



**CAMPBELL**  
UNIVERSITY

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Jerry M. Wallace  
School of Osteopathic Medicine

**Academic Bulletin**  
**Master of Science in**  
**Biomedical Science Program**  
**(MSBS)**  
**2017-2018**

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## **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.

## **Statements of Compliance**

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

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

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

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

Under the provisions of this law, students in post-secondary education have the right to inspect and review their school records, as defined by law. Other than for "Directory Information," Campbell University will release information only with the student's written consent and/or in compliance with federal law and regulation, and will use "Directory Information" in the best interests of the student. "Directory Information" at Campbell University is defined as: name, academic majors and minors, academic classification (freshman, sophomore, etc.), and e-mail addresses.

## **Rehabilitation Act of 1973**

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

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

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

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

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

Students who believe they have been subjected to discrimination or harassment in violation of Title IX should follow the procedure outlined in the Undergraduate Student Handbook (<https://www.campbell.edu/policies/title-ix/>) for a Title IX violation. If you believe you have been the subject of sexual assault, harassment, discrimination, or violence, this should be reported to the Title IX Coordinator. The process involves an immediate initial investigation to determine if there is reasonable cause to believe the Title IX Policy has been violated. If so, the University 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.**

## 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 2017 are "stamped" with a 2017 starting term. The requirements for that starting term are reflected in the 2017 Bulletin. Students are responsible for the degree for the academic year in which they enter the University. Any student whose continuous enrollment at the University is interrupted by a semester or more shall be subject to the graduation requirements in the Bulletin in effect at the time of readmission. The Dean in consultation with the University Registrar must approve any exception to this policy.

## Academic Facilities

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

**Approved**



July 1, 2017

\_\_\_\_\_  
**Date**

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

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



## Welcome from the Dean



GREETINGS! Thank you for your interest in the Campbell University Jerry M. Wallace School of Osteopathic Medicine (CUSOM). I am delighted to help you learn more about our institution, and I look forward to assisting you on the academic journey you are about to embark on.

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

The mission of the Jerry M. Wallace School of Osteopathic Medicine, Master of Science in Biomedical Sciences program (CUSOM MSBS) is to prepare students for careers in health professions and biomedical sciences to care for patients and advance health care in the rural and underserved regions of North Carolina and the Southeastern United States.

Campbell University, as part of its mission, is committed to graduate students with exemplary academic and professional skills who are prepared for purposeful lives and meaningful service. The addition of the Master of Science in Biomedical Sciences degree program highlights Campbell's commitment to providing educational preparation for students to serve the community in the expanding field of health care. The lack of sufficient healthcare access throughout the country and the state is well documented.

The MSBS program will allow students to work towards a degree while strengthening their academic record and obtaining insight and experience in the biomedical sciences. Upon completion of the MSBS degree, students should be more competitive for admission to medical school and other health professional programs as well as more competitive for employment in areas of health care education.

Sincerely,

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

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

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



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

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

As the full-time Program Director with nearly 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 or our student body but the experience of our outstanding staff and faculty. Our small class size allows you to receive personal attention from our staff and faculty members.

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

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

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

Sincerely,

Joy Henderson  
Director of Postbaccalaureate Studies Programs

## **1. GENERAL INFORMATION**

### **1.1 Campbell University Administration**

J. Bradley Creed, PhD, President  
Jerry M. Wallace, ThM, MS, EdD, Chancellor  
Mark Hammond, PhD, Provost and Vice President for Academic Affairs  
Michael L. Adams, PharmD, Acting Vice President for Health Programs  
James O. Roberts, MPA, Vice President for Business and Treasurer  
Britt Davis, MS, EdD, Vice President for Institutional Advancement and Marketing  
Dennis Bazemore, MDiv, DMin, Vice President for Student Life

### **1.2 CUSOM Administration**

J. Bradley Creed, MDiv, PhD, President and Chief Executive Officer  
John M. Kauffman, Jr., DO, Dean and Chief Academic Officer  
James O. Roberts, MPA, Chief Financial Officer

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

Michael P. Mahalik, PhD, Vice Dean for Academic Affairs  
Grace Brannan, PhD, Associate Dean for Research  
Eric E. Gish, DO, Associate Dean for Osteopathic Integration  
Victoria S. Kaprielian, MD, Associate Dean for Faculty Development and Medical Education  
Robin King-Thiele, DO, Associate Dean for Postgraduate Affairs  
James E. Powers, DO, Associate Dean for Clinical Integration  
Robert R. Terreberry, PhD, Associate Dean for Biomedical Affairs  
David L. Tolentino, DO, Associate Dean for Clinical Affairs

#### **Regional Deans and Assistant Deans**

Igor Danelisen, MD, PhD, Assistant Dean for Faculty  
Stephen Demeo, DO, MEd, Regional Assistant Dean  
Steven J. Halm, Assistant Dean for Simulation  
Terri S. Hamrick, PhD, Assistant Dean for Scholarly Affairs  
Shannon Jimenez, DO, Regional Assistant Dean  
Yen-Ping Kuo, PhD, Assistant Dean for Curriculum  
Yunbo Li, MD, MPH, PhD, Assistant Dean for Biomedical Research  
Donald C. Maharty, DO, Regional Assistant Dean  
Andrea P. Mann, DO, Assistant Dean for Clinical Education  
Patricia Matto, DO, Regional Associate Dean

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

Campbell University was founded on January 5, 1887, as Buies Creek Academy by the Reverend James Archibald Campbell, a North Carolina preacher who believed students should not be denied admission because of the lack of ability to pay. In 1927, the school attained junior college status and changed its name from Buies Creek Academy, Incorporated to Campbell College, Incorporated. In 1961, Campbell became a four-year senior college. After the charter law class graduated on June 6, 1979, the name was changed to Campbell University, Incorporated.

Campbell University is a faith-based institution in the Baptist tradition and informed by a biblical worldview. Throughout these transformations, the university has remained true to its founding principles to address the most pressing needs of North Carolina and to educate men and women for Christian service around the world.

A testimony to how these founding principles still guide Campbell University today is the establishment of its School of Osteopathic Medicine. When Campbell University's medical school enrolled its first class of students in August 2013, it was the first one to open in North Carolina in 35 years. It emphasizes preparing primary care physicians to practice in underserved and rural areas.

The School of Osteopathic Medicine (2013) is one of ten schools at Campbell University. The others are the College of Arts and 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), the Divinity School (1996), Extended Programs (1999), Catherine W. Wood School of Nursing (2014), and the School of Engineering (2016).

In addition to its main campus in Buies Creek, Campbell University has extended campuses in Camp Lejeune, Fort Bragg/Pope Air Force Base, and Raleigh, where the law school relocated to in 2009. Since 1979, Campbell has also partnered with Tunku Abdul Rahman College in Kuala Lumpur, Malaysia, to offer a Bachelor of Science degree.

Today, Campbell University enrolls approximately 7,600 students, including over 5,400 undergraduate students on its main campus. Students are studying across nearly 100 disciplines in the liberal arts, health sciences, and professions -- and continuing the University's tradition of excellence in faith, learning, and service.

Five presidents have served Campbell University in its 128-year history:

- James Archibald Campbell, 1887-1934
- Leslie Hartwell Campbell, 1934-1967
- Norman Adrian Wiggins, 1967-2003
- Jerry McLain Wallace, 2003-2015
- J. Bradley Creed, 2015-present

## **Campbell University Mission Statement**

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

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

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

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

CUSOM Master of Science in Biomedical Science Program Goals:

1. 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.

2. To attract individuals from rural areas, low-socioeconomic status backgrounds, and underrepresented minorities who desire additional education in preparation for medical and allied health-related post-graduate programs.

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

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

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

At its April 6-8, 2017 meeting, the American Osteopathic Association's Commission on Osteopathic College Accreditation (COCA) reviewed and accepted the Initial Comprehensive site visit report from the January 25-27, 2017 visit to the Campbell University School of Osteopathic Medicine, located in Buies Creek, NC.

The COCA, voted to accept the site visit report with amendments and granted Campbell full accreditation status.

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 SCIENCE PROGRAM**

### **2.1 Admissions Process**

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

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

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

In addition to academic performance, the CUSOM 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 CUSOM MSBS Program will maintain academic and demographic data for each matriculating class. Upon completion, the CUSOM 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 CUSOM 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 CUSOM MSBS Program will make every effort to recruit students from a diverse background to foster the cultural richness to meet its mission, goals and objectives. CUSOM MSBS applicants will not be discriminated against on the basis of race, color, sex, sexual orientation, gender, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law.

### **2.3 Requirements for Admission**

CUSOM MSBS applicants for admission will be required to:

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

2. Required Coursework:
  - Biological Sciences: One year with laboratory
  - Inorganic/General Chemistry: One year with laboratory
  - Organic Chemistry: One year with laboratory
  - Physics: One year
  - English: One year
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: SAT, ACT, GRE, MCAT and/or DAT scores are desired but not required.
5. Two Letters of Recommendation: Letters must be written by the following
  - Pre-Medical/Health Profession Committee/Advisor or hard science faculty member with a terminal degree familiar with the academic work of the applicant
  - Physician or employer
6. Current resume or curriculum vitae
7. All students are required to meet the CUSOM Technical Standards for Admission. All students must affirm by signature that he/she has read and meet the standards. Any falsification or misinformation regarding the ability to meet technical standards is a reason for dismissal.
8. Candidates will be considered according to the above criteria. Once the application is screened by Postbaccalaureate Admission personnel, the most competitive candidates will be offered an opportunity to interview with the MSBS Admissions Committee.

## 2.4 Applications Deadline

The 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 Dean.

## 2.5 CUSOM MSBS Interview and Selection Process

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



5. The MSBS Admissions Committee members will rate the candidate. Once all candidates are interviewed, the MSBS Admissions Committee will make a recommendation to the Dean on each candidate.
6. The Dean will make the final decision on each candidate, after which time the candidate will be notified of the decision by email and an official letter from the Dean coordinated by the Director of Postbaccalaureate Studies.

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

## **2.6 International Student Applicants**

CUSOM will not consider applications from international students unless applicants are a United States Citizen or Permanent Resident at the time of application.

CUSOM 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 AACOM web site <http://www.aacom.org>. The evaluation service must verify course work completed at an institution outside of the US is comparable to a regionally accredited US college or university in a course-by-course fashion.

