



CAMPBELL
UNIVERSITY

Jerry M. Wallace
School of Osteopathic Medicine

Academic Bulletin

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

2025-2026

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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 their 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, which would have been the 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.

Policy on Student Response to CUSOM Request for Information

Whenever this Academic Bulletin requires the student to provide a written response to be received by CUSOM on or before a certain date, CUSOM will not grant exceptions to the stated deadline except in the case of a medical emergency, and in that case, the student must provide the response as soon as medically feasible.

Notes and Definitions

- The word “student” in this Bulletin refers to any person who is enrolled in any course offered by CUSOM.
- The words “professor”, “faculty”, or “instructor” in this Bulletin refer to any person who is authorized by the University to hold and teach a class sponsored by the University or precept a student during an on-campus or off-campus clinical practice experience.
- As used in this Bulletin, the term “University” shall mean “Campbell University”.
- The term “School” refers to the Campbell University School of Osteopathic Medicine (CUSOM).
- The word “day(s)” refers to official school/business days — not holidays or weekends. The exception to this is in regard to days identified in the policies regarding Leave of Absence, Withdrawal, Suspension, and Grievance in which case “days” refer to calendar days, not school/business days. This distinction is clarified in the corresponding sections by utilizing the term “calendar” days.
- Direct links to websites are denoted with underlined [blue text](#) - simply clicking on the text will open the related website in a new browser.

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 2025 are "stamped" with a 2025 starting term. The requirements for that starting term are reflected in the 2025-2026 MSBS Academic Bulletin. Students are responsible for the degree requirements 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 of CUSOM, 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 this primary function.

Effective Date:

August 8, 2025
Date

DISCLAIMER: This Bulletin is intended as a guideline for students and should not be construed as an offer or as a contract between Campbell University, and any student or a warranty of any entitlements, programs, regulations, or benefits set forth herein. Campbell University, its agents, officers, and employees may rescind or modify any policy, 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.

1. Statements of Compliance

Campbell University does not discriminate on the basis of race, color, sex, sexual orientation, gender, gender identity or expression, age, ethnicity or national origin, religion, disability, genetic information, protected veteran or military status and any other characteristic protected by law, except where exemption is appropriate and allowed by law in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs.

Inquiries regarding discrimination, harassment and the University's equal opportunity policies may be directed to the [Title IX Coordinator](#). Sexual harassment and sexual misconduct are forms of sex discrimination and prohibited by the University. Questions or comments about sex-based and sexual harassment and misconduct, domestic violence, dating violence, and stalking committed by a student may also be directed to the [Title IX Coordinator](#). Additional information, including the complete text of the policy and complaint procedure for such misconduct, may be found by clicking this link: [Title IX at Campbell University](#).

Faculty and staff inquiries also may be directed to the [Human Resources Department](#). Additional information, including the complete text of the discrimination and harassment policy and appropriate complaint procedures, may be found by contacting the [Human Resources Department](#).

Employees and applicants 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, Title IX of the Education Amendments Act of 1972, or any other federal or state nondiscrimination law, rule, or regulation. For further information go to: [Campbell University Employment Opportunities](#).

1.1 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 in compliance with federal law (20 USC 1232g) and regulation (39 CFR 99) and will use "Directory Information" in the best interests of the student. For more information please visit the [Campbell University Family Education Rights and Privacy Act \(FERPA\) website](#).

1.2 Rehabilitation Act of 1973

In accordance with Section 503 and 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. Faculty and staff inquiries may be directed to the [Human Resources Department](#); student inquiries may be directed to [Disability Services](#).

1.3 Americans with Disabilities Act of 1990 (ADA) as Amended (ADAAA)

Campbell University does not discriminate on the basis of disability and will provide reasonable accommodation to qualified individuals with disability, except as provided by law. Student inquiries may be directed to [Disability Services](#); faculty and staff inquiries may be directed to the [Human Resources Department](#).

Click the following link to file a Disabilities complaint: [Disability Complaint](#)

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

Campbell University is committed to a policy of equal opportunity for men and women, and as such, does not tolerate discrimination or harassment on the basis of sex, nor does it allow discrimination in the administration of educational programs, activities, and policies. Questions or comments about discrimination, harassment, domestic violence, dating violence, and stalking can be directed to the Campbell University [Title IX Coordinator](#).

Click the following link to file a Title IX complaint: [Title IX Complaint](#)

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

Campbell University's Title IX policy applies to students, faculty and staff, as well as third parties. If you believe you have been subjected to discrimination or harassment in violation of Title IX, or you have been the victim of sexual assault, domestic violence, or stalking, follow the procedure outlined in the [University's Title IX policy](#). You may also contact the Title IX Coordinator, Danielle Evans at 910-893-1217 or titleix@campbell.edu. Please refer to the Title IX policy and procedures for additional details.

2. General Information

2.1 History, Background, and Mission of Campbell University

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

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

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

In addition to its main campus in Buies Creek, Campbell University has off-campus instructional sites in Camp Lejeune (Jacksonville), Fort Liberty & Pope (Fayetteville), Raleigh (2009 relocation of the law school), Sampson Correctional Institution (Clinton), Anson Correctional Institution (Polkton), and a vibrant online presence through Campbell Online.

Today, Campbell University enrolls approximately 5,000 students per year, including over 3,700 undergraduate and graduate students on its main campus. The University employs over 800 full-time employees, which includes over 250 full-time faculty. Over 150 degree programs in the liberal arts, health sciences, fine arts, and professions are offered.

Campbell University is a private, not-for-profit, academic institution governed by an independent and self-perpetuating Board of Trustees. The University enjoys an autonomous and voluntary relationship with the Baptist State Convention of North Carolina. Campbell University is accredited by the Southern Association of Colleges and Schools Commission on Colleges as a Level VI institution to award Associate,

Baccalaureate, Masters and Doctorate degrees and is classified as a Doctoral/Professional University (D/PU) by the Carnegie Classification of Institutions of Higher Education.

2.2 Campbell University Mission Statement

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

To fulfill its Mission, the University:

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

2.3 CUSOM MSBS Mission Statement

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

CUSOM Master of Science in Biomedical Sciences Program goals:

1. To prepare students for successful careers in health professions.
2. To foster development of all aspects of an applicant's file for admission to health professions programs.
3. 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.

2.4 Accreditation

Campbell University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master, and doctorate degrees.

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.

Individuals may submit complaints to the Southern Association of Colleges and Schools Commission on Colleges, the University's regional accrediting body. In most cases, SACSCOC complaint procedures require that the complainant exhaust all other avenues to address the complaint. Prior to filing a complaint, please carefully review the SACSCOC Complaint Procedures Policy Statement.

Campbell University is one of five private universities in North Carolina to achieve Level VI accreditation.

For information regarding Campbell University accreditations, please visit:

<http://www.campbell.edu/accreditation>

Contact information for the SACSCOC is as follows:

Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097
Telephone: (404) 679-4500

The links below provide information on the SACSCOC complaint policy and process.

Website: <http://www.sacscoc.org>
[SACSCOC Complaint Procedures and Form](#)

The American Osteopathic Association's Commission on Osteopathic College Accreditation (COCA) accredits osteopathic medical education programs leading to the Doctor of Osteopathic Medicine (DO) degree in the United States (programmatic accreditation).

To achieve and maintain accreditation, an osteopathic medical education program leading to the DO degree must meet the standards delineated in the COCA COM Continuing Accreditation Standards provided on [the COCA Accreditation Standards webpage](#). COMs beginning the process towards accreditation must follow the guidelines detailed in the COCA COM *New and Developing Accreditation Standards* provided on the [COCA Accreditation Standards webpage](#).

At its April 11, 2024 meeting, the COCA granted the Campbell University Jerry M. Wallace School of Osteopathic Medicine (CUSOM) Accreditation with Exceptional Outcome status, with the next accreditation review scheduled for 2034. Accreditation with Exceptional Outcome status is the highest level of accreditation awarded by the COCA at this time.

Contact information for the COCA is as follows:

Commission on Osteopathic College Accreditation
142 East Ontario Street
Chicago, IL 60611-2864
Toll-free phone: (800) 621-1773
Department of Accreditation: (312) 202-8124
Department of Accreditation Fax: (312) 202-8424

3. Admission

3.1 Admissions Process

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

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

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

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

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

3.2 Requirements for Admission

CUSOM MSBS application requirements include:

1. Earned baccalaureate degree from a college or university accredited by an agency recognized by the United States Department of Education.
2. Required coursework must be completed prior to matriculation with a grade of "C" or higher from a college or university accredited by an agency recognized by the United States Department of Education:
 - Biological Sciences: One year with laboratory (8 credit hours/12 quarter hours)
 - Physics: One year (6-8 credit hours/9-12 quarter hours)
 - Inorganic/General Chemistry: One year with laboratory (8 credit hours/12 quarter hours)

- Organic Chemistry: One year with laboratory (8 credit hours/12 quarter hours)
 - Please note: One semester of Biochemistry with lab can replace one semester of Organic Chemistry with lab
- English: One year (6 credit hours/9 quarter hours)
 - Please note: Other reading or writing-intensive courses instead of English may be accepted

NOTE: Courses with equivalent content will be reviewed

3. Applicants should have achieved at least a 2.7 cumulative grade point average (GPA) on a 4.0 scale. 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. Submission of a GRE, MCAT, PCAT, OAT or DAT score taken within the past five years is encouraged; there is no minimum score for acceptance. If the applicant has not taken one of the above standardized tests, submission of ACT/SAT used for undergraduate acceptance is allowed.
5. Two Letters of Recommendation: One letter of recommendation must be submitted by a letter writer from Column A (Table below), and one letter of recommendation must be submitted by a letter writer from Column B (Table below). Letters must be on an official letterhead and signed by the letter writer.

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

6. Current résumé or curriculum vitae.
7. All students are required to meet the CUSOM MSBS Technical Standards for Admission. All students must affirm by signature that they have read and meet the standards. Any falsification or misinformation (*e.g.*, not disclosing prior to matriculation a known, pre-existing, issue which would lead to not meeting the

Technical Standards) regarding the ability to meet the Technical Standards may result in Dismissal from the program.

8. Candidates are considered according to the above criteria. Once MSBS Admission personnel screen the application, the most competitive candidates are offered an opportunity to interview with the MSBS Admissions Committee.
9. Due to the unique nature of the curriculum and purpose of the program, transfer credits are currently not accepted for the MSBS Program.

3.3 Technical Standards and Vaccination Requirements for Admission to CUSOM MSBS

The requirements to succeed at CUSOM are those necessary to successfully complete the curriculum and MSBS Program requirements. Students must be able to function in a variety of learning and clinical settings, and to quickly, accurately, and consistently learn and process data.

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

These are requirements for all students, regardless of cultural or religious beliefs, except where required by law. Students who have any concern regarding these requirements should discuss them with the Assistant Dean for Biomedical Affairs prior to applying.

CUSOM will make reasonable accommodations as required by law for students whose disabilities will not prevent them from successfully completing the entire CUSOM MSBS curriculum (See Section 3.5 of this Bulletin). Students, however, are required to function with independence and perform at all skill levels described below which CUSOM holds as mandatory for successful completion of the MSBS curriculum.

CUSOM is committed to assuring a safe and effective environment that does not place students or others at unnecessary risk.

Applicants who do not meet the Technical Standards and Vaccination Requirements should not apply to CUSOM MSBS.

Students/Applicants must possess the requisite abilities and skills in the following six (6) areas:

1. Observation

The student must be able to visually observe laboratory demonstrations, microscopic tissue with the aid of the microscope, and electronic images used in classroom presentations and laboratory demonstrations. The student must be able to visually and accurately observe physical signs and symptoms of a patient used in diagnosis and clinical management.

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

2. Communication

The student must be able to communicate effectively in English, as the curriculum and clinical experiences are offered exclusively in English. Students are encouraged to learn other languages for medical communication; however, the entire curriculum and all assessment exercises are provided in English. CUSOM requires the functional ability to speak, hear, and observe others to complete required curricular activities.

The student must be able to communicate effectively and efficiently in verbal and written form. The student must be able to communicate effectively and efficiently with faculty, staff, and other students in order to successfully complete the curriculum.

3. Motor and Sensory

The student must have sufficient motor and sensory function to complete the MSBS curriculum and program requirements. The student must have sufficient motor function to carry out required activities in the anatomy laboratory and for other degree and program requirements which may involve maneuvers of general and emergent medical care. These actions require fine and gross motor control, as well as the sense of touch and adequate vision for inspection.

4. Intellectual

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

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

The above intellectual abilities are essential, as students and graduates are expected and required to perform pattern recognition, immediate recall of learned material, discrimination to elicit important information, problem-solving, and decision-making in the emergent diagnosis and treatment of patients. This type of demonstrated intellectual ability must be performed in a rapid and time-efficient manner in order to provide appropriate care to patients with emergent conditions.

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

5. Behavioral and Social Attributes

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

Students must be able to function effectively under stress and with physically taxing workloads, such as during lectures, labs, presentations, and written examinations.

The ability to adapt to changing environments and stressful situations and to display compassion and integrity, while maintaining the necessary intellectual capacity to be successful in the curriculum, is evaluated throughout the student's progress in the MSBS curriculum.

An ability to demonstrate the emotional health necessary to successfully complete the MSBS curriculum is mandatory. CUSOM considers drug and alcohol addiction or abuse a significant risk factor for providing unsafe patient care and poor patient outcomes. As such, CUSOM has developed policies regarding alcohol and substance abuse (See Section 3.10.3 of this Bulletin).

6. Vaccination Requirements

Verification that all vaccination requirements are fully met or in progress is required by September 1. Accepted students who have not verified vaccination requirements are fully met or in progress by September 1 prior to matriculation will have their offer of admission rescinded, will forfeit their seat in the class, and any deposit will not be refunded. See Section 3.10 of this Bulletin for additional information.

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

An offer of acceptance may be rescinded should an accepted applicant NOT meet the Technical Standards and Vaccination Requirements for Admission to CUSOM MSBS or be found to not be able to meet these Technical Standards and Vaccination Requirements (See Section 3.10 of this Bulletin).

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

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

3.4 Non-Discrimination Admission Policy

The MSBS Program makes every effort to recruit students with diverse backgrounds to foster the cultural richness to meet its Mission and Goals. CUSOM applicants will not be discriminated against on the basis of:

- race;
- color;
- sex;
- sexual orientation;
- gender;
- gender identity or expression;
- age;
- ethnicity or national origin;
- religion;
- disability;
- genetic information;
- protected veteran or military status; and
- any other characteristic protected by law, except where exemption is appropriate and allowed by law.

3.5 Americans with Disabilities Act and Section 504 of the Rehabilitation Act

CUSOM operates in compliance with the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008 (ADAAA), both as amended, and Section 504 of the Rehabilitation Act of 1973 to assure its facilities, programs and student policies are accessible to individuals with disabilities. Applicants and students with specific needs who request or are planning to request accommodation under the ADA should contact the Office of Student Affairs following the process described in Section 7.2.3 of this Bulletin.

3.6 Applications Deadline

The official PostBacCAS application is available online at:

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

The deadline for CUSOM MSBS applicants is July 1. Exceptions to this timeline can only be approved by the Assistant Dean for Biomedical Affairs.

3.7 Application Process

PostBacCAS Application

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

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

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

PostBacCAS is available to applicants from September to July of the year applying. Detailed instructions can be accessed through <https://postbaccas.liaisoncas.com/>. Applicants must request official transcripts from all colleges and universities attended to be mailed directly from the institution(s) to the PostBacCAS office. For more information regarding transcripts, please see Section 3.10.4 of this Bulletin. Applicants should also ensure all standardized test scores from the proper testing service are provided/uploaded as part of their PostBacCAS application.

3.8 CUSOM MSBS Selection Process

Once the applicant file is complete, received, and verified by PostBacCAS, the Assistant Dean for Biomedical Affairs will review the file to determine the most qualified applicants for interview.

Qualified candidates will be invited to interview through a virtual meeting platform with members of the MSBS Admissions Committee. Detailed instructions regarding the interview process and procedure will be provided to qualified candidates.

The MSBS Admissions Committee is appointed by the Dean. The committee will be notified of candidates selected for interview and will be given the application files for review at least three (3) days prior to the scheduled interview dates.

The MSBS Admissions Committee members will evaluate each candidate who interviews with CUSOM MSBS and make a recommendation of either “accept” or “deny” admission to the Dean.

The Dean, as the Chief Academic Officer, or the Dean's designee, makes all final decisions on candidate status. The Dean decides to grant or deny acceptance of each candidate. The candidate will be notified of the decision by email coordinated by the Assistant Dean for Biomedical Affairs.

The University reserves the right to rescind the admission of anyone if between the times of their 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, which would have been the 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.

While the Master of Science in Biomedical Sciences Program provides an opportunity for students to demonstrate academic capability, it does not assure admission to a professional school.

3.9 International Student Applicants

CUSOM MSBS may accept students who are US-born citizens, naturalized citizens, and green card holders.

CUSOM MSBS policy requires applicants who have completed coursework at foreign institutions be evaluated for U.S. equivalence by one of the evaluation services listed on the [PostBacCAS website](#). The evaluation service must verify coursework completed at an institution outside of the U.S. is comparable to a regionally accredited U.S. college or university in a course-by-course fashion. All pre-requisite coursework for admission must be completed at an accredited U.S. college or university to be considered.

3.10 CUSOM MSBS Matriculation and Enrollment Policies

All accepted students must meet the following requirements prior to matriculation:

3.10.1 Health and Vaccination Requirements

Accepting an offer of admission to CUSOM MSBS will require the incoming student to adhere to any mandates imposed by the University at a later date; acceptance of the offer of admission is an indirect affirmation the incoming student both understands this point and accepts this as a condition of acceptance.

Verification that all vaccination requirements are fully met or in progress is required by September 1. Accepted students who have not verified vaccination requirements are fully met or in progress by September 1 prior to matriculation may have their offer of admission rescinded. Students who have their offer of admission rescinded will forfeit their seat in the class and their deposit will not be refunded.

All deposited CUSOM MSBS students are required to submit the following to the Office of the MSBS Program by way of the [CastleBranch website](#).

1. Completed medical history form
2. Proof of all CUSOM vaccination requirements either met or in progress by September 1
3. Completed controlled substance screen (described below)
4. Completed criminal background check (described below)
5. Completed physical examination conducted by a licensed physician
6. Proof of health insurance

Students must obtain all CUSOM-required vaccinations and corresponding titers, prior to matriculation and remain compliant with all vaccination requirements through graduation in order to complete all required experiences in the CUSOM MSBS curriculum and program requirements.

All incoming and current students must log all vaccination requirements on the standard [AAMC Standard Immunization Form](#).

This form must be completed in its entirety and signed by a physician or qualified healthcare provider verifying the required information. In addition, students are required to submit supporting documentation such as vaccination records and titers.

Important Notes Regarding Vaccination Requirements

Accepting an offer of admission to CUSOM MSBS will require the incoming student to adhere to any mandates imposed by the University at a later date; acceptance of the offer of admission is indirect affirmation the incoming student both understands this point and accepts this as a condition of acceptance.

All students wishing to participate in patient care activities sponsored or affiliated with CUSOM must maintain full vaccination per this policy. Incoming students must weigh these facts in considering acceptance of an offer of admission to CUSOM MSBS.

- In addition, the influenza vaccine is required annually and before placement in a clinical rotation. COVID-19 vaccination requirements will follow the Center for Disease Control and Prevention (CDC) guidelines or as specified by clinical education partners and may require boosters annually or at other designated intervals.
- Clinical experiences are part of the basic curriculum to obtain the Master of Science in Biomedical Sciences degree, and therefore, CUSOM does not waive vaccination or student health requirements for religious or personal preferences except as set forth herein.

- North Carolina state law requires individuals attending a college/university to have received certain immunizations. In addition, immunizations beyond those required by the state are often required by clinical training affiliates that provide sites for experiential education. Per the [Campbell University Academic Vaccination Policy](#), students currently enrolled, or seeking to enroll in degree programs in the university requiring clinical or other experiential education components provided by external (non-university) partners must provide proof of being fully vaccinated in accordance with the requirements generally outlined by the specific program or have an approved exemption on file within the timeframe set by the university. While an exemption will be accepted by the university, it does not guarantee that the exemption will be accepted the clinical or other educational site. To file an exemption request, email vaxexemption@campbell.edu.
- The granting of an exemption to the COVID-19 requirement does not guarantee that clinical experiences offered through other institutions or third parties will honor the exemption.
- Campbell University does not have authority or control over a clinical site's decisions. Therefore, an exemption granted under Campbell University's policies may not be applicable and accepted by a third-party clinical site. Even if a student is granted an exemption from vaccination requirements by the University, failure to provide proof of vaccinations for clinical experiences as required by external agencies may limit their clinical training opportunities and prevent or delay completion of academic requirements and graduation. Any expenses required by a clinical site for testing are the sole responsibility of the student.
- Unless granted an exception, students will not be allowed to participate in any patient care activities, including but not limited to physician shadowing, health outreach events, or local, regional, national, or international mission trips, until all vaccination requirements have been met.
- Inability to participate in required clinical experiences due to noncompliance with CUSOM vaccination policies may result in unexcused absences leading to failure of a course, referral to the Academic Performance, Promotion and Standards (APPS) Committee, Academic Probation, Suspension, delay in graduation, or even Dismissal from the program.

Students must obtain all CUSOM-required vaccinations and corresponding titers, prior to matriculation and remain compliant with all vaccination requirements through graduation in order to complete all required experiences in the CUSOM MSBS curriculum.

Non-compliance with CUSOM Vaccination Requirements will result in referral to the Academic Performance, Promotion and Standards (APPS) Committee.

In addition, non-compliance with CUSOM Vaccination Requirements may result in the inability to participate in any clinical experiences, including, but not limited to physician shadowing, health outreach events, or local, regional, national, or international mission trips. This may result in unexcused absences leading to failure of a course, referral to the Academic Performance, Promotion and Standards (APPS) Committee, Academic Probation, Suspension, delay in graduation, or even Dismissal from the program.

All students must provide written documentation utilizing the [AAMC Standardized Immunization Form](#), completed and signed by their healthcare provider or institutional representative verifying all CUSOM-required vaccination and titer requirements (completed or in progress), as listed below, and in accordance with the [CDC Guidelines](#) have been met for the following:

Diphtheria, Pertussis and Tetanus

- a. All students must submit documentation (physician signature or vaccination record) of vaccination with a *Tdap booster (Boostrix® or Adacel®) since the year 2005.
 - i. *Tdap is the one-time booster containing the acellular pertussis vaccine and is available only in the Boostrix® or Adacel® vaccines.
 - ii. Following the Tdap booster, a Td routine booster is required every ten (10) years.
- b. This information should be entered into the “Tetanus-diphtheria-pertussis” section of the AAMC Standard Immunization Form.

MMR: Measles (Rubeola), Mumps, and Rubella

- a. Students must provide dates and verification (physician signature or vaccination record) of two (2) MMR vaccinations, occurring at least 28 days apart.
 - i. If the student is able to provide a vaccination record or physician signature verifying the dates of these two (2) vaccinations, no titer will be required.
- b. Students unable to provide vaccination records or physician signature verifying completion of the MMR series have two (2) options:
 - i. Repeat the MMR series of two (2) vaccinations at least 28 days apart and provide documentation verifying completion of the series.

- ii. Obtain titers for measles, mumps, and rubella.
 - 1. If a student elects to obtain titers and they show evidence of non-immunity to any of the three (3) components of the vaccine (measles, mumps, or rubella), they will be required to repeat the MMR series of two (2) vaccinations at least 28 days apart. The exception is if there is only non-immunity to Rubella, only one additional MMR vaccination will be required.
- c. This information should be entered into the “MMR (Measles, Mumps, Rubella)” section of the AAMC Standard Immunization Form.

Varicella

- a. Students must provide antibody titers as evidence of immunity to Varicella.
- b. If antibody titers demonstrate a student is not immune to Varicella, they must receive two (2) doses of the varicella vaccine administered four (4) weeks apart.
- c. This information should be entered into the “Varicella” section of the AAMC Standard Immunization Form.

