the burden of disease in developing countries, comparison of health systems, and global ethics

- *Credit(s): 1*
- *Type of Course: Course Elective*

GLMD 105 - Global Health Outreach

This course provides review sessions and instruction, including understanding of pre-post travel clinical consultation, information regarding travel safety and prevalence of disease/illness in a specific county in preparation and application for a medical mission to that country to provide supervised medical care. Repeatable for credit with permission

- *Credit(s): 0.5-4*
- *Type of Course: Course Elective*

GLMD 200 - Global Health Track

This course introduces principles of global health, the burden of disease in developing countries, comparison of health systems, and global ethics.

- *Credit(s): 1*
- *Type of Course: Course Elective*

GLMD 201 - Global Health Track

This course introduces principles of global health, the burden of disease in developing countries, comparison of health systems, and global ethics.

- *Credit(s): 1*
- *Type of Course: Course Elective*

GLMD 205 - Global Health Outreach

This course provides review sessions and instruction, including understanding of pre-post travel clinical consultation, information regarding travel safety and prevalence of disease/illness in a specific county in preparation and application for a medical mission to that country to provide supervised medical care. Repeatable for credit with permission

- *Credit(s): 0.5-4*
- *Type of Course: Course Elective*

GLMD 300 - Global Health Track

This course introduces principles of global health, the burden of disease in developing countries, comparison of health systems, and global ethics.

- *Credit(s): 1*
- *Type of Course: Course Elective*

GLMD 301 - Global Health Track

This course introduces principles of global health, the burden of disease in developing countries, comparison of health systems, and global ethics.

- *Credit(s): 1*
- *Type of Course: Course Elective*

GLMD 305 - Global Health Outreach

This course provides review sessions and instruction, including understanding of pre-post travel clinical consultation, information regarding travel safety and prevalence of disease/illness in a specific county in preparation and application for a medical mission to that country to provide supervised medical care. Repeatable for credit with permission

- *Credit(s): 0.5-4*
- *Type of Course: Course Elective*

GLMD 400 - Global Health Track

This course introduces principles of global health, the burden of disease in developing countries, comparison of health systems, and global ethics.

- *Credit(s): 1*
- *Type of Course: Course Elective*

GLMD 401 - Global Health Track

This course introduces principles of global health, the burden of disease in developing countries, comparison of health systems, and global ethics.

- *Credit(s): 1*
- *Type of Course: Course Elective*

GLMD 405 - Global Health Outreach

This course provides review sessions and instruction, including understanding of pre-post travel clinical consultation, information regarding travel safety and prevalence of disease/illness in a specific county in preparation and application for a medical mission to that country to provide supervised medical care. Repeatable for credit with permission

- *Credit(s): 0.5-4*
- *Type of Course: Course Elective*

Independent Study

IDIS 115 - Basic Introduction to Research Methods

This course provides a broad overview of research methods. The course will include the methods by which such research is conducted, evaluated, explained to patients, and applied to patient care.

- *Credit(s): 1*
- *Type of Course: Course*

IDIS 120 - Introduction to Research

This course provides an overview of research design and its application to research questions. This overview consists of understanding the preliminary considerations that go into selecting a quantitative, qualitative, or mixed methods research design and the process as it relates to each approach.

- *Credit(s): 2*
- *Type of Course: Course Elective*

IDIS 198 - Biomedical Science Research

This course provides a framework within which students may engage in biomedical science research projects or a variety of activities related to such research. Students are expected to participate in an ongoing research project or conduct their own study under approved mentorship. Repeatable for credit with permission

- *Credit(s): 1-3*
- *Type of Course: Course Elective*

IDIS 400 - Clinical Independent Study

This clerkship is designed to provide students with an opportunity for independent study in areas of medical education, clinical practice, research, investigational inquiry, or for COMLEX preparation. Investigational study projects under this number require the approval of the Executive Vice President of Academic and Medical Affairs, and Dean of the College of Osteopathic Medicine. Repeatable for credit with permission

- *Credit(s): 1-4*
- *Type of Course: Independent Study*

IDIS 497 - Medical Education Research

This elective provides a framework for students to engage in medical education research projects at KCU or other approved institution(s). Students are expected to participate in an ongoing research project or obtain approval from the KCU Office of Research & Sponsored Programs and complete the clerkship under the direction of a preceptor approved by KCU Clinical Education. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Independent Study*

IPE 112 - Collaborative Care through Art and Observation

IPE 112, a foundational inter-professional education course, introduces learners to the inter-professional collaborative practice core competencies (values/ethics for inter-professional practice, roles/responsibilities, inter-professional communication, and teams and teamwork). Multidisciplinary learning teams will harness the power of the visual arts and collaborate inter-professionally in activities that enhance communication, critical thinking, and observation skills. Using Visual Thinking Strategies learners will explore diversity in perspective, practice, and experience, ways to increase cultural competency, and become aware of their own implicit biases as it relates to patient engagement and team-based healthcare.

- *Credit(s): 0.5*
- *Type of Course: Course*

Internal Medicine

IMED 301 - Internal Medicine I

This required clerkship provides students with clinical exposure, observation, and training to better understand principles and practices of general internal medicine. Students focus on active participation in the care and management of patients to prepare for more advanced study of the discipline.

- *Credit(s): 1-8*
- *Type of Course: Clerkship*

IMED 302 - Internal Medicine II

This required clerkship provides a continuation of training initiated in IMED 301. Students will more actively participate in the care and management of patients and engage in greater responsibility in patient care. Additional concepts of systems-based practice will be introduced to acquaint students with care of emergency patients and the role of physicians.

- *Credit(s): 1-8*
- *Type of Course: Clerkship*

IMED 402 - Pulmonary Medicine

This elective clerkship provides students with experience in diagnosing, treating, and caring for patients with pulmonary diseases. Under supervision, students are expected to assist in the management of acute and chronic pulmonary disease. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

IMED 402S - Pulmonary Medicine

This sub-internship clerkship provides students with experience diagnosing, treating, and caring for patients with pulmonary diseases. Under supervision, students are expected to assist in the management of acute and chronic pulmonary disease at a more advanced level than the elective offering of this same experience. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

IMED 403 - Gastroenterology

This is an elective rotation providing clinical observation and training in gastroenterology. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

IMED 403S - Gastroenterology

This is a clerkship offered as a sub-internship in gastroenterology. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

IMED 404 - Infectious Diseases

This elective clerkship exposes students to a wide variety of acute and chronic infectious disease problems with emphasis on diagnostic and therapeutic approaches. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

IMED 404S - Infectious Diseases

This sub-internship clerkship exposes students to a wide variety of acute and chronic infectious disease problems with emphasis on diagnostic and therapeutic approaches at a more advanced level than the elective clerkship experience. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

IMED 405 - General Internal Medicine

This elective clerkship provides students an environment and opportunity to further develop and refine skills learned in IMED 301 & 302, with emphasis on diagnostic and therapeutic approaches to acute and chronic disease. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

IMED 405S - General Internal Medicine

This sub-internship clerkship provides students an environment and opportunity to further develop and refine skills learned in IMED 301 & 302, with an emphasis on diagnostic and therapeutic approaches to acute and chronic disease at a more advanced level than the general elective experience. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

IMED 406 - Cardiology

This elective clerkship provides an orientation into the basics of cardiology. Students will gain insights into the use of several invasive and non-invasive diagnostic tools and expand their ability to interpret electrocardiograms. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

IMED 406S - Cardiology

This sub-internship clerkship provides an orientation into the basics of cardiology. Students will gain insights into the use of several invasive and non-invasive diagnostic tools and expand their ability to interpret electrocardiograms at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

IMED 409 - Rheumatology

This elective clerkship provides an opportunity for students to better understand clinical presentations of immunologically related diseases of joints, soft tissues, autoimmune disorders, and vasculitis. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

IMED 409S - Rheumatology

This sub-internship clerkship provides an opportunity for students to better understand clinical presentations of immunologically related diseases of joints, soft tissues, autoimmune disorders, and vasculitis at a more advanced level than the elective offerings. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

IMED 410 - Neurology

This elective clerkship will provide the student with a better understanding of diseases of the central, peripheral, and autonomic nervous systems, including patient presentations and diagnoses. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

IMED 410S - Neurology

This sub-internship clerkship will provide the student with a better understanding of diseases of the central, peripheral, and autonomic nervous systems, including patient presentations and diagnoses. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

IMED 412 - Hematology/Oncology

This elective clerkship provides an introduction to the evaluation, diagnosis, and management of patients with hematologic disorders and malignant neoplasms. It serves as a review of the pathophysiology of bone marrow, disorders of hemostasis and behavior of neoplastic diseases. These principles will be applied to specific patient presentations. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

IMED 412S - Hematology/Oncology

This sub-internship clerkship provides an introduction to the evaluation, diagnosis, and management of patients with hematologic disorders and malignant neoplasms. It serves as a review of the pathophysiology of bone marrow, disorder of hemostasis and behavior of neoplastic diseases. These principles will be applied to specific patient presentations. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

IMED 413 - Endocrinology/Metabolism

This elective clerkship will provide students opportunities to expand their knowledge of endocrinology by participating in the initial evaluation, diagnosis, and management of patients with endocrine and metabolic problems. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

IMED 413S - Endocrinology & Metabolism

This sub-internship clerkship will provide students opportunities to expand their knowledge of endocrinology by participating in the initial evaluation, diagnosis, and management of patients with endocrine and metabolic problems at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

IMED 414 - Medical Genetics

This elective provides training in the steps required in a genetic evaluation and basic skills involved in genetic history taking, physical examination and counseling, as well as the diagnosis and management of genetic disorders. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

IMED 414S - Medical Genetics

This sub-internship provides training in the steps required in a genetic evaluation and basic skills involved in genetic history taking, physical examination, and counseling, as well as the diagnosis and management of genetic disorders. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

IMED 415 - Dermatology

This elective clerkship gives students a broad clinical exposure to skin diseases. Emphasis will be on the outpatient diagnosis and treatment of common skin problems and the cutaneous manifestations of systemic disease. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

IMED 415S - Dermatology

This sub-internship clerkship gives students a broad clinical exposure to skin diseases. Emphasis will be on the outpatient diagnosis and treatment of common skin problems and the cutaneous manifestations of systemic disease at a more

advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

IMED 416 - Nephrology

This elective clerkship will provide an introduction to the pathophysiologic basis of renal disease. Clinical relevance of the pathophysiologic process is emphasized. Students will gain experience with diagnosis and management of many acute medical problems including serious infections, cardiovascular, gastrointestinal, and neurologic emergencies. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

IMED 416S - Nephrology

This sub-internship clerkship will provide an introduction to the pathophysiologic basis of renal disease. Clinical relevance of the pathophysiologic process is emphasized. Students will gain experience with diagnosis and management of many acute medical problems including serious infections, cardiovascular, gastrointestinal, and neurologic emergencies at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

IMED 417 - Allergy & Immunology

The purpose of this elective clerkship is to develop confidence and competence in the management of allergic diseases in an ambulatory care setting. Students may also be exposed to in-hospital allergy and immunology consultation. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

IMED 417S - Allergy & Immunology

The purpose of this sub-internship clerkship is to develop confidence and competence in the management of allergic diseases in an ambulatory care setting. Students may also be exposed to in-hospital allergy and immunology consultation at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

IMED 418 - Gerontology

This elective clerkship provides students with additional knowledge and experience in the care of older adults and the risks of this population for various health care concerns. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

IMED 418S - Gerontology

This sub-internship clerkship provides students with additional knowledge and experience in the care of older adults and the risks of this population for various health care concerns at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

