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GRADUATE CERTIFICATE IN CLINICAL RESEARCH  
STUDENT HANDBOOK 2017-18

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#### STATEMENT OF HUMAN RIGHTS

The Board of Curators and UMKC are committed to the policy of equal opportunity, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability and status as a Vietnam era veteran. The Division of Diversity, Access & Equity is responsible for all relevant programs.

Division of Diversity, Access & Equity  
5115 Oak Street  
(816) 235-1323  
Fax: (816) 235-6537  
ode@umkc.edu  
<http://www.umkc.edu/chancellor/ode/>

#### STATEMENT ON DISCRIMINATION, INTIMIDATION, AND SEXUAL HARASSMENT

The faculty, administration, staff, and students of the University of Missouri-Kansas City are dedicated to the pursuit of knowledge and the acquisition of skills that will enable us to lead rich and full lives. We can pursue these ends only in a culture of mutual respect and civility. It is thus incumbent upon all of us to create a culture of respect everywhere on campus and at all times through our actions and speech.

As a community of learners, we are committed to creating and maintaining an environment on campus that is free of all forms of harassment, intimidation, and discrimination.

Any form of discrimination or coercion based on race, ethnicity, gender, class, religion, sexual orientation, age, disability, rank, or any other characteristic will not be tolerated.

Should you, a friend, or a colleague ever experience any action or speech that feels coercive or discriminatory, you should report this immediately to the department chair, the office of the Dean, and/or the Affirmative Action Office. The Affirmative Action Office, which is ultimately responsible for investigating all complaints of discrimination or sexual harassment, is located at 218A Administrative Center, 5115 Oak Street; the office may be contacted at 816-235-1323. All formal complaints will be investigated and appropriate action taken.

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## INTRODUCTION

This student handbook has been compiled to acquaint students with the many resources and facilities available, and to provide information regarding the policies and procedures applicable to students in the Graduate Certificate in Clinical Research program. This manual is not all inclusive, but contains detailed information for students in this program. Additional directions to access supplemental or more complete information when applicable are provided. Other important resources include the following:

- School of Medicine Office of Student Affairs <http://med.umkc.edu/sa/>
- UMKC Graduate Academic Regulations in the UMKC catalog <http://catalog.umkc.edu/general-graduate-academic-regulations-information/>
- University of Missouri System Collected Rules and Regulations [http://www.umsystem.edu/ums/rules/collected\\_rules/programs](http://www.umsystem.edu/ums/rules/collected_rules/programs)

### Program Mission

To train and educate a new generation of informatics professionals with the research skills to advance the health sciences.

### Student Learning Outcomes

Students graduating from this program will be able to:

- demonstrate knowledge and skills in statistics;
- demonstrate competency in generating a research hypothesis;
- and demonstrate integrity in proposing, conducting, and reporting research.

### Program Description

The Department of Biomedical and Health Informatics (DBHI) at the School of Medicine (SOM) offers a Graduate Certificate in Clinical Research. The Graduate Certificate is a valuable credential for health care professionals who want exposure to the fundamentals of clinical research methods and applications. Junior faculty, clinical fellows, physicians, nurses, pharmacists, dentists, clinical research coordinators, and other allied health professionals will advance their research careers and become more discriminate consumers of research upon completion of this program.

### Curriculum Description

Students must complete the following courses while maintaining a 3.0 or better grade point average to earn the Graduate Certificate:

- Biostatistics I
- Clinical Research Methodology
- Clinical Epidemiology
- Clinical Trials
- Overview of Health Services Research

Since the Graduate Certificate includes core courses required to complete the 36-hour Master of Science in Bioinformatics degree program, students who complete the Graduate Certificate in Clinical Research can use these 15 credit-hours towards the completion of the MSB degree program. Students must apply and be admitted to that program according to the admissions policies and procedures.

## DEPARTMENT OF BIOMEDICAL AND HEALTH INFORMATICS FACULTY AND STAFF

### Program Administrators

*Interim Chair & Program Director*

Julie Banderas, PharmD

[banderasj@umkc.edu](mailto:banderasj@umkc.edu)

816-235-5249

*Internship Director*

Lakshmi Venkitachalam, PhD

[venkitachalaml@umkc.edu](mailto:venkitachalaml@umkc.edu)

*Academic Advisor/Program Coordinator*

Jennifer Tufts

[tufts@umkc.edu](mailto:tufts@umkc.edu)

816-235-1184

### School of Medicine Administrators

*Assistant Dean Graduate Studies;*

*Chair of the SOM Graduate Council*

Julie Banderas, PharmD

[banderasj@umkc.edu](mailto:banderasj@umkc.edu)

816-235-5249

*Education Coordinator*

Marge Weimer, MEd

[weimerm@umkc.edu](mailto:weimerm@umkc.edu)

816-235-1963

*Associate Dean of Student Affairs*

Brenda Rogers, MD

[rogerb@umkc.edu](mailto:rogerb@umkc.edu)

### Instructional Faculty

Jenifer Allsworth, PhD

[allsworthj@umkc.edu](mailto:allsworthj@umkc.edu)

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Gerald Wyckoff, PhD

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Shui Ye, PhD, MD

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### Center for Health Insights Staff

*Program Coordinator*

Erin Gilmore

[gilmoree@umkc.edu](mailto:gilmoree@umkc.edu)

*Software Support Analyst &*

*REDCap Administrator*

Jeremy Provance

[provancej@umkc.edu](mailto:provancej@umkc.edu)

*Database Analyst &*

*HealthFacts Administrator*

Suman Sahil

[sumans@umkc.edu](mailto:sumans@umkc.edu)

## **PROGRAM OVERSIGHT AND COMMITTEES**

Several committees and councils play important roles in student admission, progression, and graduation.

### **Advisory Committee**

The purpose of the External Advisory Committee is to gather a diverse group of individuals committed to making a positive impact on health care research by supporting, advising, and giving recommendations in the development, marketing and community outreach of the UMKC Master of Science in Bioinformatics program and the Graduate Certificate in Clinical Research program.

### **Admissions Committee**

The purpose of this committee is to select and admit qualified applicants to the MSB Program, Graduate Certificate in Clinical Research, and IPhD Coordinating and Co-Discipline in Biomedical and Health Informatics. This committee is also responsible for determining admissions criteria and ensuring compliance with admissions policies and procedures.

### **Curriculum Committee**

The purpose of the DBHI Curriculum Committee is to support the program faculty in curriculum design, course selection and program evaluation.

### **School of Medicine Graduate Programs Committee on Progression**

The responsibility of the Graduate Programs Committee on Progression is the development of policies and procedures for academic assessment of students in the Master of Science in Bioinformatics, Graduate Certificate in Clinical Research, IPhD Coordinating and Co-Discipline in Biomedical and Health Informatics, and the Master of Science in Health Professions Education regarding academic progression, probation, dismissal, separation, and graduation. The Graduate Programs Committee on Progression assesses the status of individual students in order to make recommendations for progression, probation, dismissal, separation and graduation to the School of Medicine Graduate Council. Students should become familiar with the policies and procedures of this committee (Appendix D in this handbook).

### **School of Medicine Graduate Council**

This council oversees the academic aspects of the Graduate Programs at the School of Medicine (SOM). The council reviews and formulates appropriate recommendations relevant to policies regarding student admissions, curriculum, and student assessment, graduation, dismissal, and discipline of each program in order to assure quality, adherence to regulations of UMKC's School of Graduate Studies, and appropriate consistency across programs. The council will review and may make recommendations to the Dean of the School of Medicine to approve or disapprove policies and/ or actions made by some of these committees. The Council may also remand an item back to a program committee or faculty member for further consideration. The Council makes final determinations regarding individual student academic progress. Student appeals regarding dismissal are made to the Graduate Council. After careful consideration of such appeals, the Council makes the final determination. Further appeals regarding academic status decisions are made to the Dean of the School of Graduate Studies.

Grade appeals, following communication with the course instructor and program, may also be reviewed by this council. If the matter is resolved at the instructor level, the recommendation to accept the grade appeal is presented to the SOM Graduate Council for review and recommendation to the Dean. If it is not resolved the student may appeal to the Dean through the Assistant Dean for Graduate Studies. Students should refer to the full grade appeal process provided later in the handbook for more details.

