

Student Handbook & Academic Catalog 2022-2023

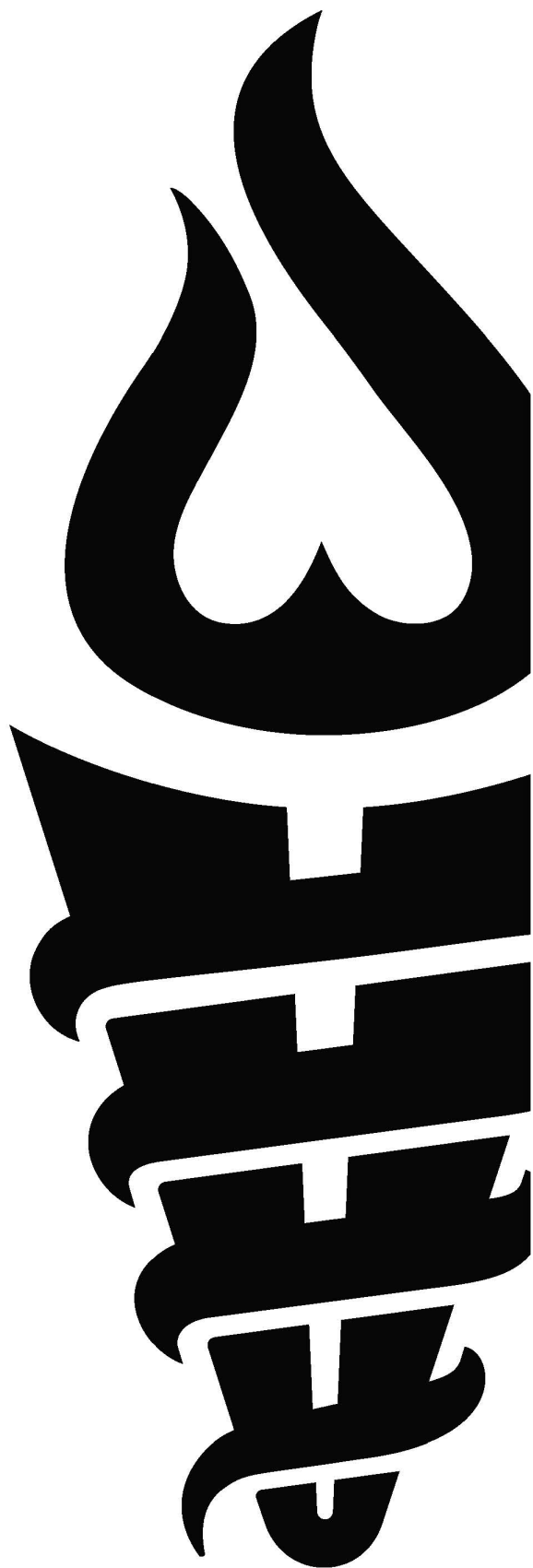


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Kansas Health Science Center – Kansas College of Osteopathic Medicine 2022-2023 Student Handbook & Academic Catalog

This Student Handbook and Academic Catalog is the official bulletin of the Kansas Health Science Center Kansas College of Osteopathic Medicine and is intended to provide general information. The Student Handbook and Academic Catalog contains policies, regulations, procedures, and fee information effective July 1, 2022. KHSC-KansasCOM reserves the right to make changes at any time to reflect current board practices, updates to administrative regulations and procedures, amendments by state and/or federal law, and fee changes. Information provided in this document is subject to change without notice and does not constitute a contract between KHSC-KansasCOM and a student or an applicant for admission. KHSC-KansasCOM is not responsible for any misrepresentation or provisions that may arise as a result of error in document preparation.

Students are responsible for observing the policies and regulations contained within the catalog and student handbook along with the online policy library. This document does not contain all institutional policies for which student may be responsible. Other KHSC-KansasCOM sources for policies applicable to student may include clinical education handbooks, the student intranet, and other designated locations.

Contact Information

Kansas Health Science Center-Kansas College of Osteopathic Medicine (KHSC-KansasCOM)
217 E Douglas Avenue
Wichita, KS 67202
☎ (316) 866.3482

Introduction

Institutional History

The Kansas Health Science Center (KHSC) is a non-profit organization established to create new and innovative means of preparing healthcare professionals who are uniquely equipped to transform modern healthcare delivery.

Its historical roots began in 2017 when the Kansas Governor appointed a task force to deal with the increasing shortage of physicians in Kansas. Simultaneously, the City of Wichita began efforts to revitalize downtown Wichita and saw the great opportunity of hosting the newest medical school in Kansas. The proposed program began to move forward in 2018 when Kansas Health Science Center partnered with TCS Education System, a non-profit system of higher education, to develop a plan for osteopathic training.

The Kansas Health Science Center-Kansas College of Osteopathic Medicine (KHSC-KansasCOM) has been awarded pre-accreditation status from the Commission on Osteopathic College Accreditation (COCA). Pre-accreditation status allows KHSC-KansasCOM to enroll its inaugural class on August 1, 2022.

Board of Trustees

The Kansas Health Science Center Board of Trustees exercises fiduciary and strategic oversight of KHSC and acts to promote the best interests of KHSC and higher education. It formulates and establishes the general, education and financial policies of KHSC in pursuit of its mission, vision and values. A full listing of our Board of Trustees can be found [here](#).

Kansas Health Science Center Mission

KHSC-KansasCOM is committed to providing exceptional programs that produce forward-thinking, empathetic health care leaders who are dedicated to innovation, research, and finding collective solutions to advance underserved communities.

Kansas Health Science Center Vision

To positively transform communities through directly addressing the disparity in access to healthcare for Kansas and beyond.

Kansas College of Osteopathic Medicine Mission

KansasCOM is committed to improving healthcare for generations to come by training the osteopathic physician of the future in an environment of innovation, caring, and inclusiveness to positively impact Kansas and beyond.

Kansas College of Osteopathic Medicine Vision

Utilize impactful technology to train exceptional graduates that are known for service, empathy, and innovation to improve access to the highest standard of care for all.

Values

Diversity & Inclusion

- Value differences and seek to understand before being understood.
- Create a positive culture to safeguard equity, inclusion, dignity, and respect for all.

- Strive to understand what other people are experiencing and use that understanding to solve problems and to drive positive change.
- Act and lead in a manner that reflects inclusiveness, dignity, and respect for others.
- Build a safe and inclusive environment that promotes diversity of ideas and people.
- Solicit, seek, embrace, and adopt diverse thoughts and opinions.
- Create a learning culture that promotes honesty, sincerity, reflection, awareness, and inquiry.

Community

- Overall health and well-being of a community, to which we are a part, is paramount.
- Serve communities in which we work to the best of our ability.
- Long-term community relations based on trust and promised action is essential.

Humility

- Act with civility
- Treat people the way that you would want to be treated.
- Approach difficult situations with respect and open-mindedness.
- Build strong and healthy relationships with colleagues.
- Be self-aware and admit mistakes.
- Provide first-class stakeholder experience to all of those with whom you interact.

Integrity

- Be responsible and do what you say you are going to do.
- Act with honor and truthfulness.
- Adhere to high standards of professionalism.
- Consistently demonstrate ethical behavior in all interactions with employees, students, and external constituents.
- Raise issues of concern in good faith.
- Act as ambassadors at all times to ensure the positive reputation of the organization, its employees, and students.

Innovation

- Will embrace change when it holds the promise of a better future.
- Work to create forward-thinking solutions.
- Find ways to continuously improve what you are doing.
- Identify and develop impactful technologies that improve the healthcare environment and/or student learning/patient/community outcomes.
- Engage in quick experiments of evidence-based discovery that proves/disproves an outcome. Learn quickly and pivot to a new change in direction based on outcome.
- Experiments that disprove a hypothesis should not be seen as failure.

Teamwork

- Create a learning culture that promotes honesty, sincerity, reflection, awareness, and inquiry.
- Create a culture of community and connectedness, as that is vital to the health and well-being of all.
- Collaborate with fellow colleagues with the goal of the team achieving success together.
- Recognize the value in everyone you interact with and focus on improving the day for each person you encounter.
- Listen to one another with respect.
- Focus on shared goals and outcomes, not individual achievement.
- Be accountable to one another and take personal responsibility for your part in a project/task.
- Be inquisitive, share knowledge, seek input, and invite alternative opinions/hypotheses with the goal of improving product or outcomes.
- Take a genuine interest in all others within and related to the organization.

Excellence

- Excellence is paramount and we strive to evaluate, respond, adapt and seek to improve so as to best impact our community.
- Strive to achieve the best outcomes in every detail and situation.
- Create a responsibility culture and seek continuous quality improvement in all that you do.
- Provide first-class service to all stakeholders.
- Utilize innovation, data, and reflection to continuously improve what you are doing.

Culture Statement

As the founding college of the Kansas Health Science Center, the Kansas College of Osteopathic Medicine, KHSC-KansasCOM is dedicated to the practice of osteopathic medicine to improve patient wellness and health care, with special focus on Kansas communities that have been traditionally underserved. To that end, our team is passionate in their quest to prepare professionals of the future—empathetic osteopathic physicians who strive to connect with the human spirit of each patient they encounter, while using best practices in medicine to promote holistic wellness.

Our learning environment is one of collegiality, collaboration, and mutual respect, grounded in a student-focused culture that fosters ongoing professional development, emphasizing intellectual curiosity, academic excellence and service to the greater good. Our forward-thinking vision reflects the values set forth by both KHSC-KansasCOM and propels us forward as a leader in osteopathic medical education by leveraging the power of technology and continuous assessment. We are focused on the importance of agility, which allows for meaningful improvement and enhancement of learning strategies necessary to achieve optimal student outcomes.

Diversity and Inclusion

KHSC-KansasCOM is deeply committed to cultivating diversity and inclusion on its campus and to challenging our students to embrace cultural proficiency and adeptness. As future physicians, students must understand and embrace cultural diversity in order to be competent and successful in team-based healthcare delivery. KHSC-KansasCOM's faculty and staff must do the same.

KHSC-KansasCOM students and employees serve diverse, underserved, at-risk, urban and rural populations within geographically diverse communities within the State of Kansas and nationwide.

Students wishing to know and understand more about KHSC-KansasCOM's effort to cultivate diversity and inclusion on-campus can contact the Office of Student Affairs and Services.

Accreditation, Approvals, and State Authorization

KHSC-KansasCOM received pre-accreditation status from the Commission on Osteopathic College Accreditation (COCA) in December of 2021. This status allows KHSC-KansasCOM to enroll its inaugural class on August 1, 2022.

The American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA) serves the public by establishing, maintaining, and applying accreditation standards and procedures to ensure academic quality and continuous quality improvement delivered by the colleges of osteopathic medicine, which reflects the evolving practice of osteopathic medicine. The scope of the COCA encompasses the accreditation of the colleges of osteopathic medicine.

Questions or concerns regarding KHSC-KansasCOM's accreditation should be directed to the American Osteopathic Association of the Higher Learning Commission.

Department of Accreditation
American Osteopathic Association
142 Ontario Street
Chicago, IL. 60611-2864
☎ (800) 621.1773 – Toll-Free
predoc@osteopathic.org

Kansas Health Science Center has obtained a "Certificate of Approval" from the Kansas Board of Regents, allowing it to legally operate a postsecondary educational institution in the state of Kansas.

Questions or concerns regarding KHSC's approval by the Kansas Board of Regents should be directed to:

Kansas Board of Regents
1000 SW Jackson, Suite 520
Topeka, KS 66612-1368
☎ (785) 430.4240

Academic Calendar

The academic calendar has been created so that students know the key dates within each term and throughout the academic year.

Students should know that the academic calendar is subject to change and should check the Student Handbook and Academic Catalog to ensure that they have the most up-to-date version.

Prior to finalizing travel for holiday breaks, students should always speak with their professors to ensure the travel dates will not interfere with class related work.

KHSC-KansasCOM 2022-2023*		
Event	Academic Year 2022-2023	Notes
4 th of July	Monday, July 4, 2022	KHSC Closed
Orientation Start	Monday, July 25, 2022	
Orientation End	Friday, July 29, 2022	
White Coating Ceremony	Saturday, July 30, 2022	
OMSI&II Trimester 1: First Day of Class	Monday, August 1, 2022	
Labor Day	Monday, September 5, 2022	KHSC Closed
Columbus Day	Monday, October 10, 2022	KHSC Closed
OMSI&II Trimester 1: Last Day of Class	Friday, October 21, 2022	
OMSI&II Evaluation Week #1-Start	Monday, October 24, 2022	
OMSI&II Evaluation Week #1-End	Friday, October 28, 2022	
OMSI&II Trimester 2: First Day of Class	Monday, October 31, 2022	
Veteran's Day	Friday, November 11, 2022	KHSC Closed
Thanksgiving Holiday	Wednesday, November 23, 2022	No Classes
Thanksgiving Holiday	Thursday, November 24, 2022	KHSC Closed
Thanksgiving Holiday	Friday, November 25, 2022	KHSC Closed
OMSI&II Holiday Break Begins	Monday, December 19, 2022	Student Break Begins
Holiday Closure Start	Monday, December 26, 2022	KHSC Closed
Holiday Closure End	Monday, January 2, 2023	KHSC Closed
OMSI&II Holiday Break End	Monday, January 2, 2023	Student Break Ends
OMSI&II Classes Resume	Tuesday, January 3, 2023	Classes Resume
MLK Jr. Day	Monday, January 16, 2023	KHSC Closed
OMSI&II Trimester 2: Last Day of Class	Friday, February 10, 2023	
OMSI&II Evaluation Week #2-Begins	Monday, February 13, 2023	
OMSI&II Evaluation Week #2-Ends	Friday, February 17, 2023	
OMSI&II Trimester 3: First Day of Class	Monday, February 20, 2023	
OMSI&II Spring Break Begins	Monday, March 13, 2023	No Classes
OMSI&II Spring Break Ends	Friday, March 17, 2023	No Classes
OMSI&II Trimester 3: Last Day of Class	Friday, May 19, 2023	
OMSI&II Evaluation Week #3-Begins	Monday, May 22, 2023	
OMSI&II Evaluation Week #3-Ends	Friday, May 26, 2023	
Memorial Day	Monday, May 29, 2023	KHSC Closed
Juneteenth Independence Day	Monday, June 19, 2023	KHSC Closed

Version Approved by KHSC-KansasCOM President's Cabinet on 5/1/22

*Calendar Subject to Change

Admissions

Admissions Policies and Procedures

KHSC-KansasCOM welcomes and encourages applications from qualified students who are interested in pursuing a career in osteopathic medicine, regardless of their state of permanent residence.

The Office of Admissions is dedicated to serving all students interested in KHSC-KansasCOM and prides itself in delivering professional and efficient service to all applicants. Applying to medical school can be a daunting task. That is why KHSC-KansasCOM is committed to ensuring that applicants understand the application process and to eliminate as much stress from the process as possible.

KHSC-KansasCOM applicants are encouraged to visit the KHSC-KansasCOM website to review the application process and to answer frequently asked questions. Applicants are also encouraged to contact the Office of Admissions directly. Admissions staff are available to respond to your calls and emails between the hours of 8 a.m. and 5 p.m. (Central Standard Time).

Authorization to Release Applicant Information

The Family Educational Rights and Privacy Act (FERPA) specifies that only the applicant has access to the application material and the status of their application. If the applicant wants another party or multiple parties (e.g., parent, spouse, advisor, physician, friend) to check the status of their application, the applicant is required to submit, in writing, a signed waiver giving KHSC-KansasCOM personnel permission to discuss all details of the application with each designated individual.

Application Process for the Doctor of Osteopathic Medicine

Academic Requirements

The minimum academic requirements for admission to KHSC-KansasCOM Osteopathic Medical Student- First Year (OMS-I) class are the following:

- The Medical College Admissions Test (MCAT) is required. Acceptable scores cannot exceed three (3) years of age. KHSC-KansasCOM will only accept scores that are over three years old.

The MCAT is administered electronically throughout the year. If applying for the 2022 entering class, only May 2019 through September 2022 MCAT scores will be accepted. To register for the MCAT, apply online at www.aamc.org. Direct questions via email to mcats_reg@act.org or call 319-337-1357.

- A baccalaureate degree from a regionally accredited college or university.
- Satisfactory completion, with a grade of C or higher, of the following college/university courses, including laboratory work:
 - Biological Sciences: 8 semester hours, including lab
 - Biochemistry: 3 semester hours
 - General Chemistry: 8 semester hours, including lab
 - Organic Chemistry: 8 semester hours, including lab
 - English or Literature: 6 semester hours
 - Social or Behavioral Sciences: 6 semester hours
 - Physics: 8 semester hours, including lab

Total: 47 semester hours

While not required for admission, additional preparation in anatomy, genetics, immunology, histology, and/or embryology will enhance fundamental preparation for the rigorous medical curriculum and is strongly encouraged.

Technology Requirements

Each entering student must have a good working knowledge of common personal computer (PC) use and use of applications. A portable device such as a laptop and/or tablet is required to engage in the curriculum. Students need to be prepared to bring their own technology (Laptop, iPad, etc.) for use in the classroom and simulated clinical settings.

Substitutions or Waiver of Admissions Requirements

Prerequisite course substitutions are permitted in some situations. Often undergraduate students have taken courses such as molecular or cellular biology, which may fulfill all or part of the prerequisite requirements for biochemistry. An applicant may request substitution of undergraduate coursework for KHSC-KansasCOM's biochemistry prerequisites by forwarding one of the following to the Office of Admissions:

- A faculty letter detailing the course content.
- A copy of the course description from the college/university catalog.

- A copy of the course syllabus.

Documentation providing the most detail will expedite the review process. For biochemistry, the information should indicate the applicant has studied intermediary metabolism or, more specifically, lipid metabolism. Applicants will be notified of decisions upon review of course content. Please note that if a substitution is granted, the substituted course will not be counted toward the fulfillment of any other prerequisite.

KHSC-KansasCOM Application Process

Step 1: AACOMAS Application

AACOMAS Online is a web-based application for individuals seeking admission to colleges of osteopathic medicine. The application allows prospective osteopathic medical students to submit their applications to AACOMAS through a secured web server. AACOMAS Online allows the user to create an account and spend multiple sessions completing their application. Applicants are able to update their address, telephone number and certain biographical information and submit application fees online. Applicants will be notified by electronic mail when their materials have been received by AACOMAS.

AACOMAS Online is available for the 2022 entering class May 2021 through March 1, 2022. All application materials, including detailed instructions, can be accessed through the AACOM website, www.aacom.org. Applicants must request that official transcripts from all colleges and universities attended be mailed directly from the institution to the AACOMAS office. MCAT scores must also be forwarded directly to AACOMAS from the MCAT office. Mail transcripts and MCATs to:

AACOMAS Transcript Processing Center
P.O. Box 9137
Watertown, MA 02471

AACOMAS gathers all the necessary material about each applicant and transmits the information in a standardized format to the college of osteopathic medicine selected by the applicant. AACOMAS has no participation in the selection process.

The applicant will receive from AACOMAS a computer-generated applicant profile with a calculation of GPA and MCAT averages. KHSC-KansasCOM will also receive the applicant profile, accompanied by a photocopy of the AACOMAS application and personal statement. KHSC-KansasCOM conducts an initial review of the transmitted AACOMAS application, MCAT scores and academic records to determine which applications will be further processed.

Step 2: KHSC-KansasCOM Secondary Application

Applicants meeting the minimum initial review criteria may be invited to complete the KHSC-KansasCOM Secondary Application. The minimum criteria for receipt of a Secondary Application are as follow:

- 500 MCAT score.
- 3.00 science GPA.
- 3.00 cumulative GPA.

Applicants are encouraged to include the scheduled MCAT test dates on the AACOMAS application to indicate the intent of taking or retaking the exam.

Applicants are required, as part of the secondary application process to self-report any personal misdemeanor/felony convictions, along with a detailed explanation of the offense. Failure to notify KHSC-KansasCOM of a conviction, which is discovered later through the background check process, automatically disqualifies the applicant.

Only at the discretion of the Office of Admissions may applicants who fall below the minimum criteria be reviewed and offered an invitation to complete a secondary application.

Step 3: Interview

Applicants whose applications (AACOMAS and Secondary) meet KHSC-KansasCOM admission criteria may be invited for an in-person interview and asked to sign up online for an interview date and time. There is no guarantee a candidate will receive an invitation to interview.

****Should public health concerns dictate a video conference interview, KHSC-KansasCOM will notify applicants.**

Applicant Protocol of The American Association of Colleges of Osteopathic Medicine (AACOM)

Applicants aspiring to become osteopathic physicians (DO) are expected to act professionally in their interactions with the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS) and with the college of osteopathic medicine. Responsibility, respect, good judgment, and cooperation are qualities valued by the osteopathic profession, and applicants are expected to demonstrate these qualities throughout the application process.

1. Applicants are responsible for becoming familiar with admission requirements, which include all required coursework, following application procedures and meeting all deadlines at each school to which they apply.
2. Applicants are responsible for the collection and timely submission of supplemental applications, letters of recommendation, transcripts, and all applicable fees. All candidates who submit a supplemental application and subsequently complete the application process (submitting all required materials) are considered for admission by the colleges to which they submit a complete application. Applicants are encouraged to review the online application instructions and the colleges' online program pages to determine the standards and processes for the colleges to which they are applying.
3. Applicants are responsible for reporting and updating any changes in the initially submitted application (e.g., address, telephone numbers, academic status, state of residence).
4. Applicants are responsible for responding promptly to all interview invitations and offers of admission (either to accept or decline).
5. Applicants who have made a final decision on the medical school they plan to attend have the obligation to promptly withdraw their applications from all other schools.
6. Applicants may hold only one osteopathic medical school acceptance after May 15.

Application Schedule

Applicants are encouraged to begin the application process a year prior to matriculation. The following represents a monthly guide for application preparation.

May

- Contact all colleges and universities attended and have official transcripts forwarded directly from the education institution to AACOMAS.
- Begin AACOMAS application.
- Submit application.

July

- Invitations for completion of the Secondary Application are sent to qualified applicants upon receipt of the AACOMAS application in the Office of Admissions. *

September

- Personal interviews begin.
- AACOMAS application deadline.
- KHSC-KansasCOM Secondary Application deadline.

* Secondary applications are accepted and processed until all interview positions have been filled.

Required Supplemental Materials

The following supplemental materials are required as part of the application process for KHSC-KansasCOM:

- A completed KHSC-KansasCOM Secondary Application. (\$50 nonrefundable fee waived if applicant has received fee waiver for AACOMAS fees.)
- Letters of recommendation/evaluation from each of the following sources:
 - A physician (preferably an osteopathic physician).
 - A premedical source. This could be an advisor's letter, a composite evaluation or evaluations from a committee. If a premed source is not available, a letter from a science faculty member or advisor may be submitted.

Note: Letters of recommendation must be written within the two years prior to making applications. Example: If applying beginning May 2021, letters must be dated no earlier than May 2019.

Applicants who anticipate applying for military scholarships should make arrangements to obtain additional copies of evaluation letters. Military scholarship committees require original letters for this purpose. Applicants anticipating applying for these scholarships should obtain additional evaluation letters from evaluators and have the letters placed in officially sealed envelopes.

Applicant Review and Notification

KHSC-KansasCOM rates and reviews applicants based upon quantitative and qualitative data collected during the application process.

Applicants who are interviewing are also evaluated on the following criteria:

- Professional demeanor.
- Problem-solving skills.
- Coping skills.

After the interview, the Admissions Committee reviews the applicant's file and then makes recommendations to the dean of KHSC-KansasCOM for consideration. Applicants are notified as soon as a final admission decision has been made.

International Student Admissions

KHSC-KansasCOM does not currently accept applications from any students defined as "international" (e.g., non-U.S. citizens and/or in the U.S. on F-1 visa status).

Matriculation Requirements

Acceptance and Matriculation Fee

An acceptance fee and a matriculation deposit are required from successful applicants. Acceptance is conditional until all fees, paperwork, and coursework is completed. Failure to submit all documents and forms by the posted due dates will result in forfeiture of seat in the upcoming class. These fees are non-refundable regardless of reason. Withdrawing prior to matriculation does not negate the no-refund policy.

Official Transcripts

All incoming students are required to submit official transcripts from all universities or colleges attended (including dual credit in high school) to the Office of Admissions. Official transcripts submitted to AACOMAS are available for download to KHSC-KansasCOM. Applicants only need to submit updated transcripts showing courses that were in progress or showing degree conferment. If you have any questions about which transcripts are due, please email admissions@kansashsc.org. All required coursework is to be completed with a C or better and degree completion be verified no later than July 1 of the matriculation year, unless otherwise granted by the Office of Admissions.

Criminal Background Check

Prior to matriculation, all students matriculating into KHSC-KansasCOM must have a criminal background check performed at their own expense. The background check will be performed by a certifying organization retained by KHSC-KansasCOM. The purpose of the background check is to satisfy federal and state requirements for individuals participating in clinical activities involving patient care, including clinical clerkships and early clinical experiences. Students will have a subsequent background check prior to clinical clerkships. Additional background checks may be required prior to graduation from KHSC-KansasCOM. The background checks will be performed at the student's expense and will be conducted in accordance with federal and state laws.

Note: Discovery following admission or matriculation of intentional misrepresentation or omission of any information used in the application process or omission of information relative to scholastic records or test records will subject the student to disciplinary action, including rescinded admission, probation, suspension, or dismissal. Matriculation will be denied to applicants who have failed to maintain a good record of scholastic performance and/or personal conduct between the time of their acceptance and matriculation at KHSC-KansasCOM. KHSC-KansasCOM reserves the right to deny admission to any applicant for any reason, deemed sufficient.

Immunization and Health Requirements

Students who project themselves as future health care professionals are obligated to protect their health and the health of their future patients. All matriculating students at KHSC-KansasCOM are required to be vaccinated in accordance with the Centers for Disease Control and Prevention (CDC) immunization guidelines.

These guidelines change and are updated periodically, and applicants and students are expected to be knowledgeable regarding the current CDC guidelines for health care workers found on their website: www.cdc.gov. KHSC-KansasCOM students are responsible for maintaining a current and thoroughly documented official record of immunizations prior to and during enrollment.

Health Form for Matriculation

Each entering student must submit a completed health form provided and approved by KHSC-KansasCOM prior to matriculation. Applicants/students are required to follow all specific guidelines outlined in Part I, II, and III in the SENTRYMD Health Requirements documents. Students/applicants are sent a link to these documents at the end of the admissions process, once the student has been accepted into KHSC-KansasCOM.

Tuberculosis Screening

Documentation of a negative Mantoux test (PPD) done within the past twelve months must be provided. Students may be required to provide evidence of chest x-ray results or other information certifying a noncontagious state.

Immunizations

Students must provide documentation of immunization for the following:

- COVID-19 (recommended that student in clinical settings receive boosters, as well),
- Tetanus, Diphtheria, Pertussis (Tdap)
- Polio (three doses),
- Measles, Mumps and Rubella, Rubeola (MMR-two doses) or titers
- Hepatitis B series

A titer for Hepatitis B must be completed by the end of year one.

Required Textbooks

The lists of required textbooks for students are posted on the KHSC-KansasCOM library website. Students are responsible for purchasing and having all textbooks or e-books on the provided lists. Some textbooks will be provided, digitally, for students. The KHSC-KansasCOM library will note which texts need to be purchased and which will be provided digitally for students.

Medical Equipment

Students are required to have certain medical equipment when starting medical school. Information is sent from the Office of Admissions to students prior to matriculation concerning specific equipment and pricing. Medical equipment is typically priced between \$1000 to \$1,200 and can be purchased through the KHSC-KansasCOM endorsed vendors or at a variety of online vendors. See the KHSC-KansasCOM website for more detail.

Transfer Admission Policy

KHSC-KansasCOM does not currently accept applications for admission from transferring students from other medical schools.

Health and Minimal Technical Standards

Personal Competencies for Admission and Matriculation

A candidate for admission to KHSC-KansasCOM Doctor of Osteopathic Medicine (DO) program must possess, or be able to achieve through reasonable accommodation, the standards set forth in this policy, that would enable the individual to carry out the activities described in the sections that follow. Reasonable accommodations will be provided in accordance with the Americans with Disabilities Act and any other applicable laws. An accommodation will not be provided if it would result in the fundamental alteration of KHSC-KansasCOM's programs, services, or activities, or if it would impose undue financial burden on KHSC-KansasCOM.

Upon matriculation to the program, the student must continue to possess, or be able to achieve through reasonable accommodation, all requirements outlined below throughout their progression in the program. These personal competencies may also be referred to as technical standards in documents from the (COCA). The practice of medicine requires the performance of specific essential functions that fall into broad categories, which include but are not limited to the categories defined below.

Graduation from the DO program signifies that the individual is prepared for entry into graduate medical education (GME), meeting all requirements for osteopathic medical licensure, and possesses broad undifferentiated general knowledge in medicine and the basic skills required for the practice of osteopathic medicine. It therefore follows that graduates must have the knowledge and skills needed to function in a broad variety of clinical situations and be able to render a wide spectrum of osteopathic medical patient care. The student must be able to integrate, consistently, quickly and accurately, all information received by whatever sense(s) employed. In addition, the individual must have the intellectual ability to learn, analyze, synthesize, and apply various types of information in a self-directed manner within the context of patient-centered decisions across a broad spectrum of medical situations and settings. The avowed intention of an individual student to practice only a narrow part of clinical medicine, or to pursue a non-clinical career, does not alter the requirement that all medical students take and achieve competence in the full KHSC-KansasCOM curriculum.

The following technical standards, in conjunction with the academic standards, are requirements for admission, promotion, and graduation. The term "candidate" refers to candidates for admission to KHSC-KansasCOM as well as current osteopathic medical students who are candidates for retention, promotion, or graduation. Candidates with disabilities are encouraged to contact the Disability Services Coordinator early in the application process to begin a confidential conversation about what accommodations they may need to meet these standards. Fulfillment of the technical standards for graduation from medical school does not guarantee that a graduate will be able to fulfill the technical requirements of any specific residency program.

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 and students must have sufficient vision to be able to observe demonstrations, experiments, and microscopic laboratory exercises. They must be able to observe a patient accurately at a distance and close at hand.

Included below is a table containing relevant examples specific to this competency area. This table does not limit nor otherwise restrict the standard that students and candidates for admission are responsible for meeting and/or performing the skills and abilities defined in this area, irrespective of whether a specific expectation and/or example is included in this table. The examples presented are for illustrative and informational purposes only and are not intended to be an exhaustive listing of requirements.

Expectation	Examples
Possess sufficient uncorrected or corrected visual acuity and color perception to: <ul style="list-style-type: none"> Resolve objects as small as 2 mm macroscopically Observe motion and observe and evaluate the human gait at 20 feet See an object from a background of other objects See the difference in objects 	<ul style="list-style-type: none"> Locate and identify dissected nerves Evaluate posture, locomotion and movement in a clinical setting Identify landmarks on tympanic membranes Identify materials correctly to be used in laboratories Locate, identify and describe foreign bodies, blood vessels, sutures and skin lesions Read printed materials on handouts, exams and computer screens Discriminate body height and depth differences and identify anatomic landmarks for symmetry and postural differences visually

Communication

Candidates and students must be able to communicate with patients and colleagues. They must be able to hear and speak and be fluent in the English language.

Included below is a table containing relevant examples specific to this competency area. This table does not limit nor otherwise restrict the standard that students and candidates for admission are responsible for meeting and/or performing the skills and abilities defined in this area, irrespective of whether a specific expectation and/or example is included in this table. The examples presented are for illustrative and informational purposes only and are not intended to be an exhaustive listing of requirements.

Expectation	Examples
Have fluency in formal and colloquial oral and written English skills	<ul style="list-style-type: none"> Demonstrate command of the course material to a professor or attending physician Comprehend oral lectures, ask questions and comprehend answers Explain procedures and discuss results with professors and fellow students Explain medical conditions to patients, attending physicians and fellow students Explain procedures and discuss test results on prescribed treatments with patients, attending physicians and fellow students Comprehend laboratory safety and emergency situation instructions Be able to effectively compose written communication, including documentation of patient history, physical exam, assessment and treatment plan
Perceive and convey sentiments non-verbally and effectively with patients and all members of the healthcare team	<ul style="list-style-type: none"> Recognize, comprehend, and respond appropriately to spoken or non-verbal communication of distress or discomfort

Motor

Candidates and students must have sufficient motor functions to enable them to execute movements that are reasonably required to provide general and emergency treatment of patients (i.e., palpation, auscultation, percussion, and other diagnostic and therapeutic modalities). These actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Additionally, candidates and students must possess sufficient posture, balance, flexibility, mobility, strength, and endurance for standing, sitting, and participating in the laboratory, classroom, and clinical experiences.

Included below is a table containing relevant examples specific to this competency area. This table does not limit nor otherwise restrict the standard that students and candidates for admission are responsible for meeting and/or performing the skills and abilities defined in this area, irrespective of whether a specific expectation and/or example is included in this table. The examples presented are for illustrative and informational purposes only and are not intended to be an exhaustive listing of requirements.

Expectation	Examples
Possess equilibrium and coordination of gross and fine muscular movements	<ul style="list-style-type: none"> Possess sufficient strength and mobility to provide general care and emergency treatment to patients including CPR, administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, assist with surgical procedures (i.e., handing off of instruments, perform retraction), perform simple obstetrical maneuvers, and perform OMT Coordinate fine movement of fingertips, palms, and wrists as in elevation of the cranium Stand with limited opportunity for gross movement for a minimum of 2 hours at a time, as necessary for particular medical procedures, such as performance of obstetrical delivery, assistance of surgical delivery, and assistance of surgical procedure
Possess sufficient visual-motor coordination permitting delicate manipulations of specimens, instruments, and equipment	<ul style="list-style-type: none"> Participate in laboratory exercises using required equipment Perform minor medical procedures such as venipuncture and suturing.

Sensory

Candidates and students must have enhanced sensory skills including accuracy within specific tolerances and functional use for laboratory, classroom, and clinical experiences. Candidates and students who are otherwise qualified but who

have significant tactile, sensory, or proprioceptive disabilities must be medically evaluated. Examples of issues requiring further evaluation include, but are not limited to, individuals injured by significant burns, those with sensory motor deficits, cicatrix formation, or absence and/or malformations of the extremity(ies).

Included below is a table containing relevant examples specific to this competency area. This table does not limit nor otherwise restrict the standard that students and candidates for admission are responsible for meeting and/or performing the skills and abilities defined in this area, irrespective of whether a specific expectation and/or example is included in this table. The examples presented are for illustrative and informational purposes only and are not intended to be an exhaustive listing of requirements.

Expectation	Examples
Possess accurate sense of touch and temperature discrimination	<ul style="list-style-type: none"> ■ Palpate the musculoskeletal system ■ Perform history and physical examination procedures specific to an individual ■ Perform a bimanual pelvic exam ■ Palpate distances in depth, elevation and width of body structures ■ Palpate texture differences, hydration states, fine muscle tension differences, changes in moisture and temperature
Auditory and Visual Senses	<ul style="list-style-type: none"> ■ The ability to use a stethoscope ■ Recognize structures and patient conditions accurately

Intellectual, Conceptual, Integrative, and Quantitative Abilities

Candidates and students must demonstrate problem-solving skills, which involve intellectual, conceptual, integrative, and quantitative abilities. These abilities include memory, calculation, reasoning, analysis, and synthesis. In addition, candidates and students must be able to comprehend three-dimensional relationships and be able to understand and manipulate the spatial relationships of structures.

Included below is a table containing relevant examples specific to this competency area. This table does not limit nor otherwise restrict the standard that students and candidates for admission are responsible for meeting and/or performing the skills and abilities defined in this area, irrespective of whether a specific expectation and/or example is included in this table. The examples presented are for illustrative and informational purposes only and are not intended to be an exhaustive listing of requirements.

Expectation	Examples
Be able to process multifunctional data and sensory input requiring cognitive recall and motor skills rapidly and initiate critical actions	<ul style="list-style-type: none"> ■ Perform osteopathic or medical evaluation of patient posture and movement including analysis of physiological, biomechanical, behavioral, and environmental factors in a timely manner, consistent with acceptable clinical norms ■ Comprehend oral and written presentations of material and communicate that understanding upon examination in a timely manner, occasionally demonstrating a grasp of the information within the same class period as presented ■ Successfully complete objective exams designed to assess whether students can apply knowledge learned and successfully complete problem-solving exercises ■ Evaluate emergency situations including apnea, respiratory or cardiac arrest, bleeding and severe trauma, requiring rapid responses such as intubation and medication

Behavioral, Professional, and Social Attributes

Candidates and students must possess the professionalism required for full utilization of their intellectual abilities. They must show evidence that they can exercise good judgment and promptly complete all responsibilities involved in the education process and attendant to the assessment and care of patients. Candidates and students must also demonstrate that they can develop mature, sensitive, and effective relationships with faculty, staff, colleagues, and patients. Additionally, they must be able to tolerate physically and mentally taxing workloads, adapt to changing environments, display flexibility, and function in the face of the uncertainties inherent in-patient care. 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.

Additionally, KHSC-KansasCOM maintains a curriculum that stresses the importance of the body as a unit and the applicability of touch as an integral part of diagnosis and treatment for all patients of all genders. To acquire competencies in physical diagnosis and osteopathic manipulative medical diagnosis and treatment, all students are required to touch others and be touched. Students are required to assume the role of the patient to develop an understanding of the patient experience throughout the curriculum. This includes but is not limited to permitting self and demonstrating on others physical exams such as abdominal, cardiac and musculoskeletal, osteopathic structural exams, osteopathic diagnosis, and osteopathic manipulative treatment.

Included below is a table containing relevant examples specific to this competency area. This table does not limit nor otherwise restrict the standard that students and candidates for admission are responsible for meeting and/or performing the skills and abilities defined in this area, irrespective of whether a specific expectation and/or example is included in this table. The examples presented are for illustrative and informational purposes only and are not intended to be an exhaustive listing of requirements.

Expectation	Examples
Manage priorities successfully, including competing demands and multiple tasks under time constraints	<ul style="list-style-type: none"> ■ Maintain satisfactory academic progress including completing exams and other time-sensitive assessments and requirements, including patient care and attending mandatory classes, laboratory sessions and educational programs
Exhibit appropriate behavior, judgment and ethical standards	<ul style="list-style-type: none"> ■ Active participation in and contribution to learning situations ■ Maintain professional communications and interactions with faculty, staff, classmates, patients, and all members of the health care team ■ Adhere to the Standards of Professionalism and Ethics as described in the University and College Catalogs and other documents
Adapt successfully to changing environments	<ul style="list-style-type: none"> ■ Maintain attention, actively participate and meaningfully contribute to dialog and practical applications in the classroom, small group exercises, laboratory activities, and in-patient care
Possess constructive, positive and mature interpersonal skills, interest and motivation	<ul style="list-style-type: none"> ■ Accept criticism and respond with appropriate modification of behavior ■ Timely and adequately respond to personal or academic struggles; seek assistance, practice planning and avoid procrastination
Participate as both a student patient and a student physician in the learning environment	<ul style="list-style-type: none"> ■ Allow for exposure and palpation of non-sexual body parts when serving as a student patient in the learning environment ■ Expose and palpate non-sexual body parts when serving as a student physician in the learning environment ■ Participate in learning, including dissection, of cadaveric donor patients ■ Participate in practice examinations, in scenarios including all genders, as both a student patient and a student physician.

Physical Health

To ensure compliance with the respective state's Department of Public Health requirements and exhibit exemplary commitment to the rights and integrity of all parties in the education of health care professional students, KHSC-KansasCOM has established medical status credentialing requirements that must be completed prior to matriculation. In addition to the personal competencies listed above, candidates for the Doctor of Osteopathic Medicine degree also must be sufficiently free of any serious communicable diseases. Medical status credentialing is designed to ensure that the safety of patients is not compromised while protecting the rights and safety of students as well. For detailed information, contact the Student/Employee Health Coordinator.

Special Note:

It is the policy of KHSC-KansasCOM to provide equal opportunities for all applicants and students with respect to admission, financial aid, and access to education programs, services and activities, regardless of race, color, national origin, age, religion, sex, disability, or medical condition. The intent of this policy is to provide each student with the opportunity to excel academically, while creating an equitable environment conducive to learning. In doing so, however, the KHSC-KansasCOM must maintain the integrity of its curriculum and preserve those elements deemed essential to the acquisition of knowledge in all areas of osteopathic medicine, including the demonstration of basic skills required for the practice of osteopathic medicine.

Any student accepted to KHSC-KansasCOM who believes themselves to have a mental and/or physical disability must bring this information and all supporting documentation to Disability Services, located in the Office of Student Affairs.

Housing for Students

KHSC-KansasCOM does not have any campus owned housing for students. KHSC-KansasCOM has partnered with Lease Locators LLC in Wichita to provide home and apartment search services to all KHSC-KansasCOM students. Students can find information on [Lease Locators](#). In addition to Lease Locators, KHSC-KansasCOM staff in the Offices of Admissions and Student Affairs and Services are available to assist students with housing locations and options within the greater Wichita area.

KHSC-KansasCOM Admission

KHSC-KansasCOM Health Requirements

KHSC-KansasCOM requires its students to meet certain health-related requirements including a requirement to be fully insured with personal health insurance and to be fully vaccinated according to CDC guidelines.

Required Health Insurance Coverage

All students are required to maintain personal health insurance during their enrollment as a student at KHSC-KansasCOM). All students must submit proof of personal health insurance through KHSC-KansasCOM's online portal and request to waive the KHSC-KansasCOM Student Health Insurance Policy (SHIP).

Students have choices as it relates to meeting the KHSC-KansasCOM health insurance requirement:

- Students can purchase their own insurance policy or be included on a family member's insurance policy, as long as the policy meets the minimum coverage requirements outlined below. If the student wishes to purchase their own policy, they must apply for a waiver of the Student Health Insurance Policy (SHIP) requirement.
- Students can purchase the KHSC-KansasCOM sponsored policy, through Aetna. This policy meets all minimum coverage requirements.

The following are the minimum requirements for student's personal coverage:

- Insurance company must be based and operated in the United States
- Must be an ACA-compliant plan
- Must have \$3,000 deductible or less (for individuals)
- Must have an unlimited plan maximum coverage level
- Must be valid in the State of Kansas (State-specific Medicaid may be accepted in some situations.)

Policies which only cover catastrophic events are not acceptable. Policies which are provided through health care co-ops are not allowed. All international students must purchase their health insurance through the KHSC-KansasCOM - sponsored policy. Canadian students cannot use their Canadian Health Service policy as acceptable coverage while enrolled at KHSC-KansasCOM.

Prior to beginning clinical experiences, KHSC-KansasCOM students in their third and fourth year must submit proof of personal health insurance to Clinical Education. All students must report any break in coverage or change in health insurance while attending classes through the site mentioned above. KHSC-KansasCOM students must report any break in coverage or change in health insurance to Clinical Education during the third and fourth years.

Immunization and Health Requirements

Students who project themselves as future health care professionals are obligated to protect their health and the health of their future patients. All matriculating students at KHSC-KansasCOM are required to be vaccinated in accordance with the Centers for Disease Control and Prevention (CDC) immunization guidelines.

These guidelines change and are updated periodically, and applicants and students are expected to be knowledgeable regarding the current CDC guidelines for health care workers found on their website: www.cdc.gov. KHSC-KansasCOM students are responsible for maintaining a current and thoroughly documented official record of immunizations prior to and during enrollment.

Health Form for Matriculation

Each entering student must submit a completed health form provided and approved by KHSC-KansasCOM prior to matriculation.

Tuberculosis Screening

Documentation of a negative Mantoux test (PPD) done within the past twelve months must be provided. Students may be required to provide evidence of chest x-ray results or other information certifying a noncontagious state

Immunizations

Students must provide documentation of immunization for COVID-19, Tetanus, Diphtheria, Polio (three doses), Rubella, Rubeola, Mumps (MMR-two doses), and Hepatitis B series, unless medically contraindicated. A titer for Hepatitis B, Rubella, Rubeola, Mumps, and Varicella must be completed by the end of year 1. If a negative result is detected this will be managed on an individual basis.

Financial Aid

Financial Aid Privacy and Disclosure Policy

All information about individual student financial aid is strictly confidential and can only be used for the purpose of determining and administering the student's financial aid. Persons with legitimate audit responsibilities are permitted access to individual folders. Whenever possible, the selection of folders for auditing purposes is done randomly.

Schools are limited by federal law in how the Free Application for Federal Student Aid (FAFSA) information can be used. Schools may share a student's FAFSA information with scholarship-granting or tribal organizations only with the student's written consent. However, KHSC-KansasCOM may be prohibited from sharing FAFSA data with other third-party organizations, even where the student has given written consent.

Cost of Attendance

A comprehensive student expense budget, or cost of attendance (COA), has been designed to cover tuition, educational costs and reasonable living expenses for each academic year. The COA is designed for the student only and is not intended to cover family living expenses or to cover debt incurred prior to attendance at KHSC-KansasCOM.

The Office of Financial Aid takes seriously its responsibility to provide a reasonable COA and to monitor long-term student debt. Based upon these principles, all financial aid awarded, which includes federal, state and private programs, will be determined within federal financial aid guidelines and the limits of the student COA.

Each year, the Office of Financial Aid builds a COA that includes the following:

- Tuition and fees
- Room and board (or a housing and food allowance)
- Books and supplies
- Transportation
- Loan fees
- Miscellaneous and personal expenses
- COMLEX exam fees (DO only)

Other expenses that may be added to a student's cost of attendance through a budget adjustment process can include:

- One-time purchase of a personal computer
- Reasonable costs for eligible study-abroad programs or faculty-led trips for students
- Child/dependent care
- Medically necessary medical and dental expenses not covered by insurance
- Reasonable car repairs for one primary vehicle

For more information on this process, please review the Annual Budget Adjustments section.

Consumer Information

In compliance with federal student aid regulations, KHSC-KansasCOM consumer information is available for prospective and current students to review online.

Satisfactory Academic Progress (SAP) Policy

Students who receive federal financial aid must, in accordance with federal regulations, be in good standing and maintain Satisfactory Academic Progress (SAP) toward their degree. Under Federal Title IV law, the school's SAP requirements must meet certain minimum requirements, and be at least as strict as the institution's established standards for Good Academic Standing. This policy applies to all students receiving federal financial aid for any trimester/periods of enrollment at KHSC-KansasCOM.

The standards used to evaluate academic progress are cumulative and, therefore, include all periods of the student's enrollment, including periods during which the student did not receive federal financial aid funds.

What is the KHSC-KansasCOM SAP Policy?

To continue receiving federal financial aid at KHSC-KansasCOM, students must demonstrate satisfactory progress toward their academic objectives. Federal regulations require three measurements to determine SAP: qualitative, quantitative and timeframe.

Satisfactory Academic Progress for Financial Aid Consideration

Federal regulations require schools to monitor the academic progress of Title IV financial aid recipients. KHSC-KansasCOM must certify that students are making satisfactory academic progress (SAP) toward the completion of their KHSC-KansasCOM degree. KHSC-KansasCOM follows the regulations set forth by the U.S. Department of Education that students are meeting the three required measurements to determine SAP: qualitative, quantitative (progression) and time frame.

The policy applies to students who are receiving federal aid; however, these standards are cumulative so this includes all periods of the student's enrollment, which may include times when the student did not receive federal aid. The academic standards set forth by KHSC-KansasCOM may vary from the financial aid policy for academic progress.

Qualitative Measure

Students enrolled in KHSC-KansasCOM are graded on an Honors/Pass/Fail system. Financial Aid considers a grade of Honors or Pass to be the equivalent of receiving an 80 percent or higher (Passing grade) in measuring SAP.

