



**CAMPBELL**  
**UNIVERSITY**

---

Jerry M. Wallace

School of Osteopathic Medicine

**Academic Bulletin**  
**Master of Science in**  
**Biomedical Sciences (MSBS)**

**2018-2019**

## Table of Contents

Statements of Compliance .....	6
Family Education Rights and Privacy Act of 1974 .....	6
Rehabilitation Act of 1973.....	6
Americans with Disabilities Act of 1990 (ADA) and ADA Amendment Act (ADAAA) of 2008.....	7
Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681, et seq).....	7
The Application of this Bulletin to CUSOM MSBS Students .....	8
Changes in Bulletin.....	8
Academic Facilities.....	8
Welcome from the Dean .....	9
Welcome from the Master of Science in Biomedical Science Program Director.....	10
1. GENERAL INFORMATION .....	11
1.1 Campbell University Administration .....	11
1.2 CUSOM Administration .....	11
1.3 History, Background and Mission of Campbell University.....	13
1.4 CUSOM MSBS Mission Statement .....	14
1.5 School of Osteopathic Medicine Accreditation .....	15
2. ADMISSION TO THE MASTER OF SCIENCE IN BIOMEDICAL SCIENCES PROGRAM ....	16
2.1 Admissions Process .....	16
2.2 Non-Discrimination Admission Policy.....	16
2.3 Requirements for Admission .....	16
2.4 Applications Deadline .....	18
2.5 Application Fee .....	18
2.6 Application Process.....	18
2.7 MSBS Interview and Selection Process.....	18
2.8 International Student Applicants .....	19
2.9 Technical Standards for Admission to CUSOM MSBS.....	19
2.10 Americans with Disabilities Act .....	22
2.11 MSBS Matriculation and Enrollment Policies.....	22
Health, Vaccine, and Immunizations Requirements .....	22
National Background Checks .....	23
Controlled Substance Screening.....	25
Transcripts.....	26
3. STUDENT EXPENSES AND FINANCIAL AID.....	26
3.1 Application Fee.....	26
3.2 Acceptance Fee .....	26
3.3 Tuition and Financial Aid Tuition.....	26
Fees.....	27
Financial Aid.....	27
Financial Aid Renewal .....	28
3.4 Refund Policy .....	28
3.5 Student Scholarships .....	29
Scholarship Renewal Criteria.....	30
4. STUDENT POLICIES AND SERVICES .....	31
4.1 Health Insurance .....	31
4.2 Immunizations .....	31
4.3 Student Health.....	32

4.4	Counseling Services .....	33
4.5	Controlled Substance Screening Protocol.....	36
4.6	Exercise and Fitness .....	37
4.7	Food and Dining .....	37
4.8	Banking .....	37
4.9	Postal Services .....	37
4.10	Student Center.....	37
4.11	Student Clubs and Organizations.....	38
	Grade Requirements .....	38
	Use of College Logo .....	38
	Student Sponsored Events.....	39
	Scheduling Extracurricular Activities .....	39
	Attending Conferences .....	39
4.12	Student Parking.....	39
4.13	Student Lockers.....	40
4.14	Student Study Space .....	40
4.15	Student Conduct.....	40
	Student Statement of Professional Ethics.....	40
	Respect for Faculty, Staff, Colleagues, Hospital Personnel, and Community .....	41
	Respect for Self .....	41
	Respect for Laws, Policies and Regulations .....	41
4.16	Accommodations Policy .....	41
	Matriculating or Current CUSOM MSBS Students with Disabilities .....	42
	Section I – Who to Contact.....	42
	Section II: How to Obtain Services.....	43
	Section III: Student Responsibilities.....	45
	Section IV: Documenting a Disability .....	47
	Section V: Grievance Procedure.....	48
5.	ACADEMIC INFORMATION AND POLICIES .....	49
5.1	Advising and Faculty Access .....	49
5.2	CUSOM Tutoring Program .....	49
5.3	Attendance .....	51
	Attendance Policy .....	51
	Official Holidays.....	53
	Jury Duty .....	53
	Consequences of Non-compliance.....	53
	Severe Weather Policy .....	54
5.4	Dress Code Policy .....	54
	Additional Dress Code Requirements:.....	55
	Anatomy Laboratory Dress Code.....	55
5.5	Global Assessment .....	56
5.6	Credits, Grading, and Grade Point Average (GPA) Credit Assignment Process .....	56
	CUSOM MSBS Credit Calculation .....	57
	Credit Review Process.....	57
	Grading .....	58
	Remediation .....	59
	Grade Point Average (GPA), Quality Points and Class Rank .....	59
	Assessment .....	60

	Grading For Years One and Two Evaluation Categories .....	60
	Process .....	61
5.7	Academic Standing and Academic Progress.....	61
5.8	Modified Courses of Study.....	62
5.9	Academic Performance, Promotion and Standards (APPS) Committee .....	62
	Procedures for Calling and Conducting an APPS Committee Meeting.....	63
	APPS Committee Procedures for Academic Performance Matters .....	63
	Procedures for Non-Academic Matters .....	65
	Rights of the Respondent.....	67
	Special Meetings of the APPS Committee .....	69
5.10	Withdrawal/Leave Procedures .....	69
	Medical Leave of Absence (Absence Less than 180 Calendar Days).....	70
	Medical Withdrawal (Absence Greater than 180 Calendar Days).....	70
	Military Withdrawal .....	71
	Personal Withdrawal .....	71
	Administrative Leave of Absence.....	71
	Suspension.....	71
	Dismissal .....	72
	Unofficial Withdrawal.....	72
	General Withdrawal .....	72
5.11	Graduation Requirements.....	73
5.12	Delayed Graduation Policy .....	74
5.13	Clinical Shadowing Policies and Procedures .....	74
	Shadowing with CUSOM Clinical Faculty Members.....	75
	Shadowing with non-CUSOM Clinicians.....	75
5.14	Academic Freedom Policy.....	76
6.	MSBS CURRICULUM .....	77
	Academic Calendar .....	77
6.1	Years 1 and 2 Curriculum.....	77
6.4	Schedule of Course Offerings .....	77
	COURSE DESCRIPTIONS .....	79
7.	EDUCATIONAL RECORDS .....	81
7.1	Policy statement on student information and educational records .....	81
8.	FACILITIES AND CAMPUS POLICIES .....	82
8.1	Campus Safety and Emergency Services .....	82
8.2	Health Services .....	84
8.3	Weapons.....	84
8.4	Smoking Policy .....	84
8.5	Alcohol and Drugs.....	84
8.6	Library and Facilities.....	85
8.7	CUSOM Information Technology and Educational Resources.....	86
8.8	Information Technology Resources and Computer Information CUSOM Helpdesk .....	86
	Student Responsibilities .....	86
	Helpdesk Contact Information .....	86
	Helpdesk Staff Availability and Response Time .....	86
	Email and the Internet.....	87
	CUSOM Intranet .....	87
	Information Technology .....	87

8.9	Information Access and User Privacy .....	89
	Private Machines Connected to the University Network .....	89
	Technology Usage .....	90
	Eligible Users .....	91
	Original Work by Students Using Campbell University Technology Resources .....	91
	Pornographic or Obscene Material.....	92
	Electronic Communications .....	92
	Class Recordings .....	92
9.	HONOR CODE, GRIEVANCE PROCEDURES AND AOA CODE OF ETHICS .....	93
9.1	Honor Code.....	93
	Release of Information.....	96
9.2	Code of Misconduct .....	96
9.3	GRIEVANCE PROCESSES .....	96
	Resolution and Grievance Procedure.....	96
	Grievance for Academic Resolutions and Appeals .....	97
	Grievance Procedure for Harassment* or Discrimination.....	97
	Step One: The Resolution Process.....	98
	Step Two: The Grievance Hearing Process .....	99
	Step Three: Final Appeal Procedure.....	100
	Improper Relationships .....	100
	Consensual Relationships.....	101
	Sexual Harassment .....	101
	Formal Federal Agency Grievance Procedures.....	102
	Notes and Definitions .....	102

## **Statements of Compliance**

Campbell University maintains a continuing policy of nondiscrimination in employment as approved by the Trustees and issued by the President. It is our policy to provide equal opportunity in all phases of the employment process and in compliance with applicable federal, state, and local laws and regulations. Accordingly, the University is committed to administering all educational and employment activities without discrimination as to race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law, except where appropriate and authorized by law. This policy of nondiscrimination shall include, but not be limited to, the following employment decisions and practices: hiring; upgrading; promotions; demotions or transfers; layoffs; recalls; terminations; rates of pay or other forms of compensation; selection for training, including apprenticeship; and recruitment or recruitment advertising.

Inquiries regarding the University's equal opportunity policies may be directed to the Human Resources (HR) Department, P. O. Box 595, Buies Creek, NC 27506.

Applicants to, and students of, Campbell University will not be subjected to any form of harassment or discrimination for exercising rights protected by, or because of their participation in, an investigation or compliance review related to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, or any other federal or state nondiscrimination law, rule, or regulation. If you believe that you have been discriminated against in any manner as described above, you should notify the Director of Student Affairs. Retaliation against anyone who complains of, or witnesses, behavior contrary to this policy is also prohibited.

## **Family Education Rights and Privacy Act of 1974**

Under the provisions of this law, students in post-secondary education have the right to inspect and review their school records, as defined by law. Other than for "Directory Information," Campbell University will release information only with the student's written consent and/or in compliance with federal law and regulation, and will use "Directory Information" in the best interests of the student. "Directory Information" at Campbell University is defined set forth in the University's FERPA policy found at [www.campbell.edu/registrar/family-education-rights-and-privacy-act-ferpa/](http://www.campbell.edu/registrar/family-education-rights-and-privacy-act-ferpa/). See page 97 below.

## **Rehabilitation Act of 1973**

In accordance with Section 504 of the Rehabilitation Act of 1973, Campbell University does not discriminate on the basis of handicap in admission or access to or treatment or employment in its programs and activities. Inquiries may be directed to James O. Roberts, MPA, Post Office Box 97, Buies Creek, North Carolina 27506 or 910-893-1241 and [roberts@campbell.edu](mailto:roberts@campbell.edu).

## **Americans with Disabilities Act of 1990 (ADA) and ADA Amendment Act (ADAAA) of 2008**

Campbell University complies fully with the provisions of this law. Inquiries may be directed Laura Rich, Student Services Building 113, P.O. Box 4260, Buies Creek, NC 27506. See also <https://www.campbell.edu/students/student-success/disability-services/student-dss-guide/>

### **Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681, et seq)**

Title IX, formally known as Title IX of the Education Amendments of 1972, mandates that no person shall be excluded from participation in or discriminated against on the basis of sex in programs or activities at educational institutions that receive federal financial assistance. Acts of sexual violence, harassment and/or misconduct are forms of sex discrimination and are in violation of Title IX. Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Mrs. Kellie Slappey Nothstine, Title IX Coordinator, P.O. Box 95 (Wallace Student Center, Room 237), Buies Creek, NC, 27506, (910) 893-2039/Fax (910) 893-1534; [nothstine@campbell.edu](mailto:nothstine@campbell.edu). Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, District of Columbia Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, DC 20202-1475. Telephone: (202) 453-6020; Fax: (202) 453-6021; Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov).

If you believe you have been the subject of sexual misconduct, harassment, or discrimination, this should be reported to the Title IX Coordinator. The procedures for Title IX complaints are outlined in the Undergraduate Student Handbook (<https://www.campbell.edu/policies/title-ix/title-ix-policies-and-procedures/>). The process involves an immediate initial investigation to determine if there is reasonable cause to believe the conduct or discrimination as alleged has occurred. If so, the Title IX Coordinator will initiate a prompt, thorough and impartial investigation. This investigation is designed to provide a fair and reliable determination about whether the University's Title IX policy has been violated. If so, the University will implement a prompt and effective remedy designed to end the discrimination, prevent its recurrence and address its effects.

**Students, faculty and staff who become aware of incidents which may be potential Title IX violations are required to report the incident to the Title IX Coordinator. Behavioral Health practitioners and Student Success are not included in this requirement.**

## **The Application of this Bulletin to CUSOM MSBS Students**

The University reserves the right to rescind the admission of anyone if between the times of his or her letter of acceptance and the start of classes:

1. There is a change in the condition or status of any information provided by the applicant and would have been basis for denial of admission if known at the time of application.
2. Any information provided by an applicant proves to be untrue at the time of its submission on the application.

## **Changes in Bulletin**

The University reserves the right to make changes to this Bulletin at any time. When students enter the University, the student file is "stamped" with a Bulletin year. Thus, students entering Campbell University in the fall semester 2018 are "stamped" with a 2018 starting term. The requirements for that starting term are reflected in the 2018-2019 CUSOM Academic Bulletin. Students are responsible for the degree for the academic year in which they enter the University. Any student whose continuous enrollment at the University is interrupted by a semester or more shall be subject to the graduation requirements in the Bulletin in effect at the time of readmission. The Dean, in consultation with the University Registrar, must approve any exception to this policy.

## **Academic Facilities**

Academic facilities at Campbell University are designated primarily for use in the education of Campbell University students; other uses, although perhaps quite worthy in themselves and of benefit to the community, are not to interfere with that primary function.

**Approved**

July 31, 2018

**Date**



Dean and Chief Academic Officer

## **DISCLAIMER:**

This Bulletin is intended as a guideline for students and should not be construed as an offer or as a contract between CUSOM, and any student or a warranty of any entitlements, programs, regulations, or benefits set forth herein. CUSOM, its agents, officers, and employees may rescind or modify any benefit, program, regulation, or entitlement set forth herein at any time, for any reason, with or without notice. This Bulletin supersedes all previous editions of this bulletin and will be revised and published as necessary and students will be notified of any changes.



## Welcome from the Dean



GREETINGS! Thank you for choosing the Campbell University Jerry M. Wallace School of Osteopathic Medicine (CUSOM). I am delighted to help you learn more about our institution, and I look forward to assisting you on your journey to become a healthcare provider.

Campbell University is located in the heart of eastern North Carolina and a short distance from the Research Triangle Park (RTP), which is one of the largest concentrations of research and technology in the world. Campbell is committed to excellence in teaching, research, and patient care.

The [Mission](#) of the Campbell University Jerry M. Wallace School of Osteopathic Medicine is to educate and prepare community-based osteopathic physicians in a Christian environment to care for the rural and underserved populations in North Carolina, the Southeastern United States, and the nation. Our outstanding biomedical and clinical faculty prepares students to be lifelong learners and excellent practitioners.

Our students learn the time-honored approach to healing based upon the teachings of Andrew Taylor Still, the founder of osteopathic medicine. We emphasize intellectual achievement and compassion, as well as mind-body-spirit centered patient care. We value diversity, mutual respect, teamwork, and open communication. Our students actively learn in an environment which provides excellent training, integrating the health sciences while utilizing the latest technology.

Campbell University students delve deeply into areas of medical inquiry stimulated by intellectual curiosity and the desire to learn. Our school emphasizes critical thinking through participation in small group learning sessions.

I encourage you to take full advantage of the educational opportunity offered at the Campbell University Jerry M. Wallace School of Osteopathic Medicine and I look forward to your participation as we train the next generation of healthcare providers for North Carolina, the nation and the developing world.

Sincerely,

A handwritten signature in blue ink, appearing to read "John M. Kauffman Jr.", written in a cursive style.

John M. Kauffman Jr., DO, FACOI, FACP  
Dean and Chief Academic Officer

## Welcome from the Master of Science in Biomedical Science Program Director



Welcome to the Campbell University Jerry M. Wallace School of Osteopathic Medicine Master of Science in Biomedical Sciences (CUSOM MSBS) Program. I am delighted you are interested in our program and hope the information you find within our academic bulletin will help paint a picture of what we have to offer.

Completing the CUSOM MSBS curriculum in a two year period is a challenging experience; we are ready to guide you through the journey to enhance your application for health professional school. This path will not be easy, if you embrace the challenge you will be awarded with a Master of Science in Biomedical Science degree and most important, a valuable network. Your network will consist of faculty, staff, fellow students, MSBS alumni and those that enter the program after you. This network will support you throughout your professional career. It is up to you to make the most of this opportunity.

As the full-time Program Director with over 10 years of experience helping pre-health students prepare for and succeed in the application process to professional school, I will be available to support you throughout the program and your application process. The MSBS program gives you the opportunity to enhance your application beyond letter grades. There are a variety of volunteer and shadowing opportunities, mission trips (foreign and domestic) and community service projects available to you.

If you asked our students and staff to name one of the strongest characteristics of our program, you would hear one overwhelmingly popular response: family atmosphere. This does not only refer to the diversity of our student body but the experience of our outstanding staff and faculty. Our small class size allows you to receive personal attention from our staff and faculty members.

The MSBS program is housed in the Leon Levine Hall of Medical Sciences located on the Health Sciences Campus. The state of art Simulation Center, Anatomy Lab and Medical Library facility (also located in Leon Levine Hall) will ensure you receive hands on learning and access to thousands of medical journals and full-text databases.

We encourage you to maintain a healthy life balance while attending our program. As a MSBS student you will have access to all Campbell University recreational facilities, healthy dining options and school sponsored events.

We look forward to helping you achieve your goals in our program that supports, academically prepares and provides you opportunities to gain the experience you need to be competitive for the future. I look forward to meeting you.

Sincerely,

Joy Henderson  
Director of Postbaccalaureate Studies Programs

## **1. GENERAL INFORMATION**

### **1.1 Campbell University Administration**

President

J. Bradley Creed, MDiv, PhD

Chancellor

Jerry M. Wallace, ThM, MS, EdD

Provost and Vice President for Academic Affairs

Mark Hammond, PhD

Vice President for Business and Treasurer

James O. Roberts, MPA

Vice President for Institutional Advancement and Marketing

Britt J. Davis, MS, DPA

Vice President for Student Life

Dennis Bazemore, MDiv, DMin

### **1.2 CUSOM Administration**

President and Chief Executive Officer

J. Bradley Creed, MDiv, PhD

Dean and Chief Academic Officer

John M. Kauffman, Jr., DO, FACOI, FACP

Chief Financial Officer

James O. Roberts, MPA

#### **Dean's Council**

Vice Dean for Academic Affairs

Michael P. Mahalik, PhD

Associate Dean for Research

Grace Brannan, PhD

Associate Dean for Osteopathic Integration

Eric E. Gish, DO, HPF

Associate Dean for Faculty Development and Medical Education

Victoria S. Kaprielian, MD, FAAFP

Associate Dean for Postgraduate Affairs

Robin King-Thiele, DO, FACOI

Associate Dean for Clinical Integration  
James E. Powers, DO, FACEP, FAAFM

Associate Dean for Biomedical Affairs  
Robert R. Terreberry, PhD

Associate Dean for Clinical Affairs  
David L. Tolentino, DO, FACOI

**Assistant Deans**

Assistant Dean for Faculty  
Igor Danelisen, MD, PhD

Assistant Dean for Simulation Medicine  
Steven J. Halm, DO, FAAP, FACP

Assistant Dean for Scholarly Affairs  
Terri S. Hamrick, PhD

Assistant Dean for Curriculum and  
Assistant Dean for Academic Success  
Yen-Ping Kuo, MS, PhD

Assistant Dean for Biomedical Research  
Yunbo Li, MD, MPH, PhD

Assistant Dean for Clinical Education  
Andrea P. Mann, DO, FAAP

Assistant Dean for Academic Success  
Daniel Marlowe, PhD, LMFT

### **1.3 History, Background and Mission of Campbell University**

On Jan. 5, 1887, James Archibald Campbell - a 26-year-old Baptist minister - welcomed 16 students to a small church in Buies Creek, North Carolina, for the first day of classes, thus marking the founding of Buies Creek Academy. From that humble beginning, Buies Creek Academy evolved to become Campbell Junior College (1926), Campbell College (1961), and Campbell University (1979). Throughout these transformations, the institution has remained true to its founding principles to address the most pressing needs of North Carolina and to educate men and women for Christian service and leadership around the world. The University enjoys an autonomous and voluntary relationship with the Baptist State Convention of North Carolina.

The founding principles still guide Campbell University today. In 2013, Campbell launched the Jerry M. Wallace School of Osteopathic Medicine, North Carolina's first new medical school in over 35 years. In August 2016, the Catherine W. Wood School of Nursing - housed within the College of Pharmacy & Health Sciences - welcomed its first cohort. Simultaneously, Campbell opened its School of Engineering, which was only the second engineering school at a private university in North Carolina. They joined Campbell's other established colleges and schools: the College of Arts & Sciences, the Norman Adrian Wiggins School of Law (1976), the Lundy-Fetterman School of Business (1983), the School of Education (1985), the College of Pharmacy & Health Sciences (1985), and the Divinity School (1996).

In addition to its main campus in Buies Creek, Campbell University has off-campus instructional sites in Camp Lejeune (Jacksonville), Fort Bragg & Pope (Fayetteville), Raleigh (2009 relocation of the law school), Tunku Abdul Rahman University College (Kuala Lumpur, Malaysia), and a vibrant online presence through Campbell Online.

Today, Campbell University enrolls approximately 7,000 students per year, including more than 5,000 undergraduate and graduate students on its main campus. Over 100 degree programs in the liberal arts, health sciences, fine arts, and professions are offered to them, continuing Campbell's tradition of preparing students for purposeful lives and meaningful service.

## **Campbell University Mission Statement**

The Mission of Campbell University is to graduate students with exemplary academic and professional skills who are prepared for purposeful lives and meaningful service. The University is informed and inspired by its Baptist heritage and three basic theological and biblical presuppositions: learning is appointed and conserved by God as essential to the fulfillment of human destiny; in Christ all things consist and find ultimate unity; and the Kingdom of God in this world is rooted and grounded in Christian community. The University embraces the conviction that there is no conflict between the life of faith and the life of inquiry. To fulfill its Mission, the University:

1. Presents a worldview informed by Christian principles and perspectives;
2. Affirms that truth is revelatory and transcendent, as well as empirical and rational, and that all truth finds its unity in Jesus Christ;
3. Influences development of moral courage, social sensitivity, and ethical responsibility;
4. Gathers a diverse community of learners;
5. Delivers academic instruction in the liberal arts and sciences and professional preparation at both undergraduate and graduate levels through traditional, extended campus, and online programs;
6. Transfers to students the vast body of knowledge and values accumulated over the ages;
7. Encourages students to think critically and creatively;
8. Fosters the development of intellectual vitality, physical wellness, and aesthetic sensibility;
9. Forges a community of learning that is committed to the pursuit, discovery, and dissemination of knowledge;
10. Provides students with servant leadership opportunities;
11. Cooperates with other educational institutions to expand learning opportunities for students;
12. Offers service and other opportunities to the greater community through athletics, continuing education, and cultural enrichment programming.

### **1.4 CUSOM MSBS Mission Statement**

The purpose of the Campbell University Jerry M. Wallace School of Osteopathic Medicine Master of Science in Biomedical Sciences (CUSOM MSBS) is to prepare students for careers in health professions. Graduates of the MSBS program will be prepared to pursue careers in the biomedical sciences and gain admission to health professions programs.

CUSOM Master of Science in Biomedical Sciences Program Goals:

1. To prepare students for successful careers in health professions.
2. To foster development of all aspects of an applicant's file for admission to health professions programs.
2. To attract individuals from rural areas, low-socioeconomic status backgrounds, and underrepresented minorities who desire additional education in preparation for medical and allied health-related post-graduate programs.

## **1.5 School of Osteopathic Medicine Accreditation**

Campbell University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, education specialist, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Campbell University. The Commission should be contacted only if there is evidence that appears to support the University's significant non-compliance with an accreditation requirement or standard.

Normal inquiries about Campbell University, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the appropriate office of the University and not to the Commission's office.