**CUSOM does not accept transfer students from international medical schools. Applicants with Deferred Action for Childhood Arrivals (DACA) status are not considered.**

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

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

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

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

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

**1. Observation**

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

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

**2. Communication**

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

**3. Motor**

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

**4. Intellectual**

Students must have the ability to reason, calculate, analyze, measure, and synthesize information delivered in a variety of formats, including, but not limited to electronic/digital sources, EKGs, medical images and similar modalities. The student must be able to comprehend, memorize, synthesize, and recall a large amount of information without assistance, to successfully complete the curriculum. The student must be able to comprehend three-dimensional relationships and to understand spatial relationships to succeed in school and to administer medical care. The student must be able to gain knowledge through all types of learning materials that the CUSOM MSBS curriculum offers and must be able to perform pattern identification, memorization, recall information, and to identify and discriminate important information, to problem solve, and to calculate and make decisions in timed situations and in the presence of noise and distraction.

The above intellectual abilities are necessary, as students and graduates will be expected and required to perform pattern identification, immediate recall of memorized material, identification, and discrimination to elicit important information, problem solving, and decision-making.

## 5. Behavioral and Social Attributes

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

Students must be able to function effectively under stress and with physically taxing workloads, such as during lectures, labs, written and practical examinations. Students must have the emotional health to be able to function without the aid of medications that are known to affect intellectual abilities and judgment. The student must have the emotional stability and motivation 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 is one observed during the interview process and throughout the progress in professional school. An ability to demonstrate emotional health is mandatory throughout professional school. CUSOM MSBS considers drug and alcohol addiction or abuse as a risk factor for unsafe care.

If an applicant has a question as to his/her ability to meet the minimal technical standards, the applicant is required to notify the Director of Postbaccalaureate Studies in advance of applying so reasonable testing may occur. Applicants must identify to the Director of Postbaccalaureate Studies all areas where there is question in meeting these technical standards.

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

### 2.8 Americans with Disabilities Act

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

### 2.9 CUSOM MSBS Matriculation and Enrollment Policies

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

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

All deposited CUSOM MSBS students are required to provide a completed medical history form, proof of immunization to the Office of Postbaccalaureate Studies, and a completed drug screen (as described below). A completed physical examination conducted by a

licensed physician using the CUSOM form. Please refer to the CUSOM Immunization Policy available at MYCUSOM and in the Office of Student Affairs. All students must provide proof of adequate immunization/immunity for the following:

- TB test (prior to matriculation)
- Tetanus toxoid immunization (Tdap)
- Hepatitis B virus (quantitative)
- Measles (Rubeola), Rubella and Mumps
- Varicella
- Influenza

### **Criminal Background Checks**

CUSOM MSBS applicants are required to self-disclose any misdemeanors or felony arrests or convictions, including deferred adjudications and traffic violations, with the understanding that non-disclosure/falsification may result in the revocation of the offer of admission. A criminal background check will be completed on all accepted applicants prior to matriculation.

Should any misdemeanors or felony arrests or convictions, including deferred adjudications and traffic violations occur after matriculation, the student must report the incident to the Director of Postbaccalaureate Studies within 30 days of the incident. Following review, disciplinary action may be instituted, up to and including dismissal. Discovery of any previously non-reported incident may lead to referral to the APPS Committee and possible sanctions.

All 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, are required to self-disclose any misdemeanors or felony arrests or convictions, including deferred adjudications and traffic violations, with the understanding that non-disclosure/falsification 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.

Further, should a student be convicted of a misdemeanor, felony, or traffic violation, CUSOM MSBS retains the right to relinquish their seat in the class or to consider other disciplinary action per the Academic Bulletin.

### **Substance Screening**

A substance screening must be completed by all accepted applicants prior to matriculation. This screening must meet CUSOM's standards, and be conducted by an agency approved by CUSOM. Any applicant who has a deficiency or abnormality discovered on the substance screening will be referred to a subcommittee of the Admissions Committee appointed by the Dean for further investigation.

The committee will make a recommendation to the Dean as to whether the offer of admission should be maintained or rescinded.

Should a substance-related incident occur after matriculation, the student must report the incident to CUSOM within 30 days of the occurrence. Following review, disciplinary action may be instituted, up to and including dismissal.

## **Transcripts**

All CUSOM MSBS students will be required to provide official transcripts from all colleges and universities attended with the proof of an earned Bachelor's Degree.

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

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

### **3.1 Application Fee**

A non-refundable fee of \$40.00 will be payable upon submission of the application for admission. Details of how to submit the fee are included in the application information.

### **3.2 Acceptance Fee**

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

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

#### **Tuition**

Tuition is subject to change annually. Tuition for the 2017-2018 academic year is \$20,600 with additional fees to cover recreational, 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 before any over award will be refunded.

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

## **Fees**

Students in Years one and two will be assessed an annual fee. of \$1,680 This fee covers such costs of laboratory equipment, computer software and maintenance, student activities, technology, and health services. The Campbell University Board of Trustees reserves the right to change this fee schedule without notice.

## **Financial Aid**

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

The CUSOM Office of Financial Aid is responsible for the administration of the student financial aid program. Campbell University's Assistant Director of Financial Aid establishes policies and procedures for the administration and management of the various financial aid programs. Financial aid counseling is provided to all prospective students as part of the applicant admissions process.

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

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

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

The CUSOM Office of Financial Aid provide a Debt Management Counseling session for MSBS students during orientation. This session will include budgeting tips, responsible borrowing strategies, loan terms and conditions, default prevention, student loan debt in relation to monthly payment amounts and average physician salaries, deferment, forbearance, repayment and consolidation options, record keeping and helpful websites.

The CUSOM Office of Financial Aid conducts Exit Counseling sessions for any student who withdraws or graduates from CUSOM MSBS. During the presentation, federal exit counseling requirements are discussed including borrower rights and responsibilities, instructions on how to access and interpret National Student Loan Data System (SLDS), loan terms and conditions, default prevention, repayment options and strategies, consolidation, deferment, forbearance, record keeping and helpful websites. 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 will be mailed.

### **Financial Aid Renewal**

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

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

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

### **3.4 Refund Policy**

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

To withdraw officially from the University during a semester, a student is required to complete an official Withdrawal Form available from the Director of Postbaccalaureate Studies. The Withdrawal Form must be completed with proper signatures obtained and returned to the Director of Postbaccalaureate Studies. Once all signatures are obtained, the Director of Postbaccalaureate Studies provides a copy to the registrar for placement in the student's permanent file. Failure to withdraw properly will result in a non-prorated reassessment of charges to the student account.

Upon completion of the Withdrawal Form, the CUSOM Registrar's Office updates class registration as a withdrawal from the University denoting the "Withdrawal Effective Date" provided on the form.

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

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

The Campbell University Business Office is responsible for the reassessment of student account charges; however, it is the responsibility of the 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 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 is the responsibility of the student and subject to the collections process. Students will not have grades entered on transcripts, or have transcripts available, if there is an outstanding balance owed the University.

### **3.5 Student Scholarships**

The MSBS scholarship process is competitive. Students with a GPA of 3.2 or above will be considered. Other variables such as those listed below may be considered:

- Campbell University Alumni
- North Carolina resident
  - If not, are they residents of VA/SC/TN/GA/FL/AL/KY/MS or WV
- Underrepresented minority in health care (categories as listed below):
  - Hispanic/Mexican-American/African-American/Filipino/American Indian/Alaskan Native/Native Hawaiian/Mainland Puerto Rico
- Recommendation from a physician with whom they shadowed
- Number of hours volunteered in health care field
- Number of hours volunteered in non-health care field
- A Master's degree
- Overall GPA and Science GPA 3.2
- MCAT (if taken) will be considered
- Prior military service
- Completion of the first year of the MSBS program

#### **Essay**

The qualifying applicant will be asked to submit an essay stating worthiness of and benefits served by being scholarship recipient. The essay must be between 500-1000 words, typed in 12 point-font, single spaced and sent to Assistant Director of Financial Aid. A deadline for submission will also be provided. The essays, once submitted, will be reviewed by the Assistant Director of Financial Aid, and Director for Postbaccalaureate Studies and a final determination will be made for scholarship.



Award Amounts will be determined by the CUSOM MSBS Scholarship Committee in the following increments:

- \$20,000.00
- \$10,000.00
- \$5,000.00
- < \$5,000.00, as determined by the Scholarship Committee.

### **Terms of Scholarship**

Scholarships are non-transferrable. Therefore, if a student leaves the MSBS program for any reason, to include the reason of acceptance to medical school (CUSOM, or otherwise), the unused portion of the scholarship will be forfeited.

### **Renewal Criteria**

A scholarship recipient can renew their scholarship for the second year of the MSBS program providing their GPA is a 3.0 or higher on a 4.0 scale. Two consecutive MSBS scholarships is the maximum number of scholarship that a student can receive throughout the program.

## **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, all students must either provide proof of health insurance or purchase the health insurance made available through Campbell University.

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**

As stated previously, in order to enroll at CUSOM MSBS, all students are required to provide a completed medical history form, proof of immunization to the Director of Postbaccalaureate Studies, and a completed drug screen (as described below). A completed physical examination conducted by a licensed physician using a CUSOM form Please refer to the CUSOM Immunization Policy available at MyCUSOM and in the Office of Student Affairs

All students must provide proof of adequate immunization/immunity for the following:

- TB test (prior to matriculation)
- Tetanus toxoid immunization (Tdap)
- Hepatitis B virus (quantitative)
- Measles (Rubeola), Rubella and Mumps
- Varicella
- Influenza

### 4.3 Student Health

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

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. For true emergencies, students are asked to access EMS and the 911-dispatch system.

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

### 4.4 Counseling Services

Counseling services are available 24 hours a day, seven days a week in a confidential manner through a combination of resources which include the CUSOM Behavioral Health (CUSOM BH) services under the leadership of the Director of Behavioral Health (<http://ww2.campbell.edu/cusom/current-students/cusom-behavioral-health/>) and ProtoCall Services ((866) 428-3591), a counseling service for students. Phone calls are answered by licensed counselors who have extensive clinical experience and are available to students 24/7.