IMED 419 - Addiction Medicine

This elective clerkship provides an opportunity to develop an appreciation for caring for patients with chemical dependency. Students will better understand the effects of major pharmacologic drugs and be able to recognize clinical presentations for

addiction or intoxication. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

IMED 419S - Addiction Medicine

This sub-internship clerkship provides an opportunity to develop an appreciation for caring for patients with chemical dependency. Students will better understand the effects of major pharmacologic drugs and be able to recognize clinical presentations for addiction and/or intoxication at a higher level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

IMED 420 - Critical Care Medicine

This elective clerkship provides the student with experience working with a multidisciplinary health care team to care for patients with acute, life-threatening illnesses, or injuries. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

IMED 420S - Critical Care Medicine

This sub-internship clerkship provides students with experience working with a multidisciplinary health care team to care for patients with acute, life-threatening illnesses or injuries at a higher level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

IMED 421 - Hospice & Palliative Care

This elective course will provide a basic grounding in the knowledge and skills necessary for dealing competently and compassionately with seriously ill and dying patients. It will provide an introduction to clinical knowledge and skills; focus on interpersonal skills and attitudes, including mindful listening, conveying bad news, cultivating empathy, and developing sensitivity to religious, ethnic, class or other differences; and will explore the ethical and professional principles of effective end-of-life care. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

IMED 421S - Hospice & Palliative Care

This sub-internship will provide a basic grounding in the knowledge and skills necessary for dealing competently and compassionately with seriously ill and dying patients. It will provide an introduction to clinical knowledge and skills; focus on interpersonal skills and attitudes, including mindful listening, conveying bad news, cultivating empathy, and developing sensitivity to religious, ethnic, class, or other differences; and will explore the ethical and professional principles of effective end-of-life care. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

IMED 422 - Electrocardiogram Interpretation

This elective course provides students with a comprehensive study of electrocardiograms. The contents contain a variety of ECGs that reflect common clinical encounters. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

IMED 432 - Wound Care

This elective clerkship provides students with experience in the identification, assessment and

treatment of various skin care or wound management needs in an internal medicine setting. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

IMED 432S - Wound Care

This sub-internship clerkship provides students experience in the identification, assessment, and treatment of various skin care or wound management needs in an internal medicine setting at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

IMED 499 - Internal Medicine Research

Student research project approved by the KCU Office of Research & Sponsored Programs in an area of interest within internal medicine, under the direction of a preceptor approved by KCU Clinical Education. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Leadership

LEAD 100 - Leadership Principles

This course introduces students to principles of leadership, including styles, emotional intelligence, team building, and feedback. Leadership as a physician is explored. This is the first course of six in the Honors Track in Leadership.

- *Credit(s): 1*

- *Type of Course: Elective Course*

LEAD 200 - Academic Leadership

This course explores various facets of academic leadership, including curriculum development, educational research, and coaching. This is the second course of six in the Leadership Honors Track.

- *Credit(s): 1*
- *Type of Course: Elective Course*

LEAD 201 - Health Care Leadership

This course explores leadership in health care systems and communities. It includes topics on health care policy, advocacy, and public speaking. This is the third course of six in the Leadership Honors Track.

- *Credit(s): 1*
- *Type of Course: Elective Course*

LEAD 300 - Community and Organizational Leadership

This course explores leadership in communities and professional organizations. This is the fourth course of six in the Leadership Honors Track.

- *Credit(s): 1*
- *Type of Course: Elective Course*

LEAD 301 - Special Topics in Leadership

This course takes a deeper dive into leadership topics through small group book clubs. Topics include value-based and motivational leadership, and team dynamics. This is the fifth course of six in the Leadership Honors Track.

- *Credit(s): 1*
- *Type of Course: Elective Course*

LEAD 400 - Leadership Capstone

This course is designed for students to finalize their longitudinal project, receive feedback, and present. This is the last course of six in the Leadership Honors Track.

- *Credit(s): 1*
- *Type of Course: Elective Course*

Life Style Medicine

LSM 100 - Life Style Medicine I

Lifestyle Medicine provides evidence based proactive interventions to toxic aspects of our patients' lives. It is these unhealthy behaviors that drive the risk of chronic diseases such as: hypertension, dyslipidemia, vascular disease, diabetes, metabolic syndrome and associated liver disease, cancer, and many more. The purpose of this course is to help clinicians identify components of a healthy lifestyle and be more able to help patients adopt healthy lifestyle choices. By addressing these drivers of disease clinicians have the opportunity to help their patients avoid developing debilitating chronic disease or mitigate the severity of those diseases.

- *Credit(s): 1*
- *Type of Course: Elective Course*

LSM 200 - Life Style Medicine II

Lifestyle Medicine provides evidence based proactive interventions to toxic aspects of our patients' lives. It is these unhealthy behaviors that drive the risk of chronic diseases such as: hypertension, dyslipidemia, vascular disease, diabetes, metabolic syndrome and associated liver disease, cancer, and many more. The purpose of this course is to help clinicians identify components of a healthy lifestyle and be more able to help patients adopt healthy lifestyle choices. By addressing these drivers of disease clinicians have the opportunity to help their patients avoid developing debilitating chronic disease or mitigate the severity of those diseases.

- *Credit(s): 1*
- *Type of Course: Elective Course*

Microbiology

MBIO 499 - Microbiology Research

Student research project approved by the KCU Office of Research & Sponsored Programs in an area of interest within microbiology, under the direction of a preceptor approved by KCU Clinical Education. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Medicine

MED 100 - Evidence-Based Medicine and Population Health I

This course will introduce students to evidence-based medicine, health informatics, research methods, critical appraisal of the medical literature, health-systems sciences, epidemiology, biostatistics, and population health components including, but not limited to, social and structural determinants of health. Together these components represent many of the core competencies and skills necessary for physicians in the evolution of medical practice. Broadly, this course will train medical students to locate, review and evaluate the medical literature, apply scientific evidence to medical practice, and gain enhanced understanding of ways to improve the health of the communities they will serve.

- *Credit(s): 4*
- *Type of Course: Course*

MED 101 - Scientific Foundations of Medicine

This is a multidisciplinary foundational course designed to build a knowledge base for subsequent coursework. The course focuses on fundamental knowledge in the areas of biochemistry, human metabolism, molecular biology, cell biology, genetics, nutrition, and immunology. The course objective is to present the mechanisms underlying the normal function of the human body thus providing a foundation for understanding disease processes.

- *Credit(s): 3.5*
- *Type of Course: Course*

MED 112 - Musculoskeletal I

This interdisciplinary course introduces fundamental concepts which enable the student to understand the normal structure and function of the musculoskeletal system. This course also focuses on the basic science which underlies disorders associated with skeletal muscle, the neuromuscular junction, bone, and joints.

- *Credit(s): 4.5*
- *Type of Course: Course*

MED 119 - Mechanisms of Disease

This course facilitates the acquisition of introductory knowledge and understanding/application of the basic tenets of human pathophysiology and to explore infectious causes of pathology and disease. This course is foundational to the understanding and development of a differential diagnosis and the rationale for many of the diagnostic studies and therapeutic modalities employed in clinical medicine.

- *Credit(s): 4*
- *Type of Course: Course*

MED 121 - Medical Informatics & Info Literacy

This course introduces medical informatics, information literacy and evidence-based practice. This course is designed to develop skills in defining

primary medical literature, searching both basic science and clinical resources, identifying evidence-based information, forming a clinical question, critically appraising the literature, and evaluating and applying levels of evidence in clinical decision-making.

- *Credit(s): 0.5*
- *Type of Course: Course*

MED 122 - Medical Informatics & Info Literacy

This course introduces medical informatics, information literacy, and evidence-based practice. This course is designed to develop skills in defining primary medical literature, searching both basic science and clinical resources, identifying evidence-based information, forming a clinical question, critically appraising the literature, and evaluating and applying levels of evidence in clinical decision-making.

- *Credit(s): 0.5*
- *Type of Course: Course*

MED 123 - Bioethics I

This course is designed to enable students to apply ethical principles to medical practice, healthcare policy, and biomedical research. Students learn to recognize ethical issues, engage in moral reasoning, and make decisions which respect the rights of patients while fulfilling the obligations of physicians. Course objectives are accomplished through designated student assignments, lectures, and written assignments.

- *Credit(s): 1*
- *Type of Course: Course*

MED 133 - Neuroendocrine

This interdisciplinary course introduces fundamental concepts which enable the student to understand the normal structure and function of the nervous and endocrine systems. This course also focuses on the basic science which underlies disorders

associated with the neuroendocrine system, brain, and spinal cord.

- *Credit(s): 5*
- *Type of Course: Course*

MED 137 - Cardiopulmonary & Renal I

This interdisciplinary course introduces fundamental concepts which enable the student to understand the normal structure and function of the cardiovascular, pulmonary, and renal systems. This course also focuses on the basic science which underlies disorders associated with the heart, vasculature, lungs and pulmonary system, and kidneys.

- *Credit(s): 5*
- *Type of Course: Course*

MED 140 - Gastrointestinal & Genitourinary

This interdisciplinary course introduces fundamental concepts which enable the student to understand the normal structure and function of the gastrointestinal and genitourinary systems. This course also focuses on the basic science which underlies disorders associated with the digestive organs, liver, and reproductive organs and system.

- *Credit(s): 4.5*
- *Type of Course: Course*

MED 143 - Essentials of Clinical & Osteo Skills I

This course is the first in developing and establishing foundations in clinical medicine based on osteopathic principles and practices. The course seeks to provide active learning environments through didactic, simulation-based, and procedure-based methodologies in medical education. Processes in clinical assessment skills utilizing critical thinking and problem-solving will serve to advance the osteopathic medical student toward clinical practice. Attention to progressive competencies in

multiple areas of osteopathic clinical skills including, but not limited to, diagnosis, treatment, management, communication, and professionalism, will be employed. The course activities collectively serve to focus the osteopathic medical student on life-long learning in the practice of osteopathic medicine.

- *Credit(s): 4*
- *Type of Course: Course*

MED 144 - Essentials of Clinical & Osteo Skills II

This course is the second in developing and establishing foundations in clinical medicine based on osteopathic principles and practices. The course seeks to provide active learning environments through didactic, simulation-based, and procedure-based methodologies in medical education. Processes in clinical assessment skills utilizing critical thinking and problem-solving will serve to advance the osteopathic medical student toward clinical practice. Attention to progressive competencies in multiple areas of osteopathic clinical skills including, but not limited to, diagnosis, treatment, management, communication, and professionalism, will be employed. The course activities collectively serve to focus the osteopathic medical student on life-long learning in the practice of osteopathic medicine.

- *Credit(s): 3*
- *Type of Course: Course*

MED 190 - Evidence-Based Medicine and Population Health II

This course will introduce students to evidence-based medicine, health informatics, research methods, critical appraisal of the medical literature, health-systems sciences, epidemiology, biostatistics, and population health components including, but not limited to, social and structural determinants of health. Together these components represent many of the core competencies and skills necessary for physicians in the evolution of medical practice.

Broadly, this course will train medical students to locate, review and evaluate the medical literature, apply scientific evidence to medical practice and gain enhanced understanding of ways to improve the health of the communities they will serve.

- *Credit(s): 4*
- *Type of Course: Course*

MED 210 - Skin, Blood & Lymph

This course teaches the diseases of the skin including wounds, infections, and tumors. Blood cell lines, bleeding, coagulation disorders, and concepts related to solid organs such as the spleen and thymus will be discussed. Pertinent agents related to the treatment of these diseases will be presented and common diagnostic tests and their interpretation will be integrated throughout the course. This material will be integrated with clinical applications.