Hepatitis B Vaccination

- a. Students must provide dates and verification (physician signature or vaccination record) of completing a Hepatitis B vaccination series consisting of either:
 - i. A three (3) dose series of either the Engerix-B or Recombivax HB. Injections of these vaccines are generally given at 0, 1, and 6 months which means injection two would be given 1 month following injection one, and injection three would be given 6 months following injection one.
 - ii. Two-dose series of Heplisav-B® with the doses separated by at least four (4) weeks.
- b. A quantitative antibody titer is then performed 4-8 weeks following the final dose in the series. Qualitative results cannot be accepted.
- c. While students may not have completed the entire series at the time of matriculation, all students must have at least received their first injection and be in the process of completing the subsequent injection(s) and titer following the above schedule.
- d. In addition, all students must provide verification of quantitative antibody titers demonstrating immunity to Hepatitis B. To ensure accuracy, it is recommended antibody titer testing be performed 4-8 weeks following the final dose in the series.
- e. Students who do not demonstrate immunity through adequate titer levels

- i. Students who have received the initial series of Hepatitis B vaccine (3-doses if Engerix-B or Recombivax HB or 2-doses if Heplisav-B®) and do not seroconvert to demonstrate immunity will be required to repeat the complete series of vaccinations.
- ii. Following completion of the repeat series of Hepatitis B vaccinations, students must obtain another quantitative titer to confirm immunity. To ensure accuracy, it is recommended that antibody titer testing be performed 4-8 weeks following the final dose in the series.
- iii. Students who still do not demonstrate immunity following the second Hepatitis B vaccination series will be considered a vaccine non-responder and at risk for acquiring Hepatitis B Virus (HBV).
- iv. Students who do not attain immunity following completion of a second Hepatitis B vaccination series will also be required to obtain testing for active Hepatitis B infection. Please see the information below under Hepatitis B testing for further details.
- f. If testing for Hepatitis B infection is negative, the student will be considered non-immune to Hepatitis B and will meet with the Associate Dean for Clinical Affairs. Current recommendations and additional education on universal precautions, risk avoidance, and treatment options if exposed to HBV will be provided to the student. The student will sign documentation of informed consent to continue their education, acknowledging the medical risk and receipt of this information, but they will not be required to continue additional HBV vaccinations.

Hepatitis B Testing

- a. Per CDC guidelines, any student who does not obtain protective immunity as demonstrated by quantitative titers to Hepatitis B after a completion of two (2) vaccination series (for a total of six (6) vaccinations with either Engerix-B or Recombivax HB or a total of four (4) vaccinations with Heplisav-B®) will be required to obtain serologic testing for Hepatitis B infection as described below. Qualitative results cannot be accepted.
- b. Students who attain protective immunity to Hepatitis B after either the first or second vaccination series are considered immune, protected, and free of Hepatitis B and, therefore, do not require testing for the disease.
- c. Testing for Hepatitis B is accomplished through evaluation of **serum HBsAg** (Hepatitis B Surface Antigen) and **anti-HBc** (Total Hepatitis B core antibody).

- i. Hepatitis B surface antigen (HBsAg) is a protein on the surface of HBV; it can be detected in high levels in serum during acute or chronic HBV infection. The presence of HBsAg indicates the person is infectious. The body normally produces antibodies to HBsAg as part of the normal immune response to infection. HBsAg is the antigen used to make Hepatitis B vaccine.
- ii. Total Hepatitis B core antibody (anti-HBc) appears at the onset of symptoms in acute Hepatitis B and persists for life. The presence of anti-HBc indicates previous or ongoing infection with HBV of an undefined time frame.
- iii. Students who are required to obtain Hepatitis B testing must provide results of both HBsAg and anti-HBc to CUSOM along with the confirmatory lab reports.

Students Testing Positive for Hepatitis B

- a. Results of Hepatitis B testing will not affect a student's matriculation status or offer of acceptance but provide valuable information to ensure proper student and patient care safeguards and adherence to CDC recommendations for the management of Hepatitis B virus-infected healthcare providers and students are followed. In addition, testing prior to matriculation provides documentation of baseline infection status in the event a student has an exposure incident during subsequent clinical activities.
 - i. While the presence of a chronic disease does not affect admission to CUSOM MSBS, student participation in clinical training is subject to the policies of the affiliated private hospitals and other healthcare facilities where students train.
- b. As noted by the CDC guidelines, HBV infection alone does not disqualify infected persons from the practice or study of medicine. However, in order to promote and optimize both infected student and patient safety, CUSOM has adopted the following set of guidelines for students found to be infected with HBV.
- c. Students who test positive for Hepatitis B/show evidence of Chronic Active Hepatitis B will be required to have a complete evaluation by an Infectious Disease physician or Gastroenterologist to evaluate the student's clinical and viral burden status and make recommendations regarding treatment and any appropriate limitation to participation in specific procedures or patient care activities. The consulting physician should provide the following information to the Associate Dean for Clinical Affairs:
 - i. A summary of the complete evaluation including any additional testing deemed appropriate to define and further evaluate the student's Hepatitis B infection and impact on their health. This should include, but is not limited to, HBV DNA levels (serve as a predictive indicator of infectivity).

1. The CDC recommends that an HBV level 1,000 IU/ml (5,000 GE/ml) or its equivalent is an appropriate threshold for a reviewing physician or panel to adopt.
- ii. Details of any treatment are recommended.
- iii. Coordination with the student's primary care physician (PCP) for ongoing care and establishment of appropriate follow up which must include at least an annual exam.
- iv. Complete the **CUSOM Hepatitis B Information Form** (Appendix 1) documenting the above information and submit it to the Associate Dean for Clinical Affairs.
 1. The consultation must be completed and the CUSOM Hepatitis B Information Form received by the Associate Dean for Clinical Affairs before the student is permitted to participate in any patient care activities, including but not limited to the CUCCC, community medicine outreach activities, or medical mission trips. Students will not be able to participate in these activities until this is completed.
 2. A student testing positive for Hepatitis B is required to complete a follow up visit with the consulting specialist (or primary care physician upon recommendation of the consulting specialist) once every 12 months or sooner based on the specialist's recommendation. Additionally, another Hepatitis B Information Form must be completed and submitted to the Office of the MSBS Program and reviewed by the Associate Dean for Clinical Affairs.
 3. Notification of Student Hepatitis B Status
 - Per CDC guidelines, routine notification of patients regarding student HBV status is not indicated unless the provider exposes the patient to a bloodborne infection.
 - Students involved in direct patient care activities outside of CUSOM should follow all institutional policies and procedures set forth by the healthcare institution facilitating that patient care activity.
 4. Additional guidelines and information regarding students with Chronic Hepatitis B Infection
 - Standard Precautions
 - ❖ All students, including those with HBV infection, must maintain strict adherence to the tenants to standard (universal) infection control precautions.
 - ❖ Students with HBV infection are encouraged to practice double-gloving, especially when participating in highly exposure-prone procedures, as this intervention has been shown to be efficacious in preventing the spread of HBV infections.

Tuberculosis (TB) Testing

- a. Baseline TB screening/testing is required for all MSBS students prior to matriculation.
- b. There are two (2) acceptable methods for TB screening, and all students must provide documentation of the results from ONE of the two methods:
 - i. Two-step tuberculin skin test (TST); or
 - ii. Interferon-Gamma Release Assay (IGRA) blood test (QuantiFERON TB Gold In-Tube Test or T-spot TB Test).
 - **If the initial TB screening is done with the Tuberculin Skin Test (TST), the student must have the Two-Step Method at baseline** (described below) followed by a single-step annually. If the blood test (Interferon-Gamma Release Assay or IGRA) is used at initial screening for baseline measures, a two-step process is not required. Students should speak with their physician to determine which test is most appropriate for them.
- c. Option 1: The Mantoux Tuberculin Skin Test (TST)
 - i. The Mantoux TST is the standard method of determining whether a person has been exposed to *Mycobacterium tuberculosis*. The TST is performed by injecting 0.1 ml of tuberculin purified protein derivative (PPD) into the anterior surface of the forearm. The skin test reaction should be read between 48 and 72 hours after administration. If the test is not read between 48 and 72 hours after being placed, the student will need to be rescheduled for another skin test.
 - ii. **Two-Step Method:** If TST is utilized as the TB screening test, the **“two-step method” is required**.
 - iii. Test interpretation
 1. If the first TST result in the two-step baseline testing is positive, the person is considered infected and should be evaluated and treated accordingly.
 2. If the first test result is negative, the TST should be repeated in 1–3 weeks.
 3. If the second test result is positive, the person is considered infected and should be evaluated and treated accordingly.
 4. If both steps are negative, the person is considered uninfected, and classifies the TST as negative at baseline testing.
 - iv. Note: Two-step Method is only used at the initial screening for a baseline measure – annual testing thereafter only requires a single PPD.
 - v. When IGRAs are used for testing, there is no need for a second test.

vi. Summary of 2-step TST testing is provided in the following table:

1st TST Test	Negative	Repeat TST in 1-3 weeks
	Positive	Considered positive for infection*
2nd TST Test	Negative	Person probably does not have an infection Single PPD required annually moving forward
	Positive	Considered positive for infection*

* It is recommended that any student who has received bacille Calmette–Guérin (BCG), a vaccine for TB disease, undergo IGRA, rather than TST testing. If a student who has previously received BCG undergoes TST testing and obtains a positive result, they should be tested using an IGRA.

d. **Option 2: Interferon-Gamma Release Assays (IGRAs) Blood Test**

i. TB blood tests (interferon-gamma release assays or IGRAs) measure how the immune system reacts to the bacteria that cause TB. Two IGRAs are approved by the U.S. Food and Drug Administration (FDA) and are available in the United States:

1. QuantiFERON®–TB Gold In-Tube test (QFT-GIT)
2. T-SPOT®.TB test (T-Spot)

ii. IGRAs are the **preferred method** of TB infection testing for **anyone who has received bacille Calmette–Guérin (BCG)**. BCG is a vaccine for TB disease.

iii. Results of IGRAs

1. Positive IGRA: This means that the person has been infected with TB bacteria. Additional tests, including a chest X-ray, are needed to determine if the person has latent TB infection or active TB disease.
2. Negative IGRA: This means that the person’s blood did not react to the test, and that latent TB infection or TB disease is not likely.

e. **Special Situations – Prior BCG Vaccination and Pregnancy**

i. **Testing for TB in BCG-Vaccinated Persons:**

1. Many people born outside of the United States have been BCG-vaccinated. People who have had a previous BCG vaccine may receive a TB skin test. In some people, BCG may cause a positive skin test when they are not infected with TB bacteria. If a TB skin test is positive, additional tests are needed. IGRAs, unlike the TB skin tests, are not affected by prior BCG vaccination and are not expected to give a false-positive result in people who have received BCG.
2. **Students who have had a previous BCG vaccine must still be tested for TB with the TST or IGRAs.**
3. Most people with **previous BCG vaccine should consider an IGRA** rather than a TST test; however, that decision should be made in consultation with their healthcare provider.

ii. Pregnancy

1. Pregnancy is not a contraindication for TB skin testing. **Pregnant students and students who are nursing should be included in the same baseline and serial TB screening as all other healthcare workers.** IGRA blood tests are not currently used in pregnant women.

iii. MSBS Students with Positive TST or IGRA Testing

1. Students with WRITTEN documentation of a **previous** positive TST or TB Blood Test
2. If the date and result of the previous test are documented, these students do **not** need a repeat TST or TB blood test.
3. If they have written documentation of the results of a chest X-ray indicating no active TB disease that is dated after the date of the positive TST or TB blood result, they do not need another chest X-ray unless symptoms or signs of TB disease develop, or a clinician recommends a repeat chest X-ray.
4. These students do not require annual TST or IGRA testing but, must complete the **TB Risk Assessment Form** (Appendix 2) annually, have it signed by a physician, and submit it to the Office of the MSBS Program to be reviewed by the Associate Dean for Clinical Affairs.
5. If the student does not have written documentation of a chest radiograph, they must obtain a chest X-ray prior to matriculation to exclude a diagnosis of infectious TB. The results/interpretation of this chest X-ray must be submitted to the Office of the MSBS Program and reviewed by the Associate Dean for Clinical Affairs.

iv. MSBS Students with a Newly Identified Positive TST or IGRA blood test

1. If a student tests positive with either screening test (TST or IGRA) any time following matriculation, they must immediately notify the Office of Clinical Affairs.
2. These individuals must be assessed by their physician for current TB symptoms and risk factors for progression to active TB disease. The physician must complete the “Record of Tuberculosis Screening” form and provide documentation indicating that the student is permitted to continue in the curriculum as a student including participation in lectures, labs, and clinical experiences. This documentation, along with documentation of the student’s chest x-ray result as noted below, must be submitted to the Office of Clinical Affairs prior to the student returning to campus or participating in any clinical experiences.
3. In addition, they **must obtain a chest X-ray to exclude a diagnosis of active infectious TB disease** and submit this documentation to the Office of Clinical Affairs.

v. MSBS Students with Suspected or Confirmed Infectious TB:

1. If infectious TB is confirmed, the student must not return to campus or participate in any clinical activities, including but not limited to the CUCCC, community outreach, or medical mission trips. A student confirmed to have infectious TB will only be able to return when all the following criteria have been met:
 - Three consecutive sputum samples collected in 8-24 hour intervals are negative, with at least one sample from an early morning specimen;
 - The person has responded to anti-TB treatment that will likely be effective (based on susceptibility results);
 - The person is determined to be noninfectious by a physician knowledgeable and experienced in managing active TB disease; and
 2. The student's treating physician must provide documentation to the Office of the MSBS Program to be reviewed by the Associate Dean for Clinical Affairs verifying each of these criteria have been met and that the student can safely participate in clinical activities.
- d. **All required information regarding TB testing and treatment must be entered in the "Tuberculin Screening History" section of the AAMC Standard Immunization form.**

Influenza

- a. All students are required to provide the dates and verification (physician signature or vaccination record) of an annual influenza vaccination.
- b. Students will be required to resubmit verification annually and will not be allowed to participate in patient care activities without proof of vaccination.

COVID-19

Due to the evolving nature of this disease, **the requirements listed below are subject to change at any time to be consistent with recognized safe practices.**

- a. COVID-19 vaccination requirements will follow CDC guidelines or as specified by clinical education partners and may require boosters annually or at other designated intervals.
- b. If additional COVID-19 vaccination requirements are implemented, they must be completed by the specified deadlines.
- c. Clinical experiences are a required component of the curriculum to obtain the Doctor of Osteopathic Medicine degree, and, therefore, CUSOM does not waive vaccination or student health requirements for religious, medical, or personal preferences, except as set forth herein.

- Students who seek a medical or religious exemption to the COVID-19 vaccination requirement should email:
vaxexemption@campbell.edu.

Optional Vaccines and Testing

HIV Testing

Although not required, CUSOM encourages all students to obtain HIV testing prior to matriculation. Testing prior to matriculation provides students with their baseline status in regard to the presence of HIV infection which is valuable in the event a student has an exposure incident during subsequent clinical activities. **Students are not required to report the results of their testing to CUSOM.**

Hepatitis C Testing

To protect CUSOM MSBS students and patients, it is recommended that students obtain Hepatitis C testing and provide documentation of test results to the Office of Clinical Affairs prior to matriculation.

Results of Hepatitis C testing will not affect a student's matriculation status or offer of acceptance but will provide valuable information to ensure proper patient care safeguards and adherence to CDC recommendations for the management of Hepatitis C virus in infected healthcare providers and students are followed. In addition, testing prior to matriculation provides a baseline status in regard to the presence of Hepatitis C infection which is valuable in the event a student has an exposure incident during subsequent clinical activities.

Testing for Hepatitis C may be accomplished by several methods with the most common method utilized for initial screening being the measurement of **anti-HCV**, which is a test to detect the presence of antibodies to the Hepatitis C virus.

If anti-HCV tests are positive, students will be required to obtain additional confirmatory testing and medical follow up in accordance with [CDC guidelines](#).

Optional Vaccines

The following vaccines are considered optional; however, CUSOM strongly advises all students to discuss the appropriateness of each of the following vaccinations with their primary care physician, taking into account their personal medical history, risk factors for contracting these diseases and potential for international travel.

- | | |
|--------------------------|------------------|
| 1. Polio | 4. Yellow Fever |
| 2. Hepatitis A | 5. Typhoid Fever |
| 3. Meningococcal Disease | |

Students who have obtained the above optional vaccinations should document the dates and provide verification (physician signature or vaccination records) and include them in the “Additional Vaccines” section of the AAMC Standard Immunization Form.

Additional Information Regarding Vaccination Requirements

In some situations, clinical training sites may have additional vaccination requirements above those required by CUSOM.

CUSOM does not waive vaccination or student health requirements for religious, medical, or personal preferences.

CUSOM may revise the vaccination requirements at any time as deemed necessary, including those related to required laboratory evaluations and immunizations, are subject to review and modification based on recommendations from the CDC, the Advisory Committee on Immunization Practices (ACIP), the United States Preventive Services Task Force (USPTF), and other public health agencies. Students will be notified of any changes and will be required to comply with any mandated changes upon receipt of notice from CUSOM.

3.10.2 National Background Checks

If an applicant has been convicted of a misdemeanor or felony prior to admission or matriculation, it is their responsibility to inform CUSOM MSBS immediately. Failure to disclose and provide accurate information about prior convictions may result in rescinding of acceptance offers, program Dismissal, or other sanctions.

Applicants must be aware of the potential impact on program acceptance and contact the CUSOM MSBS Program for guidance if they have a felony conviction or a criminal record. If an applicant is uncertain of the status of a charge versus a conviction on their record, or if they are uncertain as to whether the offense was an infraction, misdemeanor, or a felony, they should contact the city, county, or state jurisdiction where the incident occurred, and they should contact the CUSOM MSBS Program.

CUSOM MSBS applicants are required to self-disclose any charges, arrests or convictions including misdemeanors, felonies, a prayer for judgment continued, deferred adjudications, traffic violations, military non-judicial punishment, court-martial, and general or less-than-honorable discharge from the military, (all hereinafter “Offenses”) with the understanding that non-disclosure/falsification of any previous or pending Offenses may result in the revocation of the offer of admission. This includes, but is not limited to, the following:

- Any instance in which they were arrested but which did not result in a conviction;
- Any instance in which they were convicted of a crime but the conviction was overturned on appeal;
- Any instance in which they were convicted of a crime but received a pardon;
- Any instance in which they were tried as a juvenile or in which the conviction was entered via a court process specific to juvenile defendants; or
- Any instance in which they were convicted of a crime but the conviction has since been expunged or sealed by a court under applicable law

If a student has any Offenses pending final adjudication at any time during the application process, at the time of matriculation, or following matriculation, it is the student’s responsibility to immediately inform the CUSOM MSBS Program.

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

Should any Offenses occur after matriculation, (1) the student must report the Offenses to the Director of Student Affairs within thirty (30) days of the incident, or (2) if Offenses occurring prior to matriculation are not reported to CUSOM at the time of application but are subsequently discovered following matriculation, the Offense will, pursuant to Section 6.7.5 of this Bulletin, be reviewed by the Academic Performance, Promotion and Standards (APPS) Committee and may result in possible sanctions, up to, and including, Dismissal from the program.

A national background check can be done at any time and is also done on each student prior to matriculation.

Additional national background checks may be performed at the discretion of CUSOM or its partnering institutions before accepting a student into any clinical experience.

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

CUSOM has no control over the content of third-party background checks. Even expunged records may appear on these background checks. Background checks revealing prior Offenses, even charges which may have been dismissed by the courts, could still result in consequences affecting acceptance into professional programs or employment opportunities.

If a student is unable to pass background check requirements, they will not be capable of making academic progress or be able to meet graduation requirements. In addition, and as such, they will be referred to the APPS Committee for possible sanctions, up to, and including, Dismissal from the program.

All current or former students returning from an approved extended period away from CUSOM, such as a Leave of Absence or an offer to repeat an academic year, must notify the Office of Student Affairs in writing of any Offenses, including any conduct which may be considered a violation of the Student Professionalism and Ethics Standards (Section 6.7.2 of this Bulletin), Honor Code (Section 6.7.3 of this Bulletin), or the Code of Conduct (Section 6.7.4 of this Bulletin), **no earlier than thirty (30) calendar days prior to the anticipated return date.**

For example, a student returning from a Medical Withdrawal on August 1, the Background Check and Controlled Substance Screen must be completed, and results provided to CUSOM, within a timeframe designated by CUSOM. An Offense occurring less than thirty (30) days prior to the anticipated return date must be reported to the Office of Student Affairs within 24 hours of the Offense. Non-disclosure or falsification of any information related to an Offense may result in the revocation of the offer to return to CUSOM MSBS, or if already returned to CUSOM MSBS, referral to the APPS Committee for possible sanctions up to, and including, Dismissal from the program.

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

All current or former students returning from an approved period away from CUSOM MSBS including, but not limited to, a Leave of Absence or an offer to repeat an academic year, minimally must submit a completed Supplemental Application, national background check, and controlled substance screen within a timeframe designated by CUSOM. Additional requirements, such as a psychiatric or medical evaluation, may be placed on returning students as deemed appropriate.

Students who do not return on the approved date, or otherwise do not fulfill all of the requirements for return yet still wish to attend the CUSOM MSBS Program, will have to re-apply through PostBacCAS and will not be guaranteed re-admission.

3.10.3 Controlled Substance Screening

In response to requirements in the professional practice environment, a controlled 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.

Controlled substance screening results are viewed in light of state and federal laws governing illegal or controlled substances. If the controlled substance screening test result is positive (i.e., evidence of a controlled substance) or shows other abnormalities including, but not limited to, excessively dilute urine, an *ad hoc* committee will be assigned to review the case. Depending on the recommendation of the *ad hoc* committee, the student's acceptance may be rescinded.

For example, although the use of marijuana is legal in some states, the US Federal Drug Enforcement Agency lists it as an illegal drug. Its use or abuse impairs the ability of a student to conduct themselves in a responsible, professional manner consistent with the standards set forth by CUSOM. As such, the use of marijuana in any form is a violation of University policy.

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

Additional screenings may be required, at any time, at the discretion of CUSOM or partnering-institutions. By matriculating to the CUSOM MSBS Program, the student agrees to allow CUSOM to share controlled substance screening results as deemed necessary.

If either of the following events occur, the matter will be referred to the APPS Committee for review in accordance with the Procedures for Non-Academic Matters under Section 6.7.5 of this Bulletin:

1. Any substance-related incident which occurs before or after matriculation, including, but not limited to, charges/arrests for Driving Under the Influence, must be reported by the student to the Director of Student Affairs within thirty (30) days of the occurrence.
2. If the controlled substance screening test result is positive (i.e. evidence of a controlled substance) or shows other abnormalities including, but not limited to, excessively diluted urine.

3.10.4 Transcripts

All CUSOM MSBS students are required to provide official transcripts from all colleges and universities attended if they have coursework which was not included, or degree(s) not conferred with the transcripts submitted through PostBacCAS. All transcripts are included in the student's original PostBacCAS application, so students are only required to provide CUSOM MSBS official transcripts from coursework completed and degree(s) conferred after the PostBacCAS application was submitted.

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

4. Student Expenses and Financial Aid

4.1 Cost of Attendance

4.1.1 Application Fee

There is a non-refundable application fee associated with PostBacCAS.

4.1.2 Acceptance Fee

Accepted students must submit a non-refundable deposit of \$1,500.00 to CUSOM by the deadline designated in their offer of acceptance. Payment is credited toward tuition upon matriculation.

4.1.3 Tuition and Fees

Tuition is subject to change annually. Current tuition and fees are posted by the University Bursar at:

<https://www.campbell.edu/bursars-office/tuition-fees/graduate-professional-education/medicine/>

Tuition for the 2025-2026 Academic Year is \$26,440 USD with additional fees of \$2,190 USD to cover 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 which have not arrived by the beginning of the academic year must have written assurance the funds are awarded. Students must pay any outstanding tuition and fees. When those funds are distributed, any funds which exceed tuition and fees will be refunded.

All inquiries concerning the above policies and all requests for refunds should be directed to the Campbell University Office of Financial Aid:

FinancialAid@Campbell.edu

Student Fees

Students in Years 1 and 2 are assessed an annual student fee of \$2,190 USD. These fees are used to cover 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.

4.1.4 Refund Policy

Tuition and fees are refunded in accordance with the [Campbell University Refund/Repayment Policy for Graduate and Professional Programs](#).

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

Upon the completion of the official withdrawal form and the receipt of said form in the CUSOM Office of the Registrar, the student's class registration is updated as a withdrawal from the University denoting the "Effective Date".

The Campbell University Bursar's Office verifies all classes have been updated accordingly and reassesses student tuition and fee charges. CUSOM MSBS students' tuition refunds are issued for a University Withdrawal ("W" status) in accordance with the schedule for Campbell University Refund/Repayment Policy for Graduate and Professional Programs set forth in the link above. To be eligible for a University Withdrawal tuition refund, the student must withdraw from CUSOM MSBS, and all classes are subsequently assigned a "W" status. Withdrawal tuition refunds will be based on the effective date of status change.

The Campbell University Bursar's Office is responsible for the reassessment of student account charges and ensuring financial aid awards have been evaluated and reassessed accordingly. The Campbell University Bursar's Office reserves the right to hold refund of credit balances until they have 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.

4.2 Financial Aid

Campbell University's Office of Financial Aid (Office of Financial Aid) makes every effort to ensure no qualified applicant is denied the opportunity to study biomedical science due to financial reasons. The financial aid program assists students in the form of institutional scholarships and student loans. The Office provides financial aid counseling to prospective applicants and to CUSOM MSBS graduates.

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

The Office of Financial Aid will email all accepted students information related to applying for financial aid. Students interested in applying for financial aid are required to complete the Free Application for Federal Student Aid (FAFSA), and the Statement of Financial Responsibility. Students must also provide any other documentation required by federal, state, and private financial assistance programs to determine eligibility for student financial assistance.