Working with Academic and Student Affairs, the Director of Behavioral Health, a licensed mental health professional, and other CUSOM Behavioral Health clinical staff are available during normal business hours for direct student contact. CUSOM Behavioral Health clinical staff is also available as a point of contact for after-hours issues in conjunction with ProtoCall Services described below. CUSOM Behavioral Health clinical staff provide counseling for CUSOM students in three on-campus locations based on student preference: Leon Levine Hall, the Campbell Health Center (129 T.T. Lanier Street), and at the Campbell Counseling Center (Lanier Housie, 233 Leslie Campbell Avenue). 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.

Students on clinical rotations who are unable to travel to one of the three on-campus locations can meet with a counselor via Thera-link (<https://www.thera-link.com/>), a secure videoconferencing system which meets HIPAA and FERPA standards. This approach makes communication with, and counseling for, CUSOM students on rotations much easier.

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

In addition to behavioral health clinical staff, CUSOM utilizes the services of ProtoCall.

ProtoCall provides 24-hour-a-day counseling service 365 days per year.

- The ProtoCall Counseling Helpline can be reached at (866) 428-3591
- The helpline is a free, confidential, non-judgmental telephone counseling and referral service available to all CUSOM students.
- When you call the secure helpline, you will be asked to provide your CU student I.D. number, address and phone number. You will then speak with an experienced counselor to help you through an immediate crisis, or determine the type of resources you need for further mental health services. Following the call, a secure report is generated by ProtoCall based on the triage assessment. This report will be housed at the ProtoCall facility. Confidentiality is a priority, only the Director of Behavioral Health will have access to the reports strictly for follow-up and referral purposes. CUSOM is required to follow all HIPAA and FERPA regulations.
- ProtoCall provides a toll-free number, which students can call at any time, day, or night, and be connected directly to a trained counselor who will triage the situation and refer the students to the appropriate counseling services in our area.
- The number given is specific to Campbell University and students are greeted as Campbell University students.
- There are standard protocols that govern the interaction such that counselors assess the student and determine if emergency intervention is needed.
- If it is determined that immediate attention is needed (i.e., a student may be a danger to themselves or others) then ProtoCall keeps the student on the line while simultaneously alerting on-campus security (if appropriate), as well as local emergency services.
- If emergency intervention is not needed, then the student is counseled over the phone and subsequently referred to the CUSOM Director of Behavioral Health for follow up.

Once the call is completed, the counselor from ProtoCall creates a detailed report of the call and securely transmits the report to the CUSOM Director of Behavioral Health.

For emergency situations, call 911. For non-emergency situations Monday through Friday 9am-5pm, call campus safety and ask for the Behavioral Health practitioner. After 5pm and on weekends and holidays, call ProtoCall at (866) 428-3591.

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

#### **Purpose**

In order to ensure the safety and continued success of our medical student body, the Campbell University Behavioral Intervention Team for the School of Osteopathic Medicine (CUBIT-SOM), a sub-committee of the APPS Committee, serves students by working with them and faculty to address and/or remediate any concerning event or pattern of personal behavior and/or professional interaction.

## Composition

CUBIT-SOM is composed of:

### *Ex-officio* Members

- Director of Behavioral Health for CUSOM
- Vice President for Student Life
- Campbell University General Counsel

### Voting Members

- Vice Dean for Academic Affairs
- Associate Dean for Biomedical Affairs
- Associate Dean for Clinical Affairs
- Director of Student Affairs

Faculty/staff that are pertinent to the case may be called upon to provide relevant facts but not be entitled to vote.

To initiate a referral, concerned faculty/staff may contact the Director of Behavioral Health by email (marlowed@campbell.edu), phone (910) 814-4959, or by filling out the online or PDF case referral form on the Behavioral Health portion of the CUSOM webpage (<http://ww2.campbell.edu/cusom/current-students/cusom-behavioral-health/cubit-som/>). Once a report is received, the referring faculty will be contacted within 24 hours for follow-up regarding the situation, and a team meeting will be scheduled. During the meeting, team members who have had interaction with the student, as well as other pertinent campus and community individuals will present information.

Upon conclusion, the CUBIT-SOM team may choose one of the following options: make a recommendation on the student's continued enrollment or dismissal; continue to gather information and meet again; or monitor the situation for new developments. A formal letter detailing the team's decision will be sent to the student and appropriate academic Dean. The CUBIT-SOM will use policies outlined in the CUSOM MSBS Academic Bulletin and the Campbell University Student Handbook 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 (FERPA).

## 4.5 Substance Abuse Screening Protocol

Substance abuse screening is becoming mandatory at many healthcare facilities prior to participating in patient care, either as a learner or as a staff member. In light of this development, a negative substance abuse screening test is required before matriculation into CUSOM MSBS. Therefore, applicants to CUSOM MSBS will be notified of the background check and substance abuse screening protocol requirement as part of the application process. Additional screening tests may be required as determined by CUSOM MSBS.

CUSOM MSBS reserves the right to require drug or alcohol testing on any student when an incident of erratic or unusual behavior based on the student's appearance, behavior and/or performance has been documented. Refusal or failure to submit to screening may result in disciplinary action up to and including dismissal. Students found to have screening tests positive for alcohol, illicit substances or prescription medications without a valid prescription may result in disciplinary action up to and including dismissal.

#### **Procedure for incoming students:**

- A substance abuse screening (urine drug screen) test will be completed on all applicants to CUSOM MSBS prior to matriculation.
- The letter sent by CUSOM MSBS to each accepted applicant will include information about these requirements with the contingency that the final decision regarding matriculation will be made after institutional review of the accepted applicant's substance abuse screening test report.
- Appropriate authorization, with pertinent identifying information necessary to initiate the test, will be received from each accepted applicant prior to initiating a substance abuse screening test.
- Prospective students must have the sample collected at a facility approved by CUSOM MSBS.
- If the test result is positive, the Dean will appoint a subcommittee of the CUSOM MSBS Admissions Committee to review the information and the application. Substance abuse screening results will be viewed in light of North Carolina and federal laws governing illegal substances. Depending on the recommendation of the subcommittee of the Admissions Committee, the student's acceptance may be rescinded.
- All substance abuse screening tests are maintained in a secure location to ensure confidentiality. Routine access to the information will be limited to the Director of Postbaccalaureate Studies, the CUSOM Dean, and the Campbell University General Counsel.
- The cost of the test is the responsibility of the student.
- The Dean will make the final determination regarding the applicant's status.

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

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

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

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

#### **4.8 Banking**

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

#### **4.9 Postal Services**

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

#### **4.10 Student Center**

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

#### **4.11 Student Parking**

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

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

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

#### **4.12 Student Lockers**

Lockers are made available to all first and second year students. At the end of the academic year, all students will be asked to remove the locks and empty the lockers for the summer.

#### **4.13 Student Conduct**

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

## **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.

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

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

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

Students will respect faculty, staff, colleagues, guests, and members of the general public. This respect should be demonstrated by punctuality in relationships with 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 need to respect the laws, policies, and regulations at all levels of the University and the local community.

If a matter arises which may be considered to be a potential violation of law, the Dean (or Vice Dean for Academic Affairs in the Dean's absence) will be notified as soon as possible for referral to appropriate law enforcement authorities. All CUSOM MSBS students, faculty, and staff witnessing a crime in progress are expected to notify law enforcement immediately, while taking personal safety precautions.

### 4.14 Accommodations Policy

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

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

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

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

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

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

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



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

### **Section I – Who to Contact**

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

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

No accommodations will be made without approval through the University's process. A medical, psychological and/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 Does a Student Obtain Services?**

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

- Step 1** The student must contact the Director of Student Affairs to request services prior to matriculation, or as a current CUSOM student. 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 student's request and supporting documentation is reviewed by the Director of Student Affairs. 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) which documents the student's individual, approved accommodations. The Office of Students Affairs coordinates dissemination of the LOA. Any student whose requested accommodations are not approved is encouraged to meet with the Director of Student Affairs to discuss the reasons for the denial. The Director may discuss the grievance procedure with the student at this time.

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

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

Accommodations will not be provided retroactively. Any student who is approved for accommodations is entitled to services and accommodations only from the date that approval is given. Even if the student can establish that he or she had a disability at the time of the course in question, CUSOM will generally 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 is approved for accommodations after he or she has begun study at CUSOM will not receive any retroactive accommodations on work completed before the approval for accommodations was made.

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

## **Service Animal Information**

According to the Americans with Disabilities Act (ADA), a service animal is defined as "any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items". Providing comfort or support does not qualify an animal as a service animal. If there are any questions as to whether an animal qualifies as a service animal, a determination will be 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. Reasonable behavior is expected from service animals while on campus. The owners of disruptive and aggressive service animals may be asked to remove them from university facilities. If the improper behavior happens repeatedly, the owner may be told not to bring the service animal into any facility until they take significant steps to mitigate the behavior.

Emotional Support Animals are animals that provide comfort and relieve symptoms of mental health disorders. The CUSOM Director of Student Affairs can provide

further information. Emotional Support Animals are not generally 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 from CUSOM.

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

### **Confidentiality of Information**

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

CUSOM is committed to ensuring all information compiled concerning a student remains confidential as required by applicable law. Any information monitored or collected will be 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 will not be released to third parties except in accordance with state and federal law.

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

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 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 LOA and Release of Information Form from the Director of Student Affairs or available at <https://cuweb.wufoo.com/forms/release-of-information-mc2a2oj0h17u9w/>

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

Testing accommodations require frequent communication between the student and the Director of Postbaccalaureate Studies. It is critically important that testing information is shared with these individuals 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 Director of Postbaccalaureate Studies all approved testing accommodations. This discussion should answer the questions of how, when and where Director of Postbaccalaureate Studies 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 Director of Postbaccalaureate Studies of their need for accommodations at least one week prior to each test/exam.

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

**Remember, the Director of Postbaccalaureate Studies is only required to provide accommodations specifically listed in the LOA.**

### **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 (e.g. commuter, law, north campus) from parking administration.

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

## Section IV: Documenting a Disability

### General Documentation Guidelines

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

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

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

### Guidelines for Documenting a Learning Disability

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

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

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

In addition, a clinical summary and a clearly stated diagnosis are helpful. The summary should integrate the elements of the battery with background information, observations of the client during the testing situation, and the student's current academic situation. This summary should present evidence of a substantial limitation to learning and explain how the patterns of strength and weakness are

sufficiently significant to substantiate a learning disability diagnosis. It should also demonstrate that the evaluator has ruled out alternative explanations for the learning problem. If social or emotional factors are found to be possible obstacles to learning, they should be discussed. This summary may include recommended accommodations, but these are in no way binding to the University. CUSOM reserves the right to evaluate all documentation and determine appropriate accommodations in each case.