- *Credit(s): 3*
- *Type of Course: Course*

MED 218 - Endocrine & Reproductive Medicine II

This course provides an introduction to general obstetrics, gynecology, and endocrinology. Students will learn the diagnosis, treatment, and management of common and uncommon obstetrical, gynecologic, and endocrine conditions.

- *Credit(s): 4*
- *Type of Course: Course*

MED 223 - Bioethics II

This course is designed to enable students to apply ethical principles to medical practice, healthcare policy, and biomedical research. Students learn to recognize ethical issues, engage in moral reasoning, and make decisions which respect the rights of patients while fulfilling the obligations of physicians. Course objectives are accomplished through designated student assignments, lectures, and written assignments.

- *Credit(s): 1.5*
- *Type of Course: Course*

MED 224 - Gastrointestinal II

This course discusses the diseases, differential diagnosis, prevention, treatment, and management of the gastrointestinal system including the alimentary tract, liver, pancreas, and gallbladder.

- *Credit(s): 3.5*
- *Type of Course: Course*

MED 237 - Cardiopulmonary & Renal II

This course focuses on diseases, treatment, and management of cardiovascular, pulmonary, renal, and lower urinary tract. This course teaches the recognition of presenting signs and symptoms of various cardiovascular, pulmonary, and renal diseases. An emphasis will be made on understanding how these three organ systems are integrated and how abnormalities within one of these organ systems can affect the others. An emphasis also will be made on understanding how a presenting symptom could be related to an underlying cardiovascular, pulmonary, or renal disease.

- *Credit(s): 8.5*
- *Type of Course: Course*

MED 242 - Neuromusculoskeletal & Psychiatry

This course teaches the signs and symptoms, diagnosis, pathophysiology of neuromusculoskeletal and psychiatric topics. Included in the course are approaches to central and peripheral nervous system disorders, musculoskeletal diseases, psychiatric, and behavioral disorders. The course will also teach the common agents that treat and manage these disorders, diseases, infections, or neoplasms.

- *Credit(s): 7*
- *Type of Course: Course*

MED 243 - Essentials of Clinical & Osteopathic Skills III

This course is the third in developing and establishing foundations in clinical medicine based on osteopathic principles and practices. The course seeks to provide active learning environments through didactic, simulation-based, and procedure-based methodologies in medical education. Processes in clinical assessment skills utilizing critical thinking and problem-solving will serve to advance the osteopathic medical student toward clinical practice. Attention to progressive competencies in multiple areas of osteopathic clinical skills including, but not limited to, diagnosis, treatment, management, communication, and professionalism, will be employed. The course activities collectively serve to focus the osteopathic medical student on life-long learning in the practice of osteopathic medicine.

- *Credit(s): 4*
- *Type of Course: Course*

MED 244 - Essentials of Clinical & Osteopathic Skills IV

This course is the fourth in developing and establishing foundations in clinical medicine based on osteopathic principles and practices. The course seeks to provide active learning environments through didactic, simulation-based, and procedure-based methodologies in medical education. Processes in clinical assessment skills utilizing critical thinking and problem-solving will serve to advance the osteopathic medical student toward clinical practice. Attention to progressive competencies in multiple areas of osteopathic clinical skills including, but not limited to, diagnosis, treatment, management, communication, and professionalism, will be employed. The course activities collectively serve to focus the osteopathic medical student on life-long learning in the practice of osteopathic medicine.

- *Credit(s): 3*

- *Type of Course: Course*

MED 255 - Transition to Clerkship

This course transitions knowledge and skills from the classroom to clerkship, utilizing a variety of active learning activities and emphasizing the practical application of knowledge, clinical, and osteopathic skills. The course reviews and reinforces skills needed in the clerkship experience in order to become an active, successful member of the health care team.

- *Credit(s): 2.5*
- *Type of Course: Course*

MED 336 - Bioethics III

This course applies the bioethics frameworks to issues that students encounter while on rotations and see things firsthand. Students apply bioethical education to cases of their own, reflect on their personal experiences, and practice how to address issues from the stance of a provider.

- *Credit(s): 0.5*
- *Type of Course: Course*
- **Prerequisite(s):** MED 123 - Bioethics I

MED 223 - Bioethics II

This course is designed to enable students to apply ethical principles to medical practice, healthcare policy, and biomedical research. Students learn to recognize ethical issues, engage in moral reasoning, and make decisions which respect the rights of patients while fulfilling the obligations of physicians. Course objectives are accomplished through designated student assignments, lectures, and written assignments.

- *Credit(s): 1.5*
- *Type of Course: Course*

MED 420 - Clinical Ethics

The student is mentored in a bioethics project to be determined during the first week of the clerkship. The student's clinical exposure, observation, and training in clinical ethics consultation with the preceptor is at an approved clinical site. Typical themes addressed during the clerkship are: clinical ethics consultation; hospital ethics policies; practices of bioethics in a nonprofit ethics organization; particularized learning to be done in consultation with the preceptor (e.g., end of life, disparities, medical futility, etc.). Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Military Medicine

MIMD 101 - Military Medicine I

This elective is for Health Professions Scholarship Program student recipients and National Guard members who will serve as military physicians in the U.S. armed forces following medical school graduation. This provides learning opportunities uniquely aligned to address Medical Corps officer duties and obligations.

- *Credit(s): 1*
- *Type of Course: Course Elective*

MIMD 102 - Military Medicine II

This elective is for Health Professions Scholarship Program student recipients and National Guard members who will serve as military physicians in the U.S. armed forces following medical school graduation. This provides learning opportunities

uniquely aligned to address Medical Corps officer duties and obligations.

- *Credit(s): 1*
- *Type of Course: Course Elective*

MIMD 201 - Military Medicine III

This elective is for Health Professions Scholarship Program student recipients and National Guard members who will serve as military physicians in the U.S. armed forces following medical school graduation. This provides learning opportunities uniquely aligned to address Medical Corps officer duties and obligations.

- *Credit(s): 1*
- *Type of Course: Course Elective*

MIMD 202 - Military Medicine IV

This elective is for Health Professions Scholarship Program student recipients and National Guard members who will serve as military physicians in the U.S. armed forces following medical school graduation. This provides learning opportunities uniquely aligned to address Medical Corps officer duties and obligations.

- *Credit(s): 1*
- *Type of Course: Course Elective*

MIMD 401 - Military Officer Training

This elective clerkship provides learning opportunities for military students uniquely aligned to address Medical Corps officer duties, obligations, and training. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Obstetrics & Gynecology

OBGY 301 - Obstetrics & Gynecology

This required clerkship provides students with clinical exposure, observation, and training to further their understanding of obstetrics and gynecology. Students focus on the diagnosis, treatment, and management of common OB/GYN conditions to prepare for more advanced study of the discipline. During the clerkship, students will continue to improve their abilities to obtain, record, analyze, and communicate clinical information.

- *Credit(s): 4*
- *Type of Course: Clerkship*

OBGY 401 - Maternal Fetal Medicine

This elective provides opportunities to observe and assist in the management of patients with complex problems related to maternal fetal medicine. These may include pre-term labor with or without premature pre-term rupture of membranes, multiple gestations, diabetes in pregnancy (pre-existing and gestations), hypertension in pregnancy (including chronic hypertension, gestational hypertension, mild or severe pre-eclampsia), advanced maternal age, and genetic conditions. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

OBGY 401S - Maternal Fetal Medicine

This clerkship is offered as a sub-internship in maternal fetal medicine. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

OBGY 402 - Medical Genetics

This elective provides an introduction to the field of clinical genetics. Students have the opportunity to learn about a range of genetic disorders, genetic diagnostics, and genetic counseling by participating in the evaluation of fetal development during pregnancy. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

OBGY 402S - Medical Genetics

This sub-internship provides an introduction to the field of clinical genetics. Students have the opportunity to learn about a range of genetic disorders, genetic diagnostics and genetic counseling by participating in the evaluation of fetal development during pregnancy. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

OBGY 403 - General Gynecology

This course provides clinical exposure, observation and training to further the understanding of general gynecology. Students focus on the diagnosis, treatment and management of common and uncommon gynecological conditions with a greater depth than the core rotation. During the clerkship, students will continue to improve their abilities to obtain record, analyze, and communicate clinical information. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

OBGY 403S - General Gynecology

This clerkship is offered as a sub-internship in general gynecology. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

OBGY 404 - Gynecologic Oncology

This elective provides opportunities to observe and assist in the management of patients with cancer and precancerous conditions of the female gynecologic organs. The student will learn epidemiology, diagnosis, treatment, and long term

prognosis for the major gynecologic cancers: cervical, uterine, and ovarian. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

OBGY 404S - Gynecologic Oncology

This sub-internship provides opportunities to observe and assist in the management of patients with cancer and precancerous conditions of the female gynecologic organs. The student will learn epidemiology, diagnosis, treatment, and long term prognosis for the major gynecologic cancers: cervical, uterine, and ovarian. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

OBGY 405 - General Obstetrics

This course provides clinical exposure, observation, and training to further the understanding of general obstetrics. Students focus on the diagnosis, treatment, and management of common and uncommon obstetrical conditions with a greater depth than the core rotation. During the clerkship, students will improve their abilities to obtain, record, analyze, and communicate clinical information. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

OBGY 405S - General Obstetrics

This sub-internship provides clinical exposure, observation, and training to further the understanding of general obstetrics. Students focus on the diagnosis, treatment, and management of common and uncommon obstetrical conditions with a greater depth than the core rotation. During the clerkship, students will continue to improve their abilities to obtain, record, analyze, and communicate

clinical information. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

OBGY 406 - General Obstetrics & Gynecology

This course provides clinical exposure, observation, and training to further the understanding of general obstetrics and gynecology. Students focus on the diagnosis, treatment, and management of common and uncommon obstetrical and gynecologic conditions. During the clerkship, students will improve their abilities to obtain, record, analyze, and communicate clinical information. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

OBGY 406S - General Obstetrics & Gynecology

This sub-internship provides clinical exposure, observation, and training to further the understanding of general obstetrics and gynecology. Students focus on the diagnosis, treatment, and management of common and uncommon obstetrical and gynecologic conditions with a greater depth than the core rotation. Students will continue to improve their abilities to obtain, record, analyze, and communicate clinical information. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

OBGY 407 - Reproductive Endocrinology

This elective provides opportunities to observe and assist in the management of patients with complex problems related to reproductive endocrinology and infertility. These may include hormonal imbalances, menstrual disturbances, sexual development and

function problems, infertility, pregnancy loss, and menopause. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

OBGY 407S - Reproductive Endocrinology

This sub-internship provides opportunities to observe and assist in the management of patients with complex problems related to reproductive endocrinology and infertility. These may include hormonal imbalances, menstrual disturbances, sexual development and function problems, infertility, pregnancy loss, and menopause. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

OBGY 412 - High-Risk Obstetrics

This elective clerkship provides opportunities to observe and assist in the management of patients with complex obstetrical problems. Students focus on the diagnosis, treatment, and management of high-risk obstetric conditions. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

OBGY 412S - High-Risk Obstetrics

This elective clerkship provides opportunities to observe and assist in the management of patients with complex obstetrical problems. Students focus on the diagnosis, treatment, and management of high-risk obstetric conditions at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

OBGY 417 - Obstetrics & Gynecologic Surgery

This elective clerkship is designed to provide students with the opportunity to participate in clinical observation and training in obstetrics and gynecologic surgery. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

OBGY 417S - Obstetrics & Gynecologic Surgery

This sub-internship clerkship is designed to provide students with the opportunity to participate in clinical observation and training in obstetrics and gynecologic surgery at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

OBGY 499 - Obstetrics & Gynecology Research

Student research project approved by the KCU Office of Research & Sponsored Programs in an area of interest within obstetrics and gynecology, under the direction of a preceptor approved by KCU Clinical Education. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Osteopathic Clinical Skills

OCS 399 - OMM Fellowship

The OMM Fellowship provides selected students with advanced professional education in osteopathic manipulative medicine, and provides a framework

under which they develop teaching and research skills. Repeatable for credit with permission

- *Credit(s): 4-20*
- *Type of Course: Course*
- **Prerequisite(s):** Selection through application process.

