



CAMPBELL
UNIVERSITY

Jerry M. Wallace
School of Osteopathic Medicine

Academic Bulletin

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

2019-2020

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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:

Campbell University
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 set forth in the University's FERPA policy found at:

www.campbell.edu/registrar/family-education-rights-and-privacy-act-ferpa/

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.

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 to:

Laura Rich
Director of Disability Services
Student Services, Room 113
P.O. Box 4260
Buies Creek, NC 27506
(910) 814-4364
Fax (910) 814-5710
richl@campbell.edu

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:

Kellie Slappey Nothstine
Dean of Campus Life and Title IX Coordinator
Wallace Student Center, Room 237
P.O. Box 95, Buies Creek, NC, 27506
(910) 893-2039
Fax (910) 893-1534
nothstine@campbell.edu

Inquiries may also be directed to:

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

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 2019 are "stamped" with a 2019 starting term. The requirements for that starting term are reflected in the 2019-2020 CUSOM MSBS 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.

Effective Date:

January 17, 2020
Date

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 Master of Science in Biomedical Sciences 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 Sciences 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 Programs

1. GENERAL INFORMATION

1.1 History, Background and Mission of Campbell University

On January 5, 1887, James Archibald Campbell welcomed 16 students to the first day of classes, thus marking the founding of Buies Creek Academy. Over the years, the Academy evolved to become Campbell Junior College (1926), Campbell College (1961), and Campbell University (1979).

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.

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), Sampson Correctional Institution (Clinton), 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. The University employs over 900 full-time employees, which includes over 250 full-time faculty. Over 100 degree programs in the liberal arts, health sciences, fine arts, and professions are offered.

Campbell University, Incorporated, is a private, not-for-profit, academic institution governed by an independent and self-perpetuating Board of Trustees. The University enjoys an autonomous and voluntary relationship with the Baptist State Convention of

North Carolina. Campbell University is accredited by the Southern Association of Colleges and Schools Commission on Colleges as a Level VI institution to award associate, baccalaureate, masters, and doctorate degrees and is classified as a Doctoral/Professional University (D/PU) by the Carnegie Classification of Institutions of Higher Education.

1.2 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 opportunities for servant leadership and community engagement, with an emphasis on underserved communities;
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.

1.3 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.

1.4 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 the 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 Programs, will consider the academic background, achievements, standardized test scores, letters of recommendation, health-related work, 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 must be completed prior to matriculation with a grade of “C” or higher from a U.S.-accredited institution:
 - 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 all SAT, ACT, GRE, MCAT, PCAT OAT or DAT scores taken are required.
5. Two Letters of Recommendation: Letters of recommendation must be written by one letter writer from Column A and one letter writer from Column B (see table on next page). 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"> • Physician • Physician Assistant • Pharmacist • Physical Therapist • Occupational Therapist • Registered Nurse or Nurse Practitioner • Dentist • Optometrist • Podiatrist • Veterinarian
Pre-Health/Medical Advisor	
Core hard science faculty member with a terminal degree familiar with academic work of the applicant	

6. Current resumé 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 MSBS Admission personnel, the most competitive candidates will be offered an opportunity to interview with the MSBS Admissions Committee.**
9. Due to the unique nature of the curriculum and purpose of the program, transfer credits are currently not accepted for the MSBS program.

2.4 Applications Deadline

The official PostBacCAS application is available online at:

<https://postbaccas.liasoncas.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 Programs.

2.5 Application Fee

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

2.6 Application Process

PostBacCAS Application

CUSOM MSBS participates alongside other graduate institutions in a centralized application processing service called PostBacCAS. An application may be submitted online at:

<https://postbaccas.liasoncas.com/>.

To initiate the application process, applicants must apply directly to PostBacCAS.

PostBacCAS is available to applicants from September to July of the year applying. Detailed instructions can be accessed through <https://postbaccas.liasoncas.com/>. Applicants must request 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 Programs MSBS program and PostBacCAS from the proper testing service where appropriate.

2.7 MSBS Interview and Selection Process

Once the applicant file is complete and received from PostBacCAS the Director of Postbaccalaureate Programs will review the file to determine the most qualified applicants for interview.

Qualified candidates will be invited to interview through the Skype media platform to enable each candidate to meet members of the MSBS Admissions Committee and committee members to meet with each candidate.

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 Programs will Chair the interview sessions.

Candidates will be sent by email, return receipt required, instructions regarding the process:

- Login specifics, scheduled 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 Programs individually either by phone or by email with any further questions.

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.

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 coordinated by the Director of Postbaccalaureate Programs.

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 3.0 or higher on a 4.0 point scale. Students who meet the benchmarks of the program may 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 U.S.-born citizens, naturalized citizens, green card holders, student visa holders or are in Deferred Action for Childhood Arrival (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 U.S. is comparable to a regionally accredited U.S. college or university in a course-by-course fashion. All pre-requisite coursework for admission must be completed at an accredited U.S. 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 and to practice osteopathic medicine with full practice rights. Students must be able to function in a variety of learning and clinical settings, and to quickly, accurately, and consistently learn and process data. Osteopathic physicians utilize palpation (clinically appropriate touching) as part of the osteopathic approach to treatment. As part of the educational process, CUSOM MSBS students must be able to tolerate being touched, examined and receive osteopathic manipulation by members of both genders, and to touch, examine and provide osteopathic manipulation to others (of both genders) in order to acquire the skills necessary for palpation and examination. This palpation is performed in a professional and appropriate manner.

Acquiring the skills to palpate and examine patients requires a student to examine partially disrobed patients of both genders and is mandatory for successful completion of the curriculum at CUSOM. Students are required to participate fully as both the examiner and examinee in various clinical laboratory experiences. In Clinical Skills and Osteopathic Manipulative Medicine laboratory experiences, as well as other clinical laboratories where skills are acquired, students are required to participate in the examination of fellow students of both genders who may be partially disrobed.

In order to be able to gain appropriate clinical exposure to the regions being examined and osteopathic manipulative techniques to be provided, students need to wear attire such as shorts and are expected to partially disrobe for certain laboratory experiences. Please refer to the Dress Code Policy for additional information.

Additionally, CUSOM utilizes cadavers in the gross anatomy laboratory. As such, CUSOM MSBS students must be able to tolerate working with, and touching, cadavers.

Any device capable of capturing still or video images or audio recordings, including cell phones, are not permitted in any laboratory (anatomy, clinical skills, OMM, Simulation), or in any clinical setting, including and not limited to OSCE, standardized patients, Early Clinical Experience, clinical rotations, and the student health clinic.

CUSOM MSBS students also participate in ultrasound labs and, as such, will be required to perform ultrasound examination of fellow students of both genders who may be partially disrobed.

These are requirements for all students, regardless of cultural or religious beliefs, in order for the student to acquire the skills necessary to practice osteopathic medicine.

Students who have any concern regarding these requirements should discuss them with the Director of Admissions prior to applying.

CUSOM will make reasonable accommodations as required by law for students whose disabilities will not prevent them from successfully completing the entire CUSOM curriculum and graduating as an osteopathic physician. Students, however, are required to function with independence and perform at all skill levels described below which CUSOM holds as mandatory for the safe and effective practice of osteopathic medicine.

Applicants who do not meet the Technical Standards should not apply to CUSOM.

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 classroom presentations and laboratory demonstrations. The student must be able to visually and accurately observe physical signs and symptoms of a patient used in diagnosis and clinical management.

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 exclusively in English. Students are encouraged to learn other languages for medical communication; however, the entire curriculum and all assessment exercises are provided in English. CUSOM 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 healthcare team in order to successfully complete the curriculum.

3. Motor

The student must have sufficient motor function to gather information from patients by palpation, percussion, and other diagnostic measures. The student must have sufficient motor function to carry out maneuvers of general and emergent care and of osteopathic manipulation. Examples of emergent motor functions include, but are not limited to, cardiopulmonary resuscitation, administration of intravenous fluids and intravenous medications, management of an obstructed airway, hemorrhage control, wound closure by suturing, and obstetrical deliveries. In addition, osteopathic manipulation requires the use of extremities in palpation, positioning, and carrying out maneuvers of manipulation. These actions require fine and gross motor control, as well as the sense of touch and adequate vision for inspection. Students must be able to generate sufficient force, and be able to receive these same forces, to successfully learn and provide effective osteopathic manipulative treatments for all techniques which include, but are not limited to, muscle energy, counterstrain, Still technique, and high-velocity, low amplitude (HVLA) taught in the curriculum.

4. Intellectual

The student 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, learn, synthesize, and recall a large amount of information without assistance, to successfully complete the curriculum.

The student must be able to comprehend and understand/apply three-dimensional and 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 various types of learning materials and formats utilized in the CUSOM curriculum. In addition, students must be able to perform pattern recognition, recall information, identify and discriminate important information, problem solve, calculate and make decisions in timed situations and in the presence of noise and distractions.

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 in the emergent diagnosis and treatment of patients. Students must be able to recall and apply important information to generate a differential diagnosis and to develop a therapeutic management for emergent conditions. This type of demonstrated intellectual ability must be performed in a rapid and time-efficient manner in order to provide appropriate care to patients with emergent conditions.

It is common for emergent situations to occur in the presence of visually distracting and noisy environments. Such emergent situations include, but are not limited to, cardiopulmonary compromise, cardiopulmonary resuscitation, obstetrical and neonatal emergencies, trauma presentations, toxic exposures, shock, and hemorrhage.

5. Behavioral and Social Attributes

The student must possess 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, and clinical rotations. 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 medical school curriculum.

An ability to demonstrate the emotional health necessary for the delivery of quality and safe medical care is mandatory throughout medical school. CUSOM considers drug and alcohol addiction or abuse a significant risk factor for providing 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.

Applicants must identify to the Office of Admissions all areas where there is any question regarding their ability to meet these Technical Standards. If an applicant has a question about his/her ability to meet the minimal Technical Standards, the applicant is required to notify the Office of Admissions in advance of applying.

An offer of acceptance may be rescinded should an accepted applicant be found to not be able to meet the Technical Standards.

For matriculated students, inability to maintain compliance with educational training Technical Standards may result in dismissal from the program.

If an applicant signs that he/she meets the minimum health requirements, including required immunization standards, and Technical Standards for admission, but it is discovered after matriculation that the student signed knowing he/she did not meet these minimum standards, then the student may receive sanctions up to and including dismissal from the program.

2.10 Americans with Disabilities Act

CUSOM MSBS operates in compliance with 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. Applicants and students with specific needs should contact the Director of Student Affairs.