## **Section V: Grievance Procedure**

1. 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 to the C U S O M Director of Student Affairs in writing.
2. 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.
3. 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.
4. 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**

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

This relationship endeavors to create an atmosphere of trust and meaningful dialogue. Significant personal or behavioral health problems will be referred to the Behavioral Health Services for assessment and potential referral for counseling. Students are also encouraged to develop relationships with biomedical/clinical faculty mentors of their choice.

Faculty publish office hours for students during specific courses and are available to students for any additional assistance. Scheduling may be done either directly with faculty or through the appropriate administrative assistant.

### **5.2 Student Peer Tutoring**

#### **Peer Tutoring Program**

The CUSOM Peer Tutoring Program is a way to improve the learning experience, capabilities and results of students for both tutors and tutees. 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.

The Office of Postbaccalaureate Studies selects academically successful students to assist other students with their study habits, review material and participate in group learning activities. These activities are free and available to all students of both year one and year two of the program.

### **5.3 Attendance**

#### **Attendance Policy**

Attendance of MSBS students is required at all lectures, labs, and other scheduled curricular activities. Attendance will be taken for each activity. Absences for illness or emergencies will be considered appropriately. Any falsification of attendance will be viewed as an Honor Code violation and dealt with accordingly. 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.

Multiple violations may result in disciplinary action by the APPS Committee including, but not limited to, removal from any leadership position with any student club, organization or student government office. In extreme cases, absenteeism or tardiness may result in dismissal from the program.

It is recognized there may be isolated instances when an individual must be absent; however, the student who misses a lecture, laboratory, or workshop is not excused from the subject materials or duties of that particular period. The student may be required to make-up the missed educational session(s) during off-hours. Makeup laboratories will be conducted only in extreme situations and at the discretion of the Course Director with approval of the appropriate Associate or Assistant Dean. Each request for excused absence will be judged independently on a case-by-case basis. The total combined excused and unexcused absences must not exceed 20% of a course lecture/class time (no labs may be missed unless exceptional circumstances are documented); exceptions to this 20% rule include the following, **when approved**, excused absence requests:

- For medical condition/illness that is two days or greater, unless it is emergent in nature, notice must be received PRIOR TO the missed class or activity, AND a note from the examining physician (who is NOT a family member) indicating the time of medical visit and recommended time off and/or return date must be submitted upon the student's return to class.
- For personal leave that is two days or greater, unless it is emergent in nature, the absence request must be submitted at least 7 days prior to the anticipated absence. Examples include:
  - Death in immediate family
    - Critical status secondary to accident/acute illness involving immediate family member
      - “Immediate family member” is defined as a student’s parents, spouse, spouse’s parents, children, siblings, grandparents, and the parent’s spouse.

Appropriate documentation to support the request is required, and must be submitted for approval to the Director of Postbaccalaureate Studies. Any requests not approved will be deducted from the 20% allocation.

- For Jury duty, the absence request and supporting documentation must be submitted at least 7 days prior to the anticipated absence.
- For attending CUSOM-related activities, mission trips or national meetings of student clubs and organizations, an excused absence must be submitted, in writing, to the appropriate Director of Postbaccalaureate Studies at least 7 days prior to the anticipated absence. To be considered for such request, the students must have at least an overall 3.0 grade point average, no prior course failure, and be in good academic standing. No travel arrangements should be made prior to approval being granted. CUSOM MSBS accepts no responsibility or liability for any losses as a consequence of any cancelled or delayed travel plans.
- Students may request an excused absence for religious holidays not included in the list of recognized University holidays.



In the event of any absence from an examination, quiz, or mandatory laboratory or Inter-Professional Education (IPE) activities, approval must be obtained to arrange a make-up. It is essential that each student makes every effort not to miss any examination. Requests for make-up exams or quizzes must be made in a timely manner with the Course Director. An unexcused absence from an examination, quiz, laboratory, IPE, or assignment may result in a grade of zero for that exercise. Approval of laboratory makeup, unless also approved as a part of excused absence, does not preclude the absence to be considered as part of the 20% rule. Absences in laboratory sessions are calculated as a two-hour session equivalent to one lecture hour.

For any absences to be considered excused, including those listed above, students must notify a Medical Education representative and complete an “Excused Absence Request Form” online. The Director of Postbaccalaureate Studies 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 in any course or has been placed on academic probation, they may not be approved for an excused absence unless for an extraneous situation determined case-by-case. The Senior Associate Dean for Academic Affairs or, in his absence, the Assistant Dean for Curriculum, will resolve any disagreement concerning an attendance decision.

Once an absence request is approved, it is the student’s responsibility to contact Course Directors and the Medical Education Department to arrange makeup for missed lab and quiz/exam where applicable. It is important to note that, although the Course Directors will do their best to accommodate the makeup requests, some missed experience may not be replicable, and the arrangement is at the Course Directors’ discretion.

### **Severe Weather Policy**

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

The numbers which persons may call for the announcement, are:

- On campus dial 5700
- Local, but not on campus, dial 910-814-5700
- Long distance, 1-800-760-8980 then dial: 5700

### **Official Holidays**

CUSOM MSBS observes standard University holidays. The following days are currently observed:

- New Year’s Day
- Martin Luther King Day
- Easter Friday
- Memorial Day

- Independence Day
- Labor Day
- Thanksgiving (2 Days)
- Christmas (Varies)

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

### **Jury Duty**

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

### **5.4 Dress Code Policy**

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

A clean and well-cared-for appearance should be maintained. The apparel and appearance of faculty, staff, and students project, in part, the image the community has of the University. Faculty, staff, and students are expected to be neat, well groomed, and appropriately dressed for the work and study they do. The clothing selected should not be distracting to faculty, staff, or students. Men must wear dress trousers, appropriate shoes and socks, dress shirt and necktie. Women are required to wear appropriate dresses or skirts of reasonable length (no higher than 2" above the knee when sitting) or slacks with appropriate blouses. Hairstyles should be clean and neat, avoiding extreme length, styles, or colors. Revealing or tight, form fitting clothing is unacceptable. Beards and mustaches must be neat and trimmed at all times. Excessive body piercings are not acceptable. Hats (unless for religious reasons), caps, hoodies or sunglasses may not be worn during classes or examinations. Any student wearing a hat (unless for religious reasons), cap, hoodie or sunglasses will be asked to remove it. Students who have tattoos must ensure they are covered at all times on-campus.

Students inappropriately dressed or groomed may be required to leave the campus and not return until appropriately attired. Any class missed during that time will be considered an unexcused absence. Questionable or disputed cases of dress or grooming shall be presented to the Director of Postbaccalaureate Studies, whose decision will be final. Repeated episodes may result in the problem being viewed as an issue to be addressed with the Academic Performance, Promotion, and Standards (APPS) Committee.

## **Additional Dress Code Requirements:**

### **Anatomy Laboratory Dress Code**

Lab coats are to be worn in the anatomy lab at all times. Students must wear appropriate footwear that meets the needs of the environment. No flip-flops or open toed shoes are allowed in the anatomy laboratory. Long pants are also required while in the anatomy laboratory.

## **5.5 Global Assessment**

Throughout the MSBS curriculum, examinations and other assessments are administered to assess student knowledge and performance. Students are assessed to gauge satisfactory individual academic progress on the basis of performance on written and practical examinations.

The Executive Director of Assessment, Accreditation and Medical Education, as well as the Office of Academic Affairs, work collaboratively to determine each individual student's eligibility for promotion or graduation, consider the results of the student assessments and reports concerning attendance, and monitor conduct and potential professionalism issues. Students who fail to make satisfactory academic progress are addressed through relevant processes described elsewhere 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 and/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 appropriateness of credit assignments within the CUSOM MSBS curriculum. Corresponding credits are assigned to all courses in the curriculum based on contact hours.

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

### **CUSOM MSBS Credit Calculation**

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

CUSOM MSBS assigns grades to all credit-bearing courses, and credits for each course are determined based on contact hours with 0.5 credit increments. A minimum number of contact hours per credit is delineated (15 contact hours = 1 credit), and a course with contact hours not reaching the requirement for the next higher credit value is reported at the next

lower credit value. For example, a course of 12 contact hours would be assigned a value of 0.5 credit, not 1.0 credit. This credit hour calculation is consistent with US Department of Education standards.

### **Credit Review Process**

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

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

To ensure appropriateness and consistency, CUSOM MSBS has established a process relative to the systematic review of credit assignments for the curriculum through the MSBS Curriculum Committee. Review of credit assignments is conducted annually, usually at the first meeting of the MSBS Curriculum Committee upon conclusion of each academic year. The process includes, but is not limited to, review of current standards of higher education, precedent established by other Colleges/Schools, and consistency with the CUSOM MSBS mission. The MSBS Curriculum Committee then makes pertinent recommendations to the Dean as appropriate. The records of review of the credit assignment as part of the overall curriculum review are maintained in the Office of Academic Affairs and as appropriate in the minutes of the MSBS Curriculum Committee.

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

For proposed non-substantive curricular changes, with minimal impact on other programs or on student requirements, approval is the Associate Dean for Biomedical Affairs.

Upon approval at all levels, the proposed change is then presented to the Dean after review by the MSBS Curriculum Committee.

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 in a timely manner.

## Grading

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

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

<b>Grading Scale</b>	
<b>A</b>	90-100
<b>B</b>	80-89
<b>C</b>	70-79
<b>PASS/FAIL</b>	PASS-ABOVE 70 FAIL-BELOW 70
<b>F</b>	BELOW 70
<b>I</b>	INCOMPLETE
<b>IP</b>	IN PROGRESS
<b>C* or P*</b>	70 - PASSED ON REMEDICATION
<b>W</b>	WITHDRAW

## Remediation

Students must complete all required coursework with passing grades as published in the Academic Bulletin. Students who fail any part of the curriculum may be offered remediation. Under certain circumstances, students may be brought before the APPS Committee for review and possible disciplinary action.

A student in their first and second year of studies, who fails any portion of a course, will appear before the APPS Committee. If the Committee grants the student the opportunity to remediate, and the student successfully passes the course, a grade of C\* or P\* will be entered as a final grade. A student who does not successfully pass remediation will receive a grade of F for the course. If any student remediates, the \* will remain on said student's transcript with the notation that the student passed after remediation. If any student fails a course without the opportunity to remediate, a grade of F will appear on said student's transcript. Any student who fails the course after remediation will also receive a grade of F on the transcript.

