

Western University of Health Sciences

**College of Health Sciences**

**Master of Science in Medical Sciences (MSMS)**

**2022/2023 Catalog**

## COVID-19 Impact

The contents of this 2022-2023 catalog reflect standard operating conditions for the academic year. However, the global COVID-19 pandemic has resulted in a rapidly changing environment for higher education, and Western University of Health Sciences will respond to those changes in the interest of the health and well-being of all our students, faculty, staff, and administration. Changes to COVID-19 Vaccine policy, procedure and practice may be necessary from time to time, and these changes will be published using typical communication channels, including mail, email, publication to the [university web site](#), press releases, and other channels as deemed appropriate. These changes may supplement and supersede any inconsistent provisions found in this Catalog.

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## College of Health Sciences

### Mission

The mission of the College of Health Sciences parallels the humanistic traditions of Western University of Health Sciences. We are a team of educators, clinicians, and researchers who prepare graduates to improve the health and wellbeing of all populations.

### Goals

1. To educate an allied health workforce that helps to meet the healthcare and educational needs of the State of California and the west.
2. To achieve an environment and culture that supports all members of the College.
3. To ensure an environment and culture that empower all persons in the College to maximize their potential as contributing members in the education of students, in research and clinical activities, and in service to the community.

# Master of Science in Medical Sciences (MSMS)

## Accreditation

Western University of Health Sciences is accredited by the Senior College and University Commission of the Western Association of Schools and Colleges (WASC). WASC's statement of accreditation status can be found at <http://www.wascsenior.org/institutions/western-university-health-sciences>. You may contact WASC at 985 Atlantic Avenue, Suite 100, Alameda, CA 94501. Phone: (310) 748-9001, Fax: (310) 748-9797, E-mail: [wascsr@wascsenior.org](mailto:wascsr@wascsenior.org). WASC is a non-profit organization that evaluates the quality and educational effectiveness of schools, colleges, and universities. WASC is one of six regional accreditation agencies in the United States. While it is not officially regulated by the government, it is regularly reviewed by the US Department of Education and the Council for Higher Education Accreditation.

Please refer to the specific college sections of this catalog for further information on program and professional accreditations.

## Complaints Regarding WASC Accreditation Standards

Western University of Health Sciences is committed to meeting and exceeding the standards for accreditation of colleges and universities as described by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). It is the policy of Western University of Health Sciences that a student, employee, or other constituent of the University that believes that they University may not be in compliance with the standards of accreditation has a right to file a complaint can view the complaint submission process at: <http://www.wascsenior.org/comments>.

## General Information

### Mission Statement

The mission of the Master of Science in Medical Sciences program at Western University of Health Sciences is to prepare students for health-related professional school by educating them in the knowledge, critical evaluation skills, and research awareness that allows them to become well-informed, evidence-based professionals.

### Vision

The Master of Science in Medical Sciences program is designed to assist individuals from diverse backgrounds in gaining acceptance to professional schools with the ultimate goal of increasing the number of health-professionals in underserved areas.

### About the Program

The program emphasizes integration of biomedical sciences and research-based knowledge in clinical decision-making. Courses, laboratory experiences, and research will serve to provide students with the skills required to integrate scientific knowledge, literature evaluation, and clinical decision-making, and will culminate in a capstone course, assessed by final presentation. A minimum of 46.50 credit hours is required for completion of the MSMS program. This includes didactic study, clinical shadowing, research, and laboratory work leading to a thesis.

Program faculty have appointments in the Graduate College of Biomedical Sciences, as well as the Colleges of Health Sciences, Osteopathic Medicine of the Pacific, Pharmacy, and Dental Medicine, as well as

accredited outside institutions of postsecondary education. Their areas of research emphasis include molecular biology, microbiology, biochemistry, immunology, neuroscience, anatomy, and physiology.

## **Roles of Graduates**

The MSMS program enables its graduates to apply to a clinical or non-clinical program to advance their career in becoming a health care practitioner.

## **Goals of the Program**

In fulfillment of the mission of the University, the program's goals are to educate students and graduates who inspire to work with rural and urban communities in the advancement of health promotion and wellness.

## **Curriculum Design**

The curriculum model is hybrid. Students will attend a blend of virtual/online lecture and on-campus lecture and laboratory sessions.

## **Objectives and Student Learning Outcomes**

The following illustrates the alignment between student learning outcomes at WesternU, the mission of the College of Health Sciences, and the MSMS program goals and expected student outcomes.

### *Scientific Competency*

- Graduates will demonstrate foundational knowledge in the biomedical sciences.
- Graduates will be able to use logic and reason to explain concepts across the biological hierarchy.
- Graduates will be able to integrate, synthesize, and apply knowledge of biomedical sciences.

### *Interpersonal Communication Skills & Collaboration Skills*

- Graduates will demonstrate the ability to communicate, in both oral and written form, about current issues in biomedical & health sciences in a manner acceptable to peers, clinical professionals, and the public.
- Graduates will effectively collaborate with colleagues and staff in research, teaching, and clinical settings. Graduates will work collaboratively with others to achieve shared goals, share information and knowledge with others and provide feedback, and will put team goals ahead of individual goals.

### *Professionalism*

- Graduates will consistently fulfill obligations in a timely and satisfactory manner, take responsibility for personal actions and performance, and demonstrate professionalism in comportment.
- Graduates will demonstrate tolerance of stressful or changing environments or situations and adapt effectively to them.



- Graduates will set goals for continuous improvement and learning new concepts and skills, engage in reflective practice for improvement, and solicit and respond appropriately to feedback.
- Graduates will behave in an honest and ethical manner, cultivate personal and academic integrity, adhere to ethical principles, follow rules and procedure, resist peer pressure to engage in unethical behavior, encourage others to behave in honest and ethical ways, and will develop and demonstrate ethical and moral reasoning.

#### *Emotional Intelligence and Service*

- Graduates will demonstrate a sensitivity to others' needs and feelings and recognize and act on his/her responsibilities to society, locally, nationally, and globally.
- Graduates will demonstrate an awareness of others' needs, goals, feelings, and the ways that social and behavioral cues affect peoples' interactions and behaviors; and will treat others with respect.
- Graduates will demonstrate knowledge of socio-cultural factors that affect interactions and behaviors; show an appreciation and respect for multiple dimensions of diversity; recognize and act on the obligation to inform one's own judgment; engage diverse and competing perspectives as a resource for learning, citizenship, and work; recognize and appropriately address bias in themselves and others; **and** interact effectively with people from diverse backgrounds.

## Personal Competencies for Admission and Matriculation

A candidate for admission to the MSMS degree program in the College of Health Sciences must possess, or be able to achieve through a reasonable accommodation, certain sensory and motor functions, that would enable the individual to carry out the activities described in the sections that follow. Upon matriculation to the program, the student must continue to possess, or be able to achieve through a reasonable accommodation, the personal competencies outlined below through their progression in the MSMS degree program. Graduates of the program are eligible for employment in a wide variety of academic and clinical programs. As a result, they must have the intellectual ability to learn, integrate, analyze, and synthesize numerical, visual, and textual information in the biomedical sciences and health professions fields. They must also be able to effectively and accurately integrate this information and communicate it to others by both oral and written means.

A candidate for the MSMS degree program in the College of Health Sciences ordinarily must have abilities and skills of six general varieties, including but are not limited to: (1) observation; (2) communication; (3) motor; (4) intellectual, conceptual, integrative, and quantitative; (5) behavioral and social and (6) ethical standards.

For candidates or students who require a reasonable accommodation in order to meet the competencies outlined below, please contact the Harris Family Center for Disability and Health Policy (<sup>HF</sup>CDHP) at (909) 469-5297.

Under all circumstances, a candidate or student should be able to perform the following in a reasonably independent manner, with or without a reasonable accommodation:

### Observation

Candidates must have sufficient vision to be able to observe demonstrations and presentations by faculty and other students.