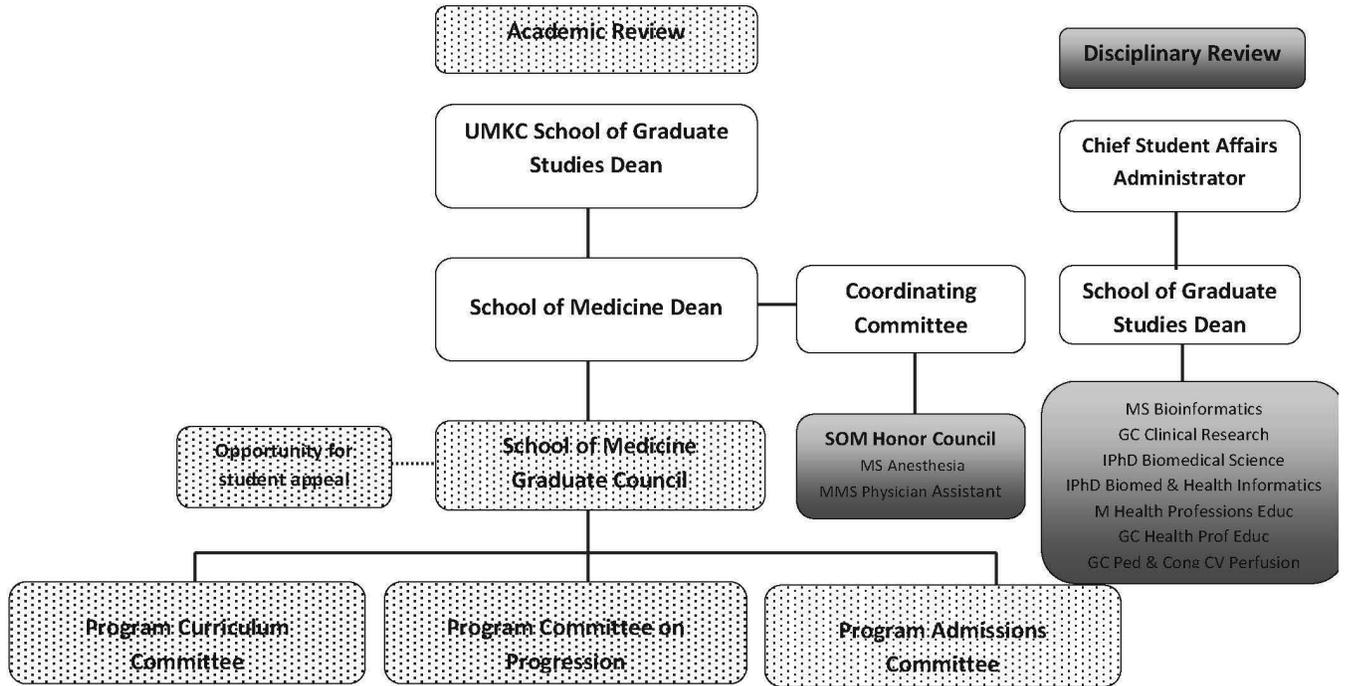
**School of Graduate Studies**

The minimum criteria for admission and progression/graduation are set by the Graduate Academic Regulations and Governing Councils of the UMKC School of Graduate Studies. Specific degree programs may define more stringent criteria. The Dean of the School of Graduate Studies enacts the procedures involved in investigating and managing reported violations student conduct.

**School of Medicine Office of Council on Evaluation**

The Office of Council on Evaluation staff conduct grade and degree audits to aid the Graduate Studies Student Progression Committee and Graduate Council regarding issues of student progression, probation, dismissal, separation, and graduation.

**UMKC School of Medicine  
Graduate Programs Governance Chart**



Revised July 2016

## UNIVERSITY AND SCHOOL OF MEDICINE RESOURCES

### **SOM Office of Student Affairs**

The Office of Student Affairs provides comprehensive student support and assistance from admission through graduation. Many services are available at the School of Medicine or through referral to other UMKC offices or external resources.

Students are encouraged to contact the program's designated Education Coordinator, **Marge Weimer**, through the Office of Student Affairs. Ms. Weimer is available to discuss personal and/or professional matters that students may have.

Education Coordinator Office Location: School of Medicine, 5<sup>th</sup> Floor Gold Unit, Room 225

Student Affairs Location: School of Medicine, 4th floor Gold Unit

<http://www.med.umkc.edu/sa>

Phone: 816-235-1900 (central number)

FAX: 816-235-5593

### *Academic Support*

Learning resource specialist, study and organizational skills, supplemental needs

#### **Stan Viebrock, M.P.A.**

Learning Resource Specialist, School of Medicine

[viebrocks@umkc.edu](mailto:viebrocks@umkc.edu)

816-235-6763

### *Career Counseling*

Career advising and planning, resume/CV development

#### **Felix Okah, MD**

Assistant Dean for Career Advising

M4-205G | 816-235-3593

[okahf@umkc.edu](mailto:okahf@umkc.edu)

### *Wellness*

Programs available that promote skills to achieve a healthy and balanced life, such as wellness planning and coaching, Fitbit checkout, sports equipment checkout, wellness library, and monthly workshops and events.

#### **Niloofer Shahmohammadi, MA**

Wellness Program Coordinator

M4-205F | 816-235-1862

[shahmohammadin@umkc.edu](mailto:shahmohammadin@umkc.edu)

### *Student Financial Counseling*

The financial literacy counselor is available for one-on-one counseling to review your individual finances, help you learn how to successfully create and work a budget, and discuss how to keep your loan debt as low as possible. Students will receive information about scholarships, financial resources in the community, and most importantly, students will gain a solid understanding of how the financial aid process works and what life in repayment may look like.

As students near graduation it may be helpful to meet with the Financial Literacy Counselor in order to create a budget. Knowing salary information, the cost of living, and loan repayment amount will help to create a solid financial plan. This is also a great opportunity to go over the different student loan repayment options and what will work best during a student's first few years out of school.

Understanding how financial aid works, how to keep borrowing to a minimum and understanding the long term effects of taking on debt are important, so schedule a meeting with SOM Financial Counselor to help determine what plan of action is best for you and how it will affect your future.

**Robin Patterson**

Financial Literacy Counselor  
M4-205B | 816-235-1807  
[pattersonrd@umkc.edu](mailto:pattersonrd@umkc.edu)

**UMKC Office of Financial Aid and Scholarships**

Hospital Hill Office: Health Sciences Building

The role of UMKC's Financial Aid and Scholarships Office is to help secure funding to assist students in paying for college. This funding can be in the form of scholarships, grants, student loans and parent loans. The website is the resource to go to find basic information, links, and processes, [http://www.sfa.umkc.edu/site2/basic\\_info.cfm](http://www.sfa.umkc.edu/site2/basic_info.cfm).

**Topher Short**

Coordinator-Hospital Hill  
[shortch@umkc.edu](mailto:shortch@umkc.edu)

**Scott Guerrero**

Assistant Director- Hospital Hill  
[guerreros@umkc.edu](mailto:guerreros@umkc.edu)

**Student Organizations**

The School of Medicine has a wide range of student organizations. The School of Medicine student organizations are under the umbrella of the Medical Student Advisory Council (MSAC) and must follow their guidelines in order to receive funding through MSAC. All student organizations must be approved through the UMKC Student Life Office and should have a faculty and staff advisor. For more information about the approval process please consult the guidelines found at <http://www.umkc.edu/getinvolved/>.

Many resources are made available to student organizations. Student groups are encouraged to take advantage of these, but also to understand the policies and procedures involved in accessing these. Start well in advance of the anticipated need and consult with student affairs staff and Office of Student Involvement staff to navigate the process. In addition to the access to student activity fees, recognized student organizations have access to:

- Use of space at the School of Medicine
- Advising support
- Inclusion of events in the Student Affairs Announcements
- Public relations support
- Bulletin board space
- Leadership training

## **School of Medicine Office of Diversity and Community Partnerships (ODCP)**

School of Medicine, 1st floor Dean's Office

### **Samuel H. Turner, Sr., JD**

turnersam@umkc.edu

816-235-1780

### **Cynthia Ginn, MBA**

ginnc@umkc.edu

816-235-6251

### **The ODCP serves as the Medical School's primary division for diversity initiatives**

- Support for under-represented minority recruitment and retention efforts
- Provides support and advocacy in academic, financial and personal development matters for URM and other students
- Draws attention to minority health issues
- Equal access and inclusion: emerging issues
- "Pipeline programs": Saturday Academy/Summer Scholars
- Shannon Lectureship that addresses health disparities
- Community engagement/partnerships
- SOM contact for harassment/discrimination complaints and/or issues of learning environment

### **Notice of Nondiscrimination and Title IX Compliance**

UMKC does not discriminate on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, in admissions, educational programs or activities and employment. The University complies with all federal and state laws and University of Missouri System policy regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and the state of Missouri Human Rights Act Chapter 213 RSMO.

To ensure compliance with this policy, all University of Missouri prospective or enrolled students have available to them the Student Discrimination Grievance Procedure for resolving complaints and/or grievances regarding alleged discrimination related to recruitment, admission, treatment in an education program, student employment, or other matters relating to campus living or student life.

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance" -Title IX of the Education Amendments of 1972, and its implementing regulations at 34 C. F. R. Part 106.

Sex discrimination includes sexual harassment, assault, and/or violence. Title IX is often thought of as the law that applies to athletic programs, Title IX is much broader than Athletics and applies to all programs at UMKC. UMKC is dedicated to the safety and security of all our students, faculty and staff. The Title IX Coordinator and Deputy Coordinators are trained to receive complaints of sexual harassment, sexual misconduct, sexual violence and sexual assault from students, faculty, or staff and will coordinate with each other, as well as Campus Police and other campus Administrators and Officials to ensure that any complaints are resolved in an appropriate manner. The office of Affirmative Action will provide the primary resource for the investigation of sexual

harassment complaints and will coordinate with the Deputy Title IX Coordinators, Campus Police to handle complaints of sexual misconduct, sexual violence and assault.