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

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

The Office of Financial Aid also provides personal counseling sessions for students receiving financial aid throughout each academic year. These sessions include budgeting tips, responsible borrowing strategies, loan terms and conditions, default prevention, student loan debt in relation to monthly payment amounts and deferment, forbearance, repayment and consolidation options, record keeping, and helpful websites for additional financial aid resources. Satisfactory Academic Performance (SAP) is one of the factors which determine if a student will qualify for renewal of financial aid. The SAP at CUSOM currently is set at a minimum cumulative GPA of 2.0 on a 4.0 scale.

The Office of Financial Aid conducts Exit Counseling sessions for any student who withdraws or graduates from CUSOM MSBS. During these sessions, federal exit counseling requirements are discussed including borrower rights and responsibilities, instructions on how to access and interpret the National Student Loan Data System (NSLDS), loan terms and conditions, default prevention, repayment options and strategies, consolidation, deferment, forbearance, record keeping and helpful websites for additional financial aid resources. Students may meet individually with the financial aid counselor if they have specific questions regarding their financial aid or if

the counselor requests a special meeting. In compliance with federal government regulations for students who withdraw and do not meet with the financial aid counselor, the exit information is mailed to the student's address of record.

4.2.1 Financial Aid Renewal

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

Additional information regarding SAP and financial aid can be found on the [Campbell University Financial Aid Policies website](#).

In addition, should there be an outstanding balance at the end of the semester, students will be placed on a Bursar's Office Hold and will not be registered for the following semester and are not eligible for financial aid until the Bursar's Office Hold is cleared.

CUSOM and Campbell University advise students concerning financial aid requirements; however, final responsibility rests with each individual student to ensure all financial aid requirements and due dates are met and are up-to-date.

4.3 Scholarships

4.3.1 MSBS Scholarships

CUSOM MSBS awards scholarships to students who excel in the MSBS program, aiding in the retention of highly qualified students. Scholarship criteria are based primarily on cumulative MSBS grade point average (GPA). The Endowed and Annual Scholarship Committee recommends scholarship candidates to the Dean for final approval and may consider other factors, such as commitment to service, in the decision-making process.

4.3.2 Academic Excellence Award

MSBS students who have achieved a cumulative MSBS GPA of 3.750 or greater on a 4.0 scale after the first academic year are eligible to receive an Academic Excellence Award. Academic Excellence Award recipients receive a maximum award of \$5,000, subject to fund availability. These awards reward both academic excellence and aid in student retention and are awarded at the end of the first academic year for the benefit of the second academic year.

4.3.3 Jerry M. Wallace Scholar Award

MSBS students should achieve a cumulative MSBS GPA of 3.500 to 3.749 after the first academic year to be eligible to receive a Jerry M. Wallace Scholar Award. Jerry M. Wallace Scholar Award recipients receive a maximum award of \$2,500, subject to fund availability. These awards reward both academic excellence and aid in student retention and are awarded at the end of the first academic year for the benefit of the second academic year.

5. Curriculum

5.1 General Overview

5.1.1 Academic Calendar

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

The minimum length of the MSBS curriculum at CUSOM is 70 weeks over two academic years. The curriculum duration for each year is:

- Year 1 = 36 weeks
- Year 2 = 34 weeks

The minimum number of credits required to earn the MSBS degree is 36.0.

5.1.2 Clinical Shadowing Policies and Procedures

CUSOM MSBS Student Shadowing

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

Shadowing experiences do not occur as part of the student's required CUSOM MSBS curriculum and may lack the defined structure, supervision, feedback mechanisms, and medical-legal protections provided by formal clinical training.

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

1. Shadowing experiences are meant to be **observational only** and if any hands-on activity occurs with patients, this should be limited to patient examination only, approved by the patient and supervising physician, and **MUST** be repeated by the physician. To protect patients and students, students must not perform any invasive procedures while on shadowing experiences, including but not limited to suturing, endotracheal intubation, performing arterial blood gas testing, or placing IV's, Foley catheters, or central lines or performing exams of the pelvic, breast, rectal and genitourinary systems. Students should not perform any osteopathic manipulation while on shadowing experiences.

2. Students are not protected by malpractice insurance provided by Campbell University while engaged in physician shadowing experiences unless the experience is with a CUSOM-appointed faculty member. Students are required to let non-CUSOM appointed physicians they are shadowing know that they are not covered by malpractice insurance provided by Campbell University.
3. Students must follow all hospital system, facility, and ambulatory policies when engaging in any type of shadowing experience. Individual physicians chosen to shadow may not be familiar with their facility or healthcare system policies, so it is the student's responsibility to make sure they review and comply with any applicable policies.
4. Individual physicians may not know the student's level of training, and it is, therefore, the student's ethical and professional duty to fully explain their level of training.

Shadowing with CUSOM-Appointed Clinical Faculty Members

1. Students who desire to shadow CUSOM clinical faculty must arrange the experience on their own.
2. Students shadowing with CUSOM clinical faculty members should wear their CUSOM student ID card and proper attire as directed otherwise by the clinician.
3. Students wishing to schedule a shadowing experience with a CUSOM clinical faculty member must submit the Shadowing Agreement Form, (available from the Office of the MSBS Program) completed in its entirety, to the Office of the MSBS Program.
4. Students must sign the form and initial all required attestations.
5. The completed form must be submitted to the Office of the MSBS Program for review and approval at least two (2) weeks prior to the start of the requested shadowing experience.

Shadowing with non-CUSOM Clinicians

1. Students who desire to shadow non-CUSOM clinicians must arrange the experience on their own.
2. These are non-CUSOM sanctioned experiences thus:
 - a. CUSOM will not obtain affiliation agreements with the sites in order to provide shadowing experiences.
 - b. CUSOM will not provide the clinician or site with any student records including, but not limited to, results of drug screens and background checks, immunization records, academic performance information, or letters of recommendation.
 - c. Students or the physician they are shadowing are **not protected by malpractice insurance through Campbell University.**

- d. Students acknowledge that Campbell University will not be liable for any medical care or expenses if they are injured or become ill during, or as a result of, the clinical shadowing experience. They also release Campbell University from any liability for any injury or illness which occurs during the shadowing experience.
3. Even if engaging in shadowing experiences with non-CUSOM clinicians or clinical sites, students must abide by all general guidelines noted previously in this document.

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

5.2 Years 1 and 2 Curriculum

The CUSOM MSBS curriculum focuses on students learning the fundamental principles of biomedical science during the first year and expanding upon this knowledge during the second year. Upon completion of the degree program, students will have a solid foundation in the biomedical sciences sufficiently equipping them to handle the rigorous curricula of professional programs. This curriculum is designed to prepare individuals for professional programs and careers in a variety of healthcare professions.

5.2.1 Year 1 Curriculum

Biomedical courses will be complemented with standardized exam preparation, professional development, and opportunities for students to engage in community service and clinical skills training.

Fall Semester: August 2024

Course Number	Course	Credit Hours
MSBS 501	Biochemistry and Cell Biology	2.0
MSBS 506	Anatomy	3.0
MSBS 520	Professional Development	1.0
MSBS 540	Community Outreach	2.0
MSBS 580	Journal Club I	1.0
Total		9.0

Classes will be held Monday through Thursday (4:00pm to 7:00pm). Kaplan MCAT prep is provided by the MSBS Program to all students in the summer after the completion of Year 1. The semester schedule may vary according to student and faculty availability.

Spring Semester: January 2025

Course Number	Course	Credit Hours
MSBS 550	Clinical Experience	2.0
MSBS 552	Anatomy	3.0
MSBS 561	Physiology	3.0
MSBS 578	Immunology	1.0
Total		9.0

Classes will be held Monday through Thursday (4:00pm to 7:00pm). Kaplan MCAT prep is provided by the MSBS Program to all students in the summer after the completion of Year 1. The semester schedule may vary according to student and faculty availability.

5.2.2 Year 2 Curriculum

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

Fall Semester: August 2024

Course Number	Course	Credit Hours
MSBS 509	Pharmacology	2.0
MSBS 575	Basic Clinical Neuroscience	2.0
MSBS 585	Journal Club II	1.0
MSBS 590	Capstone Project I	3.0
MSBS 598	Introduction to Biostatistics	1.0
Total		9.0

Classes will be held Monday through Thursday (4:00pm to 7:00pm). A continuation of the Kaplan MCAT prep course is provided by the MSBS Program to all students in the summer after graduation. The semester schedule may vary according to student and faculty availability.

Spring Semester: January 2025

Course Number	Course	Credit Hours
MSBS 565	Pathology	2.0
MSBS 568	Microbiology	2.5
MSBS 595	Capstone Project II	3.0
MSBS 599	Advanced Biostatistics	1.5
Total		9.0

Classes will be held Monday through Thursday (4:00pm to 7:00pm). A continuation of the Kaplan MCAT prep course is provided by the MSBS Program to all students in the summer after graduation. The semester schedule may vary according to student and faculty availability.

5.2.3 Course Descriptions

MSBS 501 Biochemistry and Cell Biology – 2.0 Credits

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

MSBS 506 Anatomy – 3.0 Credits

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

MSBS 509 Pharmacology – 2.0 Credits

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

MSBS 520 Professional Development – 1.0 Credits

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

MSBS 540 Community Outreach – 2.0 Credits

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

MSBS 550 Clinical Experience – 2.0 Credits

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

MSBS 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. Cadaver laboratory sessions will support lectures and Modules by providing students with the opportunity to appreciate a three-dimensional understanding of anatomical relationships.

MSBS 561 Physiology – 3.0 Credits

The purpose of this course is to teach fundamental physiological concepts with a specific focus on processes governing the normal function of cardiovascular, respiratory, endocrine, reproductive, and renal systems. Particular emphasis is 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 healthcare career tracks.

MSBS 565 Pathology – 2.0 Credits

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

MSBS 568 Microbiology – 2.5 Credits

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

MSBS 575 Basic Clinical Neuroscience – 2.0 Credits

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

MSBS 578 Immunology – 1.0 Credits

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

MSBS 580 Journal Club I – 1.0 Credits

The purpose of this course is to introduce students to critiquing and presenting research articles and using scientific literature to stay current on medical topics. The format of the course will consist of introductory sessions given by faculty followed by student-led class discussions and presentations. Active class participation is a significant component of the course.

MSBS 585 Journal Club II – 1.0 Credits

The purpose of this course is to continue to refine skills in critiquing and presenting scientific articles with an emphasis on finding data to support or refute a scientific claim.

MSBS 590 Capstone Project I – 3.0 Credits

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

MSBS 595 Capstone Project II – 3.0 Credits

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

MSBS 598 Introduction to Biostatistics – 1.0 Credits

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

MSBS 599 Advanced Biostatistics – 1.5 Credits

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

Standardized Exam Preparation – Non-credit

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

The MCAT preparatory sessions will be held in person, on campus during the summer and Mock MCAT exams will be conducted periodically on-site (simulating the exam environment).

6. Academic Policies and Procedures

6.1 Advising and Peer Learning Partnering

6.1.1 Advising and Faculty Access

CUSOM believes in strong academic counseling and provides students with excellent longitudinal guidance and support starting during the pre-matriculation phase and continuing through graduation. This comprehensive academic counseling process includes a series of academic transition support activities, mentorship from assigned academic advisors, training and allocation of Peer Learning Partners, as well as individual support and group learning enrichment workshops through its Academic Center of Excellence (CUSOM ACE).

Organizational Structure of the Academic Center of Excellence (ACE)

The CUSOM ACE contributes to the academic success of CUSOM students by managing academic support programs and learning services including, but not limited to, the Peer Learning Partner Program, study skill development workshops, individual academic coaching, and faculty advising support. The CUSOM ACE also hosts a collection of learning, advising, coaching, and licensing exam preparation resources accessible to the CUSOM community through its electronic subscriptions and library. The CUSOM ACE Blackboard community page provides an additional platform for disseminating information as well as promoting collaborative academic interactions.

Academic Transition Activities

The CUSOM ACE is responsible for designing and leading activities and programs designed to assist matriculating students in the development of effective study skills and techniques, which foster academic success. During the Fall Semester, multiple study skills workshops are offered with special discussion on test-taking skills and reflective analysis of one's academic performance for refining study strategies. This series catalyzes students' academic transition process, helps alleviate transition-related stress, and promotes student success. Additional academic skills workshops are also offered at critical junctures beyond the first year with emphasis on transitioning to specific phases of the curriculum. The CUSOM ACE also organizes peer forums periodically throughout the academic year to provide near-peer modeling support.

Long-term, Consistent Mentorship from Academic Advisors

The academic Advisor-Advisee relationship is one of institutional representatives providing insight or direction to a student for academic, professional, scholarly, and career planning issues. The nature of this direction may be to inform, suggest, counsel, discipline, coach, mentor, or even teach. The CUSOM MSBS advising process ensures faculty are involved in student advising and establishing relationships cultivating an atmosphere of trust for meaningful dialogue. The Advisor-Advisee relationship ensures consistent feedback regarding academic performance and directs the student to additional resources as needed. All advisors play important roles in identifying students experiencing academic, personal, or behavioral health difficulties and guiding them to the Academic Officer of the MSBS Program or the Assistant Dean for Biomedical Affairs for general support, the CUSOM ACE for individual study skill coaching, or to Behavioral Health Services for assessment and appropriate treatment.

The Senior Associate Dean for Biomedical Affairs and the Office of Student Affairs collaboratively assign academic advisors to each CUSOM MSBS student. This mentorship is typically carried out through both mandatory group and individual meetings. The frequency of meetings between students and their advisors during Years 1 and 2 is as follows:

- During Semester 1 of Years 1 and 2, students meet with their academic advisors at least once as a group and once individually before Fall Break (2 meetings total). The purpose of these meetings is to provide academic support to the students as they adjust to graduate school and prepare for professional programs.
- During Semester 2, students are required to meet with their advisors at least once individually. Additional individual meetings can be arranged based on needs.
- During each semester of Years 1 and 2, students will also have a Personalized Evaluation of Professional Programs Candidacy (PEPPC) meeting with members of the MSBS PEPPC Committee to provide additional support and counsel on applications to professional programs and assessment of candidate competitiveness and readiness for professional programs.

In addition to their role as assigned academic advisors, faculty members are also available to meet with students seeking additional guidance or help with coursework. Faculty members offer individual office hours, and many of them host additional virtual office hours via a teleconference platform, providing students with additional flexibility and opportunities for assistance. The scheduling of these meetings may be done directly with faculty or through a designated administrative assistant.

By matriculating into the CUSOM MSBS Program, students agree that their grades will be shared with their faculty advisors in an effort to facilitate effective advising.

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

Through collaboration with the Department of Behavioral Health, the CUSOM ACE assists students, directly and indirectly, to achieve academic excellence. CUSOM ACE provides counseling services for study skills, time management, test-taking skills, etc. in group settings or during one-on-one meetings. Individual meetings are scheduled based on need or according to the recommendations of Academic Performance, Promotion, and Standards (APPS) Committee or the Dean's office. Students who receive a grade of 75% or less on any integrated exam are encouraged to contact their academic advisors or the CUSOM ACE for an individual meeting. Meeting frequency is tailored to individual student needs based on academic performance, student requests, recommendations of the ACE, faculty advisors, or the APPS Committee.

Students who desire individual advising sessions can schedule meetings with their academic advisor or the CUSOM ACE at any time, regardless of their academic performance.

To maximize the effectiveness of faculty academic advisors, the CUSOM ACE also organizes and participates in Faculty Development sessions to facilitate discussion, share best practices, and offer useful tools for mentoring and coaching the development of master adaptive learners.

6.1.3 CUSOM Peer Learning Partner Program

The CUSOM ACE develops and manages additional academic support services through the CUSOM Peer Learning Partner Program. The CUSOM Peer Learning Partner Program is designed to support the academic success of students through services including private one-on-one Peer Learning Partnering, drop-in student study hours, and participation with CUSOM ACE in various study skills and test-taking workshops. Services provided by Peer Learning Partners are intended to enhance, not replace lecture attendance and personal study time. Peer Learning Partners also act as facilitators for student learning, assisting with clarification of lecture and lab objectives, discussions, readings, or other assignments. The CUSOM ACE identifies, trains, certifies, and appoints course-specific Peer Learning Partners among rising second-year students.

As a student-centered institution, all CUSOM faculty and administrators are accessible to students when needed and based on availability. Administrative leadership also strives to conduct informal meetings with students on a regular basis.

In summary, academic advisors, CUSOM Behavioral Health, the Academic Center for Excellence, faculty, Deans, and staff are available to assist students with personal and academic challenges that may arise throughout the two years of the MSBS Program and provide guidance or referrals to other resources as necessary.

6.1.4 Academic Freedom Policy

As delineated in the full [Academic Freedom Policy](#), students and faculty may not represent themselves verbally, in print, or electronically (including use of Campbell University or CUSOM logos, titles, letterhead, or stationery) as representing Campbell University or CUSOM without the express written permission of the Dean. Failure to comply may result in disciplinary action, up to and including Dismissal.

6.2 Assessment

6.2.1 Global Assessment

Throughout the CUSOM 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 integrated examinations, assignments and projects.

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

Assessment

Outcome objectives have been mapped to the courses in which they are covered, and evaluation strategies are utilized to ensure that all CUSOM MSBS graduates achieve the intended learning outcomes. Assessment of knowledge is conducted by multiple-choice examinations, quizzes, and assignments administered at scheduled intervals.

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

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

Credit assignments are reviewed as described below, and the credit assignments are consistent with the definition of a credit hour as provided in the glossary of the Commission on College Accreditation (COCA) Accreditation of Colleges of Osteopathic Medicine: [COM Standards and Procedures](#).

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

Campbell University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master, and doctorate degrees.

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.

Campbell University was awarded Level VI accreditation by the SACSCOC on May 29, 2013. Campbell University is one of only five private universities in North Carolina to be awarded Level VI accreditation status by SACSCOC.

6.2.2.1 CUSOM MSBS Credit Calculation

The CUSOM MSBS curriculum utilizes a process by which course grades are determined per semester of study with a designated number of weeks per semester. For the first year of the curriculum, there are two semesters of study each of eighteen (18) weeks duration. For the second year of the curriculum, there are two semesters of study, one of eighteen (18) weeks and one of sixteen (16) weeks duration.

CUSOM assigns grades to all credit-bearing courses, and credits for each course are determined based on contact hours utilizing 0.5 credit increments. A minimum number of contact hours per credit is delineated, and a course with contact hours not reaching the requirement for the next higher credit value is reported at the next lower credit value. For example, a 1.0 credit course requires 15 contact hours so a course of 10 contact hours 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.

6.2.2.2 Credit Review Process

CUSOM 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 awards credits to course offerings based on delivery method and duration, utilizing standards endorsed by the American Association of Collegiate Registrar's and Admission Officers (AACRAO), as well as the minimum Federal Financial Aid regulations.

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

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

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

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

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

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

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

6.2.2.3 Grading

CUSOM has developed and publicized a grading system, in keeping with the [CUSOM MSBS Mission](#), to assess the progress of each student toward acquiring the competencies essential to a professional in the healthcare field.

Throughout both years of the CUSOM MSBS curriculum, students must complete all required coursework with passing grades as published in this Bulletin. Students who fail any part of the curriculum will be referred to the Academic Performance, Promotion and Standards (APPS) Committee for review (See Section 6.7.1 of this Bulletin).

Additionally, CUSOM maintains longitudinal records marking the career tracks, choices, and achievements of graduates in a comprehensive assessment system.

CUSOM MSBS has adopted the following schema for determining letter grades:

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

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

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

NOTE: "F" grades. A student who earned a grade of F initially and is eligible to remediate the course will have the grade reported as Incomplete (IC) on his/her transcript until the prescribed remediation is attempted and a new grade is issued. The Registrar will report current IC grades to the appropriate Associate Dean at the time the IC is assigned. Once an IC grade has been officially changed to a letter grade on the transcript, the Registrar will not retain a record of IC courses as part of the academic record. Students who fail to successfully remediate a grade of F will have failed the course and receive an F on the transcript. The highest grade that can be earned for a remediated course is 70%. The new grade, if remediated successfully, will have the letter grade C or P with an asterisk (C* or P*, respectively) associated with the course to reflect a remediated course on the transcript. The grade of C* represents a remediated, passed Graded course, and a P* represents a remediated, passed Pass-Fail course.

6.2.2.5 Quality Points

Quality points are points assigned to grades in an academic "banking" system. CUSOM is on a four-point system. In this system, an "A" is worth four (4.0) points per hour, a "P" is worth four (4.0) points per hour, a "B" is worth three (3.0) points per hour, a "C" is worth two (2.0) points per hour, a "C*" or "P*" is worth two (2.0) points per hour, and zero (0) points awarded for "F" or failing grades. A student who earns an "A" in a three-hour course has $4.0 \text{ points per hour} \times 3 \text{ hours} = 12 \text{ total quality points}$. Incomplete (IC) and Withdraw (W), grades do not carry any quality points.

6.2.2.6 Class Rank

Class ranks are calculated after all final grades have been submitted at the end of each academic semester, in Years 1 and 2. The class rank has no direct correlation to the student's cumulative GPA. Final grades in all courses are calculated into the cumulative GPA throughout the two years. Class ranks are based solely upon the numerical grades earned in each course across semesters 1 through 4.

For example, two students could have a 4.00 GPA, but one could be ranked number 1 and the other ranked number 6. The student ranked first achieved higher numerical grades in some courses (e.g., Student 1 earned a grade of 99% in Anatomy while Student 6 earned a grade of 93% in Anatomy).

Class ranks are not reported on student transcripts; however, higher class ranks may be identified on the MSBS Pre-Professional Committee Letter when applying to health professions programs.

6.2.3 Faculty Recusal from Assigning Student Grades

Any CUSOM faculty member who is a healthcare professional with a previous or ongoing therapeutic relationship with a CUSOM student, in any CUSOM program, must recuse themselves from all activities involving the summative assessment, grading, and promotion of that student.

For the purposes of this policy, a “therapeutic relationship” occurs when a licensed clinician assumes the responsibility for the evaluation, diagnosis, or management of a student’s medical or behavioral health condition.

Recusal Policy

If a CUSOM faculty member is a health professional with a previous or ongoing therapeutic relationship with a CUSOM student in any CUSOM program, they must recuse themselves as described below.

Committee Meetings

In the case of committee meetings, including, but not limited to, the Academic Performance, Progress and Standards (APPS) Committee, the committee Chair (or designee) will call for a declaration of any conflict of interest from committee members prior to student case discussions. Any committee member(s) identifying a potential conflict will be required to recuse themselves from both the discussion phase of the meeting as well as the decision-making process for matters in which a potential conflict exists.

This policy also applies to any faculty member on the MSBS Admissions Committee or Endowed and Annual Scholarship Committee involved in the discussion of an applicant with whom the faculty member has a previous or ongoing therapeutic relationship. In such a case, the faculty member must recuse themselves from any discussion or vote regarding the student’s candidacy or admission decisions.

Summative Skills Assessments

Any faculty member assigned to assess or grade the performance of a current CUSOM MSBS student with whom they have a previous or ongoing established therapeutic relationship must identify the conflict of interest to the Course Director. The Course Director will either assign the student assessment and/or grading to a different faculty member or perform it themselves.

If the Course Director also has a potential conflict, then the Senior Associate Dean for Biomedical Affairs will perform the assessment (or designate another qualified faculty member) and assign the grade.

Final Course Grades

During all first- and second-year courses, a Course Director who has a previous or ongoing therapeutic relationship with a CUSOM MSBS student is prohibited from making any decisions regarding final course grade determinations for that student. In these cases, the Course Director must report the potential conflict of interest to the Senior Associate Dean for Biomedical Affairs who will then assign the Co-Course Director to make the student's summative assessment or final grade determination. In cases in which there is no Co-Course Director, the Senior Associate Dean for Biomedical Affairs will assume these responsibilities.

Activities Not Prohibited by This Policy

CUSOM faculty who have previous or ongoing therapeutic relationships with a CUSOM MSBS student are permitted to provide student instruction through lectures or small group sessions. In addition, they may provide academic advising or letters of recommendation at the student's request.

Policy Implementation

Adherence

All faculty are notified of this policy and, by signing an acknowledgement, they have read and accept the policies and procedures delineated in the CUSOM MSBS Academic Bulletin and Faculty Handbook and are attesting to agreement with abiding by this policy.

Each faculty member is expected to acknowledge their review of the Faculty Handbook annually. New faculty will acknowledge reviewing the Faculty Handbook upon signing their contract, and thereafter review on an annual basis as cited previously.

As noted above, this policy will be reviewed at the beginning of any committee meeting regarding student academic performance in which a conflict of interest may exist. Reminders of the policy are also made at one or more scheduled Faculty and Staff Meetings annually. The CUSOM Professional Development Program also includes discussions related to this topic.