### Communication

Candidates must be able to communicate effectively and sensitively in English with other students, faculty, staff, and other professionals, in both oral and written formats, and must be able to read, write, and communicate verbally in English. Candidates and students must be able to read and comprehend written material and communicate clearly and audibly during interactions with classmates, professors, patients, and members of the health care team.

### Motor

Candidates should have sufficient motor function, or reasonable accommodations to enable them to operate commonly used lab and educational equipment, (including, but are not limited to, computers, microscopes, overhead projectors). These actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

### Intellectual, Conceptual, Integrative, and Quantitative Abilities

Candidates and students must demonstrate problem-solving skills, which include measurement, calculation, reasoning, analysis, and synthesis. Preparation of a thesis, oral presentation, or capstone project require all of these intellectual abilities.

### **Behavioral and Social Abilities**

Candidates and students must possess the emotional health required for full utilization of their intellectual abilities, exercise good judgment, and promptly complete all of the responsibilities involved in the education process. Candidates and students must also demonstrate that they can develop mature, sensitive, and effective relationships with faculty, staff, and colleagues. Additionally, they must be able to tolerate physically and mentally taxing workloads, adapt to changing environments, and display flexibility. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are some of the personal qualities that will be assessed during the admissions and educational processes.

### **Ethical Standards**

Candidates must demonstrate the ability to reason morally in a professional and ethical manner with faculty, peers, and communities.

## Admissions Policies and Procedures

Admission to the MSMS program is on a competitive basis and is open to citizens and permanent residents of the United States and international students. WesternU is committed to admitting competitive, qualified individuals with or without disabilities. The program will accept applications for admission from all qualified candidates for the MSMS degree. WesternU participates in the Post Baccalaureate Centralized Application Service (POSTBACCAS) for its admissions process.

### Non-Discrimination Policy

In accordance with all applicable federal, state, and local laws, Western University of Health Sciences (WesternU) is committed to ensuring a campus community free from unlawful discrimination. Accordingly, WesternU prohibits unlawful discrimination on the basis of race, color, national origin ancestry, citizenship, ethnicity, creed, religion or religious creed, sex or gender (including gender identity), marital status, sexual orientation, disability (both physical and mental) including HIV and AIDS, medical condition (cancer and genetic characteristics), pregnancy (which includes childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), age, genetic information, military and veteran status, or any other characteristic protected under applicable law, in the administration of its programs or activities. WesternU also prohibits unlawful harassment, including Sexual Harassment. Lastly, WesternU is committed to providing equal access to and equal opportunities to all members of its campus community in accordance with all applicable laws.

This non-discrimination policy applies to applicants, students, and alumni. Additional nondiscrimination information can be found in the Non-discrimination, Anti-Harassment, and Anti-Retaliation Policy, located in the University Catalog.

### Reasonable Accommodation for Disabilities

Candidates and students must be able to perform all the essential functions of the program with or without reasonable accommodation. A student who discloses a disability and requests accommodation will be referred to the Harris Family Center for Disability and Health Policy (<sup>HF</sup>CDHP). The student will be asked to provide documentation of the disability for the purposes of determining appropriate accommodations. The Graduate College of Biomedical Sciences will provide reasonable accommodations but is not required to make modifications that would substantially alter the nature or requirements of the program. A student with questions regarding reasonable accommodation can contact the <sup>HF</sup>CDHP office.

### Application Requirements

The application requirements shown in this catalog apply to applicants who are seeking entry for the 2022/2023 academic year. Current admission and application requirements for the MSMS program, including prerequisite coursework requirements, can be found on the [Prospective Student website](#).

The minimum criteria to receive consideration for admission into the program are listed below. Meeting these criteria, however, does not guarantee admission into the program.

- A bachelor's degree with a strong science component from a regionally accredited U.S. institution or at an equivalent foreign institution. Exceptions will be made on a case-by-case basis. All coursework taken from non-U.S. institutions (including French Canadian institutions) must be submitted to an [approved service](#) for evaluation.
- To be considered, an applicant must have completed all prerequisite courses required for his/her declared professional program. These typically include one year of general biology, one year of

general chemistry, 1-2 semesters of organic chemistry, and 1-2 semesters of physics. Biochemistry is usually not required, but often highly recommended.

- Additional courses that will enhance one’s application, such as upper-division courses in molecular and cellular biology, genetics, immunology, anatomy, and physiology.
- A minimum cumulative/overall grade point average (GPA) of 2.50
- Official test scores taken within the last three (2) years (please see chart below).

Professional Goal	Standardized Test	CAS (Optional)
Pre-Medical	MCAT	AACOMAS or AMCAS
Pre-Dental	DAT	AADSAS
Pre-Optometry	OAT	OPTOMCAS
Pre-Podiatry	MCAT	AACPMAS
Pre-Pharmacy	GRE (General) or PCAT	PHARMCAS
Pre-Physical Therapy	Varies by Program	PTCAS

- Three letters of reference from individuals familiar with the applicant’s scholarship, appropriateness for a health care profession, and research potential. One letter must be from a science faculty member. A recommendation from a health care professional is highly recommended. These are submitted to POSTBacCAS and provided to the university with your primary application.

Besides a strong academic record, we are looking to accept students who demonstrate the ability to integrate and disseminate information, who have outstanding communication and interpersonal skills, and who demonstrate caring and empathy towards other people and experimental animals. We recommend applicants have a strong record of service to those from economically, educationally, and/or medically underserved backgrounds.

### Application Procedures and Timelines

The MSMS program has a June orientation and matriculation date. The application submission period opens in early October of the year prior to planned matriculation. The application cycle typically closes in March of the planned matriculation year. Applicants are encouraged to submit their primary application as early as possible.

Those who do not meet the criteria by the time of matriculation, and wish to reapply for the following year, must submit a new primary application and will be considered with the new applicant pool. The link to the primary application, and detailed information on how to apply, can be found on the [Prospective Student website](#).

A primary application must be submitted electronically to PostbacCAS. Three letters of recommendation forms must be submitted directly to PostbacCAS along with official transcripts from **all** colleges and universities attended. To initiate the primary application with POSTBacCAS, visit the POSTBacCAS website at <https://postbaccas.liaisoncas.com/applicant-ux/#/login>.

After receipt of the applicant's PostbacCAS application, as well as all required materials, the Admissions Operations Office will process the application and determine eligibility for review. Upon completion of processing and deeming of the application complete, the application file will be sent to the Admissions Committee for consideration for interview. Completed applications are reviewed on a rolling basis and early applications are strongly encouraged.

Applicants who wish to use coursework completed outside the United States, or at a French-Canadian institution, must submit their transcripts for evaluation to a [Western University of Health Sciences Approved Service](#) at the candidate's expense. A course-by-course evaluation, a calculation of a cumulative/overall GPA are required, and all coursework must be designated as undergraduate, graduate or professional. WesternU only honors evaluations from one of the approved services. The official evaluation must be received by the application deadline.

The Admissions Committee will review all completed, qualified applications and determine which potential candidates will be invited for an interview. The interview is designed to allow the applicant to learn more about WesternU's MSMS program as well as allow the Admissions Committee to learn more about the applicant. The interview process is conducted in the spring months of the application cycle.

### **Acceptance Deposit**

Applicants accepted to the MSMS program must pay a non-refundable "acceptance" deposit of \$250.00.

### **International Applicants**

International applicants who are not U.S. citizens and who are living in the U.S. should be prepared to provide proof of legal U.S. residency at the time of interview. Proof of legal U.S. residency is required prior to any offer of acceptance. For detailed information, please visit our web page for [International Students](#).

### **Linkage Program**

The MSMS program has developed a linkage program with the university's Osteopathic Medicine, Dental Medicine, Podiatric Medicine, and Pharmacy programs.

