

**WILLIAM CAREY UNIVERSITY**  
**Master of Biomedical Science Program**



*Student Handbook and Catalog*

*2014-2015*

## PREFACE

Information contained herein shall not constitute a legally binding contract upon William Carey University Master of Biomedical Science Program (WCUMBS). Policies, requirements, and information in this *WCUMBS Student Handbook and Catalog* may be updated from time to time by the WCUMBS at its sole discretion. Changes will be distributed to students and become effective immediately unless otherwise specified.

Changes occurring to the *WCUMBS Student Handbook and Catalog* will be posted online quarterly as addenda on the WCUMBS website with appropriate notifications to the respective stakeholders. An electronic copy of this publication can be viewed at WCUMBS website.

All changes cited as addenda throughout a given academic year will be incorporated into the parent document for the upcoming academic year. The cycle is repeating.

All inquiries regarding the *WCUMBS Student Handbook and Catalog* should be directed to the Administrative Assistant to the Master of Biomedical Science Program, 601.318.6664. Any recommendations for additions, deletions, or changes must be submitted in writing to the WCUMBS Director. Final approval is made by the Board of Trustees based upon recommendations from the WCU President.

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## ***Non-Discrimination Policy and Diversity Statement***

WCUMBS makes every effort to recruit students from a diverse background to foster that richness while meeting its mission and objectives. It is the official policy of WCUMBS that recruitment and selection of students for admission, consideration for financial aid, the administration of its education policies, athletic and other school-administered rights, privileges, programs, and activities generally accorded or made available to students at the college will not discriminate on the basis of race, ethnicity, color, sex, gender, religion, national origin, age, sexual orientation, or non-disqualifying disabilities.

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the bylaws of the University, William Carey University does not discriminate against any person on the basis of race, color, national or ethnic origin, sex, gender, age, or disability in admission or in the administration of its education policies, scholarships, loan programs, athletic and other school-administered rights, privileges, programs, and activities generally accorded or made available to students at the school. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

**WCU Vice President for Academic Affairs  
498 Tuscan Avenue  
Hattiesburg, Mississippi 39401  
Office: 601.318.6101**

## ***Mission Statement***

The William Carey University Master of Biomedical Science (WCUMBS) programs mission is to help post-baccalaureate students become stronger applicants to professional schools. The program provides graduate preparation for the professional study of medicine, both osteopathic (D.O.) and allopathic (M.D.), dentistry, pharmacy, and many other health-related sciences. This full-time program provides broad biomedical education, which will serve as a foundation to allow candidates to be successful in professional school, while at the same time fills gaps in their knowledge of basic biology and human disease.

## ***Goals and Objectives***

Consistent with its mission, the goal of William Carey University Master of Biomedical Science Program is to provide high-quality medical education with the objectives listed below:

WCUMBS will

- Provide academic programs to promote student learning;
- Emphasize training in healthcare related sciences;
- Prepare students for lifelong learning through the involvement in scholarly activity;
- Provide an academic community in which the individual student is encouraged to develop his or her highest potential in scholarship, leadership, and service.
- Engage faculty and students in research and scholarly activities in order to advance the body of existing biomedical knowledge in medicine.





### *Letter from the Dean*

To the class of 2014-2015, welcome to the William Carey University Master of Biomedical Science Program. You are joining an outstanding academic program with a commitment to excellence. This concept of excellence extends throughout the curriculum and is focused on supplying the tools needed to help you become the best professional school candidates you can be. As a new school, we are building a tradition of excellence that extends beyond the traditional academic setting. This tradition will carry forward as William Carey students become members of the greater community. Those students who have preceded you and alumni whom you follow have taken great pride in paving the way for your education.

The students, faculty, staff, and administration of this college have made a commitment to being the best medical school of our kind in the country. Every change and innovation that has been instituted over the last four years has directly contributed toward this goal. This includes the changes made to the WCUMBS program. Many of our students, faculty, and staff are recognized nationally for their achievements in education, research, and commitment to our profession.

William Carey University has demonstrated a commitment to these principles and goals for at least a decade. This commitment has been demonstrated by, among other things, the construction of a state-of-the-art anatomy lab (Randy and Brenda Ross Anatomy Lab) and the establishment of a bench research facility.

What does the future hold? WCUCOM and WCUMBS will continue to grow and excel. Our team is committed to not simply meeting, but exceeding all national standards set for medical education. However, as this growth and innovation occurs, we are committed to maintaining an atmosphere in which no student will be lost in the crowd. On behalf of the entire university, let me wish you every success in your studies.

James M. Turner, DO, MPH, FACOFP, FACOEP

Dean, WCUMBS



*Welcome to WCUMBS*

Dear WCUMBS students:

Welcome to William Carey University and the College of Osteopathic Medicine! We are pleased to have you here as students and look forward to becoming acquainted with you.

From its inception, the MBS program has served as a pathway for numerous students into medical school, dental school, Ph.D. programs, and many other opportunities. We have been honored to have approximately 10% of our medical class matriculate from that program each year. The excellent performance of these students in our curriculum speaks to the outstanding preparation that you will receive. In order to reap the full benefits of your education you will have to work hard, but the reward will be well worth the effort.

I invite any of you who might be interested in continuing your education after the MBS Program as one of our medical students to come to my office for a visit. I will be happy to sit down to discuss your particular situation and give you my best advice on how to be a successful applicant to medical school.

With best regards

A handwritten signature in cursive script that reads "Jim C. Weir". The ink is dark and the signature is fluid and legible.

Jim Weir, DDS, JD  
Associate Dean, Student Affairs

## ***WCU/WCUMBS Academic Calendar, 2014-2015***

### **Fall Trimester Session 2014**

August 18 .....	Application deadline for fall trimester
August 19 .....	Fall faculty meeting
August 20.....	Registration for fall trimester
August 25.....	Late registration; Fall classes begin
September 1 .....	Labor Day holiday (night classes meet)
October 6-17 .....	Advisement and registration for winter trimester
October 15.....	Deadline for filing for May 2015 Graduation
Deadline for Filing for February 2015 Degree Conferral (to receive diploma without commencement)	
October 29.....	Last day of class
October 30, 31, November 3 .....	Final examinations
November 4.....	Grades due
November 4-7.....	Fall trimester break

### **Winter Trimester Session 2014-2015**

November 3.....	Application deadline for winter trimester
November 7.....	Registration for winter trimester
November 10.....	Late registration; Winter classes begin
November 24–30.....	Thanksgiving holidays
December 1.....	Classes resume
December 3.....	Deadline for late filing of May 2015 graduation application
December 6.....	M.Ed. Comprehensive Examinations
December 20 .....	Christmas holidays begin
January 12, 2015.....	Classes resume
January 19.....	Martin Luther King Day (night classes meet)
January 20-30.....	Advisement and registration for spring trimester
February 11.....	Last day of classes
February 12, 13, 16 .....	Final examinations
February 17 .....	Grades due
February 17-20 .....	Winter trimester break

### **Spring Trimester Session 2015**

February 16 .....	Application deadline for spring trimester
February 20.....	Registration for spring trimester
February 23 .....	Late registration; Spring classes begin
March 9-13.....	Spring break
March 16 .....	Classes resume
March 31.....	Deadline for filing for August 2015 Graduation

April 3 .....Easter holiday  
 April 6.....Classes resume  
 April 11.....M.Ed. Comprehensive Examinations  
 April 13-24 .....Advisement & registration for summer and fall  
 May 6.....Last day of classes  
 May 7, 8, 11.....Final examinations  
 May 12 .....Deadline for late filing for August 2015 Graduation  
 May 12.....Grades due  
 May 15 .....Graduate Commencement, Hattiesburg  
 May 16 .....Graduate Commencement, Tradition

## ***Background and History of Hattiesburg Hattiesburg and the Surrounding Area***

Hattiesburg is the home of the main campus of William Carey University (WCU), which was founded in 1892. WCU is conveniently located on 140 acres on the south side of the city.

Hattiesburg is known as the "Hub City" because it is located at the intersections of Interstate 59 and U.S. Highways 49, 98, and 11. The city is centrally located less than 100 miles from the state capital in Jackson, as well as the Gulf Coast, New Orleans, Louisiana, and Mobile, Alabama.

Positioned at the fork of the Leaf and Bouie Rivers—the heart of south Mississippi's rolling piney woods—Hattiesburg provides a unique blend of affordability and high standard of living.

Hattiesburg, with a population of nearly 50,000, is the educational, retail, and medical center for more than a quarter of a million people who live throughout the southeast Mississippi region. It is also the home to The University of Southern Mississippi and Camp Shelby.

During the last several years, Hattiesburg has been recognized nationally for its livability including the following areas:

- Healthcare
- Most popular destinations
- Retirement communities

Continued economic expansion during the past few years has made Hattiesburg one of the most dynamic and fastest-growing areas in the Southeast. With its economic beginnings in the timber industry of the late 1800s, to the mobilization of the military in 1915 and World War II at Camp Shelby, to the prosperous growth of recent years, Hattiesburg stands as a progressive, economically healthy community that nurtures a quality of life second to none.

Captain William H. Hardy, a pioneer lumberman and civil engineer, founded Hattiesburg in 1882. Early settlers to the area were of Scottish, Irish, and English descent and came from Georgia and the Carolinas, attracted by the vast acreage of virgin pine timberlands. This was an area of rich promise at a time when renewed development of the South was getting underway.

The City of Hattiesburg was incorporated in 1884 with a population of approximately 400. Originally called Twin Forks and later Gordonville, Hardy gave the city its final name of Hattiesburg in honor of his wife, Hattie.

Also in 1884, the railroad, known as the Southern Railway System, was built from Meridian, Mississippi, through Hattiesburg to New Orleans, Louisiana. The commercial value of the great virgin timber stands was quickly recognized, and for a time, timberland was available for as little as 50 cents to \$1.50 an acre. Mills sprang up, and naval store plants came on the heels of the timber industry. Turpentine stills became as numerous as the sawmills.

The completion of the Gulf and Ship Island Railroad from Gulfport to Jackson, Mississippi, now part of the Illinois Central System, ran through Hattiesburg and ushered in the real lumber boom in 1897.

Although it was 20 years in the building, the railroad more than fulfilled its promise. It gave the state a deep water harbor, more than doubled the population of towns along its route, built the City of Gulfport, Mississippi, and made Hattiesburg a railroad center.

After World War I, Hattiesburg found a new way of life. The people of the region were able to adjust themselves and proved willing to find new and diverse ways of making a living, bringing with them further population booms.

### ***Transportation***

Hattiesburg is an easy drive to major airports in New Orleans, Louisiana; Jackson, Mississippi; Mobile, Alabama; and Gulfport, Mississippi. New Orleans International Airport is 105 miles southwest; Jackson International Airport is 90 miles north; Mobile Municipal Airport is 102 miles southeast; and Gulfport-Biloxi International Airport is 70 miles south.

Passenger rail is provided by Amtrak, serving Hattiesburg—east to Meridian, Mississippi; Washington, D.C.; Tuscaloosa, Alabama; Birmingham, Alabama; and Atlanta, Georgia; and west to New Orleans, Louisiana; then on to Chicago, Illinois; Houston, Texas; or Los Angeles, California. Dependable bus transportation is also available through Greyhound lines, with eight departures daily to New Orleans, Birmingham, and Jackson.

The City of Hattiesburg owns and operates the area's mass transit service. Special "on-demand" buses for elderly and handicapped citizens are available.

### ***Outdoor Activities***

Surrounding the Hattiesburg area there are many opportunities to explore. The State Parks around Hattiesburg are Clarkco State Park, Lake Lincoln State Park (to the north), Buccaneer State Park (to the south), Paul B. Johnson State Park (to the south), and Percy Quinn State Park (to the west). South of Hattiesburg, along the shore and in the Gulf of Mexico is the Gulf Island National Seashore.

Additionally, there is one national forest for outdoor activities. Divided into two sections, the De Soto National Forest is southeast of Hattiesburg. Within the forest are the Leaf River Wildlife Management Area, the Little Biloxi Wildlife Management Area, and the Red Creek Wildlife Management Area. Just outside and to the south are the Pascagoula River Wildlife Management Area, the Ward Bayou Wildlife Management Area, and the Old River Wildlife Management Area. To the north is the Chickasaw Wildlife Management Area. West of Hattiesburg is the Marion County Wildlife Management Area.

For fishing there are several lakes to try. Northwest of Hattiesburg are Lake Mike Conner, Lake Jeff Davis, and Lake Mary Crawford. West of Hattiesburg are Lake Bill Waller, Lake Columbia, and Lake Walthall.

Southeast of Hattiesburg is the Mississippi Sandhill Crane National Wildlife Refuge and the Grand Bay National Wildlife Refuge.

There are several of Pat Harrison's Waterways in the area. To the south are Flint Creek Waterway and Bluff Creek Waterway.

To the west is Little Black Creek Waterway, and to the northeast are Archusa Creek Waterway, Maynor Creek Waterway, and Big Creek Waterway.

### ***Dining***

From fast food to leisurely Southern-style cuisine, students will find great food in Hattiesburg, with numerous restaurants and a variety of cuisines.

### ***Golf***

Hattiesburg is fast becoming South Mississippi's golfing location of choice with over 12 public and private courses within a 30-mile radius.