Any student who is offered the opportunity to remediate, the final grade for said course will be withheld until the student completes the remediation process. The student will receive an "incomplete" until said remediation is complete. If a course is remediated an \* will follow the final grade.

**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 Ranking**

A student's grade point average or **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  $227/61 = 3.721$ . Students may be required to remediate any course(s) within a Semester where the student's grade falls below 70. Students are required to remediate or complete coursework where the student's grade falls in I (Incomplete) or IP (In Progress) status.

Students who do not successfully complete or remediate these courses are awarded an F or failing grade. A student will receive a grade of C\* or P\* (asterisk) for a successfully remediated course per the CUSOM MSBS grading protocol above. Exceptions may be granted to students repeating an entire academic year.

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

**Quality Point:** Points assigned to grades in an academic "banking" system. Campbell University School of Osteopathic Medicine is on the *four-point* system. Under this system, an "A" is worth four points per hour, a "P" is worth 4 points per hour, a "B" is worth three points per hour, a "C" is worth two points per hour, a "C\*" or "P\*" is worth two point per hour, and there are no points awarded for "F" or failing grades. A student who earns an "A" in a three-hour course has 3 hours X 4 points per hour = 12 total points.

**Ranking:** Students will be provided their class rank at the end of each academic year; however, they may request their class rank at any time by contacting the Registrar. Class ranks are provided for informational purposes. This class rank has no direct correlation to the student's cumulative GPA. It is based upon the numerical grades earned in each course. 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 of the courses (maybe 99% in Anatomy and the other student a 93% in Anatomy).

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

Academic Standing is defined as a student's grade status at any time within a given academic Semester of the CUSOM MSBS curriculum. A student who is in good academic standing is one with a passing grade in all courses at any given point in time. This information is used in determining eligibility for students to participate in CUSOM MSBS approved activities, such as conferences, student organizations, etc. Students wishing to 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, although exceptions may be considered.

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

### **Academic Probation**

In addition to the policies above, students may be placed on academic probation for the following reasons until the deficiency is rectified or otherwise designated by the Dean:

- the student receives an "F" at the end of the Semester in any course,
- the student has repeated failures

The record of each student on academic probation will be reviewed as necessary to evaluate the student's academic progress. At the end of any Semester where the student on academic probation earns grades below 70% (or the equivalent), the APPS Committee may recommend promotion to the following year, repeating the year just completed, repeating a specific course, make-up examinations or dismissal.

Students may appeal the decision of the APPS Committee to the Dean based upon new and compelling information not available to the APPS Committee at the time of the decision.

Academic probation appears on the transcript, along with the date when the academic probation was rectified.

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

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

## **5.8 Modified Courses of Study**

All Modified Courses of Study are credit-bearing and must be prepared and designed by the appropriate Associate Dean and approved by the Dean. Students who are placed into, or request, a Modified Course of Study must agree to and comply with the Modified Course of Study. Students who do not comply with the Modified Course of Study may be suspended at any time by the Dean for failure to follow the plan. If a student has difficulty in following the assigned Modified Course of Study, the student must meet with the Dean, or appropriate Associate Dean.

## **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 students throughout the academic program.

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

Additionally, the APPS Committee is responsible for the review of situations where students are involved in academic misconduct (i.e., cheating or plagiarism) or nonprofessional conduct. The CUSOM Honor Code will guide this review.

The APPS Committee is composed of following voting members: the Associate Dean for Biomedical Affairs, the Associate Dean for Clinical Affairs, the Vice Dean for Academic Affairs, the Director of Student Affairs and at least four faculty members to include clinical and biomedical faculty. The Dean appoints faculty members. A quorum is defined as a simple majority of the members present. The committee chair, with approval of the Dean, may invite non-voting members to attend. As this is not considered a legal hearing and is instead an academic proceeding, attorneys or other representatives are not allowed.

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

APPS Committee meetings are held at the end of each Semester, after the Associate Dean for Biomedical Affairs has determined all grades, or as needed. Additionally, any member may call for an APPS Committee hearing if a student has:

- Failed a course
- Attempted and failed to remediate a course resulting in an F
- Failed to pass any course while on Academic Probation
- Suspicion of any violation of the CUSOM Honor Code or other policies/procedures after appropriate preliminary procedures have occurred
- Demonstrated inability to make academic progress by any other academic measures the faculty and/or administration have approved or for remediation programs including an altered degree plan, remediation courses assigned on or off campus, Modified Course of Study, and/or other directed CUSOM MSBS curriculum.



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

The Vice Dean for Academic Affairs, or his/her designee, will Chair the APPS Committee.

Members of the APPS Committee have the following roles:

- The Associate Dean for Biomedical Affairs may submit a written report documenting assistance that the student has received or been offered, including but not limited to tutoring or advising.
- The Course Director, Department Chair, and/or the student's Faculty Advisor may be asked by the APPS Committee to comment on student performance and related topics, as necessary.
- The Director of Postbaccalaureate Studies may report on documentation that the Office of Postbaccalaureate Studies may have and which may be relevant to the student's academic progress. The Registrar will be available *ex officio* to discuss the academic record if needed.
- The Executive Assistant to the Dean shall serve as the recording secretary for minutes and ensuring all communication occurs in a timely manner.
- Each student reviewed by the APPS Committee will be given the opportunity to make a maximum of a ten-minute presentation of any issues or considerations that they wish to make known to the APPS Committee. Members of the APPS Committee may then direct questions to the student. This is the only portion of the meeting at which the student may be physically present. In lieu of an in-person presentation, the student has the option to submit a written document, not to be more than two pages, single-spaced.

For students deemed to not be making academic progress (see Section 5.6), including multiple grades in the I or IP range in one block/rotation or across more than one block/rotation or an F grade, following deliberations the APPS Committee may impose a sanction including but not limited to the following:

- Award a satisfactory grade (70%) and promotion to the next Semester following satisfactory remediation
- Require remediation, further coursework, or repeat of courses
- Place or extend the student's term on Academic Probation
- Remove a student from Academic Probation
- Require more frequent meetings with faculty advisors for students on Academic Probation
- Specify a timeline or manner in which any remediation must occur
- Make a determination for dismissal, with or without the option to repeat the academic year
- Request further assessment prior to making sure the student has the ability to make satisfactory progress including but not limited to: psychological evaluations, drug or alcohol screening / testing, or other evaluations. Such testing will be at the student's expense.
- Recommend to the Dean removal of suspension
- Repeat of multiple courses in which the student initially earned a failing grade
- Assign a Modified Course of Study that may delay promotion and graduation until satisfactory progress through a directed remediation program has occurred

The APPS Committee may also recommend to the Dean suspension or dismissal of a student when the student demonstrates that he/she is unable to make academic progress due to:

- Multiple failures in a Semester
- An F grade on a Modified Course of Study
- A history of multiple conditional grades and an F
- Failure of any course while on Academic Probation
- Failure of any course and cumulative evidence that demonstrate the student is not gaining the appropriate knowledge and/or qualifications
- Any other issues deemed relevant.

The APPS Committee Chair will notify the student of the outcome of the APPS Committee meeting and any sanctions if applicable. Upon notification, the student may accept the decision by signing the notification letter, or may appeal the decision in writing to the Dean within seven (7) calendar days of notification. The appeal should be based upon new and relevant information not available to the APPS Committee. The Dean will normally reply within fourteen (14) working days of receiving the written appeal. If the student does not appeal within seven (7) calendar days of notification, the APPS Committee recommendation will be final.

The Dean will not meet with the student prior to receiving the written appeal material. The Dean's decision will be final.

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

For issues arising from Honor Code violations, the Director of Student Affairs will report on documentation that the Office of Student Affairs may have which may be relevant to the alleged violation of the Honor Code. This may include a verbal report from faculty involved with the incident(s). In the case where students are involved with reporting the breach, confidentiality of the reporting student will be maintained and the Director of Student Affairs will represent the student's testimony.

All instances of suspected misconduct of the Honor Code by a student must initially be reported through the Director of Postbaccalaureate Studies. The Director of Postbaccalaureate Studies will in turn notify the Dean and appropriate Associate Dean of the suspected misconduct. The Dean will appoint an *ad hoc* committee to investigate the charges, who report their findings to the Vice Dean for Academic Affairs.

Charges of misconduct may arise from a student, group of students, professor, adjunct professor or clinical preceptor. Within three (3) days of the alleged misconduct or discovery of alleged misconduct, the accuser(s) should discuss the situation with the Director of Postbaccalaureate Studies. Dated notes should be taken to describe the discussion. Every effort should be made to maintain confidentiality in these discussions.

The *ad hoc* committee investigates the charges and reports back to the Vice Dean for Academic Affairs in a timely manner. Whenever possible, the investigation should include a personal interview with the student(s), witnesses and others, as necessary. If the student(s) admits to the charges, the Vice Dean for Academic Affairs may either render adjudication directly or refer the case to the APPS Committee for resolution.

If the student(s) does not admit to the charges, the case is referred to the APPS Committee for review.

The Chairperson of the APPS committee will notify the accused student(s) and will schedule a hearing with the Committee. This hearing typically will be held within ten (10) days of the referral of the case to the Committee.

Findings of the investigation shall be presented by the *ad hoc* committee to the APPS Committee at the hearing. The accused student(s) shall meet with the APPS Committee and be informed of the allegations and afforded an opportunity to defend him/herself. Although the hearing's purpose is fact-finding, the accused student(s) shall have the right to solicit advice and to offer witnesses to support his/her position.

All sessions of the Committee will be closed to all individuals except those immediately concerned in the case. No attorney 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 shall be given while the other witnesses in the case are out of the room.

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

All meeting minutes and evidence shall be maintained in the Office of the Dean.