### **Transfer Credit**

Ordinarily, transfer credit will not be accepted. Under extraordinary circumstances, the faculty of the MSMS program may allow up to nine (9) credit hours to transfer if the coursework has been completed within an accredited graduate or professional program and there is compelling reason provided for the transfer. To have a course transferred, the student must provide the catalog description and course syllabus so that the appropriate faculty can approve the course's subject equivalency. Once these materials have been uploaded to the applicant's application on the WesternU application site, they will be reviewed ordinarily within 10 business days by appropriate faculty. A decision about equivalency and transferability will be made at that point. The Office of Admissions will notify the student of the decision by email. Under no circumstances will transfer credit be granted for coursework taken while enrolled as an undergraduate student.

## Registration

All WesternU students are required to register by the registration deadlines specified by the University Registrar. Registration dates are posted on the [Registrar's Office](#) website. Failure to register by the deadline may be grounds for administrative withdrawal. All students registering after the posted deadline will be assessed a \$30.00 per business day late fee.

Full tuition and fees and all prior debts must be paid in full on or by posted deadlines each academic year. Matriculation is subject to the satisfactory completion of all academic requirements and payment of all outstanding debts to the University. The receipt of the final transcript(s) from all colleges/universities attended and a physical examination with documentation of required immunizations (if applicable) prior to registration are additional requirements for incoming students.

### Registration Late Fee Appeals

If you are assessed late fees for a registration period, you may submit an appeal to the Office of the Registrar. For additional information on the appeal process, please see the [Registration Late Fees](#) page on the Registrar's Office website.

### Student Health Insurance Requirement

All full-time students at Western University of Health Sciences are required to have active health insurance while enrolled. All students are automatically assessed half of the entire year's insurance premium and will be enrolled in the student health insurance plan until they submit proof of coverage that meets the University's requirements. For additional information on student health insurance requirements and/or waiving out of the student health insurance plan, please see the [Student Health Insurance](#) page on the Registrar's Office website.

### New Student Orientation/Welcome Week

Attendance at all Orientation and Welcome Week activities is mandatory. There may also be classes during Orientation and Welcome Week in the MSMS program. Failure to attend any required part of Orientation/Welcome Week without prior approval from the Assistant Deans of Student Affairs may result in the rescindment of the offer of acceptance.

### Student Initiated Changes in Enrollment Status

#### *Leave of Absence*

A student may request a Leave of Absence (LOA) with the occurrence of a medical emergency or illness, personal issues, financial hardship, or military service. Students must be in good academic standing to be eligible for a Leave of Absence. For additional information on the University's Leave of Absence policy, please see 'Student Initiated Changes in Enrollment Status' in the University Catalog, General Academic Policies and Procedures section.

#### *Withdrawal from University/Academic Program*

Matriculation at the University is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct. The University reserves the right to require withdrawal at any time it deems necessary to safeguard its standards of scholarship, conduct, and orderly operation. The student concedes this right by act of matriculation. For additional information on withdrawing from the MSMS program, please see 'Student

Initiated Changes in Enrollment Status' in the University Catalog, General Academic Policies and Procedures section.

### **Full-Time/Part-Time Status**

All MSMS students enrolled in at least 8.00 credits are considered full-time students. Students enrolled in 6.00 – 7.99 credits are considered three-quarter-time students. Student enrolled in 4.00 – 5.99 credits are considered part-time students.

### **Time Limits**

The Master of Science in Medical Sciences program is designed to be completed in one (1) year of full-time study. The requirements for the degree must be fulfilled within 1 year, 6 months from the date of matriculation to the program. An exception to this may be granted if a student is required to repeat a course offered beyond the 1 year, 6-month limit. Students who are unable to meet the 1 year, 6-month time limit for the MSMS program may be subject to administrative withdrawal.



## Tuition and Fees

By action of the Board of Trustees, MSMS tuition and fees for the 2022/2023 academic year (subject to change) are as follows:

\$28,310.00	Annual Tuition
\$40.00	Student Body Fee

## Other Fees and Expenses

\$862.00	Textbooks and Supplies
\$30.00	Registration Late Fee (Per Business Day)
\$50.00	Late Payment Fee (per month)
\$350.00	Graduation Fee
\$470.00	Annual Parking Permit (Auto)
\$88.00	Summer Parking Fees
\$40.00	Locker Key Replacement Fee
\$10.00	Official Transcript (Each)
\$21.00	Rush Transcript, First Class Mail (Each)
\$25.00	Rush Transcript, Federal Express (Each)
\$10.00	Student ID Replacement Fee
\$TBD	Breakage Fee (Replacement Cost)
\$1,500.00 - \$2,000.00	Required Laptop Computer

## Additional MSMS Program Requirements

The MSMS program requires that each enrolled student have a laptop computer with internet access and computer privacy screen. Course assignments and exams will be given that necessitate access to a computer and the Internet. Laptop specifications can be found at <http://www.westernu.edu/computing/computing-students>. While the institution is in remote status for lectures and some exams, students must have an additional device for proctoring of exams. The additional device must be able to connect to the internet and have a camera.

## Modified Curriculum/Repeated Coursework Tuition Rate

Students enrolled in a modified MSMS curriculum or who are directed to repeat one or more courses but not the entire academic year are charged a per credit hour tuition rate. This rate is calculated by dividing the total credits required for a class year by the annual tuition. The per credit rate for 2022/2023 are shown below:

\$608.82	MSMS Repeated Coursework Per Credit Charge
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Students remediating a course will not be assessed a per credit charge for that course.

## General Academic Policies and Procedures

### Academic Advising

Students will be assigned a faculty advisor by the Department Chair upon matriculation. Advisement by faculty should be viewed by the student as a part of the academic process. The student or faculty advisor may seek a change of advisor. Such a request should be made to the Assistant Deans of Student Affairs or the Department Chair. It is the responsibility of the student to meet periodically with his/her advisor. A student on probation must meet with their advisor and the Assistant Deans of Student Affairs at least once a month, or as specified by the terms of probation.

### Attendance and Participation

Students are expected to attend all scheduled classes and activities. Face-to-face learning is a valued part of the curriculum. Per the University catalog, class attendance is mandatory. The course instructor may drop a student for non-attendance at the first class meeting, or in the event of habitual absenteeism, or non-participation in instructional activities. Many courses include participation as part of the overall grading of student performance. All students are also required to attend the following events:

- Orientation in early June of the first year of the program, usually spanning from Monday to Friday.
- Convocation and White Coat ceremonies on Saturday in August of the first year of the program.
- The first session of every course taken throughout the entire program.
- Attendance at announced mandatory student meetings; usually held once per semester.
- Commencement exercises usually held on a weekday in the month of May.
- Scheduled obligations including clinical experiences, events, and commitments.

In the event of an absence or tardiness, it is the student's professional responsibility to notify the Assistant Deans of Student Affairs, who will inform the appropriate faculty. If an absence, lateness, or early departure is anticipated, it is considered a professional courtesy to discuss this with the appropriate course instructor(s) and faculty advisor at the earliest possible date. It is expected that students will report unanticipated absences due to illness, accident, or unforeseen event/emergency immediately to the Assistant Dean of Student Affairs and to the appropriate faculty member. Unexpected lateness should be discussed with the course instructor as soon as possible.

Absence or tardiness from class for any reason does not relieve the student from the responsibility for the material covered during the instructional periods. The student is responsible for all course material covered during an absence. Should an absence, lateness, or early departure occur on the day of an examination or announced/unannounced quiz, any make-up exams or quizzes may or may not be allowed, at the discretion of the course instructor.

Three (3) or more unexcused absences will be viewed as violations of the Standards of Academic Integrity, Professionalism and Student Conduct, will be noted in the student's academic record, and will be grounds for a meeting with the Student Performance Committee (SPC). Consequences of this meeting may include placing the student on conduct probation or conduct suspension. If a student is reported as having arrived late to a class three (3) times without an excuse, a note will be made in the student's academic record indicating the lack of promptness. Additionally, students with more than six (6) unexcused late arrivals will be viewed in violation of the Standards of Academic Integrity, Professionalism and Student Conduct and will be called for a meeting with the SPC. Consequences of this meeting could include placing the student on conduct probation or conduct suspension.