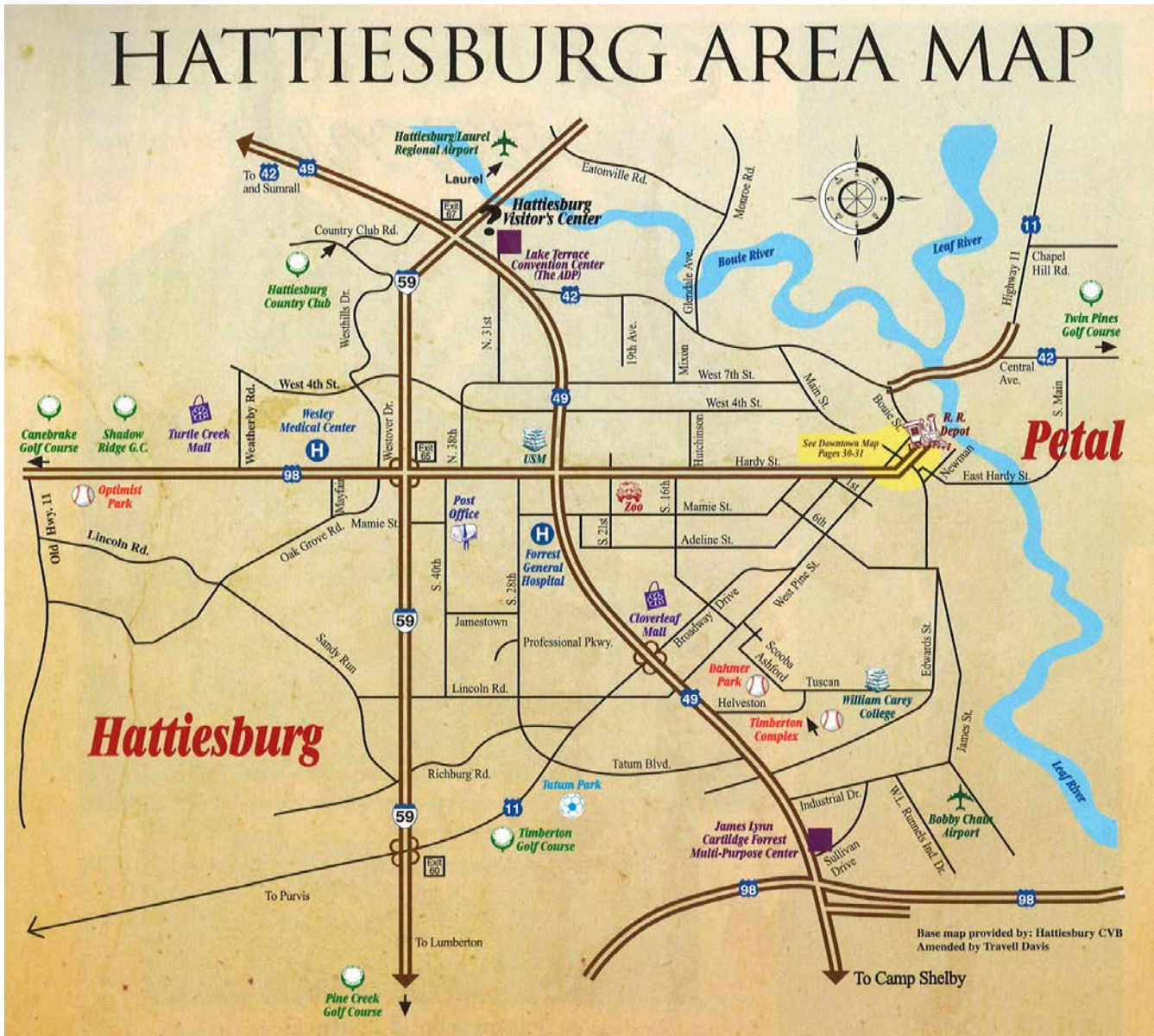
### ***Movies and Family Entertainment***

Hattiesburg has 19 movie screens, a bowling alley, and bounce rooms.

### ***Chamber of Commerce***

Further information regarding recreation and entertainment opportunities in Hattiesburg can be obtained from the Hattiesburg Chamber of Commerce at 1.800.235.4288.

Hattiesburg Area Map



Source: M&M Publishing



# William Carey University Campus Map



## ***History of William Carey University***

The institution that is now William Carey University had its earliest origins in Poplarville, Mississippi, when the noted educator W.I. Thames opened Pearl River Boarding School in 1892. As did many institutions of its day, Pearl River Boarding School offered “elementary, preparatory, and some college work.” A disastrous fire destroyed the school in 1905, and an effort was made to obtain backing for a new school in Poplarville to be called South Mississippi College. The efforts were not successful, and Professor Thames moved to Hattiesburg where, with the backing of a group of New Orleans businessmen, he opened South Mississippi College in 1906. Little is known of Pearl River Boarding School, but South Mississippi College, under the leadership of Professor Thames as its President, quickly gained a reputation for having a strong faculty, especially in art, music, history, and home economics. After a fire destroyed the immense administration building, including classrooms, library, and a 1,500-seat auditorium, the young institution was forced to close.

In 1911 W.S.F. Tatum, wealthy lumberman and Methodist layman, acquired the property and offered it as a gift to the Baptists. He set two conditions: successful operation of a Christian school for girls for five years and an enrollment of at least 100 students the first year. The property consisted of two surviving frame buildings and 10 acres of cutover land. A corporation was organized to own and control the college with nine trustees chosen from Baptist churches in Hattiesburg. In September 1911 the school opened again with a new name, Mississippi Woman’s College, under the leadership of President W.W. Rivers. In November 1911, the debt-free college was offered to the Mississippi Baptist Convention and was accepted.

The growth of Mississippi Woman’s College was a source of pride for Mississippi Baptists. Under the leadership of President J. L. Johnson, Jr., from 1912 to 1932, a splendid new administration building was completed in 1914 and named Tatum Court in honor of the college’s major benefactor. New brick dormitories were added (Ross and Johnson Halls), as well as an infirmary and a model home, which was used as a laboratory for domestic science classes. During this period, the campus expanded to 40 acres.

The college did not measure its progress simply with physical achievements. An early objective of Mississippi Woman’s College was to train intelligent, concerned citizens who could establish Christian homes. Curricula and activities were designed with this primary objective in mind. By 1925 college stationery boldly proclaimed on its letterhead, “Mississippi Woman’s College: The School with a Mission.” The student body dedicated itself to the mission of the college. Such dedication accounts for Mississippi Woman’s College becoming known by the late 1920s as one of the South’s outstanding Christian colleges for women. Continued growth and an emphasis on missions characterized the presidency of Dr. W. E. Holcomb from 1932 to 1940.

When the exigencies of the Depression Era forced the college to close in 1940, its facilities were used as housing for army officers from Camp Shelby. In 1946 Mississippi Woman’s College underwent major renovations and re-opened. Dr. I.E. Rouse was elected President in 1946 and served until 1956. In 1953 the Mississippi Baptist Convention voted to move the college into coeducational status after more than four decades of admitting only female students. This vote necessitated a new name for the institution. In 1954 the Board of Trustees selected the name of William Carey College in honor of the 18<sup>th</sup>-century English cobbler-linguist whose decades of missionary activity in India earned him international recognition as the “Father of Modern Missions.”

Under the leadership of Dr. J. Ralph Noonkester as President, William Carey College enjoyed significant growth. In 14 years, a total of 14 new buildings rose on the Hattiesburg campus. The college attracted national attention with baseball, basketball, and tennis teams, the traveling chorale, the theatre performance groups, scientific honor societies, student mission efforts, a large number of mission volunteers, and a high percentage of acceptances to medical school. Dr. Noonkester served as President from 1956 to 1989.

In 1968 William Carey College entered a new era when it announced a merger with the prestigious Mather School of Nursing in New Orleans. Another dimension opened for the institution in 1976 with the purchase of the Gulf Coast Military Academy campus in Gulfport. Known as William Carey College on the Coast, the 20-acre beachfront property was devastated by Hurricane Katrina in August 2005. Classes were held off campus until 16 modular buildings were installed on the campus. Thirty acres were purchased in the 4,800-acre Tradition Planned Community, located on Highway 67, and Phase I of the new campus, William Carey University–Tradition Campus, opened in August 2009.

In June 1989 Dr. James W. Edwards was elected as the seventh President and served until 1997. Under his leadership, enrollment in church-related vocations increased, the art program at Carey on the Coast was upgraded, the college debt was restructured, salaries improved, a trimester system was inaugurated, and an MBA program in executive leadership was added to the curriculum. The Lucile Parker Gallery was opened on the Hattiesburg campus, and the Sarah Gillespie Art Gallery was upgraded and moved to Parker Hall at Carey on the Coast. A campus beautification project was inaugurated.

Dr. Larry W. Kennedy served as President from 1998 to 2006. Many physical improvements were made to existing facilities. New construction on the Hattiesburg campus included a nursing building, education classroom building, housing for the Center for the Life and Work of William Carey, soccer fields, an intramural field, and baseball and softball fields. Also, a new nursing building was constructed on the New Orleans Baptist Theological Seminary campus. The college's \$7.5 million debt was paid off 10 months ahead of schedule.

The years 2005 through 2006 brought significant challenges and advances to the institution. During the fall of 2005, all three campuses were affected by Hurricane Katrina, with the Coast campus being completely destroyed. While recovery and building efforts were underway, the trustees voted to change the status of the institution from college to university to honor its growth and enhance its potential in an increasingly global environment. The charter and all the transitions with accrediting agencies necessary for changing its status were revised. The name officially changed from William Carey College to William Carey University in 2006.

In February 2007, Dr. Tommy King was named the ninth President of the university, the first alumnus to serve in this position. Under Dr. King's leadership, the university constructed a \$1 million addition to the Fail-Asbury Hall on the Hattiesburg campus. Also the size of the Smith/Rouse Library was expanded by 40 percent, the Sarah Ellen Gillespie Museum of Art was dedicated, land was purchased for the new Coast campus on which Phase I was constructed, and establishment of the William Carey University Master of Biomedical Science Program (COM) was undertaken. In December 2008, The Southern Association of Colleges and Schools raised the institution to Level V status, which permits the granting of doctoral degrees. A Master of Biomedical Science degree was added to the degree program, and enrollment reached an all-time

record high. In October 2009 the Commission on Osteopathic College Accreditation granted provisional accreditation to the Master of Biomedical Science Program. Tennis was added to the athletic program in 2009 with cross country and women's golf added in 2010-11. Track and field for men and women began in the fall of 2012.

In the summer of 2010, a new facilities building was occupied, and the Master of Biomedical Science Program enrolled an inaugural class of 110 students. Three buildings comprise the medical complex: Academic Building, Medical Arts Building, and the Asbury Administrative Center. In January 2014, the Randy and Brenda Ross Anatomy Wing was dedicated, expanding the medical complex. The Joe and Virginia Tatum Theatre was constructed in 2010. In the fall of 2010, a specialist degree in higher education administration was offered, and the Career and Technical Education department was established. The Bachelor of Music in contemporary worship degree was added in the fall of 2011. The MEd in educational leadership, EdD in higher education administration, and the PhD in nursing education and administration programs began in the fall of 2012.

The university is organized into the following academic units: The Ralph and Naomi Noonkester School of Arts and Letters; the School of Natural and Behavioral Sciences; the School of Business; the School of Education; the Owen and Elizabeth Cooper School of Missions and Biblical Studies; the Donald and Frances Winters School of Music; the Joseph and Nancy Fail School of Nursing; and the Master of Biomedical Science Program.

The dramatic developments over the years demonstrate that William Carey University has accepted William Carey's challenging motto:

*"Expect great things from God; attempt great things for God."*

### ***Organization and Administration of the University***

The Board of Trustees is composed of 24 persons selected jointly by the William Carey University Trustees and the Committee on Nominations of the Mississippi Baptist Convention for terms of three years. The Board of Trustees is responsible for all general institutional policies as outlined in the university's bylaws. Policies should originate with the Board or be recommended to the Board by the administration. The administration is responsible for implementing official policies within the framework established by the Board. The faculty is responsible for the quality of the educational programs and operates within the policies determined by the administration and the Board of Trustees.

## ***William Carey University Resources***

### ***Bookstore***

WCU provides a bookstore located in McMillan Hall. It offers books, clothing, supplies, sports items, and gifts. WCU and WCUMBS are obligated by legal contract to purchase all instructional materials through the Barnes and Noble campus bookstore. If Barnes and Noble cannot supply the materials, release will be granted to secure the items elsewhere.

### ***Residence Halls***

WCUMBS students are responsible for their own living accommodations. Some dormitory rooms may be available on campus for WCUMBS students. The use of these dormitories and apartments is at the discretion of WCU. If a WCUMBS student wishes to apply for this housing, he/she should contact the WCU Office of Student Services for information, fee schedules, rules, and regulations. There is no guarantee that WCU-owned housing will be available.

### ***Food Service/Dining Hall - Wilkes Dining Hall***

Built in 1967, this building includes a student dining room, a faculty dining room, the President's dining room, a conference center, and a student center. Exterior renovations were completed in 2005.

WCU provides a full food service, which is available in the Wilkes Hall Cafeteria. There is also a coffee shop at Common Grounds.

Wilkes Hall Cafeteria serves meals on the following schedule:

***Breakfast:***     ***7:30–9 a.m., Monday-Friday***  
                          ***9–9:30 a.m., Continental***  
                          ***9–10 a.m., Saturday (self-serve)***

***Lunch:***         ***11 a.m.–1:30 p.m., Monday-Friday***  
                          ***12–1:30 p.m., Saturday-Sunday***

***Dinner:***         ***4:30–7 p.m., Monday-Friday***  
                          ***4:30–6:30 p.m., Saturday-Sunday***

Occasionally, changes in serving hours are necessary and will be posted in the cafeteria as the need arises.

### ***Post Office and ATM***

The Post Office is open from 8 a.m. to 4:45 p.m., Monday through Friday, and is located in McMillan Hall on the Hattiesburg campus. All on-campus students are required to have a post office box; off-campus students may have one if desired. Students can acquire a post office box by filling out a form in the Post Office. Mail is usually distributed by 10 a.m., Monday through Friday, and is picked up and taken to the Hattiesburg Post Office by 2:30 p.m. Mail should be addressed as follows:

Student Name  
WCU Box \_\_  
498 Tuscan Avenue  
Hattiesburg, MS 39401

A student may retain a post office box throughout his/her tenure at WCU. Upon leaving WCU, students should notify the Post Office of their forwarding addresses. Mail will not be delivered to names other than registered students.