2.11 MSBS Matriculation and Enrollment Policies

All accepted students into the CUSOM MSBS program must meet the following requirements prior to matriculation:

Proof of Legal Status

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

- **Students born in the United States must** provide a photocopy of your unexpired, permanent, government agency issued photo identification and social security number.
- Students born *outside* of the United States who are now United States Citizens or are permanent residents must provide proof of legal citizenship or valid green card and social security number.

Health, Vaccine, and Immunizations Requirements

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

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

Students must obtain all CUSOM-required immunizations and corresponding titers, prior to matriculation and remain compliant with all immunization requirements through graduation in order to complete all required supervised

clinical practice experiences in the CUSOM curriculum. Students who fail to comply with this requirement by the end of Semester 1 will be referred to the Academic Performance, Promotion and Standards (APPS) Committee. Please refer to the CUSOM Immunization Policy for a complete description of all immunization requirements. A copy of this policy is available in the Office of Postbaccalaureate Programs.

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-required 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, 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 ten (10) years
- TB test (prior to matriculation)
 - There are two (2) 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 six (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 two (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 two (2) vaccinations, no titer will be required
 - Students unable to provide immunization records or physician signature verifying completion of the MMR series have two (2) options:

- Repeat the MMR series of two (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, medical or personal preferences.

Entering MSBS-1 (first year) students who have not completed all CUSOM immunization requirements by the end of Semester 1 will not be permitted to participate in the EMT course, shadowing or other clinical-related experiences and will be called to the Academic Performance, Promotion and Standards (APPS) Committee for review and adjudication as delineated in Section 5.9 of the Academic Bulletin.

In addition, non-compliance with CUSOM Immunization Requirements may result in failure to meet degree requirements and therefore, academic probation, Academic Performance, Promotion and Standards (APPS) Committee hearing, delay in graduation, or even dismissal from the program.

CUSOM may revise the immunization requirements at any time as deemed necessary, and all students will be required to comply with any 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 a student has any Offenses pending final adjudication at any time during the application process, at the time of matriculation, or following matriculation it is the student’s responsibility to immediately inform the Office of Postbaccalaureate Programs.

Additionally, in response to requirements in the professional practice environment, and to minimize the risk to patients, a 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, (1) the student must report the Offenses to the Office of Postbaccalaureate Programs within thirty (30) days of the incident, or (2) if Offenses occurring prior to matriculation are not reported to the Office of Postbaccalaureate Programs at the time of application but are subsequently discovered following matriculation, the Offense will be reviewed pursuant to the Procedures for Non-Academic Misconduct under Section 5.9 of the Academic Bulletin.

National background checks may also be required at any time deemed appropriate by the Office of Postbaccalaureate Programs. 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 from the program.

The Office of Postbaccalaureate Programs has no control over the content of third-party background checks. Even expunged records may appear on these background checks. Background checks revealing prior Offenses, even charges which may have been dismissed by the courts, could still result in consequences affecting opportunities to participate in clinical and service experiences, acceptance into healthcare professional programs, and/or employment opportunities.

If a student is unable to complete MSBS curriculum and degree requirements due to the inability to pass background check requirements, they will not be capable of making academic progress or be able to meet graduation requirements. In addition, and as such, they will be referred to the APPS committee for possible sanctions, up to, and including, dismissal from 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 the Office of Postbaccalaureate Programs in writing of any Offenses, including 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 Director of Postbaccalaureate Programs within 24 hours of the Offense. Non-disclosure or falsification of any information related to an Offense 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 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, who have been or are criminally charged or convicted of a misdemeanor, felony, or traffic violation will be referred to the APPS Committee for sanctions up to, and including, dismissal from the program.

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 national background check, and controlled substance screen within a timeframe designated by the Office of Postbaccalaureate Programs, but no later than sixty (60) days prior to the anticipated return date. Additional requirements, such as a psychiatric or medical 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 have to re-apply through PostBacCAS and will not be guaranteed re-admission.

Controlled Substance Screening

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

Controlled substance screening results are 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 U.S. Federal Drug Enforcement Agency lists it as an illegal drug. 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.

The Office of Postbaccalaureate Programs has no control over the content of third-party background checks. Even expunged records may appear on these background checks. Background checks revealing prior Offenses, even charges which may have been dismissed by the courts, could still result in consequences affecting opportunities to participate in clinical and service experiences, acceptance into healthcare professional programs, and/or employment opportunities.

By matriculating to CUSOM MSBS, the student agrees that CUSOM MSBS may share controlled substance screening results as deemed necessary.

If either of the following events occur, the matter will be referred for review in accordance with the Procedures for Non-Academic Misconduct under Section 5.9:

Any substance-related incident which occurs *before or 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 Programs within thirty (30) days of the occurrence.

If the controlled substance screening test result is positive (i.e. evidence of a controlled substance) or shows other abnormalities including, but not limited, to excessively diluted urine.

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 or degree(s) not conferred with the transcripts submitted through PostBacCAS. All transcripts are included in the student's original PostBacCAS application so students are only required to provide the Office of Postbaccalaureate Programs official transcripts from coursework completed and degree(s) conferred after the PostBacCAS application was submitted.

All students must submit all required paperwork by the published deadlines. Failure to submit information could result in an offer of admission being rescinded. Falsification of any document or omission of any pertinent information may result in dismissal from the program 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/costsfees/> 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 Fees

Tuition is subject to change annually. Tuition for the 2019-2020 Academic Year is \$22,600 with additional fees of \$1,850 to cover recreation, technology and other needs. 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, any funds that exceed tuition and fees will be refunded.

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

CUSOMFinancialAid@Campbell.edu

Student Fees

Students are assessed an annual student fee of \$1,850.

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.

3.4 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 student loans. The Office provides financial aid counseling to prospective applicants to CUSOM MSBS 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 Statement of Financial Responsibility. Students must also provide any other documentation required by federal, state, and private financial assistance programs to determine eligibility for student financial assistance.

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. A review of the financial aid application process, loan disbursements, billing process, deferments, record keeping and debt management are also discussed. 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 MSBS students are offered periodic updates regarding changes in financial aid regulations and application procedures. Such information is provided to students through their CUSOM email. Students are encouraged to call, email, or stop by the Office of Financial Aid for further individual assistance.

Debt Management Counseling by the CUSOM Office of Financial Aid can be made by appointment. These sessions can provide budgeting tips, responsible borrowing strategies, loan terms and conditions, default prevention, student loan debt in relation to monthly payment amounts, deferment, forbearance, repayment and consolidation options, record keeping, and helpful websites for additional financial aid resources. Satisfactory Academic Performance (SAP) is one of the factors that determine if a student will qualify for renewal of financial aid. The SAP at CUSOM 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. During these sessions, 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 to the student's address of record.

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 is currently 2.0 on a 4.0 scale.

Additional information regarding financial aid can be found on the Campbell University Website:

<https://assets.campbell.edu/wp-content/uploads/2016/12/19113125/grad-sap-policy-revised-01132017.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.

3.5 Refund Policy

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

To officially withdraw from CUSOM MSBS, a student is required to submit a request in writing to withdraw from the program and complete an official withdrawal form available through the Office of Postbaccalaureate Programs. The official form must be completed with proper signatures obtained and turned into the Director of Postbaccalaureate Programs. Once all signatures are obtained, the Director of Postbaccalaureate Programs provides a copy to the Registrar for placement in the student's permanent file.

Upon the completion of the official withdrawal 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 subsequently 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:

Graduate & First Professional Programs Full University Withdrawal ("W" status assigned) All Semesters	
Timeframe	Tuition Refund
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.

3.6 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 Programs.*

Scholarship candidates are prescreened by the Director of Postbaccalaureate Programs 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.

The Assistant Director of Financial Aid reviews the essay content and makes scholarship recommendations to the Director of Postbaccalaureate Programs, 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 Offer of Admission 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 MSBS 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 MSBS students are required to have health insurance coverage. Before registration and before the beginning of class 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 or 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

Prior to matriculation, all students are required to provide to the Office of Postbaccalaureate Programs 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 in the Office of Postbaccalaureate Programs. 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, in accordance with the CDC Guidelines (<https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>) have been met as listed below:

- 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 ten (10) years
- TB test (prior to matriculation)
 - 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 six (6) months of matriculation

- Hepatitis B virus (quantitative titer)
 - o Students must provide dates and verification (vaccination record) of completing a Hepatitis B vaccination series consisting of three (3) hepatitis B injections
 - o 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
 - o Students must provide dates and verification (vaccination record) of two (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 two (2) vaccinations, no titer will be required
 - o Students unable to provide immunization records or physician signature verifying completion of the MMR series have two (2) options:
 - Repeat the MMR series of two (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 MSBS does not waive immunization or student health requirements for religious, medical 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 is 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.

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 are 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 MSBS students in two (2) 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 or substance abuse, sexuality conflicts, test anxiety and concerns related to adjustment to graduate school. Students may self-refer or may be identified by, and referred to CUSOM Behavioral Health by others, all in a confidential manner.

For students found to have needs beyond those provided via CUSOM Behavioral Health, confidential referrals are made to appropriate community health providers by CUSOM Behavioral Health or StudentLinc.

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
- Five (5) 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
- Access to online information and training repository

For emergency situations, students should call 9-1-1.

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

4.5 Campbell University Behavioral Intervention Team - School of Osteopathic Medicine (CUBIT-SOM)

Purpose

The Campbell University Behavioral Intervention Team for the School of Osteopathic Medicine (**CUBIT-SOM**) is a sub-committee of the APPS Committee. It serves MSBS 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 may be at risk of harming themselves or others.**

Committee Members

Ex officio (non-voting)

- Campbell University Vice President for Student Life
- Campbell University General 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 Students
 - CUSOM Department of Behavioral Health
 - Director of Student Affairs
 - Director of Postbaccalaureate Programs

All other members will be as needed and contingent upon the faculty/staff who are pertinent to the case.

Initiation/Committee Process

Concerned students, 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/>

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 pertinent information related to the student and/or specific concerns prompting the CUBIT referral.

Upon conclusion, the CUBIT-SOM committee may choose one of the following options:

- a. Recommend the student's continued enrollment or dismissal
- b. Continue to gather information and meet again
- c. Monitor the situation for new, additional 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 as soon as practical. A decision reached by CUBIT-SOM and/or sanctions imposed by CUBIT-SOM may be appealed by the student within three (3) business days of notification of the decision. All appeals must be made in writing, and delivered to the Office of the Dean. If the request is filed in a timely manner, the matter may be returned to CUBIT-SOM to allow reconsideration of the original decision and/or sanction. CUBIT-SOM would then reconvene within ten (10) business days to hear the appeal.