Assessment of Compliance

In the MSBS curriculum, the Office of Assessment, Accreditation, and Medical Education manages the assessment process and recording of grades in all courses. In the CUSOM model, one of the Course Directors serves as the instructor of record and is responsible for the assigning of grades for their particular course. In this capacity, each Course Director is asked during every Semester if they have a therapeutic relationship with any of the students in their course. If the Course Director identifies any conflicts, then feedback would be provided to the Senior Associate Dean for Biomedical Affairs and in that instance a Co-Course Director or other designee would be appointed by the Senior Associate Dean for Biomedical Affairs to assign the grades and act as the instructor of record

6.2.4 Remediation

Throughout the two years of the CUSOM MSBS curriculum, students must complete all required coursework with passing grades and other degree requirements as published in this Academic Bulletin. Students who fail any part of the curriculum are brought before the Academic Performance, Promotion and Standards (APPS) Committee for review and possible disciplinary action. The APPS Committee may offer students who fail any part of the curriculum an opportunity for remediation (See Section 6.7 of this Bulletin).

A student in the first (MSBS-1) or second (MSBS-2) year of study, who fails any course, will appear before the APPS Committee. If the Committee grants the student the opportunity to remediate, the student will receive a grade of Incomplete (IC) until remediation is complete. The student will receive a grade of C* for a passed graded course or P* for a passed Pass/Fail course after the successful remediation of the failed course. The C* or P* will remain on the transcript with the notation that the student passed after remediation. A student will earn a grade of F if not allowed remediation or if the student fails the remediation (See Section 6.2.3 of this Bulletin).

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 HE/SHE WILL BE GRANTED REMEDIATION.

6.2.5 Evaluation Categories for Years 1 and 2

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

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

Each category is represented within the CUSOM MSBS curriculum. A course grade can be determined by any combination of the components listed above as determined by the Course Director and approved by the Academic Officer.

Process

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

- Integrated written exams typically occur four to five times in each semester in Years 1 and 2.
- Separate written exams are administered for Introduction to Biostatistics and Advanced Biostatistics courses.
- Journal Club I-II, Capstone Project I-II, Community Outreach, Professional Development, Clinical Experience, Introduction to Biostatistics, and Advanced Biostatistics are not included on the integrated exams. All other courses may have questions on integrated exams. However, Introduction to Biostatistics and Advanced Biostatistics are included on the integrated quizzes.
- Integrated Quizzes are typically administered each Monday afternoon of the MSBS-1 and MSBS-2 curriculum. These are integrated and include questions from lectures given in the specified preceding week(s).
- Course-specific quizzes may be administered at other times as determined by respective faculty.
- Course grades are typically determined based on the percentage of total points earned out of total points possible.
- Grades are defined by the course-grading plan approved prior to start of the course and delineated in the course syllabus. As such, bonus points are not permitted.
- In rare instances, there may be exceptions to the established Grading Policy, which require justification for deviation from the original plan; however, every attempt is made to ensure the policy stated to the students at the start of the course is the policy by which they will receive their course grades.

6.3 Educational Records

6.3.1 Policy Statement on Student Information and Educational Records

For general information related to FERPA see Section 1.1 of this Bulletin. Also, Campbell University guarantees each student certain rights in compliance with FERPA. Please refer to [Campbell University's Annual Notification of Rights Under FERPA](#).

CUSOM has a secure, confidential, and onsite computerized record system with offsite secure network backup. All items entered into this system are retained as a part of the student's permanent record. The student's permanent record contains his/her transcript from CUSOM MSBS, transcripts, and transcript evaluations from other educational agencies attended by the student, secondary school transcripts, Standardized test scores, the student's application for admission, general correspondence with the student, and if applicable, letters concerning misconduct.

Upon appointment with the Registrar, a student may examine their transcript and contents of their permanent record. University officials with access to the student's educational records are the President, Provost, Academic Deans, Registrar, MSBS Program Office, and designees of these University officials with a legitimate educational interest in the record.

There is a health and safety emergency exception which states that the institution may disclose personally identifiable information from an education record to appropriate parties including parents in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

More information can be found at the [U.S. Department of Education Family Educational Rights and Privacy Act \(FERPA\) website](#).

All documents and other information concerning student academic records, student disciplinary issues, including written reprimands, are securely maintained in a confidential file. Such actions become a part of a student's permanent education record.

6.4 Attendance

6.4.1 Attendance Overview

Attendance and participation in lectures, workshops, and labs during first- and second-year provides students the opportunity to engage with their professors and fellow students, to participate in active learning exercises, and ask questions to clarify difficult concepts. Students establish and grow meaningful relationships with fellow students and the broader CUSOM community, and foster a deeper level of inquiry, understanding and application of fundamental course concepts.

Students in both the first- and second-years are expected to arrive at all curricular and non-curricular activities (including assessments) on time. Arriving after the scheduled start time is both disruptive to the learning environment and shows a lack of respect and professionalism for the faculty, staff, and other students.

Year 1

Attendance of first-year students is ***expected*** at all lectures, labs, and other scheduled curricular and non-curricular activities as designated in the MSBS semester calendars. As a matter of professionalism and commitment to a graduate-level program, attendance is fundamental in meeting the expectations of the program. A lack of attendance, combined with weak academic performance, may require a student to be counseled by the Academic Officer of the MSBS Program or the Assistant Dean for Biomedical Affairs.

Year 2

Attendance of second-year students is ***strongly encouraged*** at all lectures, labs, and other scheduled curricular and non-curricular activities as designated in the MSBS semester calendars. As a matter of professionalism and commitment to a graduate-level program, attendance is fundamental in meeting the expectations of the program. A lack of attendance, combined with weak academic performance, may require a student to be counseled by the Academic Officer of the MSBS Program or the Assistant Dean for Biomedical Affairs.

Non-adherence to Attendance Policies

Any falsification of attendance records or other attempt to circumvent processes is considered an Honor Code violation. Failure to meet attendance requirements will result in referral to the Academic Performance, Promotion and Standards (APPS) Committee for review, corrective action, and additional sanctions as described in Section 6.7 of this Bulletin.

Sanctions the APPS Committee may impose include, but are not limited to, removal from any leadership position with a student club, organization or student government office, issuance of a Conduct Warning, placement on Conduct Probation, or other sanctions as delineated in Section 6.7 of this Bulletin.

6.4.2 Attendance - Years 1 and 2

During Years 1 and 2, attendance is required for the following:

- All designated scheduled curricular activities.
- All laboratory sessions (Simulation and Anatomy).
- All assessments as listed on the Semester schedules. Integrated Exams and Quizzes are in-person except in unusual circumstances.

6.4.2.1 Absences from Lectures or Laboratory Activities

It is recognized there may be instances when a student must be absent; however, a student who misses a lecture, laboratory, or workshop, is not excused from the subject materials or activities of the particular session(s). The student may be required to make-up the missed educational session(s) during off-hours if an Excused Absence is granted.

CUSOM will consider individual needs of the student; however, the decision of when a make-up assessment is offered is at the discretion of the institution and is considered a non-appealable decision.

Make-up laboratories are rare and approved at the discretion of the Course Director in consultation with the Assistant Dean for Biomedical Affairs when necessary.

An approved Excused Absence must be granted and obtained in order to arrange a make-up session with the Course Director. The Assistant Dean for Biomedical Affairs will notify the Course Director of the decision.

Appropriate documentation to support any Excused Absence request is required (see Section 6.4.2.2 of this Bulletin), and must be submitted for approval to the Assistant Dean for Biomedical Affairs.

Failure to provide appropriate documentation will result in the absence being considered an Unexcused Absence.

An Unexcused Absence from any activities outlined in Section 6.4.2 may result in a grade of zero (0) or an overall point deduction (as indicated in each specific Course Syllabus) for any graded assessment or activity missed, which may lead to an overall failing course grade.

A student may request an Excused Absence from a required session through the Assistant Dean for Biomedical Affairs by meeting one of the following qualifying criteria:

- **Illness:** **The student must provide the Assistant Dean for Biomedical Affairs with a note from the examining physician or other appropriate healthcare provider** (who is NOT a family member) indicating the medical visit, the amount of recommended time-off, and the student's return-to-class date.
 - **Unforeseen Incidents:** For a vehicle accident or other vehicle-related incidents, the student must provide the Assistant Dean for Biomedical Affairs with a copy of the law enforcement incident report for an accident, and appropriate documentation of other vehicle-related incidents (i.e., flat tire, battery replacement, etc.).
 - **Personal:** The absence request must be submitted at least seven (7) calendar days prior to the anticipated absence. **Personal reasons for an absence do not include vacations, weddings, graduations, or other similar activities or events.** Examples of appropriate reasons for a personal absence include:
 - Death in immediate family
 - Critical status secondary to accident/acute illness involving an immediate family member
- Note:** "Immediate family member" is defined as a student's parent, stepparent, grandparent, spouse, spouse's parent, child, or sibling.
- **Jury Duty:** If a CUSOM student is called to serve on a jury, or if a CUSOM student is ordered to appear in court as a witness, the student should submit the appropriate Excused Absence request as outlined below and advise the Assistant Dean for Biomedical Affairs as soon as possible.
 - For Jury Duty, the Excused Absence request and supporting documentation must be submitted to the Assistant Dean for Biomedical Affairs at least seven (7) calendar days prior to the anticipated absence.

- National Meetings or CUSOM-related Activities: For attending CUSOM-related activities or national meetings of student clubs and organizations, an Excused Absence request must be submitted to the Assistant Dean for Biomedical Affairs at least seven (7) calendar days prior to the anticipated absence(s).
 - To be considered for such a request, students must have a cumulative GPA ≥ 3.0 on a 4.0 scale, no unresolved course failures, and be in good academic and professional standing (not on Academic or Conduct Warning or Probation).
 - Any student with a cumulative GPA below 3.0 on a 4.0 scale, may be granted an exception to attend a meeting upon recommendation by the Associate Dean for Research or the Assistant Dean for Biomedical Affairs, and on approval by the Vice Dean for Academic Affairs.
 - Students are allowed a maximum of two (2) excused absences per semester for voluntary attendance at conferences.
 - No travel arrangements should be made prior to approval being granted by the Assistant Dean for Biomedical Affairs. CUSOM accepts no responsibility or liability for any losses as a consequence of any cancelled or delayed travel plans due to a student's failure to obtain prior approval.
- Religious Holidays: Students may request an Excused Absence for religious holidays not included in the list of recognized University holidays. The submission of an Excused Absence request for this purpose does not guarantee approval will be granted.

Appropriate documentation to support any Excused Absence request is required (see Section 6.4.2.2 of this Bulletin), and must be submitted for approval to the Assistant Dean for Biomedical Affairs.

6.4.2.2 Evaluation and Approval of an Excused Absence Request

For an absence to be considered Excused, students must notify the Assistant Dean for Biomedical Affairs by email. The Assistant Dean for Biomedical Affairs will determine if the absence is approved or denied as Excused, and the student and Course Director(s) will be notified of this decision in a timely manner.

If a student is failing any course or has been placed on Academic Probation, they may not be approved for an Excused Absence unless for an extenuating situation determined on a case-by-case basis. The Senior Associate Dean for Biomedical Affairs will resolve any disagreement concerning an attendance decision.

Once an Excused Absence request is approved, **it is the student's responsibility to contact the Course Director(s) to schedule the make-up for the missed class or laboratory session where applicable.**

- It is important to note that, although Course Directors will do their best to accommodate make-up requests, some missed experiences may not be able to be replicated, and the arrangement is at the Course Directors' discretion.
- In the case in which a missed experience is not able to be replicated, and therefore unable to be made up, the student may receive a zero (0) for any graded assessment or activity missed, which may lead to an overall failing course grade.
- CUSOM will consider individual needs of the student; however, the decision of when a make-up assessment is given is at the discretion of the institution and is considered non-appealable.

6.4.2.3 Absences from an Assessment

Students are provided with the full semester schedule at orientation, which includes the dates and times of every assessment during the semester, and therefore, should plan accordingly to ensure their attendance at every assessment.

In the event of any absence from an assessment including, but not necessarily limited to, written examinations or quizzes, approval (based upon the qualifying criteria detailed above) must be obtained from the Assistant Dean for Biomedical Affairs to arrange a make-up. **It is essential students make every effort not to miss any assessment.** Requests for make-up assessments must be made in a timely manner with the Assistant Dean for Biomedical Affairs.

An Unexcused Absence from any assessment may result in a grade of zero (0) or an overall grade point deduction (as indicated in each specific Course Syllabus) which may lead to an overall failing course grade.

If a student receives an Excused Absence for an assessment, the student will be required to make-up the assessment. The date and time of the make-up is determined by the Assistant Dean for Biomedical Affairs in consultation with the Course Director, and

approved by the Senior Associate Dean for Biomedical Affairs as necessary. Make-up assessments may need to be scheduled during the last week of the Semester. CUSOM will consider individual needs of the student; however, the decision of when a make-up assessment is given is at the discretion of the institution and is considered non-appealable.

If a student arrives late for an assessment, they will be allowed to sit for that assessment, but they will forfeit the amount of time they were late. Med Ed will provide definitive start and end times for the assessment in the email they send out the day before the assessment, and these will be hard start and end times. If a student shows up ten (10) minutes late for an assessment, they will have ten (10) minutes less time to complete the assessment, and the proctor will strictly enforce the assessment end time.

Recurrence or patterns of absences from assessments will result in the student having to appear before the APPS Committee to explain the recurrence or pattern of absences.

6.4.2.4 Official Holidays

CUSOM observes the following University holidays.

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

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.

A list of Campbell University recognized holidays for the current calendar year is found on the University's [Human Resources website](#).

6.4.2.5 Consequences of Non-compliance of Attendance Policies

As professionals, students are expected to strictly adhere to the attendance policy. Non-compliance with the Attendance Policy by MSBS-1 and MSBS-2 students is considered a violation of CUSOM Honor Code and will result in referral to the APPS Committee for disciplinary action up to and including Suspension or Dismissal from the program.

6.4.3 Severe Weather Policy

If inclement weather results in changes to class schedules, a message will be posted via the website at www.campbell.edu and Facebook, X (formerly known as Twitter), and through the Campbell University inclement weather line:

On campus: dial 5700

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

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

It is recommended students visit the Campbell University Emergency Preparedness [website](#) to sign up to receive campus alerts through the CU Notify system. In the event of a campus-wide emergency, a text message with information about the emergency and actions to take will be sent to all enrollees.

6.5 Dress Code Policy

Students must maintain a professional appearance and professional attire whenever on CUSOM grounds, including adjacent property at Campbell University and on all clinical experiences. Students must be professionally dressed for all lectures, examinations, laboratory classes, and workshops; this includes all on-site and virtual sessions.

All students are expected to wear business casual attire appropriate for a professional setting. Changing areas and lockers are provided for students to change into appropriate dress for Anatomy labs.

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.

Shorts, jeans, sweatpants, scrubs, T-shirts, and athletic shoes are not permitted except in the Anatomy labs when appropriate. Revealing or tight, form-fitting clothing is unacceptable. Head coverings (unless for religious reasons), caps, hoodies or sunglasses may not be worn during classes or examinations. Any student wearing a head covering (unless for religious reasons), cap, hoodie, or sunglasses will be asked to remove it.

Students inappropriately dressed or groomed may be required to leave the campus and not return until appropriately attired. Any class or lab missed during this time will be considered an unexcused absence. Questionable or disputed cases of dress or grooming shall be presented to the Office of Student Affairs, whose decision will be final. Repeated infractions may be considered a professionalism issue resulting in referral to the APPS Committee.

Additional Dress Code Requirements:

Certain educational experiences at CUSOM require a specific dress code. This includes the laboratory classes of Anatomy.

Anatomy Laboratory Dress Code

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

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

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

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

All MSBS students have lockers on the 4th floor, near Classroom 400, where anatomy lab clothing can be stored. Students must provide their own locks and leave all their personal belongings in a locker instead of stacking them in the fourth-floor lobby outside the laboratory. Students are not to leave their personal belongings in the fourth-floor lobby.

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

6.6 Academic Standing and Academic Progress

6.6.1 Academic Standing

Academic Standing is defined as a student's academic status at any time within a given academic semester of the CUSOM MSBS curriculum.

A student who is considered in Good Academic Standing is one with officially recorded, passing grades in all completed courses attempted at any given point in time. This includes all students who have successfully remediated a failed course.

- A student with an IC designation due to a non-academic issue such a medical or personal issue, which prevents them from meeting the minimum academic standards for a specific course is considered to be in good academic standing at that time.

A student not in Good Academic Standing is one with any unresolved (e.g., non-remediated or failed) course failing grade at any given point in time.

- A student with an IC designation due to failing to meet the minimum academic standards for a specific course is considered not to be in good academic standing at that time.

Academic Standing is also used, in part, to determine student eligibility to participate in CUSOM-approved activities, such as conferences, student organizations, etc. Academic Standing and GPA requirements for student eligibility to serve as an SGA or club officer, participate in CUSOM-sponsored research, serve on a CUSOM Committee, and receive an approved absence to attend any off-campus conference or meeting are delineated in Sections 6.4.2, 6.4.3.4, and 7.3.1 of this Bulletin.

6.6.1.1 Academic Warning

The APPS Committee will place a student on Academic Warning for a defined term if the student fails a course.

At the end of the designated Academic Warning period, the APPS Committee reviews each student's academic record to assess progress and determine whether the Academic Warning should be continued or removed. Academic Warning will not appear on the student's official transcript.

Students on Academic Warning are not eligible to serve as a Class Representative, club or organization officer, serve on a CUSOM MSBS committee, receive an approved absence to attend an off-campus conference or meeting, or serve as a Peer Learning Partner.

Students on Academic Warning generally require modifications to their study strategies in order to succeed academically and as such are encouraged to utilize opportunities afforded by the CUSOM Academic Center for Excellence (ACE), Student Affairs, Behavioral Health, faculty, and Peer Learning Partners.

6.6.1.2 Academic Probation

The APPS Committee will place a student on Academic Probation for a defined term if the student fails multiple courses; fails a course or fails to make satisfactory academic progress while on Academic Warning; or other academic issues as deemed relevant to warrant the sanction of Academic Probation.

At the end of the designated Academic Probation period, the APPS Committee reviews each student's academic record to assess progress and determine whether the Academic Probation should be continued or removed.

Academic Probation will appear on the student's official transcript, along with the date the Academic Probation was instituted, and rectified.

Students on Academic Probation are not eligible to serve as a Class Representative, club or organization officer, serve on a CUSOM MSBS committee, receive an approved absence to attend an off-campus conference or meeting, serve as a Peer Learning Partner, or participate in CUSOM-sponsored research.

Academic Probation is a more significant sanction than Academic Warning, and any additional course failures while on Academic Probation may result in Dismissal from the program.

6.6.2 Academic Progress

Academic Progress for students in Years 1 and 2 of the curriculum requires passing all courses in all semesters in a sequential manner (i.e., all curricular requirements for Year 1 Semester 1 must be satisfied before a student may start Year 1 Semester 2; Year 2 Semester 1 requirements before Year 2 Semester 2), successfully completing all curricular requirements in the semesters, and meeting the requirements as set forth by the APPS Committee for students, including those in a Modified Course of Study (MCOS). Students must also demonstrate adequate development in professionalism as determined by the faculty and administration. Completion of all Year 1 curricular requirements must be satisfied before a student is promoted to, and may start, Year 2 coursework.

Students placed in a MCOS must agree to comply with the plan as determined by the APPS Committee. As long as the student is making satisfactory progress in the MCOS, they will remain in full-time status.

Students who do not follow the MCOS, or who do not make satisfactory academic progress while in a MCOS, may be referred to the APPS Committee for additional required remediation, or additional sanctions up to, and including, Dismissal from the program.

Second-year students should refer to Section 6.9.1 of this Bulletin for further information regarding graduation requirements. Students not making satisfactory academic progress toward graduation will be referred to the APPS Committee for review and further recommendations, which may include but is not limited to, placement on a MCOS, Academic Probation, or Dismissal from the program.

6.6.3 Modified Course of Study

A Modified Course of Study (MCOS) is a credit-bearing, individualized study plan for students who require an alternative educational pathway for reasons such as required remediation, illness, Leave of Absence, or Withdrawal.

The MCOS will be individually designed based on the student's performance and needs as designated by the APPS Committee.

If the student is already on a MCOS, adjustments to the MCOS may be required. In either case, a MCOS may result in a delay in the student's completion of CUSOM MSBS graduation requirements.

Students in a MCOS must agree to, and comply with, the conditions and schedule of the MCOS. Students not following the individualized plan will be referred to the APPS Committee for review and may be subject to additional sanctions up to and including Suspension or Dismissal from the program.

6.7 Academic Performance, Promotion and Standards (APPS) Committee

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

Additionally, the APPS Committee is responsible for the review of situations where students are involved in academic misconduct (i.e., cheating or plagiarism), non-academic violations of the Honor Code or Code of Conduct, unprofessional conduct, or grievances. Additional information regarding these violations and corresponding procedures is found in this Bulletin in Sections 6.7.3 Honor Code, 6.7.4 Code of Conduct, and 6.10 Grievance Processes.

The APPS Committee is appointed by the Dean, and membership may be subject to change at any time. The Registrar and Office of Student Affairs participate as voting members. A quorum is defined as a simple majority of the members. The committee Chair, with approval of the Dean, may invite non-voting members to attend. APPS Committee meetings are not legal hearings, and as such, neither attorneys nor other representatives (e.g., healthcare providers) are allowed to participate.

Faculty Recusal from APPS Committee Hearings

Any CUSOM faculty member who is a healthcare professional with a previous or ongoing therapeutic relationship with a CUSOM MSBS student, in any CUSOM program, must recuse themselves from all activities involving the summative assessment, grading, and promotion of that student. In the case of committee meetings, including, but not limited to, the APPS Committee, the committee Chair (or designee) will call for a declaration of any conflict of interest from committee members prior to student case discussions.

Any APPS Committee member(s) identifying a potential conflict, including a previous or ongoing therapeutic relationship with a student, will be required to recuse themselves and exit the meeting until that student's case is concluded.

6.7.1 Procedures for Calling and Conducting an APPS Committee Meeting Regarding Academic Matters

The APPS Committee meets as needed to assess student academic progress in the CUSOM MSBS curriculum.

Any student who has failed a course must be available to meet with the APPS Committee.

The Chair of the APPS Committee may also call a meeting of the APPS Committee in cases where the academic progress of a student is affected by a Leave of Absence or other factors.

Students cannot request a meeting of the APPS Committee for any reason including to challenge or appeal an APPS Committee decision; appealable sanctions are handled through the Dean as outlined in Section 6.7.8 or through the Grievance procedures outlined in Section 10.3 of this Bulletin.

Reasons for an APPS Committee hearing include, **but are not limited to**, if a student has:

- Failed a course;
- Attempted and failed to remediate a course;
- Failed to pass any course while on Academic Probation;
- Failed to complete any degree or program requirements; or
- Failed to make academic progress, or follow directives set forth, in an assigned remediation plan or any Modified Course of Study.

Upon initial review of a referral of a student to the APPS Committee, the Chair of the APPS Committee has the discretion to determine an intermediary action, such as the student meeting with the Academic Officer of the MSBS Program or other designated individual, which may be warranted in an effort to resolve the issue in lieu of an APPS Committee hearing.

APPS Committee meetings will be led by the Chair or Vice Chair as appointed by the Dean. Members of the APPS Committee, depending on the academic year of the student, have the following roles:

- The Academic Officer of the MSBS Program may be invited to an APPS Committee meeting to comment on the academic progress of student(s), as necessary.
- The Academic Officer of the MSBS Program or other designated individual may submit a written or oral report documenting assistance the student has received or been offered, including, but not limited to, Peer Learning Partnering or advising.

- The Course Director or the student's Faculty Advisor may be invited to an APPS Committee meeting to comment on student performance and related topics, as necessary.
- The Office of Student Affairs may report on documentation the Office of Student Affairs has which may be relevant to the student's academic progress. The Registrar is available to discuss the student's academic record, if needed.
- The APPS Committee Chair shall identify a secretary to record minutes and to ensure all communications occur in a timely manner.

Each student reviewed by the APPS Committee is provided the opportunity to make a maximum of a ten-minute oral presentation (no PowerPoint presentations or handouts except for written reports from a medical provider) relevant to any issues or considerations the student wishes to make known to the APPS Committee. Members of the APPS Committee may then directly question the student. This is the only portion of the meeting at which the student may be physically present.

In lieu of an in-person oral presentation, the student may be allowed to participate via phone or videoconference (e.g., Zoom) into the APPS Committee meeting and has the option to submit a written document prior to the meeting, no more than two pages, single-spaced. These options are only available upon approval by the Chair of the APPS Committee, pending a valid reason for not presenting in-person.

Students who fail to appear at a scheduled meeting or provide a written document may be reviewed in absentia by the APPS Committee.

Students are prohibited from recording (in audio or video format) any APPS or *ad hoc* Committee meetings or proceedings, including those held via phone or videoconference.

The APPS Committee will not accept or consider any additional information from the student, or on behalf of the student, after the student has exited the APPS Committee meeting, except where the information (a) was not available at the time of the meeting and before deliberation, or (b) is deemed relevant by the committee during deliberation.