The American Osteopathic Association's Commission on Osteopathic College Accreditation (COCA) granted the Campbell University Jerry M. Wallace School of Osteopathic Medicine (CUSOM) full accreditation status in 2017, with the next accreditation review tentatively scheduled for 2024.

Accreditation status is the highest level of accreditation awarded, and confers all rights and privileges of accreditation.

Contact information for the COCA is as follows:

Commission on Osteopathic College Accreditation  
142 East Ontario Street Chicago, IL 60611  
Toll-free phone: (800) 621-1773  
Department of Accreditation: (312) 202-8124  
Department of Accreditation Fax: (312) 202-8424

## **2. ADMISSION TO THE MASTER OF SCIENCE IN BIOMEDICAL SCIENCES PROGRAM**

### **2.1 Admissions Process**

The MSBS Program ensures qualified students are selected for matriculation into the Campbell University Jerry M. Wallace School of Osteopathic Medicine Master of Science in Biomedical Sciences (CUSOM MSBS) program. CUSOM MSBS is committed to selecting applicants who will be an asset to the health professions. The goals of the admissions process are to:

- Understand each applicant as a whole person.
- Evaluate the potential for success in CUSOM MSBS program.
- Assess the candidate's commitment and aptitude as a future practicing clinician.
- Consider the applicant's interest in serving rural and underserved populations.

The MSBS Admissions Committee, under the direction of the Director of Postbaccalaureate Studies, will consider the academic background, achievements, standardized test scores, letters of recommendation, health-related work or research and volunteer experience of each applicant.

In addition to academic performance, the MSBS Admissions Committee places emphasis on the ethical treatment of all humanity, the demonstration of personal merit, compassion, community involvement, communication skills, teamwork, leadership, professionalism, integrity, dedication to professional goals and the promotion of diversity.

The MSBS program will maintain academic and demographic data for each matriculating class. Upon completion, the MSBS program will work in conjunction with the Campbell University, College of Pharmacy and Health Sciences (CPHS), and CUSOM Alumni Association to track education paths, employment, and career activities for each cohort of students. Through this process, the MSBS program will be able to evaluate and adjust recruitment practices and policies to ensure the mission and goals of the institution and program are being met.

### **2.2 Non-Discrimination Admission Policy**

The MSBS program makes every effort to recruit students with diverse backgrounds to foster the cultural richness to meet its Mission and Goals. MSBS applicants will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status or any other characteristic protected by law.

### **2.3 Requirements for Admission**

CUSOM MSBS application requirements include:

1. Earned baccalaureate degree from a U.S.-accredited institution prior to matriculation.



2. Required Coursework:
  - Biological Sciences: One year with laboratory (8 credit hours/12 quarter hours)
  - Inorganic/General Chemistry: One year with laboratory (8 credit hours/12 quarter hours)
  - Organic Chemistry: One year with laboratory (8 credit hours/12 quarter hours)
  - Physics: One year (6-8 credit hours/9-12 quarter hours)
  - English: One year (6 credit hours/9 quarter hours)
  - Courses with equivalent content will be reviewed
3. GPA: The minimum overall GPA for acceptance is 2.7 (emphasis is on the last 120 credit hours). To be considered a competitive applicant, candidates should have achieved at least a cumulative 3.0 (on a 4.0 scale) in the sciences.
4. Standardized Test Scores: Submission of GRE scores is highly recommended to enhance the application. SAT, ACT, MCAT, PCAT OAT or DAT scores may also be submitted.
5. Two Letters of Recommendation: Letters of recommendation must be written by the following (select one letter writer from Column A and one letter writer from Column B). Letters must be on official letterhead, signed by the letter writer and written specifically for the MSBS program.

Column A (Choose One)	Column B (Choose One)
Pre-Health or Pre-Medical Committee Packet	Employer - Manager who has supervised the applicant
	Volunteer Program - Manager who has supervised the applicant
	Healthcare professional who the applicant has shadowed, select from the list below: <ul style="list-style-type: none"> <li>• Physician</li> <li>• Physician Assistant</li> <li>• Pharmacist</li> <li>• Physical Therapist</li> <li>• Occupational Therapist</li> <li>• Registered Nurse or Nurse Practitioner</li> <li>• Dentist</li> <li>• Optometrist</li> <li>• Podiatrist</li> <li>• Veterinarian</li> </ul>
Pre-Health/Medical Advisor	
Core hard science faculty member with a terminal degree familiar with academic work of the applicant	

6. Current resume or curriculum vitae
7. All students are required to meet the CUSOM Technical Standards for Admission. All students must affirm by signature that he/she has read and meet the standards. Any falsification or misinformation regarding the ability to meet technical standards is a reason for dismissal.
8. **Candidates will be considered according to the above criteria. Once the application is screened by Postbaccalaureate Admission personnel, the most competitive candidates will be offered an opportunity to interview with the MSBS Admissions Committee.**

## **2.4 Applications Deadline**

The official PostBacCAS application is available online at <https://postbaccas.liaisoncas.com/>. The deadline for CUSOM MSBS applicants is 6 weeks before the start of the Fall semester. Exceptions to this timeline can only be approved by the Director of Postbaccalaureate Studies.

## **2.5 Application Fee**

There is an application fee associated with PostBacCAS, please visit <http://postbaccas.liaisoncas.org/> for more information.

## **2.6 Application Process**

### **PostBacCAS Application**

MSBS participates with other graduate institutions in a centralized application processing service called PostBacCAS. An application may be submitted online at: <https://postbaccas.liaisoncas.com/>. To initiate the application process, applicants must apply directly to PostBacCAS.

PostBacCAS is available to applicants for entering class from September to July of the year applying. Detailed instructions can be accessed through <https://postbaccas.liaisoncas.com/>. Applicants must request all official transcripts from all colleges and universities attended to be mailed directly from the institution(s) to the PostBacCAS office. Applicants should also ensure all standardized test scores are released to the Office of Postbaccalaureate Studies MSBS program and PostBacCAS from the proper testing service where appropriate.

## **2.7 MSBS Interview and Selection Process**

1. Once the applicant file is complete, the Director of Postbaccalaureate Studies will review the file to determine the most qualified applicants for interview.
2. Qualified candidates will be invited to interview with the MSBS Admissions Committee through the Skype media platform. Skype is the preferred option to allow each candidate to meet members of the MSBS Admissions Committee and allow committee members to meet with each candidate.
3. The MSBS Admissions Committee is appointed by the Dean. The committee will be notified of candidates selected for interview and will be given the application files for review at least three (3) days prior to the scheduled interview dates. The Director of Postbaccalaureate Studies will Chair the interview sessions.
4. Candidates will be sent by email, return receipt required, instructions regarding the process:
  - Log-in specifics, specific time for the interview, and time required for the interview (20 minutes with the MSBS Admissions Committee).
  - The candidate will be given an opportunity to ask questions.
  - Should the 20-minute time limit expire, the candidate may contact the Director of Postbaccalaureate Studies individually either by phone or by email with any further questions.

5. The MSBS Admissions Committee members will evaluate the candidate and make a recommendation to the Vice Dean for Academic Affairs and the Associate Dean for Biomedical Affairs on each candidate.
6. The Vice Dean for Academic Affairs and the Associate Dean for Biomedical Affairs will make the final decision on each candidate, after which time the candidate will be notified of the decision by email and an official letter from the Vice Dean for Academic Affairs and the Associate Dean for Biomedical Affairs coordinated by the Director of Postbaccalaureate Studies.

While the Master of Science in Biomedical Sciences program provides an opportunity for students to demonstrate academic capability, it does not assure admission to a professional school. Successful completion is defined as completing coursework with a GPA of “B” or higher. Students who meet the benchmarks of the program will be encouraged to apply to professional school programs at the end of each of the first 2 semesters. Application fees to these specific programs within Campbell University will be waived.

## **2.8 International Student Applicants**

CUSOM MSBS may accept students who are US-born citizens, naturalized citizens, green card holders, student visa holders and in DACA status.

CUSOM MSBS policy requires applicants who have completed coursework at foreign institutions be evaluated for U.S. equivalence by one of the evaluation services listed on the PostBacCAS website <http://postbaccas.liaisoncas.org/>. The evaluation service must verify course work completed at an institution outside of the US is comparable to a regionally accredited US college or university in a course-by-course fashion. All pre-requisite coursework for admission must be completed at an accredited US college or university to be considered.

**CUSOM MSBS does not accept transfer students from international medical schools.**

## **2.9 Technical Standards for Admission to CUSOM MSBS**

The requirements to succeed at CUSOM are those necessary to successfully complete the curriculum. Since many students will consider entering another graduate level professional program, CUSOM requires all MSBS applicants and students to possess many of the same technical standards required of D.O. students.

Students must be able to function in a variety of learning and clinical settings, and to quickly, accurately, and consistently learn and process data. Students are aware of these standards and must attest to having read and meeting these standards at the time of admission to CUSOM MSBS and continue to maintain these abilities throughout enrollment.

Additionally, CUSOM utilizes cadavers in the gross anatomy laboratory. As such, CUSOM MSBS students must be able to tolerate working with, and touching, cadavers. No photographic devices, including cell phones, are permitted in the gross anatomy lab.

These are requirements for all students, regardless of cultural or religious beliefs, in order for the student to acquire the skills necessary for clinical practice. Students who have any concern should discuss them with the Director of Postbaccalaureate Studies prior to applying. In addition, students must continue to possess the abilities and skills in the following five areas.

***Applicants who do not meet the technical standards should not apply to CUSOM MSBS.***

**Students (Applicants) must possess the abilities and skills in the following five areas:**

**1. Observation**

The student must be able to visually observe laboratory demonstrations, microscopic tissue with the aid of the microscope, and electronic images used in laboratory demonstrations.

The use of a trained intermediary in such cases would compromise performance, as it would be mediated by another individual's power of selection, observation, and experience. Observation requires the functional use of vision and somatic sensations and is often enhanced by the sense of smell.

**2. Communication**

The student must be able to communicate effectively in English, as the curriculum and clinical experiences are offered in English. Students are encouraged to learn other languages for medical communication; however, all curriculum and assessment are given in English. CUSOM MSBS requires the functional ability to speak, hear, and observe patients in order to elicit accurate medical information. The student must be able to both describe changes in mood, activity, posture, and other physical characteristics and to perceive nonverbal communication.

The student must be able to communicate effectively and efficiently in verbal and written form. The student must be able to communicate effectively and efficiently with patients and with all members of the health-care team in order to successfully complete the curriculum.

**3. Motor**

The student must have sufficient motor function to carry out maneuvers to complete the curriculum.

**4. Intellectual**

Students must have the ability to reason, calculate, analyze, measure, and synthesize information delivered in a variety of formats, including, but not limited to electronic/digital sources, EKGs, medical images and similar modalities. The student must be able to comprehend, memorize, synthesize, and recall a large amount of information without assistance, to successfully complete the curriculum.

The student must be able to comprehend three-dimensional relationships and understand spatial relationships to successfully complete the curriculum and apply fundamental concepts to the provision of patient care. The student must be able to acquire and synthesize knowledge through all types of learning materials and formats utilized in the MSBS curriculum. In addition, students must be able to perform pattern recognition, memorization, recall information, identify and discriminate important information, problem solve, calculate and make decisions in timed situations and in the presence of noise and distraction.

The above intellectual abilities are essential, as students and graduates are expected and required to perform pattern recognition, immediate recall of learned material, discrimination to elicit important information, problem solving, and decision-making

## **5. Behavioral and Social Attributes**

The student must have the emotional health needed for full use of his/her intellectual capabilities at all times. The emotional health required for effective communication and for professional, mature, sensitive, and compassionate patient/physician or patient/student relationships must be present.

Students must be able to function effectively under stress and with physically taxing workloads, such as during lectures, labs, written and practical examinations. Students must have the emotional health to be able to function without the aid of medications known to affect intellectual abilities and judgment in an adverse manner. Students must have the emotional stability and motivation to deliver patient care and to make emergent decisions at all times.

The ability to adapt to changing environments and stressful situations and to display compassion and integrity, while maintaining the necessary intellectual capacity to care for patients, is one evaluated during the interview process and throughout the student's progress in the MSBS curriculum. An ability to demonstrate the emotional health necessary for the delivery of quality and safe medical care is mandatory throughout health professions programs. CUSOM MSBS considers drug and alcohol addiction or abuse a significant risk factor for the provision of unsafe patient care and poor patient outcomes. As such, CUSOM has developed clear policies regarding alcohol and substance abuse which are described elsewhere in this bulletin.

**NOTE: The ability to meet the technical standards for the MSBS program does not guarantee meeting the technical standards for the CUSOM osteopathic medicine program. Applicants to any other program, whether at Campbell University or elsewhere must check with that program before applying.**

## **2.10 Americans with Disabilities Act**

CUSOM is operating in compliance with the timeline established by the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008 (ADAAA), both as amended, to assure that its facilities, programs and student policies are accessible to individuals with disabilities. Students and applicants with specific needs should contact the Director of Student Affairs.

## **2.11 MSBS Matriculation and Enrollment Policies**

Once accepted, students matriculating into CUSOM MSBS are required to meet the following:

### **Health, Vaccine, and Immunizations Requirements**

All deposited CUSOM MSBS students are required to submit the following to the Office of Postbaccalaureate Studies:

1. Completed medical history form
2. Proof of immunization
3. Completed substance screen (described below)
4. Completed physical examination conducted by a licensed physician using the appropriate CUSOM form

Students must obtain all CUSOM MSBS required immunizations and corresponding titers, prior to matriculation and remain compliant with all immunization requirements through graduation. Students must maintain all immunizations as required by CUSOM in order to complete all required supervised clinical practice experiences in the osteopathic medical program curriculum. Please refer to the CUSOM Immunization Policy. A complete description of all immunization requirements is available in the Office of Student Affairs.

All students must provide written documentation utilizing the AAMC Standardized Immunization Form (completed and signed by their health care provider or institutional representative) verifying that all immunization and titer requirements, as listed below and in accordance with the CDC Guidelines (<https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>) have been met, affording adequate immunization/immunity for the following:

- Diphtheria, Pertussis and Tetanus
  - All students must submit documentation (physician signature or vaccination record) of immunization with a \*Tdap booster (Boostrix or Adacel) since the year 2005.
  - Following the Tdap booster, proof of a Td routine booster is required every 10 years
- TB test (prior to matriculation and prior to clinical rotations)
  - There are two acceptable methods for TB screening and all students must provide documentation of the results from ONE of the two methods:
    - A two-step tuberculin skin test (TST)
    - An Interferon-Gamma Release Assay (IGRAs) blood test

- The TB test must be obtained within 6 months of matriculation
- Hepatitis B virus (quantitative titer)
  - Students must provide dates and verification (vaccination record) of completing a Hepatitis B vaccination series consisting of three (3) hepatitis B injections
  - In addition verification of quantitative antibody titers demonstrating immunity to hepatitis B must be provided
    - Students who do not show immunity following the vaccination series should refer to the immunization policy for further steps
- MMR: Measles (Rubeola), Mumps and Rubella
  - Students must provide dates and verification (vaccination record) of 2 MMR vaccinations, occurring at least 28 days apart
    - If the student is able to provide an immunization record or physician signature verifying the dates of these 2 vaccinations, no titer will be required
  - Students unable to provide immunization records or physician signature verifying completion of the MMR series have 2 options:
    - Repeat the MMR series of 2 vaccinations at least 28 days apart and provide documentation verifying completion of the series
    - Obtain titers for measles, mumps, and rubella
- Varicella (quantitative titer by the time of matriculation)
- Influenza vaccination every year

CUSOM MSBS does not waive immunization or student health requirements for religious or personal preferences.

CUSOM MSBS may revise the immunization requirements at any time as deemed necessary, and all students will be required to comply with subsequent changes.

### **National Background Checks**

CUSOM MSBS applicants are required to self-disclose any charges, arrests or convictions including misdemeanors, felonies, deferred adjudications, traffic violations, military non-judicial punishment, courts martial, and general or less than honorable discharge from the military, (all hereinafter “Offenses”) with the understanding that non-disclosure/falsification of any previous or pending Offenses may result in the revocation of the offer of admission.

If prior Offenses are not reported but are discovered after matriculation, a student may receive sanctions up to and including dismissal from the program. If a student has any Offenses pending final adjudication, it is the student’s responsibility to immediately inform the Office of Postbaccalaureate Studies.

Additionally, in response to requirements in the professional practice environment, and to minimize the risk to patients, a criminal background check will be completed on all accepted applicants prior to matriculation, and on any student whose actions could potentially be considered a risk to others at any time.

Should any Offenses, including deferred adjudications occur after matriculation, the student must report the incident to the Office of Postbaccalaureate Studies within thirty (30) days of the incident. Following review, disciplinary action may be instituted, up to and including dismissal from the program.

National background checks also may be required at any time deemed appropriate by CUSOM MSBS. Discovery of any previously non-reported Offense(s) may lead to referral to the Academic Performance, Promotion and Standards (APPS) Committee and possible sanctions, up to and including dismissal.

CUSOM MSBS has no control over the content of third-party background checks, which may include charges of driving under the influence. Even expunged records may appear on these checks. Background checks revealing prior Offenses, even charges which may have been dismissed by the courts, could still result in consequences affecting acceptance into the program.

All current or former students returning from an approved extended period away from CUSOM MSBS, such as a leave of absence or an offer to repeat an academic year, must notify CUSOM MSBS in writing of any Offenses deferred adjudications at least sixty (60) days prior to the anticipated return date. An Offense occurring less than sixty (60) days prior to the anticipated return date must be reported to the Office of Postbaccalaureate Studies within 24 hours of the Offense. Non-disclosure or falsification of any related information may result in the revocation of the offer to return to CUSOM MSBS, or if already returned to CUSOM MSBS, referral to the APPS Committee for possible sanctions up to, and including, dismissal from the program.

CUSOM MSBS retains the right to relinquish the seat of any current or former student returning from an extended absence if they have been criminally charged or convicted of a misdemeanor, felony, or traffic violation. Students who have already resumed classes following an extended absence, may be referred to the APPS Committee for sanctions up to, and including, dismissal from the program. As health professionals, students are held to a high standard of professionalism, ethics and honor, and CUSOM MSBS has a duty to protect the public from potential harm by its students.

All current or former students returning from an approved period away from CUSOM MSBS, such as a leave of absence or an offer to repeat an academic year, minimally must submit a current resume, national background check, and controlled substance screen within a timeframe designated by CUSOM MSBS, but no later than sixty (60) days prior to the anticipated return date. Additional requirements, such as a psychiatric evaluation, may be placed on returning students as deemed appropriate.

Students who do not return on the approved date, or otherwise do not fulfill all of the requirements for return, will need to re-apply through PostBacCAS and will not be guaranteed re-admission.



## **Controlled Substance Screening**

### **Pre-Matriculation**

In response to requirements in the professional practice environment and to minimize the risk to patients, a controlled substance screening must be completed by all accepted applicants prior to matriculation. This screening must meet CUSOM MSBS's standards, and be conducted by an agency approved by CUSOM MSBS.

Any substance-related incident which occurs *before* matriculation, including, but not limited to, charges/arrests for driving under the influence, must be reported by the student to the Office of Postbaccalaureate Studies within thirty (30) days of the occurrence. Following review, the student's acceptance may be rescinded.

If the test result is positive (i.e. evidence of a controlled substance) or shows other abnormalities including, but not limited, to excessively dilute urine, the Dean will appoint an *ad hoc* committee consisting of members of the MSBS Admissions Committee to review the test results and the application for admission.

Controlled substance screening results is viewed in light of North Carolina and federal laws governing illegal or controlled substances. Depending on the recommendation of the *ad hoc* committee, the student's acceptance may be rescinded.

For example, although the use of marijuana is legal in some states, the US Federal Drug Enforcement Agency lists it as an illegal drug. Its use or abuse impairs the ability of a healthcare professional to provide optimal care to his or her patients. As such, the use of marijuana in any form is a violation of University policy.

By signing the attestation confirming that students have read and acknowledge compliance with the precepts contained in the CUSOM MSBS Academic Bulletin, each applicant to CUSOM MSBS promises he/she is not currently using, and that he/she will not use while a CUSOM MSBS student, any products or substances in any manner which are illegal in the state of North Carolina.

### **Post-Matriculation**

Any substance-related incident which occurs *after* matriculation, including, but not limited to, charges/arrests for driving under the influence, must be reported by the student to the Office of Postbaccalaureate Studies within thirty (30) days of the occurrence. Following review, disciplinary action may be instituted, up to and including dismissal from the program.

If the test result is positive (i.e. evidence of a controlled substance) or shows other abnormalities including, but not limited, to excessively dilute urine, the Dean will appoint an *ad hoc* committee consisting of members of the CUSOM APPS Committee to review the test results and the application for admission.

Controlled substance screening results are viewed in light of North Carolina and federal laws governing illegal or controlled substances. A more detailed description of CUSOM MSBS's Substance Abuse Screening Protocol is found elsewhere in this Bulletin.

### **Transcripts**

All CUSOM MSBS students are required to provide official transcripts from all colleges and universities attended if they have course work that was not included with the transcripts submitted through PostBacCAS. All transcripts are included in the student's application so CUSOM MSBS only needs official transcripts from coursework completed after the application was submitted.

All students must submit all required paperwork by the published deadlines. Failure to submit the information could result in an offer of admission being rescinded. Falsification of any document or omission of any pertinent information may result in dismissal if discovered after matriculation.

## **3. STUDENT EXPENSES AND FINANCIAL AID**

### **3.1 Application Fee**

There is a non-refundable application fee associated with PostBacCAS, please visit <http://postbaccas.liaisoncas.org/> for more information.

### **3.2 Acceptance Fee**

A non-refundable fee of \$1,500.00 is payable by the designated deadline after a student has been accepted to CUSOM MSBS. Payment is credited toward tuition upon matriculation.

### **3.3 Tuition and Financial Aid**

#### **Tuition**

Tuition is subject to change annually. Tuition for the 2018-2019 academic year is \$21,400 with additional fees. Campbell University's Board of Trustees reserves the right to change the schedule of tuition and fees without advance notice, and to make such changes applicable to present, as well as future students of CUSOM MSBS. The Board of Trustees may also establish additional fees or charges for special services whenever, in the Board of Trustee's opinion, such actions are deemed advisable.

Students receiving federal aid or scholarships that have not arrived by the beginning of the academic year must have written assurance that the funds are awarded. Students must pay any outstanding tuition and fees when those funds are distributed before any over award will be refunded.

All inquiries concerning the above policies and all requests for refunds should be directed to the CUSOM's Office of Financial Aid.

## **Student Fees**

Students in Years One and Two are assessed an annual student fee of \$1,760. This fee covers such costs of laboratory equipment, computer software and maintenance, student activities, technology, and health services. The Campbell University Board of Trustees reserves the right to change this fee schedule without notice.

## **Financial Aid**

CUSOM's Office of Financial Aid makes every effort to ensure that no qualified applicant is denied the opportunity to study and complete the master's degree in biomedical sciences due to financial reasons. A financial aid program assists students in the form of institutional scholarships and students loans. The office provides financial aid counseling to students every step of the way from prospective applicants to CUSOM graduates and beyond.

The CUSOM Office of Financial Aid is responsible for the administration of the student financial aid program. Personal financial aid counseling is also available to students by appointment.

The Office of Financial Aid will email all accepted students information related to applying for financial aid. Students interested in applying for financial aid are required to complete the Free Application for Federal Student Aid (FAFSA), and the Authorization and Consent Form, and provide any other documentation required by federal, state, and private financial assistance programs to determine eligibility for student financial assistance. Personal financial aid counseling is available to students by appointment.