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.

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:

- a. Chair, Department of Behavioral Health
- b. Director of Postbaccalaureate Programs
- c. Director of Student Affairs

Students receive follow-up contact, outlined below, by appropriate after-care personnel.

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 students will be followed by the Office of Postbaccalaureate Programs at CUSOM
 - o Given the CUBIT-SOM recommendations, Office of Postbaccalaureate Programs will make contact to ascertain if the student is in compliance
 - Depending on the 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 CUBIT-SOM will be notified and will re-examine the case prior to the end of the Semester.

4.6 Controlled Substance Screening Protocol

Controlled substance screening of learners and staff members is mandatory at most healthcare facilities prior to participating in patient care. As such, 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.

The Office of Postbaccalaureate Programs reserves the right to require controlled substance testing 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 from the program. 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 U.S. Federal Drug Enforcement Agency lists it as an illegal drug. As such, the use of marijuana in any form is a violation of University policy.

Medical Emergencies

The safety of students, faculty, staff and visitors to the Health Science Campus is of utmost concern and the utilization of a standard approach to medical emergencies will ensure the provision of the most timely, efficient, and appropriate care in a medical emergency. As a school of osteopathic medicine, CUSOM's focus and expertise is in the domain of medical education.

While many capable and compassionate health care providers are present on our campus on any given day, their role in this setting is as educators and administrators rather than as clinicians. While able to render immediate assistance in a life-threatening emergency, they should not be consulted to make treatment or disposition recommendations in non-emergent situations. Anyone suffering from a medical emergency must be evaluated by Emergency Medical Services (EMS) which is activated by dialing 9-1-1.

If anyone on the Health Science Campus suffers from a medical emergency, the person of first contact with the patient should dial 911 immediately to summon EMS assistance. Following activation of the EMS system, security must be notified of the situation and will also be responsible for contacting EMS to confirm the need for emergency response as well as to provide them with more detailed information regarding the location of the patient and instructions for appropriate access to the building. Security will complete, and maintain, an incident report form for any situation in which EMS is called to provide assistance, even if the patient ultimately refuses treatment and/or transport.

Incident Reporting

If a student suffers an accident resulting in an injury during a CUSOM activity while on campus, the student must complete an incident report, and call/go to the Campbell University's Health Center for consultation and assistance. Incident reports can be obtained from Campbell University's Health Center (910) 893-1560.

Campbell Student Health Services
PO Box: 565
129 T.T. Lanier St.
Buies Creek, NC 27506

4.7 Exercise and Fitness

CUSOM MSBS students have access to all Campbell University recreational facilities, including the 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.

4.8 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, Greens to Go, Oath Pizza, Boar's Head Deli, Burger Studio, 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/>

4.9 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).

4.10 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.

4.11 Student Union

CUSOM MSBS students have access to the Campbell University Student Union and other facilities on main campus.

4.12 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 extracurricular 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 Programs 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 an extracurricular 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

Students and faculty may not represent themselves verbally, in print, or electronically (including use of Campbell University or CUSOM logos, titles, letterhead, or stationery) as representing Campbell University, CUSOM or CUSOM MSBS without the express written permission of the CUSOM Dean and University Communications and Marketing. Failure to comply may result in disciplinary action, up to and including dismissal from the program. The request form to use the school logo for any merchandise must be submitted to the Director of Student Affairs who will process the request and grant final approval.

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 Programs and the Office of Student Affairs and requests must be submitted in writing to the Office of Postbaccalaureate Programs and the Office of Student Affairs. Requests must 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 Programs and the Office of Student Affairs. Written requests or activities request forms for approval must be submitted to the Office of Postbaccalaureate Programs and the Office of Student Affairs. All off-campus events sponsored by a CUSOM MSBS club or organization must receive approval from the Office of Postbaccalaureate Programs and the Office of Student Affairs 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 who meet the required criteria may be permitted to attend conferences (not greater than three consecutive days). Only students in good academic standing are eligible to attend, and time away from campus is counted per the CUSOM MSBS Attendance Policy.

4.13 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 are prohibited from parking 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 Programs and the Director of Student Affairs.

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.

4.14 Student Lockers

Lockers are available within Levine Hall to all MSBS students on the fourth floor. 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 Programs removing the locks and disposing of all contents.

4.15 Student Study Space

Study spaces are available to CUSOM MSBS students, and are located on all floors of Levine Hall on a first-come, first-serve basis. Designated and approved spaces include lecture halls, small group study rooms, the 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 or events. Additional study space is available in Wiggins Memorial Library on main campus.

4.16 Student Conduct

All CUSOM MSBS students are expected to conduct themselves in a professional and ethical manner at all times, maintaining the highest concepts of honor and personal integrity during graduate school is critical to student success. It is the responsibility of the student to support the standards of student conduct 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 citizens, they must avoid creating the impression of speaking or acting for their School or the University. As such, they should not identify themselves as CUSOM MSBS students when posting comments or material on websites, social media, or other forms of communication without the express permission of the Dean.

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 guests, and members of the general public. This respect should be demonstrated by punctuality in relationships with faculty, staff 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 and obey the laws, policies, and regulations at all levels of the University and the local community, state and federal government.

4.17 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 with 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 Disability Services
Student Services, Room 113
(910) 814-4364
Fax (910) 814-5710
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

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 Accommodations Documentation

For any student deemed eligible, CUSOM provides accommodations or modifications to policies and practices in order to ensure that all students have equal access to all CUSOM MSBS 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 MSBS 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 MSBS 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 MSBS 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, alerting individuals who are hearing impaired to intruders, 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. 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. The CUSOM Director of Student Affairs can provide further information.

Cleanliness of any approved service animal 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 s/he 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.

A student has the right to review his/her own file and as a courtesy to the individual, copies of documents and information obtained will be provided at no cost with limitations.

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 Postbaccalaureate Programs. It is very important that testing information be shared 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 Postbaccalaureate Programs all approved testing accommodations. This discussion should address the questions of how, when and where the Office of Postbaccalaureate Programs 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 Postbaccalaureate Programs of their need for accommodations at least one week prior to each test/exam.

If at any time you feel that the Office of Postbaccalaureate Programs is not adequately meeting your accommodations, discuss this with the Office of Postbaccalaureate Programs and the Director of Student Affairs immediately.

Remember, the Office of Postbaccalaureate Programs 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 the Campbell University Department of Campus Safety.

If a student has consistent problems finding necessary handicapped parking near his/her class buildings, notify the Director of Student Affairs and the Campbell University Department of Campus Safety 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), 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 and should be included in the report. 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 believes strong academic counseling should provide students with excellent longitudinal guidance and support starting during the pre-matriculation phase and continuing through graduation. CUSOM's comprehensive academic counseling process includes a series of academic transition support activities, long-term, consistent mentorship from academic advisors, board and residency preparation support, the training and allocation of peer-tutors, learning enrichment programs, and targeted individual and group workshops through its Academic Center of Excellence (CUSOM ACE).

Organizational Structure of the ACE

CUSOM ACE, under the directorship of the two Assistant Deans of Academic Success and the support of an Executive Assistant, is responsible for the overall success of CUSOM MSBS students. CUSOM ACE manages academic support programs and learning services including, but not limited to: peer-tutor program, study skill development workshops, behavioral counseling, individual academic coaching, faculty advising support, and an on-line student forum. CUSOM ACE also hosts a collection of learning and Board preparation resources accessible to the CUSOM community through its computers or mini library. The CUSOM ACE Blackboard community and Facebook group pages provide additional platforms for disseminating information as well as promoting collaborative academic interactions.

Academic Transition Activities

CUSOM ACE is responsible for designing and leading activities and programs designed to assist matriculating students develop study skills and techniques, which will assist them in achieving academic success

Long-term, Consistent Mentorship from Academic Advisors

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 CUSOM MSBS advising process ensures biomedical science faculty are involved in student at advising and establishing relationships that create an atmosphere of trust and meaningful dialogue. The Advisor/Advisee relationship will ensure consistent feedback regarding academic performance and direct the student to additional resources within the institution as needed. All advisors play an

important role in identifying students experiencing academic, personal or behavioral health problems and providing them with referrals to CUSOM ACE for individual study skill coaching or to Behavioral Health Services for assessment and appropriate treatment.

The Associate Dean for Biomedical Affairs and Assistant Academic Officer of the MSBS Program assign academic advisors to each incoming CUSOM MSBS student. Such mentorship is typically carried out through both mandatory group and individual meetings. The frequency of meetings between students and their advisors during years 1 and 2 is as follows:

- During Semester 1 of Years 1 and 2, students meet with their academic advisors at least once individually, and thereafter, as requested by the student advisee. The purpose of these meetings is to provide academic support to the students as they adjust to graduate school and prepare for professional programs.
- During the remaining academic semesters in the first and second years, students will meet with their advisors as requested by the student.
- During each semester of Years 1 and 2, students will also have a Personalized Evaluation of Professional Programs Candidacy (PEPPC) meeting with the Director of Postbaccalaureate Programs, Associate Dean for Biomedical Affairs, Assistant Academic Officer of the MSBS Program and Faculty Advisor to provide additional support and counsel on applications to professional programs and assessment of candidate competitiveness and readiness for professional programs. In lieu of a PEPPC meeting, a Pre-Professional Committee Interview may be scheduled pending approval from the Director of Postbaccalaureate Programs.

In addition to their role as specifically assigned academic advisors, faculty also meet with non-assigned students to provide additional help with course work. Faculty offer office hours individually 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, students agree that their grades will be shared with their faculty advisors in an effort to facilitate advising effectiveness.

Enrichment and Intervention Support from the Academic Center of Excellence (ACE)

Through collaboration with the Department of Behavioral Health, CUSOM ACE assists students, directly and indirectly, to achieve academic excellence. The two Assistant Deans for Academic Success lead CUSOM ACE and provide counseling services for study skills, time management, test-taking skills, etc. directly to students in group settings or during one-on-one meetings. Individual meetings are scheduled based on need or according to the recommendation of Academic Performance, Promotion, and Standards (APPS) Committee or the Dean's office. Students who receive a grade of 75% or less on any integrated exam are recommended to contact their academic advisor or CUSOM ACE for an individual meeting. Meeting frequency is tailored to individual student needs based on academic performance, student requests, and/or recommendations of the ACE, faculty advisors, or the APPS Committee. Students who desire individual advising sessions can schedule additional meetings with their academic advisor or the Academic Center for Excellence at any time regardless of their academic performance. These meetings can be one-time only, weekly, or bi-weekly, whichever the students and CUSOM ACE directors deem appropriate. Recommendation to seek additional support from Behavioral Health when necessary is also an integral part of this process.