Students must pass all classes to be considered making satisfactory academic progress for financial aid. Students who fail one to two courses will be placed on financial aid warning for the subsequent term. Students placed on financial aid warning are still allowed to receive federal aid.

Students who have earned three failures and/or are required to repeat all or a portion of an academic year are considered to not be meeting SAP standards. These students will need to appeal for federal financial aid in a subsequent term.

Students who do not meet SAP standards are eligible to appeal for federal financial aid. Students who have approved appeals will be placed on probation with an academic plan.

Quantitative Measure: Attempted vs. Completed

In order for students to progress through the program to graduate within the maximum time frame, Financial Aid requires all KHSC-KansasCOM students to complete 67 percent of credit hours attempted. In determining pace progression, KHSC-KansasCOM calculates a completion rate for each student. The completion rate is the total number of credit hours successfully completed divided by the total number of credit hours attempted. Pass/ Fail courses are considered in the attempted credits. Credit hours cannot be rounded up to meet the minimum SAP standards.

Attempted hours not earned include any grade of Fail (F), Incomplete (I), Withdrawal (W), Administrative Withdrawal (AW), or Administrative Drop (AD).

Time Frame: Pace Progression

Program	Typical Time Frame	Maximum Time Frame
DO	4 years to graduate	6 years to graduate

Students are expected to make satisfactory progress toward their degree each trimester. Students must complete the DO program within six academic years of the matriculation date in the College of Osteopathic Medicine.

The KHSC-KansasCOM SPPC may grant an additional year in very rare and extenuating circumstances. Students who do not complete their degree in six academic years will not be eligible for additional aid without a financial aid appeal. Students will need to contact the Office of Financial Aid to determine aid eligibility. The Office of Financial Aid will advise the student of the appeals process for additional aid eligibility to complete their degree if they have met the maximum time frame limit and are allowed to enroll beyond six years.

Transfer Credits

In very rare circumstances, KHSC-KansasCOM Office of Admissions may grant credit for courses successfully completed at a student's prior college/university. Credits accepted for degree at KHSC-KansasCOM will count as completed for the pace calculation.

SAP Review

SAP is reviewed at the end of each trimester for KHSC-KansasCOM. This will be done prior to disbursement of subsequent aid for the next trimester. The entire prior trimester will be reviewed to determine eligibility. The Office of the Registrar will review all students enrolled for the trimester to determine a student's SAP status, regardless of financial aid received.

If the student is not meeting the above SAP eligibility requirements, the student will be ineligible for financial aid. Students will be notified by email if they fail to meet the minimum standards outlined above. This email communication will include an explanation of the standards evaluated and instructions on how to proceed with the appeal process.

SAP Appeal Process

The Office of the Registrar will notify the student via email if an appeal needs to be submitted to continue receiving federal aid at KHSC-KansasCOM. Students will be asked to submit an appeal form to the Office of the Registrar. The form will require the student to complete the information listed below:

- A written statement documenting the reasons for the failure to meet the standards of academic progress for financial aid eligibility. The statement should be concise, but long enough to address the student's mitigating

circumstances (e.g., serious illness of student or family member, death of relative, disruptive personal issue). There is no school-defined length.

- A written statement explaining what has changed in the student's situation that would allow the student to bring his/her academic progress up to satisfactory standards.
- If requested, supporting documentation may be required to process the appeal.
- A written academic plan, after the appeal is submitted.

Appeals will be reviewed and completed within two to four weeks of receipt. Students who submit appeals will be notified via email regarding the decision of their appeal. Students with approved appeals will regain federal financial aid eligibility. Students with denied appeals will be ineligible for federal financial aid until they meet the minimum SAP requirements. Appeal decisions are final.

Financial Aid Process

Verification of Student Financial Aid Information

Federal verification is a process that requires institutions to verify the accuracy of information provided on a student's FAFSA if randomly selected by the Department of Education in an effort to assure federal aid is distributed to those who are eligible.

Schools may be required to verify all or any of the following criteria:

- Adjusted Gross Income (AGI)
- U.S. Income Tax Paid
- Education Credits
- Untaxed IRA Distributions
- Untaxed Pensions
- IRA Deductions and Payments
- Tax-Exempt Interest
- Income Earned from Work
- Household Size
- Number in College
- High School Completion Status
- Identity/State of Educational Purpose

Determining Amount of Financial Aid

Once the student has submitted all required documents and completed forms as listed on the application for financial aid, the Office of Financial Aid determines the student's aid eligibility at KHSC-KansasCOM. Offering of financial aid is done when the file becomes complete for packaging.

All financial aid offers, which include federal, state, and private programs, will be determined within federal financial aid guidelines. The calculation to determine financial aid eligibility is: cost of attendance (KHSC-KansasCOM student budget) minus expected student and family contribution from FAFSA (for need-based aid) and outside resources (e.g., scholarships, etc.) equals eligibility.

$$\begin{array}{ccccccc} \text{Cost of} & & & & & & \\ \text{Attendance} & - & \text{Expected Student/} & - & \text{Outside} & = & \text{Aid} \\ & & \text{Family Contribution} & & \text{Resources} & & \text{Eligibility} \\ & & \text{(From FAFSA)} & & & & \end{array}$$

The comprehensive student budget has been designed to cover tuition, educational costs and reasonable living expenses for each academic year. Budgets are designed for the student only and are not intended to cover family living expenses or to cover debt incurred prior to attendance at KHSC-KansasCOM.

Notification of Financial Aid Offer

Students will be notified, via email, to log in to KHSC-KansasCOM's online financial aid portal to view the aid and accept/decline/reduce the aid offered. The offer notification in the online application shows the cost of attendance (student budget) according to the student's program/class, and the total annual financial aid the student may receive from all sources. Beyond the sources of assistance indicated on the offer notification, a student may seek out private scholarships.

Disbursement of Financial Aid

- Financial aid disburses at the beginning of each term (all effort will be made to disburse aid up to 10 days prior to the first day of coursework beginning).
- Financial aid will automatically be applied to the tuition and required fees posted to the student's account. If the financial aid funds exceed the amount due on the billing statement, the student will have a credit balance on the account.
- The student will receive the credit balances of excess financial aid funds from the Office of Student Accounts via Electronic Funds Transfer (EFT). The EFT will be delivered to the bank account on file that the student selected

during the direct deposit account setup. If no bank account is on file, a check will automatically be issued to the student address on file.

- Credit balance refunds are processed as expeditiously as possible, but within the Department of Education regulation of 14 days.
- To ensure timely receipt of student account refunds, Kansas Health Science Center (KHSC-KansasCOM) strongly encourages all students to sign up for direct deposit.
- If the bank account information changes after the initial setup, the student should complete a new [Direct Deposit Form](#).
- The student can check the disbursement schedule at the beginning of the academic year. The schedule is in the student portal.

Repeating an Academic Year

Repeating an academic year can have significant financial ramifications for any student. In the event a student is required to repeat an academic year, or the student requests to repeat a year, the student should always talk with the Office of Financial Aid to understand the impact of that decision on their overall financial situation.

Federal guidelines have limits on the number of times a student can repeat a year and still receive federal loan dollars for that repeated year. Please speak with a financial aid professional about the details.

KHSC-KansasCOM Scholarships

KHSC-KansasCOM) scholarships can be awarded on the basis of academic achievement, merit, leadership, financial need, geographical location, and/or community service. All KHSC-KansasCOM scholarships will be applied toward tuition.

External Scholarships

In addition to the scholarships listed, students are encouraged to apply for outside/private scholarships. There are several popular search engines students can search for medical school related scholarships including:

- FastWeb
- Scholarships.com

Students should be vigilant when applying for outside/private scholarships and know how to spot a scholarship scam. If it sounds too good to be true, it usually is too good to be true. Scholarship scams frequently involve one or more of the following:

- **Scholarship Fees-** Do not spend money in order to apply for any scholarship.
- **Request for Financial Information-** Do not share bank account and/or credit card information.
- **Guaranteeing Scholarship Money-** Reputable scholarship don't advertise guaranteed money.

Students must inform the Office of Financial Aid of any scholarships and awards received from sources outside of KHSC-KansasCOM. Students can notify the office by emailing the name and amount of the scholarship or award. These scholarships and awards will be added to your financial aid package and could impact your aid eligibility.

Loan Programs and Sources

Federal Direct Unsubsidized Loan- Department of Education Title IV

This loan program is non-need based. Students can borrow a base of \$20,500 per academic year. Interest accrues from the date of disbursement; the student is responsible for interest during all periods. The Department of Education (DOE) is the lender. Payment is owed to the Department of Education but serviced by a company contracted with DOE. Unpaid interest will capitalize at repayment.

- Current interest rate and origination information can be found on the [DOE Federal Student Aid Website](#). An origination fee is charged and deducted from the loan proceeds.
- Direct loans offer a one-time six-month grace period after you graduate or drop below half-time enrollment.
- The cumulative maximum direct loan limit for graduate students is \$138,500.
- The cumulative maximum direct loan limit for medical students is \$224,000.
- Repayment information for this loan program is available on the [DOE Federal Student Aid Website](#). Students may log in to the repayment estimator to view current federal loan balances and see estimates for future monthly payment plans.

Additional Unsubsidized Loan for Medical Students

The D.O. program allows KHSC-KansasCOM students an additional \$26,667 up to \$47,167 per year.

Federal Direct Graduate PLUS (GradPLUS) Loan Department of Education Title IV

This loan program is non-need based. A GradPLUS loan is a federal guaranteed credit-based loan. A credit check is required.

- This loan has a higher interest rate than the Federal Direct Unsubsidized Loan.
- The loan does not have an aggregate limit.
- The GradPLUS enters repayment immediately after it is fully disbursed, at which time it is placed in an in-school deferment while the student continues in school.

- The loan enters a one-time six-month post-enrollment deferment at the time the student is no longer enrolled. The same deferment and forbearance options apply as with federal direct loans.
- Repayment information for this loan program is available on the [DOE Federal Student Aid Website](#).

Primary Care Loan (PCL) Health and Human Services Title VII

This is a need-based loan, which applies to KHSC-KansasCOM students.

- A student must commit to primary care including the internship, residency, and practice.
- The interest rate is 5%. The loan amount is contingent upon the availability of funds.
- Parent financial information is required.
- The loan is available to third- and fourth-year students only.
- Repayment begins following a 12-month grace period after ceasing to be a full-time student.

Private/Alternative Loans

A student may choose to borrow a private loan after receiving counseling in regard to the advantages of federal loans versus private. In accordance with Sec. 128 (3) of the Truth in Lending Act (15 U.S.C. 1638(e)(3)), a self-certification form is available upon request from the Office of Financial Aid although this form is routinely provided to the student by the private loan lender during the application process. Also, upon request, the Office of Financial Aid will assist the student in the completion of the form, if needed.

Service Obligation Scholarship for KHSC-KansasCOM Students

The National Health Service Corps

The National Health Service Corps (NHSC) Scholarship Program was created to address the shortage of health professionals in certain areas in the United States. Scholarship recipients receive 12 monthly stipends, a single payment to cover books, supplies, and equipment, and payment to the medical school for tuition and required fees. The scholarship may be renewed through graduation.

For each year of support, participants own one year of future service providing primary care services in a Health Professional Shortage area (HPSA) as assigned by the NHSC. The minimum obligation is two years. These assignments are most often as salaried civilian employees of community-based systems of primary health care.

Students interested in pursuing primary care in an underserved area should consider the program offered by the NHSC including the [National Health Service Scholarship, Students to Service](#), and loan repayment. Students should review each program to fully understand the service commitment owed for receipt of scholarship.

National Health Service Corps

Bureau of Primary Health Care

Division of Scholarships and Loan Repayments

[Website: Scholarships | NHSC \(hrsa.gov\)](#)

1(800) 221-9393

Annual Budget Adjustments

Financial aid, as awarded or borrowed under federal or private programs, cannot exceed the KHSC-KansasCOM student budget. KHSC-KansasCOM attempts to make adequate financial assistance available to all students within the limits of the student budget and the availability of loans and scholarships.

Federal regulations allow schools to adjust a student's cost of attendance for certain circumstances on a case-by-case basis. KHSC-KansasCOM will increase a student's cost of attendance for other reasonable education-related expenses that exceed a student's budget. The Office of Financial Aid must be able to substantiate your expenses for your file. Budget adjustments are typically a reimbursement process. Purchases should be made using a form of payment in your name.

May 1st is the deadline for submission of these forms, and there could be an earlier date for graduating fourth-year students who may have an earlier last date of attendance. No adjustments will be considered after the loan period has expired for that academic year. An exception may be made for medical/dental expenses for which an insurance claim has not been paid. If you have questions about this policy, please contact the Office of Financial Aid.

Budget Adjustment Categories

- **Child/Dependent Care:** If a student pays for a third-party to watch their dependent while their spouse works (full-time), Kansas Health Science Center (KHSC-KansasCOM) can increase the student cost of attendance for these expenses. The increased cost will not exceed a reasonable cost for dependent care in the community based on KHSC-KansasCOM's dependent care survey. Students must complete a Supplemental Funding Request and provide all required documentation that is specified on the form.
- **Computer Purchase/Electronic Purchase:** All KHSC-KansasCOM students are required to have a laptop computer, meeting KHSC-KansasCOM specifications. Only one increase is allowed per student's academic

program, unless there is a change in school policy requiring new computer specifications. The purchase can only include a laptop, printer, and/or other reasonable hardware/software required by KHSC-KansasCOM. Students are permitted to purchase the computer July 1, or other reasonable time, if starting in trimester one. The maximum allowance is \$2,000. Students must complete a Budget Adjustment Request Form. Students cannot request the adjustment in their final term of enrollment.

- **Medical/Dental Expenses:** The student financial aid budget includes an allowance for medical/dental expenses and health insurance. It is KHSC-KansasCOM policy that all students provide proof of health insurance, and budget adjustments will be considered only for those students complying with that policy. A budget adjustment can be made for medically necessary procedures and medically necessary prescriptions for the amount that exceeds the budget allowances. A student's out-of-pocket expenses cannot exceed \$5,000 per academic year. Students must provide written verification of health insurance coverage. Prior year expenses will not be considered for an increase.
- **Tuition Adjustment:** Students may receive a budget adjustment for tuition charges in excess of what is allowed in the Cost of Attendance.
- **Car/Vehicle Repairs:** While a student's financial aid budget includes an allowance for maintenance of a vehicle, an adjustment can be made for car repairs that exceed the budgeted amount. Financial aid budgets cannot be increased for the purchase of a vehicle. Expenses above the budgeted amount are covered on one primary vehicle per year. Once a student has submitted receipts for a vehicle, that vehicle becomes "primary" in terms of consideration for budget appeals. The budget adjustment increase will represent the difference between the actual repairs and budget allowance. Receipts must be submitted for any repairs for which the budget adjustment is being requested. Since the cost of attendance includes an allowance for comprehensive and collision car insurance, a budget adjustment for an accident will cover a reasonable deductible of \$500. If the student has not purchased comprehensive and collision care insurance, the Office of Financial Aid will not increase the budget to cover any expenses that would have been covered by insurance.
- **Other Expenses:** Students having other extenuating circumstances should complete the appropriate section of the Budget Adjustment Request Form and make an appointment to meet with a staff member in the Office of Financial Aid.

Non-Allowable Expenses: The following expenses will not be considered for reimbursement:

- Vehicle purchase.
- Household repairs (water heaters, furnace, etc.).
- Expenses related to pet ownership.
- Private student loan payments.
- Car payments.
- Credit card debt.
- Moving costs and housing furnishings.
- Vacation expenses.
- Tithing expenses.
- Child support payments.
- Living expenses for spouses and/or children.

Financial Aid Ramifications for a Leave of Absence (LOA)

For Title IV purposes, a leave of absence (LOA) may be designated as either unapproved or approved for financial aid purposes. A LOA that does not meet all the financial aid regulatory conditions for an approved LOA is designated as unapproved and considered a withdrawal. In this case, an R2T4 calculation is required, and the withdrawal date is the date the student begins the LOA.

Students should contact the Office of Financial Aid prior to going on an approved leave of absence to determine what financial aid implications this will have on their federal financial aid eligibility.

Financial Aid Fraud Misreporting and Misrepresentation

Any student found to have misreported information and/or altered documentation to increase his/her student aid eligibility or to fraudulently obtain federal funds may face any or all of the following disciplinary actions:

- Subject to all Professional Code of Conduct policies.
- Per federal regulation 668.14(g), referral to the Office of the Inspector General of the DOE, or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter.
- Loss of participation in federal financial aid programs for either the current academic year or the remaining years of enrollment.

In the event the Director of Financial Aid finds evidence of willful misrepresentation and/or fraud, the student will meet with the Director of Financial Aid and the Associate Dean for Student Affairs and Services. At that time, disciplinary action will be discussed with the student.

Code of Conduct for KHSC-KansasCOM Financial Aid Professionals

The Office of Financial Aid is a member of the National Association of Student Financial Aid Administrators (NASFAA). NASFAA developed an ethical set of standards related to a [Financial Aid Code of Conduct](#).

Statement of Financial Aid Ethical Principles

NASFAA members are required to exemplify the highest level of ethical behavior and demonstrate the highest level of professionalism. All Kansas Health Science Center (KHSC-KansasCOM) financial aid professionals, declare their commitment to the following [Statement of Ethical Principles](#).

Student Financial Accounts and Policies and Procedures

Tuition and Fees

Tuition and fees are charged each academic term. Tuition and fee schedules are set by the KHSC-KansasCOM Board of Trustees annually. Tuition and fee schedules are posted to the KHSC-KansasCOM website and are the reference point for students for the most current up-to-date rates. Click Here for Additional [Tuition and Fees](#) Information. Current Tuition and Fees can be found on the KHSC Enrollment Agreement form.

Ancillary Fees

Kansas Health Science Center (KHSC-KansasCOM) may have ancillary fees each academic year. This fee schedule will be published on the website and will be the single point of reference for staff and students. These fees are used on an as needed basis depending on the nature of the situation. Should late payment fees be necessary, they will be posted automatically by Student Accounts once a month until the student's balance has been satisfied.

Census

The census date for each trimester occurs at the beginning of the sixth day of classes. Students need to understand that this census date plays a key role in the determination of a student's refund and other financial aid related details. If students have questions about the census date or financial related matters, they can contact the Offices of Registrar and/or Financial Aid.

Payments

Student Accounts has the ability to accept credit card payments over the phone. Accepted credit cards are: Mastercard, Visa, and Discover. Credit card payments may also be made through the student portal. Tuition is due in full for all students before the last day of the first week of a new trimester. This requirement will be waived if a student intends to use financial aid (including loans) to pay tuition in full and has completed all financial aid paperwork required prior to the start of the trimester.

Students may reduce the amount of tuition due the first week of the trimester by completing a payment plan agreement with a Student Accounts advisor prior to the start of the trimester. Payment plans include a maximum of three payments each trimester. Accounts with outstanding balances not covered by financial aid or a payment plan will be considered delinquent after the last day of the first week of each trimester after a five-day grace period. A late payment fee will be charged each month until the balance has been paid or if the student is past due on a planned payment. All account balances must be satisfied in full prior to the next trimester. Tuition statements will not be produced and a student is responsible for checking their account through the student portal for any owed balances.

Out of School Payment Plan

A former student no longer actively enrolled with the institution (inclusive of withdrawn, dismissed, or graduated) may owe a balance. If a balance remains on a student's account, a final statement will be mailed. A student's diploma, transcripts, school records and other final documentation will be released after the balance is paid in full.

The former student may be eligible for an Out of School Payment Plan, but missed payments may result in cancellation of the payment plan and prevent the former student from future participation in this payment plan option.

If the balance is not paid in full, a payment plan is not set up within 90 days of the withdrawal date, or the former student is past due on a payment plan, the balance will be sent to a collection agency. The institution reserves the right to deny or cancel the payment plan option for any individual.

Refund and Cancellation Policy

Any student wishing to withdraw from all courses and leave KHSC-KansasCOM must notify the Associate Dean for Student Affairs and Services through the process as outlined in the Withdrawal and Leave of Absence Policy. All academic records will be on hold until all the student's financial obligations are satisfied.

Students who withdraw from a KHSC-KansasCOM course after the published drop deadline, but prior to completing 25 percent of the course will receive a refund of eligible tuition based on the percentage of the course completed. Students who have attended more than 25 percent of a course are not eligible for a refund.

All monies due to a student shall be refunded within 60 days from the last day of attendance or within 60 days from the receipt of payment if the date of receipt of payment is after the student's last date of attendance.

Office of the Registrar – General Academic Policies

Academic Records

Office of the Registrar

The Office of the Registrar is committed to providing exemplary service to students, graduates, and faculty. In addition, the Office of the Registrar strives to provide accurate information and efficient services to all KHSC-KansasCOM constituencies.

The Office of the Registrar protects the accuracy and security of students' records while also serving as an information resource for students, graduates, as well as faculty and staff. Additionally, the office provides support for students in years three and four of medical as they are applying for clinical rotations and residency.

Academic Records Requests

Requests for academic records will be processed by the Office of Registrar in the order they are received. Federal law mandates a signed request to authorize the release of student academic records. Consequently, phone requests for transcripts or other records are not accepted. Email requests, however, are acceptable for if received from authenticated KHSC-KansasCOM email. The Office of the Registrar will also provide other authenticated processes to update information and request academic records. All KHSC-KansasCOM students are encouraged to utilize KHSC's student portal to review course registrations and grades.

The Office of the Registrar makes every effort to respond to requests in a timely manner. Requests are typically processed within five (5) business days from receipt. Requests for multiple transcripts, several different documents, or requests during peak seasons of operation may require additional processing time. Information which is required to meet a third-party deadline should be requested with at least two weeks lead time to ensure expedient delivery and appropriate recording.

Transcripts

The Office of the Registrar will use the National Student Clearinghouse to process transcripts. The service will begin February 1, 2022. For transcript requests during that time, please use the Academic Records Request form.

Official transcripts will cost \$20 per transcript, due at the time of the request. Requests will not be processed unless payment has been received in full and the student or alumnus/alumna has fulfilled all financial obligations. Official transcripts are generally forwarded directly to the receiving party. If a transcript is verified as received, via certified mail, but the recipient is unable to locate the transcript, the student is responsible for requesting and paying for another transcript to be sent. Unofficial transcripts do not carry the KHSC-KansasCOM seal and are stamped with red ink identifier. Unofficial transcripts are free of charge through the student portal.

KHSC-KansasCOM has authorized the National Student Clearinghouse to provide transcripts on behalf of the institution. There are multiple delivery options available through NSC. Please review transcript and delivery fee options prior to requesting a transcript.

Delivery Type	Transcript Cost	Shipping Costs
Secure Electronic PDF	\$20	\$0
Hold for In-Person Pickup	\$20/Transcript	\$10
Standard Mail-USPS	\$20/Transcript	\$0
Certified Mail-USPS	\$20/Transcript	\$12
Express-U.S.	\$20/Transcript	\$27
Express-International	\$20/Transcript	\$60

Registration for Courses

KHSC-KansasCOM engages in "block" registration for each student cohort. The student's respective academic program sends enrollment information to the Office of the Registrar, each term, therefore students do not have to sign up or register for KHSC-KansasCOM courses. Students are responsible for reviewing their enrollment information via KHSC-KansasCOM's internet and student portal resources, prior to each term to ensure enrollment accuracy.

The last day to add an elective class at the end of business of the fifth day of classes outlined in the Academic Calendar. This policy does not apply to clinical clerkship rotations.

Academic Calendar

KHSC-KansasCOM operates on a trimester basis—three terms each academic year.

Add/Drop Deadline

Add/Drop date is end of business on the fifth day of classes. This does not apply to clinical rotations.

Academic Load

For each trimester:

Full-time	5+ units
Halftime	2.5 to 4.5 units
Less than halftime	Less than 2.5 units

Academic Progress

Students are expected to make satisfactory progress toward their degree each academic year.

A candidate for the Doctor of Osteopathic Medicine (D.O.) degree must complete the degree within 150% of the standard time (six years following matriculation), as specified by the American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA).

Credit Definition

Policy

KHSC-KansasCOM is charged with ensuring the appropriateness of and amount of student work represented in the curriculum. Corresponding credits will be assigned to all courses within the curriculum, including clinical rotations, based on contact hours as described below. Credit assignments, intended learning outcomes, and verified by evidence of student achievement, will be continually evaluated and assigned on the basis of the Carnegie unit credit hour as provided by the U.S. Department of Education consistent with the glossary of the AOA Commission on Osteopathic College Accreditation (COCA) Accreditation of Colleges of Osteopathic Medicine: COM Standards and Procedures. The amount of learning required to progress toward completion of learning outcomes as defined by the rigor, complexity, and content of the degree Doctor of Osteopathic Medicine (DO) and the expectations of the osteopathic medical profession.

The amount of academic work or instructional time reported in contact hours and used to calculate credit hours is as follows:

For OMS I & II, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for one trimester hour of credit; or
2. At least an equivalent amount of work as required for other academic activities as established by the institution including laboratory work, and other academic work leading to the award of credit hours.

KHSC-KansasCOM offers third and fourth year (supervised clinical rotation clerkships) opportunities for in-depth clinical exposure in a variety of core and elective rotations. It is generally understood that the clinical clerkship experiences occur full-time throughout the academic year. Credit hours for clerkships vary dependent upon length of learning experience. Clinical Clerkships, Rotation Electives, and Sub-Internships will be awarded credit at 1.25 credit hours per week.

The calculation of credit hours is rounded down to the nearest 0.5 credit hours per course.

Course Numbering

001-099	Remedial / Preparatory courses
600	First year medical courses
700	Second year medical courses
800	Third year medical courses
900	Fourth year medical courses

****Course Numbers with an s denote sub-internships and course numbers with an e denotes electives – both clinical and non-clinical.**

Grades

Grading Scale

NON-CALCULATED CREDIT. Included in hours earned.

GRADE	GRADE NAME	DEFINITION	YEARS GRADES UTILIZED
H	Honors	Special recognition for exceptional work in clinical rotations. Top 10%	Years 3 and 4
P	Pass	Pass. >=80%	Years 1-4

TR	Transfer Credit	Credit awarded in transfer.	Transfer Term
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NON-CREDIT Values. Excluded from hours earned.

GRADE	GRADE NAME	DEFINITION
AD	Administrative Drop	Administrative Drop from a course(s). Faculty/Administrator-initiated.
AU	Audit	Participation and/or observation of a course.
AW	Administrative Withdrawal	Withdrawn from a course(s) or College. Faculty/Administrator-initiated.
F	Fail	Failure of a course. Years 1-4. Fail (<80%)
I	Incomplete	Incomplete coursework due to extenuating circumstances.
W	Withdrawal	Withdrawal from a course(s) or College. Student-initiated.
NR	Not Reported	A grade was not reported by the listed deadline.

Grading Schema by Course Category

COURSE TYPE	GRADING SCHEMA
Preclinical Courses	P/F
Core Clinical Clerkships	H/P/F
Clerkship Subspecialty Core Requirement	H/P/F
Clinical Rotation Electives	H/P/F
Sub-Internships	H/P/F

Course Remediation

Students who require a remediation of a course will receive their original grade until the remediation is completed. Once completed, the appropriate course director will submit a grade change to update the original grade.

Course Repeats

All course enrollment and earned grades will remain on a student's official transcript. Once a student successfully repeats a course, the most recent grade will be used for the purpose of earned credit, class standing, and class rank.

If a student must repeat a clerkship or clinical rotation, and is not enrolled full-time for the term, a fee to cover the cost of the clinical experience will be assessed.

Clinical Clerkship/Rotation Repeat fee \$1200.00.

Program Repeat Audits

A student approved to repeat an academic year after a year of poor academic performance will be required to repeat the entire year of previous attendance. Students will be registered for, and must successfully repeat, all previously failed offerings. Students may be required to audit previously passed courses. Students approved for readmission after a dismissal or an approved leave of absence may also be required to repeat or audit previous courses.

The audit fee is \$200.00 per enrolled course in the first and second year.

Incomplete Grades

A Course Director may assign a grade of Incomplete (I) if a student is unable to complete the course/section because of extenuating circumstances beyond the student's control. The course director, or his/her designee, will complete an Incomplete Grade Contract clearly detailing requirements for completion of the course/section.

The student will receive a copy of the contract via the student's KHSC-KansasCOM email address. The student will have three (3) business days to respond to the incomplete grade contract request. If a response is not received, the student will receive the current earned grade with all missing assignments calculated as a zero.

Students receiving a grade of incomplete must coordinate with the course director to satisfy all outstanding coursework for the course/section. Once outstanding requirements for the course are satisfied, the Course Director, or his/her designee, will process a change of grade form converting the incomplete to a grade. DEADLINE: The student has a maximum of 180 days to work with faculty to complete the incomplete. Once 180 days has passed, the incomplete becomes a fail.

Please note: Incomplete Grades may impact your Financial Aid. Please contact Financial Aid for questions.

Grade Changes

If an error occurred in the computation or recording of a grade, or a course/section has been successfully remediated, a Grade Change form must be submitted. This form will be submitted by course director, or their designee, approved by the appropriate dean, and routed to the Office of the Registrar for processing.

Late Grade Submission

If a grade is not submitted by the established deadline for an individual student, the student grade will be submitted as not reported (NR). The grade must be submitted via the Grade Change form for processing by the Office of the Registrar.

Grade Appeal Process

Within three (3) business days of grade posting, a student may request a review of a course/section grade. Students should first reach out to the instructor of record for the course for review of points and grade. If the student believes an error remains, the student should complete a Grade Appeal form for review by the Associate Dean of Student Affairs, and/or his/ her designee. The Associate Dean of Student Affairs, in consultation with the course director(s) and appropriate deans, will review the request. If the student feels an issue remains, a final request to review the course grade may be made directly to the Dean and Chief Academic Officer at KHSC-KansasCOM.

Honors and Standing

Dean's List

The Dean's List will be calculated at the end of each academic year for OMSI and OMSII. The Dean's List is comprised of the top ten (10) percent of the OMSI and OMSII classes. The Dean's List notation will be listed after the final term of each academic year. The notation will read: Dean's List.

Good Academic Standing

A student who are successfully completing all medical school requirements are considered in good standing. A Student may be currently enrolled or eligible to be enrolled.

Academic Warning

Academic Warning is an official status that provides early warning regarding a student's academic performance. The status typically applies when there are multiple course exam failures, a student's grades in courses fall below a concerning threshold (at or near 80%) and/or behavioral cues indicate academic or personal distress.

Academic Probation

Academic Probation is an official status indicating that student is being academically monitored and may have an improvement plan. This status is typically applied when the student has one or more course failures, fails a national board examination, and/or a student's grades in courses fall below a concerning threshold (at or near 80%). Academic Probation is listed on the official transcript for the time period of the probation. Once the probationary period ends, the listing is removed from the official transcript.

Academic Suspension

Academic Suspension requires the student who is struggling academically to leave KHSC-KansasCOM for a specific period of time. SPPC sets the timeframe and requirements for a suspension. Academic suspension appears on the official transcript. After the period of suspension expires, the transcript notation is removed.

Academic Dismissal

Academic Dismissal requires the student to permanently leave KHSC-KansasCOM. A notation of academic dismissal remains permanently on the official transcript. Dismissal from KHSC-KansasCOM includes an automatic exclusion from campus.

Disciplinary Warning

A student may receive an oral or written warning for violating the professional code of conduct. Any further violation of the Professional Code of Conduct shall result in further disciplinary actions such as probation, suspension or dismissal.

Disciplinary Probation

A student placed on disciplinary probation for violating the professional code of conduct. Probation lasts for a specific period of time and is implemented by terms. Any violation of the Professional Code of Conduct or the conditions of probation committed during the probationary period shall result in further disciplinary action such as suspension or dismissal. Please review section *Possible Sanctions Related to Violations of Professional Code of Conduct*.

Disciplinary Suspension

A student placed on disciplinary suspension and required to leave KHSC-KansasCOM for a specific period of time. An indication of disciplinary suspension appears on the student's official transcript. After the period of suspension has expired, the transcript notation shall be removed. Suspension includes an exclusion from campus property and activities during the period of suspension. Please review section *Possible Sanctions Related to Violations of Professional Code of Conduct*.

Disciplinary Dismissal

A student who is disciplinarily dismissed is required to permanently leave KHSC-KansasCOM. A notation of disciplinary dismissal remains permanently on the student's official transcript. Disciplinary dismissal includes an automatic exclusion from campus. Please review section *Possible Sanctions Related to Violations of Professional Code of Conduct*.

Personal Information

Students must submit a request along with legal documentation to the Office of the Registrar for a change to their legal name. It is the responsibility of the student to ensure that records are current.

Legal documentation for a name change includes the following:

1. Certified copy of a marriage certificate, court order, or dissolution decree reflecting the new name in full; AND,
2. At least one government-issued official proof of identity. [Driver's License, State Identification, Passport, etc.]

Preferred Name

KHSC-KansasCOM is committed to fostering an environment of inclusiveness and supporting students' form of self-identification. KHSC-KansasCOM recognizes that some students prefer to identify themselves by a first and/or middle name other than their legal name, and as long the use of a different name is not for the purposes of misrepresentation, KHSC-KansasCOM permits students to use a *preferred* name where possible in the course of KHSC-KansasCOM education and business.

Any student may choose to identify a preferred first and/or middle name in addition to the legal name. Students may request this service via the student portal or other intranet resources allocated to students. The student's preferred name may be used in many contexts including class rosters, Canvas, ID Cards, etc. The student's preferred name will appear in the KHSC-KansasCOM directory unless a FERPA block is requested. There are certain KHSC-KansasCOM records that require a legal name; however, wherever reasonably possible, a student's *preferred* name will be used. Administrators, Campus Safety, and your supervisor (if you are employed on campus) will have access to your Legal and Preferred Names.

The legal name is required for, but not limited to just, the following:

- Student Information System
- Student Financial Services documentation
- Financial Aid
- Federal Requests for Information
- Immigration Documents
- Medical Documents
- National Student Clearinghouse
- Official correspondence with external entities
- Official and unofficial Transcripts
- Academic Certifications and Verifications
- Clinical Rotation Applications and Communications
- Diplomas
- Paychecks/W-2/1098-T
- Campus Safety

Students may designate (or remove) a first and/or middle *preferred* name through the Office of the Registrar. The Office of the Registrar will review and respond to all requests. KHSC-KansasCOM reserves the right to not accept a preferred name if it is deemed inappropriate, including a preferred name that is vulgar, offensive, fanciful, or creates confusion with another person. Allowable name formats include (but are not limited to):

- A shortened derivative of a name (e.g., "Katie" for "Katherine")
- A middle name instead of a first name
- First and middle initials (e.g., "M.J." for "Mary Jane")
- An anglicized name (e.g., "Simon" for "Bao")
- A name that better represents the individual's gender identity
- A name to which the individual is in the process of legally changing

An approved *preferred* name does not affect your legal name. Please note that it may take up to seven (7) business days for the request to be completed through all KHSC-KansasCOM systems.

Reports of misuse and abuse of both preferred name and legal names in accordance with existing policies and procedures will be reported to Student Affairs. Depending on the individual and circumstances involved, this could include Human Resources, Academic Affairs, General Counsel, and/or appropriate law enforcement agencies. KHSC-KansasCOM reserves the right to remove preferred names that are deemed misrepresentative and to suspend the individual's privilege to update a preferred name.

Address and Telephone Number

Students will have access to update their personal address information in the student portal. KHSC-KansasCOM requires students to keep their permanent home address and telephone number on file with the Office of the Registrar. Permanent address information is required by the U.S. Department of Education for enrollment reporting.

A campus address, where you are located after you matriculate and attend, and your mobile telephone number can be kept on file as your preferred (local) address. Students are responsible for keeping their local address information current.

Address Change

Students needing to change their address may do so in the student portal. Please refer to the intranet resources for instructions.

Legal Name Change

Students must submit a request along with legal documentation to the Office of the Registrar for a change to their legal name. It is the responsibility of the student to ensure that records are current.

Legal documentation for a name change includes the following:

1. Certified copy of a marriage certificate, court order, or dissolution decree reflecting the new name in full; AND,
2. At least one government-issued official proof of identity. [Driver's License, State Identification, Passport, etc.]

Graduation Services

Graduation Requirements

The degree of Doctor of Osteopathic Medicine (D.O) is conferred upon candidates of good moral character who have successfully completed all academic requirements, satisfied all financial obligations, and have successfully passed COMLEX Level 1, COMLEX Level 2 CE examination.

Degree Audit

An audit of the Doctor of Osteopathic Medicine will occur at the beginning and end of the fourth year. Students can review their progress online. All degree requirements are listed in the catalog.

Conferral of Degrees

Degrees are conferred upon completion of the degree requirements and approval of KHSC-KansasCOM faculty and board of trustees. Diplomas are ordered after conferral and graduation in May.

Diplomas

Student Diplomas will be provided to students at graduation. Students are required to attend graduation. If a student receives an administrative exception and does not attend graduation, the student will need to pick-up their diploma at the Office of the Registrar after graduation during business hours.

We will hold diplomas for sixty (60) days after graduation. If the diploma is not retrieved by the deadline, it will be destroyed, and the student will be required to order a replacement diploma.

Replacement Diplomas

A graduate who has lost his/her original diploma or requests a duplicate due to a name change must make a request through the Office of the Registrar with supporting legal documentation. The cost for a duplicate diploma is \$125.00. A new diploma will have the word, "duplicate" printed upon the diploma.

Posthumous Degree Policy

KHSC-KansasCOM may grant a Doctor of Osteopathic Medicine (DO) degree posthumously under certain conditions:

- A student completed at least 75% of the KHSC-KansasCOM curriculum.
- A student was in good standing both academically and professionally.
- Requires the recommendation of the Dean/Chief Academic Officer of the College of Osteopathic Medicine.

The President and Chief Executive Officer of KHSC-KansasCOM has the authority to confer a degree posthumously after reviewing the conditions and discussions with the KHSC-KansasCOM leadership team prior to making a final decision.

Exceptions to Academic Policy

The Student Handbook and Academic Catalog is the basic authoritative source for academic requirements and associated policies. All students are expected to follow the catalog and handbook in the pursuit of their degrees. On occasion, however, extraordinary circumstances may warrant departures from the academic catalog requirements. Students who believe their situation warrants a deviation from academic policy may petition for an exception to policy by filing an appeal with the Associate Dean for Student Affairs and Services.

Leaves of Absence (LOA)

A leave of absence (LOA) may be granted from Kansas Health Science Center (KHSC-KHSC-KansasCOM) for several reasons, including:

- A medical emergency or illness
- A financial emergency
- Personal emergency
- Military service
- Academic opportunity (Pursuit of an academic endeavor other than the regular classroom work, either on campus or at another recognized educational institution.)

The maximum length of time granted for a LOA is 6 months (180 days, consistent with Federal Financial Aid regulations). Should a student wish to take a leave longer than 180 days in a 12-month period, they must appeal to the Associate Dean for Student Affairs and Services. These requests for extension beyond 180 days in a 12-month period are only granted in situations where there is a compelling, legitimate reason why the student should need additional time away. Should a student be on leave for more than 180 days in a 12-month period, KHSC-KansasCOM reserves the right to require them to retake coursework to ensure that their basic science or clinical knowledge and skills are at an acceptably safe and appropriate level.

The Dean and Chief Academic Officer of KHSC-KansasCOM and/or the Associate Dean for Student Affairs and Services may grant a LOA for a designated period of time with or without conditions. Conditions of a LOA are commonly prescribed in cases of academic deficiency or medical-related issues.

Medical LOA

Students granted a medical LOA, who may be returning to KHSC-KansasCOM, must have a licensed physician, approved by the Office of Student Affairs and Services, certify in writing that their physical and/or mental health is sufficient to continue in a rigorous educational program before they may return to KHSC-KansasCOM.

A student granted a LOA with conditions may be required to meet with the Office of Student Affairs staff to demonstrate that all conditions of their return have been met before reinstatement.

Financial LOA

Students granted a financial LOA must, prior to returning to KHSC-KansasCOM, prove to the Office of Finance that they have the financial capability to advance their education.

Academic LOA

Students seeking an academic LOA must verify that all terms and conditions of the leave are stated before the leave will be granted, thereby ensuring that the student does not miss important core information.

All LOA's should be requested in writing. The LOA Request Form is available online for students to access. Once the form is complete, students should submit it to the Office of Student Affairs for consideration. If unforeseen circumstances prevent a student from providing a prior written request, the request may be granted for the LOA by exception.

Students granted a LOA must follow the checkout process detailed in the Student Handbook and Academic Catalog. Medical students on a LOA for more than 30 days will be withdrawn from the DO program and must repeat the term or year with the next cohort of students. Students placed on any LOA over 30 days will be considered withdrawn from coursework and will be reported to the U.S. Department of Education through the National Student Loan Data System (NSLDS) as withdrawn. LOAs have a significant impact on a student's federal financial aid status. KHSC-KansasCOM is committed to ensuring that all students follow federal financial aid regulations related to any LOA. Please contact the Office of Financial Aid about the implications related to your LOA.

Following a LOA, a student must request reinstatement, in writing, to the Associate Dean for Student Affairs and Services and the Office of Student Affairs.

Official and Unofficial Withdrawal

Official Withdrawal from KHSC-KansasCOM

Withdrawal is a voluntary action by a student who chooses to leave KHSC-KansasCOM. Any student who leaves KHSC-KansasCOM (become a non-student), for any reason, must complete the KHSC-KansasCOM withdrawal form and complete the checkout process. Failure to complete the withdrawal form and checkout procedure will cause KHSC-KansasCOM to withhold all records pertaining to the student's attendance.

The checkout procedure is as follows:

- If the student is withdrawing, they must contact the Associate Dean for Student Affairs and Services to notify of intent to withdraw.
- Complete the Withdrawal form.
- Before leaving campus, the student must secure a checkout form from Student Affairs and undergo an exit interview.

The exit interview will occur with a member(s) of the Office of Student Affairs staff and includes the Registrar and a financial aid staff member. For the convenience of the student, this will be handled in a single office in order to expedite the process. The completed checkout form will be submitted to the Office of the Registrar by KHSC-KansasCOM staff.

Once the student completes all obligations, including payment of all outstanding balances, the Office of the Registrar will release student records upon receiving signed consent.

Unofficial Withdrawal from Kansas Health Science Center

In some cases, students may begin KHSC-KansasCOM coursework but stop attending courses during the term. The Office of Financial Aid and the Office of the Registrar will review students at the census date of each trimester in addition to the end of each academic term to determine if the student unofficially withdrew from KHSC-KansasCOM. The census date occurs at the beginning of the sixth (6th) day of classes each term. A student receiving all grades of fail (F), withdrawal (W) or administrative withdrawal (AW) in any combination may be subject to the Return of Title IV funds (R2T4) calculation if it is determined that the student unofficially withdrew.

The Offices of Financial Aid and Registrar will contact and request from course instructors a confirmation of the date the student ceased attending his/her courses through graded class assignments, documented group project work or other documentation from the instructor. If and/or when instructors provide confirmation of the last date of attendance or coursework completed, the date provided will be used to calculate the R2T4 and federal funds to return. In addition, this information will also be reviewed within the framework of the KHSC-KansasCOM official Refund Policy in order to determine the student's eligibility for any refund. Refunds will only be given in accordance with the refund policy.

If a last date of attendance cannot be confirmed, the half-way point of the term may be used and 50 percent of the aid used to pay direct educational costs (tuition and fees) must be returned to the U.S. Department of Education on the student's behalf. The Office of Financial Aid will use the policy for the Return of Title IV aid in order to return the funds.

Confidentiality and Disclosure of Student Records (FERPA)

The Family Education Rights and Privacy Act (FERPA) requires education institutions to annually notify active students of their rights under the act regarding access to their education records and certain protections regarding the privacy of personally identifiable information in those records. KHSC-KansasCOM works diligently to apply FERPA protections in addition to a person's right to a general regard for privacy, in the broadest sense possible to protect the information of enrolled students, prospective students, and alumni. This policy is issued in compliance with that requirement.

Directory Information

Information specifically contained in a student's education record that would not generally be considered harmful or an invasion of privacy, if disclosed.

- Directory information includes, but is not limited to, the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; degree sought, expected date of completion of degree requirements and graduation participation in officially recognized activities; degrees, honors and awards received; previous educational agency or institution attended and class rosters within the classroom.
- Directory information does not include a student's social security number or student identification (ID) number, except as provided in above paragraph.

Education Records

Those records that are directly related to a student and maintained by an educational agency or institution, or their designee.

Education records contain information that personally identifies a student including the student's name, student identification number/social security number, student address, parent/family member names, and a list of personal characteristics.

Education records are official and confidential. Education records include a range of information that is maintained in any recorded way such as handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Education records include, but are not limited to:

- Parent(s) and/or guardian addresses, and parent(s)/guardian contact information;
- Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school;
- Special education records;
- Disciplinary records;
- Medical and health records that the school creates or collects and maintains;
- Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned;
- Personal information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.

Personal notes made by school officials not shared with others are not considered part of the education records. Admissions documents become part of the education records once the student attends courses. Education records are permanently maintained and stored in the Office of the Registrar, both electronically with a secure backup file and/or in secure fire-resistant file cabinets.

Eligible Student

For purposes of compliance with FERPA, KHSC-KansasCOM considers all students to be independent.

Personally Identifiable Information

Information that includes, but is not limited to the following:

- The student's name;
- The name of the student's parent or other family members;
- The address of the student or student's family;
- A personal identifier, such as the student's social security number, student number, or biometric record;
- Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
- Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge or the relevant circumstances, to identify the student with reasonable certainty; or
- Information requested by a person who the educational agency or institution reasonably believes know the identity of the student to whom the education record relates.

Procedures

Student's Rights under FERPA

Students must be permitted to exercise their rights under FERPA. Every eligible student has the right to:

- Right to restrict release of "directory information" except to school officials with legitimate educational interests and others as indicated herein. To restrict the release of directory information, a student must submit a written request to the Office of the Registrar;
- Inspect and review their education records within forty-five (45) days after submitting a written request to review such records, with the exception of financial records and confidential letters and statements of recommendation placed in the education record where the student waived his/her right to inspect and review them and those letters and statements are related to the student's admission to the institution, employment, or receipt of an honorary recognition;
- Request amendments to a student's education records if the student believes the record is inaccurate or misleading;
- Request a hearing to challenge the content of the student's education records on the grounds that the information within the record is accurate, misleading, or in violation of the student's privacy rights if KHSC-KansasCOM decides not to amend the education records as requested by the student and in accordance with procedures in the Student Handbook;
- Consent to disclosures of personally identifiable information within the student's education records, except to the extent that FERPA authorizes disclosure without consent, as described in more detail below; and
- File a complaint with the Family Policy Compliance Office, U.S. Department of Education to allege a failure by the institution to comply with FERPA's requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

Disclosure of Education Records

Before KHSC-KansasCOM can disclose personally identifiable information from a student's education records, the eligible student must provide the institution with a signed and dated written consent (electronic or hardcopy). The consent must:

- specify the records that may be disclosed;
- state the purpose of the disclosure; and
- identify the person(s) to whom disclosure can be made.