### ***Make-Up Work***

Please note that while make-up work is always offered for exams, some courses have established procedures for missing a class or a quiz (e.g., the lowest quiz grade is dropped) in which case no make-up is offered even if the absence is excused. In other cases, make-up work may not be possible due to the nature of the activity. If you are concerned about whether make-up work will be offered for the assignments you will miss during your approved absence, we encourage you to consult the syllabus, which will articulate the policy for the course.

The timeframe for make-up examinations is determined by the Department Chair and the Assistant Deans of Student Affairs, with consultation from the respective Course Director(s).

### **Student Rights and Responsibilities**

It is the responsibility of the student to be familiar with the contents of the catalog and to observe all policies and procedures relative to the completion of requirements for the graduate degree that were in effect at the time of initial enrollment in the College of Health Sciences. A student may opt to complete the program of study and degree requirements described in the catalog at the time of their graduation, provided all revised policies of the later catalog are followed.

### **Examination Policies**

For most examinations, a student will sit in an assigned seat, unless prior arrangements have been made with the Department Chair. Examinations will be administered in the form of a computer-based examination, paper examination, and/or oral examination. During an examination, a student may not leave the room until they have completed the examination, except in an emergency or as excused by the proctor (e.g. restroom break). If a student is excused to leave the room temporarily, the proctor will accompany the student. No additional time will be granted for the student's time out of the examination room. In addition, students are allowed a maximum of one restroom break after two hours of testing.

Once a student completes their examination and leaves the examination room, they will not be permitted to re-enter the room until the examination is complete. All student belongings, except those required for the examination, will be kept in the front of the room. No food or drink (except bottled water) will be allowed during examinations.

Students who miss an examination may not be in or near the designated testing area during or immediately following the examination period. Students who violate this may be considered as demonstrating academic dishonesty and may be subject to referral to the Student Conduct Committee.

### **Zoom Policies and Procedures**

When the campus is in remote status for lectures, the program has set forth a policy regarding student attendance and participation for lectures via Zoom. This policy is applicable to each student in every course unless otherwise stated by the instructor of record. This policy is subject to change and the students will be notified via email and/or Elentra announcements when a change is made.

Any noncompliance with this policy may result in a referral to the SCC as an alleged violation of University or College student conduct policies.

Students will be required to use a laptop to connect to their WesternU student Zoom account. Cell phones may not be normally used during class session. Students will log into the Zoom session from a

stationary structure (i.e. house, apartment, condo, etc.) conducive to learning. This means that traveling in a car and using a cell phone to attend a Zoom session is not accepted nor approved behavior.

Students must adhere to the following:

1. Student is required to attend class via Zoom using their WesternU account (please refer to course syllabi for attendance instructions).
2. First and last names MUST display on the student's Zoom account. If a student prefers to be called by a different name, they must display the name as such. Ex: John "Johnny" Doe
3. Student will be muted upon entry into the Zoom session but will always be required to have their video turned on.
4. Students must be in direct view of their camera throughout the ENTIRE class session excluding scheduled class breaks. During class breaks, video can be turned off, and the student must not exit the Zoom session. If a student's video is turned off for an extended period, the student will be removed from the session and may result in a loss of participation points or class materials.
5. Internet connectivity can sometimes be an issue. Students are to ensure that they have the speed and bandwidth necessary to participate in the curriculum without limited issues.
6. Students are encouraged to be aware of others in the same household who may be using the Internet simultaneously. In the case of an emergency such as the Internet being down, a student may use a cell phone for the Zoom session with consent of the instructor of record.
7. Students must wear appropriate school attire during the Zoom session. Not doing so is considered unprofessional. This may result in a loss of participation points in the course.
8. Private Zoom chats will be disabled by the Instructor of Record in the course.
9. If a student has a question during the lecture, they are to utilize the "raise hand" feature on Zoom (located at the bottom of the screen).
10. If selecting a virtual background, students must select a clean background that is not distracting and lecture appropriate.

### **Zoom Exam Protocol**

During any remote learning period, students will be required to "re-create" the classroom setting required for exams. This means that students will be expected to have a secondary device, either a tablet or phone, which will remain functional for proctoring during the test-taking period. The following protocol will be followed by students until advised otherwise by either the Instructor of Record or Department Chair.

#### ***Preparation – Done the Day Prior to the Exam***

1. Prepare a private, quiet, and un-cluttered setting where they will designate as their exam-taking space. The desk or table where they are taking the exam should be empty or draped. Students should not have any visuals directly in front of or sides of the test space.
2. Make sure they have reliable Wi-Fi connectivity in the area they will be testing in.
3. Any notes and other written documents should be removed from the computer or laptop in which the student uses for testing.
4. Test area will have the secondary device and ensure that the device can be plugged in and/or remain charged throughout the testing period.
5. The secondary device must be positioned so that the camera captures a clear view of the student's keyboard, screen, workspace, and face during the exam via a side/lateral view.
6. The student will need a portable/erasable white board with dry erase markers and eraser. This may only be used during testing when permitted by the Instructor of Record.

7. The student must put their secondary device in Do Not Disturb mode after connecting to the Zoom session. This will allow the student to concentrate without interruptions to the student or the video feed. Any disruptions to the video feed during the exam will be deemed “suspicious activity” which could be subject to review by the Instructor of Record and/or the program chair.

### ***Day of the Exam***

1. Students must remove any smartwatches and other electronic devices (if applicable) prior to the test.
2. Students are expected to log-on 15-30 minutes prior to the scheduled Zoom meeting using the meeting information provided by the Instructor of Record.
3. The student’s set-up should be according to instructions from the section above titled “Preparation.”
4. Students may have the erasable white board to write down notes after the start of the exam if permitted by the instructor of record.
5. Upon entering the test “environment” students will need to provide a 360-degree view with their phone/tablet of their testing area and white board (front/back).
6. If there is a question about a test question, the policy of the department is to not answer questions regarding exam questions or answers. If there is an operational question, students should DIRECTLY/PRIVATELY put their question in the Zoom meeting chat box.
7. Exam password will be available via Zoom shared screen just prior to the start of the exam.
8. Students are to log-on to Examssoft within five (5) minutes of receiving the password. Any technical difficulty that may students experience, are to be sent to the proctor immediately using Zoom chat.
9. Exams are INDIVIDUAL and closed book. There should be NO NOTES or cues visible to the student during the exam. Students may NOT have someone else within their view throughout the exam.
10. Students are to have their Zoom profile on “mute audio.”
11. The chat box on Zoom will be kept open during the exam and messages will be private and sent to the proctor only. The chat may be saved with the video to the Chair of the Department.
12. Students are NOT to leave the test setting under any circumstances during the exam – except when there is an emergency at which point the student must check with their proctor before leaving.
13. The student’s test will need to be uploaded within five (5) minutes by the end of the testing period.
14. Once the student has submitted the exam, they will show their Green/Uploaded screen along with their cleaned white board to the Proctor for five seconds on Zoom to be excused.
15. Finally, the Zoom session may be video recorded during the exam period and any suspicious behavior will be reviewed by the instructor of record and/or the Chair of the department and result in a “0” on the exam.

The faculty place a high value on compliance with applicable standards of student conduct, including but not limited to the standards of professionalism and the honor code. Conduct such as taking screenshots, sharing portions of exam questions, or having reference material out during an exam would be considered a violation of the standards of professionalism and the honor code. Noncompliance with such policies may result in a referral to the SCC and result in adverse action, up to and including to dismissal from the program.

### **Research Requirements**

MSMS candidates will choose a topic for their research projects in consultation with the research course director. They will be expected to document their research proficiently via a poster and an oral presentation.