OCS 401 - Osteopathic Manipulation

This elective clerkship provides clinical exposure, observation, and training to further the understanding of osteopathic manipulation. These experiences take place in a wide variety of clinical, office, and hospital settings presenting unique opportunities with regard to the spectrum of clinical situations encountered. Learning is enhanced with specific goals and objectives. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

OCS 401S - Osteopathic Manipulation

This elective sub-internship is restricted to fourth-year students and is designed to provide the student with an increased level of patient care responsibility. Students serve as primary care providers under the direct supervision of the attending physician or faculty and may perform simple diagnostic procedures. Training focuses on self-education and includes more advanced study of osteopathic manipulation. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

OCS 499 - Osteopathic Clinical Skills Research

Student research project approved by the KCU Office of Research & Sponsored Programs in an area of interest within osteopathic clinical skills, under the

direction of a preceptor approved by KCU Clinical Education. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Osteopathic Manipulative Medicine

OMMD 325 - Cranial Manipulative Medicine

This course builds upon the basic concepts taught in OMS-I, II, and III, and provides more advanced information related to applying osteopathic principles and practices into patient care. Emphasis is upon the understanding and the application of the concepts taught in a 40-hour basic osteopathic cranial manipulative medicine course. Attendance and satisfactory completion of course objectives will qualify attendees for student membership in the Cranial Academy. The course will deliver content through lectures and laboratory experiences.

- *Credit(s): 2*
- *Type of Course: Course*
- **Prerequisite(s):** MED 143 Essentials of Clinical & Osteo Skills I, MED 144 Essentials of Clinical & Osteo Skills II, MED 243 Essentials of Clinical & Osteopathic Skills III

OMMD 401 - Accelerated OMM Integration Session

Graduating COM students will review OMM diagnosis and treatment with emphasis on common areas of somatic dysfunction as well as alternate treatment techniques in a closely supervised environment. Students will also learn and practice appropriate OMM documentation and billing practices. To supplement lab material, students will assess and treat patients in a clinical setting.

- *Credit(s): 2*
- *Type of Course: Clerkship Elective*

OMMD 420 - Teaching Accelerated OMM Integ Sess.

Fellows emeritus will gain experience in developing course curriculum by facilitating a practical OMM review for graduating COM students. Fellows emeritus will also gain additional experience teaching senior students to improve their assessment skills and perform effective treatments. Repeatable for credit with permission, up to 5 credits.

- *Credit(s): 2.5*
- *Type of Course: Clerkship Elective*

Osteopathic Principles & Practice

OPP 320 - Osteopathic Principles & Practice I

This is a four-semester, online course that runs during the third and fourth years. OPP as defined by the American Association of Colleges of Osteopathic Medicine's Educational Council on Osteopathic Principles is a concept of health care supported by expanding scientific knowledge that embraces the concept of the unity of the living organism's structure (anatomy) and function (physiology). Osteopathic philosophy emphasizes the following principles: the human being is a dynamic unit of function; the body possesses self-regulatory mechanisms that are self-healing in nature; structure and function are interrelated at all levels; and rational treatment is based on these principles.

- *Credit(s): 1*
- *Type of Course: Clerkship*

OPP 321 - Osteopathic Principles & Practice II

This is a four-semester, online course that runs during the third and fourth years. OPP as defined by the American Association of Colleges of Osteopathic

Medicine's Educational Council on Osteopathic Principles is a concept of health care supported by expanding scientific knowledge that embraces the concept of the unity of the living organism's structure (anatomy) and function (physiology). Osteopathic philosophy emphasizes the following principles: the human being is a dynamic unit of function; the body possesses self-regulatory mechanisms that are self-healing in nature; structure and function are interrelated at all levels; and rational treatment is based on these principles.

- *Credit(s): 1*
- *Type of Course: Clerkship*
- **Prerequisite(s):** OPP 320 Osteopathic Principles & Practice I

OPP 420 - Osteopathic Principles & Practice III

This is a four-semester, online course that runs during the third and fourth years. OPP as defined by the American Association of Colleges of Osteopathic Medicine's Educational Council on Osteopathic Principles is a concept of health care supported by expanding scientific knowledge that embraces the concept of the unity of the living organism's structure (anatomy) and function (physiology). Osteopathic philosophy emphasizes the following principles: the human being is a dynamic unit of function; the body possesses self-regulatory mechanisms that are self-healing in nature; structure and function are interrelated at all levels; and rational treatment is based on these principles

- *Credit(s): 0.5*
- *Type of Course: Clerkship*
- **Prerequisite(s):** OPP 320 Osteopathic Principles & Practice I, OPP 321 Osteopathic Principles & Practice II

Pathology

PATH 401 - General Pathology

This elective acquaints students with the overall practice of hospital pathology. The wide range of choices must include the processing and interpretation of surgical pathology and hematology specimens. It may also include time on the necropsy, cytopathology, clinical chemistry, transfusion, and molecular pathology services. The experience will be valuable to students planning careers in any specialty, as they understand the mysteries hidden from many physicians "behind the paraffin curtain." Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PATH 401S - General Pathology

This sub-internship acquaints students with the overall practice of hospital pathology. The wide range of choices must include the processing and interpretation of surgical pathology and hematology specimens. It may also include time on the necropsy, cytopathology, clinical chemistry, transfusion, and molecular pathology services. The experience will be valuable to students planning careers in any specialty, as they understand the mysteries hidden from many physicians "behind the paraffin curtain." Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PATH 402 - Clinical Pathology

This elective acquaints students with clinical pathology laboratories, as well as provides an opportunity to concentrate in an area based upon the student's interest. The clerkship provides an opportunity to obtain an overview of clinical laboratory assays important for diagnosis and treatment of disease. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PATH 402S - Clinical Pathology

This sub-internship acquaints students with clinical pathology laboratories, as well as provides an opportunity to concentrate in an area based upon the student's interest. The clerkship provides an opportunity to obtain an overview of clinical laboratory assays important for diagnosis and treatment of disease. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PATH 403 - Anatomic Pathology

This elective introduces students to the field of anatomic pathology as it is practiced in the hospital setting. Students will help process tissues and practice making diagnoses. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PATH 403S - Anatomic Pathology

This sub-internship introduces students to the field of anatomic pathology as it is practiced in the hospital setting. Students will help process tissues and practice making diagnoses. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PATH 404 - Blood Banking

Students will become familiar with the operation of a blood bank and the interaction of the pathologist with the patient's health care team. Students will participate in the collection, processing, analysis, storage, selection and administration of blood components, and the workup of suspected transfusion reactions as performed by the laboratory team. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PATH 404S - Blood Banking

Students will become familiar with the operation of a blood bank and the interaction of the pathologist with the patient's health care team. Students will participate in the collection, processing, analysis, storage, selection and administration of blood components, and the workup of suspected transfusion reactions as performed by the laboratory team. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PATH 405 - Forensic Pathology

This elective provides extended training in forensic pathology in the setting of a medical examiner's office. During the clerkship, students will become active participants on the forensics team as the circumstances surrounding questionable deaths are reconstructed. Limited to two students per site. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PATH 405S - Forensic Pathology

This sub-internship provides extended training in forensic pathology in the setting of a medical examiner's office. During the clerkship, students will become active participants on the forensics team as the circumstances surrounding questionable deaths are reconstructed. Limited to two students per site. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PATH 406 - Hematopathology

This elective provides an opportunity for students to learn the basic approach to hematology-oncology patients primarily from the perspective of the clinical laboratory. Students will gain experience in the evaluation of hematology patients of all sorts,

including those presenting with anemia, coagulation disorders, leukemia, and/or lymphoma. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PATH 406S - Hematopathology

This sub-internship provides an opportunity for students to learn the basic approach to hematology-oncology patients primarily from the perspective of the clinical laboratory. Students will gain experience in the evaluation of hematology patients of all sorts, including those presenting with anemia, coagulation disorders, leukemia, and/or lymphoma. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PATH 407 - Toxicology

This elective examines basic concepts of toxicology as they apply to environmental health. During the clerkship, students will become active participants on a pathology service with a focus on a variety of medical toxicology problems. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PATH 407S - Toxicology

This sub-internship examines basic concepts of toxicology as they apply to environmental health. During the clerkship, students will become active participants on a pathology service with a focus on a variety of medical toxicology problems. Repeatable for credit with permission

- *Credit(s): 1-8*

- *Type of Course: Course Sub-Internship*

PATH 499 - Pathology Research

Student research project approved by the KCU Office of Research and Sponsored Programs in an area of interest within pathology, under the direction of a preceptor approved by KCU Clinical Education. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Pediatric

PEDS 301 - Pediatrics

This required clerkship provides students with clinical exposure, observation, and training to further their understanding of pediatrics. Students focus on inpatient and outpatient medical management of infants and children to prepare for more advanced study of the discipline.

- *Credit(s): 4*
- *Type of Course: Clerkship*

PEDS 401 - Neonatology

This elective clerkship provides students experience in admitting and managing patients in pediatric and neonatal intensive care units. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 401S - Neonatology

This sub-internship provides students experience admitting and managing patients in pediatric and neonatal intensive care units. Repeatable for credit with permission. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 402 - Pediatric Infectious Diseases

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in pediatric infectious diseases. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 402S - Pediatric Infectious Diseases

This clerkship is offered as a sub-internship in pediatric infectious disease. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 403 - Pediatric Hematology/Oncology

This elective clerkship provides an introduction to common hematologic problems and the management of more difficult and unusual hematological and oncologic problems of pediatric patients. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 403S - Pediatric Hematology/Oncology

This sub-internship clerkship provides an introduction to common hematologic problems and the management of more difficult and unusual hematological and oncologic problems of pediatric patients. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 404 - Pediatric Pulmonary Medicine

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in pediatric pulmonary diseases. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 404S - Pediatric Pulmonary Medicine

This clerkship is offered as a sub-internship in pediatric pulmonary disease. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 405 - Pediatric Gastroenterology

This elective rotation is designed to provide students experience in the management of a variety of acute and chronic diseases of the intestinal tract and liver. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 405S - Pediatric Gastroenterology

This sub-internship provides students experience in the management of a variety of acute and chronic diseases of the intestinal tract and liver. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 406 - Pediatric Neurology

This elective rotation provides students opportunities to improve evaluation and management skills for neurological problems of infancy, childhood, and adolescents. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 406S - Pediatric Neurology

This sub-internship provides students opportunities to improve evaluation and management skills for neurological problems of infancy, childhood, and adolescents. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 407 - Pediatric Rheumatology

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in pediatric rheumatology. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 407S - Pediatric Rheumatology

This clerkship is offered as a sub-internship in pediatric rheumatology. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 408 - Pediatric Genetics

This elective provides students clinical opportunities to focus on the evaluation and management of children with genetic disorders. Students will be exposed to genetic counseling, the evaluation of children with hereditary structural defects, and diagnosis and management of children with inborn errors of metabolism and developmental defects including common dysmorphologies. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 408S - Pediatric Genetics

This elective provides students clinical opportunities to focus on the evaluation and management of children with genetic disorders. Students will be exposed to genetic counseling, the evaluation of children with hereditary structural defects, and diagnosis and management of children with inborn errors of metabolism and developmental defects including common dysmorphologies. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 409 - Pediatric Critical Care Medicine