To maximize the effectiveness of faculty academic advisors, CUSOM ACE also organizes and/or participates in faculty development sessions to facilitate discussion, share best practices, and offer useful tools for mentoring students.

5.2 CUSOM Peer-Tutor Program

CUSOM ACE also develops and manages additional academic support services through the CUSOM Peer-Tutor program and faculty development programs designed to enhance faculty advising skills. The CUSOM Peer-Tutor program is designed to assist students requesting tutoring service to become more proficient in subject-specific materials and more efficient and effective independent learners across a broad range of courses. Peer tutoring is intended to enhance, not replace, lecture attendance and personal study time. Tutors also act as facilitators for student learning, assisting with clarification of lecture and lab objectives, discussions, readings, or other assignments. CUSOM ACE identifies, trains, and appoints course-specific tutors. To become a certified tutor, students must meet the minimal academic requirements (ranking the top 25% of a specific course and maintaining a cumulative GPA ≥ 3.3), complete a Tutor Training Workshop provided by the ACE, and be approved by the Course Director(s). CUSOM MSBS students who wish to receive peer-tutoring support place their requests by logging onto the Blackboard Class Community and complete a request form provided via a Wufoo link. The Academic Center for Excellence (ACE) will identify available certified peer-tutors who will then

contact the tutees directly to arrange session(s) on a short- or long-term basis. The goal of tutoring sessions is to clarify and review concepts, explain processes, and assist in problem solving. The interactions between tutor and tutee are required to adhere to the rules of academic professionalism, confidentiality, and honesty according to the CUSOM Honor Code. The most updated CUSOM Peer-Tutor Program manual is published on the ACE Blackboard Community page.

As a student-centered institution, all CUSOM administrators are accessible to students when needed and based on availability. In summary, academic advisors, CUSOM Behavioral Health, the Academic Center for Excellence, faculty, Deans, and staff are available to discuss personal and academic problems that may arise throughout the two years of the MSBS program, and provide guidance and/or referrals to other resources as necessary.

5.3 Attendance

Attendance Policy

Attendance of all students is expected at all lectures, and required at all labs and other scheduled curricular activities. Attendance will be monitored by the Office of Postbaccalaureate Programs 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 Programs. Any falsification of attendance records is viewed as an Honor Code violation. Failure to maintain adequate attendance during the first two years of the curriculum may result in corrective action through the Academic Performance, Promotion and Standards (APPS) Committee.

Violations of the attendance requirement policy 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 **of policy violations or professionalism issues** in student's file. 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, a 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 Course Director in consultation with the 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 Programs by meeting one of the following qualifying criteria:

- For medical condition/illness, the student must provide the Office of Postbaccalaureate Programs with a note from the examining physician (who is NOT a family member) indicating the medical visit, the amount of recommended time-off, and the student's return-to-class date.
- 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. Personal leave does not include vacations, weddings, graduations or other similar activities or events. Examples include:
 - Death in immediate family
 - Critical status secondary to accident/acute illness involving an immediate family member

Note: "Immediate family member" is defined as a student's parent, stepparent, grandparent, spouse, spouse's parent, child or sibling.

- 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 request must be submitted, in writing, to the Office of Postbaccalaureate Programs at least seven (7) days prior to the anticipated absence(s). To be considered for such request, students must have a cumulative GPA ≥ 3.0 on a 4.0 scale, no prior course failures, and be in good academic standing. Students are allowed a maximum of two (2) excused absences per semester for voluntary attendance at conferences if all other excused absence criteria have been met. No travel arrangements should be made prior to approval being granted by the Office of Postbaccalaureate Programs. CUSOM accepts no responsibility or liability for any losses as a consequence of any cancelled or delayed travel plans. Approved absences for students required to attend national conferences will not be subject the 20% rule; however, formal requests must be submitted for approval.
- Students may request an excused absence for religious holidays not included in the list of recognized University holidays.

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

In the event of any absence from an examination, quiz or other scheduled curricular activity, approval must be obtained from the Office of Postbaccalaureate Programs to arrange a make-up (approvals based upon the qualifying criteria detailed above). It is essential each student make every effort not to miss any examination, quiz or other scheduled curricular activity requiring student participation. Requests for make-up examinations, quizzes or other scheduled curricular activities must be made in a timely manner with the Office of Postbaccalaureate Programs in consultation with the Course Director(s). An unexcused absence from an examination or quiz may result in a grade of zero (0) for that-assessment.

For an absence to be considered excused, students must notify the Office of Postbaccalaureate Programs and complete the appropriate lecture or lab “Excused Absence Request Form” online. The Office of Postbaccalaureate Programs will determine if the excused absence is approved or denied, and the student will be notified of the decision in a timely manner. If a student is failing any course or has been placed on Academic Probation, they may not be approved for an excused absence unless for an extenuating situation determined on a case-by-case basis. The Vice Dean for Academic Affairs will resolve any disagreement concerning an attendance decision.

Once an absence request is approved, it is the student’s responsibility to contact the Course Directors and the Office of Postbaccalaureate Programs to arrange a makeup for missed laboratories, scheduled curricular activities, and an examination/quiz where applicable. It is important to note that, although the Course Directors will do their best to accommodate the makeup requests, some missed experiences may not be replicable, and the arrangement is at the Course Directors’ discretion. In the case in which a missed experience is not replicable, and therefore unable to be made up, the student may receive a zero (0) for that assessment, which may lead to an overall failing course grade.

Official Holidays

CUSOM observes the following University holidays.

- New Year’s Day
- Martin Luther King, Jr 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.

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 submit the appropriate lecture and/or lab excused absence request as outlined above, and advise the Office of Postbaccalaureate Programs as soon as possible. As noted above, in the cases of Jury Duty, the absence request and supporting documentation must be submitted to the Office of Postbaccalaureate Programs at least seven (7) days prior to the anticipated absence.

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 with the Attendance Policy by MSBS students as a violation of CUSOM policy which may result in disciplinary action. APPS Committee 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; and possible notation of policy violations or professionalism in the student's file. 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 and 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 and service experiences. Students must be professionally dressed for all lectures, examinations, laboratory classes, and workshops and scheduled meetings with faculty and staff. 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. Changing areas and lockers are provided for students to change

into appropriate dress for labs. Students may wear appropriate casual attire while not in class., 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.

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, sweatpants, and 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. CUSOM encourages all students to cover their tattoos while on-campus, and during clinical and service experiences.

Students inappropriately dressed or groomed may be required to leave the campus and not return until appropriately attired. Any class or lab, missed during this time will be considered an unexcused absence. Questionable or disputed cases of dress or grooming shall be presented to the Director of Postbaccalaureate Programs, 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-toed shoes, shorts and spaghetti-strap tops are not permitted.

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

Lockers are available in the locker rooms adjacent to the lab where students may store their gross anatomy lab clothes. Students must provide their own locks and leave all their personal belongings in a locker instead of stacking them in the 4th 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).

5.5 Global Assessment

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

The Executive Director of Assessment, Accreditation and Medical Education, the Director of Postbaccalaureate Programs, the Registrar, as well as the Office of the Dean, work collaboratively with the Academic Performance, Promotion, and Standards Committee (APPS) Committee 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 the 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 MSBS curriculum. Corresponding credits are assigned to all courses in the curriculum, 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 accreditation process.

Campbell University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, and doctorate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Campbell University.

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 four private universities in North Carolina to be awarded Level VI accreditation status by SACSCOC.

CUSOM MSBS’s integrated curricular approach utilizes biomedical science and clinical faculty to prepare students for the rigor and pace of a wide range of health professions programs.

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 utilizing 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 1.0 credit course requires 15 contact hours so a course of 10 contact hours are 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 Registrars and Admissions 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 of Osteopathic Medicine, 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 CUSOM Curriculum Committee, and also the full MSBS 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 those 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 Associate Dean for Biomedical Affairs, Assistant Academic Officer of the MSBS Program or the Vice Dean for Academic Affairs as necessary, the IRC, 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 MSBS substantive changes also would be reported to SACSCOC per their requirements and in a timely manner.

Grading

CUSOM MSBS has developed and publicized a grading 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:

Grading Scale			
Year-1 and Year-2 Courses		QualityPoints	Other Grades
A	90-100 ^a	4.0	Incomplete
B	80-89	3.0	Withdraw
C	70-79	2.0	
C* ^b	70	2.0	
F	<70	0.0	
P	≥70	4.0	
P* ^b	70	2.0	

^a 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.

^b 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 this 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. The APPS Committee may offer students who fail any part of the curriculum an opportunity for remediation.

A student in the first (MSBS-1) or second (MSBS-2) 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 C* or P* 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 course 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 convened and rendered their recommendation.

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. 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 earned 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 (4.0) 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 zero (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. Incomplete (IC), and Withdraw (W) grades do not carry any 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 after all final grades have been submitted at the end of each academic Semester, in Years One and Two. Class ranks are provided for informational purposes only, and are only released to the student. Students who do not wish to receive information regarding their class rank may opt out of this notification by contacting the Registrar.

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 MSBS graduates achieve the intended learning outcomes. Assessment of knowledge is conducted by multiple-choice examinations and quizzes administered at scheduled and random intervals, assignments and presentations.

Grading for Years One and Two Evaluation Categories

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

1. Integrated written examinations
2. Quizzes
3. Assignments
4. Presentations
5. Other (e.g., Projects, In-class activities, Independent work)

Each category is represented within the CUSOM MSBS curriculum. A course grade can be determined by 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 five categories identified previously, yet also provide consistency across courses, CUSOM MSBS recognizes the following approach to testing and grading:

- Integrated exams typically occur three to four times in each Semester in Years 1 & 2.
- Quizzes are typically administered each Monday of the MSBS curriculum. These are integrated and include questions from lectures given in the preceding week.
- 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 and delineated in the course syllabi. 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 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 and has met other specified degree requirements at any given point in time. This information is used in determining eligibility for students to participate in CUSOM 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 and degree requirements in the semesters, and meeting the requirements as set forth by the Academic Performance, Promotion and Standards (APPS) Committee for students, including those in a Modified Course of Study. Students must also demonstrate adequate development in professionalism as determined by the faculty and administration.

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 additional sanctions up to, and including, dismissal from the program.