All sessions of the APPS Committee are closed to all individuals except those immediately concerned in the case. APPS Committee meetings are not considered legal hearings, therefore neither attorneys nor other representatives (e.g., healthcare providers) are allowed to attend. All persons present at the proceedings shall be bound to disclose no more than the Committee does in its official report on the case.

As mentioned previously, any APPS Committee member(s) identifying a potential conflict of interest, including a previous or ongoing therapeutic relationship with a student, will be required to recuse themselves from both the discussion phase of the meeting as well as the decision-making process for matters in which a potential conflict exists.

Subject to FERPA, all deliberations, findings, and recommendations of the APPS Committee functions remain confidential except where the student waives confidentiality, or the release is required by law.

All APPS Committee meeting documents are maintained in the Office of the Dean. The APPS Committee Chair will notify the student in writing of the decision of the APPS Committee meeting as soon as practical. Upon receipt of notification, the student must sign and return the Notice of Decision within the timeframe defined in the letter.

Policy on Student Response to CUSOM Request for Information

Whenever this Academic Bulletin requires the student to provide a written response to be received by CUSOM on or before a certain date, CUSOM will not grant exceptions to the stated deadline except in the case of a medical emergency, and in that case, the student must provide the response as soon as medically feasible.

If the APPS Committee renders a decision, which is considered appealable as delineated in Section 6.7.7.2 of this Bulletin, the student shall have the right to submit a written appeal of the APPS Committee decision to the Dean within five (5) business days of receipt of notification in accordance with Section 6.7.8 of this Bulletin.

Note: Students are not permitted to appeal sanctions denoted as “Non-appealable” as presented in Section 6.7.7.1 of this Bulletin.

6.7.2 Student Professionalism and Ethics Standards

All CUSOM 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 the MSBS Program is critical to the training of future healthcare professionals. It is the responsibility of each student to demonstrate and support these standards of professional behavior and conduct including, but not limited to, the expectations of the policies and procedures outlined in this Bulletin.

All CUSOM 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 students speak or act as private citizens, they must avoid creating the impression of speaking or acting for their School or the University. As such, they should not

identify themselves as CUSOM MSBS students when posting comments or material on websites, social media, or other forms of communication without the express permission of the Dean.

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

Student Statement of Professional Ethics

As a CUSOM MSBS student, I will...

- Be guided by a deep conviction of the worth and dignity of all human life;
- Pursue the advancement of knowledge and recognize the special responsibilities placed upon me;
- Adhere to the policies and procedures of CUSOM in all matters;
- Seek and communicate truth;
- Promote scholarly competence and integrity;
- Practice intellectual honesty;
- Uphold scholarly and ethical standards;
- Demonstrate respect for peers, faculty, staff, administration, and the community in general;
- Foster honest academic conduct and ensure student evaluations reflect the student's true merit;
- Promote appropriate interaction between students and faculty, students and administration, and students and staff;
- Avoid any exploitation, harassment, or discriminatory treatment;
- Respect and defend the free inquiry of associates' exchange of ideas and show respect for the opinions of others; and
- Give due regard to the paramount responsibilities within the institution in determining the amount and character of work done outside it.

Respect for Patients

CUSOM takes the utmost care to ensure patient respect and confidentiality. Students must demonstrate respect for patients through appropriate language and behavior, including that which is non-threatening and non-judgmental.

In order to maintain professional relationships with patients and their families, patient privacy and modesty will be respected during history taking, physical examinations, and any other contact. It is critical for students to be truthful and not intentionally mislead or give false information. Students should avoid disclosing information to a patient which only the patient's physician should reveal.

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

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

Respect for Self

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

Respect for Laws, Policies and Regulations

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

6.7.2.1 Use of Generative Artificial Intelligence (AI) Policy

This Policy provides guidance on the ethical, responsible, and academically appropriate use of generative artificial intelligence (AI) tools and technologies in support of student learning. It aims to foster academic integrity, digital professionalism, and a culture of responsible innovation while preparing students for a future where AI is integrated across disciplines and professions.

Assistance in editing and formatting this Policy was provided by Microsoft Copilot (GPT-4), an AI-powered writing assistant.

Definition of Artificial Intelligence (AI)

For the purposes of this policy, Artificial Intelligence (AI) refers to the simulation of human intelligence and processes by machines, especially computer systems. This includes, but is not limited to:

- Artificial Narrow Intelligence (ANI);
- Artificial General Intelligence (AGI);
- Artificial Super Intelligence (ASI);
- Large Language Models (LLMs);
- Natural Language Processing (NLP);
- Speech Recognition; or
- Machine Vision.

Academic Use of AI: Principles and Expectations

Students are encouraged to use AI tools as a supplement—not a substitute—for critical thinking, original work, and active learning. All use of AI must comply with Campbell University and CUSOM policies and uphold the CUSOM Honor Code. Misuse of AI will be treated as a violation of academic integrity.

When using generative AI to support academic work, students must:

Disclose AI Use Transparently

- Clearly state when and how AI tools were used in academic work, including the specific tool (e.g., Microsoft Copilot, Grammarly).
- Use proper citation formats as outlined by recognized style guides (e.g., AMA, APA, MLA).
- Failure to disclose AI use may be considered plagiarism under the CUSOM Code of Conduct.

Critically Evaluate AI-Generated Content

- Verify the accuracy of AI-generated information using credible, secondary sources.
- Students are fully responsible for any inaccurate, biased, or inappropriate content, regardless of its origin.

Follow Course-Specific Guidelines

- Adhere to any additional AI-related instructions or restrictions provided by faculty for specific courses or assignments.

Defer to Authoritative Sources

- AI is a tool, not an authority. It is essential to verify the accuracy and relevance of AI-generated information against established clinical guidelines and peer-reviewed research. In cases of conflict, students must prioritize course materials, instructor guidance, and peer-reviewed literature.

Use Only Approved AI Platforms for Course Materials

- Students may upload course content (e.g., lecture slides, outlines) only into Microsoft Copilot, accessed through Campbell University credentials.
- This closed system ensures protection of intellectual property and compliance with data privacy standards.

- Uploading course content into open AI systems (e.g., ChatGPT, Google Gemini, DeepSeek) is strictly prohibited.

⚠ Important: Uploading any course-related or copyrighted materials into open AI systems is a violation of the CUSOM Honor Code.

Limit AI Use in Clinical Settings

- AI use in clinical environments is restricted to tools integrated into Electronic Health Records (EHRs), such as dot phrases or smart phrases.
- Protected Health Information (PHI) must never be entered into any AI tool outside of an institutionally approved EHR system.

Comply with Scholarly Publication Standards

- When submitting work for publication or presentation, students must follow the AI use policies of the relevant journal or organization, including proper citation of AI assistance.

Examples of Appropriate AI Use for Learning

Students may use AI tools to:

- Brainstorm or generate ideas during early stages of assignments;
- Improve grammar, clarity, or structure in writing;
- Explore alternative explanations of complex concepts;
- Generate practice questions or clinical vignettes aligned with learning objectives;
- Create study guides, summaries, or review materials using original content;
- Develop visual aids such as flowcharts or diagrams for presentations; or
- Assist with writing or debugging code.

Examples of Unacceptable AI Use

The following uses are prohibited and may result in disciplinary action:

- i. Submitting AI-generated content as original work without disclosure;
- ii. Using AI to complete assessments or generate responses for exams, quizzes, or assignments meant to assess individual knowledge;

- iii. Misrepresenting AI-assisted content as human-authored in reflective or analytical assignments;
- iv. Fabricating false data, sources, or citations;
- v. Using AI to generate clinical documentation outside of approved EHR systems;
- vi. Drafting communications (e.g., emails, applications) that misrepresent identity or intent;
- vii. Creating content that is offensive, discriminatory, or violates University values or policies;
- viii. Simulating peer feedback or participation in group work without meaningful contribution; or
- ix. Uploading any course-related content into unapproved, open AI platforms.
- o **The use of artificial intelligence (AI) glasses, smart glasses, or similar devices are strictly prohibited in any testing, laboratory or clinical setting.**
 - i. AI glasses and similar devices are generally characterized by having advanced sensors, cameras, microphones, and/or displays that allow them to interact with the user and their surroundings.

6.7.3 Honor Code

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

Further, CUSOM MSBS students are expected to conduct themselves in a professional and ethical manner. **Students have an obligation to maintain the highest standards of honesty and integrity.**

It is not possible to enumerate all examples of expected academic and professional behavior, nor is it possible to enumerate all behaviors considered inappropriate, unprofessional, unethical, or not in keeping with the conduct standards of a CUSOM MSBS student.

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 (“Affiliated Sites”) where CUSOM MSBS students pursue activities for academic credit. Violation of the policies, rules, and regulations of these Affiliated Sites may constitute a violation of the CUSOM Honor Code.

In addition, specific examples of behavior which may constitute a violation of the CUSOM Honor Code include, but are not limited to, the following:

- **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.
- **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.
- The use of AI software or apps to create, edit, or utilize in any way for an assignment to be submitted for a grade is prohibited. Utilizing any AI-enabled platform on graded assignments is unethical and the equivalency of cheating.
- **Falsification:** Fabrication of information on any form of academic work or attempt thereof, including, but not limited to, the following:
 - Clinical and community service requirements; or
 - Assignments, projects, and presentations
- **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.

Unprofessional or unethical behavior may include, **but is not limited to**, the following:

- Entering or using the facilities of the CUSOM community without appropriate authorization or during inappropriate times;
- Knowingly and purposely disrupting teaching, research, administrative, or student functions of the CUSOM community;
- Abusive or disrespectful conduct toward members of the faculty, administrative or professional staff, employees, students, patients, or visitors of the CUSOM community. Medical simulators should be treated with the same level of respect and professionalism as standardized or actual patients;
- Disclosure of privileged information from campus activities or patient care;
- Taking pictures or recording video in the anatomy lab, clinical lab, OSCE rooms, or in any rooms housing clinical simulators;
- Improper relationships or activities involving persons entrusted to a student as part of educational requirements, which extend beyond those educational requirements. Entrusted persons may include, but are not limited to, patients or other students under supervision;
- **Breach of Integrity: Any behavior at any time that is considered a severe lapse in judgment and has the potential to damage the professional, ethical or moral integrity of the CUSOM community;** or
- A violation of any policy of the University or CUSOM.

6.7.3.1 Professional Standing

Professional Standing is defined as a student's professional status at any time within the two-year CUSOM MSBS curriculum.

A student is considered in Good Professional Standing if they are not currently on Conduct Probation.

A student is Not in Good Professional Standing if they are currently on Conduct Probation.

Professional Standing is used, part, in determining eligibility for students to participate in CUSOM approved activities, such as conferences, student organizations, etc. Professional Standing and GPA requirements for student eligibility to serve as a MSBS Class Representative or club officer, participate in CUSOM-sponsored research, serve on a CUSOM MSBS Committee, and receive an approved absence to attend any off-campus conference or meeting are delineated in Sections 6.4.2 and 7.3.1 of this Bulletin.

6.7.3.2 Conduct Warning

The APPS Committee may place a student on Conduct Warning for a defined term if the student violates the CUSOM Honor Code or Code of Conduct.

The APPS Committee reviews the record of each student on Conduct Warning at the end of the defined term to evaluate the student's professional progress and makes recommendations regarding the continuation or removal of Conduct Warning.

Conduct Warning will not appear on the student's official transcript.

Students on Conduct Warning are not eligible to serve as a MSBS Class Representative, club or organization officer, serve on a CUSOM MSBS committee, receive an approved absence to attend an off-campus conference or meeting, serve as a Peer Learning Partner, or participate in CUSOM-sponsored research.

6.7.3.3 Conduct Probation

The APPS Committee may place a student on Conduct Probation for a defined term if the student violates the CUSOM Honor Code or Code of Conduct.

The APPS Committee reviews the record of each student on Conduct Probation at the end of the defined term to evaluate the student's professional progress and makes recommendations regarding the continuation or removal of Conduct Probation.

Conduct Probation will not appear on the student's official transcript.

Students on Conduct Probation are not eligible to serve as a Class Representative, club or organization officer, serve on a CUSOM MSBS committee, receive an approved absence to attend an off-campus conference/meeting, serve as a Peer Learning Partner, or participate in CUSOM-sponsored research.

Conduct Probation is a more significant sanction than Conduct Warning, and any additional professionalism issues, which arise while on Conduct Probation, may result in Dismissal from the program.

Section 6.7.5 of this Bulletin, "Procedures for Calling and Conducting an APPS Committee Meeting Regarding Non-Academic Matters", describes the process for addressing cases related to allegations of misconduct or professionalism, or Honor Code violations.

6.7.4 Code of Conduct

Violations may include, but are not limited to:

- Harassment (other than a violation of the Title IX Policy), harm, abuse, or damage to any person or property in the CUSOM community. This includes knowingly or purposely causing damage to or vandalizing CUSOM community property;
- Arrest for a criminal offense other than a minor traffic offense;
- Participating in academic or clinical endeavors in the CUSOM community while under the influence of alcohol, or controlled substances;
- Use, possession, or distribution of illicit substances, prescription medications without a valid prescription, or substances which are illegal in the state of North Carolina may result in disciplinary action up to and including Dismissal. Controlled substances will be viewed in light of North Carolina and federal laws governing illegal substances. Please note this includes substances which are illegal in the state of North Carolina, but which may be legal in other states;
- Controlled substance screening tests which show abnormalities including, but not limited to, excessively dilute urine, or screening tests which are positive (i.e., evidence of the substance or showing presence) for alcohol, prescription medications without a valid prescription, or substances which are illegal in the state of North Carolina. Controlled substance screening results are viewed in light of North Carolina and

federal laws governing illegal substances. For example, although the use of marijuana is legal in some states, the US Federal Drug Enforcement Agency lists it as an illegal drug.

- As such, the use of marijuana in any form is a violation of University policy.
 - Another example is a breathalyzer result or a blood alcohol concentration sample identifying levels of alcohol above the legal limit in violation of law, such as in a Driving Under the Influence (DUI), Driving While Intoxicated (DWI), or a similar charge.
 - **The presence of these substances, regardless of any legal considerations or adjudication by the courts, is considered unprofessional or unethical behavior by CUSOM.**
- Communicating or posting of information or images in a public arena, including written or electronic/Internet communications, which could result in a loss of respect by patients or other members of the public toward the offending student or toward CUSOM.
- **Disruptive Behavior:** Any inappropriate etiquette or inappropriate disturbance either solely or repeated often enough to establish a disrespectful trend. Inappropriate disturbances include but are not limited to the following:
 - Arriving late for class, or lab;
 - Disrupting class with cellular phones;
 - Disrupting class with computers or computer games;
 - Disrupting class with loud talking or other activities which create a distraction;
 - Leaving trash in classrooms or academic areas, including student small group study rooms;
 - Bringing food into unauthorized areas or hosting food functions without permission;
 - Posting unapproved materials or approved materials in inappropriate areas; or
 - Parking in inappropriate or reserved spaces.
- **Unacceptable use of technology:**
Unacceptable uses of technology include, but are not limited to, the following:
 - Using computers for purposes which are considered unprofessional or immoral;
 - 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;
 - Distributing, posting, or uploading materials to students or any other third party not authorized to receive them or to those outside CUSOM is an Honor Code violation. Lecture materials, including PowerPoint presentations, and videos contain

confidential and proprietary information and material protected by intellectual property laws. Students do not have permission to share them.; or

- Any device capable of capturing still or video images or audio recordings, including cell phones, are not permitted in any laboratory (anatomy), or in any clinical setting, including and not limited to standardized patients, the student health clinic, and other clinical experiences.

6.7.5 Procedures for Calling and Conducting an APPS Committee Meeting Regarding Non-Academic Matters

Reasons for an APPS/*ad hoc* Committee hearing/meeting for non-academic matters include, but are not limited to, allegations that the student has:

- Violated the CUSOM Honor Code or Code of Conduct;
- Violated any CUSOM or Campbell University policy/procedure or provision of this Bulletin;
- Failed a controlled substance screening test;
- Failed to maintain required vaccinations as scheduled;
- Received findings on a criminal background check that would affect the student's matriculation or potential ability to participate a clinical experiences;
- Failed to adhere to set timelines/due dates;
- Failed to update contact information; or
- Failed to respond in timely manner to email and other forms of communication from CUSOM.

Allegations of misconduct may arise from an individual student, group of students, faculty member, staff member, or member of the community. For issues arising from Honor Code, Code of Conduct, or professionalism or ethics violations, the person(s) identifying the issue(s) should report the issue(s) to the Office of Student Affairs within five (5) business days of the issue(s) or becoming aware of the issue(s).

The Office of Student Affairs will collect documentation which may be relevant to the alleged violation. This may include, but is not limited to, a written report from the student(s), faculty or staff involved with the incident(s). In the case where students are reporting the suspected violation, unless required at a hearing, not waived by the subject(s) of the alleged violation, or required by law, confidentiality of the reporting student is maintained to the maximum extent possible, and the Office of Student Affairs will present the reporting student(s)'s testimony. Dated notes are typically taken to describe the discussion.

The Office of Student Affairs notifies one of the Vice Deans of the suspected misconduct or violation and provides him/her with a detailed summary of the reason for referral along with all supporting documentation. The Vice Dean then, (i) constitutes an *ad hoc* committee to investigate the suspected misconduct, who reports their findings in writing to the Vice Dean, or (ii) depending upon the severity of the allegations, refers the matter directly to the APPS Committee.

If forwarded to the APPS Committee pursuant to Section 6.7.6 of this Bulletin, the recommendations of the *ad hoc* committee or the decision of the Vice Dean are presented to the APPS Committee at the hearing. The student(s) shall meet with the APPS Committee and be informed of the allegations and afforded an opportunity to explain him/herself and offer any mitigating factors.

All sessions of the Committee are closed to all individuals except those immediately concerned in the case. APPS Committee meetings are not considered legal hearings, therefore neither attorneys nor other representatives (e.g., healthcare providers) are allowed to attend.

Faculty Recusal from APPS Committee Hearings

Any CUSOM faculty member who is a healthcare professional with a previous or ongoing therapeutic relationship with a CUSOM MSBS student, in any CUSOM program, must recuse themselves from all activities involving the summative assessment, grading, and promotion of that student. In the case of committee meetings, including, but not limited to, the Academic Performance, Progress and Standards (APPS) Committee, the committee Chair (or designee) will call for a declaration of any conflict of interest, from committee members prior to student case discussions.

Any APPS Committee member(s) identifying a potential conflict, including a previous or ongoing therapeutic relationship with a student, will be required to recuse themselves and exit the meeting until that student's case is concluded.

APPS Committee Proceedings

All persons present at the proceedings shall be bound to disclose no more than the Committee does in its official report on the case.

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

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

The Committee will not accept or consider any additional evidence from the student, or on behalf of the student, after the student has exited the Committee meeting **except where the information (a) was not available at the time of the meeting and before deliberation, or (b) is deemed relevant by the committee during deliberation.**

Deliberation of either the *ad hoc* Committee or the APPS Committee shall take place in private and remain confidential, and the standard for a decision in a hearing involving misconduct or honor code violations shall be based on a preponderance of the evidence (whether a violation is more likely than not to have occurred).

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

The APPS Committee Chair will notify the student, in writing, of the decision of the APPS Committee meeting as soon as practical. Upon receipt of notification, the student must sign and return the Notice of Decision within the timeframe defined in the letter.

If the APPS committee renders a decision that is considered appealable as delineated in Section 6.7.7.2 of this Bulletin, the student shall have the right to submit a written appeal of the APPS Committee decision to the Dean within five (5) business days of receipt of notification in accordance with Section 6.7.8 of this Bulletin.

6.7.5.1 Rights of the Student/Respondent

With respect to a hearing regarding **non-academic matters**, the student(s) is guaranteed the right to:

- a timely hearing, if requested;
- receive notice of the allegation(s) at least three (3) days prior to the hearing;
- a presumption of innocence until found guilty based on a preponderance of the evidence (whether a violation is more likely than not to have occurred);
- solicit advice;
- expect the case to be adjudicated in a confidential manner; and
- appeal the decision to the Dean in accordance with the provisions of Section 6.7.8 of this Bulletin.
- **Note: Students are not permitted to appeal sanctions denoted as “Non-appealable” as presented in Section 6.7.7.1 of this Bulletin.**

6.7.6 *Ad hoc* Committee Procedures

The Dean shall appoint *ad hoc* committees on an as needed basis.

If a student is referred to an *ad hoc* Committee, the Chair of the *ad hoc* Committee will schedule a hearing with the *ad hoc* Committee and notify the accused student(s) (the “Respondent”) at least three (3) business days prior to the hearing. This hearing typically is held as soon as practical following the referral of the case to the *ad hoc* Committee.

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

The *ad hoc* Committee will not accept or consider any additional information from the student, or on behalf of the student, after the student has exited the *ad hoc* Committee meeting.

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

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

***Ad hoc* Committee Decisions and Recommendations**

After the *ad hoc* Committee concludes its investigation, they shall provide a written report to a Vice Dean in a timely manner, which shall include a recommended finding of facts, and if the finding of facts is that a violation occurred, a recommended sanction. If the recommendation is that:

1. No violation occurred, the Vice Dean may accept the finding, and so notify the Respondents(s);
2. No violation occurred, and the Vice Dean disagrees, he/she may decide:
 - a) Upon an appropriate sanction as set forth below and so notify the Respondents(s); or
 - b) To forward the matter to the APPS Committee for further consideration;
3. A violation occurred, and the Vice Dean may accept the finding and the sanction proposed by the *ad hoc* Committee, and so notify the Respondents(s);

4. A violation occurred, and the Vice Dean disagrees with the sanction proposed by the *ad hoc* Committee, he/she may decide:
 - a) Upon an appropriate sanction as set forth below, and so notify the Respondents(s); or
 - b) To forward the matter to the APPS Committee for further consideration on the sanction only.

The Vice Dean notifies the student in writing of his/her decision and if the decision of the Vice Dean is:

1. No. 2a, 3, or 4a above and the Respondents(s) accepts the decision, the decision of the Vice Dean shall be final; or
2. No. 2a, 3, or 4a above, and Respondent(s) do not accept the decision of the Vice Dean, the Respondent(s) has/have the right to appeal the decision to the APPS Committee*; or
3. No. 2b, or 4b above, the matter will be forwarded to the APPS Committee for further consideration.

***Note: Students are not permitted to appeal sanctions denoted as “Non-appealable” as presented in Section 6.7.7.1 of this Bulletin.**

A student may appeal the decision of the Vice Dean by submitting an appeal request to the Office of Student Affairs for referral to the APPS Committee. A written appeal must be submitted within five (5) business days of receipt of notification of the Vice Dean’s decision and be based only upon new and relevant information not available to the student at the time of the hearing. If the student does not appeal within five (5) business days of receipt of notification, the Vice Dean’s decision is final.

6.7.7 APPS Committee Sanctions

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

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

Depending on the nature of the hearing, the following is a non-exclusive list of sanctions the APPS Committee may recommend to the Dean or require to be imposed:

6.7.7.1. Non-appealable APPS Committee Sanctions

The APPS Committee may impose a sanction, which is not appealable to the Dean, for students failing to make academic progress due to the following:

- Failure of two or more courses in any academic term;
- Failure to successfully remediate a failed course is considered an additional course failure;
- Failure of three or more total courses in one year of the curriculum;
- Failure of any course while in a Modified Course of Study;
- Failure of any course while on Academic Probation;
- Failure to successfully complete any curricular requirements; or
- Any other issues similar to the foregoing and deemed relevant.