An ATM machine is located inside the entrance to the Post Office in McMillan Hall. This service is available from 7 a.m.–11 p.m.

### ***External Relations***

***Donna Duck Wheeler Alumni House-*** Originally named the Bentley-Pope House, this two-story colonial style residence was built in 1962. The house was renamed in April 2006 to honor Donna Duck Wheeler, who served as WCU's alumni director for 17 years. The building houses the Offices of External Relations, Advancement, and Alumni Relations.

The Office of External Relations oversees the writing and dissemination of news releases for local and hometown papers. A photographer is available for coverage of various on-campus events, and students are encouraged to take advantage of publicity opportunities in their hometown papers, as well as in university publications.

### ***University Library System***

The mission of the William Carey University Libraries is to provide a learning environment that meets the information needs of the university's students, faculty, and staff. This mission is accomplished through the provision of information resources and services that support the teaching, learning, research, and service needs of the university community.

WCU Libraries resources are available to the university's students, faculty, and staff, as well as sanctioned visitors and guests. Sanctioned visitors and guests may include members of the local clergy or their staff, special guests of the WCU President, members of the Board of Trustees, and WCU alumni. Upon registration with WCU Libraries, sanctioned visitors may check out books and utilize the WCU Libraries computer lab and Internet access.

WCU Libraries' online collection includes 68 research databases and over 101,000 electronic books. This online collection is accessible through the WCU Libraries website from any WCU on-campus computer. WCU students, faculty, and staff can also access online collections from any off-campus location through the WCU Libraries website by utilizing their WCU email addresses and passwords as logins when prompted for full-text or database access. Licenses for databases, electronic books and journals, and other online materials prohibit access to these materials by individuals who are not WCU students, faculty, or staff.

The WCU Libraries' graduate research collections are located at the Dumas L. Smith/I. E. Rouse Library on the Hattiesburg campus and at the Tradition Campus Library. The Libraries' physical collection is comprised of over 83,000 items, including books, journals, media items, scores,

children's books, and materials in micro format. An online catalog, accessible through the Libraries' website, provides information about the Libraries' holdings, including the location of physical items. All circulating items in the collection are available for checkout at any WCU library. Requests for items from another library location can be made by filling out the Interlibrary Loan form on the Libraries' website at <http://library.wmcarey.edu>.

WCU Libraries develops and maintains services that support the missions of the library and the university. Library hours at each facility – including those for regular sessions, mini-sessions, breaks, and holidays – are available on the Libraries' website at <http://library.wmcarey.edu>. Other services available at all library locations include Interlibrary Loan for requesting materials that are not owned by the WCU Libraries, reference and information services provided by experienced library staff, workshops in the use of library and information resources, email reference service at <http://askus.library.wmcarey.edu/>, and reference via texting at 601.348.0287 (Standard rates apply.).

### ***WCU Library Collections and Services for Medicine/Nursing***

Health science collections are located at the Hattiesburg and Tradition libraries. Primary collections for the Master of Biomedical Science Program students are located in the Dumas L. Smith/I.E. Rouse Library on the Hattiesburg campus. The medicine and nursing collections include over 3,700 books.

Seventeen electronic databases specifically support the Master of Biomedical Science Program, the College of Osteopathic Medicine and the School of Nursing, including Access Medicine, Health and Psychosocial Instruments, DynaMed, Medline Complete, PsycARTICLES, PsycINFO, R2, Science Direct, CINAHL, and the Nursing Reference Center. Additionally, the library also provides a significant collection of interdisciplinary databases with health sciences content.

Librarians with American Library Association-accredited degrees are available at all campus locations to provide reference and research assistance. Reference libraries can be reached via phone, email, or text. Personal research consultations are available by appointment, and workshops in the use of library materials are scheduled regularly. Special workshop sessions for WCUMBS students are scheduled at the beginning of each fall term. In addition to these workshop sessions, the "Roving Librarian Program" is also available to WCUMBS students during the noon hour on Wednesdays in the WCUCOM academic building to assist with research and other library-related issues.

A Medical Resources page on the Libraries' website provides information on health science collections and services. Medical research guides, which have been produced by WCU librarians, list specific services and resources offered by the WCU library system and may be found on the Medical Resources website.

### ***Tradition Campus Library***

The library collection on the Tradition campus includes books, serials, and audiovisual resources. Library computers provide access to the Internet, as well as an extensive array of online research databases with thousands of journal articles. Quiet study areas, as well as photocopying services, are available for students and faculty.

## ***Campus Buildings***

*Campus Facilities Building*-This building houses the offices and equipment of the Physical Facilities department.

*Chain Garden*-This area of the campus was originally dedicated in 1992 in honor of Bobby and Betty Chain. In 2006 the garden was completely renovated by the Bobby L. Chain family to include the six-foot bronze statue of the Risen Christ.

*Clinton Gymnasium*-Constructed in 1961, this building includes a gymnasium, offices, and locker rooms. The roof was replaced in 2004 with a membrane roofing system. Interior renovations, including new office space and heating and air conditioning systems, as well as updating the building's exterior, were accomplished in 2006.

*Common Grounds*-Created in 1997 from a former carriage house, this facility houses a student-operated coffee house.

*Crawford Hall*-This eight-room structure constructed in 1936 serves as the offices and activities center for the Baptist Student Union. An exterior renovation was completed in 2005.

*Donnell Hall*-Completed in 2006, this building houses the Museum and Research Collection of the Center for Study of the Life and Work of William Carey, DD (1761-1834).

*Fail-Asbury Nursing Building*-Originally completed in 2002, this building contains faculty offices, classrooms, and laboratory facilities for the Joseph and Nancy Fail School of Nursing. An addition to the original building was constructed in 2008 that provides additional faculty offices, classrooms, study rooms, and an elevated lecture hall.

*Joseph and Nancy Fail Softball Field*-Dedicated in 2007, this state-of-the-art field is named to honor the Fail family, longtime friends of the university.

*Fairchild Hall*-This 1970 facility houses the Department of Education. The building has office suites for faculty members, four classrooms, and a well-equipped curriculum laboratory.

*Green Science Hall*-The one-story portion of Green Science Hall accommodates chemistry and physics curricula. The two-story section houses Ross Lecture Hall, student study and work areas, laboratories, offices, and classrooms for the Departments of Biology, Mathematics, Psychology, and Social Sciences. The building was constructed in 1958 and renovated in 2003 and 2005.

*Lawrence Hall*-Lawrence Hall, built in 1954, provides offices, classrooms, and conference space for the Owen and Elizabeth Cooper School of Missions and Biblical Studies, Student Government Association, student life, and student support services. Exterior renovations were completed in 2005. Student counseling and special testing services for the WCU campus and the WCUMBS are located in this building.

*Missions Plaza and Tower*-Dedicated in 1994 and prominently located in the front of Wilkes Hall, the Marjorie and Earl Kelly Missions Plaza and Estelle Willis Missions Tower recall the legacy of William Carey and honor Southern Baptist missionaries and William Carey University



alumni, faculty, staff, and students in foreign missions service. Gifts from Joseph and Nancy Fail made construction possible. The plaza and tower were renovated in 2004.

*Mississippi Woman's College Heritage Plaza*-A memorial to Margaret Hemeter Gillespie and Mississippi Woman's College alumnae, the plaza is located between Ross and Johnson Halls. It was dedicated in January 2007.

*Lucile Parker Gallery*-Built in 1990 and located in the Thomas Fine Arts Center, the Lucile Parker Gallery is named for the late William Carey University Professor Emerita of art whose work in watercolor brought national acclaim. Exhibitions of artists enjoying national reputations are scheduled September through May. The university's permanent collection is exhibited June through August.

*Mary Ross Building*-An original building constructed in 1920 for a campus hospital, this building now houses faculty offices and conference rooms for the School of Business. The exterior of the building was renovated in 2005.

*The Lorena Roseberry Smith Hall*-Built in 2004, this education facility contains faculty offices and eight modern classrooms equipped with state-of-the-art technology.

*Soccer Fields*-The soccer complex featuring Musco Sports lighting was dedicated in August 2004 and includes an official game field, a practice field, and an intramural field. The soccer program was moved from the Gulfport campus to the Hattiesburg campus in 2003. The Jack and Carol Simmons fitness track was added during 2007 to provide a safe area for jogging and walking. The half-mile track encircles all three playing fields.

*Student Center*-Located in Wilkes Hall (cafeteria) and completed in 2000, the Student Center provides video games, pool, table tennis, television, a meeting room, and a complete fitness facility for students, faculty, and staff.

*Tatum Court*-Constructed in 1914, this building of colonial design was renovated in 1974 into a facility housing administrative offices, faculty offices, classrooms, and the O.L. Quave Theatre. Additional exterior renovation was completed in 1999 and 2005. A Flemish Master Carillon, donated by Lewis and Margie Myrick to commemorate the Jubilee Celebration of the University, was installed on the rooftop of Tatum Court in 2004.

*Thomas Business Building*-Completed in 1974, this facility contains the Kresge Lecture Room, the Master of Biomedical Science classroom, classrooms, computer labs, continuing education, workshops, graduate classes, and the Glass Room.

*Thomas Fine Arts Center*-The Fine Arts Center, dedicated in 1966, contains complete facilities for the Donald and Frances Winters School of Music, the Dumas L. Smith Auditorium, and the Lucile Parker Art Gallery.

*Milton Wheeler Field*- A state-of-the-art baseball field was dedicated in 2006 and named to honor Dr. Milton Wheeler for over four decades of service to the university, including his service as athletic advisor for 30 years.

*Chapel*-Positioned adjacent to Chain Garden, the chapel's presence will testify to the Christian mission of William Carey University and will provide an intimate place for prayer, devotion, and worship, as well as for recitals and small weddings. The sanctuary will hold approximately 100.

### ***Electronic Communications***

Each student is assigned a personal campus email address and account by the IT Department in accordance with WCU standards. These accounts are to be used for all campus communications and notifications and should be checked daily. Use of this email system is to be in a professional manner at all times. Any use of email that violates WCUMBS professional policies, or other provisions, can and will result in disciplinary action. Students will be held responsible and accountable for all information transmitted.

Guidelines to aid students in navigating technology-related issues are available. The most up-to-date versions of the *WCU Student Technology Guide* can be accessed at <http://www.wmcarey.edu/information-technology>.

## ***William Carey University Policies***

### ***Campus Safety and Security***

Security officials at the Hattiesburg campus are private law enforcement officers who are licensed by the Hattiesburg Police Department. These officers have the authority to apprehend and detain persons engaged in suspicious or criminal activity. The mission of Campus Security is to provide protection and assistance to students, faculty, staff, and guests and to safeguard the physical property of the university. Officers are available at any time to provide security escorts between on-campus buildings or to personal vehicles parked on university property. Campus Security officers also enforce parking regulations and issue parking citations and other violations of campus policy. Two-way radio contact is maintained between Campus Security and the Hattiesburg Police Department, Forrest County Sheriff's Office, Hattiesburg Fire Department, and the Hattiesburg/Forrest County Emergency Management Office. Campus Security can be reached at 601.318.6300.

### ***Personal Vehicles***

All students who operate and park a vehicle on university property regularly or occasionally are required to register their vehicles and display a parking decal. Complete information is required on the registration form, including tag number.

### ***Vehicle Registration Procedure***

The Office of Student Life (Lawrence Hall 127) will issue decals Monday through Friday during regular office hours (8 a.m. to 5 p.m.) when the university is in session.

Students may also obtain a parking decal through the WCU Indigo Portal (online).

A student may choose to register his/her vehicle online and pick up the decal in the Student Life Office or have it mailed.

Before a motor vehicle may be registered, the person whose name in which the motor vehicle is being registered must present a copy of current student registration at the university.

Upon being registered and meeting all financial obligations, each motor vehicle will be issued an appropriate decal, which shall be valid up to the stated expiration date and for the zoned locations specified.

### ***Parking Decals***

To be considered valid, decals must be displayed by hanging from the rearview mirror of the registered vehicle with the decal number facing outward.

Decals may not be traded or switched between different motor vehicles. Every vehicle must be registered with the university.

Individuals sharing or using a decal not issued to that vehicle will be ticketed and subject to fines.

Students will be issued decals that identify the appropriate zones in which students may park.

Lost decals may be replaced for students at a cost of \$5 per decal.

Replacement decals will be issued upon payment of a \$5 fee only in the following cases:

- If a registered motor vehicle is no longer to be used on campus (i.e., replaced by a new or different motor vehicle)
- If the decal of a registered motor vehicle is stolen or destroyed (Documented evidence will be required.)
- If the decal is defective due to faulty manufacturing, it will be replaced free of charge.

Any motor vehicle operated on campus by a student must have a decal and be registered according to the regulations stated.

Only one valid decal will be displayed on any vehicle at one time.

Reproducing, altering, or defacing a decal or permit in any way is prohibited. Lost or misplaced decals must be replaced immediately.

### ***Parking Rules and Regulations***

All vehicles are to be parked on the streets and parking lots on the campus only in areas assigned and marked as parking areas. All "No Parking" areas are in effect 24 hours a day, seven days a week. Failure by any person to find a legal parking space shall not be an excuse for a violation of the regulations.

Students and university personnel are to park in the appropriate zones.

#### Parking Color Indicators

Green.....	WCUCOM/WCUMBS
Blue.....	Handicapped parking only
Yellow.....	No parking area
Red.....	Residential student parking
Red Stripes.....	Fire lane
White.....	Faculty/Staff/Commuter s

Any motor vehicle, which is parked in violation of university regulations, will be subject to ticketing. Specific violations of the parking regulations include the following:

- Parking on campus without a current registration decal or permit, with the exception of short-term visitors on campus
- Parking in an area of the campus that is restricted to a specific time limit in excess of the posted time limit (e.g., spaces in front of the Post Office and Bookstore)

- Parking in a "No Parking Zone" or service drive, which are restricted 24 hours a day, seven days a week
- Double parking
- Parking against the flow of traffic
- Parking in a pedestrian crosswalk
- Parking in or blocking a street or driveway or impeding the free movement on any street or parking area at any time
- Parking on a sidewalk or grassy area of the campus without special permission
- Parking outside the lines that identify an individual parking space
- Parking in any space other than the assigned zone during restricted hours (7:30 a.m. to 3:30 p.m.)
- Parking any trailer, camper, or other personal property on campus without special permission from the Student Life Office. Any vehicle, trailer, etc., in violation of this regulation will be towed at the owner's expense.