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 in 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 MCOS 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 each semester to review students who have achieved a failing course grade, failed to successfully remediate a failed course, failed to meet other program requirements, when a delay in a student's academic progress is identified, or when deemed necessary. The Chair of the APPS Committee or the Associate Dean for Biomedical Affairs may also call a meeting of the APPS Committee in cases where the academic progress of a student is affected by a leave 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. Additional information regarding these violations is found in Section 10 of the Academic Bulletin – “Honor Code, Code of Misconduct, and Grievance Procedures”.

The APPS Committee is appointed by the Dean, and membership may be subject to change at any time. The Registrar, Director of Student Affairs, and Director of Postbaccalaureate Programs participate as non-voting *ex officio* members. A quorum is defined as a simple majority of the members. The committee Chair, with approval of the Dean, may invite non-voting members to attend. As APPS Committee meetings are considered academic proceedings and not legal hearings 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 has 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
- Failed to complete a program or degree requirement
- Attempted and failed to remediate a course
- Failed to pass any course while on Academic Probation
- Violated the CUSOM MSBS Honor Code
- Violated any CUSOM or Campbell University policy/procedure
- Failed to make academic progress, or follow directives set forth, in an assigned remediation plan, or any Modified Course of Study
- Failed a controlled substance screening test
- Received adverse findings on a criminal background check
- Failed to adhere to set timelines/due dates
- Failed to respond in timely manner to email and other forms of communication from CUSOM.

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 appropriate Associate Dean for the academic year involved 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 invited to an APPS Committee meeting to comment on student performance and related topics, as necessary.
- The Director of Postbaccalaureate Programs may report as *ex officio* on documentation that the Office of Student Affairs has 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 communications occur in a timely manner.

Each student reviewed by the APPS Committee is provided the opportunity to make a maximum of a ten-minute presentation (no PowerPoints or handouts) relevant to any issues or considerations that they wish to make known to the APPS Committee. Members of the APPS Committee may then directly question 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 may be allowed to phone in to the APPS Committee meeting, and has the option to submit a written document, no more than two pages, single-spaced. These options are only available upon approval by the Chair of the APPS committee, pending a valid reason for not presenting in person.

All aspects of the APPS Committee functions remain confidential *in perpetuity*.

For students failing to make 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 or degree requirements, the APPS Committee may impose a sanction including, **but not limited to**, any combination of the following:

- Award a satisfactory grade (C*, P*, or PC*) and promotion to the next Semester following satisfactory remediation
- Require remediation, further coursework, repeat of courses, or write a topic-specific paper
- Require to repeat multiple courses in which the student initially earned a failing grade

- Specify a timeline or manner in which any remediation must occur
- Place a student on a defined term of Academic Probation
- Extend a student's term of Academic Probation
- Remove a student from clubs/organizations or leadership roles
- Require more frequent meetings with CUSOM's Academic Center for Excellence or faculty advisors
- Request further assessment to verify 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 the student 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

In addition to imposing the above sanctions for failure to make academic progress, the Committee may review student progress in order to remove students from Academic Probation or Suspension.

The APPS Committee may also recommend to the Dean Suspension or Dismissal of a student from the program when the student demonstrates that he/she is unable to make academic progress due to, **but not limited to**, any combination of the following:

- Failure of two or more courses in any one Semester in Years 1 and 2 of the curriculum
- Failure of three or more total courses in Years 1 and 2 of the curriculum
- Failure of any course while 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 as soon as practical. Upon receipt of 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, within the timeframe defined in the Notice of Decision.

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

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

The Dean does not meet with the student prior to receiving the required written appeal material, and the student must make no attempt to meet with the Dean immediately prior to the APPS Committee meeting or between the date of the APPS Committee meeting and the date of any potential appeal hearing.

The Dean's decision is final.

Procedures for Non-Academic Matters

Allegations of misconduct may arise from an individual student, group of students, faculty member, adjunct faculty member, staff member or supervisor of clinical- or service-related experiences. For issues arising from Honor Code, Code of Misconduct, or professionalism violations, the person(s) identifying the issue(s) should report the issue(s) to the Director of Postbaccalaureate Programs or the Associate Dean for Biomedical Affairs within seven (7) calendar days of the incident.

The Director of Postbaccalaureate Programs or Associate Dean for Biomedical Affairs will collect documentation which may be relevant to the alleged violation. This may include, but is not limited to, a written report from the student(s), 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 Programs 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 Programs or Associate Dean for Biomedical Affairs notifies the Associate Dean for Clinical Integration of the suspected misconduct or violation and provides him/her with a detailed summary of the reason for referral along with all supporting documentation. 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 schedule a hearing with the *ad hoc* Committee and notify the accused student(s) (the “Respondent”) at least three (3) days prior to the hearing. This hearing typically is held as soon as practical following 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 conducted in private while the other witnesses in the case are out of the room.

After the *ad hoc* committee concludes its 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);
- 2a. No violation occurred, and the Vice Dean for Academic Affairs disagrees, he/she shall decide upon an appropriate sanction as set forth below and so notify the Respondents(s);
- 2b. No violation occurred, and the Vice Dean for Academic Affairs disagrees, he/she shall decide to forward the matter to the APSS Committee for further consideration;
3. A violation occurred, and the Vice Dean for Academic Affairs agrees with the finding and the sanction proposed by the *ad hoc* committee, and so notify the Respondents(s);
- 4a. A violation occurred, and the Vice Dean for Academic Affairs disagrees with the sanction proposed by the *ad hoc* committee, he/she shall decide upon an appropriate sanction as set forth below, and so notify the Respondents(s);
- 4b. A violation occurred, and the Vice Dean for Academic Affairs disagrees with the sanction, he/she shall decide to forward the matter to the APSS Committee 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. 2a, 3, or 4a above and the Respondent(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. 2a, 3, or 4a above, and Respondent(s) do not accept the decision of the Vice Dean for Academic Affairs, the Respondent(s) has (have) the right to appeal the decision to the APPS Committee.
3. If the decision of Vice Dean for Academic Affairs is No. 2b, or 4b above, the matter will be forwarded to the APPS Committee for further consideration.

An appeal of the Vice Dean's decision to the APPS Committee by the student must be made in writing to the Vice Dean within seven (7) calendar days of receipt of notification and be based only upon new and relevant information not available to the Vice Dean at the time of the hearing. If the student does not appeal within seven (7) calendar days of receipt of notification, the Vice Dean's decision is final.

APPS Committee Procedures

The recommendations of the *ad hoc* committee 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 explain him/herself and offer any mitigating factors.

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 provided 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 collecting 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. Upon receipt of 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 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 receipt of notification. The Dean will reply within fourteen (14) calendar days of receiving the written appeal.

An appeal not received in the Office of the Dean by 5:00pm Eastern on the seventh (7th) day after receipt of 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, and the student must make no attempt to meet with the Dean from the date of the written appeal and the date of any potential appeal hearing.

The Dean's decision is final.

Rights of the Respondent

With respect to a hearing regarding academic misconduct, an alleged violation of the student Honor Code, or the Code of Misconduct, and/or professionalism standards, the Student/Respondent(s) is guaranteed the right to:

- a timely hearing, if requested
- receive notice of the allegation(s) at least three (3) days prior to the hearing
- a presumption of innocence until proven guilty
- solicit advice
- expect the case to be adjudicated in a confidential manner
- appeal the decision to the Dean

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 to have occurred). 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, 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:** Student will receive a written warning. An Admonition will not become a part of the student's longitudinal record. An Admonition may not be appealed by the student.
- **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 at the end of the specified time period, to evaluate the student's academic progress and the APPS Committee makes any recommendations regarding the continuation or removal of Academic Probation. Academic Probation will appear on the student's official transcript, along with the date the Academic Probation was rectified.
- **Conduct Probation:** Conduct Probation is 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 up to and including dismissal.
- **Suspension:** Suspension may be imposed for continued or flagrant violation of terms of a Disciplinary Probation, or it may be imposed directly in first-offense cases that warrant such action. In the case of Suspension, the student will be ineligible for financial aid and is barred from all campus and non-campus activities. Suspension will appear on the student's transcript.
 - Any student may be placed on Suspension pending an investigation into conduct violations, including Title IX violations.
- **Dismissal:** Dismissal from CUSOM MSBS is based upon recommendations made by the APPS Committee, with final approval for dismissal by the Dean.
- **Revocation of a Degree:** The revocation of the Master of Science in Biomedical Sciences degree following graduation may occur for discovered misconduct of the student(s) during his/her enrollment that would be grounds for dismissal at the time of the misconduct. In the event of the discovery of such misconduct, the former student will be given notice of a hearing before the APPS Committee in accordance with the procedures set forth herein for a violation of the Code of Misconduct, provided that the former student may be entitled to legal representation at the hearing or any appeal.

Additional academic and professional sanctions may include, **but are not limited to:**

- Writing a paper;
- Receiving a grade reduction for an examination, assignment, or course;
- Repeating a course(s);
- Repeating an examination, coursework or even an entire academic semester or year;
- Ineligibility for election to 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;

- Prohibiting a student from enrolling for a specified period of time; or
- Restitution, whether monetary or by specific duties, or reimbursement for damages to or misappropriation of CUSOM, student, staff or faculty property.

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 the 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.

Special Meetings of the APPS Committee

The Dean may call a meeting of the APPS Committee to determine placement of a student who is returning from an approved extended leave or Suspension to determine where the student will resume the program and to determine if any additional action or supplementary educational curriculum is required.

5.10 Separation from CUSOM MSBS

There are four (4) categories of separation from CUSOM MSBS:

- Leave of Absence
- Withdrawal
- Suspension
- Dismissal

The Dean makes all final decisions regarding any separation from CUSOM MSBS.

All current or former students returning from an approved period away from CUSOM MSBS, such as, but not limited to, a Leave of Absence or an offer to repeat an academic year, minimally must submit a Background Check, and Controlled Substance Screen within a timeframe designated by the Office of Postbaccalaureate Programs but no later than sixty (60) days prior to the anticipated return date. Additional requirements, such as a medical or psychiatric evaluation, may be placed on returning students as deemed appropriate.

A subset of the MSBS Admissions Committee, consisting of the Vice Dean for Academic Affairs, Associate Dean for Biomedical Affairs, Assistant Academic Officer of the MSBS Program, and Director of Postbaccalaureate Programs will determine whether or not the student is offered acceptance.

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.

In order to return from any approved separation, the student must provide the Dean with documentation verifying completion of the terms of the approved separation.