Upon request, KHSC-KansasCOM must provide the student with a copy of the records disclosed. KHSC-KansasCOM may disclose personally identifiable information from a student's education record without student consent if the disclosure is:

- To school officials within the agency or institution determined to have legitimate educational interests. A school official is a person employed by KHSC-KansasCOM in an administrative, supervisory, academic, research or support staff position; a person or company with whom KHSC-KansasCOM has contracted (such as an attorney, auditor, collection agent, or official of the U.S. Department of Education or other federal agency); a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school official in performing tasks. A school official has a legitimate educational interest if the official needs to review the education records in order to fulfill their job or professional responsibilities.
- To officials of another school where the student seeks or intends to enroll, or is already enrolled, so long as the disclosure is related to the student's enrollment or transfer.
- To authorized representatives of the following: Comptroller General of the United States; Attorney General of the United States; Secretary of the Department of Education; or State and local educational authorities.
- For purposes of determining a student's eligibility for financial aid for which the student has applied or received, as well as enforcing the terms and conditions of the aid.
- To State and local officials or authorities to whom this information is specifically allowed to be reported or disclosed pursuant to a State statute.
- To organizations conducting studies for, or on behalf of, KHSC-KansasCOM in limited circumstances
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- In connection with a health or safety emergency pertaining to a threat to the health or safety of the students or others.
- Of information KHSC-KansasCOM has designated as "directory information" and the school has given the eligible student notice of the kinds of information they designate as directory information and an opportunity to opt out of directory information disclosures.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, limited to the disclosure of the final results of the disciplinary proceeding conducted by KHSC-KansasCOM with respect to that alleged crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon written request, to the next of kin of the alleged victim.
- Alleged victims and perpetrators in sexual misconduct and sexual harassment incidents have a right to be informed of the outcome and sanctions of a hearing, in writing, without condition or limitation, and to be kept apprised of the status of investigations.
- Concerning sex offenders and other individuals required to register under the Violent Crime Control and Law Enforcement Act of 1994, and the information was provided to the KHSC-KansasCOM under applicable statutes and Federal guidelines.

De-identified Records and Information

KHSC-KansasCOM may release education records or information without student consent only after all personally identifiable information has been removed and KHSC-KansasCOM or an authorized outside party has made a reasonable determination that a student's identity is not personally identifiable. This is known as "de-identified records and information."

Notification Requirements

KHSC-KansasCOM must annually notify eligible students currently enrolled of their FERPA rights. In addition to the student's rights, this notification must also include:

- procedures for exercising the right to inspect, review and seek amendment to the education records; and
- criteria for disclosing information to school officials and authorized third parties, i.e., contractors, consultants, etc.
- right to restrict the release of "directory information."

Recordkeeping

KHSC-KansasCOM must maintain a record of each request for access to and each disclosure of personally identifiable information from a student's education records along with the education records for as long as they are maintained. These records must include the name of the parties receiving personally identifiable information from the education records, and the legitimate interests the parties had in requesting/obtaining the information.

KHSC-KansasCOM may not destroy any education records if there is an outstanding request to inspect or review those records.

Mandatory Training

All KHSC-KansasCOM faculty and staff are required to complete annual FERPA training. Training is offered through a third-party provider and records of completion are maintained by the office of Human Resources.

For additional information about FERPA laws, you can access them here:

[Family Education Rights and Privacy Act \(FERPA\)](#)

Office of Assessment

Grading Schema

The academic grading system for the Doctor of Osteopathic Medicine program at KHSC-KansasCOM is as follows:

Grade	Definition	Years Grade Used
H	Honors (Top 10%)	Years 3 and 4 only
P	Pass (80% or higher)	Years 1-4
F	Fail (<80%)	Years 1-4
I	Incomplete	Years 1-4
W	Withdrawal	Years 1-4
AW	Administrative Withdrawal	Years 1-4
AD	Administrative Drop	Years 1-4
NR	Not Reported	Years 1-4

Grade Assessment for Reinstated Students

Reinstated students are held accountable to all previously earned grades and they remain part of the permanent student record. If, upon returning, a student is required to retake a previously failed course/section, the retake will replace the entire remediation process for that course/section and will supersede the remediation process described for academic failures of continuously matriculated students. If the returning student fails the course/section a second time, the consequences will be identical to those described for failing the remediation process for a continuously matriculated student.

Missed/Make-Up Exams

Students must have an approved, valid excused absence in order to miss an exam. In such cases, students who have been excused to miss said exam should talk with staff from the Office of Assessment about scheduling a time/date to make-up the exam/quiz/practical. Once the exam/quiz/practical is scheduled, the student is expected to be on-time for the make-up assignment. The Office of Assessment will provide the date/time/location, via email, to the student.

Review of Examinations

Students who wish to review past exams must request permission from the Office of Assessment and Outcomes. Exams will be reviewed under the supervision of a learning specialist or other designated staff member. Exams cannot be viewed until final grades for that exam have been posted. Students are not permitted to have any electronic devices, book bags, purses, etc., in the same room while the exam is being reviewed. Failure to follow these guidelines will result in a zero (0) score for that exam.

Standards of Behavior in Exams: Testing Policy

Students who are authorized for special accommodations will report to the Office of Assessment for testing. Accommodation conditions, as appropriate, may include alteration to the of length of the exam time, testing location (room number) or other accommodations. Students in need of academic related accommodations for testing are encouraged to contact the Office of Student Affairs and Services for an application and instructions.

All quizzes and exams will start and end on time. No students are allowed to leave the room until 15 minutes have elapsed from the scheduled start of a written exam. If a student arrives after 15 minutes have elapsed, the student must report to the Office of Assessment for an excused absence to take the exam. A student with an unexcused absence will not be permitted to complete the exam unless authorized by a course director, dean/chief academic officer, or Office of Student Affairs and Services administrator. Students not authorized to make up the quiz/exam will receive a zero on the quiz/examination. In order to receive authorization to make up a quiz/exam, students must provide acceptable written documentation to the Office of Assessment. Additional details on this subject can be found in the Attendance Policy.

While taking exams students should have in their possession only items that are necessary for the exam. No food is allowed during testing unless approved. All purses, backpacks, iPods/smartphones/smart watches, hats, sunglasses, unnecessary clothing items, pagers, headphones, CD players, calculators, cell/mobile phones, mobile devices, etc. must be left outside the testing area. Recording or communication devices of any type are not allowed at any time in the testing environment. Academic integrity, honesty, and personal conduct guidelines will be strictly enforced.

Any student found in possession of any type of electronic device capable of accessing the internet in any testing environment (device used for actual testing is the sole exception) will be awarded an automatic failure of the exam in question. KHSC-KansasCOM is unable to ascertain intent behind possession of any electronic device in a testing situation, and any student found in possession will be considered violating the KHSC-KansasCOM Academic Integrity Policy. Students will be referred to the Office of Student Affairs and Services for breach of the code of professional conduct.

Doctor of Osteopathic Medicine Program of Study

KHSC-KansasCOM's innovative approach to osteopathic medical education combines a variety of educational experiences into a curriculum that is focused on creating empathetic, patient-centered physicians. KHSC-KansasCOM's curriculum is designed to meet the current and future needs of osteopathic physicians and the patient populations they will serve.

Osteopathic Principles

The osteopathic philosophy embraces the idea of the unity of structure (anatomy) and function (physiology). There are four main principles of osteopathic medicine:

- The body is a unit, and the person represents a combination of body, mind and spirit.
- The body is capable of self-regulation, self-healing and health maintenance.
- Structure and function are reciprocally interrelated.
- Rational treatment is based on an understanding of these principles: body unity, self-regulation, and the interrelationship of structure and function.

Professionalism at KHSC-KansasCOM

Professionalism is a hallmark of the KHSC-KansasCOM experience, and an attribute required of all KHSC-KansasCOM students, faculty, and staff. Professional conduct, accountability, the demonstration of humanism and cultural proficiency, and maintaining one's emotional, physical, and mental health are all key components to demonstrating professionalism consistently. More information and training regarding professionalism will be shared with and expected of students during the orientation process and beyond.

Programmatic and Educational Objectives and Core Competencies

The four-year curriculum is designed to reflect 12 competency domains which include foundational biomedical and clinical education.

- Osteopathic Principles, Practice, and Manipulative Treatment
- Osteopathic Patient Care and Procedural Skills
- Application of Knowledge for Osteopathic Medical Practice
- Practice-Based Learning and Improvement in Osteopathic Medical Practice
- Interpersonal and Communication Skills in the Practice of Osteopathic Medicine
- Professionalism in the Practice of Osteopathic Medicine
- Systems-Based Practice in Osteopathic Medicine
- Scientific Method
- Self-Directed Learning
- Discovery
- Medical Intelligence
- Interprofessional Collaboration/Teamwork

At the successful completion of their training graduates will be prepared to enter into residency training and will have built the foundation to become osteopathic physicians that provide effective, empathic, and innovative care to optimize the health of patients and their communities.

Curriculum Philosophy

The purpose of the KHSC-KansasCOM curriculum is to prepare our students and graduates to be empathic, skilled, and patient centered physicians.

Our curriculum is based in the patient presentation model, meaning students will learn primarily through studying clinically based cases that highlight the symptoms presented by the patient. The end goal of the patient presentation model is to arrive at a differential diagnosis accurately, efficiently, and effectively. Students will work with faculty who have scientific expertise to understand the underlying bioscientific reasons for the medical issue, as well as the clinical experts who will explain the clinical presentation and treatment options for the patient.

Years one and two of the curriculum focus on didactic coursework in the classroom, with special emphasis on: early clinical experiences, a focus on underserved populations, and an emphasis on physician health and wellness.

Years three and four are spent away from campus, working in hospital and clinic environments on clinical clerkship rotations. The goal of years three and four are to provide the student clinical experiences that emphasize the following: a focus on primary care and a variety of medical specialties, clinical success in rural and underserved communities, and providing a breadth and depth of experiences that enhance the student's training and overall understanding of the practice of medicine.

Teaching Methods

A variety of teaching and learning methods are incorporated during the first two years of the curriculum. These methods include classroom lectures, laboratory exercises, clinical integration sessions, technology assisted instruction, designated student assignments, specialized workshops, and the use of standardized patients, virtual reality, and human patient simulators.

Every course uses team-based learning to enhance both teaching and learning. The use of team-based learning splits each class into small groups who are focused on solving problems, discussing concepts, completing assignments, and working together to diagnose and develop treatment plans based upon the concepts being taught. Students then have the responsibility for not only their own participation, but also assessing their team members' performance. The use of team-based learning is an intentional part of our curriculum to prepare individuals for work in a medical setting, which requires team-based care of patients.

KHSC-KansasCOM Curriculum

General Overview

The curriculum at the Kansas College of Osteopathic Medicine consists of a minimum of four years of structured training leading to a Doctor of Osteopathic Medicine degree. The first two years of the curriculum center upon the foundations of basic and clinical medical sciences, taught in the patient presentation model, and occur didactically within the classroom. Osteopathic principles and the osteopathic philosophy, as well as contemporary concepts in medical education are integrated into the curriculum. The final two years of medical education focus on training in a clinical setting.

OMS I: Terms 1-3 (60 credits)

The OMS 1 year of study is designed to provide foundational education in the ten (10) KHSC-KansasCOM competencies. Students will learn through a variety of educational methods including Team-Based-Learning, clinical skills labs, simulation, small group discussions, grand rounds, and engagement with community organizations.

OMS II: Terms 4-6; COMLEX Level 1 examination (60 credits)

The OMS II year of study will continue to build on foundational educational activities and prepare students for the COMLEX Level 1 examination and clinical clerkships beginning in OMS 3. Educational methods will include those experienced in OMS I as well as training in clinical procedures, introduction to electronic medical records, and case presentation/discussion.

OMS III: Terms 7-9 (62.5 credits)

The OMS III year of study will focus on core clerkship rotations. Rotations for all OMS III students will include:

- Emergency medicine
- Family Medicine
- Internal Medicine
- Internal Medicine Sub-specialty
- OB/GYN/Women's Health
- Pediatrics
- Psychiatry/Behavioral Health
- Surgery
- Surgery Sub-specialty
- Elective

OMS IV: Terms 10-12 (47.5 credits)

The OMS IV year of study will focus on providing students an opportunity to undertake audition rotations at potential residency training sites and elective rotations in the desired area of specialty.

KHSC-KansasCOM Degree Requirements

OMSI

Term 1	OSMI	ANT	601	Integrated Anatomical Science I	4
Term 1	OSMI	OMM	601	Foundations of Osteopathic Manipulative Medicine I	4
Term 1	OSMI	PPT	601	Patient Presentation I	4
Term 1	OSMI	PHY	601	Physicianship I	4
Term 1	OSMI	POP	601	Population Health and Evidence Based Medicine I	4
					Total 20
Term 2	OSMI	ANT	602	Integrated Anatomical Sciences II	4
Term 2	OSMI	OMM	602	Foundations of Osteopathic Manipulative Medicine II	4
Term 2	OSMI	PPT	602	Patient Presentation II	4
Term 2	OSMI	PHY	602	Physicianship II	4
Term 2	OSMI	POP	602	Population Health and Evidence-Based Medicine II	4
					Total 20
Term 3	OSMI	ANT	603	Integrated Anatomical Sciences III	4
Term 3	OSMI	OMM	603	Foundations of Osteopathic Manipulative Medicine III	4
Term 3	OSMI	PPT	603	Patient Presentation III	4
Term 3	OSMI	PHY	603	Physicianship III	4
Term 3	OSMI	POP	603	Population Health and Evidence-Based Medicine III	4
					Total 20

OMSII

Term 4	OMSII	ANT	704	Integrated Anatomical Sciences IV	4
Term 4	OMSII	OMM	704	Foundations of Osteopathic Manipulative Medicine IV	4
Term 4	OMSII	PPT	704	Patient Presentations IV	4
Term 4	OMSII	PHY	704	Physicianship IV	4
Term 4	OMSII	POP	704	Population Health and Evidence-Based Medicine IV	4
					Total 20
Term 5	OMSII	ANT	705	Integrated Anatomical Sciences V	4
Term 5	OMSII	OMM	705	Foundations of Osteopathic Manipulative Medicine V	4
Term 5	OMSII	PPT	705	Patient Presentations V	4
Term 5	OMSII	PHY	705	Physicianship V	4
Term 5	OMSII	POP	705	Population Health and Evidence-Based Medicine V	4
					Total 20
Term 6	OMSII	ANT	706	Integrated Anatomical Sciences VI	4
Term 6	OMSII	OMM	706	Foundations of Osteopathic Manipulative Medicine VI	4
Term 6	OMSII	PPT	706	Patient Presentations VI	4
Term 6	OMSII	PHY	706	Physicianship V	4
Term 6	OMSII	POP	706	Population Health and Evidence-Based Medicine VI	4
					Total 20

OMSIII & OMSIV

Term 7	OMSIII	OMM	807a	Advanced Osteopathic Manipulative Medicine	1
Term 8	OMSIII	OMM	807b	Advanced Osteopathic Manipulative Medicine	1
Term 8	OMSIII	MEDE	801	Colloquy in Medical Education	0.75
Term 9	OMSIII	OMM	807c	Advanced Osteopathic Manipulative Medicine	1
Terms 7/8/9	OMSIII	EMED	800	Emergency Medicine	6.25
Terms 7/8/9	OMSIII	FMED	800	Family Medicine	6.25
Terms 7/8/9	OMSIII	IMED	800	Internal Medicine	6.25
Terms 7/8/9	OMSIII	OBGYN	800	Obstetrics & Gynecology	6.25
Terms 7/8/9	OMSIII	PEDS	800	Pediatrics	6.25
Terms 7/8/9	OMSIII	PSYC	800	Psychiatry and Behavioral Health	6.25
Terms 7/8/9	OMSIII	SURG	800	Surgery	6.25
Terms 7/8/9	OMSIII	SURG		Surgery Sub-specialty Core Requirement	5
Terms 7/8/9	OMSIII	IMED		Internal Medicine Subspecialty Core Requirement	5
Terms 7/8/9	OMSIII	ELEC		Elective 1	5
					Total 62.5
Term 10	OMSIV	OMM	908a	Advanced Osteopathic Manipulative Medicine	1
Term 11	OMSIV	OMM	908b	Advanced Osteopathic Manipulative Medicine	1
Term 12	OMSIV	OMM	908c	Advanced Osteopathic Manipulative Medicine	0.5
T10/11/12	OMSIV	Elec		Elective 2	5
T10/11/12	OMSIV	Elec		Elective 3	5
T10/11/12	OMSIV	Elec		Elective 4	5
T10/11/12	OMSIV	Elec		Elective 5	5
T10/11/12	OMSIV	Elec		Elective 6	5
T10/11/12	OMSIV	Elec		Elective 7	5
T10/11/12	OMSIV	Elec		Elective 8	5
T10/11/12	OMSIV	Sub-1		Sub-I	5
T10/11/12	OMSIV	Sub-1		Sub-I	5
					Total 47.5

COM 2026: Total minimum credits requirement for the Doctor of Osteopathic Medicine degree is **230.00** credits.

KHSC-KansasCOM Academic Policies and Procedures

Teaching

Each Kansas Health Science Center (KHSC-KansasCOM) faculty member is entitled to freedom in the classroom in discussing a subject but should be careful not to introduce teaching controversial content that has no relation to the faculty member's subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

As teachers, KHSC-KansasCOM faculty members encourage the free pursuit of learning in their students. They hold before them the best professional, scholarly, and ethical standards. Faculty demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Faculty make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between faculty and student.

Student Research Requirements

Development of research and scholarly activity skills are a vital component of osteopathic education and the future practice of osteopathic medicine. All KHSC-KansasCOM students will be required to complete the following activities:

1. Participation in a four-year research educational program consisting of:
 - Didactic lectures in research methods, biostatistics, critical appraisal of medical literature, and evidenced-based medicine,
 - The application of web-based research resources to clinical medicine, and
 - Demonstration of research principles in small group discussions, case presentations.
2. Participation in one or more of the following research activities:
 - Protocol development.
 - Literature review.
 - Institutional Review Board activities (presenting a proposal or participating in a review).
 - Data collection.
 - Dissemination of research findings (poster presentations, oral presentations, and/or publication).

Student Assessment

Assessment of student research and scholarly activity skills will include:

- Performance on KHSC-KansasCOM examinations.
- Participation in case presentations and small group discussions.
- Completion of the required activities (to be recorded by the Director of Research).

Research Educational Program Assessment

Effectiveness of the research educational program will include the following:

- Reporting of research activities by KHSC-KansasCOM students annually
- Performance of KHSC-KansasCOM students on COMLEX examinations – Competency Domain: Practice-based Learning and Improvement in the practice of osteopathic medicine.

Accountability of the Student and Self-Directed Learning

Students are required to become familiar with the academic policies, curriculum requirements and associated deadlines as posted to this handbook and catalog. The Office of Student Affairs will aid students in understanding the academic program requirements, if necessary. It is ultimately the student's responsibility to know and comply with all institutional policies and procedures and to meet all stated requirements for the degree. It is also the student's responsibility to monitor, daily, their campus email, Canvas account, the KHSC-KansasCOM website and KHSC-KansasCOM's student portal for important information.

KHSC-KansasCOM students are expected to demonstrate an affinity for and proactive approach to self-directed learning. Promotion of self-directed learning is essential in developing osteopathic physicians who will provide effective, empathic, and innovative care both now and in the years to come. Students will engage in a number of activities to develop life-long learning skills including:

- Completion of pre-classroom work assignments
- Development of an independent learning plan
- Scholarly activity
- Preparation for clinical educational experiences
- Teamwork and interprofessional collaboration

These activities require students to be active participants in their own education and the education of their peers.

Academic and Physical Accommodations

KHSC-KansasCOM is committed to an environment in which all students are treated with respect, dignity, and parity. This policy is intended to further KHSC-KansasCOM's commitment to non-discrimination based on disability and to allow equal access to programs, services, and activities in accordance with the Americans with Disabilities Act 2008 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), and other applicable federal, state, and/or local laws. KHSC-KansasCOM's commitment includes this process for reviewing requests, evaluating eligibility, and determining what, if any, reasonable accommodation may be provided to students consistent within applicable law. This policy applies to all current students and accepted candidates planning to matriculate in KHSC-KansasCOM's educational programs.

Policy Coverage

As set forth pursuant to applicable law, an individual with a disability is a person who:

- has a physical or mental impairment that substantially limits one or more major life activities, such as caring for oneself, performing manual tasks, learning, walking, seeing, hearing, breathing, and working;
- has a history of such an impairment;
- and/or is regarded as having such an impairment.

A student who is deemed to have a disability under the law may be eligible for reasonable accommodation(s) to allow for equal access to KHSC-KansasCOM's educational program, unless the reasonable accommodation creates an undue burden or fundamentally alters the nature of the education program.

Procedure to Request a Reasonable Accommodation

A student with a disability may make a request for reasonable accommodation by pursuing the following steps:

1. The student shall complete the Student Request for Accommodation Form which requires the student to provide information about his/her disability, along with the accommodation(s) being requested. The Student Request for Accommodation Form is available here; the form is also available in the Office of Student Affairs and Services. A request for reasonable accommodation should be made by the student as early as possible to allow for adequate time to process the request. It is recommended that a student submit the completed form above, and provide all substantiating information, no later than four weeks prior to the start of the relevant academic term, or as soon as possible after the onset of a disability, to allow for sufficient time for review.
2. The Student Request for Accommodation Form, along with all required information, must be submitted by the student to the following:
 - The KHSC-KansasCOM Disability Services Coordinator (Office of Student Affairs and Services)- For requests related to reasonable accommodation pertaining to educational programming, services, and activities at KHSC-KansasCOM.
 - The KHSC-KansasCOM Disability Services Coordinator (Facilities)- For requests related to reasonable accommodation pertaining to physical access to campus, buildings, and other facilities at KHSC-KansasCOM.
3. All requests for accommodation are evaluated through an interactive process which includes an individualized assessment and interaction between the student and the relevant disability services coordinator. The interactive process may include, but is not limited to, a review of the student's request and substantiating medical/clinical information, an assessment of the student's abilities, an evaluation of possible reasonable accommodations and a determination of approved reasonable accommodation(s), if any.
4. As part of the interactive process, the student shall submit medical/clinical information to substantiate the request. The disability services coordinator may need to consult with the student's health care provider; and the student shall submit a signed Release of Information Form to allow for the release of medical/clinical information and further discussion of the same. (The professional performing the assessment and writing the report cannot be a KHSC-KansasCOM faculty member, nor a family member related to the student.)
5. After a determination is reached, the Disability Services Coordinator will inform the student, in writing, of the decision.
6. Keep in mind that all requests for reasonable accommodation must be made pursuant to this procedure. Accommodations are not handled, nor determined by a faculty member. Requests for reasonable accommodation and initial determinations are handled by the relevant disability services coordinator and the Associate Dean for Student Affairs and Services.

Accommodations Appeal Process

If a student is not satisfied with the outcome of the process outlined above, the student may file a written appeal of the accommodation determination issued by the disability services coordinator. The student's written appeal must be submitted to the Associate Dean for Student Affairs and Services within ten days (10) of receipt of the prior written

determination. It is the student's responsibility to file a complete and accurate appeal before the deadline. Contact information for the Associate Dean for Student Affairs and Services is:

Richard P. Winslow, Ph.D.
rwinslow@kansashsc.org

Failure to file a timely appeal immediately ends the appeal process. Appeals must include a full explanation of the grounds for the appeal and the reason the decision should be reconsidered and/or overturned.

The Dean and Chief Academic Officer for the College of Osteopathic Medicine will review the written appeal and may choose to meet with the student. In that case, the student must present his/her appeal in person. The Dean and Chief Academic Officer shall provide a final written determination to the student within a reasonable timeframe.

Timing of Determinations

In some cases, the entire process cannot be completed before an accommodation must be implemented. In these rare circumstances, on a case-by-case basis and when reasonable, a temporary accommodation may be implemented pending completion of the disability accommodation process under this policy. Such a temporary accommodation is implemented solely based on the need for additional time to complete the disability accommodation process and shall be in place only until the disability accommodations process is complete. The provision of a temporary accommodation or a determination as to the reasonableness of the accommodation provided. The provision of a temporary accommodation does not in any way change the requirements of this policy, nor is a student relieved of meeting those requirements.

Temporary Medical Accommodations

Students who have a temporary medical condition can apply for temporary medical related accommodations by completing the Student Request for Temporary Medical Accommodations form. This request differs due to the short-term, temporary nature of the illness, injury or medical condition of the student since the Student Request for Temporary Medical Accommodation is intended for short-term and temporary medical conditions (i.e., broken limb, influenza, etc.).

Additional Accommodations

A student who already has a reasonable accommodation(s) granted in his/her educational programming, and seeks additional reasonable accommodation(s), must complete the Student Request for Accommodation form. The same process will be followed as described above for Student Reasonable Accommodation request.

Renewal of Accommodations

At the start of every new academic year, the student will need to request reasonable accommodation(s) for that year by completing the Student Request for Accommodation form. These renewal requests are reviewed and handle by the Disability Services Coordinator. This gives each student the opportunity to inform KHSC-KansasCOM of any possible adjustments based on disability-related needs, program changes, and/or the need for modifications to previously granted accommodations.

Communication of Reasonable Accommodation

The Disability Services Coordinator in the Office of Student Affairs will be responsible for communicating the student's granting of reasonable accommodation only to relevant faculty, proctors, or others when deemed appropriate.

Service Animals

KHSC-KansasCOM is committed to providing individuals with disabilities full and equal access to services. Approved service animals are permitted in all areas of the KHSC-KansasCOM campus that are open to the public, provided the service animal does not pose a direct threat or fundamentally alter KHSC-KansasCOM's operations or procedures.

A service animal is a dog that is individually trained to do work or perform tasks for a disabled Person. Dogs that solely provide companionship, comfort, and/or emotional support are not service animals under the Americans with Disabilities Act and therefore are not allowed on-campus.

Registration for Courses

Unlike traditional undergraduate and graduate institutions where students individually register for courses, KHSC-KansasCOM engages in block registration for each student cohort. The student's respective department sends enrollment information to the Office of the Registrar every term. Students are responsible for reviewing their enrollment within the KHSC-KansasCOM Student Portal prior to each semester to ensure that they are enrolled correctly.

The last day to add a class is the close of business at the end of the fifth day of business after the published first day of classes in the Academic Calendar. The first day of classes varies by class year. This policy does not apply to clerkships.

KHSC-KansasCOM students are required to report for orientation as specified in the Academic Calendar. First-year KHSC-KansasCOM students who fail to appear for the start of orientation risk losing their seat unless other arrangements have been made and approved by institutional staff.

Third and fourth year KHSC-KansasCOM students must complete registration materials, including financial aid arrangements, prior to participating in clerkships. Third and fourth year KHSC-KansasCOM students are not required to be physically present on campus for registration.

All outstanding financial obligations to KHSC-KansasCOM or KHSC-KansasCOM affiliated clerkship sites must be cleared for a student to be registered. Students who are not in compliance with institutional policy(ies) may not attend classes or participate in clerkships.

Attendance

Commencement and Orientation Requirements

All new Kansas Health Science Center (KHSC-KansasCOM) students are required to attend all aspects of orientation activities, in person. Similarly, all graduating students are required to attend commencement ceremonies, as students are required to take their Osteopathic Oath at the ceremony and must be present to do so.

Attendance Policy and Absences

Because students are in training to become physicians, course attendance is strongly encouraged by KHSC-KansasCOM. KHSC-KansasCOM does not require faculty members to take attendance, but some activities such as classes, small group sessions, and labs may require mandatory attendance, therefore, any faculty member may require attendance for a course related activity. This information will be posted to the schedule and may be revised at any time by the faculty member. Any student may be required to attend lectures by the Dean, Associate Deans, Student Professional Progress Committee, or a designee of the Dean and Chief Academic Officer.

Excused Absence Policy

A student may be excused from attending classes or other activities, including examinations, in the event of a medical issue (illness), emergency situation which was not predictable (illness involving family member, car repair issue, etc.), or observance of a KHSC-KansasCOM-approved religious holiday. The student must be able to provide documentation verifying the illness or emergency in order for it to be excused. Physician notes from "telemedicine" appointments are not accepted as valid excuses. Each student is required to follow this process to request and document the excused absence:

1. The student submits excused absence request and supporting documentation or justification as outlined during student orientation.
2. The student's excused absence request is delivered to the appropriate staff member for review.
3. The decision for approval or denial of an excused absence request will be given to the student and other appropriate parties within 48 hours of submission or same day if the situation warrants. At times, due to the nature of the request, a review may be escalated. If so, the student will be notified within 48 hours of this action and next steps.
4. An excused student may not be penalized for the absence and must be allowed to take an examination or complete an assignment, from which the student is excused, within a reasonable period after the absence. The faculty member may take appropriate action if a student fails to satisfactorily complete an assignment or examination within the stated period of time. Students who miss required classes, without an excused absence, will be required to make-up the activity, but will receive no points, and may be referred to the Office of Student Affairs and Services for review.

Attendance Policy OMS-III & OMS-IV

Attendance at all clerkship-and-rotation-related activities is mandatory; therefore, any absence requires an excuse and documentation. Failure to notify Clinical Education and/or the clerkship site/preceptor of any absence from a clerkship, regardless of the reason or number of hours absent, may result in a meeting with Clinical Education regarding lack of professionalism and could result in a failing grade of the clerkship.

An Absence Request Form and supporting documentation must be submitted directly to KHSC-KansasCOM clinical clerkship representative. All submitted absence forms must include a detailed make-up plan for the absence to be considered. Only completed, signed forms are processed. Decisions rendered through this process are final. There are no exceptions to this policy and failure to follow the process will be considered an unexcused absence. A representative from Clinical Education will notify the student, via email, when a decision has been reached. Scheduled absences are not and should not be considered approved until the official Absence Request Form is signed by the appropriate leader in clinical education.

Class Cancellation

In very rare circumstances, there may be a situation that arises that requires a faculty member to cancel a course session. If this occurs, you will be notified electronically of the cancellation as well as when that course lecture will be rescheduled.

Kansas Health Science Center's (KHSC-KansasCOM) President and/or designee of KHSC-KansasCOM may declare KHSC-KansasCOM closed or delay opening due to inclement weather. In the event this should occur, a decision will be made no later than 7:00 a.m. and announced to the campus community.

Electronic announcements will be sent to all students, faculty, and staff via email and other electronic announcement systems. If an announcement is not made regarding the closing or delay of opening of KHSC-KansasCOM, students should assume that KHSC-KansasCOM is open and attend class at the regularly scheduled times.

In cases of extended class cancellations/delays, such as the result of a campus emergency, natural disaster, or public health crisis, KHSC-KansasCOM will work with the Commission on Osteopathic Accreditation (COCA) to develop alternative educational plans that will be communicate to all KHSC-KansasCOM students.

Religious Holiday Policy for Students

Approved Religious Holidays for the 2022-23 Academic Year-

KHSC-KansasCOM makes every effort to honor specific religious holy days throughout the academic year, while recognizing that it is not possible to recognize all holidays equally and provide the curriculum in its totality. KHSC-KansasCOM will do everything it can to honor students' wishes to celebrate recognized holy days. This includes making an effort to not schedule exams on specific dates. Should a student wish to be excused from classroom, lab, or exam activities on a specific holy day, they will need to follow the excused absence request policy and procedures.

The following days are dates recognized by KHSC-KansasCOM as acknowledged holy days. Students may request to be excused from class activities for the following dates only:

- Eid al Adha (Islam)
- Rosh Hashanah (Jewish)
- Yom Kippur (Jewish)
- Diwali (Hindu, Jain and Sikh)
- Hanukkah (Jewish)
- Christmas (Christian)
- Easter (Christian)
- Eid al Fitr (Islam)

Student Absence Due to Observation of Approved Religious Holy Day

A student may be excused from attending classes or other activities, including examinations, for an observance of an approved religious holy day, including travel for that purpose.

1. The student should review KHSC-KansasCOM's list of approved religious holidays in advance of making an excused absence request.
2. If the holiday is an approved holiday, the student should then notify the Office of Assessment, as early in the academic year as possible, of their need to have an excused absence for said holiday.
3. If the Office of Assessment approves the excused absence request, the Course Director will be notified of the student's absence.
4. An excused student may not be penalized for the absence and must be allowed to take an examination or complete an assignment from which the student is excused within a reasonable period after the absence. The faculty member may take appropriate action if a student fails to satisfactorily complete an assignment or examination within the stated period of time. **

** This policy applies to all 1st and 2nd year students. Students rotating in their 3rd and 4th years are subject to the holiday schedules of the site(s) at which they are rotating. Students rotating in 3rd and 4th years should expect to have to work on the vast majority of holidays, consistent with medical practices nationwide.

Academic Performance Policy

Students will have their academic performance reviewed and assessed consistently while KHSC-KansasCOM. Students whose academic performance is failing or falls below what is considered to be an acceptable level will be subject to review by both the Student Support Team (SST) and/or the Student Promotions and Performance Committee (SPPC).

Students who fail a course, board examination, and/or clinical rotation are subject for academic review by the SPPC. The review is conducted in an effort to assist the student in determining what might be hindering their academic performance, receive advice on how to adjust their performance, and assess whether additional KHSC-KansasCOM resources are needed to assist the student. SPPC also reviews students' progress towards graduation and plays a key role in approving all students to move from one year to the next within the curriculum, as well as approving all students to graduate from KHSC-KansasCOM.

Students should refer to the Student Rights, Professionalism, and Responsibilities section in the Student Handbook and Academic Catalog to understand the process of any SPPC review. In addition, students should review the Cumulative

Failure Policy outlined in the Student Handbook and Academic Catalog to ensure they understand how multiple course/board exam/clinical rotation failures can impact their course of study at KHSC-KansasCOM.

Student Performance and Promotion Committee (SPPC)

The SPPC is a committee made up of KHSC-KansasCOM employees and students, charged with being the primary team responsible for review of the totality of students' academic and behavioral performance.

The SPPC reviews the academic records of students who have failed specific required elements for graduation and/or any student who has failed to show substantive academic progress in the path of study including demonstrated lapses in professionalism. For more details about the SPPC and its policies and procedures, see the student handbook portion of this document.

Course Cumulative Failure Policy

The academic related failures and/or the circumstances that fall under this cumulative failure policy include the following:

- Course/section failure
- COMLEX Level 1 & Level 2-CE failure
- Clerkship rotation failure

The failures, described above, accrue cumulatively over a student's academic career at KHSC-KansasCOM. If the student has an academic failure(s) from a previous year, then the failures accrue in a cumulative manner. For example, if a student has failed one course in the first year and fails another in the second year, the failure is considered the student's second failure. For academic related failures and reviews, the Student Promotions and Performance Committee (SPPC) process is as follows:

First Failure

In an effort to retain the student, the student is notified of his/her first course/section/clerkship failure via email/digital letter and informed that they are required to meet with the Office of Student Affairs and Services.

At a minimum, a staff member from the Office of Student Affairs and Services will meet with the student to discuss the student's failure. The student's academic mentor will be notified of the meeting and may be invited to attend the meeting if their presence is pertinent to the conversation. If there is an indication that a personal problem may be impacting a student's academic performance, KHSC-KansasCOM may opt to include a staff member from Counseling Services.

KHSC-KansasCOM staff (and possibly the academic mentor) and the student will meet together to formulate a Learning and Professionalism Contract for the failed coursework. The Learning and Professionalism Contract is focused on how best KHSC-KansasCOM can retain the student by providing the best support services possible and may include, but is not limited to, the following: study plan, regular meetings with a learning specialist and/or academic advisor, and/or regular meetings with a counseling specialist from KHSC-KansasCOM Counseling Services (please note: student's must receive approval of their own counselor/psychologist, should they choose to be seen off-campus. That approval must come from the Associate Dean for Student Affairs and Services, the Dean and Chief Academic Officer, or the SPPC). The Learning and Professionalism Contract will include timelines and expected outcomes/behaviors that the student will be expected to adhere to in agreeing to the Contract.

The student is required to sign the Learning and Professionalism Contract and the course/section remediations will take place based upon the course director's instructions.

Failure to comply with the Learning and Professionalism Contract may result in an automatic required meeting with the full SPPC.

Students who fail their first course may be considered to be under "Academic Warning" status for financial aid purposes consistent with the KHSC-KansasCOM Satisfactory Academic Progress (SAP) policy.

Second Cumulative Failure

After a second course/section/clerkship failure, the student is notified of the failure and must meet with the Office of Student Affairs and Services again and review their prior Learning and Professionalism Contract and make adjustments as necessary to encourage success. All work with a student who has failed a second course is focused on how best KHSC-KansasCOM can retain the student by providing a variety of additional resources with the student. These may be discussed in the meeting and included within the revised Learning and Professionalism Contract. All resources that are provided to assist a student are at the discretion of the Associate Dean of Student Affairs and Services and/or a designee. If it is determined that there are circumstances, which highlight a student's unwillingness to comply with their revised Learning and Professionalism Contract, contributing to the student's lack of success, the student can be referred to SPPC for review.

Students who fail their second course may be considered to be under Academic Warning status for financial aid purposes, consistent with the KHSC-KansasCOM SAP policy.

Third Cumulative Failure

If the student has a third failure in a single academic year, the student faces an automatic, required, repeat of that year. The student will be required to repeat that entire year's curriculum. A requirement to repeat the year's curriculum is done in such a way to ensure the long-term retention of the student by having them strengthen their didactic knowledge levels. The student is required, per KHSC-KansasCOM policy, to pay full tuition and fees for the repeated year.

If the student's third cumulative failure occurs over more than one academic year, then the student is required to go before the SPPC for review and will follow the SPPC process outlined in the fourth failure description below.

Students who have two failures in the second year and then a third failure on the COMLEX Level 1 exam may be subject to repeating the second year, regardless of the timing of the COMLEX Level 1 score being delivered. The Dean and Chief Academic Officer will review the timing of the receipt of the exam score and will determine if the result arrived and can impact the second or third year. Each student's progress shall be reviewed on an individual basis.

Students who have earned three failures and/or are required to repeat all or a portion of an academic year are designated as being on Academic Probation and considered to not be meeting SAP standards. These students will need to appeal for federal financial aid in a subsequent term.

Fourth Cumulative Failure

Students who fail a fourth course/section/clinical rotation/licensing exam are required to go before SPPC. Prior to any meeting with SPPC, the student is instructed to meet with the Associate Dean of Student Affairs and Services to better understand the SPPC hearing, how the student can best prepare for the hearing, and to answer any questions for the student. Should the student be required to go before the SPPC committee, this is required as a key retention step reinforcing the need for the student to utilize KHSC-KansasCOM resources and services.

The student is notified, via email, of the time and place of the SPPC meeting. Once the student meets with the SPPC, the SPPC then communicates the decision to the student via email/digital letter

Decisions of the SPPC may consist of, but are not limited to the following: remediation, repeating of an academic year of coursework, or dismissal. Decisions are determined by majority vote of the members of SPPC attending the hearing. Refer to the Student Handbook and Catalog for information on who specifically sits on the SPPC.

The student is given time to consider the decision and can appeal the decision for any reason. The appeals process for any SPPC decision is explained to the student when the decision is delivered.

If the student wishes to appeal the SPPC decision, he/ she will appeal to the Dean and Chief Academic Officer of KHSC-KansasCOM. (See Student Discipline Assurances for specific instructions on appeals.)

Students who have earned four failures and/or are required to repeat all or a portion of an academic year are designated on Academic Probation and considered to not be meeting SAP standards. These students will need to appeal for federal financial aid in a subsequent term.

Fifth Cumulative Failure

Students who have a cumulative number of failures totaling five are required to go before the SPPC. The student will follow the same process as outlined above in the Fourth Cumulative Failure section. Students who have failed five courses/sections/shelf exams/licensing exams cumulatively are subject to academic dismissal from KHSC-KansasCOM.

Repeat the Academic Year

Students may have to repeat an academic year. KHSC-KansasCOM reserves the right to approve a request to repeat a year or require students to repeat a year of the curriculum.

This is done in one of two ways:

- 1) The student requests a leave of absence, or,
- 2) The student is required to repeat a year of the curriculum due to poor academic performance.

In the case of potential leaves of absence, students may find themselves in unique circumstances which may require they take time off which results in repeating an academic year. These circumstances are reviewed on a case-by-case basis and follow the Leave of Absence (LOA) Policy in the Student Handbook and Academic Catalog. There is no guarantee that a student's request to go on a leave of absence will be granted.

In the case of students who may find themselves in a difficult position due to poor academic performance, some students may be required to repeat an academic year consistent with the Cumulative Failure Policy in the Student Handbook and Academic Catalog.

All leaves of absence requests are reviewed by the Associate Dean for Student Affairs and Services, who reviews the request and makes a recommendation to the Dean and Chief Academic Officer, who has final approval.

In the case of students who have multiple course failures in a year, the Student Promotion and Performance Committee (SPPC) reviews all circumstances and makes the final decision. Any student not satisfied with the decision of the SPPC may appeal said decision to the Dean and Chief Academic Officer.

Any student considering the ramifications of repeating an academic year, regardless of reason, should reach out to the Office of Student Affairs and Services for answers to their questions.

Academic Probation

Academic probation is an official status from the College of Osteopathic Medicine, stating that the student is under the most sensitive academic monitoring and improvement plan, which becomes part of the student's academic record for the period of time they are on probation. This status is typically applied when one or more of the following occur:

- One or more course failures.
- Failure of a national board examination.
- Student's grades in courses fall below a concerning threshold (at or near 80%).

Students placed on academic probation have their academic status monitored. In addition, students on academic probation must attend all classes. Students on academic probation are suspended from participating in a dual-degree program or other additional academic commitments and will be administratively withdrawn. Academic probation may also include the suspension of the student's normal rights to participate in extracurricular, co-curricular, and other nonacademic activities, including but not limited to the student not being allowed to hold a leadership position in a student organization. Typically, students who are placed on academic probation cannot fail any other course, section, clerkship, shelf exam, and/or national examination. The typical length of academic probation is one year, unless otherwise specified, from the time the student is formally notified of being placed on this status.

Students placed on academic probation are subject to a Satisfactory Academic Progress (SAP) review, for Title IV funding purposes, via the Office of Financial Aid.

Academic Warning

Academic warning is a state of warning from KHSC-KansasCOM to the student indicating that the institution is concerned about the student's academic performance. This status is typically applied when one or more of the following occur:

- Multiple course exam failures.
- Student's grades in courses fall below a concerning threshold (at or near 80%).
- Behavioral cues by the student which may indicate academic or personal distress.

Students placed on academic warning may be required to take actions deemed necessary to help improve academic performance. These actions may include but are not limited to regular meetings with Learning Enhancement staff, sessions with KHSC-KansasCOM affiliated psychologists/counselors, required course attendance, meetings with tutors and/or faculty members, temporary loss of student leadership privileges, and providing frequent status updated to key faculty/administrators.

Students placed on academic warning status are subject to a Satisfactory Academic Progress (SAP) review, for Title IV funding purposes, via the Office of Financial Aid.

Dismissal from Kansas Health Science Center

KHSC-KansasCOM has the highest expectations for student professionalism and personal behavior. KHSC-KansasCOM reserves the right, at its sole discretion, to dismiss any student, at any time prior to graduation, in the event of a breach of the Professional Code of Conduct, any policy or directive set forth in the KHSC-KansasCOM Student Handbook and Academic Catalog, or failure to satisfy any requirement for graduation; provided, however, that all procedures for review or action be adhered to accordingly.

Repeated Coursework

Courses in which a student has received a grade of "F" may be repeated and may be eligible for financial aid. However, a student may receive aid for repeating a previously passed course only once with prior approval from the SPPC and Office of Financial Aid. Repeated courses are counted as credits attempted and either earned or unearned, but only the most recent grade earned is used for the sake of the transcript and the student's permanent academic record.

Course Drops & Withdrawals

Students who wish to drop/withdraw from a single course or multiple courses, but not withdraw completely from KHSC-KansasCOM, must adhere to the following procedures:

The deadline to drop a course is end of business the day of the fifth day of classes. Students who wish to drop a course must officially communicate their request to their department and/or the Office of the Registrar within the prescribed time requirements and prior to the deadline. A student who drops a course within the prescribed time requirements will have no record of the course on their transcript.

Students may withdraw from certain courses with the permission of the dean and chief academic officer after the drop deadline and up to the last day to withdraw as defined by the academic calendar. Course withdrawals are recorded as a W on the student's academic transcript. Students may not withdraw from a course with a W after the withdrawal date. Students who withdraw from courses after the withdrawal date will receive a failing grade. Students are not eligible to withdraw from a course after the course has ended.

Students need to understand that withdrawing from a KHSC-KansasCOM course may have significant ramifications for their course schedule and progression within the curriculum. Course withdrawal may also have financial aid implications. Students are advised to talk with Financial Aid prior to dropping a course.

Exceptions to this policy may be granted based on extenuating circumstances only. Appeals to the withdrawal deadline are only granted following submission of a written petition, with the approval of the course director and the dean and chief academic officer of KHSC-KansasCOM.

Remediation Policy

There is no automatic or guaranteed remediation for students who fail a section/course. Failure of any course(s) at KHSC-KansasCOM may be grounds for dismissal from the program. Students who fail a section, course, or clerkship will be required to be reviewed by the SPPC. The SPPC will make the determination as to whether a student is allowed to remediate, including whether remediation should occur. The student will then be notified as to whether they have been granted the opportunity for remediation. Students are guaranteed the right to appeal any decision by the SPPC. See the disciplinary due process section of the Student Handbook & Academic Catalog for more information on the appeals process.

The Office of Assessment determines when remediation exams will be scheduled.

In the event a student is required to remediate multiple course failures, the student will communicate with the Office of Assessment to schedule their remediation exams. Failure of any remediation exam results in the student potentially meeting with the SPPC. Students should make themselves aware of the Course Cumulative Failure Policy which outlines the possible consequences in the event a student fails multiple courses, clerkships, and/or licensing exams.

It is always the responsibility of the student to be aware of their academic status and to be in attendance at all scheduled remediations, when applicable. Failure to attend a scheduled remediation exam will result in a failing grade for that remediation and the student may face dismissal from KHSC-KansasCOM. All remediations must be completed prior to the first day of classes of the next academic year.

In the case of a remediated course in the KHSC-KansasCOM program, if a graded course is successfully remediated, the student will receive grade remediated earned. If a student fails the remediation of a course or clerkship, the student will receive a final grade of Fail (F).

Grading Scale

The academic grading system is as follows:

Grade	Definition	Years Grade Used
H	Honors (Top 10%)	Years 3 and 4 only
P	Pass (80% or higher)	Years 1-4
F	Fail (<80%)	Years 1-4
I	Incomplete	Years 1-4
W	Withdrawal	Years 1-4
AW	Administrative Withdrawal	Years 1-4
AD	Administrative Drop	Years 1-4
NR	Not Reported	Years 1-4

KHSC-KansasCOM only provides actual raw scores to students in order to assist in academic feedback.

Promotion and Graduation Process and Criteria

The record of each student will be reviewed each year to evaluate the student's potential for continuance. At the end of the academic year, the Student Promotions and Performance Committee (SPPC) may recommend promotion to the next year of the curriculum, makeup examinations, summer remediation or dismissal.

KHSC-KansasCOM only graduates students who meet and surpass the minimum expectations outlined and required by COCA accreditation. At a minimum, a graduate must be able to:

- Demonstrate basic knowledge of osteopathic philosophy and practice osteopathic manipulative treatment.
- Demonstrate medical knowledge through one or more of the following:
 - Passing course tests;
 - Standardize tests of National Board of Osteopathic Medical Examiners (NBOME) and end-of-clerkship tests;
 - Research activities, presentations, and participation in directed reading programs and/or journal clubs;
 - And/or other evidence based medical activities.
- Demonstrate interpersonal and communication skills with patients and other health care professionals.
- Demonstrate knowledge of the profession, ethical, legal, practice management, and public health issues applicable to medical practice.
- Demonstrate basic support skill as assessed by nationally standardized evaluations.