### ***Parking Vehicles on Campus during Breaks***

Students are not to park vehicles in remote areas of the campus for extended periods of time during breaks, or when students are away. If students park their vehicles for more than a day or two while on mission trips, breaks, choir tours, athletic or forensic trips, etc., vehicles should be parked in well-lighted areas of the interior campus, clearly visible from a security station. WCU is not responsible for damage to vehicles left on campus during owner's absence.

### ***Emergency Warnings and Hazardous Weather Procedures***

William Carey University utilizes two different systems for notification of impending emergency situations and hazardous conditions. The primary emergency notification system is known as SaderWatch. In the event of an emergency, a text message will be sent to the mobile number/email address registered with the system. This is a free service provided by WCU; however, normal text message fees may apply. To register for alerts, visit this website <http://wmcarey.edu/saderwatch>. All students are automatically enrolled in SaderWatch to receive email alerts to student email accounts. To manage the student's preferences, including adding text alerts, visit <http://wmcarey.edu/saderwatch>. Announcements and other information regarding WCU operations will be provided by the institution/media outlets, when necessary. The institution will maintain close contact with local law enforcement and civil defense agencies. Only under emergency or threatening conditions will the university be closed during normal operating hours.

WCU's alert horn, siren, and public address system can be activated to alert members of the university community of an imminent threat to public safety. The following horns and sirens are used as part of this system:

***Emergency Siren:*** This 25-second signal is intended to immediately get the attention of members of the WCU community. When students, staff, and visitors hear this siren, they should immediately try to seek shelter in a secure location and follow any verbal instructions that may accompany this alarm.

***All Clear Horn:*** This signal consists of three consecutive five-second horn blasts and indicates that it is now safe to resume normal activities on campus.

**Red Alert Horn:** This signal consists of a single 15-second horn blast and indicates that there is an imminent dangerous or hazardous situation on campus. When students, staff, and visitors hear this horn, they should immediately try to seek shelter in a safe location, such as a building or vehicle away from the problem site until the “all clear” signal is given.

### ***Tornadoes and Hurricanes***

All faculty, staff, and students will be alerted as to the emergency situation by SaderWatch, emergency siren, and by word of mouth. Upon notification of a tornado warning for the immediate area, all students and university personnel should go immediately to an interior room or hallway, stay away from glassed areas, and remain until the alert is lifted.

Security and SaderWatch will be responsible for notifying persons on campus of warnings that occur in the evening or on weekends. Upon notification of a threat, residential staff will follow outlined procedures for student housing.

In the event of a hurricane threat to Mississippi, the Office of the President will make the official call for continued operation or closing of the university. Detailed hurricane procedures are available for each campus location. Should the university officially close because of a hurricane, notification of re-openings will be conducted via the website at <http://www.wmcarey.edu/>, local media, or by calling 1.800.962.5991. No structures on William Carey University’s campus are approved Red Cross shelters; therefore, no one will be allowed to remain on campus.

Residential students on the Hattiesburg campus will follow specific evacuation guidelines outlined through the Housing Office.

### ***Flooding***

In the case of heavy rain that results in flooding, students and personnel will be instructed to evacuate buildings that are flooded until facilities and campus security approve re-entry. No one should wade or play in flooded areas. The safety of all William Carey University students, faculty, and staff is the utmost concern of the administration.

### ***Disaster Plan Statement***

In the event of closure or cancellations due to a natural disaster or other emergency causes, general information will be forwarded to local media. Emergency notification can be sent via automated process to WCU/WCUMBS student email addresses. SaderWatch is the emergency notification system for WCU. In the event of an emergency, an email message will be sent to all faculty, staff, and students registered with the system. This is a free service provided by WCU; however, normal text message fees may apply. Specific information regarding the continuation of course work will be posted on the WCU course management system at <https://elearning.wmcarey.edu>. Also see <https://www.myschoolcast.com/go/wcu/> and <http://wmcarey.edu/saderwatch>.

### ***Alcohol and Other Drugs***

William Carey University has a zero tolerance policy for the possession or consumption of alcohol and other drugs. This is in accordance with the commitment to remain a “drug-free campus.” Possession shall be defined to include the presence of alcohol or illegal drugs in the

student's university residence or automobile. The prohibition against the use, possession, or distribution of alcohol and illegal drugs shall include the possession of alcohol containers and promotional literature/drug paraphernalia. Whether a student has violated this policy's prohibition against use of alcohol or illegal drugs may be determined by circumstantial evidence, such as the aroma or smell of alcohol or drugs, either in the room or on the student's person, or conduct suggesting that the student is under the influence of such substances. Students in violation of this policy will face disciplinary action. This policy applies to students who return to campus under the influence of alcohol or drugs.

### ***Theft and Property Violations***

William Carey University has a zero tolerance policy for the intentional or unintentional taking, damaging, or destroying of property belonging to the university, members of the university community (students), or visitors of the university.

### ***Pornographic Material***

Pornography is addictive, degrading, and destructive. As such, pornographic material will not be tolerated. Campus policy prohibits possession of pornographic material anywhere on campus, including dorm rooms, cars, lockers, etc. Students in possession of pornography in any media form including, but not limited to print, audio, video, photography/electronic, media will face disciplinary action.

### ***Computer Responsibility***

The computer resources at William Carey University are intended to be used for its programs of instruction and research and to conduct the legitimate business of the university. Users are responsible for seeing that computer resources are used in an effective, ethical, and legal manner. Policy violations generally fall into four categories:

- Harassing or threatening specific individuals or class of individuals interfering with the activities of others
- Downloading, installing, or transporting across university networks material that is illegal, proprietary, in violation of license agreements or copyrights, or otherwise damaging the institution, including the distribution of pornographic materials
- Damaging or interfering with computer or network resources or computer data, files, or other information

### ***Social Media Responsibility***

William Carey University supports usage that leads to positive outcomes for its students. Social media technology affords interaction with individuals and organizations that establish strong connections and participation. Social media can also be a factor for increasing student engagement on campus and assistance for transitioning to college life, all of which may be considered positive effects. The negative effects of social media technology are likewise a university concern that stems from the limited context available in digital communication. Online social spaces provide privacy limitations, and students using social media are expected to be careful, respectful, responsible, and accountable. Unacceptable behavior by university students through such technology includes, but is not limited to, the following:

- Behavior that promotes or produces an unlawful end
- Action that promotes an act of violence or harm
- Action that meets judicial standards of harassment, defamation, and obscenity
- Action that is counterproductive to the mission of the university
- Action that violates guidelines outlined in the most recent edition of the WCU Student Handbook

William Carey University's policy on student and employee use of social media will be strictly enforced. WCUMBS students are referred to the Student Conduct, Professionalism, and Etiquette sections of this *Student Handbook and Catalog*.

### ***Tobacco***

The use of tobacco is not permitted on the University premises. This includes streets and right of ways adjoining the campus. Violation of this policy may result in loss of any scholarships, ineligibility for participation in any campus organization/activity, suspension from the university, or expulsion from the University.

### ***Academic Dishonesty***

Plagiarism or dependence on others for assistance in assignments, tests, and exams, as well as aiding others in their academic work beyond that expressly approved by the instructor, are prohibited.

### ***Harassment***

Harassing another person because of his or her race, color, gender, sex, national origin, age, religion, ethnicity, or disability is prohibited. This includes verbal harassment such as antagonizing or taunting.

### ***Abuse***

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, or other conduct which threatens or endangers the health or safety of any person are prohibited.

### ***Disruptive Behavior***

Conduct that disrupts or interferes with the educational purposes of the university is prohibited.

The university will not tolerate contemptuous or disrespectful treatment of university students, administrators, faculty members, or staff persons. Interference with or the failure to cooperate with the reasonable requests of any university administrator, faculty member, or staff person is prohibited.

### ***Fire Safety Violations***

Damaging, defacing, destroying, cancelling, removing, ignoring or tampering with a fire alarm or other fire safety equipment is prohibited.

### ***Gambling***



Engaging in or encouraging, promoting, or aiding participation in any game of hazard or chance for money or other valuable items is prohibited.

### ***Hazing***

Recklessly or intentionally endangering the mental or physical well-being, health, or safety of an individual for the purpose of initiation, admission, or membership, or affiliation with an organization is not allowed. Prohibited activities include whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, sleep deprivation, forced exclusion from social contact, or forced conduct that could result in embarrassment.

### ***Dating Faculty***

Student and faculty dating relationships are not permitted.

### ***Sexual Misconduct***

Engaging in or advocating engagement in sexually immoral acts or lifestyles is not permitted. Students should refer to the section on Student Conduct, Professionalism, and Etiquette, subheading “Sexual Harassment,” in the *Student Handbook and Catalog*.

### ***Vulgar or Abusive Language***

The university has a no tolerance policy for abusive, lewd, obscene, or vulgar language or expression that is contrary to its values and principles.

### ***Lying and Falsification***

Intentionally giving false information, whether written or oral, to student government councils, judicial councils, university officials, or faculty members is not permitted. The falsification, alteration, fabrication, or misuse of a university form, document, record or identification card is prohibited.

### ***Failure to Cooperate***

Failure to cooperate in investigations, including withholding information, and failure to respond to requests to meet with a dean or committees is not permitted.

### ***Violation of Residence Hall Guidelines***

All students are expected to uphold the guidelines stated in the residence hall section of the most recent edition of the *WCU Student Handbook*.

### ***Firearms and Weapons***

The use or possession of firearms, explosives, fireworks, or weapons is prohibited. This includes such items as guns, knives, or “homemade” weapons.

### ***Trespassing***

Students are not permitted unauthorized entry into or occupation of university facilities.

### ***Unauthorized Recording***

The university does not permit the unauthorized recording of the voice of a member of the university's governing board, an administrator, faculty member, staff person, or other student.

### ***Inappropriate Dress***

Awareness of the appropriate dress for each occasion is an essential element in the social development of the individual. The university expects students to dress in a manner that complements the activity in which they are engaged and within the bounds of good taste. An administrator or faculty member may determine whether a given mode of dress disrupts the office or classroom process.

More formal dress, if announced by the appropriate authority, may be required for special events or occasions. Shoes are required in all buildings except the living areas of the residence halls. Shirts are required in the dining hall. Sagging pants on students are strictly prohibited at WCU. Students should refer to the section on Student Conduct, Professionalism, and Etiquette, subheading "Dress Code," in the *Student Handbook and Catalog*.

### ***Body Piercing***

Visible tattoos and body piercings that pose a health or safety hazard are not permitted. Students involved in student organizations or performing groups that represent the university may not have body piercings or tattoos that shed a negative light on the university.

### ***Financial Irresponsibility***

A student is responsible for making certain that his/her financial obligations to the university are met. Continuation in the university may be dependent upon timely payment of university charges.

### ***General Infractions***

Students are expected to comply with all the rules and regulations, whether found in the *WCUMBS Student Handbook and Catalog*, the *WCU Student Handbook*, the *University Catalog*, the SGA constitution, or departmental policy statements. Further, students must adhere to standards of public and private behavior consistent with the philosophy and purpose of the university and with state and local laws. WCU students who are charged with a felony while enrolled at WCU may be subject to suspension until the charge is resolved.

Cases will be considered on an individual basis, due process will be afforded, and should the charge be resolved in the student's favor, and at the discretion of WCU, the student will be readmitted and all tuition and fees may be refunded.

### ***Duty to Report a Misdemeanor or Felony***

A student who is charged with a misdemeanor or felony during their tenure as a WCUMBS student is obligated to report this event to the Associate Dean, Student Affairs. Depending on the nature of the event, action by the Student Affairs Committee may be merited.

## ***William Carey University College of Osteopathic Medicine (WCUCOM)***

### ***History of WCUCOM***

On October 23, 2007, the Board of Trustees at William Carey University unanimously voted to authorize Dr. Tommy King, President, to employ a Dean for the William Carey University College of Osteopathic Medicine (WCUCOM). The goal was to educate osteopathic physicians to address the severe shortage of physicians in Mississippi and surrounding states and to impact the health care of rural and underserved populations of this area.

In January, 2008, Michael K. Murphy, DO, was employed to aid in accomplishing this goal. On March 3, 2008, WCUCOM was officially established. Press conferences were held in Jackson at the Mississippi Baptist Convention Building and on the Hattiesburg campus of WCU on March 7, 2008. The President announced the establishment of WCUCOM and introduced Dr. Michael K. Murphy as the founding Dean. Dr. Murphy, a U.S. Navy physician for 30 years, previously served as Associate Dean of Postgraduate Training and Associate Dean of Clinical Sciences at Pikeville Master of Biomedical Science Program in Kentucky.

In the fall of 2009, WCUCOM began recruiting its first class of students.

On April 1, 2011, Dr. Darrell Lovins assumed the duties of Dean. Dr. Lovins served in the United States Navy for over 26 years, retiring in 2005 as a Captain. During his career, his professional job positions included general medical officer, family physician, family medicine residency faculty, medical officer to the USS Lexington and USS Tortuga, and founder and co-founder of the Department of Family Practice and Family Medicine Residency at Naval Hospital, Camp Lejeune, North Carolina, respectively. In November 2012, Dr. Darrell Lovins stepped down as Dean and returned to teaching full-time at WCUCOM due to health reasons. Associate Dean, Dr. James M. Turner, DO, FACOFP, FACOEP, then became the Interim Dean.

In February 2013, Dr. Turner accepted the position of Dean. Dr. Turner, who is Board-certified in family medicine, geriatrics, and emergency medicine, was the founding Director of the Emergency Medicine Residency Program at the Charleston Area Medical Center in Charleston, West Virginia, before becoming the Associate Dean, Clinical Sciences at WCUCOM.