Once approved for return, the APPS Committee will determine placement of a student who has taken an approved separation to determine where the student will resume the curriculum and to determine if any additional action or supplementary educational curriculum is required. Recommendations will be based on the requisite knowledge skills and abilities required to resume a specific point in the curriculum coupled with a focus on ensuring the appropriate continuum of the MSBS curriculum.

Leave of Absence

A Leave of Absence is granted by the Dean. A leave of absence is a temporary separation from CUSOM MSBS which may not last longer than 180 calendar days. Reasons for a leave include, but are not limited to, academic, personal, medical, and maternity. If a leave exceeds beyond 180 calendar days, it will become a Withdrawal.

A Leave of Absence is requested in writing, addressed to the Dean and delivered to the Director of Postbaccalaureate Programs, who then provides it to the Dean. The Dean in turn makes the final determination on the Leave of Absence request.

A Leave of Absence request 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.

The date for a Leave of Absence is the date of the Dean's approval of the Leave of Absence request.

Personal Leave of Absence

A Personal Leave of Absence is granted by the Dean and may not last longer than 180 calendar days. A Personal Leave of Absence is available to address situations such as a death of a spouse, child, or such other severe circumstance that would interrupt a student's education.

In order to return from any approved Personal Leave of Absence, the student must provide the Dean with documentation verifying completion of the terms of the approved Personal Leave of Absence.

Once approved for return, the APPS Committee will determine placement of a student who has taken an approved separation to determine where the student will resume the curriculum and to determine if any additional action or supplementary educational curriculum is required. Recommendations will be based on the requisite knowledge skills and abilities required to resume a specific point in the curriculum coupled with a focus on ensuring the appropriate continuum of the MSBS curriculum.

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.

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, if it extends beyond 180 calendar days it will become a Medical Withdrawal.

In order to return from an approved medical leave, the student must provide the Dean with documentation from a physician approving/releasing the student to return as a full time student in the curriculum.

Once approved for return, the APPS Committee will determine placement of a student who has taken an approved medical leave to determine where the student will resume the curriculum and to determine if any additional action or supplementary educational curriculum is required. Recommendations will be based on the requisite knowledge skills and abilities required to resume a specific point in the curriculum coupled with a focus on ensuring the appropriate continuum of the MSBS curriculum.

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.

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 a medical leave of absence that exceeds 180 calendar days.

A student returning from an approved Medical Withdrawal minimally must submit a Background Check and Controlled Substance Screen within a timeframe designated by the Office of Postbaccalaureate Programs but no later than sixty (60) days prior to the anticipated return date. Additional requirements, such as a medical or psychiatric evaluation, may be placed on returning students as deemed appropriate.

In order to return from an approved Medical Withdrawal, the student must also provide the Dean with documentation from a physician approving/releasing the student to return as a full time student in the curriculum.

Once approved for return, the APPS Committee will determine placement of a student who has taken an approved medical leave to determine where the student will resume the curriculum and to determine if any additional action or supplementary educational curriculum is required. Recommendations will be based on the requisite knowledge skills and abilities required to resume a specific point in the curriculum coupled with a focus on ensuring the appropriate continuum of the MSBS curriculum.

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.

Student Maternity Leave of Absence

CUSOM adheres to, and follows, federal guidelines for granting leave for students who give birth while enrolled in the curriculum. A Maternity Leave of Absence may be granted to students who are in good academic standing, who provide acceptable supporting documentation indicating the date of birth, a clearance from her treating physician and an expected date of return to CUSOM MSBS on a full-time, unrestricted basis. Decisions regarding the granting of a maternity leave are determined by the Dean.

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

The student will meet with the Associate Dean for Biomedical Affairs and the Director of Postbaccalaureate Programs at the earliest available time to discuss the anticipated maternity leave. The student will provide the Director of Postbaccalaureate Programs a proposed timeline of requested leave.

Once the student delivers, the student will provide a medical note from her medical provider with an anticipated return-to-school date. This date should be the date when the student is medically cleared to resume all activities of the curriculum as a full-time student, with no restrictions. If the treating physician places an activity or time restriction on the student, the nature of the restriction(s) and the time frame for these restrictions must be well defined.

Based on the date of return to full-time status, the Associate Dean for Biomedical Affairs will work with the Course Directors, Medical Education, Registrar, and Student Affairs to develop the Modified Schedule for the student.

The student will meet with the Associate Dean for Biomedical Affairs and the Director of Postbaccalaureate Programs to review and discuss the proposed Modified Schedule. The student will sign the Attestation section after any additional changes are made and agreed upon by all parties.

The student will provide medical documentation to the Director of Postbaccalaureate Programs from their medical provider documenting full medical clearance for return, including a definitive date of return.

Withdrawal

Withdrawal from CUSOM MSBS is granted by the Dean. A Withdrawal may be a temporary separation from CUSOM MSBS which may last longer than 180 calendar days or permanent separation from CUSOM MSBS. Reasons for a withdrawal include, but are not limited to, personal and medical.

A Withdrawal is requested in writing, addressed to the Dean and delivered to the Director of Postbaccalaureate Programs, who then provides it to the Dean. The Dean in turn makes the final determination on the Withdrawal request.

The student must complete a Withdrawal Form and return the form and any designated CUSOM MSBS issued items to the Office of Postbaccalaureate Programs before the student will be considered Withdrawn in Good Standing.

The date for a Withdrawal is the date of the Dean's approval of the withdrawal request.

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 Form.

Upon receipt of the completed Withdrawal Form and CUSOM MSBS issued items, the student is Withdrawn in Good Standing from CUSOM MSBS and entitled to certain benefits, i.e., application for readmission or issuance of an official transcript if requested.

Students on Suspension may not withdraw.

Withdrawal must be completed prior to the beginning of the final course assessment. Failure to withdraw by this date may result in issuance of a grade of F for all courses in that Semester, which will be recorded on the student's transcript and adversely affect the student's GPA.

A student may not withdraw if a grade has been assigned or if a final examination or assessment event has been started. Withdrawal from a course or after an examination has been administered will result in the final grade being the grade of record. As such, a Withdrawal cannot remove a grade of F.

Students eligible to return from a Withdrawal from CUSOM MSBS, minimally must submit a Background Check, and Controlled Substance Screen within a timeframe designated by the Office of Postbaccalaureate Programs, but no later than sixty (60) days prior to the anticipated return date. Additional requirements, such as a medical or psychiatric evaluation, may be placed on returning students as deemed appropriate.

Students eligible to return from a Withdrawal may be required to provide the Dean with documentation verifying completion of the terms of the approved Withdrawal.

A subset of the MSBS Admissions Committee, consisting of the Vice Dean for Academic Affairs, Associate Dean for Biomedical Affairs, Assistant Academic Officer of the MSBS Program and Director of Postbaccalaureate Programs, will determine whether or not the student is offered acceptance.

Once approved for return, the APPS Committee will determine placement of the student in the curriculum and to determine if any additional action or supplementary educational curriculum is required. Recommendations will be based on the requisite knowledge skills and abilities required to resume a specific point in the curriculum coupled with a focus on ensuring the appropriate continuum of the curriculum.

Personal Withdrawal

A 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 required paperwork and follow all CUSOM MSBS procedures during the withdrawal process.

Students eligible to return from a Personal Withdrawal may be required to provide the Dean with documentation verifying completion of the terms of the approved withdrawal.

A subset of the MSBS Admissions Committee, consisting of the Vice Dean for Academic Affairs, Associate Dean for Biomedical Affairs, Assistant Academic Officer of the MSBS Program and Director of Postbaccalaureate Programs, will determine whether or not the student is offered acceptance.

Once approved for return, the APPS Committee will determine placement of the student in the curriculum and to determine if any additional action or supplementary educational curriculum is required. Recommendations will be based on the requisite knowledge skills and abilities required to resume a specific point in the curriculum coupled with a focus on ensuring the appropriate continuum of the curriculum.

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 a medical leave of absence that exceeds 180 calendar days.

A student returning from an approved Medical Withdrawal minimally must submit a completed Background Check and Controlled Substance Screen within a timeframe designated by the Office of Postbaccalaureate Programs, but no later than sixty (60) days prior to the anticipated return date. Additional requirements, such as a medical or psychiatric evaluation, may be placed on returning students as deemed appropriate.

In order to return from an approved Medical Withdrawal, the student must also provide the Dean with documentation from a physician approving/releasing the student to return as a full time student in the curriculum.

Once approved for return, the APPS Committee will determine placement of a student who has taken an approved medical leave to determine where the student will resume the curriculum and to determine if any additional action or supplementary educational curriculum is required. Recommendations will be based on the requisite knowledge skills and abilities required to resume a specific point in the curriculum coupled with a focus on ensuring the appropriate continuum of the curriculum.

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.

Suspension

Suspension is defined as a temporary separation from the institution and during this period **students are enrolled, not registered and are not eligible for financial aid**. The duration of the Suspension will be determined by the Dean and may include recommendations from the APPS Committee.

While on Suspension, students must not represent themselves as CUSOM MSBS students. In addition, they may not be on the University campus.

Students on Suspension are not eligible to Withdraw.

If the terms set out under the Suspension are not fulfilled, or the period of Suspension is greater than 180 calendar days, the student will be dismissed from CUSOM MSBS.

Dismissal

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

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, Campbell University and affiliate and collaborative partners incurred during the academic program.

To become eligible for graduation, each second-year student must successfully complete 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.

The Dean may, in exceptional circumstances, grant an extension to this 4-year rule.

Professional and ethical competence is required for graduation. Students must demonstrate the ethical and professional qualities deemed necessary for success as future healthcare professionals. 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 to graduate. The Dean makes the determination on any student appeals of APPS Committee or Vice Dean recommendations, based solely upon new and meaningful information not available to the APPS Committee or Vice Dean at the time of the initial hearing and deliberation.

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

Upon passage of all requirements as delineated in this 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 failures or a deficiency in overall academic performance, they will be placed in a Modified Course of Study (MCOS). As discussed in Section 5.8 of the Academic Bulletin, 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 institution of a MCOS will result in a delay in the student's graduation date.

Any alteration in the normal curriculum progression may affect a student's financial aid status or qualification for education-based financial aid. Specific counseling and advice should be sought from the CUSOM Office of Academic Affairs 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, breast, rectal and genitourinary systems. Students should not perform any osteopathic manipulation while on shadowing experiences.
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, and 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 who desire to shadow CUSOM clinical faculty must arrange the experience on their own.
2. Students wishing to schedule a shadowing experience with a CUSOM clinical faculty member must submit the Shadowing Agreement Form, (available from the Office of Clinical Affairs) completed in its entirety, to the Office of Clinical Affairs.
3. Students must sign the form and initial all required attestations.
4. 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 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 through Campbell University, Incorporated.**
 - d. Students acknowledge that Campbell University, Incorporated will not be liable for any medical care or expenses 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 during 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 this Shadowing Policy is handled as a professionalism issue and may be referred to the Academic Performance, Promotion and Standards (APPS) Committee.