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

A **non-appealable** APPS Committee, *ad hoc* Committee**, or the Vice Dean for Academic Affairs** sanction may include, **but is not limited to**, any of the following decision by the APPS Committee:

** *Ad hoc* Committee and Vice Dean for Academic Affairs sanctions only address non-academic matters

- Award a satisfactory grade (C* or P*) and promotion to the next academic term following satisfactory remediation;
- Repeat an examination, or coursework;
- Require remediation, further coursework, repeat of courses, or write a topic-specific paper**;
- Require the student to repeat multiple courses in which the student initially earned a failing grade;
- Specify a timeline or manner in which any remediation or Modified Schedule must occur;
- Place a student on a defined term of Academic Warning or Academic Probation;
- Extend a student's term of Academic Warning or Academic Probation;
- Place a student on a defined term of Conduct Warning or Conduct Probation**;
- Extend a student's term of Conduct Warning or Conduct Probation**;

- Declare the student ineligible for election to, or require removal from, student office or organizational office for a specified term**;
- Establish specified lecture attendance requirements during Years 1 and 2**;
- Require more frequent meetings with CUSOM's Academic Center for Excellence or faculty advisors**;
- Request further assessment to verify the student has the ability to make satisfactory progress in the MSBS curriculum, including, but not limited to, psychological evaluations, controlled substance or alcohol screening/testing, or other evaluations. Such testing will be at the student's expense**;
- Require the student to attend targeted workshops or programs, such as, but not limited to, sensitivity training or anger management**;
- Assign an **Admonition**: Student will receive a written warning. An Admonition will not become a part of the student's longitudinal record. An Admonition may not be appealed by the student. In certain circumstances, the APPS Committee Chair may determine a referral to the Committee warrants an Admonition and may directly assign that sanction if the student agrees to waive their meeting with the APPS Committee.**;
- Assign an **Academic Warning**: Students who fail any course will be placed on Academic Warning for a defined term. While on Academic Warning, a student is not eligible to serve as a Class Representative, club or organization officer, serve on a CUSOM MSBS committee, receive an approved absence to attend an off-campus conference/meeting, or serve as a Peer Learning Partner. The record of each student on Academic Warning is reviewed at the end of the defined term to evaluate the student's academic progress, and the APPS Committee makes any recommendations regarding the continuation or removal of Academic Warning. Academic Warning will not appear on the student's official transcript;
- Assign an **Academic Probation**: Students who fail a course while on Academic Warning, fail multiple courses or exhibit any other issue identified by the APPS Committee will be placed on Academic Probation for a defined term. While on Academic Probation a student is not eligible to serve as a Class Representative, club or organization officer, serve on a CUSOM MSBS committee, receive an approved absence to attend an off-campus conference/meeting, serve as a Peer Learning Partner. The record of each student on Academic Probation is reviewed at the end of the defined term to

evaluate the student's academic progress, and the APPS Committee makes any recommendations regarding the continuation or removal of Academic Probation. Academic Probation carries with it a notification that any further violations of CUSOM regulations will result in more serious disciplinary action up to, and including, Dismissal. **Academic Probation will appear on the student's official transcript**, along with the date the Academic Probation was rectified;

- Assign a **Conduct Warning**: Students who violate the Honor Code or display unprofessional behavior may receive a Conduct Warning for a defined term. While on Conduct Warning a student is not eligible to serve as a Class Representative, club or organization officer, serve on a CUSOM MSBS committee, receive an approved absence to attend an off-campus conference or meeting, serve as a Peer Learning Partner. The record of each student on Conduct Warning is reviewed at the end of the defined term to evaluate the student's progress, and the APPS Committee makes any recommendations regarding the continuation or removal of Conduct Warning. Conduct Warning will not appear on the student's official transcript.**; or
- Assign a **Conduct Probation**: Students who violate the Honor Code or display unprofessional behavior may be placed on Conduct Probation for a defined term as determined by the circumstances of the case. While on Conduct Probation a student is not eligible to serve as a Class Representative, club or organization officer, serve on a CUSOM MSBS committee, receive an approved absence to attend an off-campus conference or meeting, serve as a Peer Learning Partner, or participate in CUSOM-sponsored research. Additional sanctions may be instituted based on the severity of the circumstance(s) leading to the Probation. Conduct Probation carries with it a warning that any further violations of CUSOM regulations will result in more serious disciplinary action up to, and including, Dismissal. **Conduct Probation will not appear on the student's official transcript.****

6.7.7.2. Appealable APPS Committee Sanctions

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

- Failure of two or more courses in any one semester in Years 1 and 2 of the curriculum;

- Failure of three or more total courses in Years 1 and 2 of the curriculum;
- Failure of any course while in a Modified Course of Study;
- Failure of any course while on Academic Probation;
- Failure to successfully remediate a failed course is considered an additional course failure; or
- Any other issues deemed relevant.

The APPS Committee may impose a sanction, which is appealable to the Dean, which may include, **but is not limited to**, any combination of the following:

- Assign a grade reduction for an examination, assignment, or course;
- Repeat an entire academic semester or year;
- Assign a **Suspension**: Suspension may be imposed for continued or flagrant violation of terms of an Academic or Conduct Probation, or it may be imposed directly in first-offense cases that warrant such action. In the case of Suspension, the student will be ineligible for financial aid and is barred from all campus and non-campus activities. Suspension will appear on the student's transcript.
 - Any student may be placed on Suspension pending an investigation into conduct violations, including Title IX violations.
- **Dismissal**: The Dean bases Dismissal from the CUSOM MSBS Program upon recommendations made by the APPS Committee with final approval for Dismissal.

6.7.7.3. Non-appealable Dean-assigned Sanctions

In addition to the above sanctions, the Dean has the authority to apply additional academic and professional sanctions, which **may not be appealed**, and include, **but are not limited to**:

- Withholding official transcripts;
- Barring re-admission to the CUSOM MSBS Program, if dismissed;
- Prohibiting a student from enrolling for a specified period of time;
- Assessing monetary or specific duties restitution, or reimbursement for damages to or misappropriation of CUSOM, student, staff, or faculty property;
- Dismissal from the program.

Revocation of a Degree: The Dean may recommend to the University the revocation of the Master of Science in Biomedical Sciences degree following graduation for discovered misconduct.

6.7.8 Appeal of an APPS Committee Decision

The APPS Committee Chair will notify the student, in writing, of the decision of the APPS Committee meeting as soon as practical. Upon receipt of notification, the student must sign and return the Notice of Decision within the timeframe defined in the letter.

An appeal of an appealable APPS Committee decision by the student must be based only upon new and relevant information not available to the student at the time of the hearing with the APPS Committee. Any documentary evidence relating to information available at the time of the hearing, but dated after the hearing, shall not be deemed new evidence. Any medical, psychological, or personal information, known to the student at the time of the APPS Committee meeting must be divulged at the time of the APPS meeting in order to be considered and, if not divulged at that time, cannot be used by the student later as the basis of any appeal.

Dean's Review of an Appeal

The Dean will reply within ten (10) business days of receiving the written appeal. An appeal not received in the Office of the Dean by 5:00pm Eastern five (5) business days after receipt of notification will not be considered, and the decision rendered by the APPS Committee is final.

While not required, the Dean may request a meeting with the student as part of the appeal process.

The student must make no attempt to meet with the Dean to appeal an APPS Committee recommendation unless the Dean requests a meeting prior to making a decision on the student's written appeal.

No legal counsel shall be present at an appeal meeting with the Dean as these meetings are not legal proceedings.

The Dean's decision is final.

6.7.9 Release of Information

CUSOM has a secure, confidential, onsite computerized record system with an offsite secure network backup. All documents and other information concerning student discipline, including written reprimands, are securely maintained in a confidential file. Such actions become a part of the student's permanent education record but are only released at the written discretion of the Dean and only in accordance with CUSOM and university policies.

Additional information regarding Educational Records is provided in Section 6.3 of this Bulletin.

6.8 Separation from the Program

6.8.1 Separation from CUSOM

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

- Leave of Absence
- Withdrawal
- Suspension
- Dismissal

The Dean makes all final decisions regarding any separation from CUSOM. Once a final decision has been rendered by the Dean, no further appeal is available.

All current or former students returning from an approved period away from CUSOM (such as, but not limited to, a Leave of Absence or an offer to repeat an academic year), must submit a completed Supplemental Application, Background Check and Controlled Substance Screen completed through CastleBranch which typically follows these timelines and associated requirements:

Separation from CUSOM (excluding Dismissal) less than 45 days:

- Supplemental application may be required
- Background check and controlled substance screen may be required
- All required documents must be received **no earlier than fifteen (15) calendar days and no later than seven (7) calendar days prior to the anticipated return date**
- For example, a student returning from a 30-day Leave of Absence on July 1 must submit the required documentation between June 15 and June 23.

Separation from CUSOM (excluding Dismissal) greater than 44 days:

- Supplemental Application, Background Check, and Controlled Substance Screen must be received **no earlier than thirty (30) calendar days and no later than seven (7) calendar days prior to the anticipated return date**
- For example, a student returning from a 60-day Leave of Absence on July 1 must submit the required documentation between June 1 and June 23.

Additional requirements, such as a medical or mental health evaluation, may be required of returning students as deemed appropriate.

Additional requirements, such as a medical or psychiatric evaluation, may be required of returning students as deemed appropriate.

The Vice Dean for Academic Affairs along with the MSBS Admissions Committee will determine whether or not the student has met the requirements to return from a Separation from CUSOM.

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

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

Once approved for return, the Executive Committee of the APPS Committee consisting of the Chair, two Vice-Chairs and at least two other members, will determine where the student will resume the curriculum and if any additional action or supplementary educational curriculum is required. Recommendations will be based on the requisite knowledge skills and abilities required to resume at a specific point in the curriculum coupled with a focus on ensuring the appropriate continuum of the MSBS curriculum and training required to be successful. In cases in which there is a potential conflict of interest or two of the above members are not available, the Dean may designate another member of the full APPS Committee to participate.

6.8.1.1 Accommodation Requests Following Return from a Separation

All students, **including those returning from any Separation from CUSOM lasting more than 180 days** (including but not limited to Withdrawal, Academic Leave of Absence, Suspension, or return to repeat an academic year) **requesting accommodations must follow the process as outlined in Section 7.2.2 of this Bulletin.**

Students returning from a Separation from CUSOM, who are requesting accommodations, must contact the Office of Student Affairs to request services as soon as possible and **identify their request in the “Request for Accommodations” section of the CUSOM Supplemental Application.**

This applies to a request to receive the same accommodations that were previously granted by CUSOM or a request to receive new accommodations upon return from a Separation from CUSOM.

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. As noted above, accommodations are not provided retroactively.

6.8.1.2 Modified Schedule

In rare instances, a student may need to enter a Modified Schedule, which does not require a Leave of Absence, usually due to a brief acute illness, or personal emergency.

In such cases, the MSBS Academic Officer and the Assistant Dean for Biomedical Affairs will develop a proposed Modified Schedule with the student, which is subsequently approved by the Executive Committee of the APPS Committee.

6.8.2 Leave of Absence

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

A Leave of Absence is requested in writing, addressed to the Dean and delivered to the Office of Student Affairs, who then provides it to the Dean. A Leave of Absence request must include an anticipated date of return. The Dean in turn makes the final determination on the Leave of Absence request.

In addition, a Leave of Absence request requires completion of a Leave of Absence form which is available from the Office of Student Affairs, and may or may not require the return of CUSOM issued items depending upon the specific circumstances of the Leave of Absence.

Students requesting a Leave of Absence must schedule meetings and acquire signatures from the Office of Financial Aid and the Bursar's Office as part of their leave process to avoid any ambiguity with the effect the leave may have on a student's financial aid.

Process for returning from an approved period away from CUSOM of less than 180 days:

1. The Vice Dean for Academic Affairs along with the MSBS Admissions Committee will review all relevant documentation and determine whether or not the student has met the requirements to return.
2. If a student is approved for return, the Executive Committee of the APPS Committee consisting of the Chair, two Vice-Chairs and at least two other members will determine where the student will resume the curriculum and if any additional action or supplementary educational curriculum is required. Recommendations will be based on the requisite knowledge skills and abilities required to resume a specific point in the curriculum coupled with a focus on ensuring the appropriate continuum of the MSBS curriculum and training required to be successful.

In cases in which there is a potential conflict of interest or two of the above members are not available, the Dean may designate another member of the full APPS Committee to participate.

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

6.8.2.1 Academic Leave of Absence

An Academic Leave of Absence is a unique situation, usually of a one-year duration, which allows students to pursue a research opportunity or complete a one-year post-secondary degree. Upon completion of this additional educational, experiential activity or scholarly pursuit, the student minimally must submit a completed Supplemental Application, Background Check, and Controlled Substance Screen within a timeframe designated by CUSOM, as described in Section 6.8.1 of this Bulletin.

In order to return from any approved Academic Leave of Absence, the student must provide documentation verifying completion of the terms of the approved Academic Leave of Absence as described in Section 6.8.1 of this Bulletin.

The letter from the Dean approving an Academic Leave of Absence will delineate any specific outcomes required upon return from the leave, such as a list of abstracts, publications, grants submitted, letter from the supervising research mentor, or other tangible evidence of productivity resulting from the leave.

6.8.2.2 Personal Leave of Absence

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

In order to return from any approved Personal Leave of Absence, the student must provide the Dean with documentation verifying completion of the terms of the approved Personal Leave of Absence as described in Section 6.8.1 of this Bulletin.

6.8.2.3 Medical Leave of Absence (Absence Less than 180 Calendar Days)

A Medical Leave of Absence may be granted to students who provide acceptable supporting documentation indicating a valid medical reason requiring a leave of less than 180 calendar days and an anticipated date of return. Decisions regarding the granting of a medical leave are determined by the Dean.

A Medical Leave of Absence may last no longer than 180 calendar days; if the leave extends beyond 180 calendar days it will automatically become a Medical Withdrawal as described below.

In order to return from an approved Medical Leave of Absence, the student must provide the Dean with documentation from a healthcare provider approving/releasing the student to return as a full-time student in the curriculum as described in Section 6.8.1 in this Bulletin.

6.8.2.4 Student Maternity Leave of Absence

A Student Maternity Leave of Absence may be granted to students who provide acceptable supporting documentation indicating a need to take a leave of absence because of their pregnancy.

The required period of leave may include time before the delivery, after delivery, or both. This documentation must include an estimated date of delivery or, if a leave must be continued beyond delivery, the date delivery occurred.

Decisions regarding the granting of a maternity leave are determined by the Dean.

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

Return from a Maternity Leave of Absence

In order to return from a Maternity Leave of Absence, a student must provide a medical note from her healthcare provider indicating the definitive date of return the student is medically cleared to resume all activities of the curriculum as a full-time student, with no restrictions.

If the treating healthcare provider places an activity or time restriction on the student, the nature of the restriction(s) and the time frame for these restrictions must be well-defined.

Returning students must also complete and submit any additional requirements as delineated in Section 6.8.1 of this Bulletin.

6.8.2.5 Parental Leave of Absence

CUSOM may grant leave for students whose significant other gives birth or adopts a child while enrolled in the curriculum.

A Parental Leave of Absence may be granted on a case-by-case basis. Students requesting a parental leave of absence must provide appropriate documentation.

A Parental Leave of Absence may be up to four (4) weeks for non-birth parents following the birth, or adoption, of a child.

Following the birth or adoption, the non-birth parent will provide the Office of Student Affairs with an anticipated return-to-school date, not to exceed 4-weeks from the beginning of the leave. Students unable to return from a Parental Leave of Absence within four (4) weeks following the birth, or adoption, of a child will be required to request a Personal Leave of Absence, which may last up to a total of 180 days. A Personal Leave of Absence extending more than 180 calendar days will require the student to file a request for a Personal Withdrawal.

Students requesting a Parental Leave of Absence must complete the following requirements:

- Meet with the Senior Associate Dean for Biomedical Affairs (MSBS-1 and MSBS-2) and the Office of Student Affairs at the earliest available time to discuss the anticipated Parental Leave.
- Provide the Office of Student Affairs with a proposed timeline of the requested leave.
- Schedule meetings and acquire signatures from the Office of Financial Aid and the Bursar's Office as part of their leave process to avoid any ambiguity with the effect the leave may have on a student's financial aid.

6.8.3 Withdrawal

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

In order to avoid a final grade being recorded on a student's transcript, any request for Withdrawal must be completed prior to beginning the final course assessment (e.g., exam) of a semester. Failure to withdraw by this timeframe may result in the issuance of a grade of F for all courses in that Semester, for the reasons described below, which will be recorded on the student's transcript and adversely affect the student's GPA.

Withdrawal requests made after a grade has been assigned, a course final examination or an assessment event has been started, even if approved by the Dean, will result in the final grade being the grade of record. As such, **a Withdrawal cannot remove a grade of F.**

A Withdrawal is requested in writing, addressed to the Dean, and delivered to the Office of Student Affairs, who then provides it to the Dean. The student must schedule meetings and acquire signatures from the Office of Financial Aid and the Bursar's Office as part of their leave process to avoid any ambiguity with the effect the leave may have on a student's financial aid. The Dean in turn makes the final determination on the Withdrawal request.

The student must complete and return a Withdrawal Form and if approved, return any designated CUSOM-issued items to the Office of Student Affairs before the student will be considered Withdrawn in Good Standing.

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

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

Students eligible to return from a Withdrawal from CUSOM, minimally must submit a completed Supplemental Application, Background Check, and Controlled Substance Screen through CastleBranch within a timeframe designated by CUSOM, as described in Section 6.8.1 of this Bulletin. Additional requirements, such as a medical or mental health evaluation, may be placed on returning students as deemed appropriate.

Students eligible to return from a Withdrawal are required to provide the Dean with documentation verifying completion of the terms of the approved Withdrawal as described in Section 6.8.1 of this Bulletin.

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

6.8.3.1 Personal Withdrawal

Subject to Section 6.8.3 of this Bulletin, a Personal Withdrawal may be granted to students who wish to voluntarily leave CUSOM for personal reasons. Students withdrawing from CUSOM for personal reasons are not guaranteed re-admission.

Students eligible to return from a Personal Withdrawal minimally must submit a completed Supplemental Application, Background Check, and Controlled Substance Screen within a timeframe

designated by CUSOM as delineated in Section 6.8.1 of this Bulletin. The student may also be required to provide the Dean with additional documentation verifying completion of the terms of the approved Withdrawal as described in Section 6.8.1 of this Bulletin.

6.8.3.2 Academic Withdrawal

An Academic Withdrawal may be granted to students who wish to voluntarily leave CUSOM after encountering academic difficulties, including a failed course(s). Students withdrawing from CUSOM for academic reasons are not guaranteed re-admission.

Students eligible to return from an Academic Withdrawal minimally must submit a completed Supplemental Application, Background Check, and Controlled Substance Screen within a timeframe designated by CUSOM as delineated in Section 6.8.1 of this Bulletin.

The student may also be required to provide the Dean with additional documentation verifying completion of the terms of the approved Withdrawal as described in Section 6.8.1 of this Bulletin.

6.8.3.3 Medical Withdrawal (Absence Greater than 180 Calendar Days)

A Medical Withdrawal may be granted to students who are in good academic standing and who have an approved medical reason for a medical leave of absence that exceeds 180 calendar days.

A student returning from an approved Medical Withdrawal minimally must submit a completed Supplemental Application, Background Check, and Controlled Substance Screen within a timeframe designated by CUSOM as delineated in Section 6.8.1 of this Bulletin. Additional requirements, such as a medical or mental health evaluation, may be placed on returning students as deemed appropriate.

In order to return from an approved Medical Withdrawal, the student must also provide the Dean with documentation from a healthcare provider approving/releasing the student to return as a full-time student in the curriculum as described in Section 6.8.1 of this Bulletin.

The student may also be required to provide the Dean with additional documentation verifying completion of the terms of the approved Withdrawal as described in Section 6.8.1 of this Bulletin.

6.8.4 Special Meetings of the APPS Committee

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

Recommendations will be based on the requisite knowledge skills and abilities required to resume at a specific point in the curriculum.

6.8.5 Suspension

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

While on Suspension, students must not represent themselves as CUSOM MSBS students. In addition, they are not permitted to be on the University campus or participate in any clinical activities.

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

6.8.6 Dismissal

The Dean makes the final decision on all student dismissals and his/her decision is not appealable.

6.9 Graduation

6.9.1 Graduation Requirements

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

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

To become eligible for graduation, each student must successfully complete all the above requirements within four (4) years following matriculation. The four (4) years allow for the completion of a Modified Course of Study due to medical, academic, or other leave of absence.

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

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

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

A student must complete all curricular and program requirements through CUSOM's MSBS Program between the date of matriculation and graduation.

A CUSOM MSBS student must complete to the satisfaction of the faculty, as determined by the individual Course Directors and through the APPS Committee, all prescribed courses and degree requirements to graduate. The Dean makes the determination on any student appeals of APPS Committee or Vice Dean recommendations, based solely upon new and meaningful information not available to the APPS Committee or Vice Dean at the time of the initial hearing and deliberation.

CUSOM MSBS students must meet with Financial Aid and complete all required exit documentation, including financial aid and debt counseling, and any other exit process stated by the Director of Student Affairs in order to receive a diploma.

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

6.9.2 Delayed Graduation Policy

If a student is suspended, takes a Leave of Absence, or is required to retake courses in the curriculum as a result of specific course failures or a deficiency in overall academic performance, the student will be placed in a Modified Course of Study (MCOS). As discussed in Section 6.6.2 of this Bulletin, a Modified Course of Study (MCOS) is a credit-bearing, individualized study plan for students who require an alternative educational pathway for reasons such as required remediation, illness, leaves of absence, or withdrawals. The institution of a MCOS may result in a delay in the scheduling and completion of a student's graduation date.

Any alteration in the normal curriculum progression may affect a student's financial aid status or qualification for education-based financial aid. Specific counseling and advice should be sought from the CUSOM Office of Academic Affairs and the University's Office of Financial Aid for these or other indicated situations.

7. Student Policies and Services

7.1 Student Health

7.1.1 Student Health

CUSOM MSBS students are able to utilize the Campbell University Health Center for confidential diagnostic, preventive and therapeutic medical services, and personal health concerns. All personal medical information is kept confidential in compliance with HIPAA regulations.

The Campbell University Health Center office hours can be found on the [Health Center website](#).

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

Further information may be found on the [Health Center website](#).

7.1.2 Health Insurance

All students are required to have health insurance at the time of matriculation and maintain health insurance coverage through graduation. Students are required to either enroll in [Campbell University's health insurance plan](#) or provide proof of active health insurance coverage obtained through another company.

Before registration and before the beginning of class annually, all students must either provide proof of health insurance and sign the Campbell University insurance waiver or purchase the health insurance made available through Campbell University.

Information on Campbell University's health insurance plan is available on the [Student Health Insurance website](#).

In addition to the above, as part of the matriculation process, students must provide proof of insurance in the CastleBranch website portal.

7.1.3 Vaccinations

Students must obtain all CUSOM-required vaccinations and corresponding titers, prior to matriculation and remain compliant with all vaccination requirements through graduation in order to complete all required supervised clinical practice experiences in the CUSOM MSBS curriculum and program requirements. Descriptions of CUSOM vaccination and testing requirements,

including those addressing Diphtheria, Pertussis, Tetanus, Measles, Mumps, Rubella, Varicella, Hepatitis B, Influenza, and COVID-19 and Tuberculosis are presented in Section 3.10.1 of this Bulletin.

All incoming and current students must log all vaccination requirements on the linked standard [AAMC Standard Immunization Form](#).

This form must be completed in its entirety and signed by a physician or qualified healthcare provider verifying the required information. In addition, students are required to submit supporting documentation such as vaccination records and titers.

Additional important information regarding CUSOM Vaccination Requirements is presented in Section 3.10.1 of this Bulletin.

7.1.4 Controlled Substance Screening Protocol

Controlled substance screening of learners and staff members is mandatory at most healthcare facilities prior to participating in patient care. As such, a controlled substance screening test showing no evidence of alcohol, illicit substances, prescription medications without a valid prescription, or substances classified as illegal in the state of North Carolina, is required before matriculation into the CUSOM MSBS Program. Additional screening or confirmatory tests may be required as determined by CUSOM.

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

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

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

CUSOM has no control over the content of third-party background checks, which may include charges of Driving Under the Influence (DUI), Driving While Intoxicated (DWI), or similar offenses. Even expunged records may

appear on these checks. Background checks revealing prior criminal activity, even charges which may have been dismissed by the courts, could still result in consequences or employment opportunities.

7.1.5 Medical Emergencies

The safety of students, faculty, staff, and visitors to the Health Science Campus is of utmost concern and the utilization of a standard approach to medical emergencies will ensure the provision of the most timely, efficient, and appropriate care in a medical emergency.

As a school of osteopathic medicine, CUSOM's focus and expertise are in the domain of medical education. While many capable and compassionate healthcare providers are present on our campus on any given day, their role in this setting is as educators and administrators rather than as clinicians. While able to render immediate assistance in a life-threatening emergency, these individuals should not be consulted to make treatment or disposition recommendations in non-emergent situations.

Anyone suffering from a medical emergency must be evaluated by Emergency Medical Services (EMS), which is activated by dialing 9-1-1.

If anyone on the Health Science Campus suffers from a medical emergency, the person of first contact with the patient should dial 9-1-1 immediately to summon EMS assistance.

- Provide the dispatcher with your name, location, number of people sick/injured, and a description of the emergency.
- Stay on the phone for further instructions.
- Do not move the person unless there is an immediate threat at that location.

Following activation of the EMS system, security must be notified of the situation and is responsible for contacting EMS to confirm the need for emergency response as well as to provide them with more detailed information regarding the location of the patient and instructions for appropriate access to the building. Security will complete and maintain an incident report form for any situation in which EMS is called to provide assistance even if the patient ultimately refuses treatment or transport.

The **Campbell University Emergency Guidebook**, which delineates important actions to take during specific Emergency incidents, is available at <https://www.campbell.edu/campus-safety/emergency-preparedness/>.

Additional campus safety information is available on Campbell University's [Emergency Preparedness website](#).

Incident Reporting

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

If the accident occurs at a clinical training facility, that facility's incident report form should be completed, and the clinical supervisor, the Office of Clinical Affairs, and the CUSOM Associate Dean for Clinical Affairs should be contacted immediately for assistance. A copy of the facility's incident report must be sent to:

Campbell University Health Center
P.O. Box: 565
129 T.T. Lanier St.
Buies Creek, NC 27506

7.2 Behavioral Health

Confidential counseling services and mental health care, including access to a mental health representative, are available 24-hours-a-day, seven-days-a-week in a confidential manner through a combination of resources which includes clinical services offered by the CUSOM Department of Behavioral Health ([CUSOM BH](#)) under the leadership of the Departmental Chair and Clinical Director and MYgroup, a 24/7/365 student assistance program offering wrap-around psychosocial support services. All requests for information or assistance through the MYgroup program are free of charge and completely confidential.