**Mikah Thompson**

Title IX Coordinator and Director of Affirmative Action  
Administrative Center, room 212  
Kansas City, MO 64110  
816-235-6910  
[thompsonmikah@umkc.edu](mailto:thompsonmikah@umkc.edu)

More information about policies and procedures can be found at these websites:

- [Equal Employment/Educational Opportunity Policy](#)
- [Sex Discrimination, Sexual Harassment and Sexual Misconduct in Education/Employment Policy](#)
- [Title IX Compliance Information](#)
- [Violence Prevention and Response Program](#)
- [Discrimination Grievance Procedure for Students](#)

**LGBTQIA Programs and Services**

5100 Cherry  
Student Union, Suite 320  
**Rainbow Lounge** – Student Union Room 325

**Jonathan Pryor, Ph.D.** (*he/him/his*)

Assistant Director  
[lgbtqia@umkc.edu](mailto:lgbtqia@umkc.edu)  
816-235-6556  
Web: <http://info.umkc.edu/lgbt>  
Facebook: [www.facebook.com/umkclgbtqia](http://www.facebook.com/umkclgbtqia)

The Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, and Ally (LGBTQIA) Programs & Services provides the campus community with resources, support, education, and advocacy such that the University of Missouri-Kansas City and the community at large is a welcoming and inclusive environment for all people, regardless of sexual orientation, gender identity/expression, or sex. In support of this, we offer:

- Safe space and diversity trainings for individuals, departments, and organizations.
- A variety of educational and social events throughout the year, most of which are free of charge.
- Campus and community resources—including references for counseling services
- The Rainbow Lounge (Student Union, Suite 325) for relaxation, meetings, and studying.
- Computers with free printing, television and a large selection of LGBTQIA literature in our library.

**UMKC Veterans Resource Center**

Virtual Resource Center  
<http://www.umkc.edu/veterans/>

Provides resources for student service members and veterans including information about campus resources and GI Bill Benefits. In addition, the UMKC Student Veterans Organization, an affiliate member of Student Veterans of America, strives to provide veteran resources and support, opportunities for campus and community service, and opportunities for veterans and their families to socialize and network. Learn more about the Student Veterans Organization at <https://roogroups.collegiatelink.net/organization/umkcsvo/about>.

### **Services for Students with Disabilities**

The Office of Services for Students with Disabilities is available to assist any University of Missouri-Kansas City student with a diagnosed disability that substantially limits the student in one or more major life areas. It is possible that a student may not have a diagnosed disability upon enrolling in a program at the SOM, but discover the disability when encountering difficulties while in our program. Because each person is unique, students are asked to contact this office for an appointment to discuss how they can best be of assistance.

Students in need of accommodations should contact the Office of Services for Students with Disabilities prior to the start of each semester to ensure there is adequate time for accommodations to be made.

Complete information is found at <http://www.umkc.edu/disability/>.

Location: 5100 Rockhill Road 4825T #104

816.235.5612

[disability@umkc.edu](mailto:disability@umkc.edu)

### **UMKC Counseling Center**

Volker Campus

4825 Troost Ave, Suite 206

Kansas City, MO 64110

Health Sciences Campus (Tuesday afternoons with advance appointment)

#### **Dr. Rachel Pierce**

Health Sciences Building, Rm. 1418

2464 Charlotte

Kansas City, MO 64108

816-235-1635

<http://www.umkc.edu/counselingcenter/default.asp>

The Counseling Center mission is to foster the psychological well-being, personal development, and educational potential of our diverse student, faculty, staff, and campus community. Services include assessment, counseling crisis intervention, alcohol and substance abuse prevention, and much more. The UMKC Counseling Center is available to all students. Students are provided an introductory assessment and eight sessions as a part of student fees and sessions after the initial eight are available at a minimal cost. Session allotment renews on August 1 of each year. Students who feel they may be in need of services are encouraged to contact the Counseling Center.

### **UMKC Student Health and Wellness**

4825 Troost, Room 115

816-235-6133

816-235-6103- Pharmacy

UMKC Student Health and Wellness provides visits and assessments at no charge to UMKC students enrolled in the current semester. However, students will be charged for laboratory tests or other specialty services. For more information regarding cost and hours, visit <http://info.umkc.edu/studenthealth/services/>.

### **Student Healthcare Providers**

SOM faculty are not allowed to provide medical care to students. SOM faculty may only provide health care for a student in an emergency situation; once stabilized, student care must be transferred to another health care

provider. Students may continue to receive health care from their personal provider or the UMKC Student Health and Wellness staff can provide quality health care and health promotion to UMKC students. If a student's healthcare needs cannot be met at Student Health, staff will assist the student in finding the appropriate health resources.

### **UMKC Police Department and Safety Information**

5005 Oak Street- Police Department

24 hours a day, 7 days a week

Dial 911 for emergencies

816-235-1515 (Save to your cell phone!)

816-235-2222- Students can report suspicious or threatening behavior or concerns about fellow students

Police officers and security guards patrol and are positioned across campus to provide safety services 24 hours a day, 7 days a week. Emergency phones are located beneath blue lights in parking and walking areas across campus. You can use these to ask for directions or to report a crime or accident.

Other police services include:

Motorist Assistance – jumper cables

Vehicle lockout assistance – attempt to unlock your vehicle if you lock your keys in while on campus

Personal escort service – to your vehicle or residence hall

Bicycle registration

Emergency notification – locator service

Fingerprinting- charge \$8 per card for UMKC student faculty or staff.

Lost and Found – check with information desk at 816-235-5555

Certain buildings, including the School of Medicine, use card swipe processes to limit access. Students must have their UMKC ID to enter the SOM outside of the hours 8 am to 6 pm Monday through Friday.

Students should sign up for UMKC Alert!, which provides emergency voicemail, text and email notices, including inclement weather information. The information is also posted on the website and gives notices to radio and television news media. Students can update UMKC Alert! Information via Pathway or via the UMKC Alert! website, <http://www.umkc.edu/umkcalert/>.

### **UMKC Violence Prevention and Response Project**

108 Haag Hall, Volker Campus

Michelle Kroner, Victim Service's Adjudication Advisor

816-235-1652

<http://info.umkc.edu/vpr/>

The mission of the Violence Prevention and Response Project at the University of Missouri-Kansas City is to strengthen the University and community response to gender-based and sexual violence through victim support services, advocacy, training, education, and outreach to the campus and community.

The Violence Prevention and Response Project (VPR) is a comprehensive education and resource service for the UMKC community. With active prevention efforts, the VPR Project is committed to increasing awareness regarding interpersonal violence (IPV), sexual violence, and stalking, and decreasing the number of UMKC students whose lives are touched by these issues. Violence Prevention and Response services include basic crisis intervention and, if needed, on-going case management and advocacy services, such as:

- Legal Advocacy: working with UMKC and KCPD law enforcement, and court systems, to ensure survivors are able to understand and pursue their desired legal options.
- Ex Parte Order of Protection (“restraining order”) filing assistance or referral to most appropriate resource!
- Stalking log documentation and assistance available
- Campus System Advocacy: working with the Office of Student Affairs and Enrollment Management and/or the appropriate Title IX Coordinator to ensure survivors are able to understand and pursue their desired options through the University Student Code of Conduct process.
- Mental Health/Health Advocacy: providing referrals to UMKC Counseling Center and UMKC Student Health and Wellness Center, or outside agencies, if desired. Providing information regarding local hospitals and the role of SANE nurses.
- Housing Advocacy: working with the Office of Residential Life and/or off-campus housing authorities to help ensure survivor safety
- Academic Advocacy: working with Deans of schools and colleges to help survivors stay academically successful during their time at UMKC.
- Other: assisting survivors, friends and/or family members with other types of assistance and resource referrals as needed.

### **Health Sciences Library and Library Services**

The Health Sciences Library is located in the School of Medicine, M2-101. The staff includes clinical medical and reference librarians who are available to assist students in accessing resources. Clinical Medical Librarians are available to teach information literacy skills. They help the individual to frame research questions that can be explored in the literature. They may help acquire and utilize information resources that support research and scientific practices. The Library has a group study room (available to reserve) as well as individual study carrels for quiet study. There are moveable tables and chairs for accommodating groups. Wireless access to the UMKC network is also available.

#### *Library Resources*

The Library has over 30 computers available and provides access to research materials and databases for your use. Many of our current medical journals are available online and there is remote access off-campus to most of our resources. For help, see <http://library.umkc.edu/electronic-resources-remoteaccess>.

From the library’s website, <http://library.umkc.edu/hsl/>, students can:

- Learn to use Medline and CINAHL
- Borrow items from other libraries
- Renew books and reserve materials
- See Five Tips for searching PubMed
- Get assistance in finding medical articles, class links, evidence-based medicine links
- Use the “Quick Links” pull-down menu in the upper right corner of the web site to find the more useful options, such as connecting to Medline.

### **Graduate Student Lounge and Lockers**

M3-C29

The Graduate Student Lounge has tables, chairs, a microwave, and a refrigerator. It may be used as a study/group-meeting area for all SOM graduate students. The passcode to the door will be provided to SOM graduate students only, and should not be distributed to non-UMKC SOM graduate students. Students utilizing the lounge are asked to treat this area as an office/study space, as not to disturb others in nearby areas. It is the

responsibility of students to maintain the general tidiness of the lounge, to include cleaning spills in the microwave and refrigerator should they occur.