5.15 Academic Freedom Policy

Faculty are 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.

Faculty are 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 faculty 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.

S/he 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 s/he is not an institutional spokesman. Moreover, s/he 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. S/he should not use official university stationery, logos, watermarks or his/her institutional title in issuing public statements which s/he makes purely in his/her role as a citizen.

Students and faculty may not represent themselves verbally, in print, or electronically (including use of Campbell University and/or CUSOM logos, titles, letterhead, or stationery) as representing Campbell University or CUSOM without the express written permission of the Dean. Failure to comply may result in disciplinary action, up to and including dismissal.

6. MSBS CURRICULUM

Academic Calendar

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

The minimum length of the MSBS curriculum at CUSOM is 67 weeks over two academic years. The curriculum duration for each year is:

- Year 1 = 34 weeks
- Year 2 = 33 weeks

The minimum number of credits required to earn the MSBS degree is 38.5.

6.1 Year 1 Curriculum

The CUSOM MSBS curriculum focuses on students learning the fundamental principles of biomedical science during the first year and expanding upon that knowledge during the second year. Upon completion of both years, students will have a solid foundation in the biomedical sciences that will sufficiently equip them to handle the rigorous curricula of professional programs. These biomedical courses will be complemented with standardized exam preparation, professional development, and opportunities for students to engage in community service and become EMT certified to gain valuable clinical experience. This curriculum is designed to prepare individuals for professional programs and careers in a variety of healthcare professions.

Year 1 Curriculum: Fall Semester

MSBS 501	Biochemistry and Cell Biology
MSBS 506	Anatomy
MSBS 573	Special Topics I
MSBS 574	Special Topics II
MSBS 578	Immunology
Non-credit	Standardized Exam Preparation

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

** Please note: Weekly, integrated quizzes are typically scheduled on Mondays at 4:30p.m., attendance is required.

Year 1 Curriculum: Spring Semester

MSBS 529	Medical Topics I
MSBS 544	Research Topics I
MSBS 552	Anatomy
MSBS 568	Microbiology
MSBS 598	Introduction to Biostatistics
Non-credit	EMT Training Program ^a
Non-credit	Standardized Exam Preparation

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

** *Please note: Weekly, integrated quizzes are typically scheduled on Mondays at 4:30p.m., attendance is required.*

^a *During the first eleven academic calendar days of the spring semester, clinical skills training for the EMT course through Central Carolina Community College will be held 8 hours/day, Monday-Friday; students are REQUIRED to attend 80% of these clinical skills sessions.*

6.2 Year 2 Curriculum

YEAR TWO

Year Two of the MSBS curriculum continues to build upon a solid understanding of the biomedical sciences while also training students to think critically and develop essential scholarship skills in analyzing scientific literature, developing and completing a research-based project, and effectively communicating scholarly work in a variety of platforms.

Year 2 Curriculum: Fall Semester

MSBS 509	Pharmacology
MSBS 545	Research Topics II
MSBS 575	Basic Clinical Neuroscience
MSBS 580	Journal Club I
MSBS 590	Capstone Project I
MSBS 599	Advanced Biostatistics
Non-credit	Standardized Exam Preparation

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

** *Please note: Weekly, integrated quizzes are typically scheduled on Mondays at 4:30p.m., attendance is REQUIRED.*

Year 2 Curriculum: Spring Semester

MSBS 561	Physiology
MSBS 565	Pathology
MSBS 585	Journal Club II
MSBS 595	Capstone Project II
Non-credit	Standardized Exam Preparation

Classes will be held Monday through Friday (5:00 p.m. to 8:00 p.m.)**. Semester schedule may vary according to student and faculty availability.

** *Please note: Weekly, integrated quizzes are typically scheduled on Mondays at 4:30p.m., attendance is REQUIRED.*

6.3 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 this course is to teach students basic clinical histology and embryology as well as detailed regional anatomy of the thorax, abdomen and pelvis. Students will also receive introductory instruction on the nervous system, including clinical correlations of peripheral and cranial nerve lesions. Cadaver laboratory sessions will support lectures and Modules by providing students with the opportunity to appreciate a three-dimensional understanding of anatomical relationships.

MSBS 509 Pharmacology – 2.0 Credits

The purpose of this course is to provide students with a core of fundamental information and general principles underlying the use of pharmacological agents in the practice of evidence-based medicine. The course introduces students to the basic principles of pharmacology, toxicology, and basic concepts in drug evaluation and regulation. The course also covers introduction to the basic pharmacology of different body systems such as CNS, ANS, CVS, GT, endocrine, respiratory, reproductive and ophthalmology in addition to introducing the principles of chemotherapy.

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 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 561 Physiology – 3.0 Credits

The purpose of this course is to teach the fundamental physiological concepts with the specific focus on processes governing the normal function of cardiovascular, respiratory, endocrine, reproductive, and renal systems. Particular emphasis will be placed on clinically relevant concepts. As the students become familiar with normal processes, they will be encouraged to apply the knowledge gained in the course in discussion of pathophysiological examples. This course is designed to promote active thinking over memorization and to provide the students with solid knowledge in this discipline that can be applied in various health care career tracks.

MSBS 565 Pathology – 2.0 Credits

The purpose of this course is to teach the mechanisms of disease including injury, inflammation, and tumorigenesis. Pathology is the study of disease. More specifically, pathology is the study of disease initiation, progression, and outcome (i.e. the pathogenesis) via the identification of structural, biochemical, and functional changes in cells, tissues, and organs. Incorporated within this course is the histology of organ systems, with specific examples of how disease impacts these systems, and laboratory medicine, which covers common tests performed in the clinical setting and how to interpret the results of these tests.

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 575 Basic Clinical Neuroscience – 2.0 Credits

This course will provide students with a foundation of the structure, function, and basic clinical pathology of the human nervous system. Neuroscience is a multi-disciplinary course including embryology, gross anatomy, histology, and physiology. This course will be taught through a combination of lectures, wet and dry labs, and in-class exercises.

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 – 2.0 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-led discussions and presentations. Working in pairs or groups, students will present an assigned article. Active class participation is a significant component of the course.

MSBS 585 Journal Club II – 1.0 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 be assigned a research article and lead a discussion and review of the published study.

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. 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.

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 598 Introduction to 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.

MSBS 599 Advanced Biostatistics – 1.5 Credits

The Advanced Biostatistics course builds upon previous coursework in descriptive and inferential statistics, related to biostatistics concepts and reasoning. This course represents an in-depth immersion into the field of inferential statistics, non-parametric – distribution free statistics, as well as a brief introduction to survival analysis and vital statistics which are essential to a well-rounded health sciences education.

Standardized Exam Preparation – Non-credit

This seminar is designed to help students develop their potential capacities through acquired skills that enhance logical reasoning and problem solving within an MCAT prep course and separate scheduled seminars. Students who are seeking admission in other health professions programs will be advised accordingly and provided appropriate exam preparation materials (GRE preparation or other professional school standardized tests will be recommended).

The MCAT preparatory sessions will be held on Friday evenings and a Mock MCAT exam (simulating the exam environment) will be conducted on Saturdays scheduled multiple times during the fall semester.

EMT Training Program – Non-credit

Completion of an online course and hands-on EMT training are required as part of year 1 of the program. Students will complete an online course during the fall semester followed by in-class, hands-on training during the first weeks of the spring semester of year 1. Students will gain useful skills and experience in emergency medical training. Upon completion of this training, students will have the opportunity to schedule and take the certification exam to become fully EMT-basic certified. This certification will provide students with plenty of opportunities to gain valuable, hands-on clinical experience with direct patient interaction through the many available and easily accessible ride-along opportunities in the community. Ultimately, this will enhance their competitiveness for professional programs and better prepare students for any of the healthcare professions.

All first year MSBS students are provided with the opportunity to complete the EMT Training Program regardless of their EMT certification status. However, a student may opt out of the requirement to complete the EMT Training Program pending approval by the Assistant Academic Officer of the MSBS Program. Approval may be granted to a student that provides the following to the Office of Postbaccalaureate Programs: documentation of a current, up-to-date EMT basic or higher (*i.e.*, intermediate- or paramedic/advanced-EMT) certification status AND submits the EMT Training Program Opt-out Request Form prior to September 1. Details regarding registration and enrollment requirements for the EMT Training Program are provided after matriculation. Tuition costs for the EMT course are provided by the MSBS program, but students are responsible for all other course-related costs including but not limited to malpractice and liability insurance, textbook, CPR card, uniforms, etc. Students who fail to comply with these requirements by September 1 of the first year will be referred to the Academic Performance, Promotion and Standards (APPS) Committee.

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 CUSOM MSBS 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/

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 will maintain a locked fireproof cabinet in a secure, locked room for the safekeeping of all CUSOM MSBS student academic records.

In addition, CUSOM has a secure, confidential, and onsite computerized record system with offsite secure network backup. All items entered into this system are retained as a part of the student's permanent record. The student's permanent record contains his/her transcript from CUSOM MSBS, 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 Postbaccalaureate Programs, 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.

The health and safety emergency exception which 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://www2.ed.gov/policy/gen/guid/fpco/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 Law Enforcement 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 (4) emergency stations strategically located in the CUSOM parking lots. They are connected directly to Campus Safety.

Campus Safety may be reached at:

<http://www.campbell.edu/life/campus-safety/>

Campbell University recommends contacting extension 1-9-1-1 (on-campus) and 9-1-1 (off-campus) for emergencies.

Main Campus Safety 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. Susan Stanton, Director of Clinical Services (910) 893-7830
<https://www.campbell.edu/health-center/services/behavioral-health-services/>
- Samantha Turnipseed, 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 at the time of matriculation and maintain health insurance coverage through graduation. Students are required to either enroll in Campbell University's health insurance plan (<https://www.campbell.edu/students/student-health-insurance/>) or provide proof of active health insurance coverage obtained through another company. Students without active health insurance coverage will not be permitted to participate in any patient care clinical activities.

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

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 fifty (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 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.

The 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. The digital library is available to all students during all four years of training to allow for consistency and availability of the teaching resources on clinical campuses. 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 cusomhelpdesk@campbell.edu or stopping by the IT workroom (Room 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 prevent staff from responding 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 and Internet system provided by Campbell University are the property of Campbell University, and use is by the permission of Campbell University.