CUSOM encourages students to seek assistance for themselves if they experience any personal behavioral health concerns or notify the Office of Student Affairs if they suspect a fellow classmate may be experiencing behavioral health issues.

7.2.1 Counseling Services

CUSOM's Department of Behavioral Health provides support and counseling services to students for concerns including, but not limited to burnout, fatigue mitigation, anxiety, depression, academic difficulty and performance, study strategies, relationship/family difficulties, stress and anger management, and adjustment to illness and lifestyle changes. Additional information may be found at [CUSOM BH](#).

Working with Academic and Student Affairs, the Associate Dean for Behavioral Health, a licensed mental health professional, and other CUSOM Behavioral Health clinical staff are available during normal business hours for direct student consultation. CUSOM Behavioral Health clinical staff are also available as a point-of-contact for after-hours issues in addition to the Student

Assistance Program (SAP) services through McLaughlin Young ([MYgroup](#)) as described below.

Students may either self-refer or may be identified by and referred to CUSOM BH by others, all in a confidential manner. Appointment requests can be made by either email (CUSOMBH@campbell.edu) or by calling the departmental phone number (910-893-7203). All requests are answered as quickly as possible. Students are then sent a link to the department's secure server where they are asked to complete all required intake forms prior to scheduling their appointment. Once the forms are completed, the departmental Administrative Assistant will then schedule them with one of the departmental clinicians. For students found to have needs beyond those provided by CUSOM BH, confidential referrals are made to appropriate community health providers. After 5pm, and on weekends and holidays, students should contact the [MYgroup](#) according to the instructions provided below.

CUSOM Behavioral Health clinical staff provide counseling for CUSOM MSBS students in Leon Levine Hall. Students who are unable to travel to the on-campus location can meet with a counselor via a secure videoconferencing system, which meets HIPAA and FERPA standards.

In addition to behavioral health clinical staff, CUSOM utilizes the Student Assistance Program (SAP) provided through McLaughlin Young ([MYgroup](#)). This SAP provides free, confidential, short-term counseling and personal consultation services 24 hours a day, seven days a week, 365 days of the year. All requests for information or assistance through the SAP are completely confidential and there is no cost to students for phone consultations or virtual visits with a licensed, experienced clinician. The program also provides students with no-cost face-to-face visits with a licensed, experienced clinician in their area for up to 5 sessions for a specific issue for an unlimited number of issues.

The [MYgroup](#) Student Assistance Plan Core Services include, but are not limited to:

- Free, confidential, short-term counseling and personal consultation for concerns related to family and relationship issues, resiliency and coping skills, grief and loss, stress, depression and anxiety, work-related issues, alcohol or drug use, and legal and financial issues;
- Unlimited confidential tele-counseling with MYgroup providers by phone, video, or web-based chat;
- Five (5) sessions at no cost with community providers for an unlimited number of unrelated issues;
- Crisis counseling/management;
- Case management and referral to community resources;
- Work life resources such as legal and financial consultations; and
- Access to monthly online seminars, resource links, and learning resources related to a range of health topics.

Services are accessed through the [MYgroup online web portal](#) or via the MYgroup mobile application. To access services online, students will navigate to the above link and then enter the CUSOM username and password information. Students may also call the service directly utilizing a toll-free number (1-800-633-3353) to speak with a counselor and/or case manager.

The Student Assistance Program services are also provided at no cost to student household family members.

For emergency situations, including thoughts of self-harm or harming others, students should call 911. For non-emergency situations Monday through Friday 9am-5pm, students should call campus safety and ask for the Behavioral Health practitioner. After 5pm, and on weekends and holidays, students should contact the SAP following the instructions provided above.

In addition to publication in the Academic Bulletin, students are advised how to access behavioral health services during Orientation as well as periodically throughout the year.

More information regarding Behavioral Health services may be found on the [CUSOM Behavioral Health website](#).

7.2.2 Accommodations Policy

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

The ADA 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.”

Equal educational opportunity means 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 law, 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. The law specifies 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 [Disability Services](#).

Technical Standards

CUSOM will make reasonable accommodations as required by law for students whose disabilities will not prevent them from successfully completing the entire CUSOM MSBS curriculum and graduating (Section 3.5 of this Bulletin).

Applicants who do not meet the Technical Standards and Vaccination Requirements should not apply to CUSOM MSBS.

Matriculating or Current CUSOM MSBS Students with Disabilities

7.2.2.1 Section I: Who to Contact

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

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

7.2.2.2 Section II: How to Obtain Services

For any student deemed eligible, CUSOM provides accommodations or modifications to policies and practices in order to ensure that all students have equal access to all CUSOM programs, services, and activities.

The purpose of accommodations is to provide access and equal educational opportunity for all students.

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

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

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

General Procedure for Receiving Accommodations

- Step 1:** Incoming or current students are requested to contact the Office of Student Affairs to request services as soon as possible. The University is not responsible for identifying students with disabilities and is not required to provide services unless proper procedures have been followed in making a request.
- Step 2:** The student must schedule a meeting with the Office of Student Affairs, who consults with the Director of Disability Services to provide documentation of the disability and to complete the appropriate paperwork.
- Step 3:** The Office of Student Affairs reviews the student's request and supporting documentation, if needed. The process of review depends in part on the nature of the student's disability. Decisions regarding accommodations are made on a case-by-case basis. There is no standard accommodation for any particular disability. CUSOM will make reasonable modifications to its policies, practices and procedures, unless doing so would fundamentally alter the nature of the service, program, or activity or pose an undue administrative or financial burden.

General Documentation Guidelines

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

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

It is the responsibility of the student requesting the accommodations and services to provide documentation of 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, they may request modifications to previously approved accommodations.

The student will have to provide current supporting documentation for review at that time.

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 and CUSOM faculty and staff 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 test scores (i.e., domain, cluster, subtest, index, etc.) represented in standard scores or percentile ranks.

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

In addition, a clinical summary and a clearly stated diagnosis are helpful and must be included in the report. The summary should integrate the elements of the battery with background information, observations of the client during the testing situation, and the student's current academic situation. This summary should present evidence of a substantial limitation to learning and explain how the patterns of strength and weakness are sufficiently significant to substantiate a learning disability diagnosis. It should also demonstrate that the evaluator has ruled out alternative explanations for the learning problem. If social or emotional factors are possible obstacles to learning, they should be addressed in the summary. This summary may include recommended accommodations, but these are in no way binding to the University. CUSOM reserves the right to evaluate all documentation with the Director of Disability Services to determine, through an interactive process consistent with policy and the requirements for granting accommodations, what reasonable accommodations may be indicated and available for a student's specific situation, and based in part on the nature of the student's disability.

Step 4: If the request for accommodations is approved, the Office of Student Affairs generates a Letter of Accommodation (LOA) documenting the student's individual, approved accommodations. The Office of Students Affairs coordinates dissemination of the LOA. Any student whose requested accommodations are not approved is encouraged to meet with the Office of Student Affairs to discuss the reasons for the denial. The Office of Student Affairs may discuss the grievance procedure with the student at this time.

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”. “This includes, but is not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, alerting individuals who are hearing impaired to intruders, pulling a wheelchair and fetching dropped items”. Providing comfort or support does not qualify an animal as a service animal. If there are any questions as to whether an animal qualifies as a service animal, the Office of Student Affairs with consultation with the Director of Disability Services will make this determination.

In compliance with the ADA, service animals are welcome in all buildings on campus and may attend any class, meeting, or other event. Service animals are expected to exhibit reasonable behavior while on campus. The owners of disruptive and aggressive service animals will be asked to remove them from university facilities. If the improper behavior happens repeatedly, the owner will be told not to bring the service animal into any facility until they take significant steps to mitigate the behavior. Emotional support animals are animals that provide comfort and relieve symptoms of mental health disorders. Emotional support animals are not allowed in campus buildings, including classrooms and dining facilities unless it is deemed as a reasonable accommodation and will be included in the student’s Letter of Accommodation (LOA) from CUSOM. The CUSOM Office of Student Affairs can provide further information.

Cleanliness of any approved service or emotional support animal on campus is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of animals. The owner is expected to clean up and dispose of all animal waste. If the service or emotional support animal becomes a disruption to other students, the animal must be removed to a location which does not cause a disruption to the education of other students.

Confidentiality of Information

Information received from a student is governed under the provisions of the Family Education Rights and Privacy Act (FERPA) 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.

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

A student 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.

7.2.3.3 Section III: Student Responsibilities

General Student Responsibilities

1. Identify him/herself to the Office 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 Letter of Accommodation (LOA) and Release of Information Form from the Office of Student Affairs.

Responsibilities of a Student Approved for Testing Accommodations

Testing accommodations require frequent communication between the MSBS student and the Academic Officer of the MSBS Program. It is very important that testing information be shared with the Office of the MSBS Program in a timely manner.

At the beginning of the semester, and at least one week prior to the first scheduled quiz and exam, the student should discuss with the Academic Officer of the MSBS Program all approved testing accommodations. This discussion should address the questions of how, when, and where the MSBS Program 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 Academic Officer of the MSBS Program of their need for accommodations at least one week prior to each quiz/exam.

If at any time you feel that the MSBS Program is not adequately meeting your accommodations, discuss this with the Academic Officer of the MSBS Program and the Office of Student Affairs immediately.

Remember, the MSBS Program is only required to provide accommodations specifically listed in the Letter of Accommodation.

Responsibilities of a Student Approved for Handicapped Parking

Students who use handicapped parking on campus must maintain state-issued handicap parking permits. The student is also required to purchase an appropriate parking sticker from the Campbell University Department of Campus Safety.

If a student has consistent problems finding necessary handicapped parking near his/her class buildings, notify the Office of Student Affairs and the Campbell University Department of Campus Safety immediately.

7.2.3.4 Section IV: Grievance Procedure for Accommodations

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

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

If the student is unable to resolve the matter with the Director of Disability Services, the student and the Director of Disability Services should forward the complaint to the Vice President for Student Life for an informal resolution. The VP will arrange a meeting with the student and Director of Disability Services within ten (10) business days of receiving the complaint.

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

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

7.3 Clubs and Organizations

7.3.1 Student Clubs and Organizations

Student clubs and organizations are a very important part of the Campbell University School of Osteopathic Medicine (CUSOM) and the MSBS Program. The service performed by members of student organizations benefits not only the community and the region, but also the members, as they gain valuable knowledge, skills, and experience.

Many MSBS students are actively involved in one or more organizations. MSBS Year 2 students may serve as officers or committee members at the state, regional, or national level; MSBS Year 1 students can be members. The goals of student clubs and organizations relate to the [Mission of CUSOM](#) and the osteopathic profession. As such, the following are the endorsed student clubs and organizations at CUSOM:

- Christian Medical and Dental Association (CMDA)
- Graduate Chapter Student National Medical Association (SNMA)
 - Minority Association of Pre-Medical Students (MAPS)
- Graduate Level Pre-SOMA, a division of the Student Osteopathic Medical Association (SOMA)

The above list may not be all-inclusive and is subject to change at any time. MSBS students can be invited to attend CUSOM medical student club activities but cannot hold membership within those medical school clubs.

Grade Requirements

Students must have a cumulative GPA of ≥ 3.0 on a 4.0 scale as calculated at the end of each grading period, no unresolved course failures, and must not be on Academic Warning or Probation or on Conduct Warning or Probation to:

- Serve as a MSBS Class Representative;
- Serve as a CUSOM MSBS club or organization officer;
- Serve on a CUSOM or MSBS committee;
- Attend any off-campus conference/meeting; or
- Serve as a Peer Learning Partner.

Students may enter Club leadership roles beginning at the conclusion of Year 1. The cumulative GPA of each student wishing to participate in any of the above roles is reviewed by the Academic Officer of the MSBS Program and the Registrar after each academic Semester and, if a student fails any course, or if their cumulative GPA falls below 3.0, the student must relinquish their leadership role or other duties/privileges as delineated above. A student must also relinquish their leadership role if they are placed on Academic or Conduct Warning or Probation.

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

The requirements cited above are Non-appealable.

CUSOM MSBS Class Representatives

The Class Representatives serves as a voice for all MSBS students in both Year 1 and Year 2. The responsibilities of Class Representatives include collecting and expressing student opinions, acting as a liaison for the student body, promoting the MSBS Program, supporting club and class activities and working to improve the quality of life for all MSBS students at CUSOM. The Academic Officer of the MSBS Program serves as the advisor for any concerns brought forth by the Class Representatives on behalf of their cohorts.

Recognition of Student Organizations

The first step in obtaining recognition for a new student organization is the submission of an application to the Office of Student Affairs. The application must include the goals of the organization, the proposed charter, and the name of the proposed faculty advisor. Once the application has been approved by the Office of Student Affairs, the application is forwarded to the Dean's Council for final approval.

Use of College Logo

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

Student Sponsored Events

Any event conducted by a student club or organization recognized by CUSOM's MSBS Program is considered a student-sponsored event. Events of this nature require the approval of the Office of Student Affairs and requests must be submitted in writing to the Office of Student Affairs.

Requests must include a statement of purpose and the facilities required for the event. Event scheduling forms requiring the use of institutional facilities are available through the Office of Student Affairs. Alcoholic beverages are prohibited at any on-campus student club or organization event or activity. Club funds may not be used to purchase alcohol at off-campus events sponsored by any student club or organization.

Scheduling Extracurricular Activities

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

Attending Conferences

Students who meet the required criteria as outlined in Section 6.4.2 of this Bulletin may be permitted to attend conferences (not greater than three consecutive days). Only students in good academic standing are eligible to attend, and time away from campus is counted per the CUSOM MSBS Attendance Policy. Copies of the Student Organizations Handbook are available from the Office of Student Affairs.

7.3.2 CUSOM MSBS Alumni

Student Society for Alumni and Friends

The Student Society for Alumni and Friends (SSAF) is a student organization sponsored by the Campbell Medicine Alumni Association.

The mission of SSAF is to connect students, alumni, and friends of CUSOM MSBS by providing leadership opportunities, educating students about the impact of philanthropic engagement with CUSOM and the University, and inspiring future generations of alumni. SSAF helps students communicate the goals, purpose, and impact of Campbell University Advancement and Alumni Engagement while giving them the opportunity to educate other students about the importance of giving back.

SSAF consists of a group of highly motivated students interested in the promotion of philanthropic awareness on campus and are leaders and volunteers for events such as Campbell Medicine Golf Classic, TAG Day, Founders Week, and Campbell Day of Giving. Students who serve as club

officers receive training in event planning, project management, fundraising, strategic planning, and marketing.

SSAF members serve as ambassadors to students, alumni, and friends of CUSOM. Members serve as agents for their respective classes during their tenure as students and throughout their lifetime as alumni. Membership is free and participation in initiatives and events will be taken into consideration when offering exclusive opportunities.

7.3.3 CUSOM MSBS Committees

Campbell University School of Osteopathic Medicine (CUSOM) and the MSBS Program values the talents, perspective and experience of its students and the positive contributions they make to key operational, academic, and improvement efforts of the school. As such, student participation and contributions are solicited whenever possible.

Appointments to Committees differs from appointment as a student representative or class leader, and appointment to, and service on, a CUSOM MSBS Committee should be considered a privilege.

The process begins with the Office of the MSBS Program identifying student vacancies on CUSOM MSBS Committees, as approved by the Dean, prior to the start of each academic year (and as vacancies arise within an academic year). Student members of CUSOM MSBS Committees must meet pre-identified criteria including, but not limited to, the student being in good standing at all times relative to:

- Academic standing: A cumulative GPA of 3.00 or higher on a 4.0 scale is required at the time of appointment. If the GPA falls below the minimum required for an appointment at any time, the student will be asked to step down from service to focus on her/his academics.
- Professionalism: No student is permitted to serve on a CUSOM MSBS Committee if they are on Conduct Probation or otherwise have any issues related to Honor Code or Professionalism infractions. Committee service of students with an Admonition is determined based on the recommendation of the APPS Committee at the time the Admonition is assigned or by the APPS Committee Chair if an Admonition is assigned by the Chair instead of an APPS Committee hearing. If an appointed student has a documented professionalism issue at any time, the student will be required to step down from the committee service.
- Other: All other requirements necessary to be a registered student in good standing, such as payment of tuition, must be met.
- First-year students may not serve on CUSOM MSBS Committees, except in rare circumstances, until they successfully complete the first semester.

At designated times in the MSBS Program, the class representatives may be asked by the Academic Officer of the MSBS Program to solicit names of students who have interest in the identified CUSOM MSBS Committees, which include student membership. The Academic Officer of the MSBS Program provides the charge of each Committee and the desired qualities of the ideal student member.

Interested students submit materials addressing how they meet the stated needs of the Committee based on their interests and experiential base. These materials are submitted to the class representatives at a time designated by the Academic Officer of the MSBS Program.

The class representatives review all submissions in a fair, impartial, and unbiased manner, and send to the Academic Officer of the MSBS Program their recommendations for no more than three (3) students they identify for each Committee vacancy.

The Academic Officer of the MSBS Program then works with the Office of Academic Affairs to ensure each student recommended meets all the stated prerequisites for service. Once verified, the names are forwarded to the respective Committee Chairs, who are given a brief timeframe to review the applications and select the student(s) they wish to invite to serve on the committee.

The Academic Officer of the MSBS Program will notify the students selected to any MSBS Committees.

All faculty and student committee appointments are subject to approval by the Dean.

8. Research and Scholarly Activity

8.1 Research at CUSOM

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

8.2 Policy Statement on Student Research and Scholarly Activity

CUSOM strives to advance scientific and medical knowledge and to promote the distinctive philosophy and practice of osteopathic medicine. As part of CUSOM's support of students in the area of scholarly activity, students receive instruction in research skills and complete a scholarly project paper as part of the curriculum. Whereas CUSOM specifically supports the academic and scholarly pursuits of students and faculty, this policy specifically applies to student extracurricular research and scholarly activities.

CUSOM does not require students to complete an extracurricular independent research project or scholarly activity as a requirement for graduation. However, CUSOM is committed to supporting students in pursuing research and extracurricular scholarly opportunities. Whereas students are encouraged to participate in research, students are not permitted to act as a principal investigator (PI). Rather, they must partner with a faculty member who takes on the role of PI. Furthermore, CUSOM requires all students who are interested in engaging in research to notify the Associate Dean for Research of their intent through the submission of the research notification form. Students receiving mentorship and/or working on a project not associated with CUSOM should make those projects and relationships known through the research notification form. As such, student researchers are provided with an additional layer of oversight and support in addition to their faculty mentor.

8.3 Education in Research Principles

Research processes and principles of responsible conduct in research (RCR) are presented during Year 2 of the MSBS curriculum. Topics include general principles of research ethics, statistical methods, project development, human subject protections and the responsibilities of CUSOM MSBS students in basic science, educational, and clinical research. Additional educational opportunities in research, scientific method, statistics, and scholarly activities are presented throughout the curriculum and through workshops associated with extracurricular research activities. As active members of a research team, students may be required to complete the associated CITI training, if appropriate. If such training is required, the student must provide the Associate Dean

for Research with documentation of completion prior to beginning work on the project. Additional training specific to the research project will be provided by the research mentors.

8.4 Research Opportunities

CUSOM MSBS students may pursue research and scholarly activities in many areas of individual interest. Faculty mentors in areas of biomedical and clinical research are available to provide guidance for student scholarly work. The faculty mentor has overall responsibility for the conduct of research or scholarly activity and is ultimately responsible for obtaining approval from regulatory committees as needed. As such, CUSOM requires that students receive appropriate mentorship while engaging in scholarly endeavors. A faculty member must approve all scholarly activity undertaken by students or if working on a project outside of CUSOM, the student must identify an individual higher-ranking than that of a student who will serve as the project lead and mentor. However, student and faculty investigators may share the responsibility for complying with policies related to research ethics. For a student-initiated project, the student must have a faculty, or outside higher-ranking sponsor, who will serve as the project PI and student mentor. The student may prepare the relevant proposals and applications in close cooperation with the mentor. Mentors and students are responsible for conducting their research in accordance with University and institutional affiliates' research policies.

Students participating in research must comply with all appropriate regulatory requirements, which may include Institution Review Board approval prior to initiation of the project. Students and their faculty mentors are responsible for knowing which compliance requirements are appropriate.

8.5 Student Presentation Processes

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

For manuscript submissions (case report, original research, or any other publication), the final manuscript draft must be submitted and approved by the Associate Dean for Research prior to submission to any journal for consideration of publication. The faculty mentor and all listed co-authors must review and approve the final poster, presentation or manuscript prior to submission to the Associate Dean for Research for final approval for presentation and/or publication. The author(s) and mentor must be up-to-date on research compliance processes. Failure to adhere to any of these

requirements is considered professional misconduct and will be reported through the appropriate channels for consideration by the APPS Committee as described elsewhere in this Bulletin.

8.6 Research Symposium

Campbell University and CUSOM have a tradition of highlighting and showcasing student research interests. Annually, Campbell University hosts the Campbell University Interprofessional Education (IPE) Symposium, which is an adjudicated competition open to students, residents, and faculty. The IPE research symposium is an opportunity for students to see other projects from their fellow students, as well as projects from other healthcare fields. MSBS students also have the opportunity to present their research as it applies to their Capstone coursework or extracurricular research activities.

9. Facilities and Campbell University Policies

9.1 General Information

9.1.1 Exercise and Fitness

CUSOM MSBS students have access to all Campbell University recreational facilities, including the Oscar N. Harris Student Union and Wellness Center, Student Fitness Center, Aquatic Center, running and walking track, Keith Hills Golf Course, tennis courts, cross country course, and other recreational facilities. Additional opportunities include intramural and club sports.

9.1.2 Food and Dining

Java City Coffee Café is located on the first floor of the Leon Levine Hall of Medical Sciences. Numerous other dining facilities are located on main campus. A complete list of dining options and locations can be found on the [Campbell University Dining Services website](#).

Meal plans are optional for graduate students. More information on meal plans and dining locations where the plans can be used are on the [Campbell University Dining Services website](#).

Meal plan effective dates follow the Main Campus Undergraduate schedule.

9.1.3 Banking

Full range banking services are located in Lillington (3 miles), Erwin (5 miles), Coats (3 miles), Angier (10 miles), Dunn (10 miles) and Fuquay-Varina (15 miles).

9.1.4 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.

9.1.5 Student Union

CUSOM MSBS students have access to the Oscar N. Harris Student Union and other facilities on main campus.

9.1.6 Student Parking

The Department of Campus Safety is responsible for assigning parking lots on campus, enforcement of parking regulations and collecting parking fees/fines. Students are prohibited from parking in areas designated as Faculty/Staff (F/S).

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

Additional information on Campbell University Parking Policy can be found on [the Parking Administration website](#).

Any violations of the parking policy may result in disciplinary action.

A student may obtain a parking permit by completing the vehicle registration form available on [the Parking Administration website](#).

9.1.7 Student Lockers

Lockers are available within Levine Hall to all MSBS students; students must supply their own lock. Students are required to provide either a spare key or combination to their locker lock to the Office of the MSBS Program. At the end of the Academic Year, all students must remove their locks and empty the lockers for the summer. If a key was left with the Office of the MSBS Program, students can retrieve their key when their locker is cleared out. Failure to remove personal locks will result in the Office of the MSBS Program removing the locks and disposing of all contents.

9.1.8 Student Study Space

Study spaces are available to CUSOM MSBS students, and are located on all floors of Levine Hall on a first-come, first-serve basis. Designated and approved spaces include lecture halls, small group study rooms, the medical school library, and common spaces with cubicles.

Conference rooms are not approved study spaces, and must be reserved within each appropriate CUSOM department for official, organized student meetings or events. Additional study space is available in Wiggins Memorial Library and the Student Union on main campus.

9.2 Health and Safety

9.2.1 Campus Safety and Emergency Services

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

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

Additional campus safety information including the **Campbell University Emergency Guidebook**, which delineates important actions to take during specific Emergency incidents, is available on Campbell University's Emergency Preparedness [website](#).

How to Access Help in an Emergency

In an emergency, immediately dial extension 1911 (on-campus) or 911 (off-campus).

There are four (4) emergency stations strategically located in the CUSOM parking lots, connected directly to Campus Safety.

It is recommended students visit the Campbell University Emergency Preparedness [website](#) to sign up to receive campus alerts through the CU Notify system. In the event of a campus-wide emergency, a text message with information about the emergency and actions to take will be sent to all enrollees.