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in pediatric critical care medicine. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 409S - Pediatric Critical Care Medicine

This clerkship is offered as a sub-internship in pediatric critical care medicine. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 410 - Adolescent Medicine

This elective clerkship introduces students to the unique medical and emotional problems of the adolescent age group within the framework of normal growth and development. Training may include a range of experiences including obtaining patient histories, performing thorough physical examinations, formulating differential diagnoses, learning to make decisions based on appropriate laboratory and radiological studies and procedures, communicating with patients and members of the

health care team. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 410S - Adolescent Medicine

This sub-internship clerkship introduces students to the unique medical and emotional problems of the adolescent age group within the framework of normal growth and development. Training may include a range of experiences including obtaining patient histories, performing thorough physical examinations, formulating differential diagnoses, learning to make decisions based on appropriate laboratory and radiological studies and procedures, communicating with patients and members of the health care team at a more advanced level than the elective clerkship offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 411 - General Pediatrics

This elective clerkship will provide students with additional experience with pediatric populations and may comprise inpatient, ambulatory, community, and nursery experiences depending upon the clerkship site. The clerkship will emphasize skills and knowledge required for general pediatrics. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 411S - General Pediatrics

This sub-internship elective will provide students with additional experience with pediatric populations and may comprise inpatient, ambulatory, community, and nursery experiences depending upon the clerkship site. The clerkship will emphasize skills and knowledge required for general pediatrics. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 412 - Pediatric Cardiology

This elective clerkship will expose students to a variety of children with suspected or confirmed congenital heart disease. Emphasis will be on history-taking, physical examination, and interpretation of electrocardiograms and X-rays, and may include exposure to echocardiography, cardiac catheterization, and electrophysiologic studies. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 412S - Pediatric Cardiology

This sub-internship clerkship will expose students to a variety of children with suspected or confirmed congenital heart disease. Emphasis will be on history-taking, physical examination, and interpretation of electrocardiograms and X-rays; may include exposure to echocardiography, cardiac catheterization, and electrophysiologic studies at a more advanced level than the elective clerkship offering under the same course ID. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 413 - Pediatric Dermatology

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in pediatric dermatology. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 413S - Pediatric Dermatology

This clerkship is offered as a sub-internship in pediatric dermatology. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 414 - Pediatric Nephrology

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in pediatric nephrology. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 414S - Pediatric Nephrology

This clerkship is offered as a sub-internship in pediatric nephrology. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 415 - Developmental Pediatrics

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in developmental pediatrics. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 415S - Developmental Pediatrics

This clerkship is offered as a sub-internship in developmental pediatrics. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 416 - Pediatric Endocrinology/Metabolism

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in pediatric endocrinology/metabolism. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 416S - Pediatric Endocrinology/Metabolism

This clerkship is offered as a sub-internship in pediatric endocrinology/metabolism. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 417 - Pediatric Allergy/Immunology

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in pediatric allergy/immunology. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 417S - Pediatric Allergy/Immunology

This clerkship is offered as a sub-internship in pediatric allergy/immunology. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 418 - Pediatric Emergency Medicine

This elective reinforces previously learned skills and principles of addressing the undifferentiated emergency patient. Students acquire the skills to recognize truly ill patients requiring further inpatient management and distinguish them from those who can be treated and discharged. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 418S - Pediatric Emergency Medicine

This clerkship is offered as a sub-internship in pediatric emergency medicine. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 419 - Community Pediatrics

This elective clerkship is designed to provide students with the opportunity to participate in clinical observation and training in general pediatrics from a community-based perspective either at a health center or a school-based clinic. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 419S - Community Pediatrics

This clerkship is offered as a sub-internship in community pediatrics. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 420 - Medicine/Pediatrics

This elective clinical experience is designed to provide students with clinical exposure, observation, and training to further their understanding of medicine/pediatrics. The experience takes place in a wide variety of clinical, office, and hospital settings presenting unique opportunities with regard to the spectrum of clinical situations encountered. Specific goals and learning objectives are generally determined by the student in conjunction with the

supervising physician. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 420S - Medicine/Pediatrics

This sub-internship offers a fourth-year clinical experience designed to provide students with an increased level of patient care responsibility to further their understanding of medicine/pediatrics. Students serve as the primary physician under direct supervision of the attending, faculty, or resident physician and may perform simple diagnostic procedures. Focus is on self-education and more advanced study of the discipline. The experience takes place in a wide variety of clinical, office, and hospital settings presenting unique opportunities with regard to the spectrum of clinical situations encountered. Specific goals and learning objectives are generally outlined in the course curriculum. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 421 - Pediatric Toxicology

This elective clerkship examines basic concepts of pediatric toxicology as they apply to environmental health. During the clerkship, students will become active participants on a pediatric pathology service with a focus on a variety of pediatric medical toxicology problems. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 421S - Pediatric Toxicology

This sub-internship clerkship examines basic concepts of pediatric toxicology as they apply to environmental health. During the clerkship, students will become active participants on a pediatric pathology service with a focus on a variety of

pediatric medical toxicology problems at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 425 - Pediatric Anesthesiology

This elective clerkship is designed to provide the student with clinical exposure, observation, and training to further understanding of pediatric Anesthesiology. The experience takes place in a wide variety of clinical, office, and hospital settings presenting unique opportunities with regard to the spectrum of clinical situations encountered. Specific goals and learning objectives are generally determined by the student in conjunction with the supervising physician. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 425S - Pediatric Anesthesiology

This sub-internship clerkship is designed to provide the student with clinical exposure, observation, and training to further understanding of pediatric Anesthesiology. The experience takes place in a wide variety of clinical, office, and hospital settings presenting unique opportunities with regard to the spectrum of clinical situations encountered. Specific goals and learning objectives are generally determined by the student in conjunction with the supervising physician. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 429 - Pediatric Pathology

This elective clerkship acquaints students with the overall practice of pediatric pathology. The wide range of choices may include the processing and interpretation of surgical pathology and hematology

specimens. It may also include time on the necropsy, cytopathology, clinical chemistry, transfusion, and molecular pathology services. The experience will be valuable to students planning careers in any specialty, as they understand the mysteries hidden from many physicians behind the paraffin curtain. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 429S - Pediatric Pathology

This sub-internship clerkship acquaints students with the overall practice of pediatric pathology. The wide range of choices may include the processing and interpretation of surgical pathology and hematology specimens. It may also include time on the necropsy, cytopathology, clinical chemistry, transfusion, and molecular pathology services. The experience will be valuable to students planning careers in any specialty, as they understand the mysteries hidden from many physicians behind the paraffin curtain at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 433 - Pediatric Sports Medicine

This elective clerkship is designed to provide students with the opportunity to participate in clinical observation and training in pediatric sports medicine. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 433S - Pediatric Sports Medicine

This sub-internship is designed to provide students with a clerkship opportunity to participate in clinical observation and training in pediatric sports medicine at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 434 - Pediatric Physical Medicine & Rehab

This elective clerkship will provide students with exposure to many areas of pediatric rehabilitation either in an acute inpatient unit or through outpatient services. Students will be exposed to a variety of experiences and may be able to customize the clerkship depending upon interests. Experiences may include physical therapy, occupational therapy, speech therapy, recreational therapy, Psychology, wound care, and other pediatric rehabilitation related components. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 434S - Pediatric Physical Medicine & Rehab

This sub-internship clerkship will provide students with exposure to many areas of pediatric rehabilitation either in an acute inpatient unit or through outpatient services. Students will be exposed to a variety of experiences and may be able to customize the clerkship depending upon interests. Experiences may include physical therapy, occupational therapy, speech therapy, recreational therapy, Psychology, wound care, and other pediatric rehabilitation related components at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 438 - Pediatric Psychiatry

This elective clerkship introduces commonly encountered Psychiatric disorders of childhood. Students will gain additional experience interviewing children, adolescents, and families as well as enhanced diagnostic skills for Psychiatric illness in children and adolescents.

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 438S - Pediatric Psychiatry

This sub-internship clerkship introduces commonly encountered Psychiatric disorders of childhood. Students will gain additional experience interviewing children, adolescents, and families as well as enhanced diagnostic skills for Psychiatric illness in children and adolescents at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 441 - Pediatric Radiology

This elective clerkship introduces students to specialized clinical science and techniques to facilitate effective diagnostic radiologic examination of infants, children, and adolescents. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 441S - Pediatric Radiology

This sub-internship clerkship introduces students to specialized clinical science and techniques to facilitate effective diagnostic radiologic examination of infants, children, and adolescents at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 446 - Pediatric Surgery

This elective clerkship provides students opportunities to better understand the management of surgical diseases in pediatric patients. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PEDS 446S - Pediatric Surgery

This sub-internship clerkship provides students opportunities to better understand the management of surgical diseases in pediatric patients at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PEDS 499 - Pediatric Research

Student research project approved by the KCU Office of Research and Sponsored Programs in an area of interest within pediatrics, under the direction of a preceptor approved by KCU Clinical Education. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Pharmacology

PHAR 499 - Pharmacology Research

Student research project approved by the KCU Office of Research and Sponsored Programs in an area of interest within pharmacology, under the direction of a preceptor approved by KCU Clinical Education. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Physiology

PHYS 499 - Physiology Research

Student research project approved by the KCU Office of Research and Sponsored Programs in an area of

interest within physiology, under the direction of a preceptor approved by KCU Clinical Education. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Physical Medicine & Rehabilitation

PMAR 405 - Physical Medicine & Rehabilitation

This elective clerkship will provide students with exposure to many areas of rehabilitation either in an acute inpatient unit or through outpatient services. Students will be exposed to a variety of experiences and may be able to customize the clerkship depending upon interests. Experiences may include physical therapy, occupational therapy, speech therapy, recreational therapy, Psychology, wound care, and other rehabilitation related components. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PMAR 405S - Physical Medicine & Rehabilitation

This sub-internship clerkship will provide students with exposure to many areas of rehabilitation either in an acute inpatient unit or through outpatient services. Students will be exposed to a variety of experiences and may be able to customize the clerkship depending upon interests. Experiences may include physical therapy, occupational therapy, speech therapy, recreational therapy, Psychology, wound care, and other rehabilitation related components at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PMAR 499 - Physical Med & Rehab Research

Student research project approved by the KCU Office of Research & Sponsored Programs in an area of interest within physical medicine and rehabilitation, under the direction of a preceptor approved by KCU Clinical Education. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Preventive Medicine

PMED 401 - General Preventive Medicine

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in preventive medicine. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PMED 401S - General Preventive Medicine

This clerkship is designed to provide students with the opportunity to participate in clinical observation and training in preventive medicine as a sub-internship. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PMED 402 - Occupational Medicine

This elective clerkship provides exposure to a specialty concerned with healthcare of individuals in the workplace, home, and community. The elective will include recognition of hazards in the workplace and evaluation of individuals with occupational illness and injury. Participants will gain an understanding of the role of medical surveillance and

prevention in workforce healthcare. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PMED 402S - Occupational Medicine

This sub-internship provides students exposure to a specialty concerned with healthcare of individuals in the workplace, home, and community. The elective will include recognition of hazards in the workplace and evaluation of individuals with occupational illness and injury. Participants will gain an understanding of the role of medical surveillance and prevention in workforce healthcare. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PMED 403 - Public Health

This elective clerkship allows students to become familiar with the important public health responsibilities of a community health department. Participants learn about the relationships between clinical practice and public health and the impact of policies on health care and health outcomes. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PMED 403S - Public Health

This sub-internship allows students to become familiar with the important public health responsibilities of a community health department. Participants will learn about the relationships between clinical practice and public health and the impact of policies on health care and health outcomes. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PMED 404 - Environmental Health

This elective clerkship allows students to become familiar with diagnosis, management, and investigation of environmentally-related diseases. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PMED 404S - Environmental Health

This sub-internship allows students to become familiar with diagnosis, management, and investigation of environmentally-related diseases. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PMED 405 - Aerospace Medicine

This elective clerkship provides students exposure to a specialty concerned with the determination and maintenance of the health, safety, and performance of those who fly in the air or in space with emphasis on the effects of the environmental and vehicular stresses on those who fly. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PMED 405S - Aerospace Medicine

This sub-internship provides students exposure to a specialty concerned with the determination and maintenance of the health, safety, and performance of those who fly in the air or in space with emphasis on the effects of the environmental and vehicular stresses on those who fly. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PMED 499 - Preventive Medicine Research

Student research project approved by the KCU Office of Research and Sponsored Programs in an area of interest within preventive medicine, under the direction of a preceptor approved by KCU Clinical Education. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Psychiatry

PSYC 301 - Psychiatry

This required clerkship provides students with clinical exposure, observation, and training to further their understanding of psychiatry. Students focus on assisting with the treatment and medical management of patients with psychiatric disorders to better understand mental health and illness to prepare for more advanced study of the discipline.