Prohibited uses of the email and/or Internet system include: commercial (for-profit) activities; the unauthorized acquisition, reproduction, or use of computer software; disruption or interference with network operations; or attempts 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 some examples of unprofessional behavior which may constitute a violation of the CUSOM 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. University branding and/or the Campbell University name cannot be used for external or personal blogs or websites (i.e. any site that is outside of the campbell.edu domain) as this is a violation of University licensing, copyright, and trademark policies.

<https://www.campbell.edu/university-communications/>

CUSOM Intranet (MYCUSOM)

The CUSOM Intranet, **MYCUSOM**, is a portal for information and engagement for the CUSOM community located at the following address:

<https://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.

Informational and Technology Guidelines:

- 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 they need help choosing 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, or other device, 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 Information Technology Services can be accessed at:

<https://www.campbell.edu/information-technology-services/>

Informational Technology assistance may be accessed through the CUSOM IT Department, or through the following:

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 than an account or system is being used in violation of University policy or federal or state law.

Under these circumstances the university 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 or device 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 any device or 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 or device 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 or devices may not use the University network for commercial gain or profit.
- Neither Campbell owned, nor private computers or electronic devices may be used to serve files through any protocol (http, ftp, email, file sharing, IM, etc.) without application to Information Technology Services for an exception for scholarly use unless the computers are designated servers by Information Technology 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, 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, 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, or offensive material is prohibited on the Campbell University computers and network system.

The Campbell University Office of Information Technology 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 class or other educational materials:

1. acknowledges the faculty members' intellectual property rights and that;
2. distribution of the materials violates the copyright policy;
3. recognizes the privacy rights of fellow students who speak in class;
4. 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
5. agrees that the materials are to be accessed and used only as directed by the faculty member(s) teaching the course.

9. RESEARCH and SCHOLARLY ACTIVITY

9.1 Research at CUSOM

Research is fundamental to, consistent with, and a prerequisite for excellence in teaching and the creation of a scholarly atmosphere for learning. CUSOM recognizes the critical role for developing its research capacity in order to continue to attract and retain top-tier faculty and students, thereby training students for productive careers in osteopathic medicine, biomedical research, and in making valuable contributions to society. Research and scholarly activity at CUSOM may take different forms, which may include basic biomedical research, translational research, clinical research, and medical educational research.

9.2 Policy Statement on Student Research and Scholarly Activity

CUSOM strives to advance scientific and medical knowledge and to promote the distinctive philosophy and practice of osteopathic medicine. Whereas CUSOM specifically supports the academic and scholarly pursuits of students and faculty, this policy specifically addresses student research and scholarly activities. CUSOM MSBS does require students to complete independent research projects and other scholarly activity as a requirement for graduation and part of the MSBS curriculum. Additionally, CUSOM is committed to supporting students in pursuing extracurricular research and scholarly opportunities. Whereas students are encouraged to participate in research, students are not permitted to act as a principal investigator (PI). Rather, they must partner with a faculty member who takes on the role of PI. Furthermore, CUSOM requires all students who are interested in engaging in research to notify the Associate Dean for Research of their intent. As such, student-researchers are provided with an additional layer of oversight and support in addition to their faculty mentor.

9.3 Education in Research Principles

Principles of responsible conduct in research (RCR) are presented in the Research Topics I and II courses during Years One and Two. Topics include general principles of research ethics, human subject protections and the responsibilities of CUSOM students in basic science and clinical research. Additional education opportunities in research, scientific method, statistics, and scholarly activities may be presented throughout the curriculum and through workshops associated with extracurricular research activities. As active members of a research team, students may be required to complete the associated CITI training, if appropriate. If such training is required, the student must provide the Associate Dean of Research with documentation of completion prior to beginning work on the project. Additional training specific to the research project will be provided by the research mentors.

9.4 Student Presentation Processes

Students are encouraged to present the results of their research through publication and presentation of their projects. The Associate Dean for Research oversees research publications and scholarly activities of students. Students are required to receive approval from the Associate Dean for Research prior to presentation or publication of any research project conducted while a CUSOM MSBS student. For meeting submissions, the final version of the abstract must be submitted and approved by the faculty mentor and the Associate Dean for Research. The Associate Dean for Research must review and approve all compliance requirements before submission of the abstract for any meeting.

For manuscript submissions (case report, original research, or any other publication), the final manuscript draft must be submitted and approved by the Associate Dean for Research prior to submission to any journals for consideration of publication. The final poster, presentation or manuscript must be reviewed and approved by the faculty mentor and all listed co-authors. The author(s) and mentor should be up to date on research compliance processes. Failure to adhere to any of these requirements will be considered professional misconduct and will be reported through the appropriate channels for consideration by the APPS committee as described elsewhere in this publication.

9.5 Research Opportunities

CUSOM MSBS students may pursue research and scholarly activities in many areas of individual interest. Faculty mentors in areas of biomedical and clinical research are available to provide guidance for student scholarly work. The faculty mentor has overall responsibility for the conduct of research or scholarly activity, and is ultimately responsible for obtaining approval from regulatory committees as needed. As such, CUSOM requires that a faculty member approve all scholarly activity undertaken by students; however, student and faculty investigators may share the responsibility for complying with policies related to research ethics. For a student-initiated project, the student must have a faculty sponsor, who will serve as the project PI and student mentor. The student may prepare the relevant proposals and applications in close cooperation with the mentor. Mentors and students are responsible for conducting their research in accordance within University and institutional affiliates' research policies. Students and their faculty mentors are responsible for knowing which compliance requirements are appropriate.

9.6 Research Symposium

Campbell University and CUSOM has a tradition of highlighting and showcasing student research interests. Annually, Campbell University hosts the Campbell University Interprofessional Education (IPE) Symposium, which is an adjudicated competition open to students, residents and faculty. The IPE research symposium is

an opportunity for students to see other projects from their fellow students, as well as projects from other healthcare fields. Every spring semester, second year MSBS students present posters of their independent research projects completed as part of the Capstone Project I-II courses at the MSBS Research Symposium. CUSOM MSBS students may also present posters and oral presentations at other local, regional and national events.

10. HONOR CODE, CODE OF MISCONDUCT, AND GRIEVANCE PROCEDURES

10.1 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 it is maintained to protect the right to participate in an academic environment free from injustice caused by dishonesty.

Further, CUSOM MSBS students are expected to conduct themselves in a professional and ethical manner befitting the honorable profession they are entering. Students have an obligation to maintain the highest standards of honesty and 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 MSBS 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 MSBS 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 for participation in the EMT Training Program
 - b. Externships and clinical experiences
 - c. Assignments, presentations or other assigned projects
 - d. Faculty evaluation and/or grading forms

4. **Disruptive Behavior:** Any inappropriate etiquette or inappropriate disturbance either solely or repeated often enough to establish a disrespectful trend. Inappropriate disturbances include but are not limited to the following:
 - a. Arriving late for class or lab
 - 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 posting approved 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 or as noted in the Campbell University Technology Usage Policy:

<https://www.campbell.edu/information-technology-services/acceptable-use-policy/>

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. 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. 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.

Section 5.9 of the Academic Bulletin, “Academic Performance, Promotion and Standards (APPS) Committee”, describes the process for addressing cases related to allegations of misconduct or professionalism and/or Honor Code violations. In such cases, the Director of Postbaccalaureate Programs, notifies the Associate Dean for Biomedical Affairs of the suspected violation and provides him/her with a detailed summary of the reason for referral along with all supporting documentation. 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. A complete description of the process may be found in section 5.10 of the Academic Bulletin.

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. Medical simulators should be treated with the same level of respect and professionalism as standardized or actual patients
- d. Disclosure of privileged information from campus activities or patient care.
- e. Taking pictures or recording video in the anatomy lab, clinical lab, OSCE rooms, or in any rooms housing clinical simulators.
- f. 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.
- g. Controlled substance 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.

- h. 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
- i. A violation of any policy of the University or CUSOM, including but not limited to the American Osteopathic Association Code of Ethics.

10.2 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.
- Arrest for 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 could 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.

10.3 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 must 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 Associate Dean for Biomedical Affairs.

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 Dean may refuse to meet with a student 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 MSBS Class Representative to the Assistant Academic Officer of the MSBS program. If a resolution cannot be reached through the normal processes for an acceptable and reasonable request, the MSBS Class Representative may, within two (2) weeks of the failed resolution, appeal in writing to the appropriate Associate Dean for Biomedical Affairs.

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

A concern over CUSOM MSBS policies and procedures should be addressed through the Director of Postbaccalaureate Programs. If through the normal processes for an acceptable and reasonable request, a resolution cannot be reached, the MSBS Class Representative may, within two (2) weeks of the failed resolution, appeal in writing to the Dean whose decision will constitute the final resolution.

The Dean may refuse to meet with the Class President 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 MSBS, 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 MSBS, 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 of Student Affairs shall investigate the grievance within a one-week period. In the case where the discrimination is in any way threatening, the Director of Student Affairs 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, s/he may close the grievance and shall notify the student, within that two-week timeframe, of his/her findings and inform the student of their to request a grievance hearing.

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

Step Two: The Grievance Hearing Process

If the student feels the informal resolution has not been successful, or disagrees with the informal resolution, s/he 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 responsible for the action or decision;
- The requested remedy; and
- Any request to bring a non-participating observer to the hearing.

This information must be sent by certified mail or delivered with signature of receipt to both the Office 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) calendar 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 directly to the Office of the Dean. 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, including clinical preceptors, entrusted to oversee the student, which extend beyond the educational requirements or beyond CUSOM activities, are not permitted. Relationships with patients (by a student or faculty member) which extend beyond their care requirements are strictly prohibited.

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

Kellie Slappey Nothstine
Dean of Campus Life and Title IX Coordinator
Wallace Student Center, Room 237
P.O. Box 95, Buies Creek, NC, 27506
(910) 893-2039
Fax (910) 893-1534
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.

Consensual Relationships

Consensual relationships between student and faculty, including clinical preceptors, or students and staff members are prohibited. 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:

Kellie Slappey Nothstine
Dean of Campus Life and Title IX Coordinator
Wallace Student Center, Room 237
P.O. Box 95, Buies Creek, NC, 27506
(910) 893-2039
Fax (910) 893-1534
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:

Phone: 1-800-421-3481

E-mail: OCR@ed.gov

NOTES AND DEFINITIONS

- The word “student” in this Bulletin 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 on-campus or 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 or weekends. 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.

January 17, 2020