### **Rights of the Student**

With respect to violation of the student Honor Code, a student of CUSOM MSBS is guaranteed the following rights:

- The right to a prompt hearing
- The right to a reasonable amount of time to prepare for his/her hearing
- The right of being presumed innocent until proven guilty
- The right to solicit advice
- The right to appeal
- The right to expect that Student Affairs will deal with his/her case in a confidential manner

Deliberation of the Committee shall take place in private and remain confidential. Voting on decisions of whether misconduct has occurred shall be by secret ballot and determined by a simple majority. If the Committee determines that the student was in violation of the Honor Code, it will consider and render an appropriate sanction included but not limited to:

- Admonition: This consists of a verbal or written warning. Admonitions will not become a part of the student's longitudinal record and may not be reviewed or appealed by the student.
- Ineligibility for election and/or removal from student office or organizational office for specified period of time.
- Withholding of official transcript, barring re-admission to CUSOM, and/or blocking a student from enrolling for a specified period of time.
- Restitution, whether monetary or by specific duties, or reimbursement for damages to or misappropriation of CUSOM, student, staff, or faculty property.
- Academic sanctions: Writing a paper, reduction of grade on an examination, assignment, or course; repetition of a course(s); being assigned additional clinic or laboratory activities or coursework; repeating of an exam, coursework, or even an entire academic year or semester or other appropriate penalties.
- Conduct Probation: A penalty levied for a specific time, the duration of which will be determined by the seriousness of the circumstances. It carries with it a warning that any further violations of CUSOM regulations will result in more serious disciplinary action. If no further conduct or behavioral infractions occur, the conduct probation will not appear on the transcript.

The APPS Committee may also recommend to the Dean Disciplinary Probation or Suspension of a student.

- Disciplinary Probation: A penalty for a definite period determined by the circumstances of the case. This is the most severe penalty under which a student may remain at CUSOM MSBS. Disciplinary probation may result in a warning that further violations may be cause for disciplinary suspension or expulsion. A record of disciplinary probation remains part of the student's longitudinal record in the Office of Student Affairs.
- Suspension: This penalty may be imposed for continued and/or flagrant violation of the disciplinary probation terms, or it may be imposed directly in first offense cases that warrant such action. In the case of suspension, the student will be barred from all campus and non-campus activities.
- Any student may be placed on temporary suspension pending an investigation into conduct violations, including Title IX.

The APPS Committee Chair will notify the student of the outcome of the APPS Committee meeting and any sanctions if applicable. Upon notification, the student may accept the decision by signing the notification letter, or may appeal the decision in writing to the Dean within seven (7) calendar days of notification. The appeal should be based upon new and relevant information not available to the APPS Committee. The Dean will normally reply within 14 working days of receiving the written appeal. If the student does not appeal within seven (7) calendar days of notification, the APPS Committee recommendation will be final.

The Dean will not meet with the student prior to receiving the written appeal material. The Dean's decision will be final.

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 will be assigned in accordance with the CUSOM MSBS grading policy.

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

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

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

## **5.10 Withdrawal/Leave Procedures**

### **Withdrawal**

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

- A voluntary withdrawal is requested in writing through the Office of the Director of Postbaccalaureate Studies. The student must complete the Change of Status Form and return the form and any designated CUSOM issued items to the Office of the Registrar before the student will be considered "withdrawn in good standing"
- The date for a voluntary withdrawal will be the date of the student's written request.
- Upon receipt of the completed Change of Status Form and CUSOM MSBS issued items, the student will be voluntarily withdrawn (in good standing) from CUSOM MSBS and entitled to certain benefits, i.e., application for readmission or an official transcript if requested.
- Any pre-approved leave of absence not longer than six months will require 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 Dean makes the final decision regarding withdrawals. Students who discontinue their education at CUSOM MSBS, for any reason, will be required to complete a withdrawal or Change of Status Form.

### **Medical Leave of Absence (absence of less than 180 calendar days)**

A medical leave of absence may be granted to students who are in good academic standing, who provide documentation and are deemed to have a valid medical reason requiring the leave. The Associate Dean for Biomedical Affairs may make the initial determination. The medical leave is determined by the Dean. A medical leave of absence may last no longer than six (6) months.

A medical leave of more than 180 calendar days will require the student to withdraw.

For students who are in good academic standing and returning from a medical leave, the Dean, Vice Dean for Academic Affairs and Associate Dean for Biomedical Affairs, will determine the student's placement within the curriculum upon the student's return from the approved medical leave of absence with a physician release to return.

### **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 that exceeds 180 calendar days. Students may apply for re-admission through the CUSOM MSBS Admissions process if granted a medical withdrawal, but are not guaranteed a seat in a future class. The Admissions Committee will determine acceptance; the Vice Dean for Academic Affairs and Associate Dean for Biomedical Affairs will determine placement for all students who have withdrawn for medical purposes and are in good academic standing.

### **Military Withdrawal**

Military withdrawal is granted to students whose military orders may require a period of absence from the academic program when they are called to extended active duty. Readmission is guaranteed pending proof of compliance with the minimal technical standards and the Honor Code.

If the student returns within five years, they will be placed in the curriculum as close to their current position as possible in order to provide them the appropriate continuum in the curriculum and the training required to be successful, competent, and able to perform well on their board exams. In any case, the student will not be charged any additional tuition from their original obligation. The Dean, Vice Dean for Academic Affairs and Associate Deans will meet with the individual student to determine the appropriate curriculum to be completed in the remainder of the degree program that will bring the student to a competency level equal to his or her peers.

### **Personal Withdrawal**

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

## **Administrative Leave of Absence**

An administrative leave of absence is granted by the Dean. An administrative leave may last no longer than six months as deemed appropriate and necessary. An administrative leave of absence is rare and is present to address such situations as a death of a spouse, child, or such other severe circumstance that would interrupt a student's education.

## **Suspension**

Suspension is defined as a temporary separation from the institution. The duration of the suspension will be determined by the Dean and may include recommendations from the APPS Committee. Students may be assigned independent studies during suspension to remain current; however, these independent studies do not replace course attendance requirements. While on suspension, students are not eligible for financial aid and should not represent themselves as CUSOM MSBS students. If the terms set out under the suspension are not fulfilled and the period of suspension is six months or greater, the student may be dismissed from CUSOM MSBS.

## **Dismissal**

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

## **Unofficial Withdrawal**

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

## **General Withdrawal**

- Failure to complete a Change of Status Form and to obtain the proper signatures will result in a hold placed on all academic records.
  - Tuition refunds will be based upon the schedule shown under the section on Refund Policy.
  - For any withdrawal, voluntary or involuntary, CUSOM MSBS recognizes and follows the date of determination as defined by the U.S. Department of Education in its Code of Federal Regulations.
- For any withdrawal, voluntary or involuntary, the student must return the following items to Office of Postbaccalaureate Studies at the time of departure:
  - Identification card
  - Parking decal
  - All CUSOM-supplied computers and peripherals including, but not necessarily limited to, laptops, iPads, ARS/clickers, chargers
- Withdrawal must be completed no later than two (2) business days prior to the end of a Course. Failure to withdraw by this date will result in issuance of a grade of F for all Courses in that Block, or for that rotation, which will adversely affect the student's GPA.
- Withdrawal from a Course after an exam has been administered and/or a rotation

completed, will result in the final grade being the grade of record. As such, a Withdrawal cannot remove a grade of F.

- In instances when the Dean extends an offer of readmission, that offer may be rescinded if the student fails to provide requested documentation and written acceptance of terms in a timely manner as defined in the offer.

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

### **5.11 Graduation Requirements**

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

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

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

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

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

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

### **5.12 Delayed Graduation Policy**

If a student is suspended, takes a leave of absence, or is required to retake courses in the curriculum as a result of specific course failure or a deficiency in overall academic performance, then the student's graduation will be delayed. Voluntary course withdrawals, temporary leaves of absence or suspensions secondary to academic or administrative suspensions consistent with CUSOM MSBS policy will also cause a delay in graduation.

Any alteration in the normal curriculum progression may affect a student's financial aid status or qualification for education-based financial aid. In addition, the placement on an altered degree plan may impact the student's ability to participate in the match process. Specific counseling and advice should be sought from the School's Office of Academic Affairs and the University's Office of Financial Aid for a particular situation.



### **5.13 Academic Freedom Policy**

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

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

The university teacher is a citizen, a member of a learned profession, an officer of an educational institution. His/her primary loyalty is to his/her institution, his/her profession, and his/her growth and development as a scholar, a person, and a teacher. He/She possesses the right, as a citizen, to speak and write, subject to special obligations arising from his/her position as an employee of the University; to be accurate, to exercise proper restraint, to show respect for the opinions of others, and to make every effort to indicate that in his/her role as a citizen he/she is not an institutional spokesman. Moreover, he/she should allow for the fact that many members of the general public will find it difficult to disassociate his/her utterances as a citizen from his/her institutional identification. He/She should not use official university stationery or his/her institutional title in issuing public statements which he/she 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

### 6.1 Years 1 and 2

The CUSOM MSBS curriculum focuses on teaching the fundamental principles of biomedical science. The first year will be the core of biomedical sciences. The primary lecture-based curriculum will be complemented by courses related to biostatistics, biomedical research and MCAT preparation. The second year, students will take courses towards a Master of Science in Biomedical Science degree. This coursework is designed to prepare individuals for opportunities in a number of biomedical research settings.

#### *Year 1 in the MSBS Program*

**Fall Semester: August 2017**

Course Number	Course Name	Credit Hours	Contact Hours
<b>MSBS 501</b>	Biochemistry and Cell Biology	2.0	32
<b>MSBS 506</b>	Anatomy	3.0	45
<b>MSBS 568</b>	Microbiology and Immunology	2.0	32
<b>MSBS 597</b>	Biostatistics	2.5	38
<b>Non-credit</b>	MCAT Preparation	---	---
<b>Total</b>		9.5	147

Classes will be held Monday through Friday (6:00 p.m. to 9:00 p.m.) and include monthly Saturday MCAT practice test sessions. Semester schedule may vary according to student and faculty availability.

At the end of the semester, students may consider applying to health professions programs within (or outside) Campbell University; however, these courses are non-transferrable to the medical school.

**Spring Semester: January 2018**

Course Number	Course Name	Credit Hours	Contact Hours
<b>MSBS 509</b>	Pharmacology	1.0	15
<b>MSBS 544</b>	Research Topics I	1.0	15
<b>MSBS 552</b>	Anatomy	3.0	45
<b>MSBS 561</b>	Physiology	3.0	45
<b>MSBS 565</b>	Pathology	2.0	30
<b>Total</b>		10.0	150

Classes will be held Monday through Friday (6:00 p.m. to 9:00 p.m.). Semester schedule may vary according to student and faculty availability.