Financial aid counseling is presented to incoming students at the Financial Aid Entrance Interview Presentation during Orientation. Attendance at the financial aid presentation is mandatory for all students. During the presentation, federal entrance counseling requirements are discussed including aid eligibility calculations, borrower rights and responsibilities and loan information. Also discussed are the following: a review of the financial aid application process, loan disbursements, billing process, deferments, record keeping and debt management. Students may meet individually with the financial aid counselor if they have specific questions regarding their financial aid package or if the counselor requests a special meeting.

The CUSOM Office of Financial Aid provides personal counseling with students receiving financial aid throughout each academic year. CUSOM M S B S students are offered periodic updates regarding changes in financial aid regulations and application procedures. Such information is emailed to students. Students are encouraged to call, email, or stop by the Office of Financial Aid for further individual assistance.

The CUSOM Office of Financial Aid provides Debt Management Counseling sessions for MSBS students. These sessions include budgeting tips, responsible borrowing strategies, loan terms and conditions, default prevention, student loan debt in relation to monthly payment amounts and average professional salaries, deferment, forbearance, repayment and consolidation options, record keeping and helpful websites for additional financial aid resources. Satisfactory Academic Performance (SAP) is one consideration whether or not a student will qualify for renewal of Financial Aid. The SAP at CUSOM MSBS currently is set at a minimum GPA of 2.0 on a 4.0 scale.

The CUSOM Office of Financial Aid conducts Exit Counseling sessions for any student who withdraws or graduates from CUSOM MSBS. During the presentation, federal exit counseling requirements are discussed including borrower rights and responsibilities, instructions on how to access and interpret National Student Loan Data System (SLDS), loan terms and conditions, default prevention, repayment options and strategies, consolidation, deferment, forbearance, record keeping and helpful websites for additional financial aid resources. Students may meet individually with the financial aid counselor if they have specific questions regarding their financial aid or if the counselor requests a special meeting. In compliance with federal government regulations for students who withdraw and do not meet with the financial aid counselor, the exit information is mailed.

### **Financial Aid Renewal**

Students receiving financial aid are expected to make reasonable and timely Satisfactory Academic Progress (SAP) towards their graduate degree during all periods of enrollment. Campbell University is consistent in applying the SAP policies to full and part time students. The cumulative GPA for achieving SAP for CUSOM MSBS is currently 2.0 on a 4.0 scale.

Additional information can be found on the Campbell University Website:  
[https://ww2.campbell.edu/pdf-top/financialaid/GRAD\\_SAP\\_Policy.pdf](https://ww2.campbell.edu/pdf-top/financialaid/GRAD_SAP_Policy.pdf)

In addition, should there be an outstanding balance at the end of the semester, students will be placed on a business office hold and will not be registered for the following semester and not eligible for financial aid until the business office hold is cleared.

### **3.4 Refund Policy**

Tuition and fees is refunded in accordance with the Campbell University Refund/Repayment Policy.

To withdraw officially from CUSOM MSBS, a student is required to complete an official form available from the Office of Postbaccalaureate Studies. The official form must be completed with proper signatures obtained and turned into the Director of Postbaccalaureate Studies. Once all signatures are obtained, the Director of Postbaccalaureate Studies provides a copy to the Registrar for placement in the student's permanent file. Failure to withdraw properly will result in a non-prorated reassessment of charges to the student account.

Upon the completion of the official form and the receipt of said form in the CUSOM Office of the Registrar, class registration is updated as a withdrawal or separation from the University denoting the “Effective Date”.

The Campbell University Business Office verifies all classes have been updated accordingly and reassesses student tuition and fee charges. CUSOM MSBS students’ tuition refunds are issued for a University Withdrawal ("W" status). To be eligible for a University Withdrawal tuition refund, the student must withdraw from CUSOM MSBS and all classes are assigned a "W" status. Withdrawal tuition refunds will be based on the effective date of status change and calculated in accordance with the schedule as follows:

<b>Graduate &amp; First Professional Programs Full University Withdrawal ("W" status assigned) All Semesters</b>	
<b>Timeframe</b>	<b>Tuition Refund</b>
Days 1-5	100%
Days 6 – End of Semester	No Refund

The Campbell University Business Office is responsible for the reassessment of student account charges; however, it is the responsibility of the CUSOM Office of Financial Aid to ensure financial aid awards have been evaluated and reassessed accordingly. The Campbell University Business Office reserves the right to hold refund of credit balances until the CUSOM Office of Financial Aid has evaluated and approved the release of funds awarded to students who withdraw from the University.

Any student account balance resulting from a University withdrawal or separation is the responsibility of the student and subject to the collections process. Students will not have grades entered on transcripts, or have transcripts available, if there is an outstanding balance owed the University.

### **3.5 Student Scholarships**

CUSOM MSBS awards merit scholarships to a limited number of admitted students. The MSBS scholarship process is competitive. Students with a GPA of 3.2 or above will be considered. Scholarship criteria are based primarily on cumulative GPA, science GPA, standardized test scores, applicant interview, and scholarship essay. The Vice Dean for Academic Affairs and/or the Associate Dean for Biomedical Affairs may also consider other factors, such as undergraduate university and commitment to service. *NOTE: Scholarship Criteria are intended to serve as guidelines and may be modified as necessary by the Director of Postbaccalaureate Studies programs*

Scholarship candidates are prescreened by the Director of Postbaccalaureate Studies and eligible candidates are recommended to the Vice Dean for Academic Affairs, and the Associate Dean for Biomedical Affairs for approval. Once approved, all decisions are final.

Candidates selected for scholarship consideration are emailed a letter inviting them to apply for the respective scholarship. The CUSOM Assistant Director of Financial Aid sends scholarship invitation letters to students via email. An invitation to submit an essay does not guarantee the student a scholarship.

In order to be considered for scholarship, a student must complete and return an essay, of no more than 500 words, explaining the following:

- Why the student would be an excellent candidate for scholarship assistance
- What the student will contribute to Campbell University

All scholarship essays must be returned to the CUSOM Assistant Director of Financial Aid by the due date specified on the student's scholarship invitation. Completed essays should be submitted via email to: [CUSOMFinancialAid@Campbell.edu](mailto:CUSOMFinancialAid@Campbell.edu).

The Assistant Director of Financial Aid reviews the essay content and makes scholarship recommendations to the Director of Postbaccalaureate Studies, Vice Dean for Academic Affairs, and the Associate Dean for Biomedical Affairs. The Vice Dean for Academic Affairs, and the Associate Dean for Biomedical Affairs Dean will make all final scholarship decisions. The Assistant Director of Financial Aid notifies scholarship recipients of their award by sending a formal scholarship notification letter via mail and email.

Along with the award notification, students receive a scholarship contract, which must be completed and returned to CUSOM's Assistant Director of Financial Aid by the due date. Failure to complete and return the contract by the due date will result in forfeiture of the scholarship.

To accept a scholarship officially, the student must return their Admissions Acceptance Form, Scholarship Acceptance Contract, and submit their acceptance deposit by the due date indicated on the scholarship letter. Students who fail to submit all three of these items by the due date will forfeit their CUSOM MSBS scholarship. CUSOM MSBS grants scholarships until funding is exhausted or as long as the qualified candidate pool exists.

### **Scholarship Renewal Criteria**

Scholarships may be renewed annually providing the student maintains a cumulative CUSOM MSBS grade point average of 3.20 or above on a 4.0 scale. Cumulative grade point averages are not rounded (e.g., a 3.19 will void a scholarship).

Students must also abide by all aspects of the CUSOM Honor Code. Violations of the Honor Code may result in revocation of a scholarship. Students placed on academic or non-academic probation will be ineligible for renewal of their merit scholarship. If a scholarship is revoked, it will not be reinstated in subsequent years.

## **4. STUDENT POLICIES AND SERVICES**

### **4.1 Health Insurance**

All CUSOM students are required to have health insurance coverage. Before registration and before the beginning of class or rotations annually, all students must either provide proof of health insurance or purchase the health insurance made available through Campbell University.

Any medical costs incurred by students as a result of needle sticks, exposure to infectious diseases or materials, while in training, are the responsibility of the student and his/her health insurance carrier. Information on Campbell University Student Health Insurance can be found using the following link: <https://www.campbell.edu/students/student-health-insurance/>

### **4.2 Immunizations**

All students are required to provide to the Office of Clinical Affairs a completed medical history form, proof of immunization, a completed controlled substance screen (described below) and a completed physical examination conducted by a licensed physician.

The Immunization Policy, with a complete description of all immunization requirements, is available at MYCUSOM and in the Office of Student Affairs. All students must provide written documentation utilizing the AAMC Standardized Immunization Form (completed and signed by your health care provider or institutional representative) verifying that all CUSOM immunization and titer requirements, as listed below, have been met. All students must provide written documentation utilizing the AAMC Standardized Immunization Form (completed and signed by their health care provider or institutional representative) verifying that all CUSOM immunization and titer requirements, as listed below and in accordance with the CDC Guidelines (<https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>) have been met, affording adequate immunization/immunity for the following:

- Diphtheria, Pertussis and Tetanus
  - All students must submit documentation (physician signature or vaccination record) of immunization with a \*Tdap booster (Boostrix or Adacel) since the year 2005.
  - Following the Tdap booster, proof of a Td routine booster is required every 10 years
- TB test (prior to matriculation and prior to clinical rotations)
  - There are two acceptable methods for TB screening and all students must provide documentation of the results from ONE of the two methods:
    - A two-step tuberculin skin test (TST)
    - An Interferon-Gamma Release Assay (IGRAs) blood test
- The TB test must be obtained within 6 months of matriculation

- Hepatitis B virus (quantitative titer)
  - Students must provide dates and verification (vaccination record) of completing a Hepatitis B vaccination series consisting of three (3) hepatitis B injections
  - In addition verification of quantitative antibody titers demonstrating immunity to hepatitis B must be provided
    - Students who do not show immunity following the vaccination series should refer to the immunization policy for further steps
- MMR: Measles (Rubeola), Mumps and Rubella
  - Students must provide dates and verification (vaccination record) of 2 MMR vaccinations, occurring at least 28 days apart
    - If the student is able to provide an immunization record or physician signature verifying the dates of these 2 vaccinations, no titer will be required
  - Students unable to provide immunization records or physician signature verifying completion of the MMR series have 2 options:
    - Repeat the MMR series of 2 vaccinations at least 28 days apart and provide documentation verifying completion of the series
    - Obtain titers for measles, mumps, and rubella
- Varicella (quantitative titer by the time of matriculation)
- Influenza vaccination every year

In some situations, clinical sites may have additional immunization requirements above those required by CUSOM. CUSOM does not waive immunization or student health requirements for religious or personal preferences. CUSOM may revise the immunization requirements at any time as deemed necessary, and all students will be required to comply with subsequent changes.

### 4.3 Student Health

CUSOM MSBS students are able to utilize the Campbell University Health Center for medical concerns; personal medical information are kept confidential, in compliance with all HIPAA regulations. Student Health Center office hours can be found on the health center website: <https://www.campbell.edu/health-center/>. All students are required to maintain health insurance coverage from matriculation through graduation.

For medical emergencies and after-hours healthcare, students are encouraged to access appropriate care as warranted by their situation including local urgent care facilities, Emergency Departments and Emergency Medical Services. In an emergency, students should access EMS and the 911-dispatch system.

Further information may be found at <https://www.campbell.edu/health-center/>.



#### **4.4 Counseling Services**

Confidential counseling services are available 24-hours a day, seven days a week in a confidential manner through a combination of resources which includes clinical services offered by the CUSOM Department of Behavioral Health (CUSOM BH) under the leadership of the departmental chair and clinical director (<https://medicine.campbell.edu/behavioral-health>), and StudentLinc, a student assistance program.

Working with Academic and Student Affairs, the Director of Behavioral Health, a licensed mental health professional, and other CUSOM Behavioral Health clinical staff are available during normal business hours for direct student contact. CUSOM Behavioral Health clinical staff is also available as a point of contact for after-hours issues in conjunction with StudentLinc described below.

CUSOM Behavioral Health clinical staff provide counseling for CUSOM students in two on-campus locations based on student preference: Leon Levine Hall and the Campbell Health Center (129 T.T. Lanier Street). In addition to publication in the Academic Bulletin, students are advised of the location of this service and how to access behavioral health services during Orientation as well as periodically throughout the year. More information regarding Behavioral Health services may be found at:

<https://medicine.campbell.edu/behavioral-health>.

Counseling is encouraged for students experiencing anxiety, academic stress, relationship problems, loneliness, depression, alcohol and/or substance abuse, sexuality conflicts, test anxiety and concerns related to medical school adjustment. Students may either self-refer or may be identified by and referred to CUSOM BH by others, all in a confidential manner.

For students found to have needs beyond those provided via CUSOM BH, confidential referrals are made to appropriate community health providers.

In addition to behavioral health clinical staff, CUSOM utilizes the services of StudentLinc, a 24/7/365 student assistance program that offers wrap-around psychosocial support services. Services are accessed through StudentLinc's online web portal (<https://www.mystudentlinc.com/>) or via their mobile application.

StudentLinc Core Services include but are not limited to:

- Unlimited confidential tele-counseling with StudentLinc providers by phone, video or web-based chat
- Three sessions at no cost with community providers for an unlimited number of unrelated issues
- Crisis counseling/management
- Case management and referral to community resources
- Financial counseling
- Online information and training repository

For emergency situations, students should call 911. For non-emergency situations Monday through Friday 9am-5pm, students should call campus safety and ask for the Behavioral Health practitioner. After 5pm and on weekends and holidays, students should contact StudentLinc.

### **Campbell University Behavioral Intervention Team for the School of Osteopathic Medicine (CUBIT-SOM)**

#### **Purpose**

The Campbell University Behavioral Intervention Team for the School of Osteopathic Medicine (**CUBIT-SOM**), a sub-committee of the APPS Committee. It serves students by working with them and faculty to address or remediate any concerning event or pattern of personal behavior and/or professional interaction **that implies a student who may be at risk of harming themselves or others.**

#### **Committee Members**

##### *Ex officio* (non-voting)

- Campbell University Vice President for Student Life
- Campbell University legal counsel
- Director of Campus Safety

##### Voting

- Chair, Department of Behavioral Health for CUSOM
- Vice Dean for Academic Affairs
- Associate Dean for Clinical Integration
- Associate Dean for Clinical Affairs
- Associate Dean for Biomedical Affairs
- Director of Student Affairs

### **Follow-Up/After-Care Members**

- MSBS:
  - Director of Postbaccalaureate Studies

All other members will be *ad hoc* and contingent upon the faculty/staff that are pertinent to the case.

### **Initiation/Committee Process**

- I. Concerned faculty or staff may contact the Director of Behavioral Health or fill out the case referral form on the Behavioral Health portion of the CUSOM webpage:  
<https://medicine.campbell.edu/behavioral-health/behavioral-intervention/>
- II. Upon receipt of a report, the referring faculty or staff are contacted for follow-up regarding the situation, and a team meeting scheduled (typically within 1-2 business days). During the meeting, team members who have interacted with the student as well as other pertinent campus and community individuals will present information.
- III. Upon conclusion, the CUBIT-SOM team may choose one of the following options: make a recommendation on the student's continued enrollment or dismissal; continue to gather information and meet again; or monitor the situation for new developments. The Vice Dean for Academic Affairs will send a formal letter detailing the team's decision to the student and Associate Dean for Biomedical Affairs. A decision reached by CUBIT-SOM and/or sanctions imposed by CUBIT-SOM may be appealed by the student within three (3) school days of the decision. All appeals must be made in writing and delivered to the Office of the Dean. If the request is timely filed, the matter may be returned to CUBIT-SOM to allow reconsideration of the original decision and/or sanction. CUBIT would then reconvene within ten (10) school days to hear the appeal.
- IV. If the CUBIT-SOM decision is upheld or accepted by the student, the Associate Dean for Biomedical Affairs or designee will meet with the student (typically 1-2 business days) after the meeting to discuss the outcome and give the student a copy of the recommendation letter. Students have **24-48 hours or 1-2 business** days to sign and return the letter. The student receives a copy for their personal records.
  - a. Students will be asked to sign waivers for basic information related to their case to be discussed with the following personnel to maintain continuity of care and compliance with recommendations:
    - i. Chair, Department of Behavioral Health
    - ii. Office of Student Affairs
- V. Students receive follow-up contact, outlined below, by appropriate after-care personnel.
- VI. Cases are re-examined at the end of each block by the committee to determine if the plan needs to be: a) maintained, b) amended and/or c) discontinued. Students receive notification of the committee's decision.

**The CUBIT-SOM will use policies outlined in the Academic Bulletin as a framework for its recommendations; however, the team reserves the right to utilize creativity to find the most appropriate solution as long as it falls in line with the policies of Campbell University and the School of Osteopathic Medicine. All discussions and deliberations of the CUBIT-SOM shall be in compliance with the Family Educational Rights and Privacy Act.**

#### **After-Care Process**

If the CUBIT-SOM decision is upheld or accepted by the student, the following procedures will occur:

MSBS-1 and MSBS-2 Students:

- Will be followed by the Office of Student Affairs at CUSOM
  - Given the committee recommendations, Student Affairs will make contact **once or more** per month to ensure the student is in compliance
    - Depending on recommendations, if the student is not in compliance (e.g., missing required appointments), they are given one warning and attempt to comply with the recommendations
      - If the student is found in non-compliance again, the committee will be notified and will re-examine the case prior to the end of the block
  - Each month, a report is generated regarding progress, and kept in a secure file storage system that all committee members will be able to access.

### **4.5 Controlled Substance Screening Protocol**

Controlled substance screening is becoming mandatory at many healthcare facilities prior to participating in patient care, either as a learner or as a staff member. In light of this development, a controlled substance screening test showing no evidence of alcohol, illicit substances, prescription medications without a valid prescription, or substances, which are illegal in the state of North Carolina, is required before matriculation into CUSOM MSBS. Additional screening and/or confirmatory tests may be required as determined by CUSOM MSBS.

CUSOM MSBS reserves the right to require controlled substance testing and/or a psychiatric evaluation on any student when there is an incident of erratic or unusual behavior, or there is a reasonable concern due to a student's behavior, appearance or performance.

Refusal or failure to submit to testing may result in disciplinary action up to, and including, dismissal. Students found to have screening tests positive for alcohol, illicit substances, and controlled substances (defined as a drug or substance that is listed in Schedules I through V of the Federal Controlled Substances Act (21 U.S.C. §812)) or prescription medications without a valid prescription may be subject to disciplinary action up to, and including, dismissal. Please note this also includes substances which are illegal in the state of North Carolina, but which may be legal in other states.

For example, although the use of marijuana is legal in some states, the US Federal Drug Enforcement Agency lists it as an illegal drug. Its use or abuse impairs the ability of a healthcare professional to provide optimal care to his or her patients. As such, the use of marijuana in any form is a violation of University policy.

#### **4.6 Exercise and Fitness**

CUSOM MSBS students have access to all Campbell University recreational facilities, which include: Student Fitness Center, Aquatic Center, Running and Walking Track, Keith Hills Golf Course, Tennis Courts, Carter Gym, Cross Country Course, Disc Golf Course and other recreational facilities. Additional opportunities include intramural and club sports.

#### **4.7 Food and Dining**

Java City Coffee Café is located on the first floor of the Leon Levine Hall of Medical Science. Offerings include sandwiches, wraps, sushi and salads, as well as fresh produce, bakery and coffee selections. Other dining facilities include Chick-fil-A, Keith Hills Snack Shop, Marshbanks Dining Hall, Moe's Southwest Grill, P.O.D. Market, Shouse Dining Hall, Starbucks, Subway, and The Oasis, which are located on main campus. A complete list of dining options and locations can be found at <http://www.campbell.campusdish.com/>.

#### **4.8 Banking**

Full range banking services provided by First Citizens Bank are available on the main campus. Additional banking facilities are located in Lillington (3 miles), Erwin (5 miles), Coats (3 miles), Angier (10 miles), Dunn (10 miles) and Fuquay-Varina (15 miles).

#### **4.9 Postal Services**

A U.S. Post Office (Zip Code 27506) is located on the main campus of Campbell University and has sufficient postal boxes available to serve all students and residents of the community.

#### **4.10 Student Center**

CUSOM MSBS students have access to Campbell University Student activity facilities. Facilities include a snack bar, lounge areas, a large game room, a multipurpose room, and the office space for the Dean for Student Life, Director of Residence Life, Intramural Sports Office, and Campus Ministry.

#### **4.11 Student Clubs and Organizations**

Student clubs and organizations are a very important part of the MSBS program. The service performed by members of student organizations benefits not only the community and the region, but also the members, as they gain valuable knowledge, skills, and experience.

MSBS students may serve as officers or committee members at the state, regional or national level. The goals of student clubs and organizations relate to the Mission of Campbell University. As such, the following are the endorsed student clubs and organizations at MSBS:

- Pre-SOMA (Student Osteopathic Medical Association) Premedical Graduate Chapter
- Student National Medical Association (SNMA) Minority Association of Premedical Students (MAPS)

#### **Grade Requirements**

Students must have at least a cumulative 3.0 GPA on a 4.0 scale as calculated at the end of each grading period, no course failures, and be in good academic standing to:

- Serve as an officer of a MSBS club or organization
- Serve on a MSBS committee
- Attend any off-campus conference/meeting
- Participate in medical mission trips
- Serve as a graduate/teaching assistant
- Participate in research projects

The above list may not be all-inclusive and is subject to change at any time.

Students may enter leadership roles beginning at the middle of the second semester in Year 1. The cumulative GPA of each student wishing to participate in any of the above roles is reviewed by the Director of Postbaccalaureate Studies and the Registrar after each academic semester and, if the cumulative GPA falls below 3.0, the student must relinquish his/her leadership role or other duties/privileges mentioned above.

For an activity requiring pre-approval for participation, such as a mission trip or a research project, the cumulative GPA at the time of application for the activity is utilized; however, if the cumulative GPA drops below 3.0 by the start of the activity, the student may not be allowed to participate for their academic well-being.

#### **Use of College Logo**

Student clubs or organizations requesting the use of the CUSOM logo or any official Campbell University marks for correspondence or other purposes must have approval from the CUSOM Director of Marketing and Communications. The request form to use the school logo for any merchandise must be submitted to the Director of Postbaccalaureate Studies with final approval of the design from the Director of Marketing and Communications.

## **Student Sponsored Events**

Any event conducted by a student club or organization recognized by CUSOM MSBS is considered a student-sponsored event. Events of this nature require the approval of the Office of Postbaccalaureate Studies and requests must be submitted in writing to the Director of Postbaccalaureate Studies. Requests should include a statement of purpose and the facilities required for the event. Event scheduling forms requiring the use of institutional facilities are available through the Office of Student Affairs. Alcoholic beverages are prohibited at any on- or off-campus student club or organization event or activity.

## **Scheduling Extracurricular Activities**

Students, or student organizations, wishing to host events involving extracurricular academic activities, i.e., speakers, mini-courses, pharmaceutical exhibits, or non-credit courses, must have the approval of the Office of Postbaccalaureate Studies. Written requests and/or activities request forms for approval must be submitted to the Office of Postbaccalaureate Studies. All off-campus events sponsored by a CUSOM club or organization must receive approval from the Office of Postbaccalaureate Studies prior to the event or activity and prior to contacting any off-campus facility or organization to schedule or host the event.

## **Attending Conferences**

Students may attend conferences (not greater than three consecutive days). Only students in good academic standing are eligible to attend, and time away from campus are counted per the CUSOM MSBS Attendance Policy.

### **4.12 Student Parking**

The Department of Campus Safety is responsible for assigning parking lots on campus, enforcement of parking regulations and collecting parking fees/fines. Students should not park in areas designated as Faculty/Staff (F/S).

Parking on the brick sidewalks or other areas not conducive to the aesthetics of Campbell University for the purpose of loading and unloading is prohibited unless it is deemed necessary and approved by the Director of Postbaccalaureate Studies.