To demonstrate these expectations have been met in an objective manner, each student must demonstrate minimum knowledge in each discipline prior to graduation. This includes the basic science disciplines (anatomy, biochemistry, behavioral science, bioethics, embryology, genetics, histology, immunology, microbiology, neuroscience, pathology, pharmacology, and physiology) and clinical sciences (osteopathic clinical skills, family medicine, internal medicine, obstetrics and gynecology, pediatrics, psychiatry, surgery, and emergency medicine).

Student Promotion and Recommendation for Graduation

The Student Promotion and Performance (SPPC) committee shall review each student's record to make sure promotion and graduation requirements have been met. The committee will be responsible for recommending candidates for promotion and graduation to the Dean's Council. The Dean's Council will review eligible candidates and recommend a final slate of students for promotion and graduation to the Dean and Chief Academic Officer. The Dean and Chief Academic Officer can accept or reject the Faculty Council's recommendations. All decisions of the Dean and Chief Academic Officer are to be considered final. The Promotion and Graduation procedure are described in detail in the Student Promotion and Graduation Policy.

Student Promotion and Graduation Policy

Successful transition OSM I to OSM II

- Students who have completed the following requirements will be eligible to be promoted to the second year (OMS II) of the program:
- Successful completion of all required OMS I coursework;
- Documentation of current health insurance on file with the Office of Student Financial Services; and
- Professional good standing - not under disciplinary action(s) for unprofessional conduct as defined in the Student Professionalism Policy.

Students meeting these requirements will be reviewed by the Student Performance and Promotions (SPP) committee. Upon review, a slate of student candidates will be forwarded to the Dean's Council who will make recommendations regarding individual student promotion to the Dean and Chief Academic Officer. The Dean and Chief Academic Officer will make the final decision on student performance.

Successful transition OSM II to OSM III

Students who have completed the following requirements will be eligible to be promoted to the third year (OMS III) of the program:

- Successful completion of all required OMS II coursework;
- Passing score on the COMLEX Level 1 examination;
- Updated and negative drug screening on file with the Office of the Registrar;
- Documentation of all required health records on file with the Office of the Registrar;
- Documentation of current health insurance on file with the Office of Student Affairs and Services;
- Updated background check on file with Office of the Registrar;
- Professional good standing - not under disciplinary action(s) for unprofessional conduct as defined in the Student Professionalism Policy.

Students meeting these requirements will be reviewed by the SPPC. Upon review, a slate of student candidates will be forwarded to the Dean's Council who will make recommendations regarding individual student promotion to the Dean and Chief Academic Officer. The Dean and Chief Academic Officer will make the final decision on student performance.

Successful transition OSM III to OSM IV

Students who have completed the following requirements will be eligible to be promoted to the fourth year (OMS IV) of the program:

- Successful completion of all clinical rotations by June 30
- Updated background check on file with Office of Clinical Education
- Updated and negative drug screening on file with the Office of Clinical Education

- Documentation of all required health records (including current PPD) on file with the Office of Clinical Education
- Documentation of current health insurance on file with the Office of Student Affairs; and,
- Scheduling of/or passing score on the COMLEX level 2 CE and PE examinations
- Professional good standing - not under disciplinary action(s) for unprofessional conduct as defined in the Student Professionalism Policy.

Students meeting these requirements will be reviewed by the SPPC committee. Upon review a slate of student candidates will be forwarded to the Faculty Council who will make recommendations regarding individual student promotion to the Dean and Chief Academic Officer. The Dean and Chief Academic Officer will make the final decision on student performance.

Students who fail to complete any requirement may not be allowed to engage in audition/sub-internship externships until the requirements are completed and they are certified for the fourth year (OMS IV) of studies.

Graduation

Students who have completed the following requirements will be eligible to be considered for graduation

- Successful completion of all academic requirements
- Passing score on COMLEX – USA Level 1 and Level 2CE
- Professional good standing - not under disciplinary action(s) for unprofessional conduct as defined in the Student Professionalism Policy.

Students meeting these requirements will be reviewed by the SPPC committee. Upon review a slate of student candidates will be forwarded to the Faculty Council who will make recommendations regarding individual student graduation to the Dean and Chief Academic Officer. The Dean and Chief Academic Officer will make the final decision on student graduation status.

Commencement attendance is a part of the graduation requirements.

Graduation Requirements

The degree of Doctor of Osteopathic Medicine (D.O) is conferred upon candidates of good moral character who have successfully completed all academic requirements, satisfied all financial obligations, and have successfully passed the required national licensing exams.

Electronic Recording Policy

Electronic recording of learning activities is the responsibility of the KHSC-KansasCOM IT Department staff who adhere to institutional guidelines for obtaining appropriate permissions from those involved. “Learning activities” at KHSC-KHSC-KansasCOM involve all scheduled curricular activities including lectures, labs, small groups, presentations, reviews, demonstrations, and any activity in which faculty members, patients, or off-campus visitors are participating.

Due to technical issues, privacy, intellectual property rights, and/or the decision of the faculty member, the recording of any class, lecture, etc. is not guaranteed. Recordings are intended to supplement the education of the student, not to replace attendance at the presentation.

Recording any of these events using video recorders, cameras, camera devices, digital recorders in any form including cell/mobile phones or any type of mobile device, is not allowed without the express written contents of all persons involved and KHSC-KansasCOM’s administration. Posting of any material for “personal use” to any website also requires written consent in advance.

Students who initiate electronic recording of faculty, staff, visitors, or a curriculum activity without permission will be asked to discontinue the activity immediately. Additional action may involve referral to the KHSC-KansasCOM administration for unprofessional conduct.

Extracurricular Clinical Experiences & Physician Shadowing Policy

Students engaging in extracurricular experiences via KHSC-KansasCOM sponsored student organizations (i.e., volunteer work) must receive approval from the Office of Student Affairs and Services prior to participating in the activity.

KHSC-KansasCOM students are not permitted to request and participate in physician shadowing experiences with KHSC-KansasCOM clinical faculty and/or clinical preceptors without approval from the Associate Dean for Academic Affairs or the Dean and Chief Academic Officer.

Medical Student Performance Evaluation (MSPE)

The Medical Student Performance Evaluation (MSPE), formerly known as the Dean’s Letter, is an important document designed to assist students in obtaining admission to postgraduate programs, specifically internships and residencies. Data utilized in the creation of the MSPE include the student’s academic progress, assessment of professionalism, COMLEX results, faculty recommendations, clerkship evaluations, and comments from preceptors. Information regarding

volunteer service, leadership opportunities, research, and/or membership in service organizations is noted. Academic Affairs personnel solicit information from students during their second year of study by having them submit a composite resume, curriculum vita, and/or portfolio for inclusion in the MSPE.

Professionalism and the MSPE

The national residency match process requires documentation within the MSPE of any adverse action(s) imposed on a student by KHSC-KansasCOM, as well as information about the student's professional attributes. This includes documentation of any demonstrations of a lack of professionalism. Academic Affairs, in consultation with the Dean and Chief Academic Officer, will determine what is written in the MSPE regarding a professionalism-related issue.

National Licensing Exam Policy (COMLEX)

COMLEX examination applications are available online at www.nbome.org.

Second-Year medical students are eligible to sit for COMLEX Level 1 in the late spring and summer of their second year. All second-year medical students must take the COMLEX Level 1 exam no later than July 10th and must successfully pass in order to proceed on to third-year of the curriculum.

Third and fourth-year Students are eligible to sit for the following exams after successful completion of all third-year core clerkships and approval to sit for the exam is provided by the Office of Clinical Education.

- Students must register for COMLEX Level 2-CE no later than February 15th.
- In the case of an initial COMLEX 2-CE failure, students must retake the COMLEX Level 2-CE no later than December 31st of the fourth year in order to qualify to graduate.

Students requesting permission to take these exams outside the required dates must have authorization from the dean/chief academic officer.

Students who do not adhere to the above are referred to an appropriate KHSC-KansasCOM official for a professionalism review.

Program Remediation Policy

Should a student fail to academically progress while enrolled in the medical school, based upon the totality of the student's academic performance while enrolled, the SPPC may recommend that a student repeat an academic year in order to establish a firm understanding of the material covered in that academic year. Students approved for readmission, after a period of suspension or an approved leave of absence, may also be required to repeat previously attempted courses. A KHSC-KansasCOM student may remediate by repeating an academic year in full upon recommendation of the SPPC and approval of the dean and chief academic officer. The student must retake and pass all courses regardless of previous performance. Students who fail any course or clerkship are subject for review by the SPPC.

All course enrollments and earned grades will remain on the student's transcript. For repeated coursework in KHSC-KansasCOM, the student's most recent grade earned is used in determining the final grade for that course/clerkship. Students who repeat an academic year must still complete their DO degree within six years of matriculation.

For additional information on repeating an academic year, consult the Course Cumulative Failure Policy.

Simulation Details and Expectations

Students who are scheduled to utilize any simulation related equipment and/or facilities, should conduct themselves with the utmost professionalism, as if they are in a hospital or clinical setting. Students wishing to utilize simulation facilities must contact the Director of Simulation for permission and to reserve a date/time. For more information about the simulation at KHSC-KansasCOM, students should refer to the Simulation Handbook.

Study Space Policies and Procedures

All students must comply with the KHSC-KansasCOM study space policies in order to ensure that the reservation and use of study spaces, on-campus, is handled in as fair and equitable way as possible.

There are a variety of student spaces, on-campus, which are set aside and reserved for student usage. There are also a wide variety of rooms that are dedicated for academic purposes, which students may use for study, when not in use during business hours. KHSC-KansasCOM academic use is prioritized above all study space needs. Rooms will be reserved and noted as reserved. All students should observe the status of any room on campus and adhere to KHSC-KansasCOM policy.

There are a variety of room types that can be used as study space: open areas within the building, library space, lecture halls (when lectures are not occurring), as well as small group rooms that can accommodate students.

All students should adhere to the following when utilizing a study space:

- Students are able to sign out or reserve a study space. The space must be reserved in the student's name that is present in the room.
- Students should be in their study rooms while they have the room reserved. If a student is not in their room 15 minutes after the start of the reservation, the room can be forfeited and reserved by another student.
- Students are expected to adhere to professional behavior, when utilizing any spaces on campus property.
- Students will be professional and courteous to other students, faculty, and staff when utilizing campus study spaces.
- Students will professionally respect all KHSC-KansasCOM property.
- Students are expected to clean any used study space after they are finished with the space.

Student Rights, Professionalism, and Responsibilities

Professionalism and Student Conduct

Conduct and Responsibilities

KHSC-KansasCOM requires all students to be responsible individuals who possess the highest standards of integrity, honesty, and personal conduct. These traits are pre-requisites to independent learning, professional development, the successful performance of academic and clinical assignments, and the conduct of one's personal life. Accordingly, students are expected to adhere to a standard of behavior consistent with KHSC-KansasCOM's high standards, at all times, off- and on-campus. Compliance with institutional policies, rules, and regulations, in addition to city, state, and federal laws, is required of all students.

Professional Code of Conduct

It is not possible to enumerate all forms of inappropriate behavior. The following, however, are examples of behavior that could constitute a violation of Kansas Health Science Center (KHSC-KansasCOM) policy. Accordingly, KHSC-KansasCOM has established the following Professional Code of Conduct, indicating behavior that is subject to disciplinary action:

1. Harassment, harm, abuse, damage, or theft to or of any individual or property;
2. Physical or verbal abuse, or the threat of such abuse, to any individual;
3. All forms of dishonesty: cheating, plagiarism, knowingly furnishing false information to KHSC-KansasCOM, forgery, alteration, or unapproved use of records;
4. Entering or using KHSC-KansasCOM or hospital/clinic/research facilities without authorization;
5. Disrupting teaching, research, administrative or student functions of KHSC-KansasCOM;
6. Actions resulting in being charged with a violation of federal, state, or local laws, excluding minor traffic violations; and/or failure to report such charges/violations to KHSC-KansasCOM administration within 48 hours;
7. Participation in academic or clinical endeavors at KHSC-KansasCOM or its affiliated institutions while under the influence of alcohol, nonprescribed controlled substances, or illicit drugs;
8. Unlawful use, possession, or distribution of illegal drugs, nonprescribed controlled substances, or alcohol at any time
9. Placing a patient in needless jeopardy;
10. Unethical disclosure of privileged information;
11. Behavior or appearance that demonstrates abusive or disrespectful conduct toward members of the faculty, administrative or professional staff, employees, students, patients or visitors of KHSC-KansasCOM;
12. Violation of any established rules, regulations, and policies of KHSC-KansasCOM, KHSC-KansasCOM -endorsed organizations, KHSC-KansasCOM departments or affiliated institutions;
13. Failure to report an observed violation of the Professional Code of Conduct;
14. Conspiring, planning, or attempting to achieve any of the above acts.

Student Disciplinary Assurances

The following procedures are provided to all students in the handling of all alleged violations of the Professional Code of Conduct:

1. **Disciplinary Notification:** Any student charged with an alleged violation of the Professional Code of Conduct will be provided written notice either in person or via their KHSC-KansasCOM issued email address. This includes the alleged Professional Code(s) of Conduct that have been violated as well as an overview of the process.
2. **Hearing:** Every student alleged to have violated the Professional Code of Conduct has a right to a hearing. The KHSC-KansasCOM disciplinary system is a dual-dimensional system that allows the student the right to a formal hearing through the Student Promotions and Performance Committee (SPPC) or a hearing through the Office of Student Affairs and Services. Which group hears the student's case is decided by the Associate Dean for Student Affairs and Services.
3. **Appeal:** All students who are charged and found responsible for a violation of the Professional Code of Conduct have the right to appeal the decision of the SPPC and any decision made by staff members within the Office of Student Affairs and Services. A student can appeal for any reason.

The student must submit an appeal in writing to the Dean and Chief Academic Officer (the student can notify KHSC-KansasCOM of their intent to appeal by either emailing the Associate Dean for Student Affairs and Services or by submitting their appeal in writing to the Dean and Chief Academic Officer of KHSC-KansasCOM). That written appeal should be submitted for review within five business days of receipt of the initial decision. Appeals must clearly outline the sanction(s) the student is appealing along with any compelling argument as to why the decision should be overturned. For example, if part of the process was perceived as being "unfair," the student must be very specific and include this in the appeal. Disagreement with KHSC-KansasCOM policy is not considered a compelling argument for appeal.

The appeal is considered by the Dean and Chief Academic Officer with the autonomy to uphold the appealed decision, reverse the decision all together, or change the decision by making the sanction(s) either more or less severe. Students can expect a decision on their appeal within a reasonable period of time from the appeal

submission date. Once the Dean/Chief Academic Officer has rendered a decision on an appeal, the decision is final with no additional options for appeal.

Student Disciplinary Procedures

Complaints involving alleged misconduct by students will be handled according to the following procedures except in those cases where different procedures are prescribed by another KHSC-KansasCOM policy (e.g., allegations of sexual harassment, research misconduct- See the KHSC-KansasCOM Student Handbook and Catalog for how those issues are handled).

KHSC-KansasCOM has established a dual-dimensional approach to adjudicating student misconduct, poor academic performance and/or disciplinary issues. The following steps are to be followed in any case where a student is alleged to have violated the Professional Code of Conduct as enumerated in this handbook:

1. All reports of alleged code violations shall be reported to Student Affairs and Services and/or to the Associate Dean of Student Affairs and Services. Reports must be filed in writing and must be signed by the reporting party, which can be a member of the KHSC-KansasCOM faculty/staff, in addition to a KHSC-KansasCOM student. KHSC-KansasCOM will make efforts to protect the identity of the reporting party, to the extent possible. However, it is not possible to ensure 100% confidentiality in all cases.
2. Student Affairs and Services will review the report and determine if the charge is of a nature to merit an investigation of the allegation(s).
3. If the allegation in the report is of a nature to merit an investigation, Student Affairs and Services, along with the Associate Dean will gather, analyze, and investigate the information. (This will be done as quickly as possible, but sometimes the nature of such investigations takes longer than expected to gather evidence and speak with potential witnesses.)
4. After all information is gathered, the Associate Dean of Student Affairs and Services will apply a preponderance-of-the-evidence standard in making a judgment about the validity of the report and how best the alleged misconduct should be adjudicated. The dual-dimensional nature of KHSC-KansasCOM's disciplinary system allows for cases to be heard by the Student Promotions and Performance Committee (SPPC) or administrators within the Office of Student Affairs and Services.
5. The Associate Dean of Student Affairs and Services will make the final decision, using the preponderance-of-the-evidence standard, as to how the case will be heard and will make a referral to the specific adjudicating body for disposition of the case. All evidence, the severity of the alleged violation, and what body provides the highest level of educational standing will be reviewed as part of this decision. The student will also be notified in writing to appear before the appropriate body to have their case heard.
6. The accused student has the right to respond to any complaint and provide information and evidence on their own behalf. The respondent also has the right to provide witness testimony as part of their defense.
7. In cases where the information does not merit referral to the SPPC, the case will be investigated, documented, and resolved and/or dismissed by Student Affairs and Services staff.
8. Once the case has been formally adjudicated, the Associate Dean will then communicate, in writing, the outcome to the individual(s) involved. KHSC-KansasCOM reserves the right to address inappropriate and unprofessional behavior outlined in the Professional Code of Conduct and SPPC Policy.

Student Promotion and Performance Committee (SPPC)

The SPPC is a committee made up of KHSC-KansasCOM employees and students, charged with being the primary team responsible for review of the totality of students' academic and behavioral performance.

The SPPC reviews the academic records of students who have failed specific required elements for graduation and/or any student who has failed to show substantive academic progress in the path of study including demonstrated lapses in professionalism.

The SPPC is engaged with the following types of academic failures and/or violations of institutional policy:

- Course/section
- Clinical Clerkship Rotation
- COMLEX Level 1 and Level 2-CE
- Failure to comply with remediation/academic improvement plan
- Alleged violation of the Professional Code of Conduct found in the Student Handbook and Academic Catalog

As a part of the comprehensive review, the SPPC will adjudicate whether the student should be granted retesting/remediation after a failure. The SPPC has broad authority to review students' records, decide how best KHSC-KansasCOM can assist the student in getting back on track academically and can recommend a broad number of options for consideration as part of any final decision. Refer to the Student Handbook and Academic Catalog for possible sanctions and academic remedies that the SPPC considers when making their decision.

Composition of the SPPC

The SPPC is composed of 8 voting members and 5 non-voting, ex-officio members. SPPC Committee Members are full-time KHSC-KansasCOM employees and students. SPPC members are appointed by the Dean/Chief Academic Officer.

The composition of the voting members of the SPPC is as follows:

- Basic Science faculty member (3)
- Clinical faculty member (3)
- Student Leadership Member (2)

Ex-officio Members (Non-Voting):

- Associate Dean of Student Affairs and Services
- Representative from Counseling Services
- Representative from Learning Enhancement
- Representative from Pre-Clinical Years
- Representative from Clinical Education

A quorum of voting committee members is required for the SPPC to finalize any decision. A quorum is defined as having five members present. The chairperson of the SPPC only votes in the event of a tie vote of those members present.

SPPC Meeting Structure

The SPPC meetings will occur on an as needed basis. Students are expected to meet with the SPPC in person, except for students on clinical clerkships at locations determined to be a substantial distance from campus. Those students shall meet with the SPPC via video conference. In the event there are only remediation plans to review, but not students for an in-person meeting, the SPPC may meet virtually, via tele- or video-conference, at the discretion of the chairperson of the SPPC.

Executive Session of SPPC Meetings

The first portion of each meeting is considered an executive session for review of any student remediation plans currently in progress. New remediation plans that have occurred since the last SPPC meeting will be presented to the committee by a representative from the Office of Student Affairs and Services, followed by updates on process of already existing remediation plans. The SPPC will then vote to approve said new remediation plans.

The executive session portion of the meeting may be attended by both voting and non-voting members, at the discretion of the chairperson of the SPPC. In addition, the Associate Dean of Student Affairs and Services may be asked by the chairperson of the SPPC to provide policy, precedent, and procedural guidance. The student who is being reviewed is not allowed to attend any portion of the executive session of the committee.

Official Hearing of SPPC Meetings

The official hearing portion of the meeting includes only the voting members of the SPPC and the student being reviewed. This portion of the meeting is closed to all but voting members of the committee, appropriate administrative support staff of the committee, and the involved student. The chairperson of the SPPC committee will direct the proceedings, including allowing the student to make a statement and ask questions of the committee members. At the end of each hearing, the chairperson of the SPPC will excuse the student for deliberation. Only voting members of the committee may be present during deliberation. Proceedings of the closed portion of the official hearing of the SPPC meeting are strictly confidential.

Additional SPPC Duties

The SPPC also has responsibilities for reviewing each student and approving them for graduation and progression to the next academic year. Each April, the SPPC committee meets to approve the list of students who have been certified by the Office of the Registrar as having met all graduation requirements. Once approved, the list is sent to the Faculty Council for review and the Board of Trustees for final review and approval. Similarly, the SPPC reviews the individual students to ensure they have completed all curricular requirements to move on to the next year of the curriculum.

Conferral of Degrees

The official conferral of degrees is determined and voted on by the KHSC-KansasCOM Board of Trustees.

SPPC Data and Metrics

Key data points about students who are required to appear before the SPPC committee will be preserved and analyzed to provide key metrics. This data is an important tool in assisting the administration with the ability to track and identify future at-risk students. KHSC-KansasCOM reserves the right to keep and utilize this data for future analysis.

Academic Promotion and Transition Through Curriculum

Successful Transition OMS I to OMS II

Students who have completed the following requirements will be eligible to be promoted to the second year (OMS II) of the program:

- Successful completion of all required OMS I course-work; and
- Documentation of current health insurance on file with the Office of Student Affairs

Successful Transition OMS II to OMS III

Students who have completed the following requirements will be eligible to be promoted to the third year (OMS III) of the program:

- Successful completion of all required OMS II course-work;
- Passing score on the COMLEX Level 1 examination sent to KHSC-KansasCOM through portal system by NBOME;
- Updated and negative drug screening on file with the Office of the Registrar;
- Documentation of all required health records on file with the Office of the Registrar;
- Documentation of current health insurance on file with the Office of Student Affairs
- Updated background check on file with Office of the Registrar.

Successful Transition OMS III to OMS IV

Students who have completed the following requirements will be eligible to be promoted to the fourth year (OMS IV) of the program:

- Updated background check on file with Office of the Registrar;
- Updated and negative drug screening on file with the Office of the Registrar;
- Documentation of all required health records (including current PPD) on file with the Office of the Registrar;
- Documentation of current health insurance on file with the Office of Student Affairs; and,
- Passing score on the COMLEX level 2 CE examination sent to KHSC-KansasCOM through portal system by NBOME.

Students who fail to complete any requirement may not be allowed to engage in audition/sub-internship rotations until the requirements are completed and they are certified for the fourth year (OMS IV) of studies.

Student Conduct

The merits of each case will be considered before sanctions are levied. It is the intent of the Code of Ethics and Professional Conduct that the sanction(s) imposed are in response to the academic record, student's professional behavior, any patterns of inappropriate personal behavior, and/or disciplinary history of the individual student.

Possible Sanctions Related to Violations of the Professional Code of Conduct

The following are examples of sanctions that may be imposed by the Office of Student Affairs and Services or the Student Promotions and Performance Committee (SPPC). These sanctions are possibly imposed as the result of the disciplinary and/or academic review process and may be levied as a result of a hearing conducted by the Office of Student Affairs and Services or the SPPC. This list is not exhaustive, and sanctions are based on the circumstances of the charges.

No Action

An official response from the disciplinary body indicating that no action be taken regarding the student's case.

Verbal/Written Warning

Documented warning that the behavior/academic performance demonstrated was unacceptable, including students failing their first and second courses within a single academic year.

Required Corrective Academic Action

This is required only after a student has failed a course, section, clerkship and/or national examination. Remediation/retesting is not guaranteed for any student who has failed a course, section, clerkship and/or national examination. Should a professionalism issue arise, and remediation/retesting is a possible action, the details of that remediation/retesting will be developed by Student Affairs and Services and KHSC-KansasCOM academic leadership and implemented in an appropriate time frame.

Remediation/retesting being granted does not guarantee successful completion of program requirements.

Conditional Requirements

Official stipulations required of the student in order for the student to reconcile their behavior. Stipulations may include, but are not limited to the following:

- **Academic Probation:** An official status of warning from KHSC-KansasCOM stating that the student is under the most sensitive academic monitoring and improvement plan, which becomes a part of the student's record for the period of time they are on academic probation.
- **Clerkship Alterations:** Required change(s) to a student's clerkship that might increase the student's likelihood of successful completion of said clerkship (e.g., changing location, repeating the clerkship, repeating an entire year, repeating a shelf exam, completing an independent study).

- **Counseling Intervention:** Required referral to a mental health provider for counseling when a student's behavior indicates that counseling may be beneficial.
- **Disciplinary Probation:** An official state of warning from KHSC-KansasCOM, which states that if the student violates any KHSC-KansasCOM policy during the probationary time, they could face up to suspension or dismissal depending upon the severity of the violation. The probationary status of the student may be communicated to the student's academic advisor, faculty or any other person who has legal access to this information. The information is maintained within the Office of Student Affairs and Services and the Office of the Registrar.
- **Loss of Holiday/Scheduled Break:** Required remediation/retesting or study time for remediation/retesting over a previously scheduled holiday break.
- **Partial Suspension:** A partial suspension of a student's normal right to participate in extra-curricular, co-curricular and other nonacademic activities. The student will continue to attend classes and may use all academic resources. The student will not be in good standing during the time of the suspension.
- **Referral to Outside Agency:** KHSC-KansasCOM may refer a student to the Kansas Physician's Health Program (KPHP) or other similar programs, for assessment and treatment.
- **Required Tutoring/Learning Support:** KHSC-KansasCOM has the authority to require a student to seek mandatory tutoring and/or assistance from a learning specialist if it is deemed appropriate in assisting the student with academic performance issues.
- **Restrictions/Stipulations of Behavioral Activity:** KHSC-KansasCOM may restrict a student's behavioral activity that is deemed appropriate, including but not limited to restricting the student's contact with another student.
- **Restitution or Monetary Fine:** Financial accountability for damage to property, and/or continued disciplinary problems, caused by the student, or a fine that is deemed appropriate for the offense.
- **Restorative Service:** A project or amount of community service hours served by the student for the good of the community. This is usually completed within the community. If the service is approved to be done off-campus, it must be at a not-for-profit organization and the student cannot receive pay for their work.
- **Suspension:** A formal separation of the student (without tuition and fees being refunded) from KHSC-KansasCOM during a specific period of time. The period of suspension can range from one semester to an indefinite period of time. The student will not be in good standing during the suspension and therefore is not allowed to attend coursework or be on-campus.
- **Dismissal:** Permanent separation of the student from KHSC-KansasCOM (without refund). Dismissal is permanently noted on the student's KHSC-KansasCOM transcript.
- **Other Appropriate Actions:** KHSC-KansasCOM reserves the right to place a variety of disciplinary and/or academic sanctions upon a student that are not specifically outlined above, as long as they are approved by the SPPC and/or Dean of COM and/or a member of Student Affairs and Services. Additional sanctions can only be placed upon a student through the disciplinary process that is outlined in the KHSC-KansasCOM Student Handbook and Catalog. Sanctions cannot be placed upon the student arbitrarily.

Sexual Misconduct

Sexual misconduct is an umbrella term covering sex discrimination, sexual harassment, and sexual violence and this term will be used in a variety of documents when collectively referring to these types of conduct. For more information on this term and how Kansas Health Science Center (KHSC-KansasCOM) handles such conduct, please see the Anti-Discrimination, Anti-Harassment, and Title IX Policy.

Key Professionalism Policies and Procedures

Academic Dishonesty

Kansas Health Science Center (KHSC-KansasCOM) holds its students to the highest standards of intellectual and professional integrity. Therefore, the attempt of any student to pass any examination by improper means, present work which the student has not created/performed, or aid and abet a student in any dishonest act will result in disciplinary action, which may include immediate dismissal from KHSC-KansasCOM. Any student witnessing or observing a perceived violation of academic integrity is required to report the behavior. Students failing to report an observed violation will also be subject to disciplinary action up to and including immediate dismissal.

Alcohol and Drugs

A link to the Drug and Alcohol Policy is available in the Catalog and Handbook under the Drug and Alcohol Policy.

KHSC-KansasCOM is committed to providing a safe, healthy learning community for all its members. KHSC-KansasCOM recognizes that the improper and excessive use of alcohol and other drugs may interfere with the KHSC-KansasCOM mission by negatively impacting the health and safety of students, faculty, and staff.

Under the Drug-Free Schools and Communities Act (DFSCA) and in accordance with the Drug-Free Schools and Campuses Regulations (EDGAR), KHSC-KansasCOM is required to have a drug and alcohol abuse and prevention policy and distribute this policy annually to all employees and students. This policy must outline KHSC-KansasCOM's

prevention, education, and intervention efforts, and consequences that may be applied by both KHSC-KansasCOM and external authorities for policy violations. The law also requires that individuals be notified of possible health risks associated with the use and abuse of alcohol and other drugs, and sources of assistance for problems that may arise as a result of use.

Scope

This policy applies to all employees, students, applicants for employment, customers, third-party contractors, and all other persons who participate in KHSC-KansasCOM's education programs and activities, including third-party visitors on-campus. This policy addresses drug and alcohol abuse and prevention efforts.

KHSC-KansasCOM Alcohol and Other Drugs Policy

For the purposes of this policy, the term "drug" includes:

- Controlled substances, as defined in 21 USC 802, which cannot be legally obtained,
- Legally controlled substances which were not legally obtained, including:
 - Prescribed drugs when prescription is no longer valid (e.g., use of medication after a course of treatment is completed);
 - Prescribed drugs used contrary to the prescription;
 - Prescribed drugs issued to another person

All members of the campus community also are governed by law, regulations, and ordinances established by the state and local municipalities, and will be held accountable by law enforcement representatives of those entities for any illegal activity. It is the responsibility of all campus members to be aware of these laws. The dispensing, selling, or supplying of drugs or alcoholic beverages to a person under 21 years old is prohibited.

Employees, students, faculty, and campus visitors may not unlawfully: manufacture, consume, possess, sell, distribute, transfer, or be under the influence of alcohol, illicit drugs, or controlled substances on KHSC-KansasCOM property, while driving a KHSC-KansasCOM vehicle, or while otherwise engaged in KHSC-KansasCOM business. KHSC-KansasCOM property, as defined in this policy, includes all buildings and land owned, leased, or used by KHSC-KansasCOM, and motor vehicles operated by employees, including personal motor vehicles, when used in connection with work performed for or on behalf of KHSC-KansasCOM unless approved by the Dean/Chief Academic Officer and/or President and Chief Executive Officer.

Any person taking prescription drugs or over-the-counter medication is personally responsible for ensuring that, while taking such drugs or medications, he/she is not a safety risk to themselves and others while on KHSC-KansasCOM property; while driving a KansasCOM or privately-owned vehicle; or while otherwise engaged in KHSC-KansasCOM business. It is illegal to misuse prescription medication, e.g., continue to use medication when the prescription is no longer valid, use prescribed drugs contrary to the prescription, and give or sell prescribed drugs to another person. Misusing prescription drugs can result in disciplinary action at KHSC-KansasCOM and, potentially, a criminal conviction with jail time.

Additional information pertaining to employee drug and alcohol use along with KHSC-KansasCOM's right to require post-accident drug and alcohol screening or screening based on reasonable suspicion can be located in the Employee Handbook.

Drug and Alcohol Abuse Prevention Strategies

KHSC-KansasCOM uses evidence-based strategic interventions, collaboration, innovation, and the incorporation of wellness programs to reduce harmful consequences of alcohol and other drug use. Strategies include:

- Providing education and awareness activities.
- Offering substance-free social and extracurricular, and public/community service options.
- Creating a health-conscious environment.
- Restricting the marketing and promotion of alcohol and other drugs.
- Limiting availability of alcohol.
- Developing and enforcing campus policies and enforcing laws to address high-risk and illegal alcohol and other drug use.
- Providing early intervention and referral for treatment.

For more detailed information on KHSC-KansasCOM alcohol related and other drug related prevention strategies, contact the Offices of Student Affairs and Services or Human Resources.

Criminal Background Check

Prior to matriculation and prior to beginning third-year clinical rotations, all students will have a criminal background check performed at their own expense. The background check is to be performed by a certifying organization retained by KHSC-KansasCOM. The purpose of the background check is to satisfy federal and state laws, and individual hospital requirements for students participating in clinical activities involving patient care. Any criminal activity occurring prior to or after enrollment must be reported to the Office of Student Affairs and Services. Failure to report an incident involving law enforcement may result in dismissal.

Note: Discovery following admission or matriculation of intentional misrepresentation or omission of any information used in the application process or omission of information related to scholastic records or test records will subject the student to disciplinary action, including the possibility of rescinded admission, probation, suspension, or dismissal from KHSC-KansasCOM. Matriculation will be denied to applicants who have failed to maintain a good record of scholastic performance and/or personal conduct between the time of their acceptances and their time of matriculation at KHSC-KansasCOM. KHSC-KansasCOM reserves the right to deny admission to any applicant for any reason KHSC-KansasCOM deems appropriate.

Dress Code

Dress Code for Classroom Courses

Students are expected to dress “business casual” for all classroom courses, unless otherwise directed. Students who identify as male are expected to wear a collared shirt and nice jeans or slacks. Students who identify as female are expected to wear nice jeans/slacks/skirts with a nice shirt. Students who identify as gender-fluid or non-binary should dress appropriately and professionally.

Dress Code for Clinical Clerkship Rotations

All students who are on rotations are expected to dress professionally. White coats are required. Students who identify as male should wear collared shirts with ties. Students who identify as female should wear dresses or slacks/skirts with dress shirts. Closed toe shoes are required. Specialty rotations or specific training sites may designate specific clothing to be worn, such as scrubs and/or tennis shoes. Any clothing, hair color, jewelry, or body piercing(s) that may cause a concern with affiliated faculty, hospitals, or patients must be avoided. Students may be asked to change their appearance to conform to the dress code of the rotation sites.

Dress Code for Lab Activities

The nature of lab activities may require students to wear clothing that is casual and comfortable. Both anatomy activities and OMM specific activities may dictate clothing such as scrubs, shorts, and t- shirts. Anatomy and OMM faculty will communicate dress expectations at the beginning of each term. Students are expected to adhere to the expectations of the anatomy and OMM faculty.

Clothing Symbols and Messages

Clothing having caricatures, messages, symbols, that can be construed, based on societal norms to be vulgar, offensive, or contribute to creating an unsupportive learning environment are considered to be unacceptable and unprofessional and can be subject to review and action by the Office of Student Affairs and Services.

Communication with KHSC-KansasCOM

KHSC-KansasCOM students are expected to prioritize communication in the following ways:

- Use KHSC-KansasCOM email account for all KHSC-KansasCOM-related correspondence. Use of personal email accounts in lieu of KHSC-KansasCOM email is not permitted.
- Check email daily, routinely read, and respond.
 - Respond to faculty/staff correspondence within 48 hours of receipt.
 - Recurrent issues may lead to referral to a KHSC-KansasCOM administrator related to professionalism.
- Be aware of all information disseminated by KHSC-KansasCOM.
- Comply with all KHSC-KansasCOM policies within communications.
- Keep contact information, including mailing address and telephone numbers updated with KHSC-KansasCOM.
- Understand that emails to faculty and staff members which are sent after 5 p.m. may not be answered until the next business day.

Criminal Background Checks & Drug Screens

- All KHSC-KansasCOM students are required to complete a criminal background check and a drug screen at least twice during their enrollment within the medical school: first, students are required to provide these prior to their enrollment in year one and, second, prior to the beginning of their third-year clinical clerkships. These are done at the student’s own expense.
- For more information on the background check and drug screen process, see the policy located in the KHSC-KansasCOM Student Handbook.

Emergency Plan Procedures

- Students who are on rotations should follow the emergency procedures and protocols at their specific clinical site at all times. In the event that a rotation schedule is interrupted due to hazardous weather condition or another emergency situation, students should notify the Office of Clinical Education as soon as possible.
- In the case of inclement weather, students on clerkships are expected to follow the schedule of the site where they are rotating. If the site is closing due to inclement weather, the student is excused until the site reopens. If the student is at a site that remains open during inclement weather, the student is expected to report and remain on-service until the end of his/her shift. Students should use caution and allow plenty of time for travel to their destination.

- In the case of an emergent situation outside normal business hours that requires students to evacuate the location, relocate for a period of time, or any other emergency, please contact the Office of Clinical Education to notify.

Employment

Students studying in the KHSC-KansasCOM are strongly discouraged from seeking off-campus employment during the academic year. Curriculum requirements preclude off-campus employment.

Firearms, Explosives, and Weapons

The possession or use of firearms, weapons, or explosives is prohibited. This includes, but is not limited to, firecrackers, torpedoes, skyrockets, rockets, roman candles, sparklers, or other devices containing any combustible or explosive substance used to propel another object.

The policy prohibiting bringing or possessing weapons on Kansas Health Science Center (KHSC-KansasCOM) property does not apply in the following circumstances:

- Local, state, or federal law enforcement personnel coming onto KHSC-KansasCOM's property in their law enforcement capacity or in accordance with other lawful authority.
- Use or possession for a legitimate educational purpose under the sponsorship of a faculty member or other institution official, provided the faculty member or official has first obtained appropriate approvals, including the approval of the institution's leadership team.
- Use or possession for a lawful purpose within the scope of a person's employment at the institution (e.g., campus security, police).
- KHSC-KansasCOM's Chief Financial Officer is the delegated contact for any exceptions to the above-stated prohibitions for authorized activities.

HIPAA Regulations & Patient Encounters

All students are required to become familiar with and adhere to all aspects of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191 including the Privacy Rule published by the U.S. Department of Health and Human Services (HHS). The Privacy Rule establishes, for the first time, a foundation of federal protections for the privacy of Protected Health Information (PHI). This rule sets national standards for the protections of health information, as applied to the three types of covered entities: health plans, health care clearinghouses, and health care providers who conduct certain health care transactions electronically. By the compliance date of April 14, 2003 (April 14, 2004, for small health plans), covered entities must implement standards to protect and guard against the misuse of individually identifiable health information. More specific information may be obtained at www.hhs.gov/ocr/hipaa/.

As a medical student, these standards pertain to all individually identifiable health information PHI encountered during medical training with KHSC-KansasCOM including, but not limited to, medical records and any patient information obtained.

HIPAA regulations prohibit the use or disclosure of PHI unless permitted or required by law; therefore, each student must utilize reasonable safeguards to protect any information he/she receives. Each student is responsible for ensuring the safety and security of any written or electronic information they receive, create, or maintain. The misplacement, abandonment, or loss of any information in the student's possession will result in disciplinary action. At no time should a medical student alter remove or otherwise tamper with medical records. Specific rules and regulations with respect to student entries in medical records must be clarified during orientation or on the first day of the clerkship.

Furthermore, each student is responsible for ensuring that PHI is used or disclosed only to those persons or entities that are authorized to have such information. Students are expected to maintain the strictest confidentiality in their patient encounters; to protect the physician-patient privilege; and to ensure that there are no unauthorized uses or disclosures of PHI.

Any unauthorized use or disclosure of PHI including but not limited to digital images, video recordings, or any other patient related materials, committed by a student, or any observation of the same by a student or employee, should immediately be reported to the Office of Clinical Education.

Hospital Rules & Regulations/Financial Responsibilities

Each hospital/health care system has individual rules and regulations. Medical students must familiarize themselves with and adhere to these protocols during their training. Students must respect and follow all policies regarding the use of hospital facilities, housing, and equipment.

Students are financially responsible for any damage to or loss of hospital or training site-related property, including but not limited to library materials, pagers, and keys. Final grades may be withheld pending the return of all hospital or training site property.

Medical Professional Liability Insurance

KHSC-KansasCOM provides medical professional liability insurance commensurate with industry standards. Coverage extends only to clinical activities specifically determined by KHSC-KansasCOM as requirements for successful clerkship completion. Nonclinical claims (e.g., property or equipment loss or damage) does not fall underneath this policy. Changes made to clerkship dates, type and/or location without prior Office of Clinical Education approval can jeopardize coverage.

Students may wish to participate in volunteer activities such as health fairs during their medical training. Student professional liability coverage does not extend to non- KHSC-KansasCOM approved activities (volunteer or otherwise). It is the student's responsibility to personally determine that any activity in which they participate outside of clerkship assignments is covered by alternative coverage. The student is personally responsible should an issue of medical liability arise during activities not covered by KHSC-KansasCOM professional liability insurance.

KHSC-KansasCOM Property and Responsibility

Students will be held responsible for damage to KHSC-KansasCOM property caused by their negligence or a willful act. Students must pay for all damages within 15 days after receipt of the invoice through the Office of Finance. Damage to KHSC-KansasCOM property is charged to the responsible student(s) at the total cost of repair or replacement. The student(s) may be subject to disciplinary action, dismissal, and/or prosecution given the details of the situation. KHSC-KansasCOM is not responsible for any loss or theft of personal property on-campus.

Off-Campus Activities

Off-campus activities are subject to the same laws and penalties governing all citizens. "Campus" refers to all entities owned and operated by KHSC-KansasCOM or its associated corporations.

Solicitations, Vending, and Student Petitions

Solicitations on campus are prohibited. KHSC-KansasCOM-endorsed organizations must complete a fundraising event approval form with the Office of Student Affairs and Services before selling anything on- or off-campus. All requests seeking donations from alumni, corporations, local businesses, or other external constituents must be approved in advance by the Office of Advancement. Any person or group not endorsed by KHSC-KansasCOM who wishes to make a presentation, sell products, or distribute information must submit a request in writing to the Associate Dean for Student Affairs and Services. This policy includes the distribution of information, posting information on bulletin boards and any use of the facilities.

Students are prohibited from soliciting on behalf of vendors using the KHSC-KansasCOM email system. All petitions, surveys, and questionnaires (with the exception of those distributed by KHSC-KansasCOM departments) being distributed to students must be approved by the Office of Student Affairs and Services.

Students who fail to complete any requirement may not be allowed to engage in audition/sub-internship externships until the requirements are completed and they are certified for the fourth year (OMS IV) of studies.

Technology at KHSC-KansasCOM

Access to Electronic Systems

Each KHSC-KansasCOM student is provided with a school-sponsored email account. The student is responsible for all information communicated through email in the same way and to the same extent as if published in hard copy and distributed through other means. The student must regularly check this account for information transmitted by various departments of the school. The school will not direct electronic correspondence from official school email accounts to personal email addresses; the student is expected to utilize the institutional email addresses for all electronic communication about school matters. To maintain the privacy of school and student information, students are asked not to forward school sponsored emails to personal email address.

Files and email messages that travel using the school's network are not private. A user's privacy is superseded by the school's requirement to maintain the network's integrity and the rights of all network users. For example, should the security of the network be in danger, user files and messages may be examined by the department of Information Technology. The school reserves its right, as owner of the network and the computers in question, to examine, log, capture, archive, and otherwise preserve or inspect any messages transmitted over the network and any data files stored on school-owned computers or systems and platforms provided by the school, should circumstances warrant such actions.

All members of the community must recognize that electronic communications are by no means secure, and that during the course of ordinary management of computing and networking services, network administrators may inadvertently view user files or messages.

Should a student withdraw or be dismissed from KHSC-KansasCOM, access to the institution's electronic systems including, but not limited to, the library databases, the wireless network, the campus access control system, school-provided email, the entire Office 365 platform, Canvas, and other systems will be suspended. This suspension will remain

in place for at least one year from the dismissal or withdrawal date, after which time the accounts may be deleted. Approval from the registrar will be required from any Students requesting access to any aforementioned resources while in a suspended status.

Graduates will maintain their KHSC-KansasCOM email post-graduation. Access to other electronic systems, including other Office 365 features and licensing for the Office Suite, is removed after graduation. Students will be notified of the inaccessibility to any files in One Drive upon graduation and will be given a 90-day grace period to retrieve all files. Information Technology cannot recover any lost files after the 90-day grace period has expired.

In cases where a graduate is dismissed from a subsequent enrollment, KHSC-KansasCOM reserves the right to revoke alumni benefits if/when necessary.

Photo/Video Release

All registered students consent to allow KHSC-KansasCOM to take, record, reproduce, digitally modify for enhancement and refinement, or use photographs, voice, video or video still, digital audio quotes, public displays, public performances, or otherwise of a student's likeness associated with KHSC-KansasCOM and its activities for the purposes related to marketing, social media or promotion of KHSC-KansasCOM including its classes, activities, or other events without limitation. Students who do not wish to have their image used should contact the Office of the Registrar and request a FERPA hold to be placed on their student information/data. Once the proper forms have been signed by the student, the Office of the Registrar will notify KHSC-KansasCOM marketing of the hold which will block any identified student images from being published.

Further information on the recording of class and non-class events is available from the Office of Student Affairs and Services. Private conversations and/or meetings may not be recorded without the informed consent of all parties involved. Failure to obtain permission to record may result in disciplinary action.

Electronic Communication Etiquette

Electronic communication is the posting or exchange of information via email, social media, discussion forums or other online course media, video conferencing, instant messaging, text messaging, phone, fax, and other virtual means. A student is expected to demonstrate professional behavior when communicating electronically and is advised to follow the standards listed below in all interactions with KHSC-KansasCOM community members.

General Standards

- Be respectful, professional, and careful about what is said and how it is said.
- Be aware of the image being projected. As message recipients cannot read nonverbal cues or may not be able to easily interpret the tone of electronic communication, words and manners of expression must clearly indicate the intended meaning. This is particularly important when using humor, sarcasm, or similar techniques.
- Be concise and to the point.
- When disagreeing, be professional and collegial.
- On message boards or in discussion forums, use the subject line appropriately, employing meaningful and succinct labels so that recipients may immediately grasp the topic being advanced.
- Use clear writing and good form including proper spelling, grammar, and punctuation.
- When someone else errs or does not follow proper protocol, consider whether it is necessary to provide correction. If correction is in order, be polite and, if discretion is advised, address the issue privately rather than in a public way.
- Avoid using ALL CAPS, especially when disagreeing. This is perceived as shouting and considered rude.
- Comply with all copyright laws.
- Be mindful of compatibility concerns. Be sure that files uploaded to online platforms can be viewed by others.
- Be aware of issues that might arise due to cultural and languages differences.
- Do not violate the privacy of others. Do not send commercial advertisements or SPAM.
- Respect the chain of command when seeking assistance, raising questions, or sharing concerns. A student is encouraged to communicate with their course instructor, faculty mentor, or student support counselor first when trying to obtain information or solve a problem.

E-mail Communication Standards

- Use a meaningful subject, professional greeting, and appropriate closing signature. Start an email with the appropriate salutation to set the tone for communication. Choose a subject that accurately describes the content of the email. A student's signature block should include their name, degree program, and preferred contact information.
- Use a standard structure, font type and size, punctuation, and layout. Generally, writing in short paragraphs and inserting blank lines between each paragraph is appropriate. When making points, number them or mark each point by inserting a bullet in front of each item in a list. Limit the use of exclamation points, question marks, and other special punctuation.
- Avoid using abbreviations, emoticons, emojis, or non-standard characters. The use of such items is generally not appropriate in professional emails.

- Review an email before sending it to ensure that it is clearly written and error free. Consider asking another person to review the communication before sending, if appropriate. Include the contents of the original email message with a reply. Use the 'Reply All' function only when the message is relevant to all copied parties.
- Avoid discussing confidential information such as protected health information, personally identifiable information, or privileged information via e-mail.
- Expect that it may take a community member up to one to two business days to respond to an email. References to self-harm, violence, sexual misconduct, or similar matters will be referred to the appropriate school personnel for action.