Lockers are available to graduate students on a first-come-first-serve basis. These lockers are located near the north and east stairwells on the third floor of the medical school. Students utilizing lockers are encouraged to bring a combination lock to maintain the safety of personal items. Should students intend to reserve a locker for an entire semester, rather than on a daily basis, they can do so by reserving a specific locker with Maria Young (M3103). All lockers must be cleared and unlocked between each semester. Any locks remaining at the end of a semester will be cut off.

### **Lactation Room**

M2-309

The lactation room for nursing mothers is available on the second floor of the School of Medicine to serve faculty, staff, residents and students. The area is approximately 68 square feet and has been outfitted with a comfortable chair, small refrigerator, sink and a combination access door handle. The room is also equipped with an "In Use" light. The room access code can be obtained by contacting the GME Office at 816-235-6627 or by stopping by Room M2-202.

### **Closing of Campus (including Inclement Weather)**

The Chancellor, at his/her sole discretion, shall determine whether the condition is such a nature as to require cancelation of classes and/or closure of the University. Example events which may prompt such a decision include severe weather, natural disasters, act of terrorism, workplace violence, or significant utility outages. Should the Chancellor determine that classes are to be cancelled and/or the University closed due to inclement weather, there will be no School of Medicine course activities that day. This includes regularly scheduled lectures, laboratories and learning activities.

### **Graduate Writing Resources**

The Graduate Writing Initiative (GWI) is a cross-campus partnership that exists to support graduate students in their research and writing. The UMKC Writing Studio, The School of Graduate Studies, UMKC Libraries, and faculty and staff from departments across campus work to provide these resources. Visit the Graduate Writing Initiative online here: <https://sgs.umkc.edu/current-students/graduate-writing-resources/> to learn more about their offerings, which include: Learning & Resources; Community, Space & Accountability; Mentorship; and Online Resources.

### **Kara Bollinger, MA**

Graduate Writing Specialist  
bollingerk@umkc.edu

## **ACADEMIC INFORMATION, POLICIES, AND PROCEDURES**

### **UMKC Email and Single Sign On (SSO)**

UMKC email is the official means of communicating with students. Students are expected to check and read program related emails daily. Students must maintain their mailbox to be eligible to receive emails. Faculty and staff will not rely on non-UMKC email addresses to communicate with students. Students must keep their single sign on and password active in order to access Blackboard and other course-related sites and resources.

### **Tuition, Fees, and Other Program Costs**

Students are responsible for managing tuition and fee payments. Students with outstanding balances may be ineligible for course enrollment. Students are responsible for knowing the conditions for refund upon course withdrawal and the impacts of drop dates and financial aid. Policies and procedures are found on the Cashiers and Collections website: <http://www.umkc.edu/adminfinance/finance/cashiers/policies3.asp>

Students in graduate programs offered by the Department of Biomedical and Health Informatics are charged the current hourly rate of “graduate” tuition. Rates may update annually. For the latest tuition and fee information, please visit the Cashiers and Collections website: <http://www.umkc.edu/finadmin/cashiers/graduate-tuition-fee-rates.asp>. In the event a student receives tuition assistance or scholarship from the School of Medicine or university, this may be reviewed each semester and is subject to change.

### **Pathway and Course Enrollment**

Although program administrators and faculty will assist students with enrollment reminders and grade assessment, it is the student’s responsibility to ensure these are accurate and up to date. Students are responsible for Pathway course enrollment, withdrawals and other functions. Students must register for courses on time for access to Blackboard (online course management system) and to process financial aid.

### **Academic Advising**

Each student is assigned a faculty advisor within the program. Students are required to meet with their advisor at least once each semester. Record of the appointment will be kept by the advisor and documented in the student’s program record. Notes of advising sessions are not kept in the student’s academic record. The Program Director may refer a student to the Student Affairs Education Coordinator for further referral/recommendation regarding necessary services and resources for the student. Review Appendix B “Good Practices in Graduate Education at UMKC” for more information on expectations between students and advisors.

### **Program of Study**

To earn the Graduate Certificate in Clinical Research, students must progress through the program of study as designed, and in accordance with the requirements set by the DBHI Curriculum Committee and the SOM Graduate Studies Student Progression Committee. To qualify for graduation, students must complete all requirements as outlined by the Graduate Studies Student Progression Committee. For information pertaining to the criteria for promotion, probation, separation, and graduation and the policies and procedures that apply to each, please refer to the Graduate Studies Student Progression policies and procedures.

Graduate students must submit an approved program of study form prior to completing 60% of the academic program. Program administrators will work with students to submit program of study forms. For specific Program of Study forms, see Appendix C in this handbook.

Any exception to the degree requirements as listed on the Program of Study form must be requested through a written petition. Students should email the academic advisor in the Department of Biomedical and Health

Informatics with their requests (e.g. course substitutions). The DBHI Curriculum Committee will review petitions and communicate the result to the student. It is important that the petition include any necessary documents as attachments for a timely decision.

### **Grade Appeals for Graduate Courses**

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor and should be included in the course syllabus. This grade appeal procedure is available only for the review of allegedly capricious grading, and not for review of the instructor's evaluation of the student's academic performance. *Capricious grading*, as that term is used here, comprises any of the following:

1. The assignment of a grade to a particular student on some basis other than the performance in the course.
2. The assignment of a grade to a particular graduate student according to more exacting or demanding standards than were applied to other graduate students in the course.
3. The assignment of a grade by a substantial departure from the instructor's standards as detailed in the course syllabus.

Students will follow these steps to pursue a grade appeal:

#### **Step 1**

A student who charges that they were graded capriciously must initiate the grade appeal process by notifying the Assistant Dean for Graduate Studies in writing of their intent to do so. This dated correspondence must clarify how their grade was assigned capriciously (as defined in 1-3 above), and it must identify the grade he/she believes they should receive.

#### **Step 2**

The student should first discuss the course grade fully with the instructor of the course. This must be done within six weeks after the beginning of the succeeding regular academic semester. If the matter is resolved at the instructor level, the recommendation to accept the grade appeal is presented to the SOM Graduate Council for review and recommendation to the Dean.

#### **Step 3**

If the matter cannot be resolved by consultation with the instructor, the student should appeal, in writing, to the department chair within fourteen (14) consecutive calendar days after notification of the decision of the instructor. If the instructor fails to respond to the student request to discuss the course grade within 14 days of the request, the student should appeal, in writing, to the department chair. If the matter is resolved, the department chair's recommendation to accept the grade appeal is presented to the SOM Graduate Council for review and recommendation to the Dean.

#### **Step 4**

If the matter is not resolved at the department or program level, or if the course is multidisciplinary, the student may appeal, in person and writing, to the School of Medicine Dean through the following process. The student may appeal to the Assistant Dean for Graduate Studies within fourteen (14) consecutive calendar days after notification of the decision of the department chair or instructor, respectively. After the student's appeal to the Assistant Dean, an ad-hoc committee to review the record and provide advice on the matter may be appointed by the Assistant Dean. The student may have additional input at this level by submitting written correspondence

expressing his/her views concerning the grade appeal or by submitting other supporting documentation. The recommendation of the Assistant Dean (or ad-hoc committee if applicable) will be forwarded to the Graduate Council for a review and recommendation to the Dean of the School of Medicine for official determination. The final decision of the Dean will be communicated to the student, the instructor, and department chair or program director.

#### **Step 5**

If the matter is not resolved within the School of Medicine, the student may appeal to the Provost. This appeal must be made within ten (10) consecutive calendar days after notification of the decision of the Dean.

#### **Step 6**

The Provost or designated representative shall review the full record of the case and appeal documents. At this level, the Provost may appoint an ad-hoc academic appeals committee to review the record and provide advice on the matter. The decision of the Provost is final and will be communicated to the student, the instructor, the department chair and the dean of the School of Medicine.

#### **Access to Student Records**

All student educational records are protected by FERPA (Family Education Rights and Privacy Act) as described in the University Collected Rules and Regulations, section 180.020 Student Records. If a student has questions or would like more information regarding this regulation and its implementation at UMKC, visit [http://www.umkc.edu/registrar/records/ferpa\\_students.asp](http://www.umkc.edu/registrar/records/ferpa_students.asp) or <http://www.umsystem.edu/ums/fa/ipsrc/student-information>

The School of Medicine does maintain academic and disciplinary student records. A student may request access to his/her own academic and/or disciplinary records which are kept secure and separate. A student may not access other individual student records. Academic records include information concerning a student's admission status and academic status (progression, probation, separation, dismissal, and graduation). To gain access to records, a student must make an appointment with the Office of Evaluation, which is located on the First Floor of the School of Medicine. A student may not remove records, but may privately review them in the Office of Evaluation.

Financial records are maintained by the UMKC Cashiers and Collections and Office of Financial Aid. Transcripts are maintained by the UMKC Office of Registration and Records.

#### **Assessment Responsibilities**

The completion of course, instructor and program evaluations are strongly encouraged. The faculty and staff appreciate constructive student feedback and may make course and curriculum changes based on student evaluations and suggestions. Students may be asked to evaluate services and resources available at UMKC and/or the School of Medicine. Graduates will be asked to complete a program assessment post-graduation.

#### **Project Concert**

Project Concert is a web-based system designed to manage program and student data. The Department of Biomedical and Health Informatics uses Project Concert to manage information and evaluations of our students, faculty, and courses. Students will be issued a user name and a user guide, and are required to use Project Concert for assessment, and to update their personal information, as indicated by the program.