WCUCOM was awarded full accreditation by the American Osteopathic Association's Commission on Osteopathic College Accreditation (COCA), May 3, 2014. On May 24, 2014, WCUCOM graduated its inaugural class of osteopathic medical students. Having achieved a 98% post-graduate placement rate, with over 70% of these students perusing a primary care specialty, WCUCOM continues to strive to fulfill its mission.

## ***Governance of WCU/WCUMBS***

William Carey University is a nonprofit corporation operating as an institution of higher learning from its domicile in Hattiesburg, Mississippi. The university operates under the governance of a Board of Trustees. William Carey University operates in friendly cooperation with the Mississippi Baptist Convention.

## ***WCUMBS Facilities***

*Academic Building*-Two lecture halls, a bench research lab, clinical skills and Osteopathic Principles and Practice Lab, student lounge, and study areas are located in this building.

*Asbury Administrative Center*—Student affairs offices, Dean’s office complex, faculty offices, student government offices, conference rooms, and admissions are located in this building.

*Medical Arts Building*-This building houses the Innovative Learning Center with OSCE and simulation facilities, including a video production/teleconference studio. Also located here are faculty offices, small-group and study areas, a student kitchen, and study carrels.

*Anatomy Building*-The new anatomy lab was dedicated January 2014. This state-of-the-art anatomy lab was constructed specifically for student needs, maximizing osteopathic medical education learning potential.

*Thomas Business Building*-This building houses the Master of Biomedical Science classroom, other classrooms, computer labs, continuing education, workshops, graduate classes, and the Glass Room.

### ***Accreditation Status: WCU/WCUMBS and WCUCOM***

William Carey University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor, master, specialist, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of William Carey University.

All normal inquiries regarding the operation of the university, including admissions, financial aid, educational programs, and other operational matters should be addressed directly to the university and not to the Commission. The Commission should be contacted only if there is evidence of significant non-compliance with the requirements or standards for accreditation.

William Carey University College of Osteopathic Medicine is accredited by the American Osteopathic Association's Commission on Osteopathic College Accreditation, which is the recognized accrediting agency for the approval of colleges preparing osteopathic physicians. WCUCOM received full accreditation on May 3, 2014. The address and phone number of the accrediting agency are: Secretary, COCA; American Osteopathic Association; 142 East Ontario Street; Chicago, IL 60611; Telephone 312/202-8124; Fax 312/202-8424.

The right to grant masters degrees was approved for William Carey College on December 12, 1972, when the Southern Association extended Level III status to the institution, and the Specialist in Education degree program was subsequently approved in 1978. In December 2008, William Carey University was raised to Level V, and approval to offer the Doctor of Osteopathic Medicine (D.O.) degree was granted.

## ***Institutional Effectiveness***

### ***William Carey University***

In an effort to engage in an ongoing quest for quality, the university maintains a comprehensive system of planning and evaluation in all major aspects of the institution. The mission statement for the university is used as the foundation for this evaluation. A variety of assessment methods are used, and the results are implemented to improve both the education programs and support activities. Educational quality is determined by how effectively the institution achieves its established goals. The results of the university's assessment procedures are incorporated annually into the university's planning process in order to achieve continual improvement in programs and services.

### ***William Carey University Master of Biomedical Science Program***

The WCUMBS fulfills its mission by ensuring that the goals and objectives at all levels are consistent with its mission. Specific assessment procedures appropriate for measuring outcomes have been developed. The results are utilized to implement specific strategies for program enhancement or improvement.

WCUMBS has adopted the WCU's Five-Column Model for institutional effectiveness. The WCUMBS committee has the responsibility for tracking the evaluation process and recommending changes to the program director.

### ***Curriculum for the William Carey University Master of Biomedical Science***

The WCUMBS degree program consists of 34 credit hours to be completed in one academic year. The curriculum includes sequenced courses in the anatomical sciences, histology, genetics, biochemistry, and physiology, as well as a course addressing current topics in the biomedical sciences. Classes may change based on demand and/or availability. Students have the option to matriculate in the program following one of three available Tracks. Each track would require a total of 34 hours. Track options are as follows:

- **Premedical/Dental track:** 24 of the 34 required hours will consist of MBS Gross Anatomy I & II, MBS Physiology I & II, MBS Current Topics I & II, and MBS Biochemistry I & II. Additional unlisted courses may be used as electives.
- **Pre-pharmacy:** 22 of the 34 required hours would consist of MBS Physiology I & II, MBS Current Topics I & II, MBS Biochemistry I & II, MBS Immunology, MBS Genetics and MBS Pharmacology. Additional unlisted courses may be used as electives.
- **Pre-health professional:** 10 of the 34 required hours would consist of MBS Physiology I & II, and MBS Current Topics I & II. Additional required courses will be added on a case-by-case basis (depending on the student's goal). Proposed classes include MBS Human Gross Anatomy I & II, MBS Physiology I & II, MBS Histology, Cell Physiology, MBS Genetics, Research, Biochemistry 1 & II, Current Topics I & II, MBS Immunology, MBS Pharmacology, MBS Neuroscience, and Microbiology.

### *Course Descriptions (WCUMBS)*

<b>Course Name</b>	<b>Course Number</b>	<b>Credit Hours</b>	<b>Course Description</b>
MBS Gross Anatomy I & Lab	6200	4	Eight hours in two sequenced courses. An introduction to the reciprocal interrelationship between the anatomical structure and function of the human body as a whole. Lecture and exposure to prosected human cadavers provides an enriched learning experience which allows the student to develop a working mental image of the human body and how it functions.
MBS Gross Anatomy II & Lab	6300	4	
MBS Biochemistry I	6250	3	Six hours in two sequenced courses. The purpose of this course is to provide a solid understanding of the principles of medical biochemistry. The course will focus on: 1) molecular structure and its functional consequences; and 2) the metabolism of the human body and its relation to both wellness and medical disorders.
MBS Biochemistry II	6320	3	
MBS Cell Physiology	6230	3	A study of the molecular biology of the cell. The primary goal of the course is to develop understanding of the principles of the physiological processes at molecular and cellular level and to promote independent thinking and ability to solve unfamiliar problems.
MBS Current Topics I	6330	2	Four hours. An exploration of selected topics of interest in current biomedical science research. Discussions of assigned readings from the biomedical science literature are enhanced by seminars given by visiting research scientists. Topics will include both basic and translational research as well as an introduction to the responsible conduct of research.
MBS Current Topics II	6410	2	
MBS Histology	6220	3	This course is the study of tissue organization which examines the human body from a cellular and sub-cellular level. It is essential for understanding the mechanism and pathogenesis of disease states and the intricate relationships among the organ systems. Histology also provides the visual picture of the molecular mechanisms of cellular growth, cellular differentiation, tissue repair, and the inter- and intra-cellular defense mechanisms.

MBS Human Genetics	6240	3	This course serves as an introductory human genetics course for medical students and adheres to the guidelines set forth by the Association of Professors of Human and Medical Genetics. These guidelines are designed to provide medical students with an in-depth understanding of the principles of genetics and genomics, from basic science to clinical application. Students will acquire an understanding of the genetic basis of life and its immediate importance to humans, individually and in society. This course will address topics in biochemical genetics, molecular genetics, cytogenetic, population genetics, pharmacogenetics, cancer genetics, and genetic counseling.
MBS Human Neuroscience	6420	3	Coverage includes pathophysiology of common diseases of the nervous system (including visual, auditory, and vestibular systems) and the general principles underlying diagnosis and management. It also examines the major psychiatric syndromes including psychotic, mood, and anxiety disorders. Diagnostic criteria, signs, and symptoms, as well as course, treatment, and prognosis, are reviewed along with biological and psychosocial knowledge of each psychiatric syndrome.
MBS Immunology	6340	3	A study of the principles of acquired and natural immunity with references to antigens, antibodies, immune response, complement, and susceptibility. The concepts of mediated immunities and immunopathology are also considered.
MBS Microbiology	6430	3	Combined study of applied microbiology and diagnostic bacteriology. This course encompasses the study of microorganisms and techniques of significance in industrial and environmental microbiology. Coverage includes clinical methods and techniques for identification of pathogenic organisms, including specimen handling, preparation of media, culturing, sterilization, quality control and laboratory safety.
MBS Pharmacology	6400	3	An overview of the physiological action of drug groups including intended action, side effects and toxicology. Practical information on dispensing dosages, administration, and regulation is included.
MBS Physiology I	6210	3	Six hours in two sequenced courses. A study of the chemical and physical bases of life. This course in



MBS Physiology II	6310	3	medical physiology involves the study of fundamental concepts, principals, and details specifically related to cellular, membrane, organ system, and whole organism function. The course lays the foundation for the study of the mechanisms of disease, the mechanism of action of drugs, and other natural phenomena important to both the basic and clinical medical sciences.
MBS Research (Fall)	6260	3	Provides students with the opportunity to further study in a specialized area in collaboration with a faculty mentor.
MBS Research (Spring)	6460	3	
MBS Research (Winter)	6360	3	

## ***ADMISSIONS***

### ***General Process of Application for Admission***

#### ***WCUMBS Admission Requirements***

Students entering this program should have a strong background in the biological and physical sciences, notably physics and chemistry. The prospective student should have strong computer skills in Microsoft Windows® based applications. Admission is competitive, and the university will select each class from the best qualified applicants. The requirements for admission to the program are:

- Official transcript documenting completion of a bachelor's degree from an accredited college or university to include passing grades in the following courses:
  1. Physics – 8 credit hours
  2. General/Inorganic Chemistry – 8 credit hours
  3. Organic Chemistry – 8 credit hours
  4. Biology – 12 credit hours (general biology, genetics, cell biology, vertebrate biology, human anatomy, human physiology)
  5. English (6 hours)
  6. Mathematics (6 hours).

*\*Note: The science and mathematics courses must be taken in science departments of colleges or universities and not as on-line or correspondence courses*

- Credit by examination is not available at WCUMBS
- Medical College Admission Test (MCAT), Dental Aptitude Test (DAT), or Graduate Record Examination (GRE)
- Letters of recommendation- Two signed letters of evaluation from science professors, physicians, or other appropriate professionals that can speak to your potential for success in a graduate program. At least one letter must be from science faculty.
- One page personal statement
- Completion of the WCU graduate admissions form and application fee
- Compliance with other graduate catalog requirements
- The successful applicant will need to make a \$750 nonrefundable deposit to hold a position in the class.

#### ***Application Fee***

A nonrefundable fee of \$30 is payable upon submission of application for admission. Please make fees payable to William Carey University and note on the check "application fee for WCUMBS."

#### ***Dates for applying***

Applications for admission will be reviewed beginning in January. To guarantee full consideration applications must be received by July 1. Early applications are encouraged. *See the MBS Application Checklist for details.*

## ***International Student Admissions***

The following admission guidelines apply to international students:

- International students must meet all general requirements for admission as stated in this catalog and admissions publications.
- Proficiency in the English language, both written and spoken, is required. TOEFL scores may be required. For registration information for TOEFL, contact

TOEFL Services  
Educational Testing Service  
P.O. Box 615  
Princeton, NJ 08541-6151, U.S.A.  
1.817.863.3546 or 609.771.7100  
[toet1@ets.org](mailto:toet1@ets.org)  
<http://www.ets.org/toefl>

- All academic course requirements and minimum GPA requirements must be met. All course work taken at the foreign institution must be evaluated for American institution equivalence by one of the following services:

**American Association of Collegiate Registrars and Admissions Officers**  
One Dupont Circle, N.W., Suite 520  
Washington, DC 20036-1135  
202.296.3359  
<http://www.aacrao.org/home>

**Educational Credential Evaluators, Inc.**  
P.O. Box 514070  
Milwaukee WI 53203-3470  
414.289.3400  
<https://www.ece.org/>

**International Education Research Foundation, Inc.**  
P.O. Box 3665  
Culver City, CA 90231-3665  
310.258.9451  
<http://www.ierf.org/>

**Josef Silny and Associates, Inc. International Education Consultants**  
7101 SW 102 Avenue  
Miami, FL 33173  
305.273.1616  
<http://www.jsilny.com/>

**World Education Services, Inc.**  
P.O. Box 745  
Old Chelsea Station  
New York, NY 10113-0745  
212.966.6:311  
<http://www.wes.org/>

- A minimum of one year undergraduate or graduate training should have been completed in the United States prior to consideration for admission to WCUMBS.
- Credit for advanced standing will not be given for any work completed in other programs.
- International students must have permanent residency status (green card) to be eligible to receive any type of federal financial assistance.
- International students not having permanent residency status must provide written proof of ability to finance their medical education prior to matriculation.

- International students seeking to enter a program of study at WCUMBS must obtain an appropriate visa issued by the U.S. government. WCUMBS is approved to issue a U.S. Department of Homeland Security Form I-20. Upon receiving the completed Form I-20 from WCUMBS, the prospective student will be able to apply for an F-1 (student) visa.

## ***WCUMBS General Policies***

### ***Americans with Disabilities Act***

Student with disabilities who are protected by the Americans with Disabilities Act of 1990 and require special accommodations should contact Dr. Jim Weir, Associate Dean, Student Affairs of WCUMBS (601.318.6290) or the WCU Student Services Office in Lawrence Hall (601.318.6188).

### ***Reasonable Accommodations and Documentation***

Every reasonable effort will be made to meet the special needs of students who qualify under Section 504 and ADA disability criteria. Eligibility for special accommodations will be available to students who are officially enrolled at WCUMBS, who meet all university program requirements, and who meet the definition of disability as defined by the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The definition of disability includes any person who ". . . has a physical, emotional, or mental impairment which substantially limits one or more of life' s major activities, has a record of disability, or is regarded as having a disability" (P. L. 101-336). The Office of Student Services (601.318.6779) can provide more information and some service for testing for students requiring accommodations. A student who requires an accommodation must make it known to the WCUMBS administration in a reasonable time before the accommodation is needed. Progress monitoring will be coordinated through regular meetings with the Associate Dean, Student Affairs.