Instructional Technology

Projectors, laptops, video recorders, cameras, and other equipment are available for use by a student, staff, and/or a faculty member. Contact the IT Help Desk to inquire about borrowing specialty items. Equipment is available on a first come, first served basis. The student is responsible for any lost or damaged equipment.

Use of Computing Resources

The Department of Information Technology (IT) provides access to the school network for students, faculty, and staff. The network consists of an institution-wide backbone network, wireless network, and many shared computers in addition to personal desktop computers. It provides communication as well as academic and administrative functions.

Technology Related Rights

Members of KHSC-KansasCOM community have certain rights regarding the school's network and its services.

- Intellectual Freedom: The school is a free and open forum for the expression of ideas; the school's network is the same. Opinions may neither be represented as, nor construed as, the views of KHSC-KansasCOM.
- Improper Contact: While the school cannot control unwanted or unsolicited contact, network users who receive threatening or other improper communications should bring them to the attention of the Associate Dean for Student Affairs and Services. All electronic communications are treated in a similar fashion as are voiced or written communications. If the threatening or other inappropriate message was sent by another student, staff or faculty, the Office of Student Affairs and Services should be notified in addition to the Office of Human Resources, should the communication include a faculty or staff member.
- Privacy: Generally, data files and messages traversing the school's network are private. However, a user's privacy is superseded, for example, by the school's requirement to maintain the network's integrity and the rights of all network users. Should the security of the network be in danger, or for other good reason, user files and messages may be examined under the direction of the Information Technology management team. As owner of the network and computers in question, the school reserves the right to examine, log, capture, archive, inspect and preserve any messages transmitted over the network in all cases, as well as any data files stored on school owned computers, should circumstances warrant such actions. All members of the community must recognize that electronic communications are by no means secure and that during the course of ordinary management of computing and networking services, network administrators may inadvertently view user files or messages.

Technology Related Responsibilities

Network users are expected to comply with the responsibilities delineated below. A student who violates a network responsibility risks suspension of network access. Depending on the seriousness of the violation, the student could be referred to the Office of Student Affairs and Services. Acts that violate federal, state, or local laws will result in referral to the appropriate legal authority as well as subject the user to institutional discipline.

The following illustrates the types of responsibilities that a student is expected to uphold with regard to network use:

- A student is responsible for the use of their own personal network ID ("user ID") and password. The student may not give anyone else access to the personal user IDs or computer accounts, which includes allowing anyone else access to log in and post, retrieve, download, upload, or copy any content from any Kansas Health Science Center (KHSC-KansasCOM) password-protected domain including, but not limited to, the school's learning management system. A student is prohibited from using a user ID or a KHSC-KansasCOM computer account other than the account assigned. A student may not try to obtain a password for another user's user ID or computer account in any way. The user ID remains the property of the institution.
- A student may not misrepresent themselves or their data on the network.
- A student is responsible for the security of their passwords. This includes not writing them down or sharing passwords with other people. Students are required to make sure no one else knows them.
- A student must not use KHSC-KansasCOM's network resources to gain or attempt to gain unauthorized access to remote computers.
- A student must not deliberately perform an act that will impair the operation of computers, terminals, peripherals, or the network.
- A student must not run, install, or give to another a program that could result in the eventual damage to a file or computer system and/or the reproduction of itself on any of the institution's computer systems, leading to a damaging result or the removal of institutional data from the network.
- A student must not attempt to circumvent data protection schemes or exploit security loopholes.

- A student is encouraged to participate in training programs sent out by IT. Including but not limited to training related to phishing and social engineering
- A student must not change their computer or mobile devices physical or logical addressing with the intent to spoof or circumvent technical or administrative security controls.
- A student must abide by the terms of all software licensing agreements and copyright laws. The student may not make copies of, or make available on the network, copyrighted material, unless permitted by a license.
- A student must not be wasteful of computing resources or unfairly monopolize resources to the exclusion of other users.
- A student must not attempt to monitor another user's data communications, nor may any student read, copy, change, or delete another user's files or software, without permission of the owner.
- A student who withdraws, is dismissed, or otherwise leaves the institution may not use KHSC-KansasCOM facilities, accounts, access codes, network privileges, or information for which they are not authorized in their new circumstances.
- A student must maintain appropriate technology requirements for the degree program.
- KHSC-KansasCOM may offer software to a student at no cost. While software may be provided at zero cost, it is not free. KHSC-KansasCOM pays for the appropriate licensing in order to provide this software. As such, if a student chooses to install and use such software, the student is responsible for maintaining the integrity of the license by not sharing it or any activation/license key with anyone. By installing the software and the license key provided by KHSC-KansasCOM, the student agrees to this responsibility. If the student does not protect the provided key, licensing of the software will be at risk for everyone. Violations may make a student ineligible for future software installations provided by KHSC-KansasCOM.
- Computing and networking resources are provided to support the mission of the school. These resources may not be used for commercial purposes. All KHSC-KansasCOM computing and networking facilities are provided for use by faculty, staff, and students solely for relevant academic, research, or administrative use.

Violations of computer regulations and policies and information about potential loopholes in the security of any computer system or network at KHSC-KansasCOM should be reported to the Associate Dean for Student Affairs and Services. Depending on the nature of any violations, the Associate Dean for Student Affairs and Services may consider disciplinary/professionalism charges.

Technology Requirements

A student must have access to and maintain appropriate technology while enrolled at Kansas Health Science Center. Technical training resources are available on the Information Technology website on the community gateway. It is recommended that Students use a Windows or Apple Mac laptop so that they can take advantage of software used throughout the curriculum.

	Minimum	Recommended
Operating System	Microsoft Windows 8.1* macOS 10.15.7 iPadOS 14**	Microsoft Windows 10 macOS 12.3.1 iPadOS 15**
Architecture	Windows: x64 macOS: x64, ARM64	
Processor	Intel 4 th Generation i5	Intel 6 th Generation i7, Apple M1
Memory	8GB of RAM	16 GB of RAM
Graphics	Intel HD Graphics 4600 2GB VRAM***	Intel Iris Graphics 540 2GB VRAM***
Camera	480p Resolution	720p Resolution
Wireless Network	2.4Ghz, 802.11n	5Ghz – 802.11ac or ax
Internet Browser	Firefox, Edge, Chrome	Chrome
Graphics API	Windows: Direct 3D Feature Level 11_0 macOS: Metal****	
Storage	20 GB of available SSD space	

*Some Touchscreen features require Windows 10

** The following iPad models are supported: iPad Pro 2 or later, iPad Air 3 or later, iPad Mini 5 or later, iPad 7 or later

***VRAM can be dedicated or shared system memory

****List of macOS computers supporting Metal: <https://support.apple.com/en-us/HT205073>

Chromebooks and Linux Operating Systems

Google Chromebooks and Linux machines are not sufficient to navigate the curriculum. These systems cannot run some essential software programs that are required for courses.

Professionalism Assessment

Professionalism is one of the pillars of students' training as future physicians and its presence is critically important as student doctors develop their knowledge and skills. KHSC-KansasCOM expects all KHSC-KansasCOM graduates to demonstrate professionalism in all aspects of their training, as well as when they are outside of the classroom/lab.

Students within KHSC-KansasCOM will be assessed on their level of professionalism at the end of each term through the completion of a Professionalism “Rubric” (Grade Card). Students who demonstrate unprofessionalism will be expected to remediate and improve those behaviors. This professionalism assessment is designed to provide students with a clear understanding of their progress towards meeting professionalism standards, acknowledged nationally as those that student physicians need to meet in order to transition successfully on to residency.

Students’ professionalism assessment will also be considered as part of the Medical School Performance Evaluation (MSPE)/Dean’s Letter process, when students have their Dean’s letter produced for residency applications. All KHSC-KansasCOM students must exceed all minimum professionalism expectations in order to graduate from the KHSC-KansasCOM. Details about the assessment of student professionalism will be discussed with each KHSC-KansasCOM class annually.

Unprofessional Behavior

Examples of unprofessional behavior include, but are not limited to the following: cheating, dishonesty, disrespect, tardiness, abuse (verbal and physical), illegal activity, discrimination, breach of privacy, substance abuse/impairment, unethical behavior, foul language, and disrespectful or unprofessional use of social media will not be tolerated.

Professionalism In-Patient Physical Examinations

During clinical clerkships, students are routinely required to see and examine patients. It is necessary that all examinations of patients be appropriately structured, supervised and consented to in the interests of all parties, including the patient, student and attending physician. Students must wear their KHSC-KansasCOM picture identification badge and introduce themselves to patients as a medical student.

Patient consent for a student to perform an intimate examination must always be voluntary. Consent for an intimate examination must be either verbal and/or written. Regardless of the gender of the student performing the exam and the patient being examined, a chaperone (defined as another medical professional, preferably the preceptor) is required during all intimate examinations. A chaperone is not an accompanying person (e.g., friend, relative of the patient, another medical student). Students are highly encouraged to record the date, time and the results of the examination as well as the name of the chaperone in the medical record.

Social Media

The term “social media” is intentionally broad, and students should consider that fact before interacting in any internet public forum, including but not limited to Facebook, Instagram, Twitter, LinkedIn, YouTube, Reddit, TIK TOK, blogs, comment sections of news sources, and similar online social media or networking sites.

When interacting on social media students, who are training to be future physicians, are urged to think critically about how they would like to be perceived publicly, or by a broader audience than they may initially anticipate. Asking questions like, “would I want my parents, grandparents, friends, co-workers, school administrators, clinical evaluators, program directors, patients, etc. to see this?” before posting is a helpful exercise. Avoid engaging in conduct that could be viewed by others as defamatory, harassing, or an infringement on the rights of others.

Students should use caution when referencing their experiences in or events associated with KHSC-KansasCOM or with patient care. Always be transparent, making clear your posts are your opinion unless you are authorized to speak on behalf of the medical school. The use of the official KHSC-KansasCOM logo must be approved by KHSC-KansasCOM prior to any post. Furthermore, students must adhere strictly to other policies of the KHSC-KansasCOM, clinics, and hospitals in their social media, included below. It is extremely important to remember the sharing of personal health information is strictly prohibited under the Health Insurance Portability and Accountability Act (HIPAA), including the sharing of any images that are patient related. Any violations of these guidelines using social media will be handled according to the Professional Code of Conduct.

Student Grievance Policy and Procedures

KHSC-KansasCOM is committed to treating all members of the educational community (administrators, faculty, staff, students, applicants for employment, third party contractors, all other persons that participate in KHSC-KansasCOM’s educational programs and activities, including third-party visitors on campus) fairly with regard to their personal and professional concerns. The student grievance policy ensures that concerns are promptly dealt with and resolutions reached in a fair and just manner. KHSC-KansasCOM’s grievance procedure enables students to bring complaints and problems to the attention of the institution’s administration. KHSC-KansasCOM forbids any retaliatory action against students who present concerns and complaints in good faith.

Definition

A grievance is a complaint arising out of any alleged unauthorized or unjustified act or decision by an individual (e.g., student, faculty, staff, administrator) that in any way adversely affects the status, rights or privileges of a member of the student body.

Such complaints may include, but are not limited to the following:

- Academic programs or courses

- Accreditation standards or processes
- Discrimination
- Financial aid
- General mistreatment
- Harassment, including sexual violence
- Mentoring
- Privacy of student educational records
- Privacy of student health records
- Parking
- Research
- Security and safety
- Student health

KHSC-KansasCOM Student Grievance policy strongly encourages students who believe they have a concern/grievance to use all appropriate avenues for informal resolution, before initiating the formal grievance procedure. Students wishing to informally resolve an issue can contact the Office of Student Affairs and Services or any other academic or administrative office, on campus, which might appropriately handle said issue. If the office contacted cannot resolve the issue for the student, they will refer the student to the appropriate office and provide the student with a specific faculty/staff member who can assist them.

Should such an informal resolution be impossible, the student may pursue the following options if they wish to file a formal grievance:

Procedure

Grievances relating to sex discrimination, sexual harassment or sexual violence fall under the purview of the Anti-Discrimination, Anti-Harassment, and Title IX policy and will be dealt with under separate procedures. For further details on the basis for these kinds of grievances see the Anti-Discrimination, Anti-Harassment, and Title IX Policy.

All other formal grievances should be submitted in writing to the Office of the Dean and Chief Academic Officer. The Dean and Chief Academic Officer, acting in their professional capacity, will review all formal grievances, with the goal of attempting to resolve the issue for the student.

Students submitting a formal grievance to the Dean and Chief Academic Officer should be as specific as possible regarding the action that precipitated the grievance:

- Date
- Location
- Individuals involved (including witnesses)
- Summary of the incident
- Efforts made to settle the matter informally
- Remedy sought

Except as noted above or as otherwise stated in KHSC-KansasCOM's policies, grievances will be evaluated and investigated in accordance with the Student Discipline Procedures. If deemed necessary, the issue will also be referred to Human Resources or other appropriate administrative leadership team member.

A record of all formal grievances, including written findings of fact and any transcripts or audio recordings, will be kept on file in the Office of the Dean and in the student's permanent educational file.

An annual report of formal student complaints will be provided to the leadership team by June 1 of each year. Reports will be provided to KHSC-KansasCOM's leadership team on a more frequent basis if necessary. The College of Osteopathic Medicine uses student complaints in its ongoing performance improvement process.

Filing a Complaint with the Kansas Board of Regents.

If a satisfactory resolution cannot be reached after exhausting Kansas Health Science Center's complaint procedure, students may file a complaint with the Kansas Board of Regents at:

Kansas Board of Regents
1000 SW Jackson, Suite 520
Topeka, KS 66612-1368
Phone: (785) 430-4240
Email: https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process

Filing a Complaint with KHSC-KansasCOM's Accrediting Agencies

The Commission on Osteopathic College Accreditation (COCA) recognize their responsibility to provide complainants the opportunity to utilize their organization as a vehicle to deal with specific grievances as well as being a mechanism for reviewing and finally resolving complaints. Complaints that cannot be addressed by KHSC-KansasCOM may be filed with COCA at the following address:

Department of Accreditation American Osteopathic Association
142 East Ontario Street Chicago, IL 60611-2864
1.800.621.1773
Toll free 312.202.8200
Fax predoc@osteopathic.org

Vaccinations and Immunizations

A student who cannot provide an official up-to-date immunization record, in accordance with KHSC-KansasCOM requirements, will not be allowed to begin or continue with clinical training and will be referred to the appropriate institutional official for disciplinary action.

Worker's Compensation Insurance

Medical students are not employees of KHSC-KansasCOM; therefore, KHSC-KansasCOM does not provide worker's compensation insurance. The purchase of required coverage may be offered at the facility where the student might be rotating. Any expense incurred is the student's responsibility.

Student Affairs and Services

Academic Advising, Learning Enhancement, and Mentoring Services

One of the most challenging parts about the medical school experience is feeling supported academically, adjusting one's study skills and philosophy to a new way of learning. That is why KHSC-KansasCOM has created several support services for medical students.

Resources range from assigned faculty mentors, to learning specialists, and professional mentors. In addition to faculty mentors, all entering KHSC-KansasCOM students are assigned a professional mentor, who serves as a mentor throughout their first year in medical school.

Academic Mentoring

KHSC-KansasCOM believes a critical component of supporting students is to provide each student with an academic mentor. Because students are all block registered, the academic mentor plays no role in course registration. Rather, they are here to support students. Whether the student has a personal issue, is struggling with course content, or is wanting advice on the type of residency to pursue, the academic mentor is here to assist. Academic mentors meet with students on regularly scheduled intervals. This meeting is required attendance for all students.

Learning Enhancement

KHSC-KansasCOM offers academic support including workshops, tutoring, board exam preparations, course remediation, course reviews, and one-on-one academic counseling. Students are encouraged to seek this support proactively to ensure their academic performance is positive.

Mentoring Services

Research clearly highlights the importance of medical students having a mentor who can provide advice, support, and guidance. At KHSC-KansasCOM is committed to provide a variety of mentors for students. First, all faculty who teach classes can serve in this role and available to meet students during office hours. Second, each student is assigned a professional mentor, who serves in the role of a mentor through the entire first year of medical school. Third, the student's academic mentor can serve as a support system to all new students.

Tutoring/Supplemental Instruction

The KHSC-KansasCOM tutoring program provides limited supplemental instruction at no cost to students. Qualified tutors are selected to provide both large and small group tutoring for medical students through the academic year. All KHSC-KansasCOM students are encouraged to participate in the tutoring program.

KHSC-KansasCOM Student Support Team (SST)

The COM SST is made up of KHSC-KansasCOM faculty and staff charged with being the primary panel for proactively retaining and identifying at-risk students and developing the interventions in order to assist students who are struggling. The SST will review a student's academic record as part of their charge. In addition, the team will review all qualitative and/or quantitative data and information about the student's co-curricular experiences, as well as any information that is available about any personal extenuating circumstances impacting the student's academic success.

As a part of this comprehensive review, the SST will make recommendations, and in some cases, will mandate specific actions designed to bring to bear all KHSC-KansasCOM resources to help the student improve their academic standing. The SST has broad authority to review students' records, decide how best KHSC-KansasCOM can assist the student academically, and can recommend, and in some cases require, a broad number of resources designed to support the student intellectually, emotionally and professionally.

SST is not a disciplinary committee. Its primary function is to serve as KHSC-KansasCOM's primary retention team. SST's meetings are not public and the team follows all privacy guidelines in accordance with FERPA and HIPAA as a part of its processes and procedures.

Counseling and Support Services

KHSC-KansasCOM understands the intense environment and extra stress that medical students experience. Because it is important for students to be emotionally healthy, students are encouraged to utilize the counseling services that are available to them on-campus.

KHSC-KansasCOM has a multi-dimensional counseling support network for all KHSC-KansasCOM students. First, KHSC-KansasCOM has a licensed counselor on-campus. Students may make appointments in confidence by contacting the counselor directly via phone or email. Students can reach KHSC-KansasCOM Counseling Services at: (316) 315-5639.

Counseling Services provides immediate support for students on campus through psychotherapy, proactive support programs to assist with the extra stresses associated with medical school and graduate study and provide additional

information and support through the KHSC-KansasCOM orientation process. Counseling services can also assist students who are dealing with any kind of substance abuse or addiction issue.

Second, KHSC-KansasCOM also provides students with 24/7 access to ComPsych, a free and confidential counseling service available to students and their families. ComPsych is a nation-wide network in all 50 states. For students wishing to be seen by a counselor, psychologist, or psychiatrist off-campus, ComPsych is available at: www.compsych.com. ComPsych is also an excellent option for students who are on clinical rotations away from campus and in other states.

All counseling referrals and sessions are confidential and are not recorded in the student's educational records.

Career Services

For students seeking career related support, the Office of Career Services provides a wide variety of online resources for students that can assist with their application processes, specialty selection, and interviewing skill development. Each KHSC-KansasCOM student is provided a free subscription to Careers in Medicine, a career-focused online tool that provides a wealth of medical career knowledge and data for medical students. KHSC-KansasCOM cannot guarantee employment upon graduation, but KHSC-KansasCOM provides all students information and counseling on future medical careers. KHSC-KansasCOM cannot guarantee employment upon graduation, but KHSC-KansasCOM provides all students information and counseling on future medical careers. For more information, students are encouraged to contact the Career and Advising Specialist.

Orientation

Orientation is required of all new first-year students, in person. This occurs the week before classes begin at KHSC-KansasCOM. The goal of first-year orientation is to help prepare new students for the rigors of medical education and the KHSC-KansasCOM curriculum.

Second year students will have a shortened orientation at the start of their second year to update them on changes that have occurred over the summer, remind them of key policies, and to allow second years to provide feedback to key members of the KansasCOM administration.

Student Government Association (SGA)

The SGA serves as the primary liaison between the student body and the KHSC-KansasCOM administration. All KHSC-KansasCOM students are allowed to run for positions on the SGA. There are representative and officer positions available for each KHSC-KansasCOM class. An activity fee, paid by each student, financially supports SGA activities and SGA-chartered organizations. SGA members serve on administration and faculty committees and help to bring about changes that benefit the student body as a whole.

The election process for first-year SGA positions begins in the fall of the first year. Speak to the Office of Student Affairs and Services for information about the nomination, petition, and election processes.

Student Leadership Requirements

Any KHSC-KansasCOM student who is holding a leadership role in a KHSC-KansasCOM endorsed program or organization (e.g., SGA, executive leadership, student ambassador) or campus employment position (e.g., KHSC-KansasCOM tutor) is expected to maintain professional standards and be in good academic standing. KHSC-KansasCOM students must maintain a failure free transcript. Any student who has failed a course must discuss the matter with the Director of Student Affairs to determine if they remain in good standing. Student leaders who are not in good standing or are placed on academic probation may be required to resign from their leadership or employment position. Students exhibiting unprofessional behavior and/or are in violation of the Professional Code of Conduct may similarly be required to resign from a leadership or employment position.

Students selected for any professional fellowship program cannot concurrently hold an organization officer position during the year of their fellowship.

A student may appeal the decision for any reason. The appeal process will be communicated to the student at the time the initial decision is delivered (verbally or in writing) to the student. If the student wishes to appeal, he/she will submit an appeal in writing to the Associate Dean for Student Affairs. That appeal should be submitted for review within five business days of receipt of the initial decision.

Student Organizations

KHSC-KansasCOM student organizations offer a variety of opportunities for leadership development, career exploration, community service, education, professional networking, and recreation. Most student organizations at KHSC-KansasCOM fall into one of two categories: Student Government Association (SGA)-chartered organizations or special interest groups. Chartered organizations are eligible to participate in SGA's funding request process. Special interest groups are recognized as such by Student Affairs. KHSC-KansasCOM affords both types of organizations certain benefits and expects them to abide by certain requirements and procedures, which are detailed below.

All student organizations are required to apply for full recognition through the Office of Student Affairs and Services. Student Affairs and Services staff, including the Director of Student Affairs and Services, along with representatives from the SGA, review requests for new chartered organizations. To become and/or to remain a chartered organization, an interest group must have at least 10 members, have by-laws that include completion of at least one community service project per academic year, and have a recommendation from the Office of Student Affairs and Services. Chartered organizations have the benefit of requesting SGA funds and all other privileges granted to KHSC-KansasCOM -endorsed organizations. Additional information about the new organization application process is available in the Office of Student Affairs and Services.

Organized groups not interested or unable to meet the above-mentioned criteria can become a recognized special-interest group (not receiving SGA funding).

Student organizations endorsed by KHSC-KansasCOM receive certain benefits. These benefits include:

- Privilege to have access to and use of campus facilities;
- Permission to host events and publicize via email notices and bulletin boards;
- Opportunity to request, through processes determined by Student Affairs, assistance of campus departments (e.g., audio-visual, IT, etc.);
- Inclusion in KHSC-KansasCOM publications and on the website with approval from Student Affairs;
- Limited funding at the discretion of the Student Senate (SGA-chartered organizations only);
- Opportunity to recruit new members at the annual fall organization fair;
- Documentation to satisfy requirements for national affiliation;
- Opportunity to schedule events on the KHSC-KansasCOM calendar.

KHSC-KansasCOM is not responsible for the activities of student organizations; however, organizations are expected to meet certain criteria. In order to acquire and maintain officially endorsed status, organizations must:

- Abide by SGA and campus policies, in addition to federal, state, and local laws and ordinances.
- Have at least one KHSC-KansasCOM employee who serves as an organization advisor.
- Submit the following documents to Student Affairs:
 - Constitution and by-laws.
 - Membership list updated by October 1st each year.
 - Date and location of regular meetings (off- and on-campus).
 - Participate in the annual organization fair to welcome new students to KHSC-KansasCOM.
 - Conduct at least one community service project each academic year.
 - Complete all forms required by Student Affairs in a timely manner (Contact Student Affairs in order to access organizational forms).

KHSC-KansasCOM endorsed organizations may have such recognition revoked by the Associate Dean for Student Affairs and Services if the organization becomes inactive, has violated any requirements or if the organization's activities, and/or are in conflict with the best interests of KHSC-KansasCOM. If students wish to continue the organization's activities once official recognition has been revoked, the organization must go through the process established for official recognition of a new student organization.

Student Health, Wellness, and Safety

Health and Wellness

Mental Health Services

KHSC-KansasCOM understands the intense environment and extra stress that medical students experience. Because it is important for students to be emotionally healthy, students are encouraged to utilize the counseling services that are available to them on-campus.

KHSC-KansasCOM has a multi-dimensional counseling support network for all students. First, KHSC-KansasCOM has a licensed mental health counselor on-campus. Students may make appointments in confidence by contacting the mental health counselor directly via phone or email:

Counseling Services provide immediate support for students on campus through psychotherapy in addition to proactive support programs to assist with the extra stresses associated with medical school and graduate study. Counseling Services can also assist students who are dealing with any kind of substance abuse or addiction. All conversations with KHSC-KansasCOM counseling services staff are completely confidential. No information is shared outside of counseling services unless the student provides written consent.

Second, KHSC-KansasCOM also provides students with 24/7 access to ComPsych, a free and confidential counseling service available to students and their families. ComPsych is a nation-wide network in all 50 states. For students wishing to be seen by a counselor, psychologist, or psychiatrist off-campus, ComPsych is available at: www.compsych.com. ComPsych is also an excellent option for students who are on clinical rotations away from campus and in other states. In addition, it is also made available to direct family members of each KHSC-KansasCOM student, free of charge.

All counseling referrals and sessions are confidential and are not recorded in the student's educational records.

Physical Health Services

KHSC-KansasCOM does not provide on-site student health services. A wide range of health services are available to all students within the local community.

KHSC-KansasCOM students may seek health care through a group of off-campus clinical providers in the Wichita, Kansas area. If one is looking for a provider, please see the Physical Health Services page on the website for recommended providers. All services are provided in accordance with the Health Insurance Portability and Affordability Act (HIPAA) and are strictly confidential. When students are rotating outside of Wichita, one of their first responsibilities is to find a local health care provider, within the community they are rotating, in case they need to be seen.

KHSC-KansasCOM encourages students to establish a health care home with a primary care provider. Becoming an established patient enhances how quickly you can be seen for a problem. If a student requires chronic care or needs to be seen during off-hours, they should contact their own provider. Clinic information is available to students in the Office of Student Affairs and Services. Students need to present their insurance card when seeing any health care provider. All expenses for health services are the responsibility of the student.

Impaired Medical Student

KHSC-KansasCOM fundamental responsibility is to ensure the health and well-being of its students. Physician burnout and impairment are realities within the medical education world. This impairment, due to use of alcohol, substance abuse, and/or emotional and mental illness, is often first manifested during medical school.

Medical students are entitled to a safe environment that supports wellness and professional and personal well-being. The educational environment at KHSC-KansasCOM is designed in such a way as to be protective, sensitive, and able to intervene in situations where a student physician needs help and support without jeopardizing the student's right to confidentiality and the successful continuation of their training.

All KHSC-KansasCOM students are strongly encouraged to seek help and assistance for any problems they are experiencing with alcohol, drugs, and/or mental illness that impact their ability to function as a medical student. Students who proactively reach out for support and treatment are much more likely to successfully complete their medical training.

Definition: For the purposes of this policy, "impaired" shall mean under the adverse influence of alcohol or any narcotic or drug; or, mentally unable to reason, communicate or perform medical services in a safe, professionally acceptable manner or carry out any duties, assignments, or requirements of the medical education program and curriculum.

Resources: There are several resources that KHSC-KansasCOM endorses and refers students to in situations where impairment is an issue.

Kansas Medical Society- Professionals' Health Program

623 SW 10th Avenue

Topeka, Kansas 66612

(800) 332-0156

www.fsphp.org/kansas

Carolyn Westgate, MS, LCPC, Program Director

Acumen Institute

4321 W. 6th Street

Lawrence, Kansas 66049

(785) 856-0473

www.acumeninstitute.org

Professional Renewal Center

1421 Research Park Dr., #3B

Lawrence, Kansas 66049

(877) 978-4772

www.prckansas.org

Impairment Process and Procedures: Impairment within a medical student is often subtle and difficult to detect. It is most often discovered as a significant and persistent change in behavior. Such changes in behavior may be manifested in any or all of the physical, emotional, family, social, educational, or clinical domains of functioning. In the event a faculty or staff member notices behavioral changes that are concerning the resulting process will be followed:

1. The Office of Student Affairs and Services will reach out to the student and request a meeting. The behavioral concerns will be shared with the student.
2. If the student acknowledges a problem with alcohol, substance abuse, and/or emotional problems, he/she will be notified of the resources that are available for treatment and support. The Office of Student Affairs will also discuss with the student how time away for treatment may be handled by KHSC-KansasCOM. All efforts will be made to ensure the student can return to their course of study after they have been cleared to return.
3. Should the student deny a problem with alcohol, substance abuse, and/or emotional problems, KHSC-KansasCOM reserves the right to test all students for impairment. The cost of the testing, in this situation, is assigned to the student. Testing includes, but is not limited to, alcohol/narcotic testing, and/or psychological assessment. Students refusing to submit to an alcohol/narcotic test and/or psychological assessment may face disciplinary action. (See the Student Handbook and the Code of Professional Conduct for details.)

Should the student require an intervention including inpatient treatment, they will be placed on a medical leave of absence. The Office of Student Affairs and Services will communicate with the student about how the medical leave will be handled and what requirements will be a part of said leave. The expectation will be that the student adheres to all conditions of their treatment plan, medical leave of absence, and any follow-up conditions for return. Failure to comply may result in disciplinary action and the student not being allowed to return from their leave.

Health Insurance Requirement

All students are required to maintain personal health insurance during their enrollment as a student at KHSC-KansasCOM. All students must submit proof of personal health insurance through KHSC-KansasCOM's online portal and request to waive the KHSC-KansasCOM Student Health Insurance Policy (SHIP).

Students have choices as it relates to meeting the KHSC-KansasCOM health insurance requirement:

- Students can purchase their own insurance policy or be included on a family member's insurance policy, as long as the policy meets the minimum coverage requirements outlined below. If the student wishes to purchase their own policy, they must apply for a waiver of the Student Health Insurance Policy (SHIP) requirement.
- Students can purchase the KHSC-KansasCOM sponsored policy, through Aetna. This policy meets all minimum coverage requirements.

KHSC-KansasCOM sponsors a health insurance plan in partnership with Aetna. To submit proof of insurance and waive the available KHSC-KansasCOM policy or to purchase the KHSC-KansasCOM -sponsored policy, visit the Aetna website.

Open enrollment for the KHSC-KansasCOM -sponsored policy runs from August 1 to August 31 each year. Every student's health insurance policy should have minimum coverage levels, which include coverages of chronic health issues, acute health issues, emergent care, and catastrophic events.

The following are the minimum requirements for students' personal coverage:

- Insurance company must be based and operated in the United States
- Must be an ACA-compliant plan
- Must have \$3,000 deductible or less (for individuals)

- Must have an unlimited plan maximum coverage level
- Must be valid in the State of Kansas (State-specific Medicaid may be accepted in some situations.)

Policies which only cover catastrophic events are not acceptable. Policies which are provided through health care co-ops are not acceptable. All international students must purchase their health insurance through the KHSC-KansasCOM - sponsored policy. Canadian students cannot use their Canadian Health Service policy as acceptable coverage while enrolled at KHSC-KansasCOM.

Prior to beginning clinical experiences, KHSC-KansasCOM students in their third and fourth year must submit proof of personal health insurance to the Office of Clinical Education. All students must report any break in coverage or change in health insurance while attending classes through the site mentioned above. KHSC-KansasCOM students must report any break in coverage or change in health insurance to the Office of Clinical Education during the third and fourth years.

Exposure to Bodily Fluids

Students are expected to utilize universal precautions at all times when they are exposed to blood or bodily fluids. Students who are exposed to blood and/or bodily fluids should follow the policy of the institution where the incident occurred. KHSC-KansasCOM and the institution where the incident occurred should be notified immediately, and students should follow all protocols required of them, including completing an incident report. A copy of the completed incident report must be sent to the Office of Clinical Education or to the Office of the Dean and Chief Academic Officer. For incidents occurring on the KHSC-KansasCOM campus, please refer to the Injuries Occurring on Campus policy. Students should follow that policy in its entirety.

Immunizations

All matriculating students at KHSC-KansasCOM are required to be vaccinated in accordance with the Centers for Disease Control and Prevention (CDC) immunization guidelines. These guidelines change and are updated periodically, and applicants and students are expected to be knowledgeable regarding the current CDC guidelines for health care workers found on: www.cdc.gov.

Students who fail to meet these guidelines will not be allowed to matriculate or may jeopardize their eligibility for continued enrollment.

Medical Treatment of Students by KHSC-KansasCOM and Affiliated Faculty

KHSC-KansasCOM wants to avoid all conflicts of interest related to the medical treatment of its students. KHSC-KansasCOM faculty, including clinical clerkship preceptors, will not provide medical treatment of or medical advice to KHSC-KansasCOM students. Students must seek healthcare advice and/or treatment off-campus from a non-KHSC-KansasCOM related source. See KHSC-KansasCOM's website for a list of recommended healthcare providers in the Wichita area, who do not have a conflict of interest and are available to see and treat students.

Although not encouraged, in the event a KHSC-KansasCOM faculty member has to provide medical treatment for a student, such as in an emergency medical situation, they are required per policy, to recuse themselves from all situations where they may have to assess, grade, and/or provide professional feedback for that particular student.

This includes clinical clerkship preceptors, who have a direct assessment and grading responsibility for assigned KHSC-KansasCOM students. Students who are on rotations should always avoid seeking medical treatment/advice from their clerkship preceptor.

Should a student have difficulty in finding medical treatment/advice, they can contact the staff in the Office of Student Affairs and Services for a referral to an appropriate local physician.

Campus Safety, Security, and Facilities

Security and Safety On-Campus

KHSC-KansasCOM is located within a metropolitan area. KHSC-KansasCOM has instituted certain security measures for student safety, including the utilization of a card access system for all building entrances. Students are encouraged to remain alert and cautious when on-campus, keep personal items out of sight, and keep their vehicles locked at all times.

KHSC-KansasCOM security officers patrol the interior and exterior of campus to prevent and deter crime. They are readily available to help in emergencies, provide security escorts and render assistance to KHSC-KansasCOM students, faculty, and staff. The department also enforces parking regulations and service as a repository for lost and found items.

Automated External Defibrillators (AED) are strategically placed on campus and include mobile devices carried by security officers. The security department is charged with maintenance and care of the defibrillators.

Timely Warnings

Timely warnings are notifications to the campus community providing timely and relevant information when certain crimes have occurred in a certain geography. Such warnings are posted any time a situation poses a serious or on-going threat to the campus community. These communications enable members of the community to protect themselves and includes information that promotes safety and aids in the prevention of unsafe circumstances. This warning will include pertinent information about the crime that triggered the warning.

Timely warnings will be issued for all reportable Clery Act crimes when:

1. The crime occurs within KHSC-KansasCOM's Clery Act geography; and/or
2. The crime is reported to campus security authorities or local police agencies; and
3. The crime is considered to represent a serious or continuing threat to the campus community.

Clery Act Crimes

Clery Act crimes include the following: murder and non-negligent manslaughter, negligent manslaughter, aggravated assault, arson, burglary, robbery, motor vehicle theft, rape, fondling, incest, statutory rape, liquor law violations, weapons possession, drug abuse violations, hate crimes, domestic violence, and stalking.

Emergency Communication and Notices

Depending on the incident and nature of the threat, KHSC-KansasCOM will use mass notification methods to provide emergency notifications to the campus community.

These methods include:

- Emails to KHSC-KansasCOM .org accounts;
- Text alerts to cell phones;
- Posting information to the KHSC-KansasCOM website; and/or
- Other methods as appropriate (e.g., media, handouts, phone calls, etc.).

Annual Clery Act Reporting Requirements

In accordance with the Clery Act and the U.S. Department of Education regulations applicable to institutions of higher education participating in federal financial aid programs, KHSC-KansasCOM shall annually publish a security report containing KHSC-KansasCOM's policies related to safety and security and required crime statistics and distribute the report to all current students and employees. The annual report will be archived with the Chief Financial Officer.

Annual Security Report

In compliance with regulations of the U.S. Department of Education, Kansas Health Science Center (KHSC-KansasCOM) security publishes an annual security report and distributes the document to all students, faculty, and staff. The Campus Security Act requires all institutions of higher education to:

- Publish an annual report by October 1, each year, that contains three years of campus crime statistics and certain campus security policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms.
- The statistics must be gathered from campus security, local law enforcement, and other KHSC-KansasCOM officials who have "significant responsibility for students and campus activities."
- Provide "timely warning" notices of those crimes that have occurred and pose an on-going "threat to students and employees".
- Disclose in a public crime log "any crime that occurred on-campus or within the patrol jurisdiction of campus security and is reported to campus security." This log is available upon request in the security office.

Animals On-Campus

Only pre-approved service animals are allowed on-campus. All other animals are not allowed to enter the KHSC-KansasCOM building. Emotional Support Animals are not allowed on-campus. See the Physical and Academic Accommodations Policy for more information on Service and Emotional Support animals.

Building Hours and Services

Typical building hours of operation will be 7am to 11pm, Monday through Friday. Weekend hours of operation are 9am to 6pm, Saturday and Sunday. Hours may be extended during peak testing times. Those time changes will be communicated directly to students via their KHSC-KansasCOM email.

Building Evacuation Plan

In the event of an emergency situation requiring evacuation, designated campus officials will begin a floor-by-floor evacuation of each affected building. Students, faculty, staff and visitors are instructed to leave personal belongings and evacuate the building quickly.

General evacuation guidelines and best practices are outlined below:

- Building management will provide information and instructions via the emergency alert system throughout the building.
- Do not use elevators.
- Do not bring food or drink with you and/or into any stairwell.
- Do not break windows.
- Always stay to the right within the stairwell to allow emergency personnel to pass.
- If applicable, fire escapes should be used as a last resort.

Persons Requiring Assistance with Evacuation Procedures

In the event of a building or campus evacuation, local municipal emergency personnel are the only personnel formally trained and authorized to provide physical evacuation assistance to individuals with mobility impairment. In the event danger is imminent and there is no time to wait for municipal personnel, Kansas Health Science Center (KHSC-KansasCOM) suggests the following evacuation options for students, faculty, staff and visitors with such impairments:

- Horizontal Evacuation Option: Move a safe distance away from the area of imminent danger to another space of the building or opposite end of the corridor.
- Stay in Place Evacuation Option: Unless danger is imminent, remain in a room with an exterior window, and if possible, a closed door. If possible, dial 9-1-1. The individual calling emergency personnel should be prepared to tell the 9-1-1 operator his or her name, location, and the nature of the emergency.
- "Buddy System" Evacuation Option: Individuals with a mobility impairment should make prior arrangements with a student, staff, and/or faculty acquaintance (a "Buddy") of the need for special assistance in the event of a fire alarm or any other situation which may require evacuation. During an evacuation, the "Buddy" should make sure of the individual's location, then go outside and inform emergency personnel of a person in a specific location who needs assistance in leaving the building.

Most areas on campus are equipped with fire alarm horns/strobes that sound an alarm and flash strobe lights. However, persons with hearing and/or vision impairments may not immediately notice or hear emergency alarms and may need to be alerted of emergency situations. Some persons may need to be alerted to the situation by gestures or by turning the lights switch on and off repeatedly.

Emergency instructions can also be communicated by verbalizing, mouthing, or by short, explicit written note. KHSC-KansasCOM employees are encouraged to offer such assistance, as appropriate.

Campus Visitors

Visitors are defined as any individual who is not part of the KHSC-KansasCOM or building staff, a current KHSC-KansasCOM student or other personnel that has already been granted recurring access to the campus. Anticipated visitors include:

- Applicants
- Suppliers or Vendors
- Contractors
- Patients
- Accreditation Representatives
- General Public
- Community Representative
- Partner Institution Staff or Faculty
- Family and Friends

Visitor Procedures

Visitors must comply with the following guidelines:

- Normal visiting hours are 8am – 5pm Monday-Friday (excluding holidays)
- All visitors are required to check-in with the security desk upon entry
- All visitors must be accompanied by a KHSC-KansasCOM employee or student
- The employee or student is responsible for the visitor at all times until they are checked out and leave the campus
- All visitors will be issued a visitation badge that should be worn and visible at all times
- Visitors without appropriate authorization will be refused entry
- Visitors without an appropriate badge will be escorted by security off the premises
- Certain areas may be restricted to visitors

Fire Prevention

Fire prevention is a community-wide priority. In the interest of fire prevention and safety, faculty, staff, and students must maintain an awareness of various potential building hazards in their respective areas. Always remove clutter; properly dispose of old papers, books, boxes, etc.; keep corridors and hallways clear; and properly store flammable substances appropriately.

All KHSC-KansasCOM personnel should also make an effort to familiarize themselves with the locations of stairwells, fire escapes, and emergency equipment such as fire extinguishers and hoses, in and around the areas of campus they frequent.

How to Use a Fire Extinguisher

P – Pull the pin without squeezing the handles together.

A – Aim at the flames from a distance of 10-12 feet.

S – Squeeze the handles together; do not release until fire is completely extinguished.

S – Sweep from edge to edge of the area on fire.

Housing

KHSC-KansasCOM does not have any campus owned housing for students. KHSC-KansasCOM has partnered with Lease Locators LLC in Wichita to provide home and apartment search services to all KHSC-KansasCOM students. Students can find information on [Lease Locators](#). In addition to Lease Locators, KHSC-KansasCOM staff in the Offices of Admissions and Student Affairs and Services are available to assist students with housing locations and options within the greater Wichita area.

Identification and Building Access Cards

KHSC-KansasCOM utilizes a card access system on all building entrances. Access cards are issued by security to incoming students, free-of-charge, during orientation week. Access cards also serve as student identification badges and, in accordance with the dress code, are required to be prominently displayed by students at all times above the waist, preferably on the upper torso region, and visible from the front. ID badges/access cards must be presented when requested by any member of the KHSC-KansasCOM administration, staff, or faculty.

Students are prohibited from transferring access cards to other individuals, allowing others to use their access cards, or granting access to non-KHSC-KansasCOM personnel. Students are expected to keep their ID badges/access cards during their entire educational career at KHSC-KansasCOM but must return it to the Office of Student Affairs and Services or Campus Security upon termination of student status. For all lost, stolen, or misplaced ID badges/access cards, students can receive a free replacement at the Security Office.

Inclement Weather

KHSC-KansasCOM President and/or designee of KHSC-KansasCOM may declare KHSC-KansasCOM closed or delay opening due to inclement weather. In the event this should occur, a decision will be made no later than 7am and announced to the campus community.

Electronic announcements will be sent to all students, faculty, and staff via email and other electronic announcement systems. If an announcement is not made regarding the closing or delay of opening of KHSC-KansasCOM, students should assume that KHSC-KansasCOM is open and attend class at the regularly scheduled times.

Injuries Occurring On-Campus

If a student experiences an accident or injury on campus, the student should report the incident to Campus Security and the Office of Student Affairs and Services immediately, and no later than 24 hours after the occurrence. If KHSC-KansasCOM offices are closed at the time of the incident, the incident should be reported the next business day. A member of Campus Security will complete an accident/injury report.

The Director of Facilities/Facility Project Manager will assign the incident report for investigation.

A preliminary review, if warranted, will gather additional information while it is fresh and accurate in the minds of those involved or who may have witnessed the incident. Campus Security will assess the situation and present recommendations for any corrective action to the Director of Facilities/Facility Project Manager. Reportable events may include but are not limited to the following:

- Any injury to a student occurring on KHSC-KansasCOM property or in connection with KHSC-KansasCOM business.
- A condition presenting a safety hazard.
- Damage to KHSC-KansasCOM property.

Lost and Found

Lost and found is located in the Campus Security Office. In the event you have lost something, please contact campus security. Should you lose something on-campus, you can reach out to Security or the Office of Student Affairs and Services to notify KHSC-KansasCOM of the lost item.

Motor Vehicles and Parking

KHSC-KansasCOM makes parking available for employees and students. There is a large parking area dedicated to student parking. Student parking options are available on a first-come, first-served basis. Students are not allowed to park in parking areas that are marked reserved or visitor.

All KHSC-KansasCOM students must have a parking permit displayed on the passenger side windshield of their vehicle in order to park in a KHSC-KansasCOM parking lot. KHSC-KansasCOM assumes no responsibility for articles left in vehicles, or for any loss by theft or any vehicle or part thereof, or for any damage which may be caused to any vehicle or part thereof, by fire, trespassers, visitors or other causes.

Security Escorts

KHSC-KansasCOM security offers an on-campus security escort if requested. This service is available during building hours, throughout the year, except for when the campus building is closed. A campus security officer will walk students to buildings and/or vehicles parked in and around KHSC-KansasCOM parking lots. Those interested in a security escort should contact Campus Security.

Smoking and Tobacco Use

Kansas Health Science Center (KHSC-KansasCOM) is a tobacco free campus.

Student Lockers

Kansas Health Science Center (KHSC-KansasCOM) provides lockers for students located within the campus building. Students are allowed to place personal items within the locker. Lockers are assigned by the Office of Student Affairs and Services. The Office of Student Affairs and Services will communicate the locker reservation process to students during KHSC-KansasCOM orientation.

Lockers are reserved for the entire academic year. Locks for the lockers are provided to each student by the Office of Student Affairs and Services. Should a student lose or damage their lock, there is a \$15 replacement charge.

At the end of the academic year, students are responsible for removing all personal contents in accordance with the deadline communicated by the Office of Student Affairs and Services. All unclaimed locker contents will be disposed of after 90 days from that deadline. Campus Security has the authority to gain access to each locker, should that be necessary.

Student Study Rooms

KHSC-KansasCOM has numerous rooms, on-campus, reserved for the sole use as student study rooms. Those study rooms vary in size and can be reserved by students for use during operational hours.

Students should contact the Office of Student Affairs and Services to reserve a study room. There is a room reservation process by which rooms can be reserved. Only student study rooms are available during operational hours for use by students, exclusively. All other conference rooms on-campus are reserved during business hours (8 a.m. to 5 p.m.) for use by faculty, staff, and KHSC-KansasCOM business. Signage outside each of these rooms will communicate whether the rooms are reserved.

Anti-Discrimination, Anti-Harassment, and Title IX - Summary

*The text below is a summary of Kansas Health Science Center's Anti-Discrimination, Anti-Harassment and Title IX Policy ("Policy"). For the full Policy, see the section immediately following the summary for the Title IX policy in its entirety.

Introduction

Kansas Health Science Center (KHSC-KansasCOM) acknowledges its ethical and statutory responsibility to afford equal treatment and equal opportunity to all persons and thus complies with all applicable laws and directives regarding nondiscrimination and equality of opportunity. As required by Title VI, Title IX, Section 504 and all other applicable federal and state laws, KHSC-KansasCOM does not discriminate and prohibits discrimination and harassment against its employees, students, and applicants based on race, ethnicity, color, sex, gender, gender identity, gender expression, genetic information, religion, creed, age (40 years or older), national origin or ancestry, sexual orientation, physical or mental disability, marital or parental status, pregnancy, military or veteran status, political activities/affiliations or any other impermissible reason in its programs and activities ("Protected Category" or "Protected Categories").

KHSC-KansasCOM is committed to creating and maintaining a safe learning and working environment that is free from unlawful discrimination, harassment, and retaliation. The Policy prohibits discrimination, harassment, and Sexual Misconduct, which includes Sexual Harassment, and all other forms of discrimination and harassment based on membership in any Protected Category. The Policy also prohibits retaliation against anyone who exercises their rights under the Policy.