### **Children in the Classroom/ Labs**

The classroom is an environment for enhanced learning and should be free from unnecessary distraction. For this reason, children are not permitted in the classroom during lectures or examinations, no exceptions.

### **Communication**

All students will be assigned an email account by the Office of Student Affairs. The WesternU email address is the primary means of communication utilized by the University and the MSMS program. Students are to be advised that the use of personal email accounts may result in messages defaulting to the spam filter process. Students are required to check their WesternU email accounts at least twice daily. The WesternU communication policy requires that all email messages receive a response within 48 hours (two business days). Students are required to keep the Office of the Registrar informed of their current address and telephone number by updating their information in the [Student Portal](#).

Each student is responsible for advising the Registrar and Assistant Deans of Student Affairs of telephone number changes as soon as they occur. Cell phones must be turned off during all class times and examinations.

### **Protocol for Input on Matters of Student Concern**

When an issue or dispute arises between students, the issue/dispute resolution process starts with communication among the involved students. If a satisfactory resolution is not arrived at that level, the matter should then be addressed with the faculty advisor. If the problem is not resolved at the faculty advisor/course director level, the matter should be brought to the appropriate college's Student Affairs personnel, then the College Dean. If the matter has not been resolved at those levels, the final arbiter is the SVP/Provost. The Department Chair will inform the Assistant Deans of Student Affairs regarding the issue.

When an incident arises involving a faculty member, the first step in the issue/dispute resolution process is discussion with the faculty member. If the matter is not satisfactorily resolved at that level, then the matter should be referred to the Department Chair, then Dean, in that order. The final arbiter is the SVP/Provost. Please note that grade appeals cannot be handled under this protocol. The Department Chair will inform the Assistant Deans of Student Affairs regarding the issue.

When an incident arises involving a staff member, the dispute resolution process begins with the Supervisor/Department Chair followed by the Dean. The Office of Human Relations is the final arbiter. The Department Chair will inform the Assistant Deans of Student Affairs regarding the issue.

Failure to follow this sequence of steps will only serve to delay the appropriate resolution of the issue or dispute as the matter will only be referred back to the correct level in this chain of responsibility. Specific college policies regarding issue/dispute resolution are indicated in the appropriate sections of this catalog.

## Standards of Academic Integrity, Professionalism and Student Conduct

The University Standards of Academic Integrity, Professionalism, and Student Conduct can be located in the University Catalog. The standards outlined below are in addition to those outlined in the University Catalog. Students are expected to be aware of, and abide by, both University and applicable College policies.

### CHS Student Conduct Committee (CHS-SCC)

The College of Health Sciences (CHS) Student Conduct Committee (SCC) shall consist of three elected CHS faculty members and as an ex-officio non-voting member, the Assistant Deans of Student Affairs. The Chair of the committee is elected by the members and the Committee meets at the call of the Chair. The term of membership is three years with staggered terms. The committee is responsible for handling alleged violations of the Standards of Academic Integrity, Professionalism and Student Conduct.

### Reporting Alleged Violations/CHS-SCC Investigation Procedure

1. Upon witnessing or becoming aware of violation(s) of professional conduct, a report will be generated and turned into the Department Chair. The report will include the following information:
  - a. Name and signature of the individual making the report, and date, time, and place of alleged violation(s)
  - b. Name of the accused student
  - c. Alleged violation(s)
2. If the conduct involves a particular course or field experience, the classroom Instructor, Clinical Instructor / Field Supervisor, or Field Coordinator will advise the Department Chair.
  - a. The Department Chair may resolve minor infractions or refer the matter to the Office of the Dean.
  - b. The Department Chair will meet with the student, the instructor or field coordinator, and/or the student's faculty advisor, individually or in a group, to discuss the nature of the alleged violation(s) that have been reported and the actions, if any that the Department Chair intends to take. The Chair sends written notification of the violation(s), including date, involved student's name, and resolution to the involved student, with copies to the CHS-SCC, Department Chair, and Faculty Advisor within five business days.
  - c. The Department Chair places a copy of the notification in the student's file, to be removed if no further incidents occur prior to graduation.
  - d. The student involved in the alleged violation(s) may request a hearing with CHS-SCC.
3. Matters that could not be resolved at the program level will be referred to the Office of the Dean for review. The Department Chair will render a written recommendation to the Office of the Dean of the College of Health Sciences. Professional and personal conduct issues include, but are not limited to, (a) attendance, (b) cooperation with faculty, (c) interest shown in assigned work, (d) attitude towards fellow students and associates or toward personnel of the University or its affiliate organizations, (e) approach to and interaction with patients, research subjects and all other colleagues, as well as (f) personal appearance appropriate to the circumstances. The matter may be resolved by the Dean, unless the student request a hearing by the CHS-SCC, or the Dean may refer the case directly to the CHS-SCC for a hearing. If the Dean resolves the matter without convening a hearing before the CHS-SCC, the final decision will be reported to the Provost's Office and included in the student's file.

### **Hearing by CHS-SCC**

The Dean or the student may request a hearing by the CHS-SCC. Because a violation(s) may have serious consequences (which may include dismissal from the University), the University has implemented procedures intended to ensure that the student is provided fair notice of any charges and is afforded a reasonable opportunity to present evidence on the student's behalf. The CHS-SCC will convene a hearing that follows procedures outlined in the general section of the University Catalog,

### **Information for Students about Hearings Involving Alleged Violations of the Standards of Academic Integrity, Professionalism and Student Conduct**

For a full account of the hearing process, please refer to "Information for Students about Hearings Involving Alleged Violations of the Standards of Student Conduct," located in the University Catalog.

### **Status of Student Pending Action**

Pending a determination by the CHS Dean following a hearing and a recommendation by the CHS-SCC, the student's status will not be altered except for reasons of the student's physical and emotional well-being or for reasons relating to the safety of other students and University personnel. Once the CHS Dean has rendered a decision, the status of the student will not be altered pending determination of a timely appeal by the student, except that the Provost/Chief Operating Officer shall have the discretion and authority to suspend the student or take other action at any time during the appeal process. The University further reserves the right to withhold the awarding of any degree at any time disciplinary charges are pending against a student.

### **Appeals Procedures**

In accordance with the University catalog, the Dean shall have authority to make decisions regarding a student's status in matters of academic progression/promotion, suspension, student conduct, dismissal, and graduation. The decision will be based on input from appropriate sources that may include the following: individual instructors, faculty, and appropriate committees. Students may request an appeal of the Dean's decision to the SVP/Provost by following the process defined in the 'Student Appeal Process' section of the University Catalog.

### **Procedures Pending Appeals Outcome**

The student may remain in class or on field experiences or assignments pending the outcome of appeals, except in cases of summary suspension, and except when the Provost/Chief Operating Officer has suspended the student or has otherwise determined that it is inappropriate for the student to remain in class and/or participate in field experiences/assignments, consistent with the decision of the CHS Dean that is being appealed. If a student is suspended for any reason, any financial aid awarded to that student will be held until the appeal process is resolved by reinstatement or dismissal of the student. If reinstated, the financial aid funds can be released to the student. If the student is dismissed, the funds will be returned to the proper agency/lender. Students should contact the Office of Financial Aid for specific information.

### **Additional Information**

Additional information about the University's Standards of Academic Integrity, Professionalism and Student Conduct, Hearings Involving Alleged Violations of the Standards of Student Conduct and the Student Appeal Process are contained in the University Catalog. Students may also contact the Operations and Communications Coordinator in the Provost's Office at 909-469-5694 for additional information regarding the Student Appeal Process.