At the end of the semester, students may consider applying to health professions programs within (or outside) Campbell University; however, these courses are non-transferrable to the medical school.

*Year 2 in the MSBS Program*

**Fall Semester: August 2017**

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Course Number	Course Name	Credit Hours	Contact Hours
<b>MSBS 545</b>	Research Topics II	3.5	55
<b>MSBS 580</b>	Journal Club I	2.0	30
<b>MSBS 590</b>	Capstone Project I	1.0	15
<b>MSBS 597</b>	Biostatistics	2.5	38
<b>Non-credit</b>	MCAT Preparation	---	---
<b>Total</b>		9.0	138

---

Classes will be held Monday through Friday (6:00 p.m. to 9:00 p.m.) and include monthly Saturday MCAT practice test sessions. Semester schedule may vary according to student and faculty availability.

At the end of the semester, students may consider applying to health professions programs within (or outside) Campbell University; however, these courses are non-transferrable to the medical school.

**Spring Semester: January 2018**

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Course Number	Course Name	Credit Hours	Contact Hours
<b>MSBS 546</b>	Research Topics III	2.0	30
<b>MSBS 585</b>	Journal Club II	2.0	30
<b>MSBS 595</b>	Capstone Project II	6.0	90
<b>Total</b>		10.0	150

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Classes will be held Monday through Friday (6:00 p.m. to 9:00 p.m.) and include monthly Saturday MCAT practice test sessions. Semester schedule may vary according to student and faculty availability.

At the end of the semester, students may consider applying to health professions programs within (or outside) Campbell University; however, these courses are non-transferrable to the medical school.

## **MSBS Course Descriptions**

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

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

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

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

### **MSBS 509 Pharmacology – 1.0 Credits**

The purpose of this course is to provide the student with the fundamental information and general principles underlying the mechanisms and actions of pharmaceutical agents.

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

The purpose of this course is to provide a broad understanding of biomedical research principles. The course will explore the elements of research as they exist in biomedical science and health care professions.

The importance of human and animal subjects' protection is also emphasized in this course.

### **MSBS 545 Research Topics II – 3.5 Credits**

The purpose of this course is to allow the student sufficient time and resources necessary to start conducting a very thorough review of the scientific literature on a specific biomedical topic of their choice to include historical perspective, current knowledge and potential future trends. Students will initially identify a topic of interest – possible topics include a specific disease, medical treatment, or experimental protocol. Students will begin building their collection of scientific articles during an extensive review of the scientific literature of the topic during this course. In addition, a few lectures will focus on building upon the topics taught in MSBS 544 such as: effectively reading articles, a deeper understanding of ethical conduct in research and dissemination.

### **MSBS 546 Research Topics III – 2.0 Credits**

Students will continue with gathering relevant scientific articles started in Research Topics II (MSBS 545) and begin writing their paper on the topic of their choice. Students will work closely with a faculty mentor during this course to assure proper progress and appropriate depth and quality of the project.

### **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 and Immunology – 2.0 Credits**

The purpose of this course is to introduce students to the basics of virology, bacteriology, mycology, and parasitology as they relate to pathology and medicine. Students will also be introduced to the principles and concepts of immunology as they pertain to clinical medicine and provide a solid background in immunology which is the basis for the biological understanding of pathology and medicine.

### **MSBS 580 Journal Club I – 2.0 Credits**

The purpose of this course is to introduce students to critiquing and presenting a scientific article. The format of the course will consist of introductory lectures by faculty on the components of a scientific paper and how to critique each component. Students will choose a paper and give an oral presentation in the form of a journal club, receiving feedback from student peers and faculty.

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

The purpose of this course is to continue to develop skills in critiquing and presenting a scientific article. Students will choose a paper and give an oral presentation in the form of a journal club, receiving feedback from student peers and faculty. This course will provide experience and feedback leading to the student presentations as part of the Capstone Project II course (MSBS 574).

### **MSBS 590 Capstone Project I – 1.0 Credits**

The Capstone Project is the final project of the MSBS curriculum and will consist of three (3) components: final written paper on the topic researched in MSBS 545 and 546; poster presentation on the same topic and finally a 15-minute platform session on the topic. 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. During this course the student will work with a faculty mentor to refine the focus of the project and faculty-led sessions will cover topics including the elements of a scientific paper, poster and platform session.

**MSBS 595 Capstone Project II – 6.0 Credits**

The Capstone Project is the final project of the MSBS curriculum and will consist of three (3) components: final written paper on the topic researched in MSBS 545 and 546; a scientific poster presentation on the same topic and finally a 15-minute platform session on the topic. These are the three main ways scientists communicate their findings to colleagues and this course will provide practical experience in all three modes of scientific communication.

**MSBS 597 Biostatistics – 2.5 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.

**MCAT 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 (GRE preparation or other professional school standardized tests will be recommended).

Non-credit content includes the MCAT-Preparatory course (Kaplan) coupled with a unique seminar series that includes scheduled Critical Thinking lectures and “Question and Answer” sessions with students and faculty from CUSOM and CPHS, to allow students to interact with faculty and students from other health science programs.

The MCAT preparatory sessions will be held on Monday evenings and a Mock MCAT exam will be conducted monthly on-site (simulating the exam environment). Several points within this seminar series are: “Question and Answer”, “The application process”, and “Mock interviews”.

## **7. EDUCATIONAL RECORDS**

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

It is the policy of CUSOM to release certain directory information of their students. In compliance with the Family Educational Rights and Privacy Act (FERPA; 42 USCA 1232g, as amended), Under the provisions of this law, students in post-secondary education have the right to inspect and review their school records, as defined by law. Other than for "Directory Information," Campbell University will release information only with the student's written consent and/or in compliance with federal law and regulation, and will use "Directory Information" in the best interests of the student. "Directory Information" at Campbell University is defined as: name, academic majors and minors, academic classification (freshman, sophomore, etc.), and e-mail addresses.

CUSOM will continue this policy of releasing the directory information, such information being defined by the Act, in all of the following categories: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, yearbook pictures, dates of attendance, degrees, awards received, most recent or previous educational institution attended, electronic mail address, student's photograph, grade level, and enrollment status (undergraduate or graduate; full-time or part-time).

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

In addition, CUSOM has a secure, confidential, and onsite computerized record systems with offsite secure network backup. All items entered are kept as a part of the permanent student record. The student's record contains his/her transcript from CUSOM, transcripts and transcript evaluations from other educational agencies attended by the student, secondary school transcripts, Scholastic Aptitude and other 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, the student may examine the transcript and contents of the permanent record. University officials with access to the student's educational records are the President, Provost, Academic Deans, Registrar, Executive Director for Student Affairs, and designees of these University officials with a legitimate educational interest in the record.

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

- "Inspect and review their education records."
- "Challenge in a hearing the content of their education records, to ensure that they are not inaccurate, misleading, or in violation of their privacy rights."
- "Be granted an opportunity to correct or delete any inaccurate, misleading or inappropriate information contained in their education records."
- "Nondisclosure without prior consent of their educational records, or of any information in those records that could reasonably reveal the eligible student's identity." FERPA does allow nonconsensual disclosures of education records under specific limited circumstances.

- “Request nondisclosure of directory information without prior consent.” (Source: The FERPA Answer Book for Higher Education, 2009 Wiley Periodicals, Inc.) Campbell University will receive and consider any eligible student’s request to exercise these rights. Eligible students requesting hearings concerning amendments must make these requests in writing.

Exceptions to FERPA regulations include but are not limited to:

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

## 8. FACILITIES AND CAMPUS POLICIES

### 8.1 Campus Safety and Emergency Services

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

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

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

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

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

Main phone numbers (for non-emergencies):

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



Additional services phone numbers:

- Leon Levine Hall of Medical Sciences (Front Desk/Security) (910) 893-1804
- Smith Hall of Nursing and Health Sciences (Front Desk /Security) (910) 893-4026
- Campbell University Parking (910) 893-1550
- Campbell University Community Health Center (910) 893-1560
- Dr. Daniel Marlowe, Director of Behavioral Health (914) 814-4959  
<https://www.campbell.edu/cusom/current-students/cusom-behavioral-health/>
- Dr. Jeffrey Krepps, Assistant Director of Behavioral Health (910) 893-1741  
<https://www.campbell.edu/cusom/current-students/cusom-behavioral-health/>
- Samantha Norelli, Behavioral Health Clinician (910) 893-1780  
<https://www.campbell.edu/cusom/current-students/cusom-behavioral-health/>
- ProtoCall Counseling Helpline (866) 428-3591
- Carolinas Poison Control Center (800) 222-1222
- Harnett Health System (910) 892-1000
  - Betsy Johnson Regional Hospital, Dunn
  - Central Harnett Hospital, Lillington
- Harnett County Sheriff's Department (910) 893-9111
- Sexual Assault Family Emergency-SAFE of Harnett County (910) 893-7233

## 8.2 Health Services

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

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

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

## 8.3 Weapons

The use, possession, carrying, or discharging of any weapon as defined and prohibited by North Carolina Law (NCGS §14-269.2)

([https://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter\\_14/GS\\_14-269.2.html](https://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_14/GS_14-269.2.html)) 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.

## **8.4 Smoking Policy**

Smoking or use of all tobacco products is not permitted in all University-owned building. There is to be no smoking or use of any tobacco products within 50 feet of any building entrance, including doors, windows, and air-intake systems. There will be no smoking or use of any tobacco products in any University vehicle. Tobacco users will properly dispose of any waste products in the proper manner. The Health Sciences Campus is a tobacco free campus.

## **8.5 Alcohol and Drugs**

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

Consistent with its mission, CUSOM will utilize educational strategies as the primary approach to substance abuse. 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.

## **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 text books, 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. Wiggins also provides 24-hour access during semester exam periods. 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 students and faculty individualized research training and assistance, and is staffed by medical librarians who work directly with the main campus library. Its print collection consists of authoritative textbooks and journals in major biomedical and medical disciplines as well as a small collection of newspapers and general interest magazines. The medical library also provides copier/printers, quiet study space and desktop computers for use by students and faculty.

The medical library integrates library and student computer lab functions and maintains sufficient computer technology to support electronic resources available through the digital

library. The digital library includes access to licensed internet resources, including full-text e-journals, electronic textbooks, bibliographic databases, streaming videos, clinical simulations, diagnostic decision support programs and evidence-based clinical information systems, as well as access to selected Web resources by subject. The digital library is available to all students during all years of training to allow for consistency and availability of the teaching resources on clinical campuses.