- *Credit(s): 4*
- *Type of Course: Clerkship*

PSYC 401 - General Psychiatry

This elective clerkship introduces students to patients with mental illness and prepares them to provide general psychiatric care. Students will improve their ability to take a psychiatric history, conduct a mental status exam, formulate a biopsychosocial assessment, develop differential diagnoses, and formulate a treatment plan. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

PSYC 401S - General Psychiatry

This sub-internship introduces students to patients with mental illness and prepares them to provide

general Psychiatric care. Students will improve their ability to take a Psychiatric history, conduct a mental status exam, formulate a biopsychosocial assessment, develop differential diagnoses, and formulate a treatment plan. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

PSYC 499 - Psychiatry Research

Student research project approved by the KCU Office of Research and Sponsored Programs in an area of interest within Psychiatry, under the direction of a preceptor approved by KCU Clinical Education. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Clinical Psychology

PSYD 104 - Psychopathology

This course provides students with theory and research underlying psychopathology. Topics include introduction to categorical vs. dimensional classification of psychopathology, dual diagnoses, DSM-5-TR diagnoses and their diagnostic differentiation, suicidality, and stigma. DSM-5-TR diagnoses are presented from a biopsychosocial perspective, with an emphasis on the role of interdisciplinary involvement in assessment and treatment. The influence of individual diversity on psychopathology will be highlighted.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 107 - Ethical & Prof Issues in Psychology

Legal, ethical, and professional issues are discussed in the context of the delivery of mental health services. These issues include American Psychological Association ethical standards, privacy issues, confidentiality, mental health codes, mental health law and legislation, licensure, ethical standards in research, confidentiality in insurance and managed care contexts, and ethical standards in private practice, schools, hospitals and clinics, community settings, and government.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 110 - Intelligence Testing

This course introduces the student to the theory, administration, scoring, and interpretation of standard intelligence tests. Intellectual assessment scales examined include the Stanford-Binet, and the various Wechsler Scales. Basic interpretation and report writing skills are developed and assessed. Biopsychosocial, cultural, ethnic, and disability factors affecting test validity and interpretation are also examined. The purpose of this course is to emphasize the use of clinical instruments to assess cognitive functioning of children and adults. It consists of lectures, demonstrations, practice administrations, and individual checkouts of competencies in test administration.

- *Credit(s): 2.5*
- *Type of Course: Course*

PSYD 112 - History & Systems

This course is a survey of the historical development of the modern day field of psychology. Major systems of psychology that will be covered include structuralism, functionalism, behaviorism, gestalt, psychoanalysis, humanistic, and cognitive. Major theorists such as Wundt, Titchener, James, Cattell, Thorndike, Watson, Skinner, Kohler, Freud, Jung,

Adler, Miller, and Neisser, as well as many others, will be examined.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 120 - Tests & Measurements I

This is the first course in a two course sequence about the measurement of individual differences designed for students in the clinical psychology program. This course examines the philosophical, historical, and methodological foundations of psychological testing, assessment, and measurement. The course focuses on the statistical basis of validity, reliability, tests of intelligence, personality assessment, counseling and assessment, neuropsychological assessment, computer-assisted assessment, and the assessment of persons with disabilities.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 121 - Tests & Measurements II

This course continues the examination of the measurement of individual differences focusing on the measurement of behavior, affect, achievement, relationships, attitudes, traits, and self-concept that are appropriate in clinical practice. The practical decision making process for clinicians will be emphasized in the context of existing research findings to highlight measurements in various domains for individual change, adaptive testing, test bias, and understanding of cultural influences on test construction, outcome, and recommendations.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 130 - Research Methodology I

This course is a survey of the methods used in empirical and clinical research, program evaluation, and intervention outcome studies. Students will learn both experimental and quasi-experimental

designs. Strategies for research design, subject selection, and some statistical analysis will also be examined.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 132 - Statistics I

The course examines basic statistical measures including parametric and nonparametric tests at both the theoretical and applied levels. The course will allow the student to understand the statistical methods used in clinical research. Emphasis is placed on the preparation of the students for their own clinical dissertation research.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 133 - Statistics II

This course is designed to promote learning of additional statistical methods used to analyze and interpret quantitative data, focusing on the implementation of statistical methods for experimentation, research, and data-driven decision-making. Appropriate statistical software packages will be utilized as students will have the opportunity to explore practice datasets to apply the newly learned methods of analysis.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 135 - Personality Testing

This course is designed to introduce students to the concepts and applications of personality assessment. This course is intended to provide a thorough understanding of theory and concepts relevant to objective and projective personality assessment, as well as to build the skills needed to administer, score, and interpret prominent personality inventories. The course is hands-on and in addition to the administration and scoring of personality inventories

students will be expected to demonstrate skill in writing integrative assessment reports.

- *Credit(s): 2.5*
- *Type of Course: Course*

PSYD 140 - Psych Development I: Infancy-Childhood

This course introduces the student to the psychological development of infants and children. Students will be exposed to the biological aspects of early development as well as the development of language, intelligence, social skills, and emotionality. Finally, this course will cover attachment, peer relationships, moral development, and gender development. At the end of this course, students will be able to describe developmental changes in the physical, cognitive, and emotional/social capacities of children over the course of infancy and childhood as well as some of the risk factors that may compromise normal development.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 141 - Psych Development II: Adolescents-Adults

This course introduces students to development in adolescence and young adulthood from a biopsychosocial perspective. Topics covered include developmental theories, methodological issues in developmental research, physical, social, emotional, and cognitive changes from adolescence through young adulthood, personality and identity development, peer relationships, sexuality, romantic relationships/marriage, parenthood, and educational/occupational development. Diversity factors that help shape individual development will be highlighted.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 142 - Psych Development III: Older Adults

This course introduces students to development in middle age and later life from a biopsychosocial perspective. Topics covered include theories of adult development and aging, methodological issues in aging research, physical, cognitive, social, and emotional changes associated with aging, person-environment interactions, romantic relationships/marriage/divorce in this phase of life, parental issues with adult children, occupational changes and retirement, caregiving for aging parents and/or significant others, and end of life issues. Attitudes towards aging, the distinct challenges facing many older adults of minority (e.g., racial/ethnic, sexual identity, gender, religious, non-traditional, family, etc.), backgrounds, the array of factors that shape development over the life-span, including cohort differences, and the role of interdisciplinary collaboration in care of middle age and older adults will be emphasized.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 151 - Research Methodology II

This course continues the examination of research methods utilized in psychological research focusing on critically evaluating peer-reviewed empirical and clinical research. Students are expected to become proficient consumers of psychological science in order to identify empirical support for evidence-based practice. Emphasis is placed on the preparation of students for their qualifying examinations and clinical dissertation research.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 158 - Theories of Counseling

From a historical basis, this course introduces the student to the various psychotherapeutic traditions. Treatment approaches examined include psychoanalytic, psychodynamic, Gestalt, behavioral, cognitive/behavioral, interpersonal, and others. Through lecture and multi-media presentations, the

student will be exposed to the fundamental aspects of each treatment approach. Also reviewed is the current literature on empirically verified treatment approaches as well as issues related to culture, ethnicity, gender, and disabilities.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 162 - Clinical Appraisal & Interviewing

This course provides the clinical psychology trainee with a comprehensive and culturally-sensitive approach to learning the techniques of clinical interviewing and diagnostic assessment. The student will learn to bring together therapeutic traits, listening skills, attending behaviors, querying practices, and psychological inference to the formal clinical interview process. Risk-management and instilling hope during the clinical interview will be addressed with standardized screenings measures and brief therapeutic interventions. The trainee will participate in didactic and experiential learning through lecture, peer-to-peer mock patient interviews, a simulated patient interview, a brief intervention presentation, and a reflection paper.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 168 - Cognitive-Affective Bases of Behavior I

The course will examine the basic, central themes of cognitive psychology and how emotion/affect relate to these themes. Learning, perception, memory, and mental representations will be covered as well as how these aspects of cognition may function in different populations.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 174 - Assmt & Treatment of Substance Disorders

This course examines substance abuse research as well as individual, group and family systems

approaches to prevention and intervention. The course provides an overview of models, assessment instruments to identify addictive behavior, skills for treating addictions and information on how to work within an integrated health care team. The course presents clinical models (developmental, solution-focused, biopsychosocial, motivational interviewing, stages of change, self-help) from which interventions are drawn. Emphasis is on building community and preventing relapse. An evidence-based approach to interventions, treatment and the recovery process will allow students to develop skills and best practices in working with clients in the community.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 202 - Development of Racial & Ethnic Identity

This course examines the importance of racial and ethnic identity, what dynamics shape racial and ethnic identity, and how racial and ethnic identity relate to individual and group human behavior. This course will utilize theoretical and empirical literature to explore issues of race and ethnicity across the lifespan (infancy to childhood, adolescence to adulthood, and adulthood to late life) in order to understand what they are, how they are developed, what they mean to people, and what kind of individual awareness each of us has of our racial and ethnic identity.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 205 - Social & Cultural Bases of Behavior

This course will cover the fundamental theories and research conducted in social psychology including the influence of socioeconomic, diversity, and cultural influences on behavior. Students will demonstrate an understanding of the origins of social psychology, major areas of study within social psychology, and how social psychological research is conducted.

- *Credit(s): 2*

- *Type of Course: Course*

PSYD 215 - Cognitive-Affective Bases of Behavior II

This course continues to explore theories of Cognition and Affect by examining how humans process information and organize their knowledge and emotional experiences. Topics in this course will build upon the topics covered in Cognitive-Affective Bases of Behavior I. Topics include the process and representations involved in memory, concept formation, speech and language, problem solving, creativity, reasoning, and emotion. Further, much of the focus will be on how emotion affects cognitive functioning. Peer reviewed literature from cognitive psychology, cognitive neuropsychology, and emotion research will be utilized.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 221 - Diagnostic Practicum I

Each year-long practicum is designed to provide the practical clinical and assessment experiences that are appropriate for the training of practitioners in clinical psychology. Students will engage in off-site clinical and assessment training while supervised by a licensed clinical psychologist.

- *Credit(s): 3*
- *Type of Course: Course*

PSYD 222 - Diagnostic Practicum II

Each year-long practicum is designed to provide the practical clinical and assessment experiences that are appropriate for the training of practitioners in clinical psychology. Students will engage in off-site clinical and assessment training while supervised by a licensed clinical psychologist.