Once accepted for admission, a student must take the responsibility for providing appropriate documentation of his/her new or existing disability and requested accommodations. The documentation must clearly identify the disability and also provide specific information on the manifestations of the disability and any accommodations needed to remediate those manifestations. WCUMBS reserves the right to ask for specific types of documentation in order to ascertain the nature and scope of any disability and associated accommodation.

### ***Privacy of Student Records (FERPA)***

Under the "Family Educational Rights and Privacy Act (FERPA) of 1974 As Amended," William Carey University (WCU) accords all rights to students who are declared independent. No one outside the institution (other than those exceptions permitted under the Act) shall have access to, nor will the institution disclose any information from, students' education records without the written consent of students. Students wishing to give their parents or a third party access to their academic and financial records should complete the disclosure form located in the Registrar's Office, the Business Office, or on the WCU website. This release will remain in effect until rescinded by the student.

At its discretion, WCUMBS will release "directory information" in accordance with the provisions of the Act. This information includes name, address, email address, telephone number, date and place of birth, fields of study, dates of attendance, academic level, degrees and awards received (including dates), most recent educational institution(s) attended, participation in officially recognized activities and sports, full-time/part-time status, and photographs. Students may withhold directory information by notifying the Registrar's Office in writing on or before the first day of classes. Forms for this purpose are available in the Registrar's Office. In the event a refusal is not filed, WCUMBS assumes that a student does not object to the release of the directory information designated. Request for non-disclosure will be honored by WCUMBS for only one academic year; therefore, authorization to withhold directory information must be filed annually.

The law provides students the right to inspect and review information contained in their education records. Students have the right to seek to have corrected any parts of the education record believed to be inaccurate, misleading, or a violation of their rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to the request. Students have the right to file a complaint with the FERPA Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Students have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from the Registrar, William Carey University, WCU Box 4, 498 Tuscan Avenue, Hattiesburg, MS 39401.

Note: Student health and personal information are stored in a separate and secure area from academic records in the Office of the Associate Dean, Student Affairs.

### ***Official Email Address***

Each student will have a WCUMBS email address that must be used for all official correspondence with WCUMBS. It is the responsibility of the student to maintain the email account in accordance with WCUMBS policy. Any email sent to a full inbox will be deemed to have been delivered and received, and the student will be responsible and accountable for the information sent in such cases.

### ***Identification Badges***

Each student will have a personal Identification Badge (ID) issued to him or her upon matriculation. ID badges can be obtained at Lawrence Hall in the Student Services area. Identification badges must be worn or carried at all times while on campus. These are nontransferable and must be surrendered upon termination of student status. If lost, a fee will be assessed for a replacement.

## ***Financial Aid, Tuition and Fees***

### ***Tuition***

Tuition and fees are due and payable in full at registration unless special arrangements have been made with the WCUMBS Program Director. Increases to the schedule of tuition and fees may be necessary to ensure financial stability and continued quality of WCUMBS students' education. Therefore, with approval from the WCU President and Board of Trustees, WCUMBS reserves the right to increase or modify fees without prior notice. Such changes may be applicable to present, as well as future WCUMBS students.

Additionally, other supplies will be required. Examples include the following:

All WCUMBS students are required to possess a laptop computer with specifications allowing them to wirelessly access the Internet, interface with WCU servers, and run the software necessary for ExamSoft, TurningPoint, and other technologies used in their education. They must obtain this instrument prior to their matriculation since certain activities during the registration and orientation processes require such technology.

WCUMBS students require a dissector and appropriate clothing for anatomy lab

This is not an all-inclusive list.

The tuition for 2014-2015 is \$20,000.

### ***Terms of Payment of Tuition***

Tuition is due before the beginning of the academic year.

Registration obligates students for payment of all tuition and fees. If tuition is not paid by the due date, students will be assessed a \$50 late fee and be liable for any other reasonable collection costs and charges.

### ***Seat Deposit***

A nonrefundable seat deposit of \$750.00 is payable after a student has been accepted to the WCUMBS.

All inquiries concerning the above policies and all requests for refunds should be directed to the Office of Student Services or the Business Office.

### ***Withdrawal and Drop/Add Refund Policy***

Students desiring to withdraw from the WCUMBS for whatever reason must do so formally in order to avoid academic and financial penalties. These students should contact the WCUMBS Program Director for the proper procedure for withdrawal.

No part of the tuition fee will be refunded to a student who withdraws for any reason after the third week from the first day of the academic year.

A request for a tuition fee refund requires written notification to the Associate Dean, Student Affairs and must be received before the close of business during the week in which the refund is requested. The request for a tuition fee refund requires prior written notification of withdrawal from the college.

### ***Student Credit Balance Refund Policy***

The tuition fee refund for the WCUMBS shall be prorated as follows:

- 75 percent during the first week
- 50 percent during the second week
- 25 percent during the third week

*Refund checks will no longer be available for pick-up on campus.* Refunds for students with credit balances are now issued through Higher One Bank. Financial aid, payments, or adjustments must be received in the Hattiesburg Business Office by the cut-off date to be considered for refunds the following week. Refunds for amounts under \$10 will be issued only on request. Student refunds for credit balances will be disbursed each semester. The first disbursement will be in August, and the second disbursement will be in January. Refunds take at least one week to process; therefore, after the first refund date, refunds will be disbursed every Friday for financial aid or payments that have been received in the Hattiesburg Business Office by the previous Friday.

Please Note: If a student does not enroll in one of the options below two weeks before a refund is due, that student will receive a paper check from us via Sallie Mae Services. Students' checks will be mailed on the due date and may take 10 or more business days to reach a physical address. Please sign up for one of the options below in order to avoid a delay in receiving refund(s):

Login to the Indigo Portal (<http://indigo.wmcarey.edu>) to enroll in one of the refund options below:

- Sallie Mae No Fee Student Checking Account with Debit MasterCard
- Direct Deposit into Checking or Savings Account



### ***Application Fee for Graduation***

An application fee for graduation of \$100 is charged to all students at the time that the application for graduation is completed and submitted.

### ***Financial Aid, Tuition, and Satisfactory Academic Progress***

The Office of Student Financial Services is the primary agent providing qualified students assistance with filling out the necessary forms and obtaining loans, scholarships, grants, and other forms of financial assistance.

### ***Office of Financial Aid***

The WCU Office of Financial Aid is under the direction of the Assistant Director of Student Services. Staff members are available to provide additional information regarding the financial aid program of WCU as required by the Student Information Requirements as stated in Title I of the Education Amendments of 1976. For further assistance, please call 601.318.6009. WCU participates in all programs of the Veterans Administration. Information and assistance with applications may be secured from the Veterans Administration certifying officials located in the Business Office or the Registrar's Office.

All WCUMBS students are required to meet with a representative of this office during the first four weeks of the academic year.

The Financial Aid Office at WCUMBS provides counseling and assistance to students regarding securing funding for their medical education. Although the WCUMBS Financial Aid Office assists students with funding, it is the student's primary responsibility to secure financing. This means that such things as supplying personal documentation, supplying family documentation, ensuring that he/she qualifies for loans by having a favorable credit report, and providing money for prior commitments are the student's obligations. All documents requested must be received before financial assistance will be processed.

Financial aid as awarded or borrowed under the federal or private programs cannot exceed the WCUMBS standardized budget. There is money available for a student's direct educational cost, and there is money available to support a student while he or she receives an education, but the student must be frugal and a good money manager to make it work comfortably. Students must carefully monitor their budgets.

### ***General Policies on Financial Aid***

- Financial aid applicants must be accepted for admission to WCU before financial assistance can be awarded.
- Students receiving financial aid from sources other than WCUMBS must advise the Student Financial Aid Officer of the amount and source of such aid.
- An application for financial aid must be completed annually. Financial aid is NOT automatically renewed.

WCUMBS is in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 and does not discriminate in admission or in the

administration of its education policies, programs, and activities. (See Nondiscrimination Policy and Diversity Statement.)

- Federal law requires that all students receiving financial assistance from Title IV and Title VII funds maintain satisfactory academic progress. WCUMBS policy follows the academic standards that apply to all students receiving financial aid.
- The academic progress of each student in individual courses is monitored and evaluated. (See Academic Policies.)
- A student failing to meet one or more of the standards of progress may be placed on academic probation. (See Academic Policies.) While on probation, the student may receive financial aid for one enrollment period. At the end of that period, the student must be in good academic standing, or financial aid eligibility will be denied. Good academic standing is defined as successfully passing, including by remediation, all failing courses before moving to the next academic level in the WCUMBS.
- Financial aid may also be withdrawn from students who are penalized by WCUMBS for serious breaches of discipline. The Financial Aid Office reserves the right to withhold further assistance at the time it becomes evident that a student has abused or is abusing the financial aid programs.

### ***Loans***

As a graduate student, certain loan programs are available, a student may not be eligible for the full amount based on his/her federal needs analysis and the WCUMBS standardized budget. The amount a student can borrow is based on the cost of his/her education and potential personal contributions, not on the student's desire for capital. The Unsubsidized Stafford accrues interest from disbursement date. Borrowers must consider the repayment implications and avoid excessive borrowing. WCUMBS has a federally mandated obligation to keep a student's indebtedness to a minimum. All students receive counseling through the Office of Financial Aid at least semiannually while in school. This counseling includes debt management, debt implications, and projected payment schedule.

Borrowing money from these programs is a privilege, not a right; regulations controlling these programs change periodically. Students must remember that a loan is not a gift or grant; it must be repaid. Student loans are only to be used for related educational expenses and personal living expenses.

Default is the failure of a borrower to make an installment payment when due or to meet other terms of the promissory note. If this happens, it is reasonable to conclude that the borrower no longer intends to honor the obligation to repay. Defaulted loans are reported to national credit agencies, thus affecting credit ratings and future ability to borrow money. Over-borrowing can cause defaulting on a student loan. This is one reason educational debt management and financial aid counseling is essential.

WCUMBS encourages students to learn some basic budgeting techniques, to learn to cut costs, and possibly to learn to live with less. To this end, periodic educational programs are presented to students organized by the Financial Aid Office. If a student's loan goes into default, the university, the organization that holds the loan, the state, and the federal government can all take action to recover the money. The federal government and the loan agencies can deny a school's

participation in the student loan programs or charge a school or its students a higher origination fee if the school's default rate is too high. WCUMBS will withhold the transcript of any individual if that individual is in arrears or in default under any loan or loan program, where such arrears or default adversely affects WCUMBS in any way.

## ***Student Life***

### **Student Employment**

The curriculum content and time required for completion of the Master of Biomedical Science Degree Program is such that any outside employment by the student is strongly discouraged.

### ***Health Insurance***

Students are highly encouraged to maintain their own health insurance policy at all times while they are enrolled at WCUMBS.

### ***Mental Health***

WCU offers confidential counseling to help enrolled students resolve personal/family problems. WCU maintains a contract with Wesley Behavioral Health Services, which is located off campus, at 239 Methodist Boulevard, Hattiesburg, Mississippi. Students may access this confidential service during business hours by calling 601.268.5029.

To supplement this service, a confidential telephone hotline is available to WCUMBS students from 5 p.m. until 8 a.m. on weekdays and 24-hours a day on weekends and holidays. This telephone hotline is a confidential service and may be accessed by calling 601.318.6062. The primary function of this service is to provide WCU/WCUMBS students the opportunity for stabilization and intervention options outside of regular office hours.

In addition, the National Suicide Prevention Lifeline is available 24 hours a day, seven days a week. This service is not owned or operated by WCU or WCUMBS, and confidentiality is ensured by the provider. This service may be accessed by calling 1.800.273.8255.

### ***Student Services***

Student Services, under the direction of the Associate Dean, Student Affairs, is responsible for non-academic life at WCUMBS. This office is responsible for campus activities, campus organizations, counseling, and student records.

### ***Student Advising***

WCUMBS maintains an open-door policy with regard to student advising. All faculty, administrators, and academic support staff are available for advice and counsel to the students. The input and opinion of the student is important. Based upon students' needs and requests, faculty advisors monitor academic achievement and provide guidance and assistance in meeting academic requirements, serve as mentors to students, assist students with study and coping skills, write letters of recommendation, and inform appropriate departments of student concerns.

### ***Personal Space and Privacy***

During the course of study, students may be touched by clinical faculty members and fellow students while learning examination and treatment techniques. Such contact is part of the learning process. The procedures are meant to be an educational experience and will be done in a supervised environment.

The national guidelines concerning these matters are as follows:

- In the context of learning basic clinical skills, students must be asked specifically to consent to procedures being performed by fellow students. The stringency of standards for ensuring the explicit and non-coerced informed consent increases as the invasiveness and intimacy of the procedure increases.
- Instructors should explain to students how the procedures will be performed, making certain that students are not placed in situations that violate their privacy or sense of propriety. The confidentiality, consequences, and appropriate management of a diagnostic finding should also be discussed.
- Students should be given the choice of whether to participate prior to entering the classroom, and there should be no requirement that the students provide a reason for their unwillingness to participate.
- Students should not be penalized for refusal to participate. Thus, instructors must refrain from evaluating a student's overall performance in terms of their willingness to volunteer as a "patient."

WCUMBS complies with these guidelines so that every student has a right to feel safe and comfortable as it relates to his/her personal space and personal privacy. If a student feels personally or sexually threatened by the degree of disrobing suggested or by the prescribed procedures, let the Instructor know. To accomplish this goal, WCUMBS has instituted a "yellow light" system by which any student may, without consequence, opt out of an examination or procedure simply by talking with the instructor prior to the event or during the event, if necessary. The personal "yellow light" is available to any student at any time. If special concerns or questions exist about these matters, please feel free to contact the WCUMBS Program Director.

### ***Academic Freedom of Students***

WCUMBS recognizes the concept and practice of academic freedom. As such, students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. Students will be graded solely on the basis of their reasoned answers and appropriate knowledge of the subjects and disciplines they study and not on the basis of their political or religious beliefs.