## **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 e-mail to [cusomhelpdesk@campbell.edu](mailto:cusomhelpdesk@campbell.edu) or stopping by the IT workroom (number 171) in the South building of Levine Hall. The Helpdesk web page is available at <https://www.cuhealthdesk.com/>

## **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. Voice-mail received during normal business hours are generally responded to within 2 hours. At times, there are University-wide issues that may cause heavy call volumes and may prevent staff from getting back to someone within the standard timeframe.

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

## **E-mail 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.

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

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

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

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

## **CUSOM Intranet**

The CUSOM Intranet is a portal for information and engagement for the CUSOM community located at the following address: <http://cuhealth.campbell.edu/mycusom/>. When you log into MYCUSOM, you will have access to useful tools and information, including but (not limited to): calendars, policies, forms, links to resources, and many other tools to assist you in optimizing your daily activities.

## **Information Technology**

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

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

### **Students may not:**

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

### **In General:**

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

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

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

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

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

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

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

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

cusomhelpdesk@campbell.edu  
<https://www.cuhealthdesk.com>  
Extension 7911  
(910) 893-7911  
1-(800) 334-4111 x: 7911

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

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

Electronic mail 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 the federal or state law.

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

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

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

## **Technology Usage**

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

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

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

- Using computer or network services in a way that violates copyrights, patent protections or license agreements
- 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.

### **Eligible Users**

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

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

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

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



## **Pornographic or Obscene Material**

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

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

## **Electronic Communications**

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

## **Class Recordings**

Class recordings are distributed for the exclusive use of students in that CUSOM MSBS course. Student access to, and use of, class recordings 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 recordings.

Any student accessing class recordings, (1) acknowledges the faculty members' intellectual property rights in recorded lectures and class materials and understands that distribution of the recordings violates the CUSOM Copyright Policy; (2) recognizes the privacy rights of fellow students who speak in class; (3) accepts that distributing, posting, or uploading class recordings to students not authorized to receive them or to those outside CUSOM is an Honor Code violation; and (4) agrees that recordings are to be accessed and used only as directed by the faculty member(s) teaching the course.

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

### **9.1 Misconduct/Honor Code**

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

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

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

- 1) Cheating: Providing, acquiring or receiving any unauthorized assistance or unfair advantage on any form of academic work, or attempt thereof. Sharing information from testing/exams is also considered a form of cheating.
- 2) Plagiarism: Copying the language, structure, ideas, algorithms, or computer code of another and representing it as one's own work on any form of academic work or attempt thereof.
- 3) Falsification: Fabrication of information on any form of academic work or attempt thereof; including but not limited to the following:
  - a) Clinical requirements,
  - b) Internships, and
  - c) Assignments such as: histories, physicals, laboratory tests, rotation records, etc.
- 4) Disruptive Behavior: Any inappropriate etiquette or inappropriate disturbance repeated often enough to establish a disrespectful trend. Inappropriate disturbances include but are not limited to the following:
  - a) Arriving late for class, or leaving class while in progress.
  - b) Disrupting class with pagers or cellular phones.
  - c) Disrupting class with computers or computer games.
  - d) Disrupting class with loud talking or other activities that create a distraction.
  - e) Leaving trash in classrooms or academic areas.
  - f) Bringing food into unauthorized areas or hosting food functions without permission.
  - g) Posting unapproved materials or approved posting in inappropriate areas.
  - h) Parking in inappropriate or reserved spaces.

- 5) Unacceptable use of technology: Any violation of the acceptable use guidelines as published by the CUSOM IT department. In addition, unacceptable uses of technology include but are not limited to the following:
  - a) Using computers for purposes that are considered unprofessional or immoral.
  - b) Accessing pornographic material at any time while on any campus of the CUSOM community or using any equipment of the CUSOM community to access such material.
  - c) Sharing of videos and lecture outside of CUSOM. Lectures and videos contain confidential and proprietary information and material protected by intellectual property laws. You do not have permission to share them.
- 6) Unprofessional or unethical behavior: Behavior on or off the CUSOM campus that would or could cause a loss of respect or confidence in the offending student or in the CUSOM community by the public, faculty, staff, colleagues, or the-community-at-large. Suspected violations in this category are referred, at the Dean's discretion, to the APPS Committee. If agreeable to the Dean, a student may request to waive a hearing by the APPS Committee for suspected violations in this category and have their case heard by the Dean only. In such cases, the Dean must agree to hear the case, and must accept the student's waiving of a hearing; the Dean's decision is final and cannot be appealed. Unprofessional or unethical behavior may include but is not limited to the following:
  - a) Entering or using the facilities of the CUSOM community without appropriate authorization or during inappropriate times.
  - b) Knowingly and purposely disrupting teaching, research, administrative, or student functions of the CUSOM community.
  - c) Abusive or disrespectful conduct toward members of the faculty, administrative or professional staff, employees, students, patients, or visitors of the CUSOM community.
  - d) Disclosure of privileged information from campus activities or patient care.
  - e) Improper relationships or activities involving persons entrusted to a student as part of educational requirements, which extend beyond those educational requirements. Entrusted persons may include but are not limited to the following: patients or other students under supervision.
  - f) Breach of Integrity: Any behavior at any time that is considered a severe lapse in judgment and damages the professional, ethical or moral integrity of the CUSOM community. Suspected violations in this category are referred, at the Dean's discretion, to the APPS Committee. If agreeable to the Dean, a student may request to waive a hearing by the APPS Committee for suspected violations in this category and have their case heard by the Dean only. In such cases, the Dean must agree to hear the case, and must accept the student's waiving of a hearing; the Dean's decision is final and cannot be appealed.
  - g) A violation of any policy of the University or CUSOM, including but not limited to the American Osteopathic Association Code of Ethics.

Misconduct may include, but is not limited to:

- Harassment, harm, abuse, or damage to any person or property in the CUSOM community. This includes knowingly or purposely causing damage to or vandalizing CUSOM community property.
- Conviction of a criminal offense (other than a minor traffic offense).
- Participating in academic or clinical endeavors in the CUSOM community while under the influence of alcohol, or controlled substances.

- Use, possession, or distribution of illegal drugs on or off the CUSOM community campus at any time. This also includes the verbal or written discussion of the personal use of illegal drugs by a CUSOM student, the verbal or written promotion, or encouragement of illegal drug use by a CUSOM student, or similar types of activities.
- Communicating or posting of information or images in a public arena (including written or electronic/Internet communications) which would result in a loss of respect by patients or other members of the public toward the offending student or toward CUSOM.

### **Release of Information**

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

## **9.2 GRIEVANCE PROCESSES**

### **Resolution and Grievance Procedure**

CUSOM MSBS recognizes the need for students to voice grievances and to seek resolution to problems, disagreements with faculty/administrators, or interpretations of institutional policy. CUSOM MSBS 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. SACS) accreditation standards and procedures. This grievance process shall not be used to appeal or review violations of the Misconduct/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 will be securely maintained on file in the Dean's office and the specific student/employee/faculty file as appropriate to the grievance.

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

Decisions about granting or denying the request for extension shall be communicated to the student via letter within two (2) business days of receipt of the request for 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 administrative officer may refuse the meeting if the appeal has not been presented in writing, in advance of the meeting.

A concern over general course procedures or grading policies should be addressed through the appropriate Curriculum and/or APPS Committee. If through the normal processes for an acceptable and reasonable request, a 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 administrative officer may refuse the meeting 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 Studies. If through the normal processes for an acceptable and reasonable request, a resolution cannot be reached, the student may, within two (2) weeks of the failed resolution, appeal in writing to the Dean whose decision will constitute the final resolution. The administrative officer may refuse the meeting if the appeal has not been presented in writing, in advance of the meeting.

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 syllabi for each course.

## **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 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 and feel they are being discriminated against shall first meet with the Director of Student Affairs to explain their grievance.

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

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

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

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

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

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*\*Grievance procedures for sexual harassment are separate and can be found under the section: Sexual Harassment Complaints.*

*\*\*At the time of filing, the student should have followed all the procedures listed in this Academic Bulletin.*

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

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

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

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

This information must be sent by certified mail or delivered with signature of receipt to both offices. 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 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 two Associate Deans, two faculty members, one staff member, and one student. The Dean shall chair the Grievance Hearing Board and shall vote only in case of a tie.
- 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 the 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 legal counsel advice. 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 CUSOM's Dean. The student has thirty (30) days after receiving the Grievance Hearing Board decision letter to file for an appeal. All such requests must be in writing, signed by the student, and be sent via certified mail. The Dean shall have a period of not greater than two (2) weeks to respond to the appeal. The Dean shall have the final determination as to the outcome.

### **Improper Relationships**

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

Inquiries should be directed to the University's Title IX Coordinator is Mrs. Kellie Slappey Nothstine, P.O. Box 95 (Wallace Student Center, Room 237), Buies Creek, NC, 27506, (910) 893-2039 / Fax (910) 893-1534; nothstine@campbell.edu.

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 or students and staff members are not allowed. Sexual activity is not permitted in any CUSOM setting. See Code of Conduct in this Handbook for further information.

## **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.

## **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:

1. Mailing the grievance or complaint to U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue SW, Washington, DC 20202-1100; or
2. Faxing it to the Director at (202) 453-6012; or
3. Filing it electronically at <http://www.ed.gov/about/offices/list/ocr/complaintprocess.html>.

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

## **Notes and Definitions**

- The word “student” in this manual refers to any person who is enrolled in any course offered by CUSOM.
- The words “professor” or “instructor” in this manual refer to any person who is authorized by the University to hold and teach a class sponsored by the University or precept a student during an off- campus practice experience.
- The words “University” and “School” refer to Campbell University and the Campbell University School of Osteopathic Medicine, respectively.
- The phrase APPS Committee refers to that committee that is assigned by the CUSOM Dean to review situations in which CUSOM students are involved in academic or professional misconduct.
- The word “handbook” in this manual refers to the current edition of Campbell University Academic Bulletin.
- The word “day(s)” refers to official school days — not holidays, weekends or summer session.

CUSOM MSBS reserves the right to change, delete, or modify any item in this document at any time. Proper notification concerning changes, deletions or modifications of said document will be sent to all students within four (4) weeks.