## Standards of Academic Progress

Students whose performance falls below the minimum acceptable standards for any area of study will be notified of such deficiency by the Instructor of the course, the Assistant Deans of Student Affairs, or the Department Chair as soon as evidence of such sub-standard performance is available. Students whose performance is considered unacceptable because of not meeting the minimum requirements, or who are not able to bring their performance to the minimum standard within the allotted time in the academic term, will be placed on probation. The duration and conditions of the probationary period will be determined by the Student Progress Committee (SPC). The SPC may recommend the appropriate action, which may include but is not limited to remedial study or repetition of a unit of study, resulting in extending the length of the program. (See section on Probation in the General Academic Policies and Procedures section in University Catalog). To be considered making satisfactory academic progress and to be considered in good academic standing, MSMS students:

- Will have an overall GPA of 2.50 or above.
- Will complete the coursework for degree in two semesters unless a leave of absence is granted, or remediation of a course is required. If remediation is required, a student may have up to six (6) months additional time to complete the degree and to be considered to be making satisfactory academic progress.

### Student Progress Committee

The College of Health Sciences' Student Progress Committee (SPC) is charged with the following responsibilities: (a) to review at the end of each semester the academic achievement and comprehensive evidence of progress of all students who are pursuing the MSMS degree (particular attention will be given to students in academic difficulty as their grades are made available to the SPC by the Registrar and/or course faculty); and (b) to receive reports from the Assistant Deans of Student Affairs regarding any student whose professional or personal conduct is deemed unsatisfactory. Appropriate professional and personal conduct is defined by the University's and College's Standards of Academic Integrity, Professionalism and Student Conduct. At the time of the semester evaluation of each student by the CHS SPC, if a student is found not to be meeting satisfactory academic progress because of failure to meet GPA requirements or time to degree limit is exceeded, the student may be subject to either dismissal or administrative withdrawal.

### Graduation

A student will be recommended for the Master of Science in Medical Sciences degree provided the student:

1. Is not on probation or suspension, has completed all prescribed academic requirements with a cumulative grade point average of above 2.50 and has no outstanding grade of "I," "NCR," or "U."
2. Has demonstrated no serious deficiencies in ethical, professional, or personal conduct, as defined in University Catalog, "General Academic Policies and Procedures" section, which would make it inappropriate to award the degree of Master of Science in Medical Sciences.
3. Has complied with all the legal, immunization, and financial requirements of the University as stated in the University Catalog.

4. Has attended in person and participated in the Commencement ceremony at which time the Master of Science in Medical Sciences degree is conferred. Unless special permission has been granted by the Dean, each student must participate in his or her respective commencement ceremony. If the Dean grants special permission for excusal from commencement, the graduate may be required to present themselves to the Dean or their designee at another specified date to take their profession's oath before their diploma will be released. Requests for excusal will only be granted for extenuating circumstances, such as a prior military commitment.

Students may participate in commencement activities provided they will complete all requirements of the program by December 31 of that calendar year. No student will receive his or her degree until the student has completed all requirements for graduation. Degrees will be dated as appropriate to completion date.

## **Adverse Actions**

### ***Probation***

The student who demonstrates unacceptable performance in any unit of study during any phase of the program is notified of such performance by the Instructor of the course, Faculty Advisor, the Assistant Deans of Student Affairs, or Program Chair as soon as it becomes evident.

Students whose performance is considered unacceptable because of not meeting the Standards of Academic Progress will be placed on probation. The duration and conditions of the probationary period will be determined by the CHS Student Progress Committee (SPC). The Committee may require remedial study and/or repetition of a unit of study in addition to the terms of probation recommended by the faculty.

Probation is defined as a period of time specified by the Dean of the College of Health Sciences during which the student's progress will be closely monitored by (a) the SPC, (b) program faculty, and c) the department chairperson. A student will be recommended for probation and may be asked to appear at a Student Progress Committee (SPC) meeting for any of the following reasons:

- A student earns a failing ("U") grade in any course.
- A student's cumulative GPA is below 2.50 at the end of any academic term in the MSMS program.
- Failure to perform in a professional manner.
- Serious deficiencies in ethical, professional, or academic conduct.

The terms of probation for ethical, professional, or personal misconduct will be specified at the time the student is placed on probation.

When a student is recommended for probation, they will be notified in writing by the program and the reasons will be stated. The written notification will be sent via mail, email or hand delivered. A copy of the notification will be placed in the student's permanent file, and a copy sent to the Chairperson of the Student Progress Committee (SPC). SPC will determine the final terms and conditions of probation.

A student on probation may not serve as an officer of any official University club or organization and shall not engage in time-consuming extra-curricular activities.

Students are removed from probation under the following conditions:

1. After one semester, provided they have regained both a semester and cumulative GPA of at least 2.50
2. When all 'U' grades have been satisfactorily remediated.
3. When the specified terms of probation conduct are met. For information concerning the handling of infractions to the standards of student conduct, the function of the SPC, the status of a student with an action pending, academic suspension, conduct suspension, summary suspension, dismissal and the student appeals process, all students are referred to the General Academic Policies and Procedures section of the University catalog.

### ***Financial Aid Warning Policy***

If a student is not achieving satisfactory academic progress (SAP) the student may be placed on "Financial Aid Warning" status for the next payment period and continue to receive Title IV aid for that period. Financial Aid is any financial assistance offered to the student for paying for their education, such as loans, scholarships, Federal Work-Study, grants, and stipends (judged on the criteria of the stipend). Students who fail to make SAP by the end of the payment period lose Financial Aid eligibility.

It is the policy of the Financial Aid Office (FAO) that once a student has been placed on academic probation for not meeting SAP standards as defined by the college, the FAO will automatically place the student in a Financial Aid Warning status. During the next academic term if the student does not meet SAP standards and the college places the student on academic suspension the student will no longer be eligible for financial aid. If the student appeals the academic suspension and the appeal is approved, financial aid will be reinstated. If the student is directed to audit courses those courses may not be covered by financial aid.

### ***Tutorial Assistance Program***

A Tutorial Assistance Program (TAP) has been established to assist students experiencing academic difficulty. Students will be recommended for this program by a faculty member, the Department Chair, or the Assistant Deans of Student Affairs. Students may self-identify to TAP to receive assistance. The tutors will be chosen on the recommendation of the faculty in each discipline. Group tutoring is the methodology most used by the TAP department. For assistance, contact the Learning Enhancement and Academic Development Office (LEAD).

### ***Remediation***

Every effort will be made to give each student opportunity to demonstrate proficiency in each area of the academic program. Remediation is to be regarded as a privilege that must be earned through active participation in the educational program as demonstrated by regular attendance, individual initiative, and utilization of available resources.

If a student receives a "U" or "NCR" for any course or has a semester or cumulative GPA less than 2.50, the student will be reviewed by the faculty who will make a recommendation for remediation to the SPC.

In reviewing the student's academic deficiencies, the following guidelines shall be applied:

1. Educational objectives underlie remedial teaching, and evaluation should be the same as the educational objectives that underlie regular courses in the curriculum. Where deemed appropriate, the SPC, following consultation with the faculty, may recommend one or a combination of the following options:
  - a. Take a comprehensive examination.
  - b. Complete special projects or studies in the deficient area(s)
  - c. Repeat the course (Students repeating a course(s) will be charged full tuition for the course).
  - d. Where remediation is not an option, the faculty may recommend dismissal from the university.
2. The score/grade achieved by remediation will be the grade recorded EXCEPT that the highest grade a student may earn on options (a) or (b) is a grade of C. If the student is directed to repeat a course, the grade for the repeated course will be recorded on the official transcript. Only the most recent grade received for a repeated course will be included in the student's GPA calculation. Students will be charged full tuition for repeated coursework.
3. Decisions regarding remediation will be made on an individual basis after considering all pertinent circumstances in each case. The SPC will base its decision on the student's academic record, and considerations based upon the faculty recommendation, and the student consultation. Course remediation by exam(s) will take place during the summer following the academic year in which the student failed the course. Remediation by repeating the course will take place at the time the course is offered during the following academic year. All summer remediation exams will take place no sooner than June 1 and no later than August 1 of the following summer after the student has failed a course. Students who require remediation but are unavailable on the designated examination date will not be allowed to progress in the curriculum and will be placed on academic suspension. The grade, either earned upon remediation of the course, by exam or repeating the course, will replace the original course grade in the final GPA calculation.
4. Any student who is required to remediate a course or a portion of a course will be notified in writing at least two weeks prior to the date of remediation (or within two weeks of the close of the academic year, whichever comes first). Notification will be by certified mail, email, or hand-delivered to the student. The notification must be acknowledged with the signatures of the Dean and the student.