### ***Student Organizations and Activities***

Please note that this list is not inclusive. Any itemized listing of student organizations is obsolete within days of its compilation. The organizations described here do, however, provide excellent examples of the breadth and variety of student activities at WCUMBS. Contact the Office of Student Affairs for additional information.



### ***WCUCOM Student Government Association (SGA)***

The Student Government Association is the official voice for all students. Both the WCUCOM and WCU have a student government. The organizations are open to all students and welcome proposals and participation from the entire student body.

### ***Student Clubs and Organizations***

In consultation with the Associate Dean, Student Affairs, the SGA has developed bylaws which include the process for organizing other student organizations and guidelines for securing approval through the administration. All recognized WCUCOM/WCU/WCUMBS student organizations must have a faculty sponsor. Student officers must not be on academic probation. Clinical organizations must have a DO or MD faculty sponsor. Student organizations related to medical specialties may be formed by students under the guidelines of the SGA.

**See WCUCOM Student Handbook for a list of Organizations**

**[http://wmcarey.edu/sites/default/files/documents/COM/1314\\_WCUCOM\\_Catalog.pdf](http://wmcarey.edu/sites/default/files/documents/COM/1314_WCUCOM_Catalog.pdf)**

### ***Registration and Requirements of Student Organizations***

WCUMBS students are encouraged to develop and participate in student organizations. The SGA has been authorized to determine the process for registration of student organizations.

The following rules apply to all student organizations:

- All registered student organizations must have a faculty advisor.
- A list of officers must be on file with the MBS office.
- Every student organization must have a yearly service project that supports the local community.
- On or before October 1 of each year, all student organizations must submit a letter to the Associate Dean, Student Affairs. This letter must include the name of the organization, the names of all officers, and a summary of the previous year's activities, and accomplishments, including a summary of the yearly service project and how this project supported the community.

**No alcoholic beverages or illegal drugs are allowed at any WCU/WCUCOM/WCUMBS event or activity, on or off campus, sponsored by a WCU/WCUCOM/WCUMBS student organization.**

Privileges of formally registered organizations include the following:

- Use of campus duplication and printing services (charged to the organization)
- Use of campus bulletin boards. All material **MUST** be stamped and on file in the Office of Student Affairs.
- Use of inter-campus mail services
- Solicitation of membership on campus under the organization's name
- Solicitation of funds on campus under the organization's name
- Use of WCUMBS facilities for meetings or activities after the WCUMBS's academic needs are met. Requests for space may be submitted at the Office of Student Affairs.

- Receipt of relevant publications and inclusions in mailings by the Office of Student Affairs

### ***Outside Organizations***

Outside organizations must have explicit prior approval of the university administration in order to utilize any WCU property or facilities, including WCUMBS. Organizations that have the potential for disrupting the educational process or organizations promoting a philosophy or agenda that distracts students from the primary objective of receiving an education are strictly prohibited.

### **Student-sponsored Events**

Any on-campus or off-campus event conducted by either a student club or the SGA must receive prior approval. Organization officers must receive an Activities Form from the Office of the Associate Dean, Student Affairs. The form must be completed, including the name of the organization(s) sponsoring the event, proposed budget, faculty advisor approval, time and place of the event, and a description of the proposed activity. The activity must then be vetted by the Associate Dean, Student Affairs; Associate Dean, Academic Affairs; Dean, WCUCOM; and WCUMBS Program Director to ensure that the event does not conflict with the mission or educational goals of WCU/WCUCOM/WCUMBS. Once each of the Associate Deans has recommended approval of the activity, the WCUMBS Program Director will approve or disapprove the activity. Only then may the student-sponsored event occur. This includes, but is not limited to, all presentations, seminars, exhibits, fundraisers, workshops, and courses.

All student-sponsored fundraising activities must be approved as stated above.

All student-sponsored events requiring direct patient contact must do the following:

- Have an approved plan of action for adverse findings
- Have a physician supervisor(s) who will be present during the entire event
- Physician supervisor(s) must be pre-approved in writing by the Office of the Dean.
- Physician(s) who will be supervising must, at a minimum, be licensed to practice medicine in the state where the event is physically occurring.

### ***Student Use of WCUCOM/WCUMBS Facilities***

WCUCOM/WCUMBS buildings are accessible to WCUCOM/WCUMBS students.

***Anatomy laboratory:*** *(Student use of afterhours)*

- There must be at least two students in the anatomy laboratory during times when the lab is not normally in use.
- Use of a “buddy” system is required for student safety.

***Student study areas:*** When otherwise not in use, the classrooms, lobby cubicles, break-out rooms, and lobbies/waiting areas in the Academic Building and the Medical Arts Building may be used for student study.

The medical examination rooms in the Medical Arts Building *shall not be used* as student study areas apart from those times when formal instruction or examination is occurring under the direction of an instructor.

There is no student study area located in the Asbury Administration Building.

The OMT lab is for practicing OMT techniques; it is not be used as a rest area or a general study area.

***Common spaces: (General appearance, condition, and use):***

When leaving for the day, all personal items are to be either stored in a locker, if available, or taken to the owner's vehicle. All areas utilized must be cleared of personal items before leaving.

The coffee area shall be kept neat and clean at all times.

Student organization-sponsored food events must be cleaned up within two hours of the last hour of class for that day.

***Student pantry and refrigerator(s):***

The student pantry and refrigerator shall be day-use only. There will be no long-term storage of frozen or other food items by individuals in this area.

All food in the pantry and refrigerator must have all of the following:

Name of person to whom it belongs

Date it was placed

Any item not labeled as noted will be discarded.

Any item whose date is not the current date will be discarded.

Personal storage bins, refrigerators, heaters, or similar equipment are not permitted.

Students shall not place items so as to reserve a study space while on their way to class. There will be no territoriality or homesteading in spaces.

Use of recreational items (e.g., footballs, Frisbees, RC toys, etc.) within the buildings is not permitted.

***Student Publications***

Student publications can be helpful in establishing and maintaining an atmosphere of free and responsible discussion and an intellectual environment on campus. They provide an opportunity for student interests to come to the attention of students, faculty, and administration and an opportunity to formulate student opinion on various issues. Student publications may be



circulated in the **WCUCOM/WCUMBS** buildings subject to the approval of the Associate Dean, Student Affairs, but the contents of such publications are the responsibility of the editor(s) and must adhere to the canons of responsible journalism and are subject to the laws of libel, slander, and decency. A complete description of the policy governing student publications is available in the Office of Student Life.

## ***Student Conduct, Professionalism, and Classroom Etiquette***

### ***Student Title***

All WCUMBS/WCU personnel and hospital personnel will treat students as professionals at all times. Students will extend similar and appropriate courtesy to all WCU/ WCUCOM/WCUMBS personnel at all times. Students are to be referred to as “Students (last name).” This title will be used whenever a student is referred to by WCUCOM/WCUMBS faculty, WCUCOM/WCUMBS staff, and whenever a student introduces himself/herself.

### ***Cell Phone Usage***

Cell phones must be turned off during class lectures, exams, or at any other time that their use could be disruptive. Exceptions to this policy include potential emergencies, such as a family illness.

The use of cell phone cameras is also prohibited during class without written permission of the course director.

### ***Student Code of Ethics***

The WCUMBS seeks to create and maintain an environment that encourages continued growth of moral and ethical values, which include personal honesty and mutual trust. WCUMBS places a high value on academic integrity and regards any act of academic dishonesty as a serious offense. Dishonesty is considered a direct violation of WCUMBS's academic and professional standards.

The fundamental principles of ethical behavior include honesty, trust, fairness, respect, and personal accountability. Fundamental principles of professional conduct include the safety and welfare of patients, competence in knowledge and skills, responsibility for the consequences of one's actions and decisions, professional communication, confidentiality, and a commitment to lifelong learning.

WCUMBS recognizes that any code of ethics/professional conduct cannot include or predict all potential examples of unprofessional or unethical conduct that may arise during the course of medical student education. Moreover, WCUMBS understands that judgments pertaining to potential violations of an ethical code are often subjective, and that this subjectivity also prevents any all-encompassing written ethics code. However, certain fundamental principles of ethical behavior and of professional conduct do exist and must be adhered to by all students of WCUMBS.

## *Examples of Academic Dishonesty*

Academic dishonesty consists of any deliberate attempt to falsify, fabricate, or otherwise tamper with data, information, records, or any other material that is relevant to the student's participation in any course, laboratory, or other academic exercise or function. This includes the following list of offenses, actions, or attempted actions. This list is not intended to be fully exhaustive of all potential instances of cheating, plagiarism, or academic dishonesty. Faculty and administrators may identify other acts constituting any of said types of student misconduct.

### CHEATING ON EXAMINATIONS

- Utilizing (disseminating or receiving) any answers, data, or other information by any means other than those expressly permitted by the faculty as part of any academic exercise
- Utilizing (disseminating or receiving) any information on an examination that was obtained from another individual and that is not authorized by appropriate faculty instructors
- Allowing another individual to take an examination and then presenting that examination as resulting from his/her own efforts

### CHEATING ON COURSE ASSIGNMENTS

- Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory, or any other academic exercise in which the student is not expressly permitted to work jointly with others
- Obtaining any form of assistance not approved by appropriate faculty instructors
- Submitting the same work, without approval, for assignments in different courses
- Assuming another individual's identity or allowing another person to do so on one's own behalf for the purpose of fulfilling any academic requirement

### PLAGIARISM

- Submitting an assignment as one's original effort or deliberately presenting work, words, ideas, theories, etc., derived in whole or in part from a source external to the student as though they are the student's own efforts
- Examples of plagiarism include, but are not limited to the following:
  1. Failing to use proper citations as acknowledgment of the true source of information found in academic exercise
  2. Knowingly representing the ideas or work completed in whole or in part by any individual or group other than the student as one's own in any academic exercise
  3. Purchasing, offering to purchase, selling, offering to sell, bartering, or in any fashion obtaining or distributing material to be used fraudulently as part of any academic exercise

### TECHNOLOGY ON ANY ACADEMIC ASSIGNMENT

- Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without the faculty member's permission

#### FABRICATION

- Inventing or falsifying information or data used in an academic exercise

#### MISREPRESENTATION

- Falsifying, or attempting to falsify, or providing false or misleading information regarding class absences, missed examinations, or late completion of class assignments
- Inventing, fabricating, or falsifying data as part of the completion of any academic exercise
- Intentionally providing false, misleading, or omission of information on official WCUMBS or general WCU documents, such as admission applications, financial aid forms, or requests for academic accommodation because of a learning disability

#### UNAUTHORIZED ACCESS

- Unauthorized access to or alteration of any academic or class record, such as grade records, examinations, or assignment materials.
- Unauthorized access to or alteration of any official WCUMBS or WCU document, such as transcripts, admissions files, financial aid records, or records maintained regarding student conduct
- Unauthorized intentional access to any records in violation of FERPA regulations

#### WILLFUL OBSTRUCTION

- Any attempt to destroy, to prevent access to, or to alter any academic materials required by another person for the completion of academic or professional duties. Such materials could include library holdings, laboratory equipment or contents, hospital/clinic equipment or contents, patient records, or materials submitted or being prepared for submission for academic credit by another person(s).

#### FACILITATION

- Intentionally assisting another individual in the commission of any act of academic/professional dishonesty

#### UNAUTHORIZED DISSEMINATION OF COURSE MATERIALS

- Without written permission, students must not disseminate, electronically or in any other form, course materials provided by instructors that may be deemed the intellectual property of the faculty, e.g., PowerPoint presentations, lecture handouts, and similar items.

### ***Professional Standards***

Professionalism is one of WCUMBS's core values. It is also the basis of medicine's contract with society. It demands placing the interests of patients above those of the physician, setting and maintaining standards of competence and integrity, and providing expert advice to society on matters of health. The principles and responsibilities of medical professionalism must be clearly understood by both the profession and society.

Each student is to display professionalism at all times in and out of the classroom and is expected to do the following:

- Dress in a professional manner
- Attend scheduled classes
- Communicate using professional language when speaking to faculty, staff, patients, and fellow students
- Obey all WCUMBS equal opportunity, harassment, and substance abuse policies
- Commit to lifelong learning of scientific knowledge
- Participate in WCUMBS activities and functions
- Be honest
- Be respectful
- Comply with patient confidentiality
- Maintain appropriate relations with patients
- Be committed to a just distribution of finite resources
- Maintain trust by managing conflicts of interest
- Embrace professional responsibilities

Examples of student conduct that violate professional standards and will lead to disciplinary action by WCUMBS include, but are not limited to, the following:

- Intentionally interfering with classes, research, administration, movement of other people, or school functions
- Showing a lack of respect toward other students, patients, faculty, staff, administration, or other school personnel
- Academic dishonesty, including cheating, plagiarism, attempting to pass examinations by improper means, assisting another student in such an act; knowingly or recklessly procuring, distributing, or receiving any confidential material, such as pending examinations, tests/quizzes, or assignments from any source without the proper written consent of the course instructor; attempting to have oneself represented by another person in group activities (such as discussion forums and work groups); and collaborating with another student(s) during an academic exercise without the consent of the instructor
- Intentionally providing false information to the school or officers of the school or altering records
- Intentionally damaging or stealing school property or property of any school employee or visitor
- Intentionally harassing any other student, employee, or visitor to the school sexually or otherwise
- Using, distributing, selling, or possessing illicit drugs or non-prescribed substances
- Participating in academic endeavors while under the influence of alcohol, a controlled substance, or illicit drugs

- Using the WCU or WCUMBS's logo or name on a poster, stationery, clothing, etc., without written permission
- Violating local, state, or federal law or being indicted by a local, state, or federal court system for a felony
- Failure to appear before WCU or WCUMBS when called to offer testimony or failure to testify fully and truthfully during any such appearances
- Behavior on or off campus that provokes a lack of respect and confidence on behalf of the public, faculty, or colleagues
- Failure to abide by a written or oral directive from faculty, staff, security, or administration
- Having food or events with food in non-designated areas
- Posting unapproved material or posting approved material in an inappropriate area
- Inappropriate, unprofessional, or disrespectful postings on social media
- Parking in reserved spots
- Sharing of student PINs and passwords
- Improperly using online learning tools, including, but not limited to, the Internet, email, chat rooms, news groups, forums, and list serves
- Tampering with any fire alarm or equipment
- Possessing any firearm or weapon, including fireworks, air pistols, or air rifles on campus (See WCU Policies - Firearms and Weapons.)
- Misusing computer hardware, software, or supplies
- Attempting to disable or tampering with security features of any WCUMBS/WCU computer, program, or software

### ***Dress Code***

All students at WCUMBS must project a highly professional image in their dress and appearance. All articles of clothing must be neat, clean, and properly laundered. They must not appear worn, tattered, or wrinkled. Personal cleanliness and grooming must be in keeping with a professional image. Jewelry should be minimal, non-distracting, and unobtrusive. Facial piercing jewelry, such as the nose, eyebrow, lip, tongue, etc., shall not be worn. Personal fragrances should be avoided.