## **Standard of Conduct: University of Missouri Student Standard of Conduct**

Chapter 200 of the UM Collected Rules and Regulations outlines the Standard of Conduct all students are expected to uphold as well as the rules and procedures for student disciplinary matters. The conduct code is designed to ensure social responsibility, academic integrity, and the safety of our community. Students found to be in violation of the Standard of Conduct may face formal sanction, ranging from warning to expulsion. Students have the right to a formal hearing. Details are found at the applicable links below.

[Student Standard of Conduct](#)

[Rules of Procedures in Student Conduct Matters](#)

[Equity Resolution Process](#)

### **Academic Honesty**

Students enrolled in UMKC courses assume an obligation to behave in a manner compatible with the University's function as an educational institution as described in the University Collected Rules and Regulations Chapter 200 Student Conduct, section 200.010 Standard of Conduct. Conduct for which students are subject to sanctions includes academic dishonesty, such as cheating, plagiarism, or sabotage. Conduct for which students are subject to sanctions are outlined as follows:

- *Cheating* includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.
- *Plagiarism* includes, but is not limited to: (i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
- *Sabotage* includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

### **Suspected Violations of Standard of Conduct**

Students found to be in violation of the Standard of Conduct may face formal sanction, ranging from warning to expulsion. Students have the right to a formal hearing as outlined in the [Rules of Procedures in Student Conduct Matters](#). When academic dishonesty within a course is admitted by the student or confirmed by evidence, the faculty will assign the outcome described in the course syllabus (e.g., failing grade for an assignment or exam,). Additionally, the faculty are required to refer the incident to the Assistant Dean for Graduate Studies, who will gather information and report the incident with recommendations to the Dean of the School of Graduate Studies. The Dean of the School of Graduate Studies will implement the formal procedures.

### **Enrollment Policies**

To remain in good standing, the student must be continuously enrolled each fall and spring semester until the degree is awarded. The student must be enrolled in the semester in which the degree will be awarded. Students who fail to follow the above policies will need to re-apply for admission to the program under the degree requirements in effect at the time of re-admission. They will be unable for enrollment until they are re-admitted. Students who are unable to enroll during consecutive semesters will need to request a leave of absence (see p. 23).

### **Academic Course Loads**

A graduate student enrolled in the fall or spring semester in nine (9) or more credit hours is considered full-time. A graduate student enrolled in the summer semester in five or more credit hours is considered full-time. Any student enrolled in six (6) or fewer hours during fall and spring semesters, and three (3) hours in the summer semester is considered part-time. A student's academic load may be restricted as deemed fit by the student's Faculty advisor or the Graduate Studies Student Progression Committee. International students may be asked to take an English Proficiency Test administered by the International Student Affairs Office. Performance on the test may result in recommendations that the student take one or more English language courses during the first semester. It is strongly recommended that the student abide by those recommendations. International students should also confirm with their advisor in the International Student Affairs Office whether they are eligible to enroll part-time.

### **Attendance Policies**

Attendance at all instructional periods is expected, however it is often inevitable that students must be absent. Completion of any assignment, content or exam missed is the responsibility of the student and is at the discretion of the course director. Students participating in on-line classes, should follow the schedule and deadlines outlined by the course syllabus closely.

*Jury Duty*- Students summoned to serve jury duty should act immediately once the summons is received. Many jurisdictions allow postponements for currently enrolled students, but the student must research and request this in a timely matter. Students registered in the Jackson County, MO jurisdiction can find out more online, <http://www.16thcircuit.org/qualifications-excuses-postponements>.

### **Academic Standing**

The student must maintain at least a 3.0 GPA every semester. Deficiency courses, if any, must be passed with a B (3.0) or higher. A 400-level course in which the student receives a grade lower than B (3.0) cannot be used to satisfy the degree requirements. Similarly, a 5000-level course in which the student receives a grade lower than C (2.0) cannot be used to satisfy the degree requirements. However, all grades for courses taken for graduate credit shall be used in the calculation of the current GPA. No more than one grade below B (3.0) in a course taken for graduate credit can be applied toward the degree.

### **Academic Probation and Separation, and Graduation**

Please see Appendix D for specific policies and procedures related to Academic Probation, Separation, and Graduation.

### **Leave of Absence**

A leave of absence may be granted for personal, medical, emergency, or administrative reasons. Refer to the SOM Graduate Programs Committee on Progression policy (Appendix D) for Leave of Absence definition, process and procedure.

### **Withdrawal from Program/UMKC School of Medicine**

Refer to the SOM Graduate Programs Committee on Progression policy (Appendix D) for withdrawal process and procedure.

### **The Five-Year Rule**

The Graduate Certificate in Clinical Research is designed so that students are continuously involved in coursework, so that a full-time student will typically complete the program within one (1) year. If a student has been in the Graduate Certificate program for five (5) years and has not fulfilled all degree requirements, the

faculty may elect to put the student on inactive status. Inactive status can only be maintained for two semesters before a student will be discontinued from the program. During those two semesters, the student must submit a plan to complete his or her program. The plan must be approved by the student's faculty advisor and must specify his or her expected date of completion. If the DBHI Curriculum Committee adopts the plan, then the student is expected to finish his or her degree within the time frame specified. Unless the faculty votes to make an exception, no student will be permitted to remain in the program for more than seven years without completing his or her degree requirements. In case of rare circumstances, a student may be permitted to continue beyond seven years. By University policy, only six credits for courses completed seven years ago or longer can be counted towards the degree requirements.

## APPENDIX A

### School of Medicine Graduate Programs Procedures for Managing Suspected Violations of Standard Conduct and Professional Standards

version 2013.1

All students at the University of Missouri--Kansas City are expected to abide by the Standard of Conduct as described in the University of Missouri System Collected Rules and Regulations, Chapter 200 Student Conduct, section 200.010 Standard of Conduct. In addition, students in the M.S Anesthesia and M.M.S. Physician Assistant Programs must abide by the School of Medicine Standards of Professional Conduct. The conduct code is designed to ensure social responsibility, academic integrity, and the safety of our community. Students found to be in violation of the Standard of Conduct may face formal sanction, ranging from warning to expulsion. Students have the right to a formal hearing.

The following procedures should be followed by instructors when confronting alleged academic dishonesty. It is important to emphasize that when any form of academic dishonesty is suspected, the instructor should approach the situation from the perspective of due-process rather than punishment.

1. The instructor should first meet with the student to explain how the student's conduct or scholarly work has raised the suspicion of cheating, plagiarism or sabotage or violation of the Standards of Professional Conduct (Honor Code). At this point, evidence from both parties will be discussed and this may lead to various outcomes including, but not limited to: dismissal of the allegation based on evidence provided by the student; receipt of a failing grade for an assignment, exam or course, as appropriate; an opportunity for other learning opportunities or assignments to be levied to benefit the student's understanding or mastery of content; or, moving the process forward in the informal discovery process.
2. If academic dishonesty is either admitted or confirmed by evidence, the faculty should employ an independent 3<sup>rd</sup> party "investigator" (the Assistant Dean for Graduate Studies) to meet with the faculty member and student to review issues and make recommendations regarding sanctions as indicated. The next steps depend on the student program of study.
  - A. MS Anesthesia or MMS Physician Assistant students
    - a. The investigator will refer the alleged incident to the School of Medicine Honor Council for investigation and recommendation.
    - b. The Honor Council will undertake a review of the alleged incident and associated evidence, as appropriate. This will include meeting with the involved faculty, students, witnesses and others deemed appropriate. The following sanctions may be recommended:
      - i. Warning (Note: the warning will be forwarded to the student and goes into web-based records so that other faculty can be alerted to previous misconduct.)
      - ii. Probation (Note: probation may be rendered for any length of time deemed to be appropriate for the given academic dishonesty infringement.
      - iii. Suspension
      - iv. Dismissal
    - c. Recommendations will be made to the SOM Dean via Coordinating Committee.
    - d. The Dean will make the final determination.
      - a. A letter will be sent to the student indicating that the review has occurred and the student can either accept the sanctions or appeal to the Chancellor.

- B. All other School of Medicine graduate and doctoral students
  - a. If sanctions are indicated, the “investigator” will notify the Dean of the School of Graduate Studies in writing of the allegations and make recommendations regarding sanctions. The following sanctions may be recommended:
    - i. Warning (Note: the warning will be forwarded to the student and goes into web-based records so that other faculty can be alerted to previous misconduct.)
    - ii. Probation (Note: probation may be rendered for any length of time deemed to be appropriate for the given academic dishonesty infringement.
    - iii. Suspension
    - iv. Dismissal
  - b. The Dean of School of Graduate Studies will undertake a review of the alleged incident and associated evidence. If he/she feels that the sanctions are indicated, a letter will be sent to the student explaining that the review has occurred and the student can either accept the sanctions or appeal. If the student appeals, then a formal process will be initiated through the Vice Provost for Academic Affairs Office to convene an honor council review of the alleged incident.