Additional information on Campbell University Parking Policy can be found at: <https://www.campbell.edu/campus-safety/parking/>. Any violations of the parking policy may result in disciplinary action.

A student may obtain a parking permit by visiting <https://www.campbell.edu/campus-safety/parking/vehicle-bicycle-registration/> and completing the vehicle information.

#### **4.13 Student Lockers**

Lockers are located on the fourth floor of Levine hall and are available to all MSBS students. At the end of the academic year, all students must remove the locks and empty the lockers for the summer. Failure to remove personal locks will result in the Office of Postbaccalaureate Studies removing the locks and disposing of all contents

#### **4.14 Student Study Space**

Study spaces are available to CUSOM MSBS students, and are located on all floors of Levine Hall. Designated and approved spaces include Classroom 400, small group study rooms, medical school library, and common spaces with cubicles. Conference rooms are not approved study spaces, and must be reserved within each appropriate CUSOM department for official organized student meetings and/or events. Additional study space is available in Wiggins Memorial Library on main campus.

#### **4.15 Student Conduct**

All CUSOM MSBS students are expected to conduct themselves in a professional and ethical manner at all times. Establishing and maintaining the highest concepts of honor and personal integrity during your education is critical to the training of health professionals. It is the responsibility of the student to support the standards and it is reasonable to expect this of all students attending CUSOM MSBS.

All CUSOM MSBS students have the rights and obligations of other citizens and measure the urgency of these obligations in the light of responsibilities to colleagues, to their profession, and to the institution. When CUSOM MSBS students speak or act as private persons, they must avoid creating the impression of speaking or acting for their School or the University.

As citizens engaged in a profession that depends upon freedom for its health and integrity, students have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

#### **Student Statement of Professional Ethics**

As a CUSOM MSBS student, I will...

- Be guided by a deep conviction of the worth and dignity of all human life;
- Pursue the advancement of knowledge and recognize the special responsibilities placed upon me;
- Adhere to the policies and procedures of CUSOM in all matters;
- Seek and communicate truth;
- Promote scholarly competence and integrity;
- Practice intellectual honesty;
- Uphold scholarly and ethical standards;



- Demonstrate respect for peers, faculty, staff, administration and the community in general;
- Foster honest academic conduct and ensure student evaluations reflect the student's true merit;
- Promote appropriate interaction between students and faculty, students and administration, and students and staff;
- Avoid any exploitation, harassment, or discriminatory treatment;
- Respect and defend the free inquiry of associates' exchange of ideas and show respect for the opinions of others;
- Give due regard to the paramount responsibilities within the institution in determining the amount and character of work done outside it.

### **Respect for Faculty, Staff, Colleagues, Hospital Personnel, and Community**

Students will respect faculty, staff, colleagues, and others, including hospital personnel, guests, and members of the general public. This respect should be demonstrated by punctuality in relationships with patients and peers, prompt execution of reasonable instructions, and deference to those with superior knowledge, experience or capabilities. Students should express views in a calm and respectful manner when in disagreement with another individual, understanding that a mutual agreement will not always be reached.

### **Respect for Self**

All students should uphold a high level of personal ethics, beliefs, and morals in their daily conduct.

### **Respect for Laws, Policies and Regulations**

Students must respect the laws, policies, and regulations at all levels of the University and the local community, state and federal government.

## **4.16 Accommodations Policy**

Campbell University is committed to providing equal educational opportunity for persons with disabilities in accordance with the nondiscrimination policy of the University and in compliance with Section 504 of the Rehabilitation Act of 1973, with Title II of the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008.

The law states that a person with a "disability" is:

"Someone with a physical or mental impairment which substantially limits one or more of the major life activities of such individual; or a person with a record of such impairment; or a person who is regarded as having such an impairment." (Section 504 of the Rehabilitation Act of 1973)

Equal educational opportunity means that a person with a disability who is qualified for admission must have access to the same university programs, services, and activities as all other students. If necessary to provide equal opportunity, Campbell will make reasonable modifications to its policies, practices and procedures, unless doing so would fundamentally alter the nature of the service, program, or activity or pose an undue administrative or financial burden.

Under the provisions of Section 504, universities may not discriminate in the recruitment, admission, educational process, or treatment of students. Students who have self-identified, provided documentation of disability, and requested reasonable accommodations are entitled to receive approved modifications of programs, appropriate academic adjustments, or auxiliary aids that enable them to participate in and benefit from all educational programs and activities. Section 504 specifies that universities may not limit the number of students with disabilities admitted, make preadmissions inquiries as to whether or not an applicant has a disability, use admission tests or criteria that inadequately measure the academic qualifications of students with disabilities because special provisions were not made, exclude a qualified student with a disability from any course of study, or establish rules and policies that may adversely affect students with disabilities.

In support of its commitment to provide equal educational opportunity, Campbell provides a variety of services and accommodations to students with documented disabilities. Campbell University's [Student Guide for Accessing Disability Services](#) can be accessed [here](#).

Questions or comments about this manual should be directed to Laura Rich, Director of Student Success/ADA/504 Compliance Officer.

Laura Rich  
Student Services, Room 113  
(910) 814-4364  
Fax (910) 814-5710  
[richl@campbell.edu](mailto:richl@campbell.edu)

## **Matriculating or Current CUSOM MSBS Students with Disabilities**

### **Section I – Who to Contact**

Students with documented disabilities who desire modifications or accommodations must contact the CUSOM Director of Student Affairs:

Jennifer Parrish, MEd, LPCA  
CUSOM Director of Student Affairs  
Leon Levine Hall of Medical Sciences, Room 115  
(910)-893-1846  
[jparrish@campbell.edu](mailto:jparrish@campbell.edu)

No accommodations will be made without approval through the University's process. A medical, psychological or other diagnosis may rise to the level of a disability if it substantially limits one or more major life functions, one of which is learning. A disability may be temporary or ongoing.

## **Section II: How to Obtain Services**

### **General Procedure for Receiving Accommodations**

- Step 1:** Incoming or current students are requested to contact the Director of Student Affairs to request services as soon as possible. The University is not responsible for identifying students with disabilities and is not required to provide services unless proper procedures have been followed in making a request.
- Step 2:** The student must schedule a meeting with the Director of Student Affairs, who consults with the Director of Student Success/ADA/504 Compliance Officer to provide documentation of the disability and to complete the appropriate paperwork.
- Step 3:** The Director of Student Affairs reviews the student's request and supporting documentation, if needed. The process of review depends in part on the nature of the student's disability. Decisions regarding accommodations are made on a case-by-case basis. There is no standard accommodation for any particular disability. CUSOM will make reasonable modifications to its policies, practices and procedures, unless doing so would fundamentally alter the nature of the service, program, or activity or pose an undue administrative or financial burden.
- Step 4:** If the request for accommodations is approved, the Director of Student Affairs generates a Letter of Accommodation (LOA) documenting the student's individual, approved accommodations. The Office of Students Affairs coordinates dissemination of the LOA. Any student whose requested accommodations are not approved is encouraged to meet with the Director of Student Affairs to discuss the reasons for the denial. The Director may discuss the grievance procedure with the student at this time.

### **Additional Information Regarding Documentation and Accommodations**

For any student deemed eligible, CUSOM provides accommodations and/or modifications to policies and practices in order to ensure that all students have equal access to all CUSOM programs, services, and activities. The purpose of accommodations is not to ensure success, but rather to provide access and equal educational opportunity.

Accommodations are not provided retroactively. Any student approved for accommodations is entitled to services and accommodations only from the date that approval is given. Even if the student can establish that he or she had a disability at the time of the course in question, CUSOM will not expunge or re-examine coursework completed before the student was reviewed and approved for accommodation.

No student is required to disclose his or her disability to the university. However, as discussed above, any student who discloses and receives approved accommodations after he or she has begun study at CUSOM will not receive any retroactive accommodations on work completed before the approval for accommodations was made.

Documentation of a student's disability is only shared with relevant CUSOM faculty, staff or administration on a need-to-know basis with a release of information signed by the student.

### **Service Animal Information**

According to the Americans with Disabilities Act (ADA), a service animal is defined as “any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items”. Providing comfort or support does not qualify an animal as a service animal. If there are any questions as to whether an animal qualifies as a service animal, a determination is made by Director of Student Affairs with consultation with the Director of Student Success/ADA/504 Compliance Officer.

In compliance with the ADA, service animals are welcome in all buildings on campus and may attend any class, meeting, or other event. Service animals are expected to exhibit reasonable behavior while on campus. The owners of disruptive and aggressive service animals may be asked to remove them from university facilities. If the improper behavior happens repeatedly, the owner may be told not to bring the service animal into any facility until they take significant steps to mitigate the behavior.

Emotional support animals are animals that provide comfort and relieve symptoms of mental health disorders. The CUSOM Director of Student Affairs can provide further information. Emotional support animals are not allowed in other campus buildings, including classrooms and dining facilities unless it is deemed as a reasonable accommodation and will be included in the student's Letter of Accommodation (LOA) from CUSOM.

Cleanliness of any animal living or working on campus is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of animals. The owner is expected to clean and dispose of all animal waste.

## **Confidentiality of Information**

Information received from a student is governed under the provisions of the Family Education Rights and Privacy Act of 1974. Under the provisions of this law, students in post-secondary education have the right to inspect and review their school records as defined by law. Other than for “Directory Information”, Campbell University will release information only with the student’s written consent and will use “Directory Information” in the best interests of the student.

CUSOM is committed to ensuring all information compiled concerning a student remains confidential as required by applicable law. Any information monitored or collected is used for the benefit of the student.

Only those faculty and staff members of CUSOM have access to information collected for use in accomplishing necessary tasks for the student. Any information gathered is not released to third parties except in accordance with state and federal law.

A student must give written authorization to release information when he/she wishes to share it with others. The student must specify the information to be released, the purpose of the release, and to whom the information is to be forwarded. This release may be handwritten, or a form from CUSOM Office of Student Affairs may be used.

## **Section III: Student Responsibilities**

### **General Student Responsibilities**

1. Identify him/herself to the Director of Student Affairs to begin the process of requesting accommodations. CUSOM MSBS is not responsible for identifying students with disabilities or for contacting such students to begin the accommodation request process.
2. Provide documentation which conforms to the university’s guidelines. If the student’s documentation is insufficient for any reason, the student is responsible for pursuing whatever additional documentation is required and to pay any costs thereof. CUSOM reserves the right not to provide services or accommodations until all of the documentation specified in the guidelines is provided.
3. Any student approved for accommodations is responsible for retrieving his or her Letter of Accommodation (LOA) and Release of Information Form from the Director of Student Affairs or available at: <https://cuweb.wufoo.com/forms/cusom-release-of-information/>

### **Responsibilities of a Student Approved for Testing Accommodations**

Testing accommodations require frequent communication between the student and the Office of Assessment, Accreditation and Medical Education. It is very important that testing information be shared with this office in a timely manner.

At the beginning of the semester, and at least one week prior to the first scheduled test, the student should discuss with the Office of Assessment, Accreditation and Medical Education all approved testing accommodations. This discussion should address the questions of how, when and where the Office of Assessment, Accreditation and Medical Education will provide the testing accommodations. The student should make sure to have a calendar and a copy of the LOA with him/her at the time of this discussion. The student should also remind the Office of Assessment, Accreditation and Medical Education of their need for accommodations at least one week prior to each test/exam.

If at any time you feel that the Office of Assessment, Accreditation and Medical Education, or the Department of Clinical Affairs is not adequately meeting your accommodations, discuss this with the Office of Assessment, Accreditation and Medical Education or Department of Clinical Affairs and the Director of Student Affairs immediately.

Remember, the Office of Assessment, Accreditation and Medical Education is only required to provide accommodations specifically listed in the Letter of Accommodation.

### **Responsibilities of a Student Approved for Handicapped Parking**

Students who use handicapped parking on campus must maintain state-issued handicap parking permits. The student is also required to purchase an appropriate parking sticker from parking administration.

If a student has consistent problems finding necessary handicapped parking near his/her class buildings, notify the Director of Student Affairs and parking administrator immediately.

## Section IV: Documenting a Disability

### General Documentation Guidelines

To ensure that reasonable and appropriate services and accommodations are provided to students with disabilities, students requesting such accommodations and services must provide current documentation of their disability. Such documentation generally must include the following:

- a clear diagnostic statement of the disability prepared by a licensed professional
- a description of the manner in which the disability limits the student in a specified major life activity and the severity of the limitation

It is the responsibility of the student requesting the accommodations and services to document the disability. As such, the cost of evaluations required pursuant to these guidelines is to be borne by the student. If there is a change in the student's condition, he/she may request modifications to previously approved accommodations. The student will have to provide current supporting documentation for review at that time. An Individualized Education Plan (IEP) or a 504 plan may help to supplement documentation, but are generally insufficient documentation when presented alone.

### Guidelines for Documenting a Learning Disability

Every report should be on letterhead, typed, dated, signed and otherwise legible, and be comprised of the following elements:

- **Evaluator Information:** The name, title, and credentials of the qualified professional who conducted the assessment should begin the report. Please note that members of the student's family are not considered appropriate evaluators.
- **Recent Assessment:** The report must provide adequate information about the student's current level of functioning. If such information is missing, the student may be asked to provide a more recent or complete assessment.
- **Testing:** There should be a discussion of all tests that were administered, observations of the student's behavior during testing, and a listing of all of his/her test scores (i.e. domain, cluster, subtest, index, etc.) represented in standard scores and/or percentile ranks.

Informal assessment, an Individualized Education Plan (IEP), and/or a 504 plan may help to supplement a more comprehensive test battery but are generally insufficient documentation when presented alone.

In addition, a clinical summary and a clearly stated diagnosis are helpful. The summary should integrate the elements of the battery with background information, observations of the client during the testing situation, and the student's current academic situation. This summary should present evidence of a substantial limitation to learning and explain how the patterns of strength and weakness are sufficiently significant to substantiate a learning disability diagnosis. It should also demonstrate that the evaluator has ruled out alternative explanations for the learning problem. If social or emotional factors are found to be possible obstacles to learning, they should be discussed. This summary may include recommended accommodations, but these are in no way binding to the University. CUSOM reserves the right to evaluate all documentation and determine appropriate accommodations in each case.

## **Section V: Grievance Procedure**

All requests for accommodations or special services should first be brought to the CUSOM Director of Student Affairs. Problems with approved accommodations or services should first be reported in writing to the CUSOM Director of Student Affairs.

If the student is unable to resolve the matter with the CUSOM Director of Student Affairs, the student and the CUSOM Director of Student Affairs should forward the complaint to the Director of Student Success/ADA/504 Compliance Officer for an informal resolution. The Director of Student Success/ADA/504 Compliance Officer will arrange a meeting with the student and CUSOM Director of Student Affairs within ten (10) business days of receiving the complaint.

In the event that the student is dissatisfied with the informal resolution, he/she may file a complaint with the Vice President for Student Life and Dean of Students. The Vice President for Student Life and Dean of Students will arrange a meeting with the student and Director of Student Success/ADA/504 Compliance Officer within ten (10) business days of receiving the complaint.

In the event that the student is dissatisfied with the informal resolution, he/she may file a complaint with the Vice President for Academic Affairs and Provost if the issue involves denial of an academic accommodation.

Students are also encouraged to exercise their rights of complaint through the Department of Education, Office of Civil Rights and other legal channels if needed.



## **5. ACADEMIC INFORMATION AND POLICIES**

### **5.1 Advising and Faculty Access**

CUSOM is a student-centered institution. As such, all administrators will be accessible to students when needed and based on availability. Additionally, the Director of Postbaccalaureate Studies programs will strive to have formal meetings on a regular basis.

The Academic Advisor-Advisee relationship is one of an institutional representative providing insight or direction to a student about academic, professional, scholarly, and career planning issues. The nature of this direction may be to inform, suggest, counsel, discipline, coach, mentor, or even teach. The advisor/advisee relationship will ensure consistent feedback regarding academic performance and direct the student to additional resources within the institution as needed.

This relationship endeavors to create an atmosphere of trust and meaningful dialogue. Significant personal or behavioral health problems are referred to the Behavioral Health Services for assessment and potential referral for counseling.

Students on Academic Probation will meet with academic advisors or the Academic Center for Excellence at least twice a month, or as may be required by the Academic Performance, Promotion, and Standards (APPS) Committee.

Faculty also meet with non-assigned students to provide additional help with course work. Faculty publish office hours, and are available to students for any additional assistance. Scheduling may be done either directly with faculty or through the appropriate administrative assistant.

By matriculating at CUSOM MSBS, students agree that their grades will be shared with their faculty advisors in an effort to facilitate advising effectiveness.

### **5.2 CUSOM Tutoring Program**

The program is to help students requesting tutoring service (tutees) become more proficient in subject materials and more efficient as independent learners across a broad range of courses through individual, peer tutoring sessions.

#### **Overview of Program**

CUSOM MSBS students who wish to receive peer-tutoring support will place their requests by logging onto the Blackboard Class Community and fill in a form following the Wufoo link. The Academic Center for Excellence (ACE) will identify available certified peer tutors, and the tutors will contact the tutees directly to arrange session(s) on a short- or long-term basis. The aim of tutoring sessions is to clarify and review concepts, explain processes, and assist in problem solving. The interactions between tutor and tutees should adhere to the rules of academic professionalism, confidentiality and honesty according to the Honor Code.

## **Qualification, Selection, Certification, and Benefits of Tutors**

Being a certified tutor can be a very rewarding experience. In addition to acquiring teaching skills through training, obtaining formal recognition of the qualification, and receiving monetary compensation for the service, tutors gain the satisfaction of helping other students achieve their success, which is very gratifying. Teaching others is also a great means to augment one's own study skills and enhance understanding of particular content.

### **Academic Requirements**

1. Student tutors apply for positions and are assigned to specific MSBS courses.
2. Eligibility
  - a. Students must rank in the top 25% of the specific course.
  - b. Students must have a cumulative GPA of 3.3 or greater.
  - c. Course Director(s) of intended course must review and approve student tutors.

### **Selection and Certification**

1. Students eligible for a tutor position based on the academic requirements must attend mandatory tutor trainings offered by ACE prior to providing tutoring.
2. Students who attend the trainings and demonstrate satisfactory participation become eligible to receive an official CUSOM Course Tutor appointment.
3. The last step prior to becoming a certified CUSOM Course Tutor requires students to meet with the Course Director(s) of the intended course of appointment. The Course Director(s) will provide specific guidance and explain expectations.
4. Students who complete all of the above requirements will formally become a certified CUSOM Course Tutor and ACE will make tutoring assignments.

### **Compensation**

Tutor compensation is contact hours based and has a cap of 20 hours maximum over a two-week period. Certified Tutors must contact the Campbell University Human Resource Department to complete all necessary paper work for payment of services rendered. The current rate of compensation is \$10/hour, and is subject to change per Campbell University policy. Student Tutors are responsible for submitting their hours of service to ACE using the provided Wufoo link; the confirmed and approved billable hours will be forwarded to the Payroll Department for processing payment.

### **Supervision and Support**

Tutors needing support for tutoring skills can contact ACE or the individual Course Director(s) at any time. Tutees may evaluate student tutors for the purposes of providing feedback to improve individual skills and program efficiency. If such data is

collected, it will be confidential in nature to protect individual identities. End-of-course meetings of the ACE Directors, Tutors, and Course Directors may occur for program-improvement discussions.

## **Responsibilities of Tutees and Tutors**

### **Tutees:**

1. Initiate tutoring service request by filling out the Wufoo Tutor Request Form located on Blackboard Class Community.
2. Respond to all communications from ACE and assigned tutor(s) in a timely manner.
3. Clearly communicate the objectives of the tutoring sessions with the tutor(s) in advance.
4. Fill out a post-tutoring evaluation if notified by ACE.

### **Tutors:**

1. Attend all required training sessions and meetings.
2. Complete paperwork for payroll with University HR department.
3. Respond to all communication from ACE, Course Director(s), and assigned tutee(s) in a timely manner.
4. Manage tutoring appointments effectively, including setting up initial or recurring appointments.
5. Maintain and submit accurate logs of tutoring sessions.
6. Prior and during tutoring sessions:
  - a. Be prepared to address the objectives and the subject areas identified by the tutee.
  - b. Maintain confidentiality of tutee's personal information.
  - c. Listen and respond to the tutees' academic needs with sensitivity and apply sound tutoring skills to help them maximize their academic potential.
  - d. Reinforce understanding and sharing tips for success.
  - e. Refer tutees to other content or support resources if necessary.

## **5.3 Attendance**

### **Attendance Policy**

Attendance for MSBS students is required at all lectures, labs, and other scheduled curricular activities. Attendance will be monitored by the Office of Postbaccalaureate Studies using the lecture hall cameras, and electronic attendance records are maintained. Absences for emergencies are considered on a case-by-case basis through the Office of Postbaccalaureate Studies. Any falsification of attendance records is viewed as an Honor Code violation. Failure to maintain adequate attendance may result in corrective action through the Academic Performance, Promotion and Standards (APPS) Committee.

Violations may result in disciplinary action by the APPS Committee including, but not limited to, removal from any leadership position with a student club, organization or student government office, and possible notation in the Pre-Professional Advisory Committee Letter of Evaluation. In extreme cases, absenteeism or tardiness may result in dismissal from the program.

It is recognized there may be isolated instances when an individual must be absent; however, the student who misses a lecture, laboratory or workshop is not excused from the subject materials or duties of that particular period. The student may be required to make-up the missed educational session(s) during off-hours. Makeup laboratories are conducted only in extreme situations and at the discretion of the lecturer, Course Director and Associate Dean for Biomedical Affairs when necessary.

The total number of absences must not exceed 20% of a course. No excused absences are granted while the 20% threshold has not been reached. Once a student has met or exceeded the 20% mark, the student may be eligible to request an excused absence through the Office of Postbaccalaureate Studies by meeting one of the following qualifying criteria:

- For medical condition/illness, the student must provide the Office of Postbaccalaureate Studies a note from the examining physician (who is NOT a family member) indicating the time of medical visit and recommended time off and/or return date must be submitted upon the student's return to class.
- For personal leave, unless it is emergent in nature, the absence request must be submitted at least seven (7) days prior to the anticipated absence. Examples of emergent situations include:
  - Death in immediate family
  - Critical status secondary to accident/acute illness involving immediate family member

**Note:** “Immediate family member” is defined as a student’s parent, stepparent, grandparent, spouse, spouse’s parent, child or sibling.

Appropriate documentation to support the request is required, and must be submitted for approval to the Office of Postbaccalaureate Studies.

- For Jury Duty, the absence request and supporting documentation must be submitted at least seven (7) days prior to the anticipated absence.
- For attending CUSOM-related activities or national meetings of student clubs and organizations, an excused absence must be submitted, in writing, to the Office of Postbaccalaureate Studies at least seven (7) days prior to the anticipated absence(s). To be considered for such request, students must have a cumulative GPA  $\geq 3.0$  on a 4.0 scale, no prior course failures, and be in good academic standing. No travel arrangements should be made prior to approval being granted. CUSOM MSBS accepts no responsibility or liability for any losses as a consequence of any cancelled or delayed travel plans.
- Students may request an excused absence for religious holidays not included in the list of recognized University holidays.

In the event of any absence from an examination, quiz, or presentation, approval must be obtained through the Office of Postbaccalaureate Studies to arrange a make-up. It is essential each student makes every effort not to miss any examination or quiz. Requests for make-up examinations or quizzes must be made in a timely manner with the instructor. With the exception of faculty lectures, students with approved absences must contact the Course Director(s) in a timely manner to 1) notify them of their absence and 2) arrange any necessary make-up requirements for missed course activities (e.g., labs, presentations, peer review sessions, etc.). An unexcused absence from an examination, quiz, laboratory, lecture or assignment may result in a grade of zero (0) for that exercise.

### **Official Holidays**

CUSOM observes the following University holidays.