- *Credit(s): 3*
- *Type of Course: Course*

PSYD 223 - Diagnostic Practicum III

Each year-long practicum is designed to provide the practical clinical and assessment experiences that are appropriate for the training of practitioners in clinical psychology. Students will engage in off-site clinical and assessment training while supervised by a licensed clinical psychologist.

- *Credit(s): 3*
- *Type of Course: Course*

PSYD 224 - Diagnostic Practicum IV

Each year-long practicum is designed to provide the practical clinical and assessment experiences that are appropriate for the training of practitioners in clinical psychology. Students will engage in off-site clinical and assessment training while supervised by a licensed clinical psychologist.

- *Credit(s): 3*
- *Type of Course: Course*

PSYD 230 - Psychoanalytic Models

This course will cover psychoanalytic theories, including Freud, ego psychology, object relations theory and modern relational theories. Current research will be used to supplement the historical perspectives utilized in psychoanalytic models and how to apply theory to clinical practice.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 234 - Cognitive Behavioral Therapy

This course covers some of the various theories and therapies that fall under the cognitive or cognitive-behavioral umbrella. Using an evidence-based practice model, it also reviews the current research supporting the use of a cognitive psychotherapy approach with different diagnostic conditions in diverse populations. Students will also be introduced to some of the specific techniques utilized within cognitive-behavioral therapies and will be given an opportunity to practice applying these techniques in role plays and other classroom exercises.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 240 - Racism, Oppression, & Social Justice

This course defines social justice and explores its importance in the development of race, ethnicity, and class. Multiple forms of social oppression will be examined including race, sex and gender, and sexual orientation and identity. Students will be challenged through lecture, discussion, and writing to examine strategies for change.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 243 - Behavioral Therapies Seminar

This advanced course will examine the application of learning theory to behavior therapy and CBT as applied to a variety of psychopathologies, behavior disorders, and other mental health conditions in adults. Behavioral and cognitive-behavioral therapy techniques shown to be most effective in the treatment/remediation of symptoms and psychopathological conditions will be introduced. Also examined will be how behavior therapy is applied to various, sometimes underserved populations such as individuals with chronic mental illness and individuals with different ethnic, racial, or cultural backgrounds.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 247 - Lesbian, Gay, Bisexual, & Trans. Issues

This course will examine the major historical events of psychology and sexual orientation and gender identity. Issues specific to the development of LGBTQ individuals will be covered as well as how to take these issues into consideration when developing case conceptualizations and treatment plans for these individuals. Further, students will demonstrate an understanding of how social and cultural factors influence the development of sexual orientation and

gender identity through classroom lecture, discussion, and writing.

- *Credit(s): 1*
- *Type of Course: Course*

PSYD 251 - System Models, Group Dyn & Interventions

The family as a system will be reviewed by examining external and internal boundaries, internal hierarchy, self-regulation through feedback, and lifecycle changes. Systems theory and research will be discussed within the context of relevant cultural, age, gender, and ethnic factors. Systems theory will then be used to inform group development, dynamics, and theories in relation to group guidance, group counseling, and group therapy. Students will be introduced to different types of groups. Ethical, legal, and multicultural issues, as they apply to group interventions, are examined. Leadership styles, techniques, and roles within a group will also be discussed. This course utilizes a hands-on approach where students learn about group processes via group exercises in class.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 264 - Cultural Intelligence in Psychotherapy

This course addresses the importance of cultural awareness in working with patients from diverse backgrounds. Students will examine their own biases/prejudices that they may have towards other cultures. In addition, this course will work to enhance students awareness of their own cultural background and its influences on behaviors and attitudes towards patients as well as promote recognition of the importance that culture plays in mental health promotion and treatment of illness.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 266 - Health Psychology

This course explores the relationship between stress, health, and illness. Implementing a biopsychosocial approach, health factors are assessed for the severity and recovery from illness. Health maintenance behaviors, evidence-based treatments and the role of psychologists on a multidisciplinary health team are addressed.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 270 - Dissertation Development

This course focuses on the initial development of their Dissertation proposal. Students identify an area of clinical or empirical interest and develop a related focus of study for their Dissertation. Students receive guidance from their chair and members of their Dissertation committee.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 276 - Clinical Neuropsychology

This course reviews the major systems and structures of the brain and central nervous system. In addition to examining normal neurological functioning, the course discusses common impairments in cognition, language, and perception with neurological bases. Topics covered include neurological syndromes such as cerebral vascular accidents (CVAs), head trauma and concomitant brain injury, seizure disorders, and various forms of dementia. Case studies and neuropsychological test data highlight each syndrome.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 301 - Supervision

This course examines the supervisory processes and reviews the pertinent theories and practice models for supervision in a variety of employment settings.

- *Credit(s): 2*

- *Type of Course: Course*

PSYD 315 - Psychopathology of Older Adults

This course will introduce students to topics related to geropsychology. Topics covered will include theoretical, empirical, clinical, and training issues relevant to geropsychology, psychological problems in later life, the biological, psychological, cognitive, social, developmental, individual diversity factors to be considered in working with older adults, and the importance of geropsychology, as well as an interdisciplinary approach, in meeting the increasing health care needs of older adults.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 325 - Therapy Practicum I

Each year-long practicum is designed to provide the practical clinical and assessment experiences that are appropriate for the training of practitioners in clinical psychology. Students will engage in off-site clinical and assessment training while supervised by a licensed clinical psychologist.

- *Credit(s): 3*
- *Type of Course: Course*

PSYD 326 - Therapy Practicum II

Each year-long practicum is designed to provide the practical clinical and assessment experiences that are appropriate for the training of practitioners in clinical psychology. Students will engage in off-site clinical and assessment training while supervised by a licensed clinical psychologist.

- *Credit(s): 3*
- *Type of Course: Course*

PSYD 327 - Therapy Practicum III

Each year-long practicum is designed to provide the practical clinical and assessment experiences that are appropriate for the training of practitioners in clinical psychology. Students will engage in off-site clinical and assessment training while supervised by a licensed clinical psychologist.

- *Credit(s): 3*
- *Type of Course: Course*

PSYD 328 - Therapy Practicum IV

Each year-long practicum is designed to provide the practical clinical and assessment experiences that are appropriate for the training of practitioners in clinical psychology. Students will engage in off-site clinical and assessment training while supervised by a licensed clinical psychologist.

- *Credit(s): 3*
- *Type of Course: Course*

PSYD 339 - Psychopharmacology

This course examines the pharmacological components of select classes of medications indicated for the treatment of mental health diagnoses and their associated symptoms. The course also examines the evidence-based guidelines for the pharmacotherapy of select mental health diagnoses. The course will enable graduate students to utilize available drug information resources to obtain drug information and to provide their patients information to key questions regarding their medications.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 350 - Integrated Healthcare

This course aims to develop student's knowledge and skill in integrated healthcare and will examine the evolution of the clinical psychologist into a functional member of a health care team. The course will also explore the various models that define Integrated Health Care such as: The Collaborative Care Model;

the Primary Care Behavioral Health Model; and the Screening, Brief Intervention, & Referral to Treatment Model (SBIRT). Students will demonstrate competence in working with individuals from a diverse background who may experience health disparities and how these may affect their success in an integrated healthcare setting. Finally, students will be exposed to common behavioral and cognitive interventions utilized in an integrated healthcare setting.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 355 - Consultation

This course examines the consultative processes and reviews the pertinent theories and practice models for consultation in a variety of employment settings. A special focus on interprofessional consultation will be provided.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 358 - Technology in Psychology

Technology, including telepsychology and teleassessment, is increasingly being integrated into behavioral health services. The goal of this course is to provide students with important knowledge, skills, and experience related to the use of telepsychology and technology in their clinical work. This course will cover best practice as it applies to the use of technology and telepsychology in the reduction of symptoms; the use of technology in psychological assessment; ways to enhance clinical work with mobile applications; the therapeutic alliance in telepsychology; the use of social media and digital platforms to promote ethical professional branding; as well as safety procedures and ethical issues related to integrating telepsychology and technology into treatment.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 361 - Neuroscience of Older Adults

This course focuses on the brain changes that occur with aging and how they influence cognitive, affective, motivational, social, and daily functioning of older adults. Research and theory related to cognitive neuroscience of aging will be introduced. Both normative and pathological brain changes, along with comorbid conditions, in older adults will be reviewed. How neuroscience research can inform cognitive assessment and interventions for older adults will be emphasized.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 366 - Behav. & Func. Changes in Older Adults

This course will examine the complex physical, psychosocial, and contextual factors related to behavioral and functional changes in older adults. Students will demonstrate knowledge of the normal changes associated with aging and their impact on mental health and well-being as well as day-to-day living. Emphasis will be placed on treatment planning from a behavioral change model and environmental modifications in order to promote, maintain, or facilitate medication adherence, psychological interventions, medical interventions, occupational participation, safe community mobility, and safety in the home or facility. Additionally, students will be expected to demonstrate knowledge of integrated care for older adults through the identification of the roles for members of teams working with older adults and/or their caregivers (OTA, Nursing, PT, SW, MD, case manager) and mechanisms for referral.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 369 - Geropsychological Assessment

This course will provide students with research and theory underlying geropsychological assessment in psychological, cognitive, behavioral, social, and daily functioning domains. Topics covered will include

differentiation of normal for pathological assessment, selection of screening and assessment tools that are appropriate for older adults, understanding the role of medical conditions, medications, sensory issues, context, diversity issues, source of information, and other factors that may impact test performance or symptom presentation, and the potential need for interdisciplinary assessment and referral. Assessment of decision-making capacity, suicidality, and elder abuse/neglect, and the ethical/legal issues involved with assessment will also be addressed. How to communicate results and practically implement feasible recommendations will be emphasized.

- *Credit(s): 2.5*
- *Type of Course: Course*

PSYD 373 - Advocacy & Social Policy - Older Adults

This course focuses on advocacy and social policy issues relevant to work with older adults. Students will be presented with information related to access and reimbursement for health care services (Affordable Care Act, Medicare, Medicaid, working with insurance companies, Older Americans Act), financial (Social Security, etc.), legal, and transportation issues. Students also will become aware of important resources/organizations to help assist older adults. In addition, students will be presented with different models of service delivery for older adults to determine how to best adapt and flexibly advocate for older patients. Students will also be presented with strategies related to orchestrating change at an organizational level (needs assessment, implementation to meet needs, evaluation of implementation).

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 405 - LGBT Issues in Older Adults

Students will review the major historical events of psychology and sexual orientation. Issues specific to the development of LGBTQ older adult individuals

will be covered as well as how to take these issues into consideration when developing case conceptualizations and treatment plans specifically for older adults. Further, students will demonstrate an understanding of how social and cultural factors influence the development of sexual orientation for an older adult population.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 408 - Geropsychological Intervention

This course focuses on psychological treatments for older adults. Empirically supported treatments for older adults will be reviewed, how to practically adapt and ethically implement these interventions with older adults, family members, and/or caregiving staff in a variety of settings will be introduced, and the role of interdisciplinary collaboration and integrated health care for geriatric patients will be emphasized. Topics covered include problems related to mood, anxiety, trauma, psychosis, neurocognitive disorders/delirium, personality, substance use, suicidality, sexual functioning, sleep, caregiving, elder abuse/neglect, and end of life issues.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 415 - Geropsych. Integ. Healthcare & Consult.

This course will focus on the crucial role of functioning effectively within an integrated health care team serving geriatric patients. Effective strategies to provide referral needs and provide consultation on older patients in a broad range of settings will also be covered. Understanding diverse interdisciplinary roles and dynamics, communicating respectfully and effectively, and collaboratively addressing potential ethical/legal issues related to geriatric care will also be presented.