## APPENDIX B

### Good Practices in Graduate Education at UMKC

Graduate student progress toward educational goals at the University of Missouri-Kansas City is directed and evaluated by an advisor and a graduate committee. These individuals provide intellectual guidance in support of the scholarly and artistic activities of graduate students. The advisor and the graduate committee are also charged with the responsibility of evaluating a graduate student's performance in research and creative activities. The graduate student, the advisor, and the graduate committee, then, comprise a basic unit of graduate education. It is the quality, breadth, and depth of interaction in this unit that largely determines the outcome of the graduate experience.

High quality graduate education depends upon the professional and ethical conduct of the participants. **Faculty and graduate students have complementary responsibilities in the maintenance of academic standards and the creation of high quality graduate programs.** Excellence in graduate education is achieved when both faculty and students are highly motivated, possess the academic and professional backgrounds necessary to perform at the highest level, and are sincere in their desire to see each other succeed.

A major purpose of graduate education at the University of Missouri-Kansas City is to instill in each student an understanding of and capacity for scholarship, independent judgment, academic rigor, and intellectual honesty. The Graduate Council, as representatives of the Graduate Faculty, and the School of Graduate Studies believe it is the joint responsibility of faculty and graduate students, as responsible members of a community of scholars, to work together to foster these ends through relationships which encourage freedom of inquiry, demonstrate personal and professional integrity, and respect the dignity of all persons. Therefore, the Graduate Council and the School of Graduate Studies set forth the following standards and encourage both graduate students and graduate faculty to apply them in order to enhance the graduate experience.

#### **As a community of scholars, we believe that the graduate student should:**

- Conduct themselves in a mature, professional, and civil manner in all interactions with faculty and staff.
- Recognize that the faculty advisor provides the intellectual and instructional environment in which the student conducts research, and may, through access to teaching and research funds, also provide the student with financial support.
- Recognize that faculty have broad discretion to allocate their own time and other resources in ways which are academically productive
- Recognize that the research advisor is responsible for monitoring the accuracy, validity, and integrity of the student's research because careful, well-conceived research reflects favorably on the student, the faculty advisor, and the University
- Exercise the highest integrity in taking examinations and in collecting, analyzing, and presenting research data.
- Acknowledge the contributions of members of the research team to the student's work in all publications and conference presentations.
- Maintain the confidentiality of the faculty advisor's professional activities and research prior to presentation or publication
- Take primary responsibility to inform themselves of regulations and policies governing their graduate studies
- Devote an appropriate amount of time and energy toward achieving academic excellence and earning the advanced degree
- Be aware of time constraints and other demands imposed on faculty members and program staff

- Take the initiative in asking questions that promote understanding of the academic subjects and advance the field
- Communicate regularly with faculty advisors, especially in matters related to research and progress within the graduate program

**In like manner, we believe that the faculty advisor should:**

- Create in the classroom, lab, or studio supervisory relations with students that stimulate and encourage students to learn creatively and independently
- Familiarize themselves with policies that affect their graduate students
- Provide clear maps of the requirements each student must meet, including course work, languages, research tools, examinations, and thesis or dissertation; and delineate the amount of time expected to complete each step
- Evaluate student progress and performance in regular and informative ways consistent with the practice of the field
- Help students develop artistic, interpretive, writing, verbal, and quantitative skills, when appropriate, in accordance with the expectations of the discipline
- Assist graduate students to develop grant writing skills, where appropriate
- Take reasonable measures to ensure that each graduate student initiates thesis or dissertation research in a timely fashion, when appropriate, encourage graduate students to participate in professional meetings or perform or display their work in public settings
- Create an ethos of collegiality so that learning takes place within a community of scholars
- Counsel students on employment opportunities.

**DBHI Procedure for Advising and Enrolling:**

- New students will be assigned a faculty advisor once they are admitted to a program.
- Students should initiate a meeting with their faculty advisor as early as possible to plan for first semester enrollment, and to discuss their goals, research interests, and pace for completing the program (full-time v. part-time).
- Faculty advisors will help track student progress by meeting students in person at least once each semester.
- Graduate students should initiate other meetings as necessary (internship discussions, electives selection, etc.).
- Before students have completed 60% of their course work, they should meet with their graduate advisor to finalize a Program of Study form.
- Completed Program of Study forms need to be signed and submitted to the department Academic Advisor. They will be filed with the School of Graduate Studies and the Office of Registration and Records.
- Students should work with their faculty advisor to develop a three-member graduate committee that will help guide their final Thesis or Capstone projects. Faculty advisors may serve as thesis and capstone committee chairs or members when appropriate.
- The graduate student is free to choose a different faculty advisor as needed throughout the program.

**APPENDIX C**

-Program of Study form

University of Missouri-Kansas City  
**GRADUATE CERTIFICATE IN CLINICAL RESEARCH**  
 PROGRAM OF STUDY

Students should complete this form in consultation with their faculty advisor before finishing 60% of required coursework. Please submit the completed, signed form to the Department of Biomedical and Health Informatics.

**Full Name (printed):** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

**Please list below courses proposed for your advanced degree program.** Note: *Over and above the undergraduate prerequisites for graduate work in the special field, the student must present at least 15 credit hours from courses receiving graduate credit. At least 60% of the total number of hours applicable to the degree program must be at the 500 and 600 levels.*

<b>Required Courses</b> (15 credit hours)	<b>Credit Hours</b>	<b>Semester</b>	<b>Grade</b>	<b>Notes</b> (e.g. committee approvals for: transfer courses, substitution for required course, etc.)
MEDB 5501: Biostatistics I	3			
MEDB 5510: Clinical Research Methodology	3			
MEDB 5511: Principles & Applications of Epidemiology	3			
MEDB 5512: Clinical Trials	3			
MEDB 5513: Overview of Health Services Research	3			
<b>Total Credit Hours (at least 15)</b>				

\_\_\_\_\_  
*Student Signature* *Date* *Advisor Signature* *Date*

\_\_\_\_\_  
*Chair, Biomedical and Health Informatics Signature* *Date* *Chair, SOM Graduate Council Signature* *Date*

## **APPENDIX D**

### **UMKC School of Medicine, Graduate Programs Committee on Profession Policies and Procedures**

UNIVERSITY OF MISSOURI-KANSAS CITY SCHOOL OF MEDICINE  
GRADUATE PROGRAMS  
COMMITTEE ON PROGRESSION  
Version 5\_2017

#### **PREFACE**

This manual describes policies and procedures for determining a graduate student's status in the University of Missouri-Kansas City (UMKC) School of Medicine. These apply to students in school of medicine graduate programs excluding those enrolled in the Master of Science in Anesthesia & Master of Medical Science Physician Assistant programs. Students should become thoroughly familiar with this information and assume responsibility for knowing and complying with these guidelines. All statements in these guidelines concerning policies, procedures, and regulations by the University of Missouri-Kansas City School of Medicine are subject to change. They are not offers to contract. The UMKC Catalog is an additional source of information regarding overall University policies. In several instances, noted subsequently in this manual, School of Medicine policies differ from, and supersede university policies.

Students are responsible for knowing their academic status by referring to their official permanent academic record on file at the School of Medicine and with the UMKC Registration and Records Office, and through official transcripts. Additional unofficial information, such as scheduling and evaluations are also accessible through Pathway and program tracking systems.

The responsibilities of the Graduate Programs Committee on Progression are the development and application of policies and procedures regarding student progression towards graduation. This committee makes recommendations to the School of Medicine (SOM) Graduate Council. Recommendations made by the Graduate Programs Committee on Progression are designed to ensure the positive progression of students who clearly demonstrate growth in knowledge, skills, and abilities resulting in evidence-based competencies consistent with the student's level of training.

The committee is scheduled to meet on a semester basis to evaluate student progression and to determine eligibility for graduation and promotion. The committee may meet by email to conduct business when deemed appropriate by the committee chair. The meeting may be canceled when there is no business to conduct.

#### **STATEMENT OF HUMAN RIGHTS**

The Board of Curators and UMKC are committed to the policy of equal opportunity, regardless of race, color, Religion, sex, sexual orientation, national origin, age, disability and status as a Vietnam era veteran. The Equal Opportunity and Affirmative Action Office, 223 Administrative Center, 5115 Oak St., is responsible for all relevant programs.

#### **STATEMENT ON DISCRIMINATION, INTIMIDATION AND SEXUAL HARRASSMENT**

The faculty, administration, staff, and students of the University of Missouri-Kansas City are dedicated to the pursuit of knowledge and the acquisition of skills that will enable us to lead rich and full lives. We can pursue these ends only in a culture of mutual respect and civility. It is thus incumbent upon all of us to create a culture of respect everywhere on campus and at all times through our actions and speech. As a community of learners, we are committed to creating and maintaining an environment on campus that is free of all forms of

harassment, intimidation, and discrimination. Any form of discrimination or coercion based on race, ethnicity, gender, class, religion, sexual orientation, age, rank, or any other characteristic will not be tolerated.

Should you, a friend, or a colleague ever experience any action or speech that feels coercive or discriminatory, you should report this immediately to the course director, department chair, School of Medicine Office of Diversity and Inclusion (Samuel Turner, J.D., Associate Dean 816-235-1780), and/or the Affirmative Action Office. The Affirmative Action Office, which is ultimately responsible for investigating all complaints of discrimination or sexual harassment, is located at 218A Administrative Center, 5115 Oak Street; the office may be contacted at 816-235-1323. All formal complaints will be investigated and appropriate action taken.