Important Emergency Preparedness and Safety Resources

Emergency Response: On-Campus dial Ext. 1911
Off Campus dial 911

Campbell University Emergency Preparedness [Website](#)

Campbell University Emergency Alerts [Website](#)

Main Campus Safety phone numbers (for non-emergencies):

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

Additional services [links](#) and phone numbers:

- Leon Levine Hall of Medical Sciences (Security) (910) 893-1804
- Campbell University [Parking](#) (910) 893-1550
- Campbell University [Health Center](#) (910) 893-1560
- CUSOM [Behavioral Health](#) Department (910) 893-7203
- [Dr. Daniel Marlowe](#), Associate Dean for Behavioral Health (914) 814-4959
- [Dr. Jeffrey Krepps](#), Co-Chair of Behavioral Health (910) 893-1741
- [Samantha Turnipseed](#), Assistant Director of Clinical Services (910) 893-1780
- [Mrs. Teresa Butrum](#), Behavioral Health Departmental Manager (910) 893-7203
- [Constanza “Coty” Calabro](#), Behavioral Health Clinician (910) 893-1365
- [Mrs. Tracie Connor](#), Behavioral Health Clinician (910) 893-7830
- [Erin Suwattana](#), Behavioral Health Clinician (910) 893-7212
- [MYgroup](#) Counseling (800) 633-3353
- [NC Poison Control Center](#) (800) 222-1222
- Harnett Health System (910) 892-1000
 - [Cape Fear Valley Betsy Johnson Hospital](#), Dunn
 - [Cape Fear Valley Central Harnett Hospital](#), Lillington
- [Good Hope Psychiatric Hospital](#), Erwin (910) 897-6151
- [Harnett County Sheriff's Department](#), Lillington (910) 893-9111
- Sexual Assault Family Emergency-[SAFE of Harnett County](#) (910) 893-7233
- [National Suicide Prevention Lifeline](#) 1-800-273-TALK (8255)
- [Campbell University Title IX Coordinator](#) (910) 814-5707

9.2.2 Health Services

CUSOM MSBS students are able to utilize the Campbell University Health Center for confidential diagnostic, preventive and therapeutic medical services and personal health concerns. All personal medical information is kept confidential in compliance with HIPAA regulations.

The Health Center office hours may be found on the [Health Center website](#).

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

Further information regarding health services may be found on the [Health Center website](#).

As delineated in Section 7.1.2 of this Bulletin, all students are required to have health insurance at the time of matriculation and maintain health insurance coverage through graduation. Students are required to either enroll in [Campbell University's health insurance plan](#) or provide proof of active health insurance coverage obtained through another company. Students without active health insurance coverage will not be permitted to participate in any patient care clinical activities.

9.2.3 Weapons

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

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

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

9.2.4 Smoking Policy

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

9.2.5 Alcohol and Drugs

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

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

9.3 Library

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 that includes thousands of full textbooks, journals, databases, videos, diagnostic decision support products, 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, meeting rooms, and an overnight study area. 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 and trained student assistants who work collaboratively with the main campus library.

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

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 both years of the MSBS Program to allow for consistency and availability of teaching resources. Additional information concerning the CUSOM Medical Library may be found on their [website](#).

9.4 Information Technology

9.4.1 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. Institutional policies, as well as local, state, and federal laws relating to security, copyrights, and other statutes regarding electronic media govern acceptable use. A full disclosure of the policy is available on the Information Technology Services [Acceptable Use Policy website](#).

9.4.2 Information Technology Resources and Health Center Helpdesk

The Campbell University IT Services, Health Sciences Helpdesk is staffed by a technical support team which provides prompt, knowledgeable, and courteous computing support services over the phone, in person, and via email to the CUSOM community.

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 for help
- Have their Campbell ID and phone number available
- Abide by the Helpdesk policies as stated by the Helpdesk Specialist

Helpdesk Contact Information

The Health Sciences Helpdesk may be contacted by either: submitting an online support ticket [here](#), sending an e-mail to cusomhelpdesk@campbell.edu, calling (910) 893-7911 (or extension 7911 on campus), or stopping by the IT workroom (Room 171) in the South building of Levine Hall. Additional information is available on the [IT Service Desk website](#).

Helpdesk Staff Availability and Response Time

The Helpdesk is typically available from 7:30am - 5:30pm Monday through Friday for CUSOM and 8:30am - 5:00pm Monday through Friday for Campbell University main campus.

If a Helpdesk Specialist is not immediately available via telephone, the student may leave a voice mail message or access the Helpdesk via email or through the website. At times, there are University-wide issues which may cause heavy call volumes and prevent staff from responding within the standard timeframe.

Support calls and emails received outside normal hours will be addressed as soon as possible.

Email and the Internet

Campbell University provides email and Internet access to faculty, staff, and students for educational and research purposes. The Campbell University Technology Usage Policy outlines the expectations for and restrictions of using these and other forms of electronic communication while on the Campbell University Network. A full disclosure of the policy is available on the Information Technology Services [Acceptable Use Policy website](#).

Student email accounts and Internet systems provided by Campbell University are the property of Campbell University, and use is by the permission of Campbell University.

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

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

Vulgarity, obscenity and lewdness, profanity, and threatening or abusive language are some examples of unprofessional behavior which may constitute a violation of the CUSOM Honor Code.

Students are prohibited from representing themselves in any way as agents of the University or using the University’s name in a manner that would imply an endorsement of their personal views or activities. University branding and the Campbell University name cannot be used for external or personal blogs or websites (i.e., any site which is outside of the campbell.edu domain) as this is a violation of University licensing, copyright, and trademark policies. A comprehensive description of these policies is available on the [University Communications & Marketing website](#).

Information Technology

The Internet connection provided is 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, or for-profit ventures. Any violation of these regulations may be investigated by law enforcement officials.
- Activate any type of shared file service or access to their personal computer by anyone other than themselves.

Informational and Technology Guidelines:

- Students must respect the priority of academic use of the University network.
- Students are personally responsible for any activities originating from their network connection.
- Students are responsible for their personal computer's hardware and software.
- Students must maintain updated virus protection.
- Students are encouraged to contact the Campbell University Helpdesk if they need help choosing or installing a subscription-based antivirus program.
- 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 Bulletin and those regarding student conduct found in this Bulletin.

Violations of these regulations are reported to the appropriate Dean 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.

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

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

By connecting a computer, or other device, to the Campbell University network, students agree to abide by the terms and conditions set forth above. Students must signify that they have read and will abide by the terms of the Campbell University Acceptable Network Usage Policy and must accept this policy to use the Campbell University network.

The Acceptable Use Policy is posted on the University's [policy web page](#), and additional information concerning the University's Information Technology Services is available on their [website](#).

Information Technology assistance may be accessed through the Campbell University IT Services Health Sciences Support Team, or through [email](#), the [Service Desk website](#), or directly at one of the following phone numbers:

Extension 7911
Telephone: (910) 893-7911
Toll-Free: 1-(800) 334-4111 Ext: 7911

9.4.3 Information Access and User Privacy

Private Machines Connected to the University Network

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

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

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

It will become increasingly possible for computer systems owned by students, staff, or faculty to be attached directly to the Campbell network via on-campus attachment or off-campus VPN services. The owner of a personal machine or device may use that machine at his or her discretion; however, the use of the University network is subject to all of the policies stated in this document including, but not limited to the following:

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

Technology Usage

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

Campbell University computer and network services are available as a privilege to all full-time and adjunct faculty, staff, and students at the main and extended campuses. The number of people in the Campbell community dependent upon the University's computer and network services is sizable. Therefore, 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 emails locally or over the network such as chain letters, advertisements, or solicitations
- Knowingly installing or running a program that will damage or place an undue burden on the system
- Knowingly acting in a manner that will disrupt normal operations of computers or the network
- Using computer or network services in a way that violates copyrights, patent protections, or license agreement
- Gaining unauthorized access to information that is private or protected, or attempting to do so
- Attempting to gain system and/or network privileges to which you are not entitled
- Using the University computer system to disseminate materials that are not in keeping with the purposes of the institution

The University reserves the right to monitor the use of institutionally owned resources. Alleged inappropriate use of technology resources will be investigated. In instances of misuse, appropriate disciplinary actions, including 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
- Nondegree-seeking and special students currently enrolled in Campbell University courses
- Campbell University faculty (full and adjunct), staff, and administration
- Designated alumni
- Official guests of the President and the University
- Individuals formally associated with the University, upon verification of the appropriate dean and/or administrator

Original Work by Students Using Campbell University Technology Resources

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

Pornographic or Obscene Material

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

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

Electronic Communications

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

Class Recordings

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

In a distance-learning environment, the Family Educational Rights and Privacy Act (FERPA), a federal privacy law, continues to remain in effect and students need to understand their role in supporting the privacy of fellow students. In courses which incorporate remote interactions, students must be cognizant that shared pictures, written assignments, audio, videos, emails, blog posts,

discussion boards, etc. remain part of the content of the course, just as they would if they were shared in the face-to-face classroom setting. The expectation is that each member of the class treats those materials with care and does not reshare or post beyond the course.

Accordingly, any student accessing class or other educational materials on Blackboard or any other electronic media:

1. Acknowledges the faculty members' intellectual property rights and that distribution of the materials outside the course participants violates the copyright policy; and
2. Recognizes the privacy rights of fellow students who speak or appear on video in class; and
3. Accepts that recording, distributing, posting, or uploading materials to students or any other third party not authorized to receive them or to those outside the classroom is an Honor Code violation; and
4. Agrees that the materials are to be accessed and used only as directed by the faculty member(s) teaching the course.

10. Concerns and Issues

10.1 File a Student Complaint

The Vice President for Student Life and Christian Mission serves as an ombudsman for students and parents seeking to resolve complaints. In many cases, especially when student services are involved, the Student Life Office will deal directly with the issue. In other cases, when the complaint is beyond the purview of the Vice President for Student Life, students and/or parents will be assisted in determining the appropriate channel in which to obtain a timely response.

10.2 Ways to File a Complaint at Campbell University

10.2.1 Office of the Vice President for Student Life

A student may file a complaint with the Office of the Vice President for Student Life and Christian Mission.

Please click this [link](#) to access the online form to file a complaint regarding any area of the campus.

The Vice President for Student Life and Christian Mission may be contacted at:

Vice President for Student Life and Christian Mission
PO Box 95
Buies Creek, NC 27506
Telephone: (800) 334-4111

10.2.2 SARA-NC Complaint Process

Campbell University is a member of the [State Authorization Reciprocity Agreement – North Carolina \(SARA-NC\)](#). Students may also file a complaint through SARA-NC. SARA-NC is the portal for North Carolina. Students should follow the [SARA-NC Complaint Process](#) and use the [SARA-NC Complaint Form \(.pdf\)](#).

The contact information for SARA-NC is:

North Carolina State Education Assistance Authority
c/o SARA North Carolina
P.O. Box 41349
Raleigh, NC 27629
Telephone: (855) SAR-A1NC (727-2162)
Telephone: (919) 549-8614, ext. 4667
Email: information@saranc.org
Website: www.saranc.org

10.2.3 Consumer Protection Division, North Carolina Department of Justice

To file a complaint with the Consumer Protection Division of the North Carolina Department of Justice, please visit the State Attorney General's web page at:

<http://www.ncdoj.gov/complaint>.

North Carolina residents may call (877) 566-7226. Outside of North Carolina, please call (919) 716-6000. En Español (919) 716-0058.

The online complaint form can be accessed at:

<https://ncdoj.gov/file-a-complaint/consumer-complaint/>.

The mail-in form can be downloaded at:

<https://ncdoj.gov/download/16/general-information/15716/consumer-complaint-form-sh>

If you choose to mail-in a complaint, please use the following address:

Consumer Protection Division
Attorney General's Office
Mail Service Center 9001
Raleigh, NC 27699-9001

10.2.4 State Authorization Liaisons Per State

Students also have the option of filing a complaint with the State Authorization Portal in their state.

- [Student Complaint Information by State and Agency](#)
- [NC-SARA Portal Contacts](#)

10.2.5 Professional Licensure Disclosures

Students considering a program leading to professional licensure should contact the program director to discuss enrollment options prior to beginning the program. Contact information for each program is listed below. If you are considering a program at Campbell University that leads to professional licensure and you do not live in North Carolina, please contact the respective licensing board in the state where you reside before beginning the program.

- [General Disclosures](#)
- [Academic Program Contacts](#)
- [State-by-State Licensing Board Information](#)

10.2.6 Adult & Online Education

Online Education students having complaints or grievances should make every effort to resolve the matter by following the guidelines in the most current Campbell University [Student Handbook](#)).

In the event that your concern has not been addressed to your satisfaction at the institution, you may choose to file a complaint with:

- North Carolina Post-Secondary Education using the [North Carolina Post-Secondary Education Student Complaint Form](#) or visiting the [State Agency Complaints](#) Web Page
- State Authorization Reciprocity Agreement North Carolina (SARA-NC) by visiting the [SARA-NC Complaint Process](#) or using the [SARA-NC Complaint Form \(pdf\)](#).

For more information, see the [Student Complaint Process for Adult & Online Education Students](#).

10.3 Grievance Processes

10.3.1 Resolution and Grievance Procedure

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

All grievances must be filed in writing to the CUSOM Office of the Dean. All grievance material is securely maintained in the Office of the Dean.

Each step of the Resolution and Grievance Procedure generally takes fourteen (14) calendar days to complete, unless otherwise noted. Extensions or waivers to this timeframe may be granted on a case-by-case basis. Notice of a request for an extension from a student must be submitted in writing to the Dean within ten (10) calendar days prior to the deadline.

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

These Grievance procedures have numerous instances where appeals must be made in writing by a specified date.

10.3.2 Grievance for Academic Resolutions, Course Procedures, Grading Policies, and CUSOM Policies and Procedures

10.3.2.1 Academic Issues

An individual concern of an academic nature should be first discussed with the immediate instructor or preceptor and must be done in a professional manner. This concern generally includes those which arise from personal conflicts or actions taken against a student individually. For individual concerns, if resolution cannot be reached, the student may, within fourteen (14) calendar days of the failed resolution, appeal, in writing to the appropriate Associate Dean for the academic year involved.

A concern over general course procedures or grading policies should be addressed through the Class Representative to either the Academic Office of the MSBS Program or the Assistant Dean for Biomedical Affairs. If a resolution cannot be reached through the normal processes for an acceptable and reasonable request, the Class Representative may, within fourteen (14) calendar days of the failed resolution, appeal in writing to the Vice Dean for Academic Affairs.

If resolution cannot be reached from the prior appeals, the Class President may, within fourteen (14) calendar days of the failed resolution, appeal in writing to the Dean whose decision will constitute the final resolution. The Dean may refuse to meet with the Class President if the appeal has not been presented in writing, in advance of the meeting.

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

10.3.2.2 CUSOM Policies and Procedures

A concern over CUSOM policies and procedures should be addressed through the Class Representative and the Office of Student Affairs. If through the normal processes for an acceptable and reasonable request, a resolution cannot be reached, the Class Representative may, within fourteen (14) calendar days of the failed resolution, appeal in writing to the Dean whose decision will constitute the final resolution. The Dean may refuse to meet with the Class Representative if the appeal has not been presented in writing, in advance of the meeting.

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

10.3.3 Grievance Procedure for Harassment or Discrimination

Students who believe they have been the subject of illegal harassment or discrimination should contact the Title IX Coordinator, Danielle Evans at 910-893-1217 or titleix@campbell.edu. The Title IX Office supports students who believe they have been subject of sexual harassment, as well as other forms of harassment and discrimination based on race, color, national origin and ethnicity. Retaliation against a student who files a complaint with the Title IX Office or participates in an investigation through the Title IX Office is strictly prohibited.

10.4 Improper Relationships

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

Inquiries should be directed to the University's [Title IX Coordinator](#). 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 students and faculty, or students and staff members, are prohibited. Sexual activity is not permitted in any CUSOM setting.

10.5 Complaints Regarding Non-compliance with American Osteopathic Association (AOA) Accreditation Standards

CUSOM is committed to meeting and exceeding the standards for Accreditation of Colleges of Osteopathic Medicine: COM Accreditation Standards and Procedures as described by the Commission on Osteopathic College Accreditation (COCA). A copy of the standards is available upon request from the Office of the Dean or at the AOA [COCA Accreditation Standards website](#).

Students in the osteopathic medicine program who believe that CUSOM may not be in compliance with a standard of accreditation have the right to file a complaint through the following procedure:

- A written, dated, and signed complaint must be filed with the Office of Student Affairs.
- The Office of Student Affairs will consult with a Vice Dean and form an *ad hoc* committee of administration and student government representatives to investigate the complaint.
- The results of the investigation will include findings of fact, a determination of standard compliance or non-compliance, and recommended corrective actions if indicated. The results will be communicated in writing to the Vice Dean, the Office of Student Affairs, and the student complainant.
- If corrective action is indicated, the Vice Dean will develop a description/plan for such action within thirty (30) calendar days of receipt of the *ad hoc* committee results and deliver such plan to the Dean with a copy to the *ad hoc* committee. If corrective action is not indicated, the *ad hoc* committee will inform the complainant of their results.
- Records of all proceedings regarding complaints will be maintained by the Office of Student Affairs in accordance with CUSOM Confidentiality and Records Retention Policies.
- In the event the student complainant is not satisfied with the *ad hoc* committee determination or correction action, the student may appeal the decision to the Dean.
- In the event the student complainant is not satisfied with the *ad hoc* committee determination or corrective action, the student may communicate the complaint to:

COCA Assistant Secretary
Commission on Osteopathic College Accreditation
American Osteopathic Association
142 East Ontario Street
Chicago, IL 60611-2864
Telephone: (312) 202-8124
Fax: (312) 202-8397
Email: predoc@osteopathic.org

CUSOM recognizes the right of students to express complaints regarding COCA Accreditation Standards and procedures directly to the immediate accrediting body, the COCA.

10.6 Formal Federal Agency Grievance Procedures

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

Mailing the grievance or complaint to:

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

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

Filing it electronically at by following this [link](#).

For more information, students can contact the Office for Civil Rights:

Telephone: 1-800-421-3481
Email: OCR@ed.gov

11. APPENDICES

11.1 Appendix 1 - Hepatitis B Information Form

11.2 Appendix 2 - TB Risk Assessment Form

Hepatitis B Information Form

Must be completed and returned to Department of Clinical Affairs

<p><u>Student Name:</u> _____</p> <p><u>Date of Birth:</u> _____</p> <p><u>Class:</u> _____</p> <p><u>Primary Care Physician:</u> _____</p> <p><u>Specialist Consulting Physician:</u> _____</p> <p><u>Date of Specialist Consult:</u> _____</p> <p><u>Pertinent HBV history prior to consultation</u> (to be completed by student, healthcare provider or Campbell University Health Center)</p> <ol style="list-style-type: none"> 1. Initial Hepatitis B Vaccination Series dates <ol style="list-style-type: none"> a. Immunization 1: _____ b. Immunization 2: _____ c. Immunization 3: _____ d. Titer result and date: _____ 2. Second Hepatitis B Vaccination Series dates <ol style="list-style-type: none"> a. Immunization 1: _____ b. Immunization 2: _____ c. Immunization 3: _____ d. Titer result and date: _____ 3. <u>HBV Testing</u> <ol style="list-style-type: none"> a. HBsAg: Positive Negative Date _____ b. Anti-HBc: Positive Negative Date _____ c. HBV Viral Load (if done) _____ Date _____ 	<p style="text-align: center;"><u>Specialist Consultant</u> (Complete the following section)</p> <p><u>Testing</u></p> <ol style="list-style-type: none"> 1. HBV Viral load: _____ Date _____ 2. Other pertinent testing performed: _____ <p><u>Treatment Recommendations</u></p> <p><u>Follow up Recommendations</u></p> <p>The student should follow up with healthcare provider on _____ (Date, not to exceed one year).</p> <p><u>Recommendations Regarding Clinical Practice</u></p> <p>At this time, I recommend that this student:</p> <p>_____ Be permitted to participate in patient care with <u>no restrictions on procedures performed</u> (student may participate in both Category I and Category II procedures – see page 2 for reference)</p> <p>_____ Be permitted to participate in patient care but should be restricted from performing any Category 1 procedures at this time</p> <p>_____ Other (please describe): _____</p>
---	---

Physician's Signature _____ DO, MD

Address _____

Office Phone Number _____

Print Last Name _____ Date _____

Return form to the Department of Clinical Affairs

Category I Procedures

1. **Those known or likely to pose an increased risk of percutaneous injury to a healthcare provider that have resulted in provider-to-patient transmission of HBV.**
2. Are generally limited to:
 - a. Major abdominal, cardiothoracic, and orthopedic surgery;
 - b. Repair of major traumatic injuries;
 - c. Abdominal and vaginal hysterectomy;
 - d. Caesarean section;
 - e. Vaginal deliveries; and/or
 - f. Major oral or maxillofacial surgery.
3. Techniques that have been demonstrated to increase the risk for healthcare provider percutaneous injury and provider-to-patient blood exposure include:
 - a. Digital palpation of a needle tip in a body cavity; and/or
 - b. The simultaneous presence of a healthcare provider's fingers and a needle or other sharp instrument or object (bone spicule) in a poorly visualized or highly confined anatomic site.
4. **Students with HBV infection may be restricted from performing Category I procedures based on recommendations from an Infectious Disease specialist or based on hospital or preceptor policy.**

Category II Procedures

1. All other invasive and noninvasive procedures.
2. **Pose low or no risk for percutaneous injury to a healthcare provider or, if a percutaneous injury occurs, it usually happens outside a patient's body and generally does not pose a risk for provider-to-patient blood exposure.**
3. Procedures include the following:
 - a. Surgical and obstetrical procedures that do not involve the techniques listed for Category I;
 - b. The use of needles or other sharp devices when the healthcare provider's hands are outside a body cavity (e.g., phlebotomy, placing and maintaining peripheral and central intravascular lines, administering medication by injection, performing needle biopsies, or lumbar puncture);
 - c. Dental procedures other than major oral or maxillofacial surgery;
 - d. Insertion of tubes (e.g., nasogastric, endotracheal, rectal or urinary catheters);
 - e. Endoscopic or bronchoscopic procedures;
 - f. Internal examination with a gloved hand that does not involve the use of sharp devices (e.g., vaginal, oral, and rectal exam); and/or
 - g. Procedures that involve external physical touch (e.g., general physical or eye examinations or blood pressure checks).
4. **Students with HBV infection are generally not restricted from performing Category II procedures.**

1. Last Name	First Name		MI	
2. Patient Number				
3. Date of Birth (MM/DD/YYYY)				
	Month	Day	Year	
4. Race <input type="checkbox"/> 1. American Indian/Alaska Native <input type="checkbox"/> 2. Asian <input type="checkbox"/> 3. Black/African American <input type="checkbox"/> 4. Native Hawaiian/ Other Pacific Islander <input type="checkbox"/> 5. White <input type="checkbox"/> 6. Unknown				
Ethnicity: Hispanic or Latino Origin? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown				
5. Gender <input type="checkbox"/> 1. Female <input type="checkbox"/> 2. Male				
6. County of Residence				

N.C. Department of Health and Human Service
 Division of Public Health
 Epidemiology Section • TB Control

Record of Tuberculosis Screening

Section A.

Answer the following questions.

Do you have:	Descriptions	Yes	No
1. Unexplained productive cough	<i>Cough greater than 3 weeks in duration</i>		
2. Unexplained fever	<i>Persistent temp elevations greater than one month</i>		
3. Night sweats	<i>Persistent sweating that leaves sheets and bedclothes wet</i>		
4. Shortness of breath/Chest pain	<i>Presently having shortness of breath or chest pain</i>		
5. Unexplained weight loss/appetite loss	<i>Loss of appetite with unexplained weight loss</i>		
6. Unexplained fatigue	<i>Very tired for no reason</i>		

The above health statement is accurate to the best of my knowledge. I will see my doctor and/or the health department if my health status changes.

_____/_____/_____
Signature Date Witness

Section B.

This is to certify that the above-named person (a) had a tuberculin skin test or an interferon gamma release assay (IGRA) on_____/_____/_____ which was read as_____mm. which was interpreted as positive and

(b) Had a chest X-ray done on_____/_____/_____ which showed no sign of active inflammatory disease.

(c) This person has no symptoms suggestive of active tuberculosis disease. A chest X-ray for tuberculosis is not indicated.

Licensed Medical Professional Date

Purpose: To be used for persons who:

- (1) have had a significant reaction to the tuberculin skin test;
- (2) have had a negative chest X-ray; and
- (3) need a record of their tuberculosis status.

Preparation: To be completed by a licensed medical professional.

Section A: Record the person's answers to questions 1-6.

- (1) If all answers are **no**, have person sign where specified and continue to Section B.
- (2) If any two answers are **yes**, **do not** complete the record. Refer person for evaluation as appropriate.

Section B: Complete information as specified.

NOTE: Document this visit in person's clinical record and specify outcome, i.e., indicate that the record or a referral was given to the person.

Disposition: (1) If all answers in Section **A** are **no**, no copy required. Document as noted above.
(2) If any two answers in Section **A** are **yes**, retain original and any further referral form in record.

Destroy in accordance with Standard 5, *Records Disposition Schedule*, published by the N.C. Division of Archives and History.

Additional forms may be downloaded from the N.C. TB Control website:
http://epi.publichealth.nc.gov/cd/tb/docs/dhhs_3405.pdf.