Only students who have failed a course, or otherwise earned a "U" or "NCR" will be allowed to remediate a course. At no time will a student with a passing grade (C or better) be allowed to remediate a course.

### ***Academic Suspension***

Students who are deemed unable to continue in the curriculum due to inadequate performance and are required to repeat a given academic year or portion thereof will be placed on academic suspension through such time as they can resume their studies by starting the courses the student is required to repeat. Throughout the time the student is academically suspended, he or she is also on academic probation, and remains on academic probation until all coursework has been satisfactorily remediated/repeated. A student may not receive financial aid during any time of suspension.

### ***Dismissal***

The University may require withdrawal at any time it deems necessary to safeguard its standards of scholarship, conduct, and orderly operation. A student may be permanently dismissed from the program if the student fails to accomplish course-learning objectives and/or fails to achieve academic expectations even after granted the opportunity to repeat coursework. Any student permanently dismissed from the program is not eligible for Title IV, HEA programs. A student may be permanently dismissed when:

- A student earns a failing grade (“U” or “NCR”) in any course that the student has repeated
- A student earns more than two failing grades (“U” or “NCR”)
- A student currently repeating coursework due to sub-standard academic performance is found in violation of University or College Standards of Academic Integrity, Professionalism and Student Conduct at a level that merits course failure or repeating the course.
- Failure to perform in a professional manner.
- Serious deficiencies in ethical or personal conduct.

## Evaluation and Grading

Competency is expected of all program graduates upon completion of the degree curriculum as defined by the "Program Goals." The curricular components of the program are designed so that students work toward achievement of these competencies. The following grading scale is applied to students enrolled in the Master of Science in Medical Sciences program:

### Grading Scale

Final course grades are given based upon the traditional 4-point letter system, as follows:

<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
A	92-100%	4.00
A-	90-91.9%	3.70
B+	87-89.9%	3.30
B	84-86.9%	3.00
B-	80-83.9%	2.70
C+	76-79.9%	2.30
C	70-75.9%	2.00
U	Unsatisfactory	0.00
CR	Credit	N/A
NCR	No Credit	N/A

### ADMINISTRATIVE GRADES

<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
AU	Audit	N/A
I	Incomplete	N/A
W	Withdrawal	N/A
M	Missing	N/A

### Audit

An "AU" (Audit) is assigned to a student who pays tuition for the course and attends class activities but does not complete examinations and does not receive course credit. However, under certain circumstances, at the discretion of the College Dean, a student who is repeating or undergoing remediation may be required to complete course examinations and/or other required work products while auditing the course for no grade.

### Missing Grades

A grade of 'M' for Missing will be input by the Office of the Registrar if a student's grade is not available by the deadline for grade submission. An 'M' grade is not included in the GPA calculation and will be replaced by the grade earned in the course once submitted by the course director/instructor. 'M' grades should not be used by the program in place of an Incomplete (I) grade.

### Incomplete Grades

An Incomplete grade "I" will only be assigned to students whose health and/or personal responsibilities prevent him or her from completing the requirements of the course. A student may remove an incomplete by completing course requirements within six (6) weeks after the end of the semester when the course

took place, or the final grade will be permanently recorded as a “U.” The instructor must certify any grade changes. The “I” grade will remain on the student’s transcript, along with the final grade assigned by the instructor.

### **Grade Reports**

Official grades are turned in to the Registrar by the College of Health Sciences, at which time the online student records system, BanWeb, is updated. Official grade reports and unofficial transcripts will be available on the BanWeb student records system throughout the academic year. No course grade will be changed unless the instructor certifies in writing that an error in computing or recording the grade has occurred or that the student has completed course requirements for an incomplete grade or remediated grade. It should be noted that the GPA shown on BanWeb is not necessarily the same as that which would be calculated by a Centralized Application Service.

### **Appealing a Course Grade**

No course grade will be changed unless the Instructor or Department Chair certifies in writing to the Registrar that an error in computing or recording the grade occurred. If the student believes there is just cause to dispute a grade for a course, the procedure is as follows:

1. Within three (3) business days of the date the course grade is posted to BanWeb, student must make an appointment to talk with the course Instructor(s) who issued the grade and submit written request for review. Upon receipt of written request from the student, the course Instructor(s) shall review the case with the student and a decision shall be made by the course Instructor(s) to affirm or modify the grade. Within five (5) business days of the student’s written request, the course instructor shall notify the student in writing of the decision. A copy of the letter shall be sent to the student and the Department Chair.
2. Within three (3) business days following written notification to the student regarding the Instructor’s decision, the student may appeal the decision in writing to the Department Chair. The appeal request must be accompanied by a narrative explaining the basis of the appeal. The narrative should fully explain the student’s situation and substantiate the reason(s) for advocating a reversal of the instructor’s prior decision. The Department Chair may grant an appeal only if a claim of (1) bias, (2) the appearance of new material and documentable evidence that was not available at the time of the Instructor’s decision, or (3) procedural error that unfairly affected the decision-making process is substantiated by the Department Chair. Upon written request from the student with a valid appeal rationale, the Department Chair shall review the case and within five (5) working days shall issue a decision in writing to the student, which may affirm, modify, or reverse the previous action. A copy of that decision will be provided to the instructor. The Chair’s decision is final in all course grade appeals (didactic and experiential), except when the Chair is also the official Instructor of the course in question. In such a case, the student will direct his or her appeal to the Dean of the College of Health Sciences, following the same guidelines for an appeal to the Department Chair. In addition, in such a case, the decision of the Dean is final.

### **Credit Hour Calculation**

Courses are rated at one credit hour for each 15.0 hours of lecture or 30.0 hours of laboratory practicum, directed independent study, or small group sessions.

## Curriculum Organization

To graduate, students must complete a minimum of 46.50 credit hours.

<b>Fall Semester</b>		
<b>Subject/Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
CHS 5020	Critical Learning & Communication Skills in the Health Prof. I	2.00
CHS 5030	MSMS Intensive Summer Anatomy Course	8.50
CHS 5042	Physical and Biochemical Systems	5.00
CHS 5043	Molecular and Cellular Basis of Life	5.00
CHS 5061	Intro to Clinical Research & Evidence-Based Decision Making	2.00
CHS 5070	Research I	4.00
CHS 5082	Clinician and Society	3.00
<b>Fall Total Credit Hours:</b>		<b>29.50</b>
<b>Spring Semester</b>		
<b>Subject/Course #</b>	<b>Course Title</b>	<b>Credit Hours</b>
CHS 5021	Critical Learning & Communication Skills in the Health Prof. II	2.00
CHS 5071	Research - Capstone	4.00
CHS 5075	Physiology of Human Visceral Systems	4.00
CHS 5079	Microbiology: Biological Systems in Human Disease	4.00
CHS 5083	Clinical Environments in Health Care	3.00
<b>Spring Total Credit Hours:</b>		<b>17.00</b>
<b>Program Total Credit Hours:</b>		<b>46.50</b>



## Course Descriptions

All courses are awarded letter grades, except when indicated otherwise.

### **CHS 5020 Critical Learning and Communication Skills in the Health Professions I (2.0 credit hours)**

The first part of a two-semester sequence intended to expose students to techniques and approaches for being a successful graduate student and for becoming a life-long learner. Students will have the opportunity to study and apply practical techniques to maximize comprehension, retention of material, critical and abstract thinking, interpersonal communication, and team-based learning. In addition, students will explore multiple aspects of group learning and performance. The course will also emphasize additional aspects of graduate-level education including retention of information; the management of time and stress; increasing focus, concentration, motivation, and memory; study skills and strategies; learning assessment; and approaches to test taking. The course will emphasize effective longitudinal learning and mastery of material using cumulative subject assessments.