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (2 Days)
- Christmas (Varies)

Holidays falling on a weekend will be observed either on the Friday before or the Monday after the holiday, or as designated by Campbell University.  
<https://www.campbell.edu/faculty-staff/human-resources/university-perks/>

### **Jury Duty**

It is the duty of every citizen to serve on jury duty when called. If a CUSOM MSBS student is called to serve on a jury, or if a CUSOM MSBS student is ordered to appear in court as a witness, he or she should advise the Office of Postbaccalaureate Studies as soon as possible.

### **Consequences of Non-compliance**

**As professionals, students are expected to strictly adhere to the attendance policy. The Academic Performance, Promotion and Standards (APPS) Committee may consider non-compliance of the Attendance Policy by MSBS students as a violation of CUSOM policy and result in disciplinary action. APPS actions include, but are not limited to, loss of remedial privileges; removal from any leadership position with any student club, organization or student government office. In extreme cases, absenteeism or tardiness may result in dismissal from the program.**

## **Severe Weather Policy**

If inclement weather results in changes to class schedules or dining option changes, a message will be posted via the website at [www.campbell.edu](http://www.campbell.edu) and [www.campbell.edu/cusom](http://www.campbell.edu/cusom), Facebook, Twitter, and through our inclement weather line:

On campus: dial 5700

Local, but not on campus: dial 910-814-5700

Long distance: 1-800-760-8980 then dial 5700

## **5.4 Dress Code Policy**

Students must maintain a professional appearance and professional attire whenever on CUSOM grounds, including adjacent property at Campbell University and on all clinical experiences. Students must be professionally dressed for all lectures, examinations, laboratory classes, or workshops. Changing areas and lockers are provided for students to change into appropriate dress for Gross Anatomy labs. Students do not need to maintain professional attire after the normal end of the school day, Monday through Friday, or on weekends, except when notified by the school administration.

A clean and well-cared-for appearance should be maintained. The apparel and appearance of faculty, staff, and students project, in part, the image the community has of the University. Faculty, staff, and students are expected to be neat, well groomed, and appropriately dressed for the work and study they do. The clothing selected should not be distracting to faculty, staff, or students.

Men must wear dress trousers, appropriate shoes and socks, dress shirt and necktie. Women are required to wear appropriate dresses or skirts of reasonable length (no higher than 2" above the knee when sitting) or slacks with appropriate blouses. Hairstyles should be clean and neat, avoiding extreme length, styles, or colors. Revealing or tight, form fitting clothing is unacceptable. Beards and mustaches must be neat and trimmed at all times. Excessive body piercings are not acceptable.

Shorts, jeans, T-shirts are not permitted. Hats (unless for religious reasons), caps, hoodies or sunglasses may not be worn during classes or examinations. Any student wearing a hat (unless for religious reasons), cap, hoodie or sunglasses will be asked to remove it. Students who have tattoos must ensure they are covered at all times on-campus, and during clinical experiences.

Students inappropriately dressed or groomed may be required to leave the campus or their clinical rotation and not return until appropriately attired. Any class missed during this time will be considered an unexcused absence. Questionable or disputed cases of dress or grooming shall be presented to the Office of Postbaccalaureate Studies, whose decision will be final. Repeated infractions may be considered a professionalism issue resulting in referral to the Academic Performance, Promotion, and Standards (APPS) Committee.

### **Additional Dress Code Requirements:**

Certain educational experiences at CUSOM require a specific dress code.

#### **Anatomy Laboratory Dress Code**

Lab coats are to be worn in the anatomy lab at all times. CUSOM provides, and launders lab coats and disposable latex-free gloves.

It is recommended that the student wear scrubs or old clothes and shoes that can be discarded when the gross anatomy curriculum is over.

Wear appropriate clothing and comfortable shoes. The lab is cool, so **warm clothing is recommended**. Close-toed shoes and long pants are required. Flip-flops, open toe shoes, shorts or spaghetti-strap tops are not permitted.

Hats or other head coverings (other than for religious purposes) are not permitted in anatomy labs.

Lockers are available in the locker rooms adjacent to the lab where students may store their gross clothes. Students must provide their own locks. Leave all of your personal belongings in a locker versus stacking them in the 4<sup>th</sup> floor lobby outside the laboratory.

Protective eyewear is suggested but not required (students provide own eyewear). **Soft contact lenses are NOT recommended in the lab** (they may absorb the chemicals used in the laboratory).

The course syllabi may provide additional requirements.

## 5.5 Global Assessment

Throughout the CUSOM MSBS curriculum, examinations and other assessments are administered to assess student knowledge and performance.

The Executive Director of Assessment, Accreditation and Medical Education, the Office of Academic Affairs (including the Registrar), as well as the Office of the Dean, work collaboratively to determine each individual student's eligibility for promotion or graduation, consider the results of the student assessments and reports concerning attendance, and monitor conduct and potential professionalism issues. Students who fail to make satisfactory academic progress are addressed through processes described in this Academic Bulletin. For example, under certain circumstances, students may be brought before the Academic Performance, Promotion, and Standards Committee (APPS) Committee for disciplinary action or academic review, with recommendations made to the Dean for final adjudication.

## 5.6 Credits, Grading, and Grade Point Average (GPA) Credit Assignment Process

The Office of Academic Affairs is charged with ensuring the appropriateness of credit assignments within the CUSOM curriculum. Corresponding credits are assigned to all courses in the curriculum, including clinical rotations, based on contact hours.

Credit assignments are reviewed as described below, and the credit assignments are consistent with the definition of a credit hour as provided in the glossary of the Accreditation of Colleges of Osteopathic Medicine: COM Standards and Procedures:

<http://www.osteopathic.org/inside-aoa/accreditation/COM-accreditation/Documents/com-continuing-accreditation-standards.pdf>

The CUSOM Initial Review Committee (IRC, a subcommittee of the CUSOM Curriculum Committee), the CUSOM MSBS Curriculum Committee, and the Campbell University Curriculum Council (UCC) have reviewed the credit assignment process and CUSOM MSBS curriculum as part of the institutional approval process.

Campbell University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate, Baccalaureate, Masters, Education Specialist, and Doctorate degrees.

Campbell University was awarded Level VI accreditation by the SACSCOC on May 29, 2013, at which time SACSCOC approved the Doctor of Osteopathic Medicine (DO) degree program of CUSOM. The SACSCOC approval reads:

**“The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Doctor of Osteopathic Medicine degree program. It was the decision of the Board to approve the program and include it in the scope of the current accreditation and to advance the institution to Level VI.”**



Campbell University is one of only three private universities in North Carolina to be awarded Level VI accreditation status by SACSCOC, the others being Duke University and Wake Forest University.

### **CUSOM MSBS Credit Calculation**

The CUSOM MSBS curriculum utilizes a process by which course grades are determined per Semester of study with a designated number of weeks per Semester.

CUSOM MSBS assigns grades to all credit-bearing courses, and credits for each course are determined based on contact hours with 0.5 credit increments. A minimum number of contact hours per credit is delineated, and a course with contact hours not reaching the requirement for the next higher credit value is reported at the next lower credit value. For example, a course of 10 contact hours would be assigned a value of 0.5 credit, not 1.0 credit. This credit hour calculation is consistent with US Department of Education standards.

### **Credit Review Process**

CUSOM MSBS assigns the amount of credit awarded for student work, and the criteria utilized in this process conform to commonly accepted practices of higher education. CUSOM MSBS awards credits to course offerings based on delivery method and duration, utilizing standards endorsed by the American Association of Collegiate Registrar's and Admission Officers (AACRAO), as well as the minimum Federal Financial Aid regulations.

Review of the curriculum, including credits, is through the CUSOM MSBS Curriculum Committee, as well as the Campbell University Curriculum Council (UCC), as necessary.

To ensure appropriateness and consistency, CUSOM MSBS reviews credit assignments for the curriculum periodically as part of the curricular design review process. The process includes, but is not limited to, review of current standards of higher education, precedent established by other Colleges/Schools, and consistency with the [CUSOM Mission](#).

The records of review of the credit assignment as part of the overall curriculum review are maintained in the Office of Academic Affairs.

All proposed curricular changes, including minor and substantive changes, are brought to the Initial Review Committee (IRC), a subset of the Curriculum Committee, and also the full Curriculum Committee for review, consideration and approval. Minor changes include such matters as the addition/elimination of a course, modifications to an existing course, or minor changes to existing program requirements. Substantive changes are those that involve extensive new patterns of requirements for existing students, or that have a significant impact on other programs within the University.

For proposed non-substantive curricular changes in years 1 and 2, with minimal impact on other programs or on student requirements, approval is required first through the Course Directors, in consultation with the Assistant Dean for Curriculum, Associate Dean for Biomedical Affairs, or the Vice Dean for Academic Affairs as necessary and finally by the MSBS Curriculum Committee.

Upon approval at all levels, the proposed changes are then presented to the Dean for review and final approval.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. As such, any proposed CUSOM substantive changes also would be reported to SACSCOC per their requirements and in a timely manner.

## Grading

CUSOM MSBS has developed and publicized a system, in keeping with the [CUSOM Mission](#), to assess the progress of each student toward acquiring the competencies essential to effective performance. Students must complete all required coursework with passing grades as published in the Academic Bulletin. Students who fail any part of the curriculum will be referred to the Academic Performance, Promotion and Standards (APPS) Committee for review.

CUSOM has adopted the following schema for determining letter grades and clinical grades:

Grading Scale				
Year-1 and Year-2 Courses		Quality Points	Other Grades	
A	90-100 <sup>a</sup>	4.0	IC	Incomplete
B	80-89	3.0	W	Withdraw
C	70-79	2.0		
C* <sup>b</sup>	70	2.0		
F	<70	0.0		
P	≥70	4.0		
P* <sup>b</sup>	70	2.0		
<sup>a</sup> The maximum percentage cannot exceed 100. Percentage grades are rounded to the tenth from 0.50 upwards, therefore 82.50-82.99 = 83, while 82.49 = 82. <sup>b</sup> Denotes course was passed after successful remediation of an initial failing grade.				

## Remediation

Students must complete all required coursework with passing grades as published in the Academic Bulletin. Students who fail any part of the curriculum are brought before the Academic Performance, Promotion and Standards (APPS) Committee for review and possible disciplinary action. Students who fail any part of the curriculum may be offered remediation.

A student in the first or second year of studies, who fails any course, will appear before the APPS Committee. If the Committee grants the student the opportunity to remediate, the student will receive a grade of Incomplete (IC) until remediation is complete. The student will receive a grade of C\* for a graded course or P\* for a Pass/Fail course after the successful remediation of the failed course. The \* will remain on the transcript with the notation that the student passed after remediation. A student will earn a grade of F if not allowed remediation or if the student fails the remediation.

**PLEASE NOTE THAT THE OPPORTUNITY TO REMEDIATE IS NOT GUARANTEED AND IS A DECISION MADE BY THE APPS COMMITTEE ON AN INDIVIDUAL BASIS. A STUDENT MUST NOT ASSUME THEY WILL BE GRANTED REMEDIATION.**

## Grade Point Average (GPA), Quality Points and Class Rank

A student's grade point average (GPA) is determined by dividing the total number of quality points earned by the total number of graded hours attempted. Note that for purposes of GPA calculations, a grade of "W" is not included in "graded hours attempted". If a student has earned 227 quality points on 61 graded hours attempted, the grade point average would be  $227/61 = 3.721$ .

In both years of the CUSOM MSBS curriculum, most courses use a traditional letter grade system (A, B, C or F) and are calculated into the GPA.

No grade will be changed unless the Office of Academic Affairs certifies to the Registrar, in writing, that an error occurred or that remediation results in a grade change. A student may appeal to the Dean for consideration of a grade change only after the APPS Committee has met.

**NOTE: "F" grades:** A student who earned a grade of F initially and is eligible to remediate the course will have the grade reported as Incomplete (IC) on his/her transcript until the prescribed remediation is attempted and a new grade is issued. The Registrar will report current IC grades to the Associate Dean for Biomedical Affairs at the time the IC is assigned. Once an IC grade has been officially changed to a letter grade on the transcript, the Registrar will not retain a record of IC courses as part of the academic record. The Associate Dean for Biomedical Affairs, however, maintains a listing of previously satisfied F grades in courses and will report such grades to the APPS Committee as needed for assessment of the student's overall academic performance and progress. Students who fail to successfully remediate a grade of F will have failed the course and receive an F on the transcript. The highest grade that can be

given for a remediated course is 70%. The new grade, if remediated successfully, will have the letter grade C or P with an asterisk (C\* or P\*, respectively) associated with the course to reflect a repeated course on the transcript. The grade of C\* represents a remediated, passed graded course, and a P\* represents a remediated, passed Pass-Fail course.

### **Quality Points**

Quality points are points assigned to grades in an academic “banking” system. CUSOM MSBS is on a four-point system. In this system, an "A" is worth four points per hour, a "P" is worth four (4.0) points per hour, a "B" is worth three (3.0) points per hour, a "C" is worth two (2.0) points per hour, a "C\*" or "P\*" is worth two (2.0) points per hour, and no (0) points awarded for "F" or failing grades. A student who earns an "A" in a three-hour course has 4.0 points per hour x 3 hours = 12 total quality points.

### **Class Rank**

Students will be provided their class rank at the end of the first and second academic year. Class ranks are calculated at the end of each academic Semester after all final grades have been submitted in years one and two. Class ranks are provided for informational purposes only, and are only released to the student.

The class rank has no direct correlation to the student’s cumulative GPA. Final grades in all courses are calculated into the cumulative GPA throughout the program. Class ranks are based solely upon the numerical grades earned in each course across all four semesters. For example, two students could have a 4.00 GPA but one could be ranked number 1 and the other ranked number 6. The student ranked first achieved higher numerical grades in some courses (e.g., Student 1 earned a grade of 99% in Anatomy while Student 6 earned a grade of 93% in Anatomy).

### **Assessment**

Outcome objectives have been mapped to the courses in which they are covered, and evaluation strategies are utilized to ensure that all CUSOM graduates achieve the intended learning outcomes. The CUSOM Comprehensive Assessment Plan summarizes additional methods and metrics that are tracked for continual program evaluation and improvement. Assessment of knowledge is by multiple-choice examinations and quizzes administered at scheduled and random intervals. Laboratory, including anatomy, are in written and/or verbal exam format.

### **Grading For Years One and Two Evaluation Categories**

For the purposes of this Grading Policy, CUSOM MSBS recognizes four categories of evaluation modalities, including, but not limited to:

- i. Integrated written examinations
- ii. Laboratory practical examinations
- iii. Quizzes
- iv. Other (e.g., Presentations, Projects)

Each category is represented within the CUSOM MSBS curriculum. A course can be comprised of any combination of the components listed above as determined by the Course Director and approved by the Associate Dean for Biomedical Affairs.

### **Process**

In an effort to promote faculty flexibility in assigning grades through assessment venues for the four categories identified previously, yet also provide consistency across courses, CUSOM MSBS recognizes the following approach to testing and grading:

- Integrated exams typically occur four times in each Semester in years 1 and 2.
- Quizzes are typically administered each Monday of the MSBS curriculum. These are integrated and include questions from lectures given in the specified preceding week. The total percentage value of quizzes towards the total grade should not exceed the maximum identified above.
- Quizzes may be administered at other times as determined by respective faculty;
- Course grades are typically determined based on percentage of total points earned out of total points possible.
- Grades are defined by the course-grading plan approved prior to start of the course. As such, bonus points are not permitted.
- In rare instances, there may be exceptions to the established Grading Policy, which require justification for deviation from the original plan; however, every attempt is made to ensure the policy stated to the students at the start of the course is the policy by which they will receive their course grades.

## **5.7 Academic Standing and Academic Progress**

Academic Standing is defined as a student's grade status at any time within a given academic Semester of the CUSOM MSBS curriculum. A student who is in good academic standing is one with a passing grade in all courses at any given point in time. This information is used in determining eligibility for students to participate in CUSOM MSBS approved activities, such as conferences, student organizations, etc. Students wishing to serve as officers in clubs/organizations or participate in events, travel to meetings or other related activities must have a minimum GPA of 3.0 on a 4.0 scale to be considered.

Academic progress for students in years 1 and 2 of the curriculum requires passing all courses in all Semesters, successfully completing all curricular requirements in the Semesters, passing all components of the end-of-year testing, and meeting the requirements as set forth by the Academic Performance, Promotion and Standards (APPS) Committee for students in a Modified Course of Study. Students must also demonstrate adequate development in professionalism as determined by the faculty and administration.

Students who experience difficulty successfully completing elements of the CUSOM MSBS curriculum in a timely manner according to the academic calendar may be placed into a combination curriculum/remediation program (Modified Course of Study).

Students placed in a Modified Course of Study must agree to comply with the plan as determined by the APPS Committee. As long as the student is making satisfactory progress in the Modified Course of Study, they will remain in full-time status. Students who do not follow the Modified Course of Study, or who do not make satisfactory academic progress while in a Modified Course of Study, may be referred to the APPS Committee for additional required remediation, or dismissal from CUSOM MSBS.

## **5.8 Modified Courses of Study**

A Modified Course of Study (MCOS) is a credit-bearing, individualized study plan for students who require an alternative educational pathway for reasons such as required remediation, illness, leaves of absence, or withdrawals. The Modified Course of Study will be individually designed based upon the student's performance and needs by the Associate Dean for Biomedical Affairs and approved by the APPS Committee. Students on a Modified Course of Study must agree to and comply with the conditions and schedule of the Modified Course of Study. Students not following the individualized plan may be placed on Suspension (ineligible for financial aid and not considered an active student) at any time.

## **5.9 Academic Performance, Promotion and Standards (APPS) Committee**

The APPS Committee, in conjunction with the Office of Academic Affairs, monitors the academic progress achieved by all students throughout the entire CUSOM MSBS academic program.

The APPS Committee meets at the end of any Semester to review students who have achieved a failing course, failed to successfully remediate a failed course, when a delay in a student's academic progress is identified, or when deemed necessary. The Chair of the APPS Committee or the appropriate Associate Dean for the academic year involved may also call a meeting of the APPS Committee in cases where the academic progress of a student is affected by leaves of absence or other factors.

Additionally, the APPS Committee is responsible for the review of situations where students are involved in academic misconduct (i.e., cheating or plagiarism), violations of the Honor Code or Code of Misconduct, or unprofessional conduct.

The APPS Committee is composed of following voting members: Associate Dean for Biomedical Affairs, Associate Dean for Clinical Affairs, Associate Dean for Clinical Integration, Vice Dean for Academic Affairs, Chief of Operations, Executive Director of Medical Education, Assessment and Accreditation, a minimum of four (4) faculty members appointed by the Dean (to include clinical and biomedical faculty), and one Regional Dean if possible. This membership may be subject to change at any time. The Registrar, Director of Student Affairs and the Director of Postbaccalaureate Studies participate as *ex officio* members. A quorum is defined as a simple majority of the members present. The

committee Chair, with approval of the Dean, may invite non-voting members to attend. As this is not considered a legal hearing and is instead an academic proceeding, attorneys or other representatives are not allowed.

### **Procedures for Calling and Conducting an APPS Committee Meeting**

APPS Committee meetings are held at the end of each Semester, after the Associate Dean for Biomedical Affairs or the Associate Dean for Clinical Affairs have determined all grades, or as needed. Reasons for an APPS Committee hearing include, but are not limited to, if a student has:

- Failed a course
- Attempted and failed to remediate a course
- Failed to pass any course while on Academic Probation
- Violated the CUSOM Honor Code
- Violated any CUSOM or Campbell University policy/procedure
- Failure to make academic progress, or follow directives set forth, in an assigned remediation plan, and/or any Modified Course of Study
- Failed controlled substance screening test
- Adverse findings on criminal background check.

### **APPS Committee Procedures for Academic Performance Matters**

The Vice Dean for Academic Affairs, or designee, will Chair the APPS Committee. Members of the APPS Committee have the following roles:

- The Associate Dean for Biomedical Affairs reports on the academic progress of student(s), as necessary.
- The Associate Dean may submit a written or oral report documenting assistance that the student has received or been offered, including but not limited to tutoring or advising.
- The Course Director, Department Chair, or the student's Faculty Advisor may be asked by the APPS Committee to comment on student performance and related topics, as necessary.
- The Director of Postbaccalaureate Studies may report on documentation that the Office of Postbaccalaureate Studies may have, and which may be relevant to the student's academic progress. The Registrar will be available as *ex officio* to discuss the academic record if needed.
- The APPS Committee Chair shall identify a recording secretary for minutes and to ensure all communication occur in a timely manner.
- Each student reviewed by the APPS Committee is given the opportunity to make a maximum of a ten-minute presentation of any issues or considerations that they wish to make known to the APPS Committee. Members of the APPS Committee may then direct questions to the student. This is the only portion of the meeting at which the student may be physically present. In lieu of an in-person presentation, the student has the option to submit a written document, no more than two pages, single-spaced.
- All aspects of the APPS Committee functions remain confidential *in perpetuity*.

For students deemed to not be making academic progress including, but not limited to, multiple grades of IC in one semester or across more than one semester, failure of a course, or failure to successfully complete any curricular requirements, the APPS Committee may impose a sanction including, but not limited to, any combination of the following:

- Award a satisfactory grade (70%) and promotion to the next Semester following satisfactory remediation
- Require remediation, further coursework, or repeat of courses
- Place or extend the student's term on Academic Probation
- Remove a student from Academic Probation
- Remove a student from clubs/organizations or leadership roles
- Require more frequent meetings with Academic Center for Excellence or faculty advisors for students on Academic Probation
- Specify a timeline or manner in which any remediation must occur
- Request further assessment prior to making sure the student has the ability to make satisfactory progress including but not limited to, psychological evaluations, controlled substance or alcohol screening/testing, or other evaluations. Such testing will be at the student's expense.
- Require to repeat multiple courses in which the student initially earned a failing grade
- Assign a Modified Course of Study which may delay promotion and graduation until satisfactory progress through a directed remediation program has occurred
- Make a recommendation for removal of Suspension

The APPS Committee may also recommend to the Dean Suspension or Dismissal with or without the option to repeat the academic year of a student when the student demonstrates that he/she is unable to make academic progress due to, but not limited to, any combination of the following:

- Multiple failures in a Semester
- A failing grade on a Modified Course of Study
- Failure of any course while on Academic Probation
- Any other issues deemed relevant.

The APPS Committee Chair will notify the student in writing of the outcome of the APPS Committee meeting and any applicable sanctions. Upon notification, the student must sign a Notice of Decision either accepting the terms of the decision, or signing the Notice of Decision to appeal the decision.

An appeal must be based only upon new and relevant information not available to the APPS Committee at the time of the hearing, and be made in writing to the Dean within seven (7) calendar days of notification. The Dean will normally reply within fourteen (14) working days of receiving the written appeal. If the student does not appeal within seven (7) calendar days of notification, the APPS Committee recommendation is final. An appeal not received in the Office of the Dean by 5:00pm Eastern on the seventh (7<sup>th</sup>) day after notification will not be considered, and the decision of the APPS Committee is deemed final.



The Dean does not meet with the student prior to receiving the required written appeal material.

The Dean's decision is final.

### **Procedures for Non-Academic Matters**

Allegations of misconduct may arise from an individual student, group of students, professor, adjunct professor or preceptor. For issues arising from Honor Code or Code of Misconduct violations, a violation of any CUSOM policy, or professionalism violations, the person(s) identifying the issue(s) should report the issue(s) to the Director of Student Affairs and the respective Associate Dean (Biomedical or Clinical) in a timely manner, preferably within seven (7) calendar days of the incident.