Under the University of Missouri's Title IX policy, discrimination, violence and harassment based on sex, gender, and gender identity are subject to the same kinds of accountability and support applied to offenses based on other protected characteristics such as race, color, ethnic or national origin, sexual orientation, religion, age, ancestry, disability, military status, and veteran status. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting UMKC's Title IX Office webpage (<http://info.umkc.edu/title9/>) or contacting UMKC's Title IX Coordinator, Mikah K. Thompson (816.235.6910 or [thompsonmikah@umkc.edu](mailto:thompsonmikah@umkc.edu)). Additionally, you can file a complaint using UMKC's online discrimination complaint form, which is located at <http://info.umkc.edu/title9/reporting/report-online/>.

### **STUDENT RECORDS**

Official student records in the School of Medicine are permanently kept in the Office of Council on Evaluation. Students with proper photo identification may review their SOM student files any time during regular office hours. All records are strictly confidential. Access to a student file, other than to the student, is limited to authorized personnel. Unofficial information, such as scheduling, grades, and evaluations are also accessible through Pathway and program tracking systems.

The School of Medicine follows and adheres to the *Policy on Student Records* as adopted by the Board of Curators. The purpose of this policy is to set forth the guidelines governing the protection of the privacy of student records and to implement The Family Education Rights and Privacy Act of 1974, also known as FERPA.

If a student wishes to have any person other than authorized personnel review his/her official record, a FERPA Release of Confidential Information form authorizing release of information to that person must be submitted and maintained in the student's file. Each FERPA Release form is valid for 90 days.

### **POLICY APPLICABILITY**

The Graduate Programs Committee on Progression policies and procedures apply to all School of Medicine graduate students, excluding those enrolled in the M.S. Anesthesia or M.M.S. Physician Assistant programs. In addition to the policies outlined in this manual, students should seek advisement regarding curriculum requirements from the Program Academic Advisor and their faculty advisor.

### **POLICY and STUDENT RESPONSIBILITY**

1. Policies and procedures are adopted by the committee that explicitly define criteria for maintaining a student in good academic standing while enrolled in a School of Medicine graduate program, including, but not limited to required competencies and associated timelines necessary to justify progression. These policies are minimally consistent with the UMKC Graduate Academic Regulations as outlined in the course catalog. Students are responsible for keeping apprised of their academic status by referring to term grades and their permanent academic record on file in the UMKC Registration and Records Office, these can usually be accessed via Pathway.

## CRITERIA FOR RETENTION, PROBATION, SEPARATION, and GRADUATION:

The committee's recommendation for retention, probation, separation, and graduation from SOM graduate programs are governed by the following criteria:

2. **Retention** – students must maintain a 3.0 (B) grade-point average in all coursework taken for graduate credit at UMKC and must meet any additional academic requirements imposed by the department or Interdisciplinary Ph.D. discipline.
3. **Probation** – students who meet criteria for probation are immediately subject to the customary probation stipulations listed below, regardless of “official” notification from an Education or Program Coordinator, or other School of Medicine program official(s).
  - a. Whenever the **cumulative** GPA for UMKC courses taken for graduate credit by a graduate student of any classification falls below 3.0, the student's status for the next term becomes: "On Probation - See principal graduate advisor." (Interdisciplinary Ph.D. students will be directed to consult their interim advisor or research advisor.) The principal graduate advisor, interim advisor or research advisor will review the student's progress and provide counsel, and the following conditions apply:
    - i. While on probation, a graduate student must achieve a 3.0 **term** GPA in order to enroll for the following term.
    - ii. A graduate student on probation who is not restored to good academic standing by the end of two successive regular semesters following the term in which the **cumulative** GPA fell below 3.0 will be declared ineligible to re-enroll (eligible for separation).
    - iii. A graduate student on probation will not be restored to good standing until a **cumulative** graduate-credit GPA of at least 3.0 is achieved.
  - b. Any student retained (avoiding separation) in the program regardless of current GPA is on probation.
    - i. While on probation the student must achieve a 3.0 **term** GPA
    - ii. Duration of probation and return to good standing will be outlined by Committee on Progression.
4. **Separation** - dismissal from program. A student who meets criteria for separation is invited to appear before the Committee on Progression to present reasons why s/he should be retained within the program. Students meet criteria for separation if any of the following occur:
  - a. Failure to meet requirements for retention
  - b. Failure to meet probationary stipulations
  - c. When the department or school or Interdisciplinary Ph.D. supervisory committee, irrespective of a student's grade-point average, considers a graduate student's performance to be unsatisfactory
  - d. Non-adherence to program, school, and/or university policies
  - e. Failure to return to the program from an approved leave of absence or failure to enroll in coursework for 2 consecutive semesters (fall & spring) without an approved leave of absence.
5. **Graduation** - A student who has completed the recommended program of study and is compliant with the program, school, and university policies. Students may elect to fulfill either the degree requirements in effect at the time of their original admission (provided there has not been a lapse in attendance at UMKC of more than two consecutive terms) or the degree requirements in effect at the time of advisement into a planned graduate program of study.
  - a. Students meet the recommendations for graduation if the following are achieved:

- i. Completion of the required program of study, and
  - ii. Final GPA at the time the degree is conferred (graduate certificates, masters and PhD degrees) must be 3.0 or higher for courses completed on the plan of study, and
  - iii. 80% of program of study hours completed with a 3.0 (B) or higher, and
  - iv. No 5000 level or higher graduate course grade of C- or lower may count toward the degree, and
  - v. No course at the 300- or 400-level taken on a credit/no credit basis and no 300- or 400-level course with a grade below B- (2.7) may count toward the degree
  - vi. Exceptions to the above policies require a petition signed by the student's advisor and the Dean of the School of Graduate Studies.
- b. Thesis and dissertation students must also meet the following requirements:
- i. Must follow the established format regulations for theses and dissertations (T/Ds) at UMKC, set by the School of Graduate Studies, guided by the Graduate Officers Committee.  
<http://sgs.umkc.edu/current-students/thesis-dissertation-guidelines>
  - ii. Approval of the T/D by the degree candidate's supervisory committee, which may include completing a Master's Pre-Oral Defense or Doctoral Dissertation Pre-Oral Defense and a final T/D defense of the work. These steps require specific forms to be submitted to School of Graduate Studies.
  - iii. Submission of final appropriately formatted T/D to School of Graduate Studies and notice of SGS Review and Certification of Acceptance of T/D provided to department.
- c. Completing the degree recommendations does not automatically result in conferral of the degree. Please refer to UMKC Catalog for further graduation requirements.
- i. Students must be enrolled in at least 1 credit hour during the semester the degree is awarded.
  - ii. Students must request that the University review their academic record and certify that degree requirements have been met. To make this request, students must file applications for graduation with the registrar no later than the end of the fourth week of the semester in which the degrees will be completed. Students must complete graduation application during semester degree is awarded

## **PROCESS AND PROCEDURE**

Students are responsible for knowing the process and procedure used to enforce the committee policies.

### **Academic Separation (Dismissal) Process**

When a graduate student meets criteria for separation (dismissal), including students who have not been in previous academic difficulty, s/he:

1. Shall be notified that s/he met criteria for separation from the program. This notification will come from the Committee by email or in written form (letter) as necessary. Notification will be sent to the Education Coordinator, Program Director or Department Chair, Faculty Advisor, and Graduate Council Chair.
2. Will be invited to attend the Committee meeting to show cause for retention in the program.
3. May have additional input into the Committee discussion by:
  - a. Submitting a personal statement to the Committee expressing his/her views. Acceptable personal statements are no more than two single-spaced typed pages with standard 1-inch margins, 12-point font and original signature.
  - b. Submitting supporting documents from others, e.g., the student's Education Coordinator, Faculty Advisor and/or peers. Original supporting documentation on official letterhead from outside sources (i.e. treating physician) should be mailed or faxed directly to the Committee via the Office of the Council on Evaluation.

The Committee reviews the student's performance and the additional input when applicable, and after thorough discussion and careful consideration, makes its recommendation for either retention or dismissal. If the recommendation of the Committee is for retention, the recommendation is forwarded to the Graduate Council for approval. If the recommendation of the Committee is for dismissal, the student is notified that the recommendation will be reviewed at the next scheduled Graduate Council meeting and should the recommendation for dismissal be upheld, the student's opportunity to appeal the decision would occur at that same meeting. The student will need to inform the Graduate Council whether or not s/he wishes to appeal the recommendation. The student is informed that an appeal should include new information or mitigating circumstances to cause the Graduate Council to overturn the Committee recommendation.

At the first scheduled Graduate Council meeting following the Committee meeting the Graduate Council reviews the recommendation from the Committee and determines whether to overturn or sustain the recommendation from the Committee. If the Graduate Council makes a determination to overturn the recommendation for dismissal from the Committee, the student is retained on probation with stipulations specified by the Graduate Council or remanded back to the Committee. No personal appearance by either the student or any of the witnesses is necessary. If the Graduate Council makes a determination to sustain the recommendation for dismissal from the Committee, the student may

1. choose to forfeit his/her right to appeal, or
2. immediately (at the same meeting) exercise their right to appeal to the determination to the Graduate Council

If the student chooses to forfeit their right to appeal, the Committee recommendation for dismissal remains upheld by the Graduate Council and is final.