### **CHS 5021 Critical Learning and Communication Skills in the Health Professions II (2.0 credit hours)**

The second semester of a two-semester sequence intended to expose students to techniques and approaches for being a successful graduate student and for becoming a life-long learner. Students will have the opportunity to study and apply practical techniques to maximize professional development. Students will explore aspects of group performance; including peer reviews, learning assessments, situational judgement, critical analysis, inter-professional education, and special group projects. The course will emphasize effective longitudinal learning and mastery of material using cumulative subject assessments.

### **CHS 5030 Master of Science in Medical Sciences - Intensive Summer Anatomy Course (MSMS-ISAC) (8.5 credit hours)**

The Master of Science in Medical Sciences (MSMS) Intensive Summer Anatomy Course (ISAC) is an accelerated equivalent of DO5030, given in 7 weeks. Material covered in this regional approach includes the shoulder and upper limb, thorax and its viscera, abdomen and its viscera, the pelvis and its viscera, the male and female perineum, the lower limb, the neck, and the head. The objectives include the mastery of nomenclature and spatial relationships of human anatomical systems. Course consists of didactic and practical components and includes dissection of human cadavers. Assessment is by means of written and laboratory practical examinations, as well as regular quizzes.

### **CHS 5042 Physical and Biochemical Systems (5.0 credit hours)**

The overall goal of this course is to introduce students to the most important concepts and principles of biological chemistry. Topics previously covered in earlier chemistry and biology courses will be expanded and placed in the context of the living organism. The key objective is to understand and be able to apply concepts rather than merely memorize information. Subject areas covered include macromolecular structure, reactivity and function, thermodynamics, carbohydrate, lipid, amino acid metabolism and nucleotide metabolism, and metabolic interrelationships between organs and pathways. Students attending this course will develop an understanding of the principles of biological chemistry, including thermodynamics, kinetics and macromolecular structure, function, and reactivity. They will learn the basic concepts of metabolism in human systems, in both health and disease and demonstrate skills in the interpretation of contemporary biochemical data on each of the major classes of biological macromolecules, as well as in the interpretation of clinical data relating to the understanding of the roles of biomolecules and the integration of metabolism.

**CHS 5043 Molecular and Cellular Basis of Life (5.0 credit hours)**

This course builds on CHS 5042 and presents an integration of molecular biology, cellular physiology, and metabolism in prokaryotes and eukaryotes as well as an introduction to host defense responses within the context of their clinical applications of basic biomedical sciences. Students will develop an understanding of the principles of molecular biology, including DNA replication and expression of genetic information. They will learn the basic concepts of cellular physiology and metabolism in both prokaryotes and eukaryotes and understand the major types of tissues/cells of the human body as well as the basic function of each tissue/cell type.

**CHS 5061 Introduction to Clinical Research & Evidence-Based Decision-Making (2.0 credit hours)**

This course aims to introduce students to the conduct of basic, translational, and clinical biomedical scientific research. In addition, participants will gain a broader understanding of research in the community and how to develop a research agenda from existing community-based programs. This is an introduction to several key concepts, and students are not expected to have a deep mastery of statistics, research methodology, or online bibliographic databases prior to taking the course. Students attending this course will be introduced to research methods including key statistical concepts, the IRB process, ethics in research, lab safety, HIPPA and oral and written presentations. Students will be linked with mentors appropriate to their research interests and will develop a precise question in the research context.

**CHS 5070 Research I (4.0 credit hours)**

This course aims to enhance student confidence and understanding of the research underpinning that informs their future clinical practice. Additionally, it increases student capacity and confidence to utilize that understanding in the conduct of creative, problem solving. Students will be placed with a faculty advisor to participate in the process of original inquiry. Learning through faculty-mentored investigation allows students to put in practice the scientific concepts they are learning in their didactic courses deepening their understanding of the basic medical sciences necessary for the practice of health care. Students are expected to devote at least 10 hours of their week in this process and should be expected to proficiently document their research via an interim report, annotated bibliography of the key research articles, and to be able discuss in an oral presentation proficiently the research topic as well as the reasoning behind the inquiry and methodologies utilized in the research.

**CHS 5071 Research - Capstone (4.0 credit hours)**

Building on CHS 5070, emphasis will be placed on training students to appropriately utilize and evaluate the biomedical literature across health professions. Students are expected to devote at least 10 hours of their week in this process and should be expected to document, proficiently, their research via a final presentation.

**CHS 5075 Physiology of Human Visceral Systems (4.0 credit hours)**

This course builds on CHS 5042 and 5043 and will examine human physiology of the nervous, endocrine, cardiovascular, respiratory, digestive, and renal systems in an integrated fashion. The course will focus on the physiological interrelationships of organ systems in the maintenance of homeostasis. The students will be introduced to pathophysiology of selected disease states. The students will also be introduced to selected pharmacological agents used as therapeutic, diagnostic, or experimental tools in disease state.

**CHS 5079 Microbiology: Biological Systems in Human Disease (4.0 credit hours)**

This course builds on CHS 5042 and 5043 and presents an integration study on the basics of microbiology, including microbial structure, function, metabolism, genetics, and the relationship of microbes with the host and host-defense mechanisms. In addition, the major pathogenic microbes (bacteria, viruses, fungi, and protozoa) and the diseases they cause will be discussed. The students will be expected to learn basic and clinical lab techniques as well as their application in the identification of various microbes.

**CHS 5082 Clinician and Society (3.0 credit hours)**

The Clinician and Society course will provide the pre-health care professional student with the opportunity to experience and begin to understand the multi-faceted and complex nature of the health care professions as they relate to society. The student will gain insight into the many social components that both influence and shape health care practice and the societal perspectives that influence how the health care practitioner is perceived by society. At the end of this course, students will be able to describe the historical development of modern health care practice and the contributions of health care practitioners from antiquity to the present who made key contributions to the evolution of medicine and medical practice. During the course students will explore ethical concepts and theories which apply to current as well as inform future medical practice. Students will also explore ethical issues related to social justice and inequity as it pertains to access to healthcare for vulnerable populations. Throughout the course students will be encouraged to reflect deeply on their personal call to the profession of medicine and the role they will play in society as practitioners of healing.

**CHS 5083 Clinical Environments in Health Care (3.0 credit hours)**

This course provides a critical experiential learning opportunity for the Master of Science in Medical Sciences specifically placing the clinical provision of care in its broader context, integrating both theory and practice. The learner constructs knowledge, attitudes, skills, competencies, and understanding through direct experience.

## **Honors and Awards**

The following awards are considered for presentation to MSMS students annually:

Dean's List

Dean's Scholarship

Research Presentation Honors

## Academic Calendar

<b>Fall 2022</b>	
June 3, 2022	Orientation/Fall Classes Begin
July 4, 2022	Independence Day Observed – No Classes
August 1-5, 2022	WesternU Welcome Week
August 6, 2022	Convocation/White Coat Ceremony
September 5, 2022	Labor Day – No Classes
November 11, 2022	Veterans Day – No Classes
November 23, 2022	Last Day of Classes - Thanksgiving Recess Begins @ 5:00 p.m.
November 28, 2022	Fall Classes Resume
December 9, 2022	Fall Classes End
December 19, 2022	Winter Recess Begins
<b>Spring 2023</b>	
January 3, 2023	Spring Classes Begin
January 16, 2023	Martin Luther King Day – No Classes
February 20, 2023	President’s Day – No Classes
March 13, 2023	Spring Break Begins
March 20, 2023	Spring Classes Resume
May 5, 2023	Spring Classes End
May 17, 2023	CHS Commencement Ceremony