The Director of Postbaccalaureate Studies or Associate Dean for Biomedical Affairs will collect all documentation which may be relevant to the alleged violation. This may include a written report from faculty or staff involved with the incident(s). In the case where students are reporting the suspected violation, unless required at a hearing, confidentiality of the reporting student is maintained, and the Director of Postbaccalaureate Studies or Associate Dean for Biomedical Affairs will present the reporting student's testimony. Dated notes are taken to describe the discussion.

The Director of Postbaccalaureate Studies or Associate Dean for Biomedical Affairs, notifies the Associate Dean for Clinical Integration of the suspected misconduct or violation. The Associate Dean for Clinical Integration then, (i) constitutes an *ad hoc* committee to investigate the suspected misconduct, who reports their findings in writing to the Vice Dean for Academic Affairs, or (ii) depending upon the severity of the allegations, refers the matter directly to the APPS Committee.

### ***Ad Hoc* Committee Procedures**

If referred to an *ad hoc* Committee, the Chair of the *ad hoc* Committee will notify the accused student(s) (the "Respondent") and schedule a hearing with the *ad hoc* Committee. This hearing typically is held within ten (10) days of the referral of the case to the *ad hoc* Committee.

The Respondent(s) shall meet with the *ad hoc* Committee and be informed of the allegations and afforded an opportunity to explain him/herself and offer any mitigating factors. Although the hearing's purpose is fact-finding, the Respondent(s) shall have the right to solicit advice and to offer witnesses to support his/her position.

All sessions of the *ad hoc* Committee are closed to all individuals except those immediately concerned in the case. No legal counsel shall be present, as this is not a legal proceeding. All persons present at the proceedings shall be bound to disclose no more than the Committee does in its official report on the case.

The testimony of each witness is given while the other witnesses in the case are out of the room.

After the *ad hoc* committee concludes the investigation, they shall provide a written report to the Vice Dean for Academic Affairs in a timely manner, that shall include a recommended finding of facts, and if the finding of facts is that a violation occurred, a recommended sanction. If the recommendations are that:

1. No violation occurred, the Vice Dean for Academic Affairs may accept the finding and so notify the Respondents(s);
2. No violation occurred and the Vice Dean for Academic Affairs disagrees, he/she shall decide upon an appropriate sanction as set forth below and notify the Respondents(s), or forward the matter to the APPS for further consideration;
3. A violation occurred, and the Vice Dean for Academic Affairs agrees with the finding and the sanction, so notify the Respondents(s).
4. A violation occurred, and the Vice Dean for Academic Affairs disagrees with the sanction, he/she shall decide upon an appropriate sanction as set forth below and notify the Respondents(s), or forward the matter to the APPS for further consideration on the sanction only.

The Vice Dean for Academic Affairs notifies the student in writing of his/her decision and:

1. If the decision of the Vice Dean for Academic Affairs is No. 2, 3, or 4 above without a referral to the APPS Committee, and the Respondents(s) accepts the decision, the decision of the Vice Dean for Academic Affairs shall be final; or
2. If the decision of Vice Dean for Academic Affairs is No. No. 2, 3, or 4 above, and the Vice Dean for Academic Affairs has not referred the matter to the APPS Committee, the Respondent(s) has the right to appeal the decision to the APPS Committee.

### **APPS Committee Procedures**

If there is a referral by the Vice Dean for Academic Affairs or an appeal by the Respondent(s) to the APPS Committee, the Chair of the APPS Committee will notify the Respondent(s), and schedule a hearing with the Committee. This hearing typically is held within ten (10) days of the referral of the case to the APPS Committee.

The recommendations of the *ad hoc* committee and/or the decision of the Vice Dean for Academic Affairs are presented to the APPS Committee at the hearing. The Respondent(s), shall meet with the APPS Committee and be informed of the allegations and afforded an opportunity to defend him/herself.

All sessions of the Committee are closed to all individuals except those immediately concerned in the case. No legal counsel shall be present, as this is not a legal proceeding. All persons present at the proceedings shall be bound to disclose no more than the Committee does in its official report on the case.

The testimony of each witness is given while the other witnesses in the case are out of the room.

The Committee may allow introduction of evidence other than testimony of witnesses provided the evidence is relevant to the question before the Committee on any matter. The Committee shall set rules for the conduct of all cases and all arrangements connected with taking evidence. Timeframes for investigation of hearings and proceedings may be altered if circumstances warrant.

All APPS Committee meeting minutes and evidence are maintained in the Office of the Dean.

The decision of the APPS Committee shall be sent to the Respondent(s) in writing within seven (7) calendar days of the APPS decision. The Respondent(s) may accept the decision of the APPS Committee or appeal the decision to the Dean.

An appeal to the Dean must be based only upon new and relevant information not available to the *ad hoc* Committee, the Vice Dean for Academic Affairs, or the APPS Committee at the time of the hearing and be made in writing to the Dean within seven (7) calendar days of notification. The Dean will normally reply within fourteen (14) working days of receiving the written appeal. If the student does not appeal within seven (7) calendar days of notification, the decision rendered by the Vice Dean for Academic Affairs is final.

An appeal not received in the Office of the Dean by 5:00pm Eastern on the seventh (7<sup>th</sup>) day after notification will not be considered, and the decision rendered by the APPS Committee is final.

The Dean does not meet with the student prior to receiving the required written appeal material.

The Dean's decision is final.

### **Rights of the Respondent**

With respect to an alleged violation of the student Honor Code or the Code of Misconduct, the Respondent(s) is guaranteed the right to:

- a prompt hearing if requested
- notice of the charges
- a reasonable amount of time to prepare for his/her hearing
- be presumed innocent until proven guilty
- solicit advice
- appeal
- expect the case to be adjudicated in a confidential manner

Deliberation of the *ad hoc* Committee or the APPS Committee shall take place in private and remain confidential, and the standard for a decision shall be based on a preponderance of the evidence (whether a violation is more likely than not). If, based upon a preponderance of the evidence, the *ad hoc* Committee recommends, or the APPS Committee determines, the student was in violation of the Honor Code or the Code of Misconduct, a CUSOM policy, or the professional standards of CUSOM, the *ad hoc* Committee may recommend or the APPS Committee may render an appropriate sanction including, but not limited to:

- **Admonition:** A verbal or written warning. Admonitions will not become a part of the student's longitudinal record. Admonition may not be reviewed or appealed by the student.
- **Academic Sanction:** Writing a paper, reduction of grade on an examination, assignment, or course; repetition of a course(s); being assigned additional clinic or laboratory activities or coursework; repeating an exam, coursework or even an entire academic year or semester or other appropriate penalties.
- **Academic Probation:** Students may be placed on Academic Probation for a specified time period, until the deficiency is rectified, or otherwise designated by the Dean. The record of each student on Academic Probation is reviewed to evaluate the student's academic progress. Academic Probation appears on the transcript, along with the date the Academic Probation was rectified.
- **Conduct Probation:** A penalty levied for a specified time period, determined by the circumstances of the case. It carries with it a warning that any further violations of CUSOM regulations will result in more serious disciplinary action. Students on conduct probation may be required to do all electives in the Campbell system.
- **Disciplinary Probation:** A penalty for a specified time period determined by the circumstances of the case. This is the most severe penalty under which a student may remain at CUSOM MSBS. Disciplinary Probation will result in a warning that further violations may be cause for disciplinary Suspension or expulsion. A record of disciplinary probation remains part of the student's longitudinal record in the Office of Postbaccalaureate Studies.
- **Suspension:** This penalty may be imposed for continued or flagrant violation of the Disciplinary Probation terms, or it may be imposed directly in first-offense cases that warrant such action. In the case of Suspension, the student is barred from all campus and non-campus activities.
- Ineligibility for election or removal from student office or organizational office for specified period of time.
- Withholding of official transcripts, barring re-admission to CUSOM MSBS if Dismissed, or prohibiting a student from enrolling for a specified period of time.
- Restitution, whether monetary or by specific duties, or reimbursement for damages to or misappropriation of CUSOM MSBS, student, staff or faculty property.
- Any student may be placed on Suspension pending an investigation into conduct violations, including Title IX violations.

Penalties or sanctions for violation of institutional policies or rules and regulations may be administered regardless of whether the actions of the student are also civil or criminal violations. Whenever disciplinary actions lead to the student leaving CUSOM MSBS, grades are assigned in accordance with the CUSOM MSBS grading policy.

In addition to sanctions described above, the following actions may also be taken by the Dean in an appeal:

- **Withdrawal:** Withdrawal is the administrative removal of a student from a class or from CUSOM MSBS and may be imposed in instances of unmet financial obligations to CUSOM MSBS. The withdrawn student may also be barred from re-enrollment until specific conditions have been met.
- **Dismissal from the program without the option to return.**
- **Revocation of Degree:** The revocation of the Master of Science in Biomedical Science degree may occur for discovered misconduct of prior students. Allegations of misconduct, which may result in a revocation of a granted degree, are considered by the Dean.

### **Special Meetings of the APPS Committee**

The Dean may call a meeting of the APPS Committee to determine placement of a student who has taken an approved extended leave, or has been on Suspension to determine where the student will resume the program and to determine if any additional action is required.

## **5.10 Withdrawal/Leave Procedures**

All requests for withdrawal must be made in writing to the office of the Director of Postbaccalaureate Studies and adhere to the following steps:

- A voluntary withdrawal is requested in writing through the Office of the Director of Postbaccalaureate Studies. The student must complete a Withdraw/Separation Form and return the form and any designated CUSOM MSBS issued items to the Office of the Registrar before the student will be considered Withdrawn in Good Standing.
- The date for a voluntary withdrawal is the date of the student's written request.
- Upon receipt of the completed Change of Status Form and CUSOM MSBS issued items, the student is voluntarily Withdrawn in Good Standing from CUSOM MSBS and entitled to certain benefits, i.e., application for readmission or an official transcript if requested.
- A pre-approved leave of absence less than six (6) months in duration requires completion of a Leave of Absence form and may or may not require the return of CUSOM MSBS issued items depending upon the specific circumstances of the leave of absence.

Additionally, students on Suspension may not Withdraw. Students failing a course, though, may possibly be permitted to Withdraw prior to the start of the last exam or assessment event of the course they may be failing. A student may not Withdraw if a grade has been assigned or if a final examination has been started.

**The Dean makes the final decision regarding withdrawals. Students who discontinue their education at CUSOM MSBS, for any reason, are required to complete a Withdrawal/Separation Form.**

#### **Medical Leave of Absence (Absence Less than 180 Calendar Days)**

A Medical Leave of Absence may be granted to students who are in good academic standing, who provide acceptable supporting documentation indicating a valid medical reason requiring a leave of less than 180 calendar days. Decisions regarding the granting of a medical leave are determined by the Dean. A medical leave of absence may last no longer than 180 calendar days, after which it will become a medical withdrawal.

A Medical Leave of Absence extending more than 180 calendar days will require the student to file a Medical Withdrawal.

In order to return from medical leave, the student must supply documentation from a physician approving/releasing the student to return as a full time student in the curriculum. The Dean may call a meeting of the APPS Committee to determine placement of a student who has taken an approved extended leave, withdrawal, or has been on suspension to determine where the student will resume the curriculum and to determine if any additional action is required.

#### **Medical Withdrawal (Absence Greater than 180 Calendar Days)**

A Medical Withdrawal may be granted to students who are in good academic standing and who have an approved medical reason for medical leave of absence that exceeds 180 calendar days. Students may apply for re-admission through the CUSOM MSBS Admissions process if granted a Medical Withdrawal, but are not guaranteed a seat in a future class. A subset of the Admissions Committee, consisting of the Vice Dean for Academic Affairs, Associate Dean for Biomedical Affairs, Associate Dean for Clinical Integration and Associate Dean for Clinical Affairs, will determine whether or not the student is offered acceptance. The committee will also determine the placement in the curriculum for all students who have withdrawn for medical purposes and are in good academic standing.

All current or former students returning from an approved period away from CUSOM MSBS, such as a leave of absence or an offer to repeat an academic year, minimally must submit an updated resume, Background Check, and Controlled Substance Screen within a timeframe designated by CUSOM MSBS, but no later than sixty (60) days prior to the anticipated return date. Additional requirements, such as a psychiatric evaluation, may be placed on returning students as deemed appropriate.

Students who do not return on the approved date, or otherwise do not fulfill all of the requirements for return, will need to re-apply through PostBacCAS and will not be guaranteed re-admission.

## **Military Withdrawal**

Military Withdrawal is granted to students whose military orders may require a period of absence from the academic program when they are called to extended active duty. Readmission is guaranteed pending proof of compliance with the Technical Standards, background check, substance abuse screening, and the CUSOM Honor Code.

If the student returns within two years, they will be placed in the curriculum as close to their current position as possible in order to provide them the appropriate continuum in the curriculum and the training required to be successful, competent, and able to perform well in the remainder of the curriculum. For students with a military leave of two or more years, the request to return will be reviewed on a case-by-case basis.

In any case, the student will not be charged any additional tuition from their original obligation. The Dean, Vice Dean for Academic Affairs, Associate Dean for Biomedical Affairs, Associate Dean for Clinical Integration and Associate Dean for Clinical Affairs will meet with the individual student to determine the appropriate curriculum to be completed in the remainder of the degree program that will bring the student to a competency level equal to his or her peers.

## **Personal Withdrawal**

Personal Withdrawal will be granted to students who wish to voluntarily leave CUSOM MSBS for personal reasons. Students withdrawing from CUSOM MSBS for personal reasons are not guaranteed re-admission. To be deemed Withdrawn in Good Standing, the student must have passed all classes and be in good academic standing, complete all paperwork and follow all CUSOM MSBS procedures during the withdrawal process.

## **Administrative Leave of Absence**

An Administrative Leave of Absence is granted by the Dean. An administrative leave may not last longer than 180 calendar days as deemed appropriate and necessary. An Administrative Leave of Absence is rare and is present to address such situations as a death of a spouse, child, or such other severe circumstance that would interrupt a student's education. The Dean may call a meeting of the APPS Committee to determine placement of a student who has taken an approved extended leave, withdrawal, or has been on suspension to determine where the student will resume the curriculum and to determine if any additional action is required.

## **Suspension**

Suspension is defined as a temporary separation from the institution and during this period students are not considered "active" and may not be eligible for financial aid. The duration of the Suspension will be determined by the Dean and may include recommendations from the APPS Committee. Students may be assigned independent studies during Suspension to remain current; however, these independent studies do not replace course attendance or other requirements. While on Suspension, students are

not eligible for financial aid and should not represent themselves as CUSOM MSBS students. If the terms set out under the Suspension are not fulfilled and the period of Suspension is greater than 180 calendar days, the student may be dismissed from CUSOM MSBS. Students on Suspension may not Withdraw.

### **Dismissal**

Dismissal from CUSOM MSBS is based upon recommendations made by the APPS Committee, with final approval for dismissal by the Dean.

### **Unofficial Withdrawal**

Any student who ceases to maintain adequate academic attendance in CUSOM MSBS or leaves without withdrawing officially will be considered for an Unofficial Withdrawal and receive a grade of "W" for each course.

### **General Withdrawal**

- Failure to complete a Change of Status Form and to obtain the required signatures will result in a hold placed on all academic records.
  - Tuition refunds will be based upon the schedule shown under the section on Refund Policy
  - For any withdrawal, voluntary or involuntary, CUSOM MSBS recognizes and follows the date of determination as defined by the U.S. Department of Education in its Code of Federal Regulations.
- For any withdrawal, voluntary or involuntary, the student must return the following to Student Affairs at the time of departure:
  - CUSOM MSBS Identification card
  - Campbell University parking decal
  - All CUSOM-supplied computers and peripherals including, but not necessarily limited to, laptops, and chargers
  - Any other CUSOM-supplied items
- Withdrawal must be completed no later than two (2) business days prior to the end of a course or clinical rotation. Failure to withdraw by this date will result in issuance of a grade of F for all courses in that Semester, or for that rotation, which will adversely affect the student's GPA.
- Withdrawal from a course after an exam or last assessment event has been administered and/or a rotation completed, will result in the final grade being the grade of record. As such, a Withdrawal cannot remove a grade of F.
- In instances when the Dean extends an offer of readmission, that offer may be rescinded if the student fails to provide requested documentation and written acceptance of terms in a timely manner as defined in the offer.

**NOTE:** Although different categories of Withdrawal are identified, the student transcript will reflect a "W" for any approved Withdrawal.



### **5.11 Graduation Requirements**

The degree of Master of Science in Biomedical Sciences is granted to, and conferred upon, candidates who:

- Have satisfied all academic requirements, and completed the total number of credits required for their class as calculated at the time of graduation;
- Have demonstrated good moral, professional, and ethical character;
- Completed all required exit paperwork and settled all financial obligations with CUSOM MSBS and affiliate and collaborative partners incurred during the academic program.

To become eligible for graduation, each second-year student must have successfully completed all the above requirements within four (4) years of matriculation. The four (4) years allow for the completion of a Modified Course of Study due to medical, academic, behavioral or other leaves of absence.

Professional and ethical competence is required for graduation. Students must demonstrate the ethical and professional qualities deemed necessary for success. Students may be dismissed from CUSOM MSBS if any of these competencies are not met.

In addition, the revocation of the Master of Science in Biomedical Sciences degree may occur following graduation for discovered misconduct of prior students. Allegations of misconduct, which may result in a revocation of a granted degree, are considered by the Dean.

A CUSOM MSBS student must complete to the satisfaction of the faculty, as determined by the individual course directors, and through the APPS Committee, all prescribed courses and clinical experiences to graduate. The Dean makes the determination on any student appeals of APPS Committee recommendations, based solely upon new and meaningful information not available to the APPS Committee at the time of the initial hearing and deliberation. The Dean makes the determination on any appeal of the Dean's recommendation, based solely upon new and meaningful information not available to the Dean at the time of his or her decision.

Students must meet with the Assistant Director of Financial Aid and Registrar to complete all required exit forms in order to receive a diploma. CUSOM MSBS students must attend the exit process and commencement program in order to receive a diploma.

Upon passage of all requirements as delineated in the Academic Bulletin, the Faculty of CUSOM, through the Dean and President, recommends degree candidates to the Board of Trustees. Upon approval of the recommendation, the Board of Trustees confers the Master of Science in Biomedical Sciences degree on students successfully completing all requirements for graduation.

### 5.12 Delayed Graduation Policy

If a student is Suspended, takes a Leave of Absence, or is required to retake courses in the curriculum as a result of specific course failure or a deficiency in overall academic performance, they will be placed on a Modified Course of Study (MCOS) which delays the student's graduation date. Voluntary course withdrawals, temporary leaves of absence or suspensions secondary to academic, administrative suspensions may also cause a delay in graduation.

Any alteration in the normal curriculum progression may affect a student's financial aid status or qualification for education-based financial aid. In addition, placement in a Modified Course of Study may impact the student's ability to participate in graduation. Specific counseling and advice should be sought from the Office of Postbaccalaureate Studies and the University's Office of Financial Aid for these or other indicated situations.

### 5.13 Clinical Shadowing Policies and Procedures

Many students choose to engage in clinical shadowing experiences during breaks in the formal CUSOM MSBS curriculum such as during Semester breaks, summer break or weekends. Shadowing experiences can be extremely valuable and students may choose to include these experiences in their Curriculum Vitae, or personal statement. Shadowing experiences can occur with CUSOM-appointed clinical faculty members or physicians not affiliated with CUSOM.

Students choosing to engage in a shadowing experience acknowledge they will do so while adhering to the following principles.

1. Shadowing experiences are meant to be **observational only** and if any hands-on activity occurs with patients, this should be limited to patient examination only, approved by the patient and supervising physician, and **MUST** be repeated by the physician. To protect patients and students, students are not to perform any invasive procedures while on shadowing experiences, including but not limited to suturing, endotracheal intubation, performing arterial blood gas testing, or placing IV's, Foley catheters, or central lines or perform exams of the pelvic, b r e a s t , rectal and genitourinary systems.
2. Students are not protected by malpractice insurance provided by Campbell University, Incorporated while engaged in physician shadowing experiences unless the experience is with a CUSOM-appointed faculty member. Students are required to let non-CUSOM appointed physicians they are shadowing know that they are not covered by malpractice insurance provided by Campbell University, Incorporated.
3. Students must follow all hospital system, facility, or ambulatory policies when engaging in any type of shadowing experience. Individual physicians chosen to shadow with may not be familiar with their facility or health care system policies so it is the student's responsibility to make sure they review and comply with any applicable policies.
4. Individual physicians may not know the student's level of training and it is therefore the student's ethical and professional duty to fully explain their level of training.

### **Shadowing with CUSOM Clinical Faculty Members**

1. Students wishing to schedule a shadowing experience with a CUSOM clinical faculty member must submit the Shadowing Agreement Form, completed in its entirety, to the Department of Clinical Affairs.
2. In addition, the student must sign the form and initial all required attestations.
3. The completed form must be submitted to the Office of Clinical Affairs for review and approval at least two (2) weeks prior to the start of the requested shadowing experience.

### **Shadowing with non-CUSOM Clinicians**

1. Students who desire to shadow with non-CUSOM clinicians must arrange the experience on their own.
2. These are non-CUSOM sanctioned experiences thus:
  - a. CUSOM will not obtain affiliation agreements with the sites in order to provide shadowing experiences.
  - b. CUSOM will not provide the clinician or site with any student records including, but not limited to, results of drug screens and background checks, immunization records, academic performance information or letters of recommendation.
  - c. Students or the physician they are shadowing are **not protected by malpractice insurance**.
  - d. Students acknowledge that Campbell University, Incorporated will not be liable for any medical coverage if they are to be injured or become ill during the clinical shadowing experience. They also release Campbell University, Incorporated from any liability from any injury or illness that occurs on the shadowing experience.
3. Even if engaging in shadowing experiences with non-CUSOM clinicians or clinical sites, students must abide by all general guidelines noted previously in this document.

**Violation of any conditions of these Shadowing Guidelines is handled as a professionalism issue and may be referred to the Academic Performance, Promotion and Standards (APPS) Committee.**

#### **5.14 Academic Freedom Policy**

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return must be based upon an understanding with the authorities of the institution in advance of the acceptance of employment.

The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his teaching controversial matter which has no relation to the subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

The university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. His/her primary loyalty is to his/her institution, his/her profession, and his/her growth and development as a scholar, a person, and a teacher.

He/She possesses the right, as a citizen, to speak and write, subject to special obligations arising from his/her position as an employee of the University; to be accurate, to exercise proper restraint, to show respect for the opinions of others, and to make every effort to indicate that in his/her role as a citizen he/she is not an institutional spokesman. Moreover, he/she should allow for the fact that many members of the general public will find it difficult to disassociate his/her utterances as a citizen from his/her institutional identification. He/She should not use official university stationery, logos, watermarks or his/her institutional title in issuing public statements which he/she makes purely in his/her role as a citizen.

## 6. MSBS CURRICULUM

### Academic Calendar

Academic calendars are made available to all students. Actual weekly schedules vary based on course content and space needs.

### 6.1 Years 1 and 2 Curriculum

The MSBS curriculum provides a strong core of biomedical science knowledge, a foundation of community service, healthcare experience and professionalism, and experience with standardized exam preparation over two 18-week semesters in each year. In the middle of the semester, a scheduled break week allows students to take a vacation, participate in a medical mission trip, gain healthcare experience or continue with on-going community service projects.

The didactic portion of the curriculum incorporates active learning techniques, engaging the students and fostering critical thinking. Supplementing basic medical science courses are courses in biostatistics, professional development, research methodology and medical terminology. To better prepare students for application to professional healthcare programs, the MSBS curriculum incorporates community service projects, clinical experiential opportunities, standardized exam preparation and the opportunity to Basic Life Support certification.