- *Credit(s): 2*

- *Type of Course: Course*

PSYD 420 - Advanced Practicum I

In keeping with the didactic training and developmental competency levels expected of advanced students, sites will vary and may include hospitals, school settings, community mental health centers, and private practice, among others. Students will work under the direct supervision of a licensed clinical psychologist, although they may gain additional supervision through other appropriately credentialed individuals (including doctoral interns and post-doctoral fellows in psychology).

- *Credit(s): 3*
- *Type of Course: Course*

PSYD 421 - Advanced Practicum II

In keeping with the didactic training and developmental competency levels expected of advanced students, sites will vary and may include hospitals, school settings, community mental health centers, and private practice, among others. Students will work under the direct supervision of a licensed clinical psychologist, although they may gain additional supervision through other appropriately credentialed individuals (including doctoral interns and post-doctoral fellows in psychology).

- *Credit(s): 3*
- *Type of Course: Course*

PSYD 422 - Advanced Practicum III

In keeping with the didactic training and developmental competency levels expected of advanced students, sites will vary and may include hospitals, school settings, community mental health centers, and private practice, among others. Students will work under the direct supervision of a licensed clinical psychologist, although they may gain additional supervision through other appropriately credentialed individuals (including doctoral interns and post-doctoral fellows in psychology).

- *Credit(s): 3*
- *Type of Course: Course*

PSYD 423 - Advanced Practicum IV

In keeping with the didactic training and developmental competency levels expected of advanced students, sites will vary and may include hospitals, school settings, community mental health centers, and private practice, among others. Students will work under the direct supervision of a licensed clinical psychologist, although they may gain additional supervision through other appropriately credentialed individuals (including doctoral interns and post-doctoral fellows in psychology).

- *Credit(s): 3*
- *Type of Course: Course*

PSYD 439 - Dissertation I

Ongoing work towards the completion of the dissertation during the third year of the program.

- *Credit(s): 1.5*
- *Type of Course: Independent Study*

PSYD 440 - Dissertation II

Ongoing work towards the completion of the Dissertation during the third year of the program.

- *Credit(s): 1.5*
- *Type of Course: Independent Study*
- **Prerequisite(s):** PSYD 439 - Dissertation I

PSYD 441 - Dissertation III

Ongoing work towards the completion of the Dissertation during the fourth year of the program.

- *Credit(s): 1.5*
- *Type of Course: Independent Study*
- **Prerequisite(s):** PSYD 440 - Dissertation II

PSYD 442 - Dissertation IV

Ongoing work towards the completion of the Dissertation during the fourth year of the program.

- *Credit(s): 1.5*
- *Type of Course: Independent Study*
- **Prerequisite(s):** PSYD 441 - Dissertation III

PSYD 443 - Dissertation V

Ongoing work towards the completion of the Dissertation during the fourth year of the program.

- *Credit(s): 1.5*
- *Type of Course: Independent Study*
- **Prerequisite(s):** PSYD 442 - Dissertation IV

PSYD 444 - Dissertation VI

Ongoing work towards the completion of the dissertation during the fourth year of the program.

- *Credit(s): 1.5*
- *Type of Course: Independent Study*
- **Prerequisite(s):** PSYD 443 - Dissertation V

PSYD 445 - Preparation for Internship

This course focuses on preparing students for internship, including how to find and select sites, how to write effective and enticing internship applications, how to prepare for interviews, and how to behave on Match Day. Additional topics will include more nuanced activities including, but not limited to, securing strong letters of recommendation, ranking sites, and discussing common reasons why students do not match. This class will include lecture; however, the focus is on in-class activities to complete the steps and tasks above.

- *Credit(s): 2*
- *Type of Course: Course*

PSYD 501 - Internship

The internship is a 12-month full-time commitment (2,000 hours) that is designed to provide an intensive

clinical experience expanding upon the required didactic coursework, diagnostic practicum, therapy practicum, and advanced practicum experiences. Course may be offered at variable credit beyond the 5th year.

- *Credit(s): 11*
- *Type of Course: Course*

PSYD 540 - Dissertation Continuation

This course is reserved for students on internship needing additional time for completion of the required Dissertation. Repeatable for credit with permission

- *Credit(s): 1.5*
- *Type of Course: Independent Study*

Radiology

RADI 401 - General Radiology

This elective clerkship introduces a working knowledge of the role that each medical imaging modality plays with respect to the diagnostic evaluation and treatment of patients. Students practice image interpretation and gain an appreciation of how different examinations are performed. It also underscores the concepts of medical imaging science, instrumentation, and radiation safety. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

RADI 401S - General Radiology

This clerkship is designed to provide students with the opportunity to participate in clinical observation and training in radiology as a sub-internship. Repeatable for credit with permission

- *Credit(s): 1-8*

- *Type of Course: Course Sub-Internship*

RADI 403 - Nuclear Medicine

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in nuclear medicine. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

RADI 403S - Nuclear Medicine

This clerkship is designed to provide students with the opportunity to participate in clinical observation and training in nuclear medicine as a sub-internship. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

RADI 404 - Interventional Radiology

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in interventional radiology. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

RADI 404S - Interventional Radiology

This clerkship is designed to provide students with the opportunity to participate in clinical observation and training in interventional radiology as a sub-internship. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

RADI 405 - Body Imaging

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in body imaging. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

RADI 405S - Body Imaging

This clerkship is designed to provide students with the opportunity to participate in advanced study in body imaging as a sub-internship. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

RADI 406 - Radiation Oncology

Students will rotate in elected clinical settings to fulfill course requirements. Radiology preceptors will specify site requirements and see that students are provided with an appropriate level of clinical and didactic experiences. In order to successfully complete the clinical experience, all students must fulfill requirements specified by their preceptor and complete the required elements of the standardized curriculum. In fulfilling these requirements, students will gain an appreciation for appropriate utilization of a variety of diagnostic and treatment modalities. Required reading assignments are provided. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

RADI 406S - Radiation Oncology

In this sub-internship, students will rotate in elected clinical settings to fulfill course requirements. Radiology preceptors will specify site requirements and see that students are provided with an appropriate level of clinical and didactic experiences. In order to successfully complete the clinical experience, all students must fulfill requirements specified by their preceptor and complete the

required elements of the standardized curriculum. In fulfilling these requirements, students will gain an appreciation for appropriate utilization of a variety of diagnostic and treatment modalities. Required reading assignments are provided. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

RADI 499 - Radiology Research

Student research project approved by the KCU Office of Research and Sponsored Programs in an area of interest within radiology, under the direction of a preceptor approved by KCU Clinical Education. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

Surgery

SURG 301 - Surgery I

This required clerkship provides students with clinical exposure, observation, and training to further their understanding of general surgery. Students focus on active participation in the care of surgical patients in the operating room, the clinic, and office.

- *Credit(s): 0-8*
- *Type of Course: Clerkship*

SURG 302 - Surgery II

This required clerkship provides students with a continuation of clinical exposure, observation, and training to further develop understanding and skills in general surgery. Students actively participate in the care of patients in various stages of evaluation and treatment. These include, but are not limited to, preoperative visits, inpatient admission, operative procedures, and inpatient and outpatient recovery.

Students participate as members of a multidisciplinary team responsible for patient care.

- *Credit(s): 0-8*
- *Type of Course: Clerkship*

SURG 401 - General Surgery

This elective clerkship is an extension of the required third year surgery clerkship series (SURG 301 & 302) and will stress the pathophysiology and management of problems commonly encountered in the care of surgical patients. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

SURG 401S - General Surgery

This sub-internship elective expands upon the required third year surgery clerkship series (SURG 301 & 302) and will stress the pathophysiology and management of problems commonly encountered in the care of surgical patients. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

SURG 402 - Cardiovascular Surgery

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in cardiovascular surgery. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

SURG 402S - Cardiovascular Surgery

This clerkship is offered as a sub-internship in cardiovascular surgery. Repeatable for credit with permission

- *Credit(s): 1-8*

- *Type of Course: Course Sub-Internship*

SURG 403 - Otolaryngology/ENT

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in ENT. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

SURG 403S - Otolaryngology/ENT

This clerkship is offered as a sub-internship in ENT. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

SURG 404 - Ophthalmology

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in ophthalmology. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

SURG 404S - Ophthalmology

This clerkship is offered as a sub-internship in ophthalmology. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

SURG 405 - Thoracic Surgery

This elective rotation is designed to provide students with the opportunity to participate in clinical

observation and training in thoracic surgery. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

SURG 405S - Thoracic Surgery

This clerkship is offered as a sub-internship in thoracic surgery. Repeatable for credit with permission

- *Credit(s): 1-*
- *Type of Course: Course Sub-Internship*

SURG 406 - Urology

This elective provides students with an introduction to the diagnosis and management of benign and malignant diseases of the urogenital system. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

SURG 406S - Urology

This clerkship is offered as a sub-internship in the diagnosis and management of benign and malignant diseases of the urogenital system. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

SURG 407 - Neurosurgery

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in neurosurgery. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

SURG 407S - Neurosurgery

This clerkship is offered as a sub-internship in neurosurgery. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

SURG 408 - Transplant Medicine

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in transplant medicine. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

SURG 408S - Transplant Medicine

This clerkship is offered as a sub-internship in transplant medicine. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

SURG 409 - Plastic Surgery

This elective rotation is designed to provide students with the opportunity to participate in clinical observation and training in plastic surgery. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

SURG 409S - Plastic Surgery

This clerkship is offered as a sub-internship in plastic surgery. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

SURG 410 - Orthopedic Surgery

This elective clerkship is a four-week experience in the management of injury and illness of the

musculoskeletal system. The student may be required to travel to the clinic, outpatient surgery center, and/or hospital facility during his/her rotation time. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

SURG 410S - Orthopedic Surgery

This sub-internship is a four-week experience in the management of injury and illness of the musculoskeletal system. The student may be required to travel to the clinic, outpatient surgery center, and/or hospital facility during his/her rotation time. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

SURG 411 - Colorectal Surgery

This elective clerkship provides students with an introduction to the multidisciplinary management of benign and malignant diseases of the colon, rectum, and anus. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

SURG 411S - Colorectal Surgery

This sub-internship clerkship provides students with an introduction to the multidisciplinary management of benign and malignant diseases of the colon, rectum, and anus at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

SURG 412 - Trauma Surgery

This elective provides students the opportunity to gain experience in evaluating, stabilizing, and

treating the blunt and penetrating trauma patient.
Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

SURG 412S - Trauma Surgery

This sub-internship provides students opportunities to gain experience in evaluating, stabilizing, and treating the blunt and penetrating trauma patient.
Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

SURG 416 - Breast Surgery

This elective clerkship is designed to provide students with the opportunity to participate in clinical observation and training in breast surgery.
Repeatable for credit with permission. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*

SURG 416S - Breast Surgery

This sub-internship is designed to provide students with the opportunity to participate in clinical observation and training in breast surgery at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

SURG 432 - Wound Care

This elective clerkship provides students experience in the identification, assessment, and treatment of various skin care or wound management needs in a surgical setting. Repeatable for credit with permission

- *Credit(s): 1-8*

- *Type of Course: Clerkship Elective*

SURG 432S - Wound Care

This sub-internship clerkship provides students experience in the identification, assessment, and treatment of various skin care or wound management needs in a surgical setting at a more advanced level than the elective offering. Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Course Sub-Internship*

SURG 499 - Surgery Research

Student research project approved by the KCU Office of Research and Sponsored Programs in an area of interest within surgery, under the direction of a preceptor approved by KCU Clinical Education.
Repeatable for credit with permission

- *Credit(s): 1-8*
- *Type of Course: Clerkship Elective*