The Policy applies to all employees, students, and other KHSC-KansasCOM community members. KHSC-KansasCOM has jurisdiction to investigate conduct occurring on KHSC-KansasCOM's campus, in connection with its educational programs, activities, and services, or that puts KHSC-KansasCOM community members at risk of serious harm or otherwise creates a hostile learning and/or working environment.

Discrimination

Discrimination is adverse action taken against or harassment of an individual based on membership in any Protected Category.

Harassment

Harassment refers to unwelcome behavior based on membership in any Protected Category. Harassment becomes impermissible where 1) enduring the offensive conduct becomes a condition for any academic-related purpose, or 2) the conduct is severe or pervasive enough to create an academic environment that a reasonable prudent person would consider intimidating, hostile, or abusive.

Sexual Harassment, as an umbrella category includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following: quid pro quo, sexual harassment, sexual assault, dating violence, domestic violence, stalking as defined in the full Policy. Sexual Harassment may fall within or outside of the Title IX definition of Sexual Harassment found in Appendix B of the full Policy.

Petty slights, annoyances, and isolated incidents will not rise to the level of violation of a KHSC-KansasCOM policy or rule. To be considered a violation, the conduct must create an environment that would be intimidating, hostile, or offensive to a reasonable person.

Offensive conduct may include but is not limited to jokes, slurs, epithets, or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, or interference with academic performance.

When discriminatory harassment rises to the level of creating a hostile environment, KHSC-KansasCOM may also impose sanctions on the Respondent through the application of the appropriate grievance process set forth in the Policy.

The Policy includes a prohibition of online and cyber manifestations of any of the behaviors prohibited through this policy when those behaviors occur in or have an effect on KHSC-KansasCOM's education program and activities or use KHSC-KansasCOM networks, technology, or equipment.

Retaliation

KHSC-KansasCOM also bars retaliation against any person who exercises their rights under the Policy, including filing a good faith report of discrimination or harassment, participating in the complaint resolution procedures relating to the same, supporting a Complainant or Respondent, or assisting in providing information relevant to an investigation.

Reporting Complaints of Discrimination, Harassment or Retaliation

For the full Policy as well as additional resources, please visit Appendix A of the Student Handbook and Academic Catalog.

A student who believes they have been subject to unlawful discrimination, harassment or retaliation on the basis of a Protected Category, whether by faculty members, employees, training supervisors, visitors or other students, should report such matters to the Associate Dean of Student Affairs and Services and/or Title IX Coordinator. Preparation of a written complaint may be required depending on the basis for the complaint. Complaints should include details of the incident or incidents, names of the individuals involved, names of any witnesses and any documents supporting the complaint.

Response to Complaints – Resolution Processes

When the Associate Dean for Student Affairs and Services/Title IX Coordinator receives a complaint, they will take prompt and appropriate action. The process used to address the complaint will depend on the subject matter of the complaint. For complaints of Title IX Sexual Harassment, the Title IX Grievance Process, as described in Section C of the Policy, will be used. For all other complaints, the General Discrimination, Harassment and Retaliation Resolution Process, as described in Section B of the Policy, will be used. In some instances, an informal resolution process may be used, if deemed appropriate. Complaints and investigations will be handled on a confidential basis, to the extent possible, with regard for the rights of Complainants and Respondents. Information about the complaint and investigation will only be released on a need-to-know basis, or as otherwise required or permitted by law.

Other Reporting Options

Students may also decide to report to law enforcement, if applicable, although they are not required to do so. Reporting of sexual assault, domestic violence, dating violence, and stalking to the police does not commit the Complainant to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate if the Complainant decides to proceed with criminal charges. Early reporting makes it more likely that the police will be able to gather needed evidence before it is lost or destroyed, and that the Complainant will receive timely notice of potentially helpful victim/witness services.

In addition, students may contact a professional counselor, domestic violence counselor, or pastoral counselor, not connected to KHSC-KansasCOM, either through COMPsych (KansasCOM's online counseling services provider) or through other agencies or resources. Information about Student Solutions and other resources are available in the Student Handbook and available online via the KHSC-KansasCOM intranet. KHSC-KansasCOM encourages community members who have experienced sexual misconduct to immediately report the incident to the local police department or another area law enforcement agency.

Supportive Measures

Complainants and Respondents may request supportive measures, including but not limited to academic support, extensions of academic deadlines, class schedule modifications, withdrawals, leaves of absence, no-contact order, student financial aid counseling and referral to counseling, medical or other healthcare services and visa and immigration assistance, which shall be provided, as deemed appropriate, in accordance with the Policy. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to KHSC-KansasCOM's Education Program or Activity, including measures designed to protect the safety of all parties or KHSC-KansasCOM's educational environment, and/or deter harassment, discrimination, and/or retaliation.

KHSC-KansasCOM will maintain the privacy of the supportive measures, provided that privacy does not impair KHSC-KansasCOM's ability to provide the supportive measures. KHSC-KansasCOM will act to ensure as minimal an academic impact on the parties as possible. KHSC-KansasCOM will implement measures in a way that does not unreasonably burden any party.

Emergency Removal

In certain circumstances, the Title IX Coordinator/Associate Dean for Student Affairs and Services may determine that an emergency removal is appropriate. If that decision is made, the Respondent will be notified of the decision and be given the option to meet with the Title IX Coordinator/Associate Dean for Student Affairs and Services prior to such emergency removal being imposed or as soon thereafter as reasonably possible to show cause why the action should not be implemented or should be modified.

Title IX Advisors

The Complainant and Respondent are entitled to have a Title IX Advisor of their choosing accompany them to any meeting or proceeding within the Title IX Formal Grievance process, if they so choose. The parties may select whoever they wish to serve as their Title IX Advisor as long as the Title IX Advisor is eligible and available. At the hearing, cross-examination is required and must be conducted by the parties' Title IX Advisors. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have a Title IX Advisor for a hearing, KHSC-KansasCOM will appoint a trained Title IX Advisor for the limited purpose of conducting any cross-examination during the hearing. Contact the Title IX Coordinator to obtain a list of those individuals available to serve as a Title IX Advisor.

Sanctions and Remedial Action

If KHSC-KansasCOM determines that the Policy was violated, sanctions may be imposed, and effective remedial action will be taken. Individuals who violate the Policy will be subject to disciplinary action, up to and including removal from KHSC-KansasCOM. In addition, appropriate action will be taken to deter any future unlawful discrimination, harassment, or retaliation.

For students, the sanctions that may be imposed include:

- Formal written warning;
- Learning and Professionalism Contract (a plan intended to require reflection and remediation of behavior found to be in violation of this policy);
- No contact order pertaining to certain KHSC-KansasCOM community members or physical locations;
- Withholding of degree conferral and/or issuance of a diploma;
- Referral to counseling services and/or COMPsych for the Respondent;
- Required training or education; and/or
- Dismissal from KHSC-KansasCOM.

Appeals

The parties have the right to appeal a decision made, in certain circumstances. The details of the appeals process depend on the subject matter of the complaint. For appeals resulting from a report of Title IX Sexual Harassment, the Appeals process contained within the Title IX Grievance Process, as described in Section C of the Policy, will be used. For all other appeals, the General Discrimination, Harassment and Retaliation Resolution Process, as described in Section B of the Policy, will be used.

Anti-Discrimination, Anti-Harassment and Title IX Policy

Effective Date: May 31, 2022

Revised Date: April 26, 2022

This document sets forth Kansas Health Science Center's (KHSC-KansasCOM) policy on discrimination, harassment and Title IX and outlines the institution's prohibitions against sexual misconduct, definitions of relevant terms, reporting and response procedures, and the right and responsibilities of members of the KHSC-KansasCOM Community who are impacted by sexual misconduct in relation to our academic and work environment.

Questions about Title IX and this Policy may be directed to:

Title IX Coordinator

Nicholas Palisch, Ph.D.

Director of Student Affairs

Npalisch@kansashsc.org

(316) 315-5471

Students may also direct questions about Title IX and the Campus SaVE Act to:

Richard Winslow, Ph.D.

Associate Dean for Student Affairs and Services

Community members may also direct questions about Title IX to:

United States Department of Education Office of Civil Rights (OCR)

Customer Service Hotline: 800-421-3481

TDD#: 877-521-2172

Website: www.ed.gov/ocr

E-mail: ocr@ed.gov

400 Maryland Avenue SW, Washington, DC 20202-1100

Introduction

The core purpose of this policy is the prohibition of all forms of discrimination. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of its educational programs and activities, Kansas Health Science Center ("KHSC-KansasCOM ") prohibits discrimination against and harassment of members of its community, including but not limited to its applicants, students and employees based on race, ethnicity, color, sex, gender, gender identity, gender expression, genetic information, religion, creed, age (40 years or older), national origin or ancestry, sexual orientation, physical or mental disability, marital status, parental status, pregnancy, military or veteran status, political activities/affiliations, or any other category protected by law or included in KHSC-KansasCOM 's Non-Discrimination Statement ("Protected Categories"). KHSC- KansasCOM also prohibits Sexual Harassment, as defined by Title IX, and as set forth in Appendix B.

[KHSC-KansasCOM's Non-Discrimination Statement is available here.](#)

KHSC-KansasCOM's policy prohibiting discrimination against and harassment involving employees is available [here](#). KHSC-KansasCOM also bars retaliation against any person who exercises their rights under this Policy, including filing a good faith report of sexual harassment, participating in the complaint resolution procedures relating to the same, supporting a Complainant or Respondent or assisting in providing information relevant to an investigation.

KHSC-KansasCOM has developed this policy and its procedures to reinforce the prohibition of discrimination against and the harassment of any individual at KHSC-KansasCOM or at KHSC-KansasCOM's activities occurring on or off-campus. The procedures provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of any of the Protected Categories, as well as for allegations of retaliation. KHSC-KansasCOM values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a tough time for all those involved.

Sexual Misconduct that falls under the Title IX Definition of Sexual Harassment, as stated on page 54 of Appendix B, and occurs within the KHSC-KansasCOM Education Program or Activity and within the United States will be investigated and resolved through the Title IX Grievance Process set forth in Section C.7. Sexual Misconduct that falls under the Title IX Definition of Sexual Harassment that is alleged against a KHSC-KansasCOM student or employee but that did not occur within the KHSC-KansasCOM Education Program or Activity or did not occur in the United States will be handled through the General Discrimination, Harassment and Retaliation Resolution Process set forth in Section B. Note that the definitions applicable to this policy are set forth in Appendix A, General Definitions, and Appendix B, Title IX Definitions.

Scope of this Policy

This policy applies to the Education Program and Activities of KHSC-KansasCOM, to conduct that takes place on the campus or on property owned or controlled by KHSC-KansasCOM or at KHSC-KansasCOM - sponsored events. The Respondent must be a member of KHSC-KansasCOM's community in order for its policies to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprives someone of access to KHSC-KansasCOM's educational program. KHSC-KansasCOM may also extend authority to off-campus and/or to online conduct when the Associate Dean of Student/Title IX Coordinator determines that the conduct affects a substantial KHSC-KansasCOM interest.

Regardless of where the conduct occurred, KHSC-KansasCOM will review complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial KHSC- KansasCOM interest includes:

1. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law.
2. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual.
3. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
4. Any situation that is detrimental to the educational interests or mission of KHSC- KansasCOM.

If the Respondent is unknown or is not a member of the KHSC-KansasCOM community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement, where applicable, if the individual would like to file a police report. In addition, KHSC-KansasCOM may take other actions as appropriate to protect the Complainant against such third parties such as barring the latter from KHSC-KansasCOM property and/or events.

Further, even when the Respondent is not a member of the KHSC-KansasCOM's community, supportive measures, remedies, and resources may be available to the Complainant by contacting the Title IX Coordinator.

In addition, KHSC-KansasCOM may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from KHSC-KansasCOM property and/or events. All vendors serving KHSC-KansasCOM through third-party contracts are subject to the policies and procedures of their employers.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies. Similarly, the Title IX Coordinator may be able to advocate for a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to KHSC-KansasCOM where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give recourse to the Complainant.

When the Respondent is a member of the KHSC-KansasCOM community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of KHSC- KansasCOM community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, and invitees. The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

Independence and Conflict of Interest

The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The individuals who play a role in the processes outlined below are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the Dean/Chief Academic Officer. Concerns of bias or a potential conflict of interest by any other individual involved in the processes outlined below should be raised with the Title IX Coordinator.

Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to the Dean/Chief Academic Officer. Reports of misconduct or discrimination committed by any other Title IX Team member or individual involved in the processes outlined in this policy should be reported to the Title IX Coordinator.

Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to KHSC-KansasCOM's authority and/or considerable time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by considerable time delay, KHSC-KansasCOM will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

Prohibited Conduct - Discrimination & Harassment

Discrimination is adverse action taken against or harassment of an individual based on membership in any Protected Category. Harassment refers to unwelcome behavior based on membership in any Protected Category. Harassment becomes impermissible where 1) enduring the offensive conduct becomes a condition for any academic-related purpose or 2) the conduct is severe or pervasive enough to create an academic environment that a reasonable prudent person would consider intimidating, hostile, or abusive. This policy prohibits discrimination, harassment, and sexual misconduct, which includes Sexual Harassment, and all other forms of discrimination and harassment based on membership in any Protected Category

Sexual Harassment, as an umbrella category includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following: quid pro quo, sexual harassment, sexual assault, dating violence, domestic violence, stalking. Each of these is defined below.

Sexual Harassment may fall within or outside of the Title IX definition of Sexual Harassment found in Appendix B. Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discrimination and harassment. KHSC-KansasCOM's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under KHSC- KansasCOM policy. Consistent with federal and state law, when speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of KHSC-KansasCOM policy, though supportive measures may be offered to those impacted.

Petty slights, annoyances, and isolated incidents will not rise to the level of violation of a KHSC-KansasCOM policy or rule. To be considered a violation, the conduct must create an environment that would be intimidating, hostile, or offensive to a reasonable prudent person.

Offensive conduct may include but is not limited to jokes, slurs, epithets, or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, or interference with academic performance.

When discriminatory harassment rises to the level of creating a hostile environment, KHSC-KansasCOM may also impose sanctions on the Respondent through the application of the appropriate grievance process below.

This Policy includes a prohibition of online and cyber manifestations of any of the behaviors prohibited through this policy, when those behaviors occur in or have an effect on KHSC-KansasCOM 's education program and activities or use KHSC-KansasCOM networks, technology, or equipment.

Prohibited Conduct - Retaliation

KHSC-KansasCOM bars retaliation against any member of the KHSC-KansasCOM community who exercises any rights or privileges secured by Title IX or provided by this Policy, including reporting an incident that may implicate this Policy, participating in the process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, filing a discrimination charge, testifying or participating in anyway in an investigation, filing a lawsuit under this Policy or anti- discrimination laws, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. Retaliation is prohibited by law and by KHSC-KansasCOM policy, and any person who is found to have engaged in retaliation shall be subject to disciplinary action.

The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith during a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith. Further, a complaint filed in good faith under this Policy shall not constitute retaliation.

Reporting Discrimination, Harassment or Retaliation

A student who believes that they have been subjected to harassment, discrimination, or retaliation, is encouraged to report the conduct immediately to the Title IX Coordinator. An employee who believes that they have been subject to Sexual Harassment, as defined below, should contact Title IX Coordinator. An employee who believes that they have been subject to other types of harassment, discrimination, or retaliation, should contact Human Resources.

When an alleged violation of this Policy is reported, the allegations are subject to resolution using the appropriate process, as determined by the Title IX Coordinator, and as detailed below. The report should include details of the incident or incidents, names of the individuals involved, names of any witnesses, and any documentation supporting the allegation. For allegations of Sexual Harassment, a Formal Complaint is required, as set forth in Section C.7.B. For all other allegations, a written report is encouraged, but is not required.

Privacy

Every effort is made by KHSC-KansasCOM to preserve the privacy of the parties involved in making reports and/or participating in the processes outlined in this Policy. KHSC-KansasCOM will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

KHSC-KansasCOM reserves the right to designate which KHSC-KansasCOM officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA). Information about the incident and investigation will be provided on a need-to-know basis only or as otherwise required or permitted by law.

General Discrimination, Harassment and Retaliation Resolution Process

Upon receipt of a report of allegations of discrimination, harassment or retaliation, the Title IX Coordinator will determine the appropriate next steps in accordance with this Policy. The appropriate process is dependent on the type of allegations included. If the allegations involve discrimination or harassment within the Title IX definition of Sexual Harassment, the Title IX Grievance Process outlined in Section C will be followed. When the Title IX Coordinator determines that the Title IX process inapplicable, or offenses subject to the Title IX Process have been dismissed, the process outlined in this Section B will be used. If the Title IX Process is applicable, it must be followed. If the allegations involve all other types of discrimination, harassment or retaliation, the process in this Section B will be followed.

These procedures may also be used to address collateral misconduct arising from the investigation of or occurring in conjunction with harassing or discriminatory conduct (e.g., vandalism, physical abuse of another). All other allegations of misconduct unrelated to incidents covered by this policy will be addressed through the procedures elaborated in the respective student, faculty, and staff handbooks.

Initial Assessment

After reviewing the report, Title IX Coordinator will conduct an initial assessment. The steps in an initial assessment will include contacting the Complainant to offer supportive measures and to determine how the Complainant wishes to proceed in addition to reviewing and/or discussing the information provided in the report with the Complainant. The initial assessment is not intended to be a full investigation interview. The Associate Dean for Student Affairs and Services will provide the Complainant with a written statement of their rights and options if the allegations involve Sexual Misconduct. At the conclusion of the initial assessment the Title IX Coordinator will determine the appropriate next steps. If the Complainant does not wish to go forward with an investigation, the Title IX Coordinator has the discretion to take any measures necessary to ensure that discrimination, harassment, or retaliation are remedied.

If the allegation cannot be resolved informally, where appropriate, KHSC-KansasCOM will undertake an effective, thorough, and objective investigation.

If it is determined that unlawful discrimination and/or harassment has occurred, effective remedial action will be taken in accordance with the circumstances of the incident. Appropriate action will also be taken to deter any future unlawful discrimination and/or harassment. An individual who violates this policy will be subject to disciplinary action up to and including removal from the institution.

Supportive Measures

KHSC-KansasCOM will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation and as deemed appropriate by the Title IX Coordinator. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to KHSC-KansasCOM's Education Program or Activity, including measures designed to protect the safety of all parties or KHSC-KansasCOM's educational environment, and/or deter harassment, discrimination, and/or retaliation.

KHSC-KansasCOM will maintain the privacy of the supportive measures if privacy does not impair KHSC-KansasCOM's ability to provide the supportive measures. KHSC-KansasCOM will act to ensure as minimal an academic impact on the parties as possible. KHSC-KansasCOM will implement measures in a way that does not unreasonably burden any party. Supportive measures may include referral to counseling, medical, and/or other healthcare services, student financial aid counseling, visa, and immigration assistance, implementing a no-contact order, academic support, extensions of academic deadlines, or other course/academic program-related adjustments; and class schedule modifications, withdrawals, or leaves of absence.

Emergency Removal

KHSC-KansasCOM can act to remove a Respondent partially or entirely from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Associate Dean for Student Affairs and Services after meeting with the Title IX Coordinator.

In all cases in which an emergency removal is imposed on a student, the student will be given notice of the action and the option to request to meet with the Title IX Coordinator and the Associate Dean for Student Affairs and Services prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the allegation(s), but is an administrative process intended to determine solely whether the emergency removal is appropriate. There is no appeal process for emergency removal decisions.

If the Associate Dean for Student Affairs and Services after meeting with the Title IX Coordinator determines that it is appropriate, a non-student employee who is a Respondent may be placed on administrative leave while these procedures are pending.

The Associate Dean for Student Affairs and Services has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include dismissal, expulsion, or termination. At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

Informal Resolution

Informal Resolution is applicable when the parties voluntarily agree to resolve the matter or when the Respondent accepts responsibility for violating Policy, or when the Title IX Coordinator and the Informal Resolution Chair can resolve the matter informally by providing remedies and/or sanctions to resolve the situation.

It is not necessary to pursue Informal Resolution first to pursue Administrative Resolution, and any party participating in Informal Resolution can stop the process at any time and request the Administrative Resolution process. Further, if an Informal Resolution fails after the fact, Administrative Resolution may be pursued.

Administrative Resolution

If Administrative Resolution is initiated, the Title IX Coordinator will provide written notification of the investigation, via the KHSC-KansasCOM-issued email address, to the parties at an appropriate time during the investigation that includes a meaningful summary of the allegations. Typically, notice is given at least 48 hours in advance of an interview. Advanced notice facilitates the parties' ability to identify and choose a support person, if any, to accompany them to the interview. The Title IX Coordinator will provide the Respondent with a written statement of their rights and options if the allegations involve Sexual Misconduct.

KHSC-KansasCOM aims to complete all investigations within a 60-business day period, which can be extended as necessary for appropriate cause by the Title IX Coordinator, with notice to the parties as appropriate. The Associate Dean for Student Affairs and Services will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no conflicts of interest or disqualifying bias.

The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Investigator will be assigned and the impact of the bias or conflict, if any, will be remedied. If the bias or conflict relates to the Associate Dean for Student Affairs and Services, concerns should be raised with the Dean/Chief Academic Officer.

Investigations involve interviews with all relevant parties and witnesses, obtaining available, relevant evidence, and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to fully review and respond to all evidence, on the record.

The investigation will typically include the following steps, if not already completed and not necessarily in this order: identify all policies implicated by the alleged misconduct, develop an investigation plan with a witness list, document/records list and order of interviews of parties and witnesses, provide the parties and witnesses with an opportunity to review and verify the investigator's summary notes from interviews and meetings with that specific party or witness, allow each party the opportunity to suggest questions they wish the Investigator(s) to ask of the other party and witnesses, provide regular status updates to the parties throughout the investigation and preparation of a written investigation report that summarizes the investigation.

The investigation report will conclude with a determination, based on a preponderance of the evidence, of whether the Respondent violated the policy and a recommendation for a sanction. If the investigation involves a Respondent who is an employee, the matter will be referred to Human Resources to determine appropriate sanctions for a policy violation. If the investigation involves a Respondent who is a student, a Sanctions Panel will be used, as set forth in the next section.

Determination of Appropriate Sanctions

The sanctions process is intended to provide an equitable procedure to both the Complainant and the Respondent, demonstrating promptness, fairness, and impartiality.

The Title IX Coordinator will convene a Sanctions Panel. The Sanctions Panel will at least three members of a pool of administrators and faculty member trained in sanctioning violations of this policy. The Complainant and the Respondent will receive written notice of the individuals on the Sanctions Panel and will have an opportunity to request a substitution if the participation of any of the individuals named poses a conflict of interest. The Complainant and Respondent must submit their request for substitution to the Title IX Coordinator, in writing, within 24 hours of receiving panel member names.

After the Sanctions Panel has been convened, the investigator will submit to it the findings and their recommended sanctions.

Within five business days of receipt of materials, the Sanctions Panel shall meet to determine what, if any, sanctions will be issued. In making such a determination, the Sanctions Panel will not reconsider the findings, but will determine what sanctions are appropriate to remedy the violation and maintain or enhance safety from misconduct in KHSC-KansasCOM's learning and working environment.

If a student fails to comply with sanctions issued by the Sanctions Panel, the matter will be brought back to the Sanctions Panel for a determination of whether additional sanctions should be imposed. If the failure to comply with the sanctions is deemed willful or intentional, additional, more severe sanctions may be imposed. Also, the Sanctions Panel may collaborate with the Associate Dean to address the failure to comply.

All members of a Sanctions Panel must be trained annually on matters related to this policy.

Appeal Process

Any student who is a Complainant or Respondent under this policy has the right to appeal the determination of a violation of this policy and any sanctions decision by submitting a written letter of appeal to the Title IX Coordinator and Chief Academic Officer within five business days of issuance of the investigative determination and sanctions decision. An employee or other non-student KHSC-KansasCOM Community Member does not have a right to appeal.

The student's written appeal must include:

- A specific statement of the decision that is being appealed.
- The student's desired outcome.
- All information that the student wishes the Responsible Leader to consider in consideration of the appeal; and
- A statement of the student's views as to how this information justifies the appeal. All appeals must be based on one or more of the following:
 - Added information that could not be presented at the time of the investigation or sanctions decision that would change the outcome.
 - The imposed sanction is disproportionate to the violation; or Evidence of improper procedure that may impact the outcome.

The Associate Dean for Student Affairs and Services shall have had no prior involvement in the initial determination and finding and shall have no conflict of interest with either party. If there is a conflict of interest, the appeal will be assigned to another member of the President's Council for review, as selected by OSS.

If in the opinion of the Associate Dean for Student Affairs and Services the request for an appeal is without merit or does not meet the requirements set forth above, the Associate Dean will reject the appeal.

If in the judgment of the Associate Dean for Student Affairs and Services the appeal is properly constituted, the Associate Dean for Student Affairs and Services will determine what next steps are appropriate, which may include but is not limited to remanding the matter to OSS or their designee for further investigation or remanding to the Sanctions Panel for consideration. The Associate Dean for Student Affairs and Services will issue a written decision within five business days of receipt of the written letter of appeal to both the Complainant and Respondent.

Title IX: Policy on Sexual Harassment

Section C of this Policy sets forth KHSC-KansasCOM's policy on Sexual Harassment, as defined by the Title IX regulation, and as set forth on pages 50-51 of Appendix B, and outlines the institution's prohibitions against sexual harassment, definitions of relevant terms, reporting, response and grievance procedures, and the rights and responsibilities of members of KHSC-KansasCOM Community who are impacted by sexual harassment in relation to the academic and work environment.

Questions about Title IX and this Policy may be directed to:

Title IX Coordinator

Dr. Nicholas Palisch
316-315-5471
npalisch@kansashsc.org
Office 460

KHSC-KansasCOM Title IX Deputy Coordinator:

This policy applies to all employees, students, and other KHSC-KansasCOM Community Members, including, but not limited to guests and visitors, regardless of sex, gender identity, or sexual orientation. Under Section C, KHSC-KansasCOM has authority to investigate allegations of sexual harassment occurring within a KHSC-KansasCOM sponsored educational program or activity against a person in the United States. Sexual harassment, as an umbrella category includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following: quid pro quo, sexual harassment, sexual assault, dating violence, domestic violence, stalking. Each of these is defined below.

When the Respondent is a member of the KHSC-KansasCOM community, the resolution process is applicable as long as the Complainant is participating in or attempting to participate in the Education Program or Activity at KHSC-KansasCOM and has filed a Formal Complaint, as described in more detail below.

Consensual Relationships

This policy covers unwelcome conduct that is sexual in nature. While romantic relationships between KHSC-KansasCOM Community Members may begin as consensual, it is possible that they may evolve into situations that lead to misconduct in violation of this policy. Given the asymmetrical nature of the relationship, voluntary consent from a supervised employee or a student is suspect. In addition, other students and employees may be affected by unprofessional behavior.

Consensual personal relationships between KHSC-KansasCOM Community Members are subject to other policies and ethical considerations, including but not limited to those contained in the Employee Handbook, where applicable.

Reporting Sexual Harassment

A. Making a Report

KHSC-KansasCOM Community Members should report incidents of sexual harassment to KHSC-KansasCOM's Title IX Coordinator. The Title IX Coordinator is: Dr. Nicholas G. Palisch.

A Complainant is not required to report to law enforcement in order to receive assistance from or pursue any options within KHSC-KansasCOM. A Complainant has the option to notify law enforcement authorities, to receive assistance from KHSC-KansasCOM in notifying such authorities, or to decline to notify law enforcement authorities. Also, a Complainant may file both a criminal complaint and a Title IX report.

KHSC-KansasCOM Community Members who have experienced sexual assault, dating violence, domestic violence, stalking, or other sexual violence or are aware of such incidents experienced by other KHSC-KansasCOM Community Members should make an immediate report to the local police department and should seek medical attention. For information about how to make a report to local law enforcement or campus security please reach out to the Office of Security located on

the second floor of the building or contact the Wichita Police Department at (316) 268-4177. The nearest medical facility (Wesley Medical Center) is located at 550 N Hillside St, Wichita, KS 67214.

Note that seeking medical attention is necessary to mitigate the risk of sexually transmitted diseases and pregnancy, and to determine the existence of any physical injuries, as well as the extent of any such injuries or required treatment. Additionally, forensic evidence can be collected if criminal action is or may be desired in the future. Note that it is important to preserve evidence as it may be necessary to provide proof of criminal activity or in obtaining a protective order. Evidence is best collected as soon as possible or within 96 hours of an assault. Assistance with evidence preservation can be provided by medical and/or law enforcement personnel. Note that federal law requires that a medical forensic examination be provided free of charge to a person who has been the survivor of sexual violence.

Reporting sexual violence, domestic violence, dating violence, and stalking to the police does not commit the Complainant to further legal action. However, the earlier an incident is reported, the easier it will be for law enforcement to investigate if the Complainant decides to proceed with criminal charges.

There is no time limitation on reporting allegations to the Title IX Coordinator. A report can be made at any time, while the Complainant is participating in or attempting to participate in an Education Program or Activity at KHSC-KansasCOM. However, if the Respondent is no longer subject to KHSC- KansasCOM's authority and/or considerable time has passed, the ability to investigate, respond, and provide remedies may be more limited. Acting on allegations significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer resources and/or remedies, and/or engage in informal or formal action, as appropriate. When a considerable time delay impacts the reporting of alleged misconduct, KHSC-KansasCOM will apply the policy in place at the time of the alleged misconduct, and the procedures in place at the time the misconduct is reported.

Options for Reporting and Confidentially Disclosing Sexual Harassment

KHSC-KansasCOM encourages those who have experienced sexual harassment to talk to someone about what happened so that they may get the support they need and so that KHSC-KansasCOM may respond appropriately.

This section is intended to make KHSC-KansasCOM Community Members aware of the various reporting and confidential disclosure options available so that they may make informed choices about where to turn should they desire to report sexual harassment. KHSC-KansasCOM encourages those impacted by sexual harassment to talk to someone identified in one or more of these groups. Individuals may report to KHSC- KansasCOM ("on campus"), to off campus sources such as law enforcement or medical professionals ("off campus") or to confidential resources. Each of these three categories (on campus, off campus and confidential resources) have different reporting obligations, ability to protect student privacy, and ability to have confidential communications, as explained in more detail below.

While KHSC-KansasCOM Community Members are encouraged to use their own judgment in terms of whom they chose to discuss reports of sexual harassment with, they must also understand that KHSC- KansasCOM can only investigate and respond to incidents of sexual misconduct that it becomes aware of. A Complainant who at first requests confidentiality may later decide to file a complaint with KHSC- KansasCOM or report the incident to local law enforcement, and thus have the incident fully investigated.

Options

a. Privileged and Confidential Communications¹

Professional counselors, domestic violence counselors two, and pastoral counselors who are not employed by KHSC-KansasCOM are not required to report any information about an incident to KHSC-KansasCOM's Title IX Coordinator without a Complainant's permission.

In addition to the variety of professional counselors, domestic violence counselors, and pastoral counselors located near each KHSC-KansasCOM campus, KHSC-KansasCOM offers as a benefit to its students and employees the following resources that provide professional counseling services as confidential resources:

- [ComPsych](#): ComPsych is a free, confidential, around-the-clock counseling service available to all KHSC-KansasCOM students.
- [Employee Assistance Program \(EAP\)](#): KHSC-KansasCOM employees may receive counseling services through the EAP, which is available 24 hours per day, 7 days per week. 800.272.7255 www.guidanceresources.com Web identifier: COM589

¹ KHSC-KansasCOM does not employ professional counselors, domestic violence counselors or pastoral counselors to provide on-campus mental health counseling and related services to members of the KHSC-KansasCOM Community. KHSC-KansasCOM faculty and staff who are licensed mental health practitioners are not employed by KHSC-KansasCOM in such a capacity. As such, communications with KHSC-KansasCOM faculty and staff are not privileged or confidential. In addition, faculty and staff who are licensed to provide mental health counseling and related services may have reporting or other obligations under state law.

Counselors who provide services to KHSC-KansasCOM Community Members through Student Solutions or the EAP are not required to disclose reports of sexual misconduct to KHSC-KansasCOM's Title IX Coordinator. While professional and non-professional counselors and advocates may maintain a Complainant's confidentiality vis-à-vis KHSC-KansasCOM, they may have reporting or other obligations under state law². A Complainant is encouraged to ask the counselor to explain their ability to protect the student's privacy and to maintain confidential communications.

Reporting to Responsible Employees

A Responsible Employee is a KHSC-KansasCOM employee who has the duty to report incidents of sexual misconduct to the Title IX Coordinator. The following employees (or categories of employees) are KHSC- KansasCOM's Responsible Employees:

- Title IX Coordinator/Associate Dean for Student Affairs and Services
- Deputy Title IX Coordinator/Associate Dean for Student Affairs and Services
- University President and CEO
- Dean and Chief Academic Officer
- Director of Admissions
- Assistant Deans
- Department Chairs
- Registrar
- Assistant/Associate Registrars
- Director of Finance/Chief Finance Officer (Human Resources)

Responsible Employees must report to the Title IX Coordinator all known details of a report made to them in the course of their employment.

Responsible employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Failure of a Responsible Employee to report an incident of alleged sexual harassment of which they become aware is a violation of KHSC-KansasCOM policy and may result in disciplinary action for failure to comply.

Disclosures in climate surveys, classroom writing assignments or discussions do not provide notice that must be reported to the Title IX Coordinator by employees, unless the Complainant clearly indicates that they wish a report to be made or seek a specific response from KHSC-KansasCOM.

Supportive measures may be offered as the result of such disclosures without formal action by KHSC- KansasCOM. To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling KHSC-KansasCOM's response to the report. A Responsible Employee should not share information with law enforcement without the Complainant's consent or unless the Complainant has also reported the incident to law enforcement.

Before a Complainant reveals any information to a Responsible Employee, the Responsible Employee must ensure that the Complainant understands the employee's reporting obligations and should inform the Complainant that they have the right to request confidentiality that the Title IX Coordinator will consider. If the Complainant wants to maintain confidentiality, they should be directed to confidential resources.

Responsible Employees will not pressure a Complainant to request confidentiality, but will honor and support the Complainant's wishes, including for KHSC-KansasCOM to fully investigate an incident. Responsible Employees will not pressure a Complainant to make a Formal Complaint if the Complainant is not ready to do so.

Reporting to Law Enforcement

KHSC-KansasCOM Community Members are encouraged to report to law enforcement officials and may pursue the filing of a criminal complaint. An individual considering making a criminal complaint who has questions or concerns about confidentiality is encouraged to contact their local law enforcement agency to obtain additional information about the agency's reporting obligations to other entities, its ability to protect an individual's privacy and its ability to have confidential communications during the criminal complaint process.

Reporting to Medical Professionals

KHSC-KansasCOM Community Members may make a report to medical professionals. Medical professionals may be covered by federal and/or state privacy laws, such as HIPAA. In addition, under state law, medical professionals may be required to alert law enforcement when the individual requesting treatment has received an injury sustained as a survivor of a criminal offense, including sexual violence. However, it is the individual's choice as to whether they want to speak to the police.

² This applies to California students pursuant to Cal. Evid. Code section 1037.8.

How KHSC-KansasCOM Will Weigh and Respond to Requests for Confidentiality

If a Complainant does not wish to sign a Formal Complaint, they should notify the Title IX Coordinator, who will evaluate that request against in light of the duty to ensure the safety of the campus and to comply with applicable state and federal law.

The Title IX Coordinator has ultimate discretion over whether KHSC-KansasCOM proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a Formal Complaint to initiate a grievance process upon completion of an appropriate risk assessment.

The Title IX Coordinator's decision should be based on results of a risk assessment that shows a compelling risk to health and/or safety that requires KHSC-KansasCOM to pursue formal action to protect the community. A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. KHSC-KansasCOM may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and KHSC-KansasCOM's ability to pursue the Title IX Formal Grievance Process fairly and effectively. When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When KHSC-KansasCOM proceeds, the Complainant (or their Title IX Advisor, defined below) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Title IX Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant. Note that KHSC-KansasCOM's ability to remedy and respond to notice may be limited if the Complainant does not want KHSC-KansasCOM to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing KHSC-KansasCOM's obligation to protect its community. In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow KHSC-KansasCOM to honor that request, KHSC-KansasCOM will offer supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a Formal Complaint at a later date. Upon making a Formal Complaint, a Complainant has the right, and can expect, to have allegations taken seriously by KHSC-KansasCOM, and to have the incidents investigated and properly resolved through these procedures as long as they are still involved in KHSC-KansasCOM's Education Program or Activity or are attempting to access a KHSC-KansasCOM Education Program or Activity.

Because KHSC-KansasCOM is under a continuing obligation to address the issue of sexual harassment across the institution, reports of sexual harassment (including non-identifying reports) will also prompt KHSC-KansasCOM to consider broader remedial action such as increased monitoring, supervision, or security at locations where the reported sexual harassment occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments surveys; and/or revisiting its policies and practices.

Amnesty for Student Complainants and Witnesses

KHSC-KansasCOM encourages reporting of sexual harassment by student Complainants and witnesses and seeks to remove barriers to making a report. Sometimes, Complainants or witnesses are hesitant to report to KHSC-KansasCOM officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as consumption of alcohol or use of illicit drugs at the time of the incident. Student Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the KHSC-KansasCOM community that Complainants choose to report misconduct to KHSC-KansasCOM officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process. KHSC-KansasCOM maintains a policy of amnesty for students who offer help to others in need.

KHSC-KansasCOM has an obligation to provide this amnesty provision which provides limited immunity for any student who makes a good-faith report of an alleged violation of this policy to a Responsible Employee either as a Complainant or a third-party witness. Specifically, the reporting student will not be subject to a disciplinary process or sanction for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violation of the student conduct code was not egregious and did not place the health or safety of any other person at risk.

However, KHSC-KansasCOM may initiate a discussion or pursue other interventions regarding alcohol or other drugs. Amnesty will not be extended for any violations of KHSC-KansasCOM's policies other than those regarding alcohol and drug use. The decision not to offer amnesty to a Respondent is based on neither sex nor gender, but on the fact that collateral misconduct is addressed for all students within a progressive discipline system, and the rationale for amnesty –

the incentive to report serious misconduct – is rarely applicable to a Respondent with respect to a Complainant. In addition, amnesty does not preclude or prevent action by police or other legal authorities.

False Allegations and Information

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with, or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official conducting an investigation will be subject to discipline under the applicable KHSC-KansasCOM conduct policy.

KHSC-KansasCOM's External Reporting Obligations

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes under the Clery Act. All personally identifiable information is kept confidential, but statistical information must be passed along to campus security authorities regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, thereby ensuring greater community safety.

The information to be shared includes the date, the location of the incident (using Clery location categories), and the Clery crime category. This reporting protects the identity of the Complainant and may be done anonymously.

Federal Timely Warning Reporting Obligations

Parties reporting sexual assault, domestic violence, dating violence and/or stalking should be aware that Campus Security Authorities must issue immediate timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community. KHSC- KansasCOM will ensure that a Complainant's name and other identifying information is not disclosed while still providing enough information for members to make safety decisions in light of the potential danger.

KHSC-KansasCOM Title IX Formal Grievance Process

The procedures in this section apply only to qualifying allegations of sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) involving students and employees. If other reports are made of sexual misconduct that fall outside of the definition of sexual harassment in Appendix B are made, the General Discrimination, Harassment and Retaliation Resolution Process in Section B will be used.

The procedures below may be used to address collateral misconduct arising from the investigation of or occurring in conjunction with reported sexual harassment. All other allegations of misconduct unrelated to incidents covered by the Policy will be addressed through the procedures included in the student handbook or employee handbook, as applicable. Title IX Coordinators, Investigators, Hearing Officers, Appellate Hearing Officers, and Informal Resolution officers are trained as required by Title IX.

The Title IX Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence that supports that the Respondent engaged in a policy violation and evidence which supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on a person's status or participation as a Complainant, Respondent, or witness. The parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. KHSC-KansasCOM operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

Initial Assessment

Following receipt of notice or a report of allegations of sexual harassment, the Title IX Coordinator engages in an initial assessment to determine the next steps to take. The initial assessment is typically one to five business days in duration. The steps in an initial assessment may include:

The Title IX Coordinator will contact the Complainant to offer supportive measures. Note that a Formal Complaint is not required for supportive measures.

- The Title IX Coordinator will provide the Complainant with a written statement of rights and options.
- The Title IX Coordinator seeks to determine if the person impacted wishes to make a Formal Complaint and will assist them to do so, if desired.
- The Title IX Coordinator will advise the Complainant that a Formal Complaint is required in order to proceed with an investigation and/or information resolution. A Formal Complaint must include an allegation of Sexual Harassment against a Respondent and a request to investigate the allegation and must be signed by the Complainant or the Title IX Coordinator.

- o If they do not wish to sign a Formal Complaint, the Title IX Coordinator determines whether to sign a Formal Complaint because the Title IX Coordinator has determined that there is a compelling threat to health and/or safety.
 - o If the Title IX Coordinator determines that they will not sign a Formal Complaint, the Title IX Coordinator will notify the Complainant that they may elect to sign a Formal Complaint later by notifying the Title IX Coordinator.
- If a Formal Complaint is received, the Title IX Coordinator assesses its sufficiency and collaborates with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator collaborates with the Complainant to ensure they are aware of the right to have a Title IX Advisor.
 - o If an informal resolution option is preferred, the Title IX Coordinator assesses whether the Formal Complaint is suitable for informal resolution and may seek to determine if the Respondent is also willing to engage in informal resolution.
 - o If the Title IX Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged in the Formal Complaint falls within the scope of Title IX:
 - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
 - an incident, and/or
 - a pattern of alleged misconduct, and/or
 - a culture/climate issue, based on the nature of the complaint.
 - If it does not, the Title IX Coordinator determines that Title IX does not apply, assesses which policies may apply, and, if the complaint involves discrimination, harassment or retaliation that falls outside of the Title IX definition of Sexual Harassment, will manage the matter under the General Discrimination, Harassment, and Retaliation Resolution Process or any other appropriate policy/process. Note that dismissing a complaint under Title IX is just procedural and does not limit KHSC-KansasCOM's authority to address a complaint with an appropriate process and remedies.

In limited circumstances, if a Complainant does not sign a Formal Complaint, the Title IX Coordinator may sign a Formal Complaint. In determining whether to sign a Formal Complaint, the Title IX Coordinator will consider whether any of the following exist: violence, threat, pattern, predation, minors and/or the use of a weapon is evidenced. The Title IX Coordinator may consult with experts in making this determination, if deemed appropriate by the Title IX Coordinator.

Formal Complaint

Upon receipt of a Formal Complaint, the Title IX Coordinator, or designee, will initiate at least one of the following responses:

1. offer the Complainant supportive measures and resources, as appropriate; and/or
2. provide an informal resolution; and/or
3. utilize the grievance process, including an investigation and hearing.

Dismissal (Mandatory and Discretionary)

KHSC-KansasCOM must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

1. The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the policy herein, even if proved; and/or
2. The conduct did not occur in an educational program or activity controlled by KHSC-KansasCOM, and/or KHSC-KansasCOM does not have control of the Respondent; and/or
3. The conduct did not occur against a person in the United States; and/or
4. At the time of filing a Formal Complaint, the Complainant is not participating in or attempting to participate in the Education Program or Activity of KHSC-KansasCOM. KHSC-KansasCOM may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:
 1. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein: or
 2. The Respondent is no longer enrolled in or employed by the KHSC-KansasCOM; or
 3. Specific circumstances prevent the KHSC-KansasCOM from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, the Title IX Coordinator will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

Supportive Measures

Upon notice of possible sexual harassment within the scope of this policy, KHSC-KansasCOM will provide the Complainant with information about local, state, and national resources and other supports relevant to sexual harassment. KHSC-

KansasCOM will also provide the Complainant with information about the importance of preserving evidence and the availability of a free medical forensic examination service and will assist the Complainant in notifying law enforcement, including local police, if the Complainant elects to do so. If requested, other participants in the process (such as a witness) may also be offered appropriate support services and information. Please review the student portal for specific information about local resources and supports that may be available to assist KHSC-KansasCOM Community Members. KHSC-KansasCOM will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to KHSC- KansasCOM 's Education Program or Activity, including measures designed to protect the safety of all parties or KHSC-KansasCOM 's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator will make supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, KHSC-KansasCOM will inform the Complainant, in writing, that they may file a formal complaint with KHSC-KansasCOM either at that time or in the future, if they have not done so already. The Title IX Coordinator collaborates with the Complainant to ensure that their wishes are considered with respect to the supportive measures that are planned and implemented.

KHSC-KansasCOM will maintain the privacy of the supportive measures, provided that privacy does not impair KHSC-KansasCOM's ability to provide the supportive measures. KHSC-KansasCOM will act to ensure as minimal an academic impact on the parties as possible. KHSC-KansasCOM will implement measures in a way that does not unreasonably burden any party.

These actions may include, but are not limited to:

1. Referral to counseling, medical, and/or other healthcare services
2. Referral to the Employee Assistance Program
3. Referral to community-based service providers
4. Visa and immigration assistance
5. Student financial aid counseling
6. Education to the community or community subgroup(s)
7. Altering work arrangements for employees or student-employees
8. Safety planning
9. Implementing contact limitations (no contact orders) between the parties
10. Academic support, extensions of deadlines, or other course/program-related adjustments
11. Class schedule modifications, withdrawals, or leaves of absence
12. Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement. KHSC-KansasCOM will use the least restrictive means possible when determining appropriate supportive measures to ensure the continued safety and health of the parties and/or the KHSC-KansasCOM community and to ensure as minimal an academic impact on the parties, where applicable. KHSC- KansasCOM will implement interventions that do not unreasonably burden the other party and will regularly re-evaluate the actions to determine the necessity of their continued implementation

Emergency Removal

KHSC-KansasCOM may restrict a student's access to its campuses, programs, and courses, pending the completion of investigation and resolution procedures when, in the judgment of the Title IX Coordinator and, after undertaking an individualized safety and risk analysis, the Title IX Coordinator determines that there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment such that restricting the person from campus, programs and/or courses is warranted.

In all cases in which an emergency removal is imposed, the student will be notified of the decision and be given the option to meet with the Title IX Coordinator prior to such emergency removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but an administrative process intended to determine solely whether the emergency removal is appropriate.

The Title IX Coordinator has sole discretion to implement or stay an emergency removal and to determine conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include dismissal from school. During an emergency removal, a student may be denied access to campus, equipment, facilities, and events. KHSC-KansasCOM will implement the least restrictive emergency removal actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these measures may include restrictions from classes and/or all other institutional activities or privileges for which the student might otherwise be eligible. For example, such measures could include, but are not limited to restricting a student's access to or use of KHSC-KansasCOM facilities or equipment, allowing a student to withdraw or take incompletes without financial penalty, authorizing an administrative

leave, and suspending a student's participation in extracurricular activities, student employment, or student organizational leadership.

If the Title IX Coordinator determines that it is appropriate, a non-student employee who is a Respondent may be placed on administrative leave while grievance procedures are pending.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the Complainant and Respondent. When the Respondent is an employee, at the discretion of the Title IX Coordinator, alternative work options may be pursued to ensure as minimal an impact as possible.

Options for Resolution

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with KHSC-KansasCOM policy. While there is an expectation of privacy around what investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose. KHSC- KansasCOM encourages parties to discuss this with their Title IX Advisors before doing so.

The investigation and resolution process determine whether this policy has been violated. If so, KHSC- KansasCOM will promptly implement effective remedies designed to end the discrimination, prevent its recurrence, and address its effects.