### 6.2 Schedule of Course Offerings

#### Fall Semester: August 2018

Course Number	Course Name	Credit Hours	Contact Hours
<b>MSBS 501</b>	Biochemistry and Cell Biology	2.0	32
<b>MSBS 506</b>	Anatomy	3.0	45
<b>MSBS 573</b>	Special Topics I	1.0	20
<b>MSBS 574</b>	Special Topics II	2.0	30
<b>MSBS 578</b>	Immunology	1.0	17
<b>Non-credit</b>	Standardized Exam Preparation	---	---
<b>Total</b>		9.0	144

#### Spring Semester: January 2019

Course Number	Course Name	Credit Hours	Contact Hours
<b>MSBS 529</b>	Medical Topics I	2.0	30
<b>MSBS 544</b>	Research Topics I	1.0	15
<b>MSBS 552</b>	Anatomy	3.0	45
<b>MSBS 568</b>	Microbiology	2.5	40
<b>MSBS 597</b>	Biostatistics	1.0	15
<b>Non-credit</b>	Standardized Exam Preparation	---	---
<b>Total</b>		9.5	145

### 6.3 Year 2

#### Fall Semester: August 2018

Course Number	Course Name	Credit Hours	Contact Hours
<b>MSBS 545</b>	Research Topics II	1.0	15
<b>MSBS 573</b>	Special Topics I	1.0	20
<b>MSBS 574</b>	Special Topics II	2.0	30
<b>MSBS 580</b>	Journal Club I	2.5	38
<b>MSBS 590</b>	Capstone Project I	2.5	42
<b>Non-credit</b>	Standardized Exam Preparation	---	---
<b>Total</b>		9.0	145

#### Spring Semester: January 2019

Course Number	Course Name	Credit Hours	Contact Hours
<b>MSBS 529</b>	Medical Topics I	2.0	30
<b>MSBS 530</b>	Medical Topics II	2.0	30
<b>MSBS 585</b>	Journal Club II	2.0	30
<b>MSBS 595</b>	Capstone Project II	3.0	50
<b>Non-credit</b>	Standardized Exam Preparation	---	---
<b>Total</b>		9.0	140

Classes will be held Monday through Friday (5:00 p.m. to 8:00 p.m.) and include monthly Saturday MCAT practice test sessions. Semester schedule may vary according to student and faculty availability.

## **COURSE DESCRIPTIONS**

### **MSBS 501 Biochemistry and Cell Biology – 2.0 Credits**

The purpose of this course is to provide a foundation for understanding the human body at the bio-molecular level. Students are introduced to topics that include cellular structure, organization and communication; structure and function of proteins; storage, expression, and inheritance of genetic information; and metabolism of carbohydrates, lipids, and nitrogen.

### **MSBS 506 Anatomy – 3.0 Credits**

The purpose of the course is to teach students the principles and concepts of human anatomy, including early aspects of embryology and the basic tissues. The course will cover the detailed regional anatomy of the back, thorax, abdomen and pelvis, as well as several introductory lectures on the nervous system. The osteology of the axial skeleton will be covered.

### **MSBS 529 Medical Topics I – 2.0 Credits**

The purpose of this course is to prepare students for healthcare professions by expanding their healthcare experience and skills set. The students will complete clinical experience hours and reflect on their experiences in the form of a written assignment and facilitated discussion.

### **MSBS 530 Medical Topics II – 2.0 Credits**

The purpose of this course is to foster critical thinking, problem solving, and teamwork while reviewing major pathogens causing human disease. Students will collaborate with their group to determine the etiology of infectious disease case vignettes.

### **MSBS 544 Research Topics I – 1.0 Credits**

The purpose of this course is to provide a broad understanding of research principles. The course will survey major elements of biomedical and clinical research with emphasis on the protection of human and animal subjects.

### **MSBS 545 Research Topics II – 1.0 Credits**

The purpose of this course is to prepare students to conduct biomedical and clinical research as future healthcare professionals. The fundamentals of developing, funding, presenting, and publishing research will be explored in this course.

### **MSBS 552 Anatomy – 3.0 Credits**

The purpose of this course is to teach students the detailed human gross anatomy of the upper and lower extremities, the head and neck, including osteology. Clinical correlations of peripheral and cranial nerve lesions will be covered. Several cadaver laboratory sessions will provide the students the opportunity to gain a better three-dimensional understanding of the anatomical relationships within the extremities.

**MSBS 568 Microbiology – 2.5 Credits**

The purpose of this course is to provide students with an essential foundation in virology and bacteriology as they relate to pathology and medicine. Nomenclature, structure, replication, transmission, and pathogenesis of major viral and bacterial human pathogens will be introduced. Principles of infectious disease control, laboratory diagnosis, and anti-microbial management will be discussed.

**MSBS 573 Special Topics I – 1.0 Credits**

The primary purpose of this course is to train students in essential professional development skills to prepare them for healthcare professions. Students will also be introduced to fundamental medical terminology. The course involves completing various assignments and online assessments.

**MSBS 574 Special Topics II – 2.0 Credits**

The primary purpose of this course is to provide students with the opportunity to contribute to their community in a meaningful way and introduce how healthcare providers can positively impact their community. The students will complete community service hours and present an educational poster on the organization of their choice.

**MSBS 578 Immunology – 1.0 Credits**

The purpose of this course is to provide students with a solid foundation in immunological concepts. The course will focus on how the immune system maintains homeostasis and protects against disease; mechanisms of immune-mediated pathology will also be explored.

**MSBS 580 Journal Club I – 2.5 Credits**

The purpose of this course is to introduce students to critiquing and presenting research articles and using scientific literature to stay current on medical topics. The format of the course will consist of introductory lectures given by faculty followed by student presentations. Working in pairs or groups, students will present an assigned article and/or topic. Peer feedback and evaluation is a major component of this course.

**MSBS 585 Journal Club II – 2.0 Credits**

The purpose of this course is to continue to refine skills in critiquing and presenting a scientific article with emphasis on leading and facilitating a journal club session. Students will choose a research article and lead a discussion and review of the published study. Peer feedback and evaluation is a major component of this course.

**MSBS 590 Capstone Project I – 2.5 Credits**

The purpose of this course is to train students in conducting independent research of a medically relevant topic and communicating highly technical information to a general audience. Students will search and review the current scientific literature on a given topic, developing their skills in utilizing database searches and discriminating relevant and credible sources in their research. Regular faculty guidance and peer feedback will be provided. Students will deliver a short presentation on their topic to a general audience.



### **MSBS 595 Capstone Project II – 3.0 Credits**

In this course, students will build upon the independent research conducted in Capstone Project I to complete a final project on their topic consisting of three major components: 1) final written paper, 2) scientific poster presentation, and 3) oral seminar. These are the three main ways scientists communicate their findings to colleagues, and this course will provide practical experience in all three modes of scientific communication.

### **MSBS 597 Biostatistics – 1.0 Credits**

The purpose of this course is to provide the student with basic knowledge of descriptive and inferential statistics, as it pertains to human health and healthcare systems.

### **Standardized Exam Preparation – Non-credit**

This seminar is designed to help students develop their potential capacities by refining logical reasoning and problem solving skills and reviewing major content areas for mastery of standardized tests required for admission into health professional schools. Preparation for the MCAT will consist of a formal, in-class MCAT prep. Students who are seeking admission into other health professions programs will be advised accordingly and provided with Kaplan test preparatory materials for the GRE or DAT.

The MCAT preparatory sessions will be held on Friday evenings and a Mock MCAT exam will be conducted monthly on-site (simulating the exam environment).

## **7. EDUCATIONAL RECORDS**

### **7.1 Policy statement on student information and educational records**

It is the policy of CUSOM to release certain directory information of their students. In compliance with the Family Educational Rights and Privacy Act (FERPA; 42 USCA 1232g, as amended). Under the provisions of this law, students in post-secondary education have the right to inspect and review their school records, as defined by law. Other than for "Directory Information," (see [www.campbell.edu/registrar/family-education-rights-and-privacy-act-ferpa/](http://www.campbell.edu/registrar/family-education-rights-and-privacy-act-ferpa/)) Campbell University will release information only with the student's written consent or in compliance with federal law and regulation.

The CUSOM Registrar's Office is responsible for the safekeeping of all CUSOM student academic records. A secure locked room, with a locked fireproof cabinet for student records will be contained in the CUSOM Registrar's Office.

In addition, CUSOM has a secure, confidential, and onsite computerized record systems with offsite secure network backup. All items entered are kept as a part of the permanent student record. The student's record contains his/her transcript from CUSOM, transcripts and transcript evaluations from other educational agencies attended by the student, secondary school transcripts, Standardized test scores, the student's application for admission, general correspondence with the student, and if applicable letters concerning misconduct. Upon appointment with the Registrar, a student may examine their transcript and contents of their permanent record. University officials with access to the student's

educational records are the President, Provost, Academic Deans, Registrar, Director of Student Affairs, and designees of these University officials with a legitimate educational interest in the record.

Campbell University guarantees each student certain rights in compliance with FERPA. These include the right to or protection from:

- “Inspect and review their education records.”
- “Challenge in a hearing the content of their education records, to ensure that they are not inaccurate, misleading, or in violation of their privacy rights.”
- “Be granted an opportunity to correct or delete any inaccurate, misleading or inappropriate information contained in their education records.”
- “Nondisclosure without prior consent of their educational records, or of any information in those records that could reasonably reveal the eligible student’s identity.” FERPA does allow nonconsensual disclosures of education records under specific limited circumstances.
- “Request nondisclosure of directory information without prior consent.” (Source: The FERPA Answer Book for Higher Education, 2009 Wiley Periodicals, Inc.) Campbell University will receive and consider any eligible student’s request to exercise these rights. Eligible students requesting hearings concerning amendments must make these requests in writing.

Exceptions to FERPA regulations include but are not limited to:

- The health and safety emergency exception states that the institution may disclose personally identifiable information from an education record to appropriate parties including parents in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.
- More information can be found at:  
<https://ed.gov/policy/gen/guid/fpc/ferpa/students.html>

## **8. FACILITIES AND CAMPUS POLICIES**

### **8.1 Campus Safety and Emergency Services**

The Campbell University Campus Safety Office is composed of both Harnett County and University personnel. Through a contracted relationship with the Harnett County Sheriff’s Office, a Sheriff’s Department Captain currently serves as the Director of Campus Safety. A substation of the Harnett County Sheriff’s Department is headquartered in the University’s Campus Safety Office on Leslie Campbell Avenue.

Deputies are assigned for the purpose of providing 24-hour-a-day, seven-day-a-week police protection of the entire University campus including CUSOM. Campus Safety officers will provide coverage on the medical school property for lockup, unlocking and emergency response utilizing onsite personnel.

The Campus Safety Department maintains the safety and physical security of the campus through enforcement of local, state, and federal laws. It also conducts crime prevention awareness programs. Additionally, it establishes and enforces traffic and parking regulations.

There are four emergency stations strategically located in the CUSOM parking lots. They are connected directly to campus security.

Campus Safety may be reached at <http://www.campbell.edu/life/campus-safety/>. Campbell University recommends contacting extension 1911 (on-campus) and 911 (off-campus) for emergencies.

Main phone numbers (for non-emergencies):

- On-Campus Extension 1375
- Off-Campus (910) 893-1375
- TDD (hearing impaired) (910) 893-1912

Additional services phone numbers:

- Leon Levine Hall of Medical Sciences (Security) (910) 893-1804
- Smith Hall of Nursing and Health Sciences (Security) (910) 893-4026
- Campbell University Parking (910) 893-1550  
<https://www.campbell.edu/campus-safety/parking/>
- Campbell University Community Health Center (910) 893-1560
- Dr. Daniel Marlowe, Director of Behavioral Health (914) 814-4959  
<https://www.campbell.edu/health-center/services/behavioral-health-services/>
- Dr. Jeffrey Krepps, Assistant Director of Behavioral Health (910) 893-1741  
<https://www.campbell.edu/health-center/services/behavioral-health-services/>
- Dr. Monica Stanton, Director of Clinical Services (910) 893-7830  
<https://www.campbell.edu/health-center/services/behavioral-health-services/>
- Samantha Norelli, Behavioral Health Clinician (910) 893-1780  
<https://www.campbell.edu/health-center/services/behavioral-health-services/>
- StudentLinc Counseling  
<https://www.mystudentlinc.com/>
- Carolinas Poison Control Center (800) 222-1222
- Harnett Health System (910) 892-1000
  - Betsy Johnson Regional Hospital, Dunn
  - Central Harnett Hospital, Lillington
- Harnett County Sheriff's Department (910) 893-9111
- Sexual Assault Family Emergency-SAFE of Harnett County (910) 893-7233

## **8.2 Health Services**

CUSOM MSBS students are able to utilize the Campbell University Health Center for confidential medical and confidential personal health concerns. Student Health Center office hours are published and distributed to students at the start of each academic year and may be found online at <https://www.campbell.edu/health-center/>. All students are required to have health insurance.

For medical emergencies and after-hours health care, students are encouraged to access appropriate care as warranted by their situation including local urgent care facilities, Emergency Departments and Emergency Medical Services. In an emergency, students should access EMS and the 911-dispatch system.

Further information may be found at <https://www.campbell.edu/health-center/>.

## **8.3 Weapons**

The use, possession, carrying, or discharging of any weapon as defined and prohibited by North Carolina Law (NCGS §14-269.2) on the campus of Campbell University, any of its extended campuses, or in conjunction with any curricular or extracurricular activity sponsored by the University is prohibited unless otherwise permitted by the Board of Trustees.

Firearms are prohibited on the campus or in any building owned and operated by Campbell University, except those carried by on-duty law enforcement personnel. Knives, bows and other weapons are also prohibited.

Students who violate this policy are subject to disciplinary action up to and including Suspension or Dismissal from the program.

## **8.4 Smoking Policy**

Smoking or use of any tobacco product is prohibited in all University-owned buildings. There is to be no smoking or use of any tobacco products within 50 feet of any building entrance, including doors, windows, and air-intake systems. There will be no smoking or use of any tobacco products in any University vehicle. Tobacco users will properly dispose of any waste products in the proper manner. The Health Sciences Campus is a tobacco-free campus.

## **8.5 Alcohol and Drugs**

Alcoholic beverages may not be served or consumed on the CUSOM campus and the illegal use or abuse of drugs or alcohol will not be tolerated whether on or off campus.

Consistent with its Mission, CUSOM MSBS will utilize educational strategies as the primary approach to substance abuse regulations, prevention and treatment. However, any violation of local, state, or federal laws will be subject to prosecution to the fullest extent of the law and school policy. Students who violate this policy are subject to disciplinary action up to and including Suspension or Dismissal from the program.

## 8.6 Library and Facilities

CUSOM MSBS students and faculty are served by two libraries: Wiggins Memorial Library and Campbell University Medical Library. Wiggins Memorial Library and Campbell University Medical Library work cooperatively to collect and curate an extensive electronic medical library. Thanks to this digital collaboration, CUSOM MSBS students enjoy access to an outstanding and constantly evolving electronic collection which includes thousands of full textbooks, journals, databases, videos, diagnostic decision support programs and other evidence-based resources.

Wiggins Memorial Library, which is located on Campbell's main campus, is a busy and important hub of campus life. Its extensive collection includes thousands of books, journals, multimedia resources, databases and microforms. In addition to full-service reference services, Wiggins provides computer access, copier/printers, quiet study space and meeting rooms. When the CUSOM Medical Library is closed, Wiggins Memorial Library has an overnight study area available. Wiggins Memorial Library also houses the College of Pharmacy and Health Sciences' Drug Information Center and a full-service Starbucks.

The 2,190 square foot Campbell University Medical Library is conveniently located on the second floor of the Leon Levine Hall of Medical Sciences, adjacent to the lecture halls. The Medical Library provides CUSOM MSBS students and faculty individualized research training and assistance, and is staffed by medical librarians who work directly with the main campus library.

Its print collection consists of authoritative textbooks and journals in major biomedical and medical disciplines as well as a small collection of newspapers and general interest magazines. The Medical Library also provides copier/printers, quiet study space and desktop computers for use by students and faculty.

The Medical Library integrates library and student computer lab functions and maintains sufficient computer technology to support electronic resources available through the digital library. The digital library includes access to licensed internet resources, including full-text e-journals, electronic textbooks, bibliographic databases, streaming videos, clinical simulations, diagnostic decision support programs and evidence-based clinical information systems, as well as access to selected Web resources by subject. Additional information concerning the CUSOM Medical Library may be found at:

<https://medicine.campbell.edu/student-experience/location-facilities/medical-library/>

## **8.7 CUSOM Information Technology and Educational Resources**

The Acceptable Use Policy for Information Technology (IT) and Network Resources at CUSOM provides, promotes, and establishes the secure, ethical and legal use of data, devices, and electronic communications for all constituents of the institution. This includes staff, faculty, students, alumni, and guests. It is governed by institutional policies, as well as local, state, and federal laws relating to security, copyrights, and other statutes regarding electronic media. Please refer to institutional policy on the Campbell University web site at: <https://www.campbell.edu/student-services/computing-services/policy/> for full disclosure.

## **8.8 Information Technology Resources and Computer Information CUSOM Helpdesk**

The CUSOM Helpdesk is staffed by a technical support team that provides prompt, knowledgeable and courteous computing support services over the phone, in person, and via email to the CUSOM community. The Helpdesk aims to resolve 80% of all interactions on the first call. If this is not possible, the inquiry is either escalated to another staff member or staff provides alternative referrals or resources. If the problem or request concerns an unsupported operating system, hardware, software, or service, staff will do their best, to suggest other avenues of support.

### **Student Responsibilities**

When students contact the Helpdesk, they should:

- Be prepared to spend the time required to resolve the issue
- Be at the computer for which they are asking help
- Have their Campbell ID and phone number available
- Abide by the Helpdesk policies as stated by the Helpdesk Specialist

### **Helpdesk Contact Information**

The Helpdesk may be contacted by calling (910) 893-7911 (or extension 7911 on campus), sending an e-mail to [customhelpdesk@campbell.edu](mailto:customhelpdesk@campbell.edu) or stopping by the IT workroom (number 171) in the South building of Levine Hall. The Helpdesk web page is available at: <https://www.campbell.edu/information-technology-services/help-desk/>

### **Helpdesk Staff Availability and Response Time**

The Helpdesk is staffed from 7:30 am to 5:30 pm Monday through Friday. If a Helpdesk Specialist is not immediately available via telephone, the customer may leave a voice mail message or access the Helpdesk via email or through the website. Voicemail received during normal business hours are generally responded to within two (2) hours. At times, there are University-wide issues that may cause heavy call volumes and may prevent staff from getting back to someone within the standard timeframe.

The Helpdesk is available on a limited basis after hours. Support calls and emails received outside normal hours will be addressed as soon as possible.

## **Email and the Internet**

Campbell University provides email and Internet access to faculty, staff, and students for educational and research purposes. The Campbell University Technology Usage Policy outlines the expectations for and restrictions of using these and other forms of electronic communication while on the Campbell University Network. <https://www.campbell.edu/information-technology-services/acceptable-use-policy/>. Student email accounts provided by Campbell University are the property of Campbell University, the Internet system is owned by Campbell University, and use is by the permission of Campbell University.

Prohibited uses of the system include: commercial (for-profit) activities; the unauthorized acquisition, reproduction, or use of computer software; to disrupt or interfere with network operations; or to gain unauthorized access to network segments through “hacking.” Attempting to engage in software piracy, copyright infringement, email abuse, or for-profit ventures may be investigated by law enforcement officials.

The University monitors traffic on its email and Internet system and, at random, searches the Internet for references to Campbell University. The University employs programs to block the reception of sexually explicit and inflammatory material over the campus access network.

Vulgarity, obscenity and lewdness, profanity and threatening or abusive language are all matters of concern. Such behavior is unprofessional and may constitute a violation of the Honor Code.

Students should avoid representing themselves in any way as agents of the University or using the University’s name in a manner that would imply an endorsement of their personal views or activities.

## **CUSOM Intranet**

The CUSOM Intranet is a portal for information and engagement for the CUSOM community located at the following address: <http://cuhealth.campbell.edu/mycusom/>. This site contains useful tools and information, including, but not limited to calendars, policies, forms, links to resources, and many other tools to assist students, faculty and staff in optimizing daily activities.

## **Information Technology**

The Internet connection is provided as a privilege, not a right. It is the student’s responsibility to adhere to all University policies. The network facilities are for the use of Campbell University students, faculty and staff and are limited to educational, academic, research and business purposes of the University only. Campbell University reserves the right to alter access, and availability of access, at any time and for any reason.

Students may not use any software or hardware designed to disrupt the security of the campus network or any devices attached to the network. Likewise, students may not engage in any activities designed to interrupt or intercept the network traffic of other users.



**Students may not:**

- Use University resources to support personal business interest(s).
- Sell or provide access to Campbell University networks to outside sources.
- Use University connections to engage in software piracy, copyright infringement, email abuse, other illegal activities and/or for-profit ventures. Any violation of these regulations may be investigated by law enforcement officials.
- Activate any type of shared file service or access to their personal computer by anyone other than themselves.

**In General:**

- Students must respect the priority of academic use of the University network.
- Students are personally responsible for any activities originating from their network connection.
- Students are responsible for their personal computer's hardware and software.
- Students must maintain updated virus protection.
- Students are encouraged to contact the helpdesk if the need help choosing and/or installing a subscription-based antivirus program.
- Students running Windows XP/Vista/Windows 7 & 8 must enable the Windows firewall.
- All computers, regardless of OS must be set to receive Automatic Updates from the OS manufacturer.

Campbell University assumes no liability for data loss or equipment damage pursuant to a student's use of a University data port. Precautions for natural disasters are the student's responsibility.

The use of the University's information resources on campus is governed by the policies and regulations as outlined in this document and those regarding student conduct found in the Academic Bulletin and as posted at <https://www.campbell.edu/information-technology-services/>. Violations of these regulations will be reported to the appropriate dean and/or department with appropriate disciplinary action to be taken.

If a student has reason to believe another user or group of users is interfering with access to the University network, he/she must report the problem to the Office of Student Affairs. Campbell University/CUSOM administrators will investigate and, if necessary, take corrective action.

Campbell University reserves the right to monitor traffic through any data connection for the purpose of checking compliance with this agreement.

Wireless broadcasting devices of any kind may not be used in any Campbell University building. Such devices including but not limited to wired or wireless routers and access points will be confiscated and the student may lose his/her network privileges if found in violation of this policy.



By connecting a computer to the Campbell University network, students agree to abide by the terms and conditions set forth above. Students must signify that they have read and will abide by the terms of the Campbell University Acceptable Network Usage Policy and must accept this policy to use the Campbell University network. The Acceptable Use Policy is posted on the University's policy web page, and information concerning the University's Computing Services can be accessed at: <https://www.campbell.edu/information-technology-services/>.

Assistance may be accessed through the CUSOM IT Department, or through the following:

[cusomhelpdesk@campbell.edu](mailto:cusomhelpdesk@campbell.edu)  
<https://www.campbell.edu/information-technology-services/help-desk/>  
Extension 7911  
(910) 893-7911  
1-(800) 334-4111 Ext: 7911

## **8.9 Information Access and User Privacy**

### **Private Machines Connected to the University Network**

Electronic mail (email) and other information passing over the University network, including information stored in user accounts and computers, are considered to be private and confidential. Although this type of information must be accessed by system personnel for the purpose of backups, network management, etc., the content of user files and network transmissions will not be viewed, monitored, or altered without the express permission of the user except in the following circumstances:

- The University has reason to believe that an account or system has been breached and is being used by someone other than the authorized user.
- The University has received a complaint that an account or system is being used to gain unauthorized access or to attempt to gain unauthorized access to another network site.
- The University has reason to believe that an account or system is being used in violation of University policy or the federal or state law.

Under these circumstances the Vice President for Business and Treasurer may authorize system support personnel to monitor the activities of a specified account or computer system and to search electronic information stored in that account. The authority for this search must be requested on an account-by-account basis, and monitoring will be restricted to the specified account. If this search provides evidence of violation, the account will be disabled and action taken with appropriate authorities.