If the student chooses to appeal, then s/he has the right to:

1. Submit a written statement of appeal to the Graduate Council in lieu of appearing personally.
2. Appear personally before the Graduate Council at the same meeting.
3. Request more time for appeals preparation and a postponement of personal appearance.
  - a. Such request must be made at the same meeting and the student must supply justification that will assist the Graduate Council to determine the date and time of the meeting for the appeal..
4. Bring witnesses with him/her to testify on his/her behalf. Such witnesses might include other students, faculty members, family members, friends or legal counsel. At such a hearing, the student is permitted to present his/her statement and supporting witnesses are also permitted to present statements in support of why the student should be retained in the program. Acceptable personal statements are no more than two single-spaced typed pages with standard 1-inch margins, 12 point font and original signature. Proceedings of these appeals hearings are digitally recorded, and a copy of the recording is provided to the student upon request.
5. Neither the student nor any witnesses who accompany the student, including any legal counsel, are permitted to cross examine members of the Graduate Council or other witnesses who testify. The advisor/counselor may only be present to advise the student during the proceedings.

Students appealing a Committee on Progression recommendation will be required to submit to the Graduate Council Coordinator, 1 day prior to the hearing date, a complete and final list of all persons who have agreed to be present at the hearing on their behalf. The Graduate Council may accept late student submissions when lateness is necessitated by the close proximity of the scheduled meetings. This list must provide the names, professions (e.g., physician, attorney, etc.) and the specific purpose for their attendance (e.g., as witness, advisor, etc.) at the hearing. A signed FERPA release by the students will be required at the time of the hearing.

After hearing the student and accompanying witnesses, the Graduate Council excuses these individuals from its meeting, holds deliberations on the appeal, and subsequently determines anew whether to overturn or sustain the recommendation from the Committee on Progression. If the Graduate Council makes a determination to overturn the recommendation for dismissal from the Committee on Progression and its own earlier determination to sustain said recommendation, the student is retained on probation with stipulations specified by the Graduate Council or remanded back to the Committee on Progression. If the Graduate Council makes a determination to sustain the recommendation for dismissal from the Committee on Progression and its own earlier determination to sustain said recommendation, then the Graduate Council decision is final. No further appeals will be accepted. The student will be referred to the University Counseling and Testing Center for support and career guidance

The Graduate Council will notify the student of the final decision by email or in written form (letter) as necessary. Notification will be sent to the Education Coordinator, Program Director, Faculty Advisor, and UMKC Registrar.

#### **NON-ACADEMIC SEPARATION (DISMISSAL) PROCESS**

The procedures to be followed with regard to actions taken against students based upon non-academic grounds are set forth in the Standards of Professional Conduct.

#### **APPEAL PROCESS FOR Non-DISMISSAL/Retained (NON-STATUS REVIEW) CASES AND PETITIONS**

Students are permitted to appeal non-status review cases and petitions that have been denied by the Committee on Progression to the Graduate Council in writing. This will be the final appeal and the appeal process ends with the final action by the Graduate Council.

#### **PROGRAM ABSENCES**

Leaves of absence should not be undertaken without considerable thought, planning and communication with school and university staff and advisors, as they may affect financial aid and may extend a student's program of study.

#### **LEAVE OF ABSENCE**

A leave of absence is a period of time that a student is not enrolled in the coursework that makes up their program of study. During a leave of absence, a student is not participating in the requirements of his/her program. A student might request a leave due to an emergency, because of medical or psychiatric illness or due to personal reasons. The school might also place a student on leave in accordance with specific academic policies. Any leave will have academic and/or financial repercussions, and should therefore not be undertaken without considerable thought, planning and communication with school and university staff and advisors.

It is inappropriate to request a leave of absence for any of the following reasons:

- The request is made in an attempt to avoid receiving undesirable grades in one or more courses
- The request is made in an attempt to gain additional time to prepare for coursework or examinations
- The request is made in an attempt to avoid meeting criteria for separation

Retroactive leaves of absence are granted only in emergency situations or due to administrative errors. Any student who does not return to the graduate program when a leave of absence has expired will meet criteria for separation from the program. A student who leaves a graduate program without following the procedures outlined in this policy will meet criteria for separation from the program.

Any student failing to fully participate in the program without a documented leave risks meeting criteria for separation. A student requesting leave is personally responsible for ensuring the timely completion and submission of all required forms and supporting documentation, and for maintaining accurate course enrollment in the Pathway system. Students request permission to return from leave by submitting required forms and supporting documentation identified in this policy. In order to satisfy enrollment requirements, students must return to the program and register for coursework following an expired leave.

#### *Procedure for Requesting Personal Leave*

1. The student completes the Request for Leave of Absence form and obtains signatures from his/her Student Affairs Education Coordinator and Program Director.
2. The student completes the campus UMKC Request for Return from Leave form and obtains all necessary signatures from Step 2 of that form.
3. The student submits the completed Request for Leave of Absence no later than 30 days prior to the anticipated leave start date.
4. The Committee on Progression Chair will review the paperwork and render a decision upon the request.
5. If the request for personal leave is approved by the Chair, Office of Council on Evaluation staff will forward the information to the Registrar's Office for final processing and send an email notification to the student's university email account. The student must then facilitate any necessary change in enrollment in the Pathway system as a result of the leave.
6. If the request for personal leave is denied by the Chair, Council on Evaluation staff will notify the student and/or request any additional information necessary.
7. During any approved leave, a student is required to monitor his/her UMKC email address and keep in contact with his/her Education Coordinator and Program Director.

#### *Procedure for Returning from Personal Leave*

1. The student completes the Request for Return from Leave form and obtains the Student Affairs Education Coordinator and Program Director signatures.
2. The student completes the campus UMKC Request for Return from Leave form and obtains all necessary signatures from Step 2 of that form.
3. The student submits the completed Request for Return from Leave no later than 30 days prior, or as soon as possible to the anticipated leave return date.
4. The Committee on Progression Chair will review the paperwork and render a decision upon the request.
5. If the request for return from personal leave is approved by the Chair, The Office of the Council on Evaluation staff will forward the information to the Registrar's Office for final processing and send an email notification to the student's university account. The student must then facilitate any necessary change in enrollment in the Pathway system as a result of the return.
6. If the request for return from personal leave is denied by the Chair, Council on Evaluation staff will notify the student and/or request any additional information necessary. *No student is permitted to return to the program or coursework without permission from the school.*

#### **WITHDRAWAL FROM GRADUATE PROGRAMS/SCHOOL OF MEDICINE**

A student withdrawing from a graduate program within the School of Medicine must:

1. Submit a letter (email) of withdrawal (with rationale influencing the decision) to the Committee on Progression, meet with the respective Program Director or Department Chair, and will have an opportunity to meet with the Assistant Dean of Allied Health or his/her designee.
2. Complete and submit the School of Medicine Program Withdrawal Form. Students who fail to submit the form within 30 days after receipt of a letter of request from the School of Medicine will be considered separated from the program. Students who notify the School of Medicine of their intent to withdraw in

- another format (e.g., verbal, email, note) from the program and fail to submit the Withdrawal Form within 30 days after receipt of a letter of request from the School of Medicine will be separated from the program
3. Meet with the education coordinator to initiate official steps to withdraw from all current course work and from the University. A student is not considered withdrawn from a program until all the withdrawal procedures for the University have been completed. The date the University finalizes a student's withdrawal is the date that the Cashier's office will use for tuition reimbursement.
  4. Once the University has finalized a student's withdrawal it may not be rescinded.

## **GRADUATION**

### **Graduation Process**

1. The process for graduation begins with the student, who is responsible for completing an application for graduation.
2. Each semester the student's academic progress is monitored, programs of study are updated, and eligibility for graduation is checked.
3. For students meeting graduation criteria, the Committee on Progression will make a recommendation for graduation to the Graduate Council.
4. To participate in the graduation ceremony a student must meet the graduation criteria.

### **Graduation Procedure**

1. The Program Director, Academic Advisor, Faculty Advisor, and Coordinator in the Office of Evaluation will monitor the students' programs of study and eligibility for graduation.
2. At the beginning of the student's final semester, the program coordinator and education coordinator will prompt eligible students to complete the graduation application. It is the student's responsibility to complete all graduation procedures according to the Registrar's published schedule.
3. The completed application and updated plan of study will be forwarded to the Registrar by the program coordinator.
4. The UMKC Office of Registration and Records will audit the students' program of study forms for the degree requirements and graduate academic regulations.
5. Students must resolve any administrative holds, which may prevent release of their diploma.
6. Upon completion of the final semester, there will be a final confirmation that the student has met all graduation criteria and the Chair of Graduate Council will provide a list of student names who meet graduation requirements to the UMKC Office of Registration and Records.
7. The Office of Registration and Records will award degrees and release diplomas accordingly.
8. Students who do not meet all of the graduation criteria, but want to participate in the graduation ceremony, may submit a request for exception. Only students who are near completion of the program (e.g., will achieve requirements within the following month) make such a request. The request for permission to participate in the graduation ceremony must be submitted to the Chair of Graduate Council at the same time graduation applications are due. The request should be written (email or letter) and include the following details:
  - a. Student name
  - b. Program
  - c. graduation criteria met and criteria pending
  - d. anticipated completion date
  - e. student's rationale and justification for the request