Informal Resolution

KHSC-KansasCOM recognizes that in certain circumstances, informal resolution of a Formal Complaint of sexual harassment may be beneficial to the Complainant, the Respondent, other involved parties, and/or the KHSC-KansasCOM Community at large. However, reports of sexual violence will never be resolved informally. In addition, informal resolution may not be used to resolve allegations that an employee sexually harassed a student.

At any time after a Formal Complaint has been signed and before a determination regarding responsibility has been reached, the parties may voluntarily agree to participate in an informal resolution facilitated by KHSC-KansasCOM that does not involve a full investigation and adjudication. Types of informal resolution include but are not limited to mediation, facilitated dialogue, conflict coaching, and restorative justice and resolution by agreement of the parties.

Whether a Formal Complaint of sexual harassment is appropriate for informal resolution is at the discretion of the Title IX Coordinator. It is not necessary to pursue Informal Resolution first in order to pursue a formal investigation, and any party participating in Informal Resolution can stop the process at any time and request the formal resolution process. KHSC-KansasCOM will not pressure the parties to participate in informal resolution.

Prior to implementing Informal Resolution, KHSC-KansasCOM will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by KHSC- KansasCOM.

The Title IX Coordinator maintains records of any Informal Resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of Formal Complaints resolved by Informal Resolution are not appealable.

Crossclaims

KHSC-KansasCOM is obligated to ensure that the grievance process is not abused for retaliatory purposes. KHSC-KansasCOM permits the filing of crossclaims but uses an initial assessment, described above, to assess whether the allegations in the crossclaim are made in good faith. Crossclaims by the Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation.

Crossclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur. Crossclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When crossclaims are not made in good faith, they will be considered retaliatory, and may constitute a violation of this policy.

Respondent Admits Responsibility for Alleged Violation

The Respondent may admit responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether informal resolution can be used according to the criteria listed above. If informal resolution is applicable, the Title IX Coordinator will determine whether all parties and KHSC-KansasCOM are able to agree on responsibility, sanctions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of KHSC-KansasCOM policy and implements agreed-upon sanctions and/or remedies through an informal resolution, in coordination with other appropriate administrators, as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution. When the parties cannot agree on all terms of resolution, the Title IX Formal Grievance Process will resume at the same point where it was paused.

When resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

Investigation

Once the Title IX Coordinator determines that a formal investigation is appropriate, an individual who has been trained to investigate reports of sexual harassment, e.g., the Title IX Coordinator, Deputy Title IX Coordinator, or other designee approved by the President will conduct a thorough and impartial investigation. The burden of gathering sufficient evidence to decide regarding responsibility rests with KHSC-KansasCOM, and KHSC-KansasCOM will not use medical records or records maintained in the provision of treatment to a party, unless KHSC-KansasCOM obtains voluntary, written consent to access, consider, disclose, or otherwise use such records. The parties will receive written notice of the individual who will conduct the investigation and will have an opportunity to request a substitution if the participation of the individual named poses a conflict of interest.

The Title IX Coordinator will vet the assigned investigator to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another investigator will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the alleged conflict of interest or bias is the Title IX Coordinator, concerns should be raised with Dean/Chief Academic Officer.

The Title IX Coordinator will provide written notification of the investigation and allegations (“NOIA”) to the Respondent. Notification to the Respondent facilitates the Respondent’s ability to prepare for the interview and to identify and choose a Title IX Advisor to accompany them. The Complainant will receive a copy of the NOIA, and the Complainant will be given advance notice of when the NOIA will be provided to Respondent.

The NOIA will include:

- A meaningful summary of the allegations,
- The identity of the parties involved (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that KHSC-KansasCOM presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all related and/or relevant evidence obtained during the review and comment period,
- A statement about the KHSC-KansasCOM’s policy on retaliation,
- Information about the privacy of the process,
- Information on the need for each party to have a Title IX Advisor of their choosing and suggestions for ways to identify a Title IX Advisor,
- A statement informing the parties that the KHSC-KansasCOM’s Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A statement of rights and options.
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is related to the allegations.

Updates on this notice may be made as the investigation progresses and more information is available regarding the addition or dismissal of allegations.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent addresses of the parties as indicated in official KHSC-KansasCOM records or emailed to the parties’ KHSC-KansasCOM issued email accounts. Once mailed, emailed, and/or received in person, notice will be delivered.

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If the investigator elects to audio and/or video record interviews, all involved parties must be made aware of and consent to audio and/or video recording.

Right to a Title IX Advisor

The Complainant and Respondent are entitled to have a Title IX Advisor of their choosing accompany them to any meeting or proceeding within the resolution process if they so choose. The parties may select whoever they wish to serve as their Title IX Advisor as long as the Title IX Advisor is eligible and available.

Who Can Serve as a Title IX Advisor?

The Title IX Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose a Title IX Advisor from inside or outside of the KHSC-KansasCOM community.

Choosing a Title IX Advisor who is also a witness in the process creates potential for bias and conflict of interest. A party who chooses a Title IX Advisor who is also a witness can anticipate that the Hearing Officer will explore issues of potential bias.

The Title IX Coordinator will also offer to assign a trained Title IX Advisor for any party if the party so chooses. If the parties choose a Title IX Advisor from the pool available at KHSC-KansasCOM, the Title IX Advisor will be trained by KHSC-KansasCOM and be familiar with this policy and with KHSC-KansasCOM's resolution process. If the parties choose a Title IX Advisor from outside the pool of those identified by KHSC-KansasCOM, the Title IX Advisor may not have been trained by KHSC-KansasCOM and may not be familiar with KHSC-KansasCOM policies and procedures.

Parties also have the right to choose not to have a Title IX Advisor in the initial stages of the resolution process, prior to a hearing.

Title IX Advisors in Hearings/KHSC-KansasCOM -Appointed Advisor

Pursuant to U.S. Department of Education regulations applicable to Title IX, cross-examination is required during the hearing and must be conducted by the parties' Title IX Advisors. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have a Title IX Advisor for a hearing, KHSC-KansasCOM will appoint a trained Title IX Advisor for the limited purpose of conducting any cross-examination during the hearing.

A party may reject this appointment and choose their own Title IX Advisor, but they may not proceed without a Title IX Advisor. If the party's Title IX Advisor will not conduct cross-examination, KHSC-KansasCOM will appoint a Title IX Advisor who will do so, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses will also be conducted by the Hearing Officer during the hearing.

Role of Title IX Advisor

The parties may be accompanied by their Title IX Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Title IX Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. The Title IX Advisor is present to provide support to the Complainant or Respondent during any meetings or proceedings and can provide any advice to the Complainant or Respondent prior to such meetings or proceedings. The Complainant and Respondent are required to notify the investigator of the identity of the Title IX Advisor that they decide to bring to any meeting at least 24 hours before the meeting.

All Title IX Advisors are subject to the same rules, whether or not they are attorneys. A Title IX Advisor may not communicate with an investigator on behalf of the Complainant or the Respondent. If the Title IX Advisor is an attorney, the attorney is required to act in a supportive role and may not serve as an advocate or formally represent the party. A Title IX Advisor who steps out of their role in any meeting or proceeding will be warned once and only once. If the Title IX Advisor continues to disrupt or otherwise fails to respect the limits of their role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Title IX Advisor's non-compliance and future role. If a party's Title IX Advisor of choice refuses to comply with the KHSC-KansasCOM's established rules of decorum for the hearing, KHSC-KansasCOM may require the party to use a different Title IX Advisor. If a KHSC-KansasCOM-provided Title IX Advisor refuses to comply with the rules of decorum, KHSC-KansasCOM may provide that party with a different Title IX Advisor to conduct cross-examination on behalf of that party. The parties are expected to ask and respond to questions on their own behalf throughout the investigation. While the Title IX Advisor may not speak on behalf of the Complainant or Respondent, the Title IX Advisor may consult with their advisee, either privately as needed, or quietly by-passing notes during any resolution process meeting or interview, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their Title IX Advisors should ask for breaks to step out of meetings to allow for private consultation.

KHSC-KansasCOM cannot guarantee equal Title IX Advisory rights, meaning that if one party selects a Title IX Advisor who is an attorney, but the other party does not or cannot afford an attorney, KHSC-KansasCOM is not obligated to provide an attorney.

Pre-Interview Meetings

Title IX Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting will allow Title IX Advisors to clarify and understand their role and KHSC-KansasCOM's policies and procedures

Sharing information with Title IX Advisor

KHSC-KansasCOM expects that the parties will wish to share documentation and evidence related to the allegations with their Title IX Advisors. If a party does not wish to share documentation and evidence related to the allegations with their Title IX Advisor, they must notify the Title IX Coordinator that they do not wish to share such information directly with the Title IX Advisor.

The Title IX Advisor must not share any records with third parties, disclose the records publicly, or use the records for purposes not explicitly authorized by KHSC-KansasCOM. KHSC-KansasCOM may seek to restrict the role of any Title IX Advisor who does not respect the sensitive nature of the process or who fails to abide by KHSC-KansasCOM's privacy expectations.

Expectations of a Title IX Advisor

KHSC-KansasCOM expects a Title IX Advisor to adjust their schedule to allow them to attend meetings when planned but may change scheduled meetings to accommodate a Title IX Advisor's inability to attend, if doing so does not cause an unreasonable delay. KHSC-KansasCOM may also make reasonable provisions to allow a Title IX Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

Expectations of the Parties with Respect to Title IX Advisors

A party may elect to change their Title IX Advisor during the process and is not obligated to use the same Title IX Advisor throughout. The parties are expected to inform the investigator of the identity of the Title IX Advisor at least 24 hours before any meeting or proceeding (or as soon as possible if a more expeditious meeting is necessary or desired).

Assistance in Securing a Title IX Advisor

KHSC-KansasCOM has a pool of trained Title IX Advisors. Contact Title IX Coordinator to obtain the names and contact information for those individuals.

Role and Participation of Witnesses

Witnesses (as distinguished from the parties) who are students and employees of KHSC-KansasCOM are expected to cooperate with and participate in KHSC-KansasCOM's investigation and resolution process.

Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of this Policy and may warrant discipline for students in accordance with the student handbook and for employees in accordance with the Faculty and Staff Handbook.

Interviews for parties and all potential witnesses may be held using virtual meeting technology such as Skype, Zoom, FaceTime, WebEx, GoToMeeting, or similar technologies. KHSC-KansasCOM will take appropriate steps to ensure the security/privacy of the process in the virtual environment.

Steps in the Investigation

All investigations are thorough, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information (if deemed necessary). All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence, on the record.

The investigator typically takes the following steps, if not completed already (not necessarily in order):

- Determine the identity and contact information of the Complainant.
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures.
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of the specific policies and provisions implicated.
- Meet with the Complainant to conduct an interview, take a statement or to finalize their interview/statement. This meeting will be conducted in accordance with the established Complainant interview protocol.
- Prepare the initial notice of investigation and allegations (NOIA) The NOIA will inform the parties of their right to have the assistance of a Title IX Advisor of their choosing or provided by KHSC- KansasCOM present for all meetings attended by any party.
- If and when additional/material alterations to allegations arise, communicate this promptly to the parties with an amended NOIA. This notice will provide the parties with a summary of the additions to/alterations of the allegations, as well as any changes to the policies implicated.

- Meet with the Respondent to obtain a response to the allegations. This meeting will be conducted in accordance with the established interview protocol.
- Provide each interviewed party and witness an opportunity to review and verify the investigator's summary notes of the relevant evidence/testimony from their respective interviews and meetings.
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose. Investigators and/or the Title IX Coordinator will provide sufficient advanced notice of such meetings in order to permit the party to prepare to participate.
- Interview all available relevant witnesses and conduct follow-up interviews, as necessary.
- Allow each party the opportunity to suggest witnesses and questions they wish the investigator to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions.
- Provide regular status updates to the parties throughout the investigation.
- Write an investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical, or documentary evidence will be included.
- Prior to completing the investigation report, provide both parties and their respective Title IX Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an equal opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which KHSC-KansasCOM does not intend to rely in reaching a determination regarding responsibility, for a period of 10 business days review and comment period so that each party may meaningfully respond to the evidence prior to the conclusion of the investigation. The parties may elect to waive the full 10 days. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Title IX Advisor, Respondent's Title IX Advisor).
- The Investigator may choose to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses.
- The Investigator will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator should document all rationales for any changes made after the review and comment period.
- The final report is then shared with all parties and their Title IX Advisors through secure electronic submission or hard copy at least ten business days prior to a hearing. The parties are also provided with a file of any related evidence that was not included in the report.
- The Title IX Coordinator will provide the Hearing Officer with a copy of the final investigation report, complete with all relevant evidence, the parties' submitted responses, and any relevant subsequent materials, documentation, communications, etc.

KHSC-KansasCOM investigates reports of sexual harassment independently of local law enforcement. Absent delay to allow police to gather evidence or agreement by the parties, KHSC-KansasCOM will make every reasonable effort to complete the resolution process within ninety business days, excluding the time for the appeals process, after the Title IX Coordinator's receipt of a report. An extension to this timeframe may be made for compelling cause followed by written notice to the parties of the reason for the extension and the projected new timeline. Circumstances that may cause a delay include, but are not limited to, a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions. During any delays, KHSC-KansasCOM will implement supportive measures as deemed appropriate.

Investigations are completed expeditiously, normally within sixty business days, although some investigations may take weeks or even months, depending on the nature, extent and complexity of the allegations, availability of witnesses, police involvement, etc. KHSC-KansasCOM will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation. Because this procedure is an institutional process and not a judicial one, the presence of legal counsel other than as a Title IX Advisor for a Complainant or Respondent, is prohibited. KHSC-KansasCOM's process is not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

Withdrawal While Investigation is Pending

Students: If a student has an allegation pending for a violation of this Policy, KHSC-KansasCOM may place a hold on a student's ability to graduate and/or to receive an official transcript/diploma.

Should a student decide to leave and/or not participate in the investigation or resolution process, the process will proceed in the student's absence to a reasonable resolution. The student will have a hold placed on their account until the allegations have been resolved. Should a student Respondent permanently withdraw from KHSC-KansasCOM, the resolution process ends, as KHSC-KansasCOM no longer has disciplinary authority over the withdrawn student.

However, KHSC-KansasCOM will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation. The student who withdraws or leaves while the process is pending may not return to KHSC-KansasCOM. Such

exclusion applies to all campuses and programs of KHSC- KansasCOM. A hold will be placed on their ability to be readmitted. They may also be barred from KHSC- KansasCOM property and/or events.

If the student Respondent withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely, and that student is not permitted to return to KHSC-KansasCOM unless and until all sanctions have been satisfied.

During the resolution process, KHSC-KansasCOM may put a hold on a responding student's transcript or place a notation on a responding student's transcript that indicates that a disciplinary matter is pending.

Employee: Should an employee resign with unresolved allegations pending, the resolution process ends, as KHSC-KansasCOM no longer has any disciplinary authority over the resigned employee. However, KHSC-KansasCOM will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or discrimination. The employee who resigns with unresolved allegations pending is not eligible for rehire with KHSC-KansasCOM and the records retained by the Title IX Coordinator will reflect that status. KHSC-KansasCOM responses to future inquiries regarding employment references for that individual will indicate the former employee is ineligible for rehire.

Standard of Proof

In investigating and determining whether a violation of this policy has occurred, the Hearing Officer will use the "preponderance of the evidence" standard of proof. This means that Hearing Officer will determine whether it is "more likely that not" that sexual harassment occurred.

Evidentiary Considerations in the Investigation

Unless the Title IX Coordinator determines it is appropriate, the investigation does not consider: (1) incidents not directly related to the possible violation, unless they evidence a pattern, (2) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent, or (3) the character of the parties. KHSC-KansasCOM will not use medical records or records maintained in the provision of treatment to a party, unless KHSC-KansasCOM obtains voluntary, written consent to access, consider, disclose, or otherwise use such records. KHSC-KansasCOM will not use questions or evidence that constitute or seek disclosure of a legally recognized privilege unless the party has waived the privilege.

Referral for Hearing

Provided that the complaint is not resolved through Informal Resolution, the Title IX Coordinator will refer the matter for a hearing. The hearing cannot be less than 10 business days from the conclusion of the investigation – when the final investigation report is transmitted to the parties and the Hearing Officer – unless all parties and the Hearing Officer agree to an expedited timeline.

The Title IX Coordinator will select an appropriate Hearing Officer depending on whether the Respondent is an employee or a student. Allegations involving student-employees will be directed to the appropriate Hearing Officer depending on the context of the alleged misconduct.

Hearing Officer

The Title IX Coordinator will refer the investigation to a single Hearing Officer who shall decide, by a preponderance of the evidence, whether the Respondent has violated this policy.

The Hearing Officer will not have had previous involvement with the investigation. Those who have served as investigators will be witnesses in the hearing of the allegation and therefore may not serve as the Hearing Officer. Those who are serving as Title IX Advisors for either party may not serve as the Hearing Officer in that matter. The Title IX Coordinator may not serve as a Hearing Officer in that matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill that role. The hearing will convene at a time determined by the Hearing Officer.

Evidentiary Considerations – Hearing

Any evidence that the Hearing Officer believes is relevant and credible may be considered. The hearing does not consider:

- 1) incidents not directly related to the possible violation, unless they evidence a pattern;
- 2) the character of the parties; or
- 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

KHSC-KansasCOM will not use medical records or records maintained in the provision of treatment to a party, unless KHSC-KansasCOM obtains voluntary, written consent to access, consider, disclose, or otherwise use such records. KHSC-KansasCOM will not use questions or evidence that constitute or seek disclosure of a legally recognized privilege, unless the party has waived the privilege.,

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility, assuming KHSC-KansasCOM uses a progressive disciplinary system. This information is only considered at the sanctions stage of the process.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Hearing Officer at the sanction stage of the process when a determination of responsibility is reached.

The Hearing Officer renders a determination based on the preponderance of the evidence standard, meaning whether it is more likely than not, that the Respondent violated this policy.

Notice of Hearing

No less than 10 business days prior to the hearing, the Title IX Coordinator or Hearing Officer will send notice of the hearing to the parties. Once emailed, notice will be delivered. The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Hearing Officer and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Hearing Officer on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Hearing Officer. For compelling reasons, the Hearing Officer may reschedule the hearing.
- Notification that the parties may have the assistance of a Title IX Advisor of their choosing at the hearing and will be required to have one present for any questions they desire to ask. The party must notify the Title IX Coordinator if they do not have a Title IX Advisor, and KHSC-KansasCOM will appoint one. Each party must have a Title IX Advisor present. There are no exceptions.
- A copy of all the materials provided to the Hearing Officer about the matter unless they have been provided already.
- An invitation to each party to submit to the Title IX Coordinator an impact statement pre- hearing that the Hearing Officer will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- A statement that parties cannot bring mobile phones/devices into the hearing.

Hearings for violations that occur near or after the end of an academic term/semester (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term/semester will typically be held as soon as possible and with the goal of meeting the resolution timeline followed by KHSC-KansasCOM and remaining within the 90-business day goal for resolution. In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this Policy is not eligible for degree conferral.

Pre-Hearing

The Title IX Coordinator will give the Hearing Officer(s) a list of the names of all parties, witnesses, and Title IX Advisors at least twelve (12) business days in advance of the hearing. Any Hearing Officer who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Title IX Advisors in advance of the hearing. If a Hearing Officer is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

The Hearing Officer, after any necessary consultation with the parties, investigator and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties and their Title IX Advisors at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the investigator unless all parties and the Hearing Officer assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Hearing Officer do not assent to the admission of evidence newly offered at the hearing, the Hearing Officer will delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Hearing Officer at least five (5) business days in advance of the hearing. All objections to any Hearing Officer must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than two business days prior to the hearing. Hearing Officers will be removed only if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Hearing Officer at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Hearing Officer.

Pre-Hearing Meetings

The Hearing Officer may convene a pre-hearing meeting(s) with the parties and/or their Title IX Advisors to invite them to submit the questions or topics they (the parties and/or their Title IX Advisors) wish to ask or discuss at the hearing. The Hearing Officer, only with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be summarized by the Investigator(s) in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Title IX Advisor, the Hearing Officer will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as related but not relevant by the investigator may be argued to be relevant. The Hearing Officer will rule on these arguments at the hearing. The Hearing Officer may consult with legal counsel and/or the Title IX Coordinator or ask either or both to attend pre-hearing meetings.

The pre-hearing meeting(s) will not be recorded.

Alternative Hearing Options

At the request of either party or the Hearing Officer, KHSC-KansasCOM will provide for the live hearing to occur with the parties located in separate rooms with technology that permits the Hearing Officer and the parties to simultaneously see and hear the party or the witness answering questions. If a party or parties prefer not to attend the hearing in person or are unable to attend in person, the parties should request alternative arrangements from the Hearing Officer at least five business days prior to the hearing. The Hearing Officer can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator know at least three business days prior to the hearing so that appropriate arrangements can be made.

Hearing Procedures

Hearings will usually be convened between 15 to 21 business days from the completion of the investigation and will be conducted in private. The Hearing Officer has the authority to hear all allegations and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the allegations covered by the Title IX Grievance Process.

Participants at the live hearing will include the Hearing Officer, the investigator who conducted the investigation, the reporting and responding parties, Title IX Advisors to the parties, any called witnesses, the Title IX Coordinator or Deputy Coordinator and anyone providing authorized accommodations or assistive services, and the hearing facilitator from the Title IX team.

The Hearing Officer will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Hearing Officer will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Hearing Officer and the parties and will then be excused.

Joint Hearings

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

The Order of the Hearing – Introductions and Explanation of Procedure

The Hearing Officer explains the procedures and introduces the participants. This may include a final opportunity for challenge or recusal of the Hearing Officer on the basis of bias or conflict of interest. The Title IX Coordinator will review and decide on any such challenge.

At the hearing, recording, witness coordination, party coordination, curation of documents, separation of the parties, and other administrative elements of the hearing process are managed by a non-voting hearing facilitator, who shall be either the Title IX Coordinator, or if the Title IX Coordinator conducted the investigation, the Deputy Title IX Coordinator or other designee appointed by the Title IX Coordinator. The hearing facilitator may address coordination of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

Investigator Presents the Final Investigation Report

The investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Hearing Officer and the parties (through their Title IX Advisors). The Investigator will be present during the entire hearing process, but not during deliberations.

Neither the parties nor the Hearing Officer should ask the Investigator their opinions on credibility, recommended findings, or determinations, and the Investigators, Title IX Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Hearing Officer will direct that it be disregarded.

Testimony and Questioning

Once the investigator presents their report and is questioned, the parties may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Hearing Officer. The parties/witnesses will submit to questioning by the Hearing Officer and then by the parties through their Title IX Advisors (“cross-examination”). The Hearing Officer will allow each party’s Title IX Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including questions challenging credibility. The cross-examination questions posed by the Title IX Advisors must be conducted directly, orally, and in real time. The parties are not permitted to ask questions directly. Only relevant cross examination and other questions may be asked of a party or witness.

All questions are subject to a relevance determination by the Hearing Officer. The Title IX Advisor, who will remain seated during questioning, will pose the proposed question orally, the proceeding will pause to allow the Hearing Officer to consider it, and the Hearing Officer will determine whether the question will be permitted, disallowed, or rephrased. The Hearing Officer may explore arguments regarding relevance with the Title IX Advisors if the Hearing Officer so chooses. The Hearing Officer will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Hearing Officer will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Hearing Officer will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Hearing Officer has final say on all questions and determinations of relevance, subject to any appeal. The Hearing Officer may consult with legal counsel on any questions of admissibility. The Hearing Officer may ask Title IX Advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the Title IX Advisors on relevance once the Hearing Officer has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Hearing Officer at the hearing, the Hearing Officer may elect to address those issues, consult with legal counsel, and/or refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not in issue at the hearing, the Hearing Officer should not permit irrelevant questions that probe for bias.

The Hearing Officer may not draw any inference solely from a party’s or witness’s absence from the hearing or refusal to submit to cross-examination or to answer other questions.

Recording

Hearings (except for deliberations) are recorded for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted. The Hearing Officer, the parties, their Title IX Advisors, and appropriate administrative officers of KHSC-KansasCOM will be allowed to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

Deliberation, Decision-making, and Standard of Proof

The Hearing Officer will deliberate in a closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. The Hearing Officer will base the Final Determination(s) on a preponderance of the evidence standard (i.e., whether it is more likely than not that the Respondent committed each

alleged violation). The hearing facilitator may be invited to attend the deliberation by the Hearing Officer, but is there only to facilitate procedurally, not to address the substance of the allegations.

When there is a finding of responsibility on one or more of the allegations, the Hearing Officer may then consider the previously submitted party impact statements in determining appropriate sanction(s).

The Hearing Officer will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Hearing Officer may – at their discretion – consider the statements, but they are not binding. The Hearing Officer will review the statements and any pertinent conduct history provided by the Title IX Coordinator regarding the Respondent and will determine the appropriate sanction(s) [in consultation with other appropriate administrators, as required.

The Hearing Officer will review the impact statements, and the Hearing Officer will then prepare a written Final Determination and deliver it to the Title IX Coordinator. The Final Determination will include the following:

- identification of allegations potentially constituting sexual harassment,
- description of procedures taken from the receipt of the formal complaint through the Final Determination, including any notifications to parties, interviews with parties and witnesses, site visits, methods used to gather other evidence and hearings held.
- findings of fact supporting the determination.
- conclusion regarding application of code of conduct to the facts.
- statement of and rationale for the result for each allegation, including determination regarding responsibility,
- any disciplinary sanctions,
- whether remedies designed to restore or preserve equal access to KHSC-KansasCOM's educational program or activity will be provided by KHSC-KansasCOM to the Complainant; and
- the process and permissible bases for appeal.

The Final Determination must be submitted to the Title IX Coordinator within two business days of the end of deliberations unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the Complainant and Respondent. The Title IX Coordinator will provide the parties and their Title IX Advisors with a copy of the Final Determination within two business days of receipt of the Final Determination from the Hearing Officer, and the Final Determination will be provided via email to the parties' KHSC-KansasCOM -issued email accounts. Once emailed, the Final Determination will be deemed delivered, and the time period for the Appeal process will begin.

Sanctions

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation
- The Respondent's disciplinary history (if deemed relevant by the Hearing Officer)
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Hearing Officer.

The sanctions will be implemented as soon as is feasible either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by outside authorities.

In addition to sanctions, the Title IX Coordinator may also recommend that KHSC-KansasCOM or particular KHSC-KansasCOM Community Members take additional measures to remediate and/or prevent the discrimination, harassment, or other conduct in violation of this policy, and to remedy the effects of the sexual harassment on the Complainant and on KHSC-KansasCOM Community. The Title IX Coordinator may also extend any supportive measures provided to Complainant.

Possible Sanctions

Sanctions for students may include, but are not limited to:

- Formal written warning.
- Performance Improvement Plan (a plan intended to require reflection and remediation of behavior found to have violated this policy).
- No contact order pertaining to certain KHSC-KansasCOM Community Members or physical locations.

- Probation (a written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within one academic year. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.).
- Suspension (termination of student status for a definite period of time not to exceed one academic year and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at KHSC- KansasCOM).
- Withholding of a degree or certificate.
- Referral to counseling services and/or Student Solutions for the Respondent; and/or
- Dismissal from KHSC-KansasCOM.

In addition, further protections for the Complainant may be available.

Sanctions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

- Warning – Verbal or Written
- Performance Improvement Plan
- Referral for Counseling
- Required Training or Education
- Probation
- Loss of Variable or Annual Pay Increase
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Suspension with pay
- Suspension without pay
- Termination
- Other Actions: In addition to or in place of the above sanctions, KHSC-KansasCOM may assign any other sanctions as deemed appropriate.

Sanctions Decisions

The outcome of sanctioning decisions shall become final on the following date:

- If neither the Complainant nor the Respondent appeal the sanctioning decision, the first business day after the opportunity to appeal has passed.
- If either the Complainant or the Respondent appeal the sanctioning decision, the date of issuance of the appeal decision.

Appeals of Dismissal of Formal Complaint, Final Determination and Sanctions Decisions

Any party may file a request for appeal (“Request for Appeal”) of a decision to dismiss the Formal Complaint, as described in Section C.7.c and of the Final Determination. All requests for appeal consideration must be submitted in writing to the Title IX Coordinator within five business days of the delivery of the Final Determination to the parties.

A three-member appeals panel, consisting of at least three members of a pool of administrators and faculty trained in this policy will be designated by the Title IX Coordinator, who will also designate an Appeal Chair.

No appeal panelists will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process. All appeals panelists will receive training regarding this policy and the appeals process. The parties will be advised of filing of the appeal and of the members on the panel and may, within two business days of being provided with their names, raise a concern regarding bias or conflict of interest by submitting a written notification to the Title IX Coordinator raising the concern. The Appeal Chair will determine whether the concern is reasonable and supportable. If so, another member or members will be assigned to the appeals panel.

The Request for Appeal will be forwarded to the Appeal Chair for consideration to determine if the request meets the grounds for appeal. This review is not a review of the merits of the appeal, but solely a determination as to whether the Request for Appeal meets the grounds and is timely filed.

Appeal Grounds

Appeals are limited to the following grounds:

- A procedural irregularity that affected the outcome of the matter
- New evidence that was not available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter. A summary of this new evidence and its potential affect must be included in the submitted appeal request.
- The sanctions-imposed fall outside the range of sanctions KHSC-KansasCOM has designated for this offense and the cumulative record of the Respondent.
- The Title IX Coordinator, investigator(s) or Hearing Officer had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Appeal Chair and the parties, and their Title IX Advisors will be notified in writing of the denial and the rationale. If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Chair will notify the other party(ies) and their Title IX Advisors, the Title IX Coordinator and, when appropriate, the investigator and/or the original Hearing Officer.

When any party requests an appeal, the Title IX Coordinator will share the appeal request with the other party (ies) and their Title IX Advisors, the Title IX Coordinator, and, when appropriate, the Investigator and/or the original Hearing Officer will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given five business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Appellate Officer to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed for standing by the Appeal Chair and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator and/or original Hearing Officer, as necessary, who will submit their responses in three business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this time period. The Appeal Chair will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses will be shared with the Appeal Panel, and the Panel will render a decision in no more than five business days, barring exigent circumstances. All decisions are by majority vote and apply the preponderance of the evidence standard.

Appeal Considerations

- Decisions by the Appeals Panel are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- An appeal is not an opportunity for appeals panelists to substitute their judgment for that of the original Hearing Officer merely because they disagree with its finding and/or sanctions.
- The Appeals Panel may consult with the Title IX Coordinator on questions of procedure or rationale for clarification, if needed. Documentation of all such consultation will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigators and/or Hearing Officer for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, decided by the three-member appeals panel.

Sanctions Status during Appeal

- Sanctions imposed as the result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, in accordance with the procedures above. If any of the sanctions are to be implemented immediately post-hearing, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.
- KHSC-KansasCOM may still place holds on official transcripts, diplomas, graduation, study abroad, internships/externships, and course registration pending the outcome of an appeal when the original sanctions included dismissal.

Notice of Appeal Outcome

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which KHSC-KansasCOM is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent KHSC-KansasCOM is permitted to share under state or federal law.

- Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official KHSC-KansasCOM records, or emailed to the parties' KHSC-KansasCOM -issued email account. Once mailed, emailed, and/or received in-person, notice will be delivered.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- In rare cases where a procedural or substantive error cannot be cured by the original Hearing Officer (as in cases of bias), the appeals panel may recommend a new hearing with a new Hearing Officer. The results of a remand to a Hearing Officer cannot be appealed. The results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- In cases where the appeal results in reinstatement to KHSC-KansasCOM or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

Long-Term Remedies/Actions

Following the conclusion of the resolution process and in addition to any sanctions implemented, the Title IX Coordinator will implement long-term remedies or actions with respect to the parties and/or the campus community that are determined appropriate by the Hearing Officer.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to Student Solutions
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of work arrangements for employees
- Removal from specific courses or institutional activities, including Commencement
- Climate surveys
- Policy modification and/or training
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

When no policy violation is found, the Title IX Coordinator will address any remedial requirements owed by KHSC-KansasCOM to the Respondent to ensure no effective denial of educational access.

KHSC-KansasCOM will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair KHSC-KansasCOM's ability to provide these services.

Failure to Complete Sanctions/Comply with Interim and Long-term Remedies/Responsive Actions

All Respondents are expected to comply with the assigned sanctions, responsive actions, and corrective actions within the timeframe specified by the final Hearing Officer. Failure to abide by the sanctions/actions imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions/ actions, including dismissal, suspension (employee-respondents only), and/or termination from KHSC-KansasCOM and may be noted on a student's official transcript, where applicable. A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

Recordkeeping

In implementing this policy, KHSC-KansasCOM will maintain for a period of seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation.
2. Any disciplinary sanctions imposed on the Respondent.
3. Any remedies provided to the Complainant designed to restore or preserve equal access to the KHSC-KansasCOM's Education Program or Activity.
4. Any appeal and the result therefrom.
5. Any Informal Resolution and the result therefrom.
6. Basis of conclusion that KHSC-KansasCOM's response was not deliberately indifferent.
7. All materials used to train Title IX Coordinators, Investigators, Hearing Officers, and any person who facilitates an Informal Resolution process. KHSC-KansasCOM will make these training materials publicly available on KHSC-KansasCOM's website; and
8. Any actions, including any supportive measures, taken in response to a report or Formal

Complaint of sexual harassment, including:

- a) The basis for all conclusions that the response was not deliberately indifferent.
- b) Any measures designed to restore or preserve equal access to the KHSC-KansasCOM's Education Program or Activity; and
- c) If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

KHSC-KansasCOM will also maintain any and all records in accordance with state and federal laws.

Disabilities Accommodations in the Resolution Process

KHSC-KansasCOM is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the KHSC-KansasCOM's resolution process.

Any party or witness needing such accommodations or support should contact the Title IX Coordinator, who will review the request and, in consultation with the person requesting the accommodation and appropriate KHSC-KansasCOM personnel, determine which accommodations are appropriate and necessary for full participation in the process.

Revision

These policies and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct, discrimination and/or retaliation and will be reviewed and updated annually by the Title IX Coordinator. KHSC-KansasCOM reserves the right to amend this document as necessary, and once those changes are posted online, they are in effect. During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules.

During the resolution process, the Title IX Coordinator may also make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional web site, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure.

If government laws or regulations change, or court decisions alter, the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes.

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APPENDIX A – GENERAL DEFINITIONS

The definitions in this Appendix A apply throughout all sections of this policy. There is a separate definition section in Appendix B that pertains only to the Title IX Grievance Process. The definitions in Appendix B applies to Section C only. **Business Day** means Monday through Friday and excludes any day which is a federal legal holiday in the United States or any day on which KHSC-KansasCOM is closed due to a holiday.

KHSC-KansasCOM Community Members/Community includes all students, faculty, staff, vendors, contractors, community partners, and visitors.

Complainant is an individual who experienced conduct in violation of this policy.

Final Determination is a conclusion by a preponderance of the evidence that the alleged conduct occurred and whether it did or did not violate policy.

General Discrimination, Harassment and Retaliation Resolution Process means the process used to address all conduct that allegedly violates this Policy and does not fall within the definition of Sexual Harassment in Appendix B or such conduct that falls within the definition of Sexual Harassment in Appendix B but does not occur in an Education Program or Activity or occurs outside of the United States.

Non-Title IX Sexual Harassment. Sexual Harassment has a specific definition in the Title IX Policy outlined in Section C of this policy. For any allegations of Sexual Harassment that do not meet that definition or that meet that Title IX definition of Sexual Harassment but occurred outside of the United States or outside of a KHSC-KansasCOM Education Program or Activity, this definition, Non-Title IX Sexual Harassment, will apply. Non-Title IX Sexual Harassment includes unwelcomed sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education, interferes with a person's work or educational performance, or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive.

Sexual harassment may include incidents between any KHSC-KansasCOM Community Members, including faculty, staff, student employees, students, and non-student or non-employee participants in KHSC- KansasCOM programs (e.g., vendors, contractors, visitors, and clients). Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

A hostile environment is created when sexual harassment is sufficiently severe or persistent or pervasive and objectively offensive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the university's educational and/or employment programs.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes quid pro quo sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of an individual's work or educational development or performance, or evaluation thereof.

Parties include the Complainant(s) and the Respondent(s) KHSC-KansasCOM electively.

Reasonable Person means a reasonable person under similar circumstances and with similar identities to Complainant.

Resolution means the result of an informal or Formal Grievance Process.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.

Retaliation means intimidation, threats, coercion, or discrimination, including charges against an individual for conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX or this Policy.

Sanction means a consequence imposed by KHSC-KansasCOM on a Respondent who is found to have violated this policy.

Sexual Misconduct includes but is not limited to Sexual Harassment and Non-Title IX Sexual Harassment, as defined herein.

Title IX Formal Grievance Process means a method of formal resolution designed by KHSC-KansasCOM to address the conduct that falls within the definition of Sexual Harassment in Appendix B, and which complies with the requirements of the Title IX Regulations, 34 C.F.R. part 106.45.

Title IX Coordinator is the official designated by KHSC-KansasCOM to ensure compliance with Title IX and KHSC-KansasCOM's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the coordinator for specific tasks.

APPENDIX B - TITLE IX DEFINITIONS

The definitions in this Appendix B apply only to the Title IX Grievance Process, found in Section C of this policy.

Coercion is unreasonable pressure for sexual activity and may include physical force, words and/or conduct that would cause a Reasonable Person to fear imminent harm to health, safety, or property of themselves or a third person, threat of loss or impairment of an academic or job benefit. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Confidential Resource means a resource that is designated by the institution as not mandated to report incidences of discrimination or harassment.

At KHSC-KansasCOM, **consent** is informed, voluntary, and revocable. Consent cannot be given when a person is incapacitated.

Consent is *informed*. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.

Consent is *voluntary*. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

Consent is *revocable*. Consent to some form of sexual activity does not imply consent to other forms of sexual activity.

Consent to sexual activity on one occasion is not consented to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately. Any condition on consent imposed by a consenting party must be respected, or the interaction may not be considered consensual.

Consent cannot be given when a person is *incapacitated*. A person cannot consent if s/he is asleep, unconscious, or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury, or other forms of coercion. A person cannot consent if their understanding of the act is affected by a physical or mental impairment. A person cannot consent if the person is incapacitated due to the use of or influence of alcohol or drugs.

Consent means affirmative, conscious, and voluntary agreement given by both parties to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity. Neither lack of protest or resistance nor silence means consent has been given. Affirmative consent must be ongoing throughout sexual activity, and consent can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never alone be assumed to be an indicator of consent.

It shall not be a valid excuse to alleged lack of affirmative consent that the Respondent believed that the Complainant consented to the sexual activity under either of the following circumstances:

1. The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
2. The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the Complainant affirmatively consented.

It shall not be a valid excuse that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew or should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances:

1. The Complainant was asleep or unconscious.
2. The Complainant was incapacitated due to the influence of drugs, alcohol, or medication so that the Complainant could not understand the fact, nature, or extent of the sexual activity.
3. The Complainant was unable to communicate due to a mental or physical condition.

Dating Violence³ is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- A. The length of the relationship.
- B. The type of relationship.
- C. The frequency of interaction between the persons involved in the relationship. 34 U.S.C. 12291(a)(10).

³ The applicable state law definition for "dating violence" is included in Appendix C.

Domestic Violence⁴ includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. 34 U.S.C. 12291(a)(8).

Education Program or Activity means locations, events, or circumstances where KHSC-KansasCOM exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by KHSC-KansasCOM.

Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want."). Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Formal Complaint means a document signed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment and/or retaliation and requesting that KHSC-KansasCOM investigate the allegation.

Hearing Officer refers to the individual who has decision-making and sanctioning authority within KHSC- KansasCOM's Title IX Formal Grievance process⁵.

Incapacitation is the physical and/or mental inability to make informed, rational judgments. States of incapacitation include but are not limited to unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent. The question of whether the Respondent should have known of the incapacity is an objective question about what a reasonable person, exercising sober, good judgment, would have known, in the same or similar circumstances. Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk. In situations where drugs and/or alcohol were consumed, the investigation will assess whether the party was incapacitated. Evidence that may assist in this assessment may include, but is not limited to, whether the individual had slurred speech, unsteady gait, vomited, the type and amount of drugs/alcohol consumed, and the duration of time in which the drugs/alcohol were consumed. Incapacitation also covers a person whose incapacity results from mental or physical disabilities or involuntary physical restraint.

Notice means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.

Official with Authority (OWA) means the Title IX Coordinator and Deputy Coordinator of KHSC- KansasCOM, who are explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of KHSC-KansasCOM.

Quid Pro Quo is when an employee of KHSC-KansasCOM conditions the provision of an aid, benefit, or service of KHSC-KansasCOM on an individual's participation in unwelcome sexual conduct.

Remedies are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to KHSC-KansasCOM's educational program.

Responsible Employee(s)⁶ are KHSC-KansasCOM employees who have the duty to report knowledge, notice, and/or reports of sexual harassment, sex, and gender discrimination, and/or related retaliation to the Title IX Coordinator.

Sexual Assault⁷ is categorized as forcible sexual offenses, forcible rape, forcible sodomy, sexual assault with an object, forcible fondling, and non-forcible sex offenses such as incest or statutory rape, as more fully defined below within the definition of "Sexual Harassment."

Sexual Harassment is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence. Sexual harassment is defined as:

⁴ The applicable state law definition for "domestic violence" is included in Appendix C.

⁵ In the Title IX regulations, the "Hearing Officer" is referred to as the "Decision-maker."

⁶ Note that not all "Responsible Employees" are an "Official with Authority."

⁷ The applicable state law definition for "sexual assault" is included in Appendix C.

Conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo: an employee of KHSC-KansasCOM who conditions the provision of an aid, benefit, or service of the recipient, on an individual's participation in unwelcome sexual conduct; and/or
2. Sexual Harassment: unwelcome conduct determined by a reasonable person to be so severe, and pervasive, and objectively offensive, that it effectively denies a person equal access to the Recipient's Education Program or Activity.
3. Sexual assault, defined as:
 - a. Sex Offenses, Forcible: Any sexual act directed against another person, without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.
 - b. Forcible Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
 - c. Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - d. Sexual Assault with an Object: The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - e. Forcible Fondling: The touching of the private body parts of another person (buttocks, groin, breasts), or the purpose of sexual gratification, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - f. Sex Offenses, Non-forcible: Incest, Non-forcible sexual intercourse, between persons who are related to each other, within the degrees wherein marriage is prohibited by applicable state law.
 - g. Statutory Rape: Non-forcible sexual intercourse, with a person who is under the statutory age of consent.

Sexual Misconduct includes but is not limited to sexual harassment and sexual violence, including forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking, as defined herein.

Stalking⁸ is engaging in a course of conduct, on the basis of sex, that is directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or that would cause a reasonable person to suffer substantial emotional distress. For purposes of this definition,

"Course of conduct" means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

"Substantial emotional distress" means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Title IX Advisor means a person chosen by a party or appointed by KHSC-KansasCOM to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination on behalf of the party at the hearing, if applicable.

⁸ The applicable state law definition for "stalking" is included in Appendix C.

APPENDIX C

APPLICABLE STATE LAW DEFINITIONS

This Appendix includes state law definitions of “dating violence,” “domestic violence,” “sexual assault,” and “stalking.” If any of the state law definitions change, or court decisions alter these definitions, this document will be construed to comply with the most recent state law and holdings.

Kansas State Law Definitions:

Dating Violence

The term “dating violence” is not expressly defined in Kansas. The Kansas Criminal Code protects any person abused by a person with whom with whom the offender is involved or has been involved in a dating relationship or a family or household. K.S.A. 21-5414. A “dating relationship” is defined as “a social relationship of a romantic nature. In addition to any other factors the court deems relevant, the trier of fact may consider the following when deciding of whether a relationship exists or existed: Nature of the relationship, length of time the relationship existed, frequency of interaction between the parties and time since the termination of the relationship, if applicable.” K.S.A. 21-5414. “Dating violence” is defined as violence committed by a person who is or has been in a dating relationship based on the factors described above.

Domestic Violence

“Domestic violence” means “an act or threatened act of violence against a person with whom the offender is involved or has been involved in a dating relationship, or an act or threatened act of violence against a family or household member by a family or household member. Domestic violence also includes any other crime committed against a person or against property, or any municipal ordinance violation against a person or against property, when directed against a person with whom the offender is involved or has been involved in a dating relationship or when directed against a family or household member by a family or household member.” K.S.A. 21-5111.

Dating relationship” means a social relationship of a romantic nature. In addition to any other factors the court deems relevant, the trier of fact may consider the following when deciding of whether a relationship exists or existed: Nature of the relationship, length of time the relationship existed, frequency of interaction between the parties and time since termination of the relationship, if applicable.

“Family or household member” means persons 18 years of age or older who are spouses, former spouses, parents or stepparents and children or stepchildren, and persons who are presently residing together or have resided together in the past, and persons who have a child in common regardless of whether they have been married or have lived together at any time. Family or household member also includes people if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time.

There are a number of laws in Kansas that deal with specific circumstances including domestic battery and aggravated domestic battery: knowingly or recklessly causing bodily harm to a person with whom the offender is involved or has been involved in a dating relationship or a family or household member knowingly causing physical contact with a person with whom the offender is involved or has been involved in a dating relationship or a family or household member, when done in a rude, insulting or angry manner; knowingly impeding the normal breathing or circulation of the blood by applying pressure on the throat, neck or chest of a person with whom the offender is involved or has been involved in a dating relationship or a family or household member, when done in a rude, insulting or angry manner; or knowingly impeding the normal breathing or circulation of the blood by blocking the nose or mouth of a person with whom the offender is involved or has been involved in a dating relationship or a family or household member, when done in a rude, insulting or angry manner.

Sexual Assault

“Sexual assault” in Kansas comprises numerous sexually related behaviors, including sexual battery and rape. Sexual battery is the touching of a victim who is not the spouse of the offender, who is 16 or more years of age and who does not consent thereto, with the intent to arouse or satisfy the sexual desires of the offender or another. Aggravated sexual battery is the touching of a victim who is 16 or more years of age and who does not consent thereto with the intent to arouse or satisfy the sexual desires of the offender or another and under any of the following circumstances:

1. When the victim is overcome by force or fear.
2. when the victim is unconscious or physically powerless; or
3. when the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because of the effect of any alcoholic liquor, narcotic, drug, or other substance, which condition was known by, or was reasonably apparent to, the offender. K.S.A. 21-5505.

“Rape” is (1) knowingly engaging in sexual intercourse with a victim who does not consent to the sexual intercourse under any of the following circumstances: (A) when the victim is overcome by force or fear; or (B) when the victim is unconscious or physically powerless; (2) knowingly engaging in sexual intercourse with a victim when the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by the

offender or was reasonably apparent to the offender; (3) sexual intercourse with a child who is under 14 years of age; (4) sexual intercourse with a victim when the victim's consent was obtained through a knowing misrepresentation made by the offender that the sexual intercourse was a medically or therapeutically necessary procedure; or (5) sexual intercourse with a victim when the victim's consent was obtained through a knowing misrepresentation made by the offender that the sexual intercourse was a legally required procedure within the scope of the offender's authority. K.S.A. 21-5503.

Stalking

"Stalking" is (1) recklessly engaging in a course of conduct targeted at a specific person which would cause a reasonable person in the circumstances of the targeted person to fear for such person's safety, or the safety of a member of such person's immediate family and the targeted person is actually placed in such fear; (2) engaging in a course of conduct targeted at a specific person with knowledge that the course of conduct will place the targeted person in fear for such person's safety or the safety of a member of such person's immediate family; or (3) after being served with, or otherwise provided notice of, any protective order included in the Protection from Stalking, Sexual Assault or Human Trafficking Act, K.S.A. 60-31a01 *et seq.*, which prohibits contact with a targeted person.