It will become increasingly possible for computer systems owned by students, staff, or faculty to be attached directly to the Campbell network via on-campus attachment or off-campus VPN services. The owner of a personal machine may use that machine at his or her discretion; however, the use of the University network is subject to all of the policies stated in this document.

- The owner of a machine connected to the Campbell network is responsible for the behavior of all users of that machine and for all network traffic to and from the machine. Campbell maintains no responsibility or liability for loss of data or hardware corruption on personal computer systems.
- A private machine connected to the University network may not be used to provide network access to individuals who would not otherwise have access through official Campbell channels. The private machine may not be used to redirect data to other networks, nor may it serve in any way as an electronic gateway to non-University affiliated systems.
- Private machines may not use the University network for commercial gain or profit.
- Neither Campbell owned nor private computers may be used to serve files through any protocol (http, ftp, email, file sharing, IM, etc.) without application to Computing Services for an exception for scholarly use unless the computers are designated servers by Computing Services. Unless otherwise approved in writing, provisions for interactive login services for non-University affiliated users are prohibited.
- Should the University have reason to believe that a privately owned system is using the network inappropriately, network traffic to and from that system will be monitored and, if justified, the system will be disconnected, and appropriate punitive action will be taken.

## **Technology Usage**

Computer systems and networks allow for a free exchange of scholarly ideas and information. This exchange serves to enhance learning, teaching, critical thinking, and research, as well as to promote the sharing of moral standards. While the constitutional right of free speech applies to communication in all forms, the Christian atmosphere of Campbell University prescribes only civil and respectful discourse.

Campbell University computer and network services are available as a privilege to all full- time and adjunct faculty, staff, and students at the main and extended campuses. The number of people in the Campbell community dependent upon the University's computer and network services is sizable. Therefore, a respect for the needs of others is expected among users. To ensure access and service for all, eligible users must refrain from any action that interferes with normal system operation, such as:

- Using computer or network services for commercial purposes or personal profit
- Sending excessive email locally or over the network such as chain letters, advertisements, or solicitations
- Knowingly installing or running a program that will damage or place an undue burden on the system
- Knowingly acting in a manner that will disrupt normal operations of computers or the network
- Using computer or network services in a way that violates copyrights, patent protections or license agreement

- Gaining unauthorized access to information that is private or protected, or attempting to do so
- Attempting to gain system and/or network privileges to which you are not entitled
- Using the University computer system to disseminate materials that are not in keeping with the purposes of the institution

The University reserves the right to monitor the use of institutionally owned resources. Alleged inappropriate use of technology resources will be investigated. In instances of misuse, appropriate disciplinary actions, to include legal action, will be taken.

Copies of the Acceptable Use Policy are included in official University publications including, but not limited to, the graduate and undergraduate catalogs, staff/faculty/student handbooks, and selected course syllabi. The Acceptable Use Policy is also posted on the University's policy web page. <https://www.campbell.edu/information-technology-services/acceptable-use-policy/>

### **Eligible Users**

Only the following properly authorized persons may access Campbell University computing facilities:

- Undergraduate, graduate, and professional students currently enrolled in Campbell University courses
- Non-degree seeking and special students currently enrolled in Campbell University courses
- Campbell University faculty (full and adjunct), staff, and administration
- Designated alumni
- Official guests of the President and the University
- Individuals formally associated with the University, upon verification of the appropriate dean and/or administrator

### **Original Work by Students Using Campbell University Technology Resources**

Original works created by students using Campbell University technological resources are the property of the creator. With the notable exceptions of the processes normally associated with grading, critique, assessment, and lecture or classroom illustrations, no other student, faculty, and/or staff member may make any use of another's work without the expressed consent of the creator. However, the Department and the University retain the right to display, copy, replicate, and/or distribute any work created through the use of the Department's production facilities for the purposes of promotion, representation, artistic display, publication, illustration, and recruiting, on the condition that the creator is given full, appropriately disclosed credit. No one, including the creator, may use the Department's production facilities for any commercial purpose.

## **Pornographic or Obscene Material**

Users are encouraged to use institutional resources in a responsible and respectful manner. Pornographic, obscene, and/or offensive material is prohibited on the Campbell University computers and network system.

The Campbell University Office of Computing Services is to be notified of the transmission of questionable or offensive materials via the institutional computer and network system. Treated as inappropriate use, these allegations will be investigated, and if warranted, appropriate disciplinary actions taken.

## **Electronic Communications**

The University provides Internet access to all eligible users through campus computing facilities. Electronic mail (email) is also provided to all eligible users. These services are provided only for University-related purposes.

## **Class Recordings**

Class materials (hereafter including PowerPoints, Handouts and Lecture Recordings) are distributed for the exclusive use of students in the Jerry M. Wallace School of Osteopathic Medicine. Student access to and use of materials are conditioned on agreement with the terms and conditions set out below. Any student who does not agree to them is prohibited from accessing or making any use of such materials.

Any student accessing materials (1) acknowledges the faculty members' intellectual property rights and that distribution of the materials violates the CUSOM Copyright Policy; (2) recognizes the privacy rights of fellow students who speak in class; (3) accepts that distributing, posting, or uploading materials to students or any other third party not authorized to receive them or to those outside CUSOM is an Honor Code violation; and (4) agrees that the materials are to be accessed and used only as directed by the faculty member(s) teaching the course. Students are not permitted to take photographs or screenshots of any screens or projected materials during lectures, exams or quizzes. Audio recording are also not permitted outside of what is provided through the recorded Tegrity sessions.

## **9. HONOR CODE, GRIEVANCE PROCEDURES AND AOA CODE OF ETHICS**

### **9.1 Honor Code**

The Campbell University Jerry M. Wallace School of Osteopathic Medicine Honor Code of Conduct (CUSOM Honor Code) embodies a spirit of mutual trust, intellectual honesty, and professionalism between the School and the student body, and it is the highest expression of the values shared by the CUSOM and Campbell University communities. The CUSOM Honor Code is based on the fundamental belief that every student is worthy of trust and that trusting a student is an integral component in making them worthy of trust. It is maintained to protect the right to participate in an academic environment free from injustice caused by dishonesty.

Further, students at CUSOM are expected to conduct themselves in a professional and ethical manner befitting the honorable profession they are pursuing. Students have an obligation to maintain the highest standards of integrity. It is not possible to enumerate all examples of expected academic and professional behavior, nor is it possible to enumerate all behaviors considered inappropriate, unprofessional, unethical, or not in keeping with the standards of a CUSOM student. The following serves only as a guideline to students.

In general, the founding principles of the CUSOM Honor Code are the established rules and regulations of the CUSOM community. The CUSOM community includes CUSOM, affiliated hospitals, and any institution where CUSOM students pursue activities for academic credit. Violation of these rules and regulations may constitute a violation of the CUSOM Honor Code. In addition, specific examples of behavior that may constitute a violation of the CUSOM Honor Code include, but are not limited to the following:

- 1) Cheating: Providing, acquiring or receiving any unauthorized assistance or unfair advantage on any form of academic work, or attempt thereof. Sharing information from testing/exams is also considered a form of cheating.
- 2) Plagiarism: Copying the language, structure, ideas, algorithms, or computer code of another and representing it as one's own work on any form of academic work or attempt thereof.
- 3) Falsification: Fabrication of information on any form of academic work or attempt thereof; including but not limited to, the following:
  - a) Clinical requirements,
  - b) Internships, and
  - c) Assignments and projects.

- 4) Disruptive Behavior: Any inappropriate etiquette or inappropriate disturbance repeated often enough to establish a disrespectful trend. Inappropriate disturbances include but are not limited to the following:
  - a) Arriving late for class, or leaving class while in progress.
  - b) Disrupting class with pagers or cellular phones.
  - c) Disrupting class with computers or computer games.
  - d) Disrupting class with loud talking or other activities that create a distraction.
  - e) Leaving trash in classrooms or academic areas, including student small group study rooms.
  - f) Bringing food into unauthorized areas or hosting food functions without permission.
  - g) Posting unapproved materials or approved posting materials in inappropriate areas.
  - h) Parking in inappropriate or reserved spaces.
- 5) Unacceptable use of technology: Any violation of the acceptable use guidelines as published by the CUSOM IT department. In addition, unacceptable uses of technology include but are not limited to the following:
  - a) Using computers for purposes that are considered unprofessional or immoral.
  - b) Accessing pornographic material at any time while on any campus of the CUSOM community or using any equipment of the CUSOM community to access such material.
  - c) Sharing of lecture materials and videos outside of CUSOM. Lecture materials, including PowerPoint presentations, and videos contain confidential and proprietary information and material protected by intellectual property laws. Students do not have permission to share them.
- 6) Unprofessional or unethical behavior: Behavior on or off the CUSOM campus that would or could cause a loss of respect or confidence in the offending student or in the CUSOM community by the public, faculty, staff, colleagues, or the community-at-large. Suspected violations in this category are referred, at the Dean's discretion, to the APPS Committee. If agreeable to the Dean, a student may request to waive a hearing by the APPS Committee for suspected violations in this category and have their case heard by the Dean, or his/her designee only. In such cases, the Dean, or his/her designee only must agree to hear the case, and must accept the student's waiving of a hearing; the Dean, or his/her designee only decision is final and cannot be appealed. Unprofessional or unethical behavior may include, but is not limited to, the following:
  - a) Entering or using the facilities of the CUSOM community without appropriate authorization or during inappropriate times.
  - b) Knowingly and purposely disrupting teaching, research, administrative, or student functions of the CUSOM community.
  - c) Abusive or disrespectful conduct toward members of the faculty, administrative or professional staff, employees, students, patients, or visitors of the CUSOM community.

- d) Disclosure of privileged information from campus activities or patient care.
- e) Improper relationships or activities involving persons entrusted to a student as part of educational requirements, which extend beyond those educational requirements. Entrusted persons may include, but are not limited to, patients or other students under supervision.
- f) Screening tests which show abnormalities including, but not limited, to excessively dilute urine, or screening tests which are positive (i.e., evidence of the substance or showing presence) for alcohol, prescription medications without a valid prescription, or substances which are illegal in the state of North Carolina. Controlled substance screening results are viewed in light of North Carolina and federal laws governing illegal substances. For example, although the use of marijuana is legal in some states, the US Federal Drug Enforcement Agency lists it as an illegal drug. Its use or abuse impairs the ability of a healthcare professional to provide optimal care to patients. As such, the use of marijuana in any form is a violation of University policy. Another example is a breathalyzer result or a blood alcohol concentration sample identifying levels of alcohol above the legal limit in violation of law, such as in a Driving Under the Influence charge. The presence of these substances, regardless of any legal considerations or adjudication by the courts, is considered unprofessional or unethical behavior by CUSOM.
- g) Breach of Integrity: Any behavior at any time that is considered a severe lapse in judgment and has the potential to damage the professional, ethical or moral integrity of the CUSOM community. Suspected violations in this category are referred, at the Dean's discretion, to the APPS Committee. If agreeable to the Dean, a student may request to waive a hearing by the APPS Committee for suspected violations in this category and have their case heard by the Dean, or his/her designee only. In such cases, the Dean or his/her designee only must agree to hear the case, and must accept the student's waiving of a hearing; the Dean's decision is final and cannot be appealed.
- h) A violation of any policy of the University or CUSOM, including but not limited to the American Osteopathic Association Code of Ethics.

## 9.2 Code of Misconduct

Violations may include, but are not limited to:

- Harassment (other than a violation of the Title IX Policy), harm, abuse, or damage to any person or property in the CUSOM community. This includes knowingly or purposely causing damage to or vandalizing CUSOM community property.
- Conviction of a criminal offense other than a minor traffic offense.
- Participating in academic or clinical endeavors in the CUSOM community while under the influence of alcohol, or controlled substances.
- Use, possession, or distribution of alcohol, illicit substances, prescription medications without a valid prescription, or substances which are illegal in the state of North Carolina may result in disciplinary action up to and including dismissal. Controlled substances will be viewed in light of North Carolina and federal laws

governing illegal substances. Please note this includes substances which are illegal in the state of North Carolina, but which may be legal in other states.

- Communicating or posting of information or images in a public arena, including written or electronic/Internet communications, which would result in a loss of respect by patients or other members of the public toward the offending student or toward CUSOM.

### **Release of Information**

All documents and other information concerning student discipline, including written reprimands, are securely maintained in a confidential file. Such actions become a part of the student's permanent education record but are only released at the written discretion of the Dean.

## **9.3 GRIEVANCE PROCESSES**

### **Resolution and Grievance Procedure**

CUSOM recognizes the need for students to voice grievances and to seek resolution to problems, disagreements with faculty/administrators, or interpretations of institutional policy. CUSOM also recognizes the responsibility of the student to express their concerns in a professional and ethical manner. Concerns may involve course grades other than a grade reviewed by the APPS Committee, promotion, behavioral issues, financial concerns or issues related to external (e.g. COCA, SACSCOC) accreditation standards and procedures. This grievance process shall not be used to appeal or review violations of the Honor Code or an appeal from the APPS Committee final decision by the Dean or the APPS Committee.

All grievances must be filed in writing to the CUSOM Office of the Dean. All grievance material is securely maintained in the Dean's Office in a specific student/employee/faculty file as appropriate to the grievance.

Each step of the Resolution and Grievance Procedure generally take two (2) weeks to complete, unless otherwise noted. Extensions or waivers to this timeframe may be granted on a case-by-case basis. Notice of a request for an extension from a student shall be submitted in writing to the Dean within ten (10) calendar days prior to the deadline.

Decisions regarding the request for an extension shall be communicated to the student via letter within two (2) business days of receipt of the request for an extension. Likewise, if CUSOM needs to extend a deadline, the Office of the Dean shall provide said notice ten (10) days before the due date.



## **Grievance for Academic Resolutions and Appeals**

An individual concern that is academic in nature should be first discussed with the immediate instructor or preceptor and must be done in a professional manner. This concern generally includes those that arise from personal conflicts or actions taken against a student individually. For individual concerns, if resolution cannot be reached, the student may, within two (2) weeks of the failed resolution, appeal, in writing to the appropriate Associate Dean for the academic year involved.

If resolution cannot be reached from the prior appeals, the student may, within two (2) weeks of the failed resolution, appeal in writing to the Dean whose decision will constitute the final resolution. The administrative officer may refuse the meeting if the appeal has not been presented in writing, in advance of the meeting.

A concern over general course procedures or grading policies should be addressed through the Class President through the Curriculum or APPS Committee. If a resolution cannot be reached through the normal processes for an acceptable and reasonable request, the Class President may, within two (2) weeks of the failed resolution, appeal in writing to the appropriate Associate Dean for the academic year involved.

If resolution cannot be reached from the prior appeals, the Class President may, within two (2) weeks of the failed resolution, appeal in writing to the Dean whose decision will constitute the final resolution. The administrative officer may refuse the meeting if the appeal has not been presented in writing, in advance of the meeting.

A concern over CUSOM policies and procedures should be addressed through the Class President and the Director of Student Affairs. If through the normal processes for an acceptable and reasonable request, a resolution cannot be reached, the SGA President may, within two (2) weeks of the failed resolution, appeal in writing to the Dean whose decision will constitute the final resolution. The administrative officer may refuse the meeting if the appeal has not been presented in writing, in advance of the meeting.

If the concern is financial, or with other areas of CUSOM, the student should follow the appropriate chain of command as defined by the CUSOM Organizational Chart.

Reminder: Course Assessment policies and test question challenges are not covered under student grievances. See course-specific syllabi for information regarding these issues.

## **Grievance Procedure for Harassment\* or Discrimination**

Students who feel they are being discriminated against have the right to exercise the Grievance Procedure.

Retaliation against any individual who files a grievance or participates in the grievance process is strictly prohibited. In the event a student or anyone who participated in the grievance process believes they have been subjected to retaliation, that individual may use the Harassment Grievance procedures listed below.

### **Step One: The Resolution Process**

Students who meet the Technical Standards for admission to CUSOM, as described in this Academic Bulletin, and feel they are being discriminated against shall first meet with the Director of Student Affairs to explain their grievance.

The student must schedule a meeting with the Director of Student Affairs within two (2) weeks from the date of the action being grieved or the date the student should have known about the action to initiate this discussion. The grievance complaint must be made in writing and signed by the person filing it. The Director shall investigate the grievance within a one-week period. In the case where the discrimination is in any way threatening, the Director shall investigate the complaint and bring it to the attention of the Dean immediately for intervention.

After the investigation period of one (1) week, the student filing the grievance, and the person against whom the grievance is filed shall meet with the Director of Student Affairs to discuss an informal resolution. This meeting shall be scheduled within fourteen (14) calendar days of the initial filing of the grievance. A letter confirming the mutual decisions of the resolution shall be distributed, within ten (10) calendar days of the meeting, to all persons and kept within the permanent student and or employee files for possible future issues that may arise with the resolution.

If the Director of Student Affairs determines there is insufficient evidence to support the allegations, he/she may close the grievance and shall notify the student, within that two-week timeframe, of his/her findings and the student's right to request a grievance hearing.

The Director of Student Affairs shall keep a record of the investigation, including all supporting documentation and a report of the findings. All material shall be filed as previously stated in this procedure.

---

*Procedures for sexual harassment in violation of the Title IX Policy are separate and can be found at page 7 of this Bulletin. At the time of filing, the student should have followed all the procedures listed in this Academic Bulletin.*

## **Step Two: The Grievance Hearing Process**

If the student feels the informal resolution has not been successful, or disagrees with the informal resolution, he/she may request the Director of Student Affairs and the Dean to call a Grievance Hearing. The student has thirty (30) calendar days after receiving written notice of denial of the grievance to request such a hearing.

The request must be in writing, signed by the student, and include the following information:

- A clear and precise statement of the grievance;
- A statement explaining how the action is discriminatory or the decision unreasonable if it is a denial of a requested accommodation;
- The name the respondent parties (the person(s)) against whom the grievance is filed);
- An explanation of each respondent is responsible for the action or decision;
- The requested remedy; and
- Identify whether a non-participating observer will be brought to the hearing.

This information must be sent by certified mail or delivered with signature of receipt to both the Office of the Director of Student Affairs and the Office of the Dean. Upon receipt of the request for a Grievance Hearing, the following processes shall be followed.

- The Dean shall designate the Vice Dean for Academic Affairs to review the case within seven (7) calendar days to see if a peaceful and prompt resolution can be made between the parties. In cases where this cannot be accomplished, the Dean shall appoint a Grievance Hearing Board, including naming a Chair, at the end of the seven (7) days.
- The Grievance Hearing Board shall be appointed by the Dean who shall notify the Grievance Hearing Board in writing, of their appointment and inform them of the date of the hearing. The date of the hearing shall be within fourteen (14) calendar days of the notice. The Dean shall ensure that those participating on the Grievance Hearing Board are not a part of the alleged discrimination or the denial of accommodations. The Grievance Hearing Board shall consist of a Chair, two Associate Deans, two faculty members, one staff member, and one student.
- The Grievance Hearing Board shall hear the grievance by the student. The person filing the grievance, as well as the person against whom the grievance is alleged shall at this time bring all witnesses and/or evidence to the hearing for the Grievance Hearing Board to consider. The Grievance Hearing Board shall also review documentation, including the final report from the Director of Student Affairs relating to the grievance, and, as necessary, shall interview the Director as a witness in the grievance.

Prior to convening the grievance hearing meeting, the Grievance Hearing Board shall be trained on the specific grievance hearing procedures relating to the individual grievance and will be provided with additional educational material as appropriate.

- Following this initial hearing and presentation, if additional information is needed to render a decision, the Grievance Hearing Board may recess for a period of not greater than two (2) weeks. The Grievance Hearing Board, or the Director of Student Affairs at the request of the Grievance Hearing Board, shall conduct further investigation of the alleged grievances. The Grievance Hearing Board may, during this time, meet with CUSOM's legal counsel who has further expertise in the law regarding disability and discrimination.
- The second meeting of the Grievance Hearing Board, which shall occur within a two-week period, shall be to further discuss the grievance, the investigation, the educational materials provided, and the advice of legal counsel. The Grievance Hearing Board may require second interviews with the person filing the grievance or with those whom the grievance is filed against. The Grievance Hearing Board shall make a final ruling at this meeting. Minutes will be taken of all Grievance Hearing Board meetings. A letter shall be sent to the student within fourteen (14) calendar days of the final determination by the Grievance Hearing Board.

### **Step Three: Final Appeal Procedure**

The student has the right to appeal the decision of the Grievance Hearing Board to the Dean. The student has thirty (30) days after receiving the Grievance Hearing Board decision letter to file for an appeal. All such requests must be in writing, signed by the student, and be sent via certified mail. The Dean shall have a period of not greater than two (2) weeks to respond to the appeal. The Dean shall have the final determination as to the outcome.

### **Improper Relationships**

Relationships between a student and a faculty/staff member entrusted to oversee the student, which extend beyond the educational requirements or beyond CUSOM activities, are not allowed. Relationships with patients (by a student or faculty member) which extend beyond their care requirements are also not allowed.

Inquiries should be directed to the University's Title IX Coordinator:

Mrs. Kellie Slappey Nothstine  
P.O. Box 95 (Wallace Student Center, Room 237)  
Buies Creek, NC, 27506  
(910) 893-2039  
Fax (910) 893-1534  
[nothstine@campbell.edu](mailto:nothstine@campbell.edu)

Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, District of Columbia Office:

U.S. Department of Education  
400 Maryland Avenue  
S.W. Washington, DC 20202-1475  
Telephone: (202) 453-6020  
Fax (202) 453-6021  
Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov).

### **Consensual Relationships**

Consensual relationships between student and faculty, or students and staff members are not allowed. Sexual activity is not permitted in any CUSOM setting.

### **Sexual Harassment**

Sexual harassment at the institution is unacceptable behavior and will not be tolerated. Sexual harassment includes sexual advances, requests for sexual favors, and other intimidating verbal or written communications or physical conduct of a sexual nature.

All allegations of sexual harassment will be directed to the University's Title IX Coordinator for review. The University's Title IX Coordinator is:

Mrs. Kellie Slappey Nothstine  
P.O. Box 95 (Wallace Student Center, Room 237)  
Buies Creek, NC, 27506  
(910) 893-2039  
Fax (910) 893-1534  
[nothstine@campbell.edu](mailto:nothstine@campbell.edu)

## **Formal Federal Agency Grievance Procedures**

Students with grievances or complaints against CUSOM based upon violations of Section 504 or the ADA also have the right to file a complaint with the Office for Civil Rights by:

Mailing the grievance or complaint to:

U.S. Department of Education  
Office of Civil Rights  
400 Maryland Avenue SW  
Washington, DC 20202-1100; or

Faxing it to the Director at (202) 453-6012; or

Filing it electronically at:

<http://www.ed.gov/about/offices/list/ocr/complaintprocess.html>

For more information, students can contact the Office for Civil Rights via phone:  
1-800-421-3481 or via e-mail at: [OCR@ed.gov](mailto:OCR@ed.gov)

## **Notes and Definitions**

- The word “student” in this manual refers to any person who is enrolled in any course offered by CUSOM MSBS.
- The words “professor” or “instructor” in this manual refer to any person who is authorized by the University to hold and teach a class sponsored by the University or precept a student during an off-campus clinical practice experience.
- The words “University” and “School” refer to Campbell University and the Campbell University School of Osteopathic Medicine, respectively.
- The word “day(s)” refers to official school days — not holidays, weekends or summer session. The exception to this is in regards to days identified in the policies regarding leave of absence, withdrawal, and suspension, in which case “days” refer to calendar days, not school days. This distinction is clarified in the corresponding sections by utilizing the term “calendar” days.

July 31, 2018