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Kansas College of Osteopathic Medicine

Course Catalog

Advanced Osteopathic Manipulative Medicine | OMM 807a

Course Description: The Advanced OMM course focuses on the integration of Osteopathic Principles and Practice (OPP), including osteopathic manipulative treatment (OMT), into clinical problem solving and patient care. The clinical conditions covered each trimester will be based on the top diagnoses coded nationally for each covered organ-system or specialty. Particular emphasis will be placed on the top outpatient clinical diagnoses coded by osteopathic physicians, as documented by the National Ambulatory Center Database and those diagnoses that respond well to adjunctive OMT. **Credits:** 5

Advanced Osteopathic Manipulative Medicine | OMM 807b

Course Description: The Advanced OMM course focuses on the integration of Osteopathic Principles and Practice (OPP), including osteopathic manipulative treatment (OMT), into clinical problem solving and patient care. The clinical conditions covered each trimester will be based on the top diagnoses coded nationally for each covered organ-system or specialty. Particular emphasis will be placed on the top outpatient clinical diagnoses coded by osteopathic physicians, as documented by the National Ambulatory Center Database and those diagnoses that respond well to adjunctive OMT. **Credits:** 5

Advanced Osteopathic Manipulative Medicine | OMM 807c

Course Description: The Advanced OMM course focuses on the integration of Osteopathic Principles and Practice (OPP), including osteopathic manipulative treatment (OMT), into clinical problem solving and patient care. The clinical conditions covered each trimester will be based on the top diagnoses coded nationally for each covered organ-system or specialty. Particular emphasis will be placed on the top outpatient clinical diagnoses coded by osteopathic physicians, as documented by the National Ambulatory Center Database and those diagnoses that respond well to adjunctive OMT. **Credits:** 5

Advanced Osteopathic Manipulative Medicine | OMM 908a

Course Description: The Advanced OMM course focuses on the integration of Osteopathic Principles and Practice (OPP), including osteopathic manipulative treatment (OMT), into clinical problem solving and patient care. The clinical conditions covered each trimester will be based on the top diagnoses coded nationally for each covered organ-system or specialty. Particular emphasis will be placed on the top outpatient clinical diagnoses coded by osteopathic physicians, as documented by the National Ambulatory Center Database and those diagnoses that respond well to adjunctive OMT. **Credits:** 1

Advanced Osteopathic Manipulative Medicine | OMM 908b

Course Description: The Advanced OMM course focuses on the integration of Osteopathic Principles and Practice (OPP), including osteopathic manipulative treatment (OMT), into clinical problem solving and patient care. The clinical conditions covered each trimester will be based on the top diagnoses coded nationally for each covered organ-system or specialty. Particular emphasis will be placed on the top outpatient clinical diagnoses coded by osteopathic physicians, as documented by the National Ambulatory Center Database and those diagnoses that respond well to adjunctive OMT. **Credits:** 1

Advanced Osteopathic Manipulative Medicine | OMM 908c

Course Description: The Advanced OMM course focuses on the integration of Osteopathic Principles and Practice (OPP), including osteopathic manipulative treatment (OMT), into clinical problem solving and patient care. The clinical conditions covered each trimester will be based on the top diagnoses coded nationally for each covered organ-system or specialty. Particular emphasis will be placed on the top outpatient clinical diagnoses coded by osteopathic physicians, as documented by the National Ambulatory Center Database and those diagnoses that respond well to adjunctive OMT. **Credits:** 0.5

Anatomy (e) | ANT 901e

Course Description: The focused anatomy elective in the fourth year provides an opportunity to do cadaveric dissection of a region of interest upon approval by the Director of the Integrated Anatomical Sciences track. This dissection opportunity is self-directed. A faculty member of the Integrated Anatomical Sciences track will provide guidance on a weekly basis. An option for students in this elective is to assist in teaching in the Integrated Anatomical Sciences course as a Teaching Assistant. These electives are four weeks in length. **Credits:** 5

Anesthesiology | ANES 801

Course Description: The Anesthesiology Clerkship is a surgery subspecialty experience under the umbrella of a surgical subspecialty rotation. Students will gain clinical exposure primarily in an operating theater to the critical aspects of anesthesia care. Techniques of local anesthesia and general anesthesia will be introduced. **Credits:** 5

Anesthesiology(e) | ANES 901e

Course Description: The Anesthesiology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field of anesthesia. Students will gain clinical exposure primarily in an operating theater to the critical aspects of anesthesia care. Techniques of local anesthesia and general anesthesia will be introduced. **Credits:** 2-15

Anesthesiology(s) | ANES 901s

Course Description: The Anesthesiology 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. Students will gain clinical exposure primarily in an operating theater to the critical aspects of anesthesia care. Techniques of local anesthesia and general anesthesia will be introduced. **Credits:** 2-15

Cardiology | IMED 803

Course Description: The Cardiology Clerkship is an internal medicine subspecialty experience designed to provide students with clinical exposure, observation, and training in the field of cardiology. Students will gain exposure to outpatient cardiology, cardiac catheterization, angioplasty, electrophysiology, and inpatient cardiac care. The knowledge gained in this rotation will complement that gained in the internal medicine clerkship. **Credits:** 5

Cardiology (e) | IMED 903e

Course Description: The Cardiology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. The rotation is designed to provide students with clinical exposure, observation, and training in the field of cardiology. Students will gain exposure to outpatient cardiology, cardiac catheterization, angioplasty, electrophysiology, and inpatient cardiac care. The knowledge gained in this rotation will complement that gained in the internal medicine clerkship. **Credits:** 2-15

Cardiology (s) | IMED 903s

Course Description: The Cardiology 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. The rotation is designed to provide students with clinical exposure, observation, and training in the field of cardiology. Students will gain exposure to outpatient cardiology, cardiac catheterization, angioplasty, electrophysiology, and inpatient cardiac care. The knowledge gained in this rotation will complement that gained in the internal medicine clerkship. **Credits:** 2-15

Cardiothoracic Surgery | SURG 801

Course Description: The Cardiovascular/Thoracic Surgery Clerkship is a surgery subspecialty experience designed to provide students with clinical exposure, observation, and training to further their understanding in this highly specialized field. These experiences will include a combination of office-based care and hospital/operative exposure. **Credits:** 5

Cardiothoracic Surgery(e) | SURG 901e

Course Description: The Cardiothoracic Surgery 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. The rotation is designed to provide students with clinical exposure, observation, and training to further their understanding in this highly specialized field. Cardiac revascularization and valve surgery comprise a large portion of the experience. These experiences will include a combination of office-based care and hospital/operative exposure. **Credits:** 2-15

Cardiothoracic Surgery(s) | SURG 901s

Course Description: The Cardiothoracic Surgery 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care with internship-like responsibilities. The rotation is designed to provide students with clinical exposure, observation, and training to further their understanding in this highly specialized field. Cardiac revascularization and valve surgery comprise a large portion of the experience. These experiences will include a combination of office-based care and hospital/operative exposure. **Credits:** 2-15

Clinical Pathology(e) | PATH 900e

Course Description: The Clinical Pathology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field of Pathology. The rotation is designed to provide students with exposure, observation, and training in the field of pathology. Students will learn to evaluate clinical specimens from many different tissue categories and disease processes. The critical importance of this field to making the correct diagnosis and initiating the appropriate treatment plan will be emphasized. **Credits:** 2-15

Clinical Pathology(s) | PATH 900s

Course Description: The Clinical Pathology 4th Year Sub-Internship provides a more thorough and in-depth exposure to the field of Pathology functioning with internship-like responsibilities. The rotation is designed to provide students with exposure, observation, and training in the field of pathology. Students will learn to evaluate clinical specimens from many different tissue categories and disease processes. The critical importance of this field to making the correct diagnosis and initiating the appropriate treatment plan will be emphasized. **Credits:** 2-15

Colloquy in Medical Education | MEDE 801

Course Description: This course is designed to provide students training in Diversity in Medicine both for the learner and in caring for patients; Financial Planning during education and upon entering residency and medical practice; and Careers in Medicine designed to assist students in selecting a medical career based on their individual talents and interests. **Credits:** 0.75

Emergency Medicine | EMED 800

Course Description: The Emergency Medicine Clerkship is a core clerkship designed to expose students to the fundamentals of emergency care of patients of all ages. Students will focus on caring for a host of acute and sub-acute problems some of which may be life-threatening. Students will learn how to stabilize and triage patients with minor maladies and critical illnesses. Students will also engage in didactic experiences through virtual case presentations. **Credits:** 6.25

Emergency Medicine (e) | EMED 900e

Course Description: The Emergency Medicine 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. The rotation is designed to expose students to the fundamentals of emergency care of patients of all ages. Students will focus on caring for a host of acute and sub-acute problems some of which may be life-threatening. Students will learn how to stabilize and triage patients with minor maladies and critical illnesses. **Credits:** 2-15

Emergency Medicine (s) | EMED 900s

Course Description: The Emergency Medicine 4th year sub-internship provide students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. The rotation is designed to expose students to the fundamentals of emergency care of patients of all ages. Students will focus on caring for a host of acute and sub-acute problems some of which may be life-threatening. Students will learn how to stabilize and triage patients with minor maladies and critical illnesses. **Credits:** 2-15

Endocrinology | IMED 806

Course Description: The Endocrinology Clerkship is an internal medicine subspecialty experience designed to provide students with exposure to the management of diabetes and a host of other endocrinology disorders. Clinical management will be emphasized. There will be significant exposure to and management of end-organ damage. **Credits:** 5

Endocrinology (e) | IMED 906e

Course Description: The Endocrinology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. The rotation is designed to provide students with exposure to the management of diabetes and a host of other endocrinology disorders. Clinical management will be emphasized. There will be significant exposure to and management of end-organ damage. **Credits:** 2-15

Endocrinology (s) | IMED 906s

Course Description: The Endocrinology 4th year sub-internship provide students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. The rotation is designed to provide students with exposure to the management of diabetes and a host of other endocrinology disorders. Clinical management will be emphasized. There will be significant exposure to and management of end-organ damage. **Credits:** 2-15

Family Medicine | FMED 800

Course Description: The Family Medicine Clerkship is a core clerkship experience during which students spend time in ambulatory clinic settings caring for patients from the newborn to geriatric populations. Students, under the guidance of family medicine physicians, will take histories, perform physical examinations, and counsel patients on common chronic medical problems such as diabetes, hypertension, depression, and other common ailments. Students will also engage in didactic experiences. **Credits:** 6.25

Family Medicine (e) | FMED 900e

Course Description: The Family Medicine 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. During this rotation students spend time in ambulatory clinic settings caring for patients from the newborn to geriatric populations. Students, under the guidance of family medicine physicians, will take histories, perform physical examinations, and counsel patients on common chronic medical problems such as diabetes, hypertension, depression, and other common ailments. **Credits:** 2-15

Family Medicine (s) | FMED 900s

Course Description: The Family Medicine 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. During this rotation students spend time in ambulatory clinic settings caring for patients from the newborn to geriatric populations. Students, under the guidance of family medicine physicians, will take histories, perform physical examinations, and counsel patients on common chronic medical problems such as diabetes, hypertension, depression, and other common ailments. **Credits:** 2-15

Foundations of Osteopathic Manipulative Medicine I | OMM 601

Course Description: This is the first in a four-year series of courses. Osteopathic principles, practices, and philosophies are the foundation of Osteopathic Medicine and will create the lens through which patients will be viewed throughout your career. In the Foundations of Osteopathic Manipulative Medicine (OMM) course, we will spend most of the first year focused on the musculoskeletal system, but that is only an avenue for teaching the fundamentals of palpation, patient evaluation, and osteopathic manipulation. With practice, you learn how to apply the skills learned to the visceral systems and the entire nervous system, affecting the whole person, body, mind, and spirit. As a cumulative course, each trimester will build upon the foundation of the previous course material and treatment methods: exploring the theory of mechanism of action, indications, contraindications, and treatment techniques. **Credits:** 4

Foundations of Osteopathic Manipulative Medicine II | OMM 602

Course Description: This is the second in a four-year series of courses. In OMM II students will build upon the foundation established in OMM I. As a cumulative course, students will need a solid understanding of the previous material and treatment methods. Students will continue exploring the theory of mechanism of action, indications, contraindications, and treatment techniques of additional treatment methods. **Credits:** 4

Foundations of Osteopathic Manipulative Medicine III | OMM 603

Course Description: This is the third course in a four-year series of courses and the final OMM course in year one of the curriculum. In OMM III students will build upon the foundation established in OMM I and II. As a cumulative course, students will need a solid understanding of the previous material and treatment methods. Students will continue exploring the theory of mechanism of action, indications, contraindications, and treatment techniques of additional treatment methods. **Credits:** 4

Foundations of Osteopathic Manipulative Medicine IV | OMM 704

Course Description: In OMM IV we will continue build upon the foundation established in OMM I-III. As a cumulative course, you will need a solid understanding of the previous material and treatment methods. We will explore the theory of mechanism of action, indications, contraindications, and treatment techniques of the remaining primary treatment methods. **Credits:** 4

Foundations of Osteopathic Manipulative Medicine V | OMM 705

Course Description: In OMM V we will build upon the foundation established in OMM I-IV. As a cumulative course, you will need a solid understanding of the previous material and treatment methods. We will begin to apply the prior knowledge to screening and evaluating a patient to determine where to begin treatment. With the aid of Osteopathic Clinical Application Modules (OCAM), we will begin to study specific patient populations as seen through the lens of the Five-Models of Osteopathy. **Credits:** 4

Foundations of Osteopathic Manipulative Medicine VI | OMM 706

Course Description: In OMM VI, we will build upon the foundation established in OMM I-V. As a cumulative course, you will need a solid understanding of the previous material and treatment methods. We will begin to apply the prior knowledge to the integration of Osteopathic Manipulation in clinical rotations under the supervision of a clinical preceptor. With the aid of Osteopathic Clinical Application Modules (OCAM), we will continue to study specific patient populations as seen through the lens of the Five-Models of Osteopathy. **Credits:** 4

Gastroenterology | IMED 807

Course Description: The Gastroenterology Clerkship is an internal medicine subspecialty experience designed to provide students with exposure to outpatient gastrointestinal illnesses, colonoscopies, other advanced endoscopic interventions. Inpatient consultations will be part of the clinical experience. **Credits:** 5

Gastroenterology (e) | IMED 907e

Course Description: The Gastroenterology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. The rotation is designed to provide students with exposure to outpatient gastrointestinal illnesses, colonoscopies, other advanced endoscopic interventions. Inpatient consultations will be part of the clinical experience. **Credits:** 2-15

Gastroenterology (s) | IMED 907s

Course Description: The Gastroenterology 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. The rotation is designed to provide students with exposure to outpatient gastrointestinal illnesses, colonoscopies, other advanced endoscopic interventions. Inpatient consultations will be part of the clinical experience. **Credits:** 2-15

General Psychiatry (e) | PSYC 901e

Course Description: The Psychiatry 4th Year Rotation Elective provides a more in-depth exposure to the field. The rotation will focus on diagnosis, treatment, and medical management of patients with various psychiatric disorders. Students will be under the guidance of psychiatrists, psychologists, and other behavioral health professionals. Students will be exposed to adolescent and adult psychiatric problems including but not limited to depression, schizophrenia, addiction, and other illnesses. **Credits:** 2-15

General Psychiatry (s) | PSYC 901s

Course Description: The Psychiatry 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. The rotation will focus on diagnosis, treatment, and medical management of patients with various psychiatric disorders. Students will be under the guidance of psychiatrists, psychologists, and other behavioral health professionals. Students will be exposed to adolescent and adult psychiatric problems including but not limited to depression, schizophrenia, addiction, and other illnesses. **Credits:** 2-15

General Radiology (s) | RADI 900s

Course Description: The Radiology 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. Students will gain exposure to an assortment of imaging studies and diagnostic/therapeutic interventions. It is intended to enhance the experience gained in other rotations as imaging has become a cornerstone of diagnosis. This rotation will serve to immerse students who may be seeking a radiology residency. **Credits:** 2-15

General Radiology(e) | RADI 900e

Course Description: The Radiology 4th Year Rotation Elective provides a more in-depth exposure to the field. Students will gain exposure to an assortment of imaging studies and diagnostic/therapeutic interventions. It is intended to enhance the experience gained in other rotations as imaging has become a cornerstone of diagnosis. This rotation will serve to immerse students who may be seeking a radiology residency. **Credits:** 2-15

General Surgery (e) | SURG 900e

Course Description: The General Surgery 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. During the rotation students spend time both in an inpatient and outpatient setting focusing on the surgical management of disease. Students will round with the surgery team on inpatients and will be assigned to an outpatient surgical attending preceptor where students will assist in the outpatient management of surgical disease. **Credits:** 2-15

General Surgery (s) | SURG 900s

Course Description: The General Surgery 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. During the rotation students spend time both in an inpatient and outpatient setting focusing on the surgical management of disease. Students will round with the surgery team on inpatients and will be assigned to an outpatient surgical attending preceptor where students will assist in the outpatient management of surgical disease. **Credits:** 2-15

Hematology/Oncology | IMED 808

Course Description: The Hematology/Oncology Clerkship is an internal medicine subspecialty experience designed to provide students with exposure to a broad range of oncological processes as well as chemotherapy regimens, outpatient and inpatient management of the cancer patient, and clinical trials. **Credits:** 5

Hematology/Oncology (e) | IMED 908e

Course Description: The Hematology/Oncology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. This rotation is designed to provide students with exposure to a broad range of oncological processes as well as chemotherapy regimens, outpatient and inpatient management of the cancer patient, and clinical trials. **Credits:** 2-15

Hematology/Oncology (s) | IMED 908s

Course Description: The Hematology/Oncology 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. This rotation is designed to provide students with exposure to a broad range of oncological processes as well as chemotherapy regimens, outpatient and inpatient management of the cancer patient, and clinical trials. **Credits:** 2-15

Integrated Anatomical Sciences I | ANT 601

Course Description: This is the first course in a two-year longitudinal comprehensive program focused on the disciplines of Gross Anatomy, Developmental Anatomy (Embryology), Microscopic Anatomy (Histology), and Neuroanatomy. In Anatomy I, students will examine the development of humans from single cells to the embryo, study the structures that constitute a cell, explore the components of tissues, and survey the structure and organization of the human body. This course integrates clinical imaging (ultrasound, plain film x-ray, computed tomography, and magnetic resonance imaging), virtual dissection, virtual microscopy, and practical exercises. **Credits:** 4

Integrated Anatomical Sciences II | ANT 602

Course Description: Students will study the detailed structure and organization of the thorax (chest) and abdomen focused on the heart and vascular system, pulmonary system, and gastrointestinal system. The heart and vascular system including the development, neural control, and histological features of the heart and blood vessels throughout the body. The pulmonary system includes the trachea, larynx, lungs, and the structures that subserve respiration and speech. The gastrointestinal system includes the oral cavity, pharynx, esophagus, stomach, intestines, and associated organs that subserve eating, digestion, and elimination. These systems are studied from an integrated anatomical approach using virtual dissection, clinical imaging, virtual microscopy, and practical exercises. **Credits: 4**

Integrated Anatomical Sciences III | ANT 603

Course Description: Students will study the detailed structure and organization of the renal system including the kidneys, urinary bladder, and mechanisms of fluid elimination, the endocrine system including all of the endocrine organs, their structure, function, and mechanisms of neural control. Students will also focus on the musculoskeletal system including the vertebral system, skull, and appendicular skeleton, the skeletal muscular system, joints, and movements. These systems are studied from an integrated anatomical approach using virtual dissection, clinical imaging, virtual microscopy, and practical exercises. **Credits: 4**

Integrated Anatomical Sciences IV | ANT 704

Course Description: In Anatomy IV, we will study the detailed structure and organization of the skull, central nervous system, autonomic nervous system of the head, special senses, and the integument. The neuroscience, special senses, and psychiatry sections include the development, neural control, and histological features of the brain, spinal cord, and skull. The dermatology section includes the skin and associated structures. These systems are studied from an integrated anatomical approach using virtual dissection, clinical imaging, virtual microscopy, and practical exercises. **Credits: 4**

Integrated Anatomical Sciences V | ANT 705

Course Description: In Anatomy V, we will study the detailed structure and organization of the male and female reproductive systems, reprise embryology of the human with an emphasis on developmental anomalies, the birthing process, and changes in the body during aging from birth to adulthood. These systems are studied from an integrated anatomical approach using virtual dissection, clinical imaging, virtual microscopy, and practical exercises. **Credits: 4**

Integrated Anatomical Sciences VI | ANT 706

Course Description: In Anatomy VI, we will study the detailed structure and organization of the face and head as well as review the body systems and how they integrate with each other. These systems are studied from an integrated anatomical approach using virtual dissection, clinical imaging, virtual microscopy, and practical exercises. **Credits: 4**

Internal Medicine | IMED 800

Course Description: The Internal Medicine Clerkship is a core clerkship experience focusing on inpatient and/or outpatient settings. In an inpatient setting, students will be on a hospitalist service where they will be admitting and following patients who are acutely ill. In an outpatient setting, students will work with general internists on a range of diagnoses common to Internal Medicine. Students will also participate in a range of didactic session including case presentations and simulations. **Credits: 6.25**

Internal Medicine - Inpatient (e) | IMED 901e

Course Description: The Internal Medicine 4th Year Rotation Elective provides a more thorough and in-depth exposure to the hospitalist field. This rotation will be more focused on inpatient management. In an inpatient setting, students will be on a hospitalist service where they will be admitting and following patients who are acutely ill and need hospital-based care. This rotation provides a unique opportunity to follow many patients across the entirety of their hospital stay from admission to discharge. **Credits: 2-15**

Internal Medicine - Inpatient (s) | IMED 901s

Course Description: The Internal Medicine 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. This rotation will be more focused on inpatient management. In an inpatient setting, students will be on a hospitalist service where they will be admitting and following patients who are acutely ill and need hospital-based care. This rotation provides a unique opportunity to follow many patients across the entirety of their hospital stay from admission to discharge. **Credits: 2-15**

Nephrology | IMED 811

Course Description: The Nephrology Clerkship is an internal medicine subspecialty experience designed to provide students an outpatient and inpatient exposure to disease processes affecting the kidneys. This rotation will involve complex disease management pulling together many aspects of internal medicine. **Credits: 5**

Nephrology (e) | IMED 911e

Course Description: The Nephrology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. This rotation is designed to provide students an outpatient and inpatient exposure to disease processes affecting the kidneys. The exposure will involve complex disease management pulling together many aspects of internal medicine. **Credits: 2-15**

Nephrology (s) | IMED 911s

Course Description: The Nephrology 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. This rotation is designed to provide students an outpatient and inpatient exposure to disease processes affecting the kidneys. The exposure will involve complex disease management pulling together many aspects of internal medicine. **Credits: 2-15**

Neurology | IMED 812

Course Description: The Neurology Clerkship is an internal medicine subspecialty outpatient experience whereby the students will gain exposure to an assortment of neurological disease processes and treatments. It is intended to enhance the experience gained in the core rotations. It can also serve to provide experience to those students who may be interested in a neurology training program. **Credits: 5**

Neurology (e) | IMED 912e

Course Description: The Neurology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. During this rotation students will gain exposure to an assortment of neurological disease processes and treatments. Stroke management, Parkinson's disease, Alzheimer's disease, and multiple sclerosis are but a few of the myriad conditions that will be encountered during this experience. **Credits:** 2-15

Neurology (s) | IMED 912s

Course Description: The Neurology 4th Year sub-internship provides a more thorough and in-depth exposure to the field. During this rotation students will gain exposure to an assortment of neurological disease processes and treatments. Stroke management, Parkinson's disease, Alzheimer's disease, and multiple sclerosis are but a few of the myriad conditions that will be encountered during this experience. **Credits:** 2-15

Neurosurgery | SURG 802

Course Description: The Neurosurgery Clerkship is a surgery subspecialty experience designed to provide students with clinical exposure, observation, and training to further their understanding within the field of neurosurgery. These experiences will take place in a clinical office and hospital/operative setting. Both spine surgery and intracranial surgery make up the bulk of the clinical experience. **Credits:** 5

Neurosurgery(e) | SURG 902e

Course Description: The Neurosurgery 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. This rotation is designed to provide students with clinical exposure, observation, and training to further their understanding within the field of neurosurgery. These experiences will take place in a clinical office and hospital/operative setting. Both spine surgery and intracranial surgery make up the bulk of the clinical experience. **Credits:** 2-15

Neurosurgery(s) | SURG 902s

Course Description: The Neurosurgery 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. This rotation is designed to provide students with clinical exposure, observation, and training to further their understanding within the field of neurosurgery. These experiences will take place in a clinical office and hospital/operative setting. Both spine surgery and intracranial surgery make up the bulk of the clinical experience. **Credits:** 2-15

Obstetrics & Gynecology | OBGYN 800

Course Description: The Obstetrics and Gynecology Clerkship is a core clerkship in which students will be exposed to a host of conditions from routine childbirth to medical and surgical gynecological processes. Students will also participate in a didactic curriculum focused on the healthcare needs of women. **Credits:** 6.25

Obstetrics & Gynecology (e) | OBGYN 903e

Course Description: The Obstetrics and Gynecology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. During this rotation students will be exposed to a host of conditions from routine childbirth to medical and surgical gynecological processes. The rotation will include both outpatient and inpatient experiences. **Credits:** 2-15

Obstetrics & Gynecology (s) | OBGYN 903s

Course Description: The Obstetrics and Gynecology 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. During this rotation students will be exposed to a host of conditions from routine childbirth to medical and surgical gynecological processes. The rotation will include both outpatient and inpatient experiences. **Credits:** 2-15

Ophthalmology | SURG 811

Course Description: The Ophthalmology Clerkship is a surgery subspecialty experience combining an experience in office-based practice and ambulatory surgical exposure. The student will learn practical skills of slit lamp and funduscopy examination. The experience will include time with the many subspecialties within the field including retina, neuro, cornea, cataract, pediatrics, and glaucoma. **Credits:** 5

Ophthalmology (e) | SURG 911e

Course Description: The Ophthalmology 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. This rotation combines experiences in an office-based practice with ambulatory surgical exposure. The student will learn practical skills of slit lamp and funduscopy examination. The experience will include time with the many subspecialties within the field including retina, neuro, cornea, cataract, pediatrics, and glaucoma. **Credits:** 2-15

Ophthalmology (s) | SURG 911s

Course Description: The Ophthalmology 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. This rotation combines experiences in an office-based practice with ambulatory surgical exposure. The student will learn practical skills of slit lamp and funduscopy examination. The experience will include time with the many subspecialties within the field including retina, neuro, cornea, cataract, pediatrics, and glaucoma. **Credits:** 2-15

Orthopedic Surgery | SURG 803

Course Description: The Orthopedic Surgery Clerkship is a surgery subspecialty experience designed to provide students with clinical exposure, observation, and training to further their understanding within the field of orthopedic surgery. A combination of office and surgical settings will be part of the experience. The student will witness ample joint replacements and other surgical interventions. **Credits:** 5

Orthopedic Surgery(e) | SURG 903e

Course Description: The Orthopedic Surgery 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. This rotation is designed to provide students with clinical exposure, observation, and training to further their understanding within the field of orthopedic surgery. A combination of office and surgical settings will be part of the experience. The student will witness ample joint replacements and other surgical interventions. **Credits:** 2-15

Orthopedic Surgery(s) | SURG 903s

Course Description: The Orthopedic Surgery 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. This rotation is designed to provide students with clinical exposure, observation, and training to further their understanding within the field of orthopedic surgery. A combination of office and surgical settings will be part of the experience. The student will witness ample joint replacements and other surgical interventions. **Credits:** 2-15

Osteopathic Manipulation (e) | OMM 900e

Course Description: The Osteopathic Manipulative Medicine 4th Year Clerkship Elective provides in-depth exposure to the application of Osteopathic principles, practice, and philosophy; this is a “hands-on” experience. Students spend time in an ambulatory clinic and potentially inpatient setting during this rotation, caring for patients of all ages. Under the guidance of physicians who utilize Osteopathic Manipulative Treatment, students will take histories, perform structural examinations, and assist in treating patients with common chronic medical problems and structural dysfunctions. While on this clerkship, students will complete a procedure log. **Credits:** 2-15

Osteopathic Manipulation (s) | OMM 900s

Course Description: The Osteopathic Manipulative Medicine 4th Year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. The rotation provides in-depth exposure to the application of Osteopathic principles, practice, and philosophy; this is a “hands-on” experience. Students spend time in an ambulatory clinic and potentially inpatient setting during this rotation, caring for patients of all ages. Under the guidance of physicians who utilize Osteopathic Manipulative Treatment, students will take histories, perform structural examinations, and assist in treating patients with common chronic medical problems and structural dysfunctions. While on this clerkship, students will complete a procedure log. **Credits:** 2-15

Pain Management | ANES 802

Course Description: The Pain Management Clerkship is a surgery subspecialty experience designed to provide students with clinical exposure, observation, and training to further their understanding within the field of pain management. Students will witness medical management of pain, including the judicious use of opioids, and the use of various pain blocks. **Credits:** 5

Pain Management(e) | ANES 902e

Course Description: The Pain Management 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. This rotation is designed to provide students with clinical exposure, observation, and training to further their understanding within the field of pain management. Students will witness medical management of pain, including the judicious use of opioids, and the use of various pain blocks. **Credits:** 2-15

Pain Management(s) | ANES 902s

Course Description: The Pain Management 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. This rotation is designed to provide students with clinical exposure, observation, and training to further their understanding within the field of pain management. Students will witness medical management of pain, including the judicious use of opioids, and the use of various pain blocks. **Credits:** 2-15

Patient Presentation I | PPT 601

Course Description: This is the first course in a two-year series of courses. The patient presentation model is designed to allow students to make meaningful connections between the structural and functional foundations of health and wellness. Each progressive course covers new and additional organ systems and patient presentations and cases, all building on the knowledge acquired in earlier terms to prepare students for competent entry to practice.

For the first 8 weeks of this course, students will participate in an intensive introduction to the foundational sciences in medicine including anatomy, physiology, microbiology, immunology, pharmacology, embryology, biochemistry, and pathology. In the later 4 weeks of the course, students begin to engage in a patient presentation model combined with team-based learning to acquire, analyze, and apply knowledge of the foundational medical sciences strongly rooted in clinical medicine. Students will work through a series of modules that cover the structure and function of the human body through a series of organ systems, examining the differences between health and disease through patient cases, symptoms, and causative or diagnostic schemas all within the framework of osteopathic medicine. In Term I, the Patient Presentation Model will focus on the hematologic system. **Credits:** 4

Patient Presentation II | PPT 602

Course Description:

This course will serve as a continuation of the Patient Presentations Track and will build upon the fundamentals set forward during the first trimester. The course will be divided into three modules: Gastrointestinal, Cardiovascular, and Respiratory. The GI Module will concentrate on 4 primary topics: Abdominal pain, Diarrheal diseases, GI neoplasms, and Abnormal liver enzymes. The CV Module will concentrate on Arrhythmias, Heart failure, Hypertension, and Cardiovascular chest discomfort. The four topics for the Respiratory system will be: Dyspnea, Cough, Noncardiac chest discomfort, and Lung nodules.

The basic science concepts will include normal and abnormal physiologic principles, key biochemistry, microbiology, immunology, and pharmacology principles related to these topics. Concomitant clinical concepts related to each topic will be presented using Team Based Learning methods, assigned pre-readings, audio-visual presentations of topic related materials, mini-lectures, possible guest expert presentations, and other teaching methods (TBD). In addition, a list of Independent Study topics not covered during the modules, including appropriate references will be provided to the student(s). **Credits:** 4

Patient Presentation III | PPT 603

Course Description: This course consists of 3 modules focusing on the musculoskeletal system, the renal system, and the endocrine system. Each 4-week module emphasizes the biomedical sciences (biochemistry, physiology, microbiology, pharmacology, and pathophysiology) and the essential molecular and cellular processes that differentiate normal from abnormal function of these organ systems.

The course uses the patient presentations model to establish and reinforce connections between structural and functional foundations of health and illness. Working as individuals and in teams, students relate the biomedical sciences to medical practice through patient cases with chief complaints, signs, symptoms, and causative or diagnostic schemas, within the framework of osteopathic medicine. This course prepares students to apply their understanding of biomedical sciences to make informative deductions about the diagnosis and treatment of common or life-threatening disorders of the musculoskeletal, renal, and endocrine systems, as well as their systemic complications. **Credits: 4**

Patient Presentations IV | PPT 704

Course Description: This course consists of two modules focusing on the nervous system and the integumentary system. Each module emphasizes the biomedical sciences (biochemistry, physiology, microbiology, pharmacology, and pathophysiology) and the essential molecular and cellular processes that differentiate normal from abnormal function of these organ systems.

The course uses the patient presentation model to establish and reinforce connections between structural and functional foundations of health and illness. Working as individuals and in teams, students relate the biomedical sciences to medical practice through patient cases with chief complaints, signs, symptoms, and causative or diagnostic schemas, within the framework of osteopathic medicine. This course prepares students to apply their understanding of biomedical sciences to make informative deductions about the diagnosis and treatment of common or life-threatening disorders of the nervous system and the integumentary systems and their systemic complications. **Credits: 4**

Patient Presentations V | PPT 705

Course Description: This is the fifth course in a two-year series of courses. In this course, the patient presentation model will be used in combination with team based learning to examine reproductive health, pediatrics, and geriatrics. The course will integrate the foundational sciences with clinical medicine. The curriculum is designed to promote cohesive, interconnected understanding of issues grounded in evidence-based medicine. The reproductive health module will address issues regarding the development, physiology, and pathophysiology of the male and female reproductive systems, with emphasis on disease etiology, diagnosis, and reproductive conditions. At the end of the pediatric module, learners will be able to discuss the basics of child growth and development, evaluate common childhood illnesses and disorders, and begin to formulate differential diagnoses. During the geriatric module, learners will examine aging processes within different organ systems and how they impact physiology, function, diagnosis, and treatment of common disorders and disease. **Credits: 4**

Patient Presentations VI | PPT 706

Course Description: This is the sixth course in a two-year series of courses. In this course, the patient presentation model will be used in combination with team-based learning to examine how a variety of patients present to various services in preparation for clinical rotations. The course will integrate the foundational sciences (biochemistry, physiology, microbiology, pharmacology, and pathophysiology) with clinical medicine. The curriculum is designed to promote a cohesive, interconnected understanding of issues grounded in evidence-based medicine. The course is also designed to assist students in preparation for COMLEX USA Level. **Credits: 4**

Pediatrics | PEDS 800

Course Description: The Pediatric Clerkship is a core clerkship experience in which students will care for children in an inpatient and/or outpatient setting. Students will be expected to take histories, perform physicals, and interact with patients and their families. Students will be involved in providing, acute, chronic, and preventative care. In addition, students will participate in didactic sessions throughout the clerkship. **Credits: 6.25**

Pediatrics (e) | PEDS 900e

Course Description: The Pediatrics 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. Students will care for children in an inpatient and/or outpatient setting and will be expected to take histories, perform physicals, and interact with patients and their families. Students will be involved in providing, acute, chronic, and preventative care. **Credits: 2-15**

Pediatrics (s) | PEDS 900s

Course Description: The Pediatrics 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. Students will care for children in an inpatient and/or outpatient setting and will be expected to take histories, perform physicals, and interact with patients and their families. Students will be involved in providing, acute, chronic, and preventative care. **Credits: 2-15**

Physicianship I | PHY 601

Course Description: This is the first in a two-year series of courses. During Physicianship I & II, basic history and physical examination skills are taught using an organ- systems based approach. This is accomplished through a multifaceted approach of didactic instruction, hands-on instruction, and simulated patient encounters. The learner is introduced to features of common pathologic conditions associated with these systems to bring relevance to early clinical learning. Throughout these courses, emphasis is placed on osteopathic patient-centered approach to clinical medicine. Critical thinking concepts will be introduced as well.

This course will also introduce students to the structure and function of the healthcare system and will create a foundation for establishing lifelong learning. The course will include topics in health policy, professionalism, research, and physician-patient relationships. Topics included are population health, interprofessional education, evidence-based medicine, research ethics, global health, epidemiology, and public health. The course will include an introduction to universal precautions and disease prevention. Basic elements of medical jurisprudence and medical informatics will be introduced. **Credits: 4**

Physicianship II | PHY 602

Course Description: This is the second in a two-year series of courses delivered in OMSI and OMSII. During Physicianship I & II, basic history and physical examination skills are taught using an organ- systems based approach. This is accomplished through a multifaceted approach of didactic instruction, hands-on instruction, and simulated patient encounters. The learner is introduced to features of common pathologic conditions associated with these systems to bring relevance to early clinical learning. Throughout these courses, emphasis is placed on osteopathic patient-centered approach to clinical medicine. Critical thinking concepts will be introduced during this course.

This course will also introduce students to the structure and function of the healthcare system and will create a foundation for establishing lifelong learning. The course will include topics in health policy, professionalism, research, and physician-patient relationships. Topics included are population health, interprofessional education, evidence-based medicine, research ethics, global health, epidemiology, and public health. The course will include an introduction to universal precautions and disease prevention. Basic elements of medical jurisprudence and medical informatics will be introduced. **Credits: 4**

Physicianship III | PHY 603

Course Description: This is the third in a two-year series of courses delivered in OMSI and OMSII. During Physicianship III and IV, the organ system evaluations are revisited in conjunction with the system being covered in the clinical curriculum. Similar modalities employed throughout the first year are utilized here. History-taking and physical examination skills are enhanced through the introduction of advanced techniques incorporating the learners' developing recognition of physical findings.

This course will also introduce students to the structure and function of the healthcare system and will create a foundation for establishing lifelong learning. The course will include topics in health policy, professionalism, research, and physician-patient relationships. Topics included are population health, interprofessional education, evidence-based medicine, research ethics, global health, epidemiology, and public health. The course will include an introduction to universal precautions and disease prevention. Basic elements of medical jurisprudence and medical informatics will be introduced. **Credits: 4**

Physicianship IV | PHY 704

Course Description: This is the third in a two-year series of courses delivered in OMSI and OMSII. During Physicianship III and IV, the organ system evaluations are revisited in conjunction with the system being covered in the clinical curriculum. Similar modalities employed in the first year are utilized here. History-taking and physical examination skills are enhanced through the introduction of advanced techniques incorporating the learners' developing recognition of physical findings.

This course will also introduce students to the structure and function of the healthcare system and will create a foundation for establishing lifelong learning. The course will include topics in health policy, professionalism, research, and physician-patient relationships. Topics included are population health, interprofessional education, evidence-based medicine, research ethics, global health, epidemiology, and public health. The course will include an introduction to universal precautions and disease prevention. Basic elements of medical jurisprudence and medical informatics will be introduced. **Credits: 4**

Physicianship V | PHY 705

Course Description: This is the fifth in a two-year series of courses delivered in OMSI and OMSII. During Physicianship V, the organ system evaluations are revisited in conjunction with the system being covered in the clinical curriculum. Similar modalities employed in the first year are utilized here. History-taking and physical examination skills are enhanced by introducing advanced techniques incorporating the learners' developing recognition of physical findings and the introduction of diagnostic and procedural skills. **Credits: 4**

Physicianship VI | PHY 706

Course Description: This is the sixth in a two-year series of courses delivered in OMSI and OMSII. During Physicianship VI, the organ system evaluations are revisited in conjunction with the system being covered in the clinical curriculum. Similar modalities employed in the first year are utilized here. History-taking and physical examination skills are enhanced by introducing advanced techniques incorporating the learners' developing recognition of physical findings and the introduction of diagnostic and procedural skills. Preparing students for clinical rotations is an underlying theme of this course. **Credits: 4**

Plastic & Reconstructive Surgery | SURG 806

Course Description: The Plastic Surgery Clerkship is a surgery subspecialty experience designed to provide students with clinical exposure, observation, and training to further their understanding within the fields of functional and cosmetic plastic surgery. These experiences will take place in a clinical office and hospital/operative setting. **Credits: 5**

Plastic & Reconstructive Surgery(e) | SURG 906e

Course Description: The Plastic Surgery 4th Year Rotation Elective provides a more thorough and in-depth exposure to the field. This rotation is designed to provide students with clinical exposure, observation, and training to further their understanding within the fields of functional and cosmetic plastic surgery. These experiences will take place in a clinical office and hospital/operative setting. **Credits: 2-15**

Plastic & Reconstructive Surgery(s) | SURG 906s

Course Description: The Plastic Surgery 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. This rotation is designed to provide students with clinical exposure, observation, and training to further their understanding within the fields of functional and cosmetic plastic surgery. These experiences will take place in a clinical office and hospital/operative setting. **Credits: 2-15**

Population Health and Evidence Based Medicine I | POP 601

Course Description: This is the first course in a two-year series of courses. Students are re-introduced to the main concepts in evidence-based osteopathic medicine. Students will apply their undergraduate coursework and community engagement to medical contexts and encounter epidemiology, statistics, research methods, and the socio-cultural-environmental effects upon health. This course prepares students for Physicianship in the domains of knowledge for practice, practice-based learning and improvement, systems-based practice,

interprofessional collaboration, and professional development. Students will be able to express and analyze the integration and importance of prevention healthcare as it pertains to populations and patients. **Credits:** 4

Population Health and Evidence-Based Medicine II | POP 602

Course Description: Population Health and Evidence-Based Medicine II- This is the second course in a two-year series of courses. Students will expand their knowledge and application of key concepts in health systems science and leadership, while continuing to apply the principles of research and research systems to real-world healthcare challenges. Through participation in this course, students will actively work to develop evidence of their own, as a future physician seeking residency placement through research, career development, and health systems science integrations. **Credits:** 4

Population Health and Evidence-Based Medicine III | POP 603

Course Description: Population Health and Evidence-Based Medicine III- This is the third course in a two-year series of courses. In this course, students will begin to engage in early contextual learning experiences, serving in healthcare locations caring for underserved populations. Students will begin to work toward creating a needs assessment for a community agency, which will contribute to improving one or more social determinants of health. Students will also apply and analyze new concepts in health systems science, leadership, healthcare informatics, genomics, and artificial intelligence in healthcare. Ultimately, students will build on their value proposition as future residents through career development activities. **Credits:** 4

Population Health and Evidence-Based Medicine IV | POP 704

Course Description: This is the fourth course in a two-year series of courses. Students will begin substantially developing their value proposition as future residents through achieving specific career readiness milestones and delivering early-stage research. Students will continue to experience early contextual learning, applying and analyzing their knowledge of healthcare systems. Students will continue to explore innovation in medicine through new and emerging science and technologies and grow their understanding of medicine as a business and the reciprocal economic influences on medicine. As future residents, students will synthesize health systems science principles and evaluate the role of physician leaders. **Credits:** 4

Population Health and Evidence-Based Medicine V | POP 705

Course Description: This is the fifth course in a two-year series of courses. Students will develop their career strategy for their clerkships and residencies. Students will create a needs assessment for a community agency, which will contribute to improving one or more social determinants of health. Students will continue to explore innovation in medicine through new and emerging science and technologies and grow their understanding of healthcare entrepreneurship. As future residents, students will synthesize health systems science principles and evaluate the role of physician leaders. **Credits:** 4

Population Health and Evidence-Based Medicine VI | POP 706

Course Description: This is the final course in a two-year series of courses. Students will spend focused time with faculty leaders and student teams reviewing and applying principles of evidence-based medicine in readiness for their Level I Exam. In addition, students will apply the principles of evidence-based medicine and value-based care in preparation for clerkships. **Credits:** 4

Psychiatry and Behavioral Health | PSYC 800

Course Description: The Psychiatry Clerkship is a core clerkship experience focusing on diagnosis, treatment, and medical management of patients with various psychiatric disorders. Students will be under the guidance of psychiatrists, psychologists, and other behavioral health professionals. Students will be exposed to adolescent and adult psychiatric problems including but not limited to depression, schizophrenia, addiction, and other illnesses. Clinical exposure will be supplemented with didactic resources. **Credits:** 6.25

Radiology | RADI 801

Course Description: The Radiology Clerkship is an internal medicine subspecialty outpatient experience whereby the students will gain exposure to an assortment of imaging studies and diagnostic/therapeutic interventions. It is intended to enhance the experience gained in other rotations as imaging has become a cornerstone of diagnosis. This rotation will build upon the radiology experience gained during the Anatomy course. **Credits:** 5

Research Elective (e) | RSCH 901e

Course Description: The 4th year research elective provides opportunities for students to work on research projects under the supervision of a faculty mentor. The project must be approved by the Director of Research or designee and have all required approvals for the project (IRB, Biosafety, etc.) before beginning the project. Examples of approved research includes but is not limited to case reports, literature reviews, participation in ongoing research projects, qualitative research, and clinical trials. The rotation is variable in length depending on the project, usually from 4 to 8 weeks. **Credits:** 4-8

Rheumatology | IMED 815

Course Description: The Rheumatology Clerkship is an internal medicine subspecialty experience designed to provide students primarily with an outpatient experience dealing with rheumatological and autoimmune diseases. The student will observe and/or participate in diagnostic procedures. The student will also gain exposure to inpatient consultations. **Credits:** 5

Rheumatology (e) | IMED 915e

Course Description: The Rheumatology 4th Year Rotation Elective provides a more in-depth exposure to the field. The rotation provides students primarily with an outpatient experience dealing with rheumatological and autoimmune diseases. The student will observe and/or participate in diagnostic procedures. The student will also gain exposure to inpatient consultations. **Credits:** 2-15

Rheumatology (s) | IMED 915s

Course Description: The Rheumatology 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. The rotation provides students primarily with an outpatient experience dealing with rheumatological and autoimmune diseases. The student will observe and/or participate in diagnostic procedures. The student will also gain exposure to inpatient consultations. **Credits:** 2-15

Surgery | SURG 800

Course Description: The Surgery Clerkship is a core clerkship experience in which students spend time both in an inpatient and outpatient setting focusing on the surgical management of disease. Students will round with the surgery team on inpatients and will be assigned to an outpatient surgical attending preceptor where students will assist in the outpatient management of surgical disease. Students will also spend time in didactic session focused on case presentations. **Credits:** 6.25

Vascular Surgery | SURG 810

Course Description: The Vascular Surgery Clerkship is a surgical subspecialty experience designed to provide students with clinical exposure, observation, and training to further their understanding within the fields of vascular surgery. Significant operative exposure will supplement the outpatient experience. Students will be exposed to carotid surgery, management of aneurysms, as well as lower extremity revascularization procedures. **Credits:** 5

Vascular Surgery(e) | SURG 910e

Course Description: The Vascular Surgery 4th Year Rotation Elective provides a more in-depth exposure to the field. This rotation is designed to provide students with clinical exposure, observation, and training to further their understanding within the fields of vascular surgery. Significant operative exposure will supplement the outpatient experience. Students will be exposed to carotid surgery, management of aneurysms, as well as lower extremity revascularization procedures. **Credits:** 2-15

Vascular Surgery(s) | SURG 910s

Course Description: The Vascular Surgery 4th year sub-internship provides students an opportunity to broaden their professional education by providing direct patient care, with internship-like responsibilities. This rotation is designed to provide students with clinical exposure, observation, and training to further their understanding within the fields of vascular surgery. Significant operative exposure will supplement the outpatient experience. Students will be exposed to carotid surgery, management of aneurysms, as well as lower extremity revascularization procedures. **Credits:** 2-15