Certain courses may require specific or alternative dress. Those guidelines will be addressed in course syllabi. All students must conform to the approved dress code while on campus during regular school hours whether they are in class, laboratory, or clinic.

Avoid dress or attire that could be potentially offensive to the public, your peers, patients, faculty, and co-workers. Denim jeans, flip-flops, or shorts are not appropriate.

Proper personal hygiene is to be maintained at all times. This includes regular bathing, use of deodorants/antiperspirants, and regular dental hygiene. Avoid perfumes or colognes since they may precipitate allergies or sensitivities.

Hair should be neat, clean, and of a natural human color. Hair should be styled off the face and out of the eyes. Shoulder-length hair must be secured to avoid interference with patients and work. Avoid scarves or ribbons (unless culturally appropriate).

## ***Harassment***

William Carey University is committed to providing an environment in which all persons are safe from the behavior of another that threatens or torments, especially persistently. Harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual, and that

- Has the purpose or effect of creating an intimidating, hostile, or offensive environment; or
- Has the purpose or effect of unreasonably interfering with an individual's academic or job performance or otherwise adversely affects an individual's education or employment opportunities.

Such harassment is contrary to the professional standards of conduct expected of all members of the University community, including students, staff, and faculty.

Any person who engages in harassment will be subject to disciplinary action ranging from a warning to discharge. Students who have a complaint regarding harassment should contact the WCU Dean of Student Services on the Hattiesburg campus, who will conduct an investigation in accordance with the complaint and grievance policy.

## ***Discriminatory Harassment***

William Carey University is committed to providing an environment in which all persons are safe from harassment. (See Nondiscrimination Policy and Diversity Statement.) Discriminatory harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or that of his/her relatives, friends, or associates.

Harassing conduct includes, but is not limited to, the following:

- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group (See Nondiscrimination Policy and Diversity Statement.)

## ***Sexual Harassment***

William Carey University is committed to providing an environment that fosters learning, living, and working and promotes an environment free of all forms of harassment. The university utilizes education, equal educational and employment opportunity training, and establishment of procedures to ensure the protection of student rights.

William Carey University reaffirms its commitment to adhere to all provisions of Title IX of the Civil Rights Act that all students have a right to be free from sexual discrimination in the form of sexual harassment/sexual violence.

Harassment can include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment, activities, or education; or
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting said individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic, activity, or work performance or creating an intimidating, hostile, or otherwise offensive working or educational environment.

A student may report an alleged violation of this policy to the WCUMBS Associate Dean, Student Affairs. An investigation will be conducted in accordance with the complaint and grievance policy for students, faculty, or staff as it relates to the complaint. All information gathered will be held in strict confidence.

The university will consider the welfare of the alleged victim and the university community, as well as the rights of the accused. Retaliation against a student who brings a complaint is prohibited and will not be tolerated.

In addition to violating the university's policy, sexual harassment may be a violation of state and federal laws. Therefore, a student who feels that his/her rights have been violated may bring legal action, in addition to making a complaint to the university.

### ***Sexual Assault***

William Carey University will not tolerate sexual assault or sexual violence in any form to include acquaintance or date rape and forced and unwanted sexual contact. The use of alcohol or drugs by either party will not diminish the responsibility for sexual assault. Acts of this type not only violate the policies of the university and its community, but also the criminal laws of the State of Mississippi. In cases involving allegations of sexual assault, mediation will not be used to resolve sexual assault complaints. William Carey University urges students who believe they have been victims of sexual assault to initiate a complaint not only with the university, but also to pursue criminal or civil charges against the individual(s).

### **PROCEDURES FOR REPORTING A SEXUAL OFFENSE**

- The student should go to a safe place as soon as possible.
- The student should seek medical treatment immediately for assessment of injuries, determination of risk of sexually transmitted diseases, and collection of evidence in case criminal prosecution is pursued. The student should not shower, bathe, or change clothes until after medical treatment is obtained.
- Contact the WCU Vice President of Student Services.
- The student will be provided with options regarding counseling and other resources for dealing with the situation.

### **PROCEDURES FOR RESPONDING TO ACCUSATIONS OF SEXUAL OFFENSE**

The victim of an alleged sexual offense is entitled to and will receive the following:

- A caring response to the complaint with emphasis on a concern for his/her well-being
- A complete investigation of all allegations

- Notification of the outcome of the investigation and, if applicable, the hearing
- The opportunity to appeal an unsatisfactory decision

A student accused of a sexual offense is entitled to and will receive the following:

- A clear description of all charges
- Advance notification of a hearing
- A fair hearing conducted without unnecessary delay after the investigation
- Prompt notification of final decision by the person or judicial council which hears the case
- The opportunity to appeal an unsatisfactory decision

After the incident is reported, the WCU Compliance Officer will initiate an investigation in which the alleged victim, the accused, and others may be questioned.

A written report of the results of the investigation will be prepared. The accuser will be notified of the outcome of the investigation. If evidence confirms the allegations, the WCU Vice President of Student Services will then implement appropriate disciplinary action.

The victim of a sexual offense will also be notified of any disciplinary action taken.

If the accused or the accuser has a complaint about the way in which the case was handled or about the outcome of the process, he/she may appeal the case to the President of the university.

### **LEGAL OPTIONS OF THE STUDENT**

The student is not obligated to pursue disciplinary action or legal prosecution. However, hospitals are required by law to report anonymously incidents of rape. All institutions of higher education are required to report anonymously any crimes which occur on campus that are officially reported.

### ***Attendance Policy***

#### ***Students are responsible for knowing their individual record of attendance.***

Biomedical education is not limited to information transfer from faculty member to student, but is greatly enhanced by the cross pollination of learning among cohort peers who bring different levels of knowledge and expertise to the educational experience. In order to achieve this level of learning, it is each student's responsibility to attend class and participate in all educational opportunities.

As defined by WCU, excessive absences are those exceeding 20% of any single graduate course. Attendance of 80% or greater is required to receive credit for any course. Except in the case of an approved absence to attend professional conferences, there are no excused absences. Absences in excess of the allowed 20% will result in failure of the course.



An individual Course Director may, after consultation with the WCUMBS Committee, recommend to the WCUMBS Program Director that a particular class, or lab portion of a course, have a more stringent attendance policy. This more stringent policy recommendation may require up to 100% attendance. If any course is approved to have a more stringent attendance policy, Course Directors must ensure that opportunities to remediate any missed time/assignments are made available to the student in a manner as to be reasonably accommodating to both the student and the individual who will administer the remediation.

Only if a student fails to remediate any missed time/assignments, after reasonable accommodations have been made, may points be deducted from the student's final grade. In such instances, the maximum points that may be deducted for each hour missed will not exceed 1% of the final numerical course average, per hour of remediation not completed. In all cases, the Course Director is responsible for ensuring that the policy for percentage deductions is uniformly applied within a course.

Each Course Director must ensure that the attendance policy is clearly published in the course syllabus. Any absence that results in greater than 20% of that class being missed, whether these absences are remediated or not, will result in failure of the class and will be reported to the WCUMBS Committee.

Students are responsible for knowing, understanding, and complying with syllabi from all courses in which they are enrolled. The faculty member responsible for reporting final grades will also be responsible for reporting attendance. Attendance for each and every course will be reported.

Attendance will be taken at the discretion of the Course Director(s), employing any of the following methods:

1. Students will sign in on sheets distributed during class.
2. Electronic identification may include any of the following:
  - a. TurningPoint or other approved audience response systems
  - b. WCU/WCUMBS identification badge recognition system
  - c. Video or still photography recording
  - d. Other systems as approved by the WCUMBS Program Director

### ***Falsifying Attendance Records***

Falsifying or attempting to falsify attendance by any means is considered an act of unprofessional behavior. Such behavior will result in student referral to the WCUMBS Committee, and recommendations could ultimately result in disciplinary actions up to and including dismissal from WCU/ WCUMBS.

### ***Attendance Policy for Professional Conferences***

WCUMBS is committed to providing quality biomedical education for our students. This experience includes excellence in academics, research, and community service. In order to

maximize this process, it is felt that participation in professional meetings can greatly enhance a student's professional and personal growth.

Only one professional conference will be allowed per student per year. Any deviation from this policy must be approved by the MBS Program Director on an individual basis.

Students wishing to attend a professional conference will submit a student travel request to the MBS Program Director at least 30 days prior to the meeting, indicating the name and location of the professional meeting, sponsoring agency, and dates of prospective absence. Students must obtain permission from the MBS Program Director and the Course Director(s). A student travel request will be denied if the student is on probation, has an un-remediated failure, has a failing grade at the time of the request, or at the discretion of the WCUMBS Program Director. No approval for absences of more than three normal duty days will be approved.

Meeting attendance must be documented. Each student will be required to submit a typed report on the meeting and the value added to the student's education. This will be forwarded to the Office of the Director, Master of Biomedical Science within one week of return. Participation in professional meetings outside of normal WCUMBS curriculum is a privilege.

If examinations cannot be avoided during a scheduled professional meeting, students authorized to attend meetings shall be granted a make-up examination. The format will be at the discretion of the faculty member.

## ***Examination Policies***

### ***WCUMBS ExamSoft Information and Procedures***

WCUMBS recognizes that institutions and organizations are increasingly integrating technology into testing. The Master of Biomedical Science Program now offers students the ability to take exams using their laptop computer in courses where professors have opted to use the ExamSoft SofTest software. As a result, the college requires students to take advantage of the current computer technology available with ExamSoft. Familiarity with computer delivered exams should eliminate the uncertainty of utilizing this modality during the examinations.

#### WHAT IS SOFTTEST™ FROM EXAMSOFT?

SofTest is an exam delivery module licensed by ExamSoft Worldwide Inc. The program serves as a simplified word processor that enables students to take an examination on a laptop computer. In an effort to avoid the vulnerabilities of most computer-based testing solutions, SofTest provides instructors the ability to lock down all Windows applications, thereby providing exam security and reducing the risk of violations of the student Code of Conduct.

#### WILL SOFTTEST WORK ON MY COMPUTER?

SofTest can be used on virtually any modern computer (i.e., purchased within the last three or four years). Specific system requirements are noted below:

- PC System Requirements
  1. CPU = 2 GHz Intel Core/Celeron or equivalent x86 processor

2. RAM = 2 GB
3. Hard Drive = 1 GB of free space
4. Operating System = English 32-bit Versions of Windows XP, 32-bit, and 64-bit Versions of Windows Vista and Windows 7, and Windows 8. SofTest may not be used in virtual operating systems.
5. Software = Internet Browser
6. Internet Access for SofTest Installation, Exam Download and Upload
7. Screen Resolution must be 1024 x 768 or higher.
8. Adobe Reader (Version 9 or 11) is required for exams having PDF attachments. (ExamSoft does not support Tablet devices.)

It is not possible to take secure exams through a virtual operating system, such as Microsoft's Virtual Machine, Parallels, or VMware, VMware Fusion or any other virtual operating system environment. Although SofTest can be installed and registered on virtual platforms, it will only be enabled for non-secure practice exams.

- Apple MacBook, MacBook Air, or MacBook Pro Requirements
  1. CPU = Intel Processor
  2. RAM = 2 GB
  3. Hard Drive = 1 GB or higher free disk space
  4. Operating System = OS X Snow Leopard (v. 10.6), OS X Lion (v. 10.7), OS X Mountain Lion (v. 10.8), or OS X Mavericks (v. 10.9)
  5. Software = Internet Browser
  6. Internet Access for SofTest Installation, Exam Download and Upload
 (Use of virtualization software like VMWare, Fusion, Parallels, etc., is not allowed.)

### REGISTRATION PROCESS

The student will complete the registration process by registering with ExamSoft at the ExamSoft Custom Home Page located at <https://www.examssoft.com/dotnet/Default.aspx?f=wmcareyosteo>.

*Step 1: Log in* – (30 seconds) Enter Student ID# and password. This is the student's WCUMBS password. The student may also wish to open a helpdesk ticket at <https://indigo.wmcarey.edu/help>.

*Step 2: Download SofTest*- Downloading SofTest takes minutes on high-speed Internet connections and 30-60 minutes on dial-up connections.

*Step 3: Reboot SofTest* (one minute) - Once registered, the student will be notified on-screen that the process has been completed. Confirmation will be received via email at the address provided in Step 1. Note that the student must register SofTest by the deadline provided by WCUMBS. For questions or issues with registration, contact ExamSoft technical support at [support@examssoft.com](mailto:support@examssoft.com) or call toll-free 866.429.8889.

*Step 4: Mock Exam* (five to 10 minutes) - To be familiar with the software prior to exam day, a mock exam is provided. The student will be responsible for downloading exams. Downloading must be accomplished before the scheduled exam date. The student is charged with keeping up with scheduled downloads and changes in the exam schedules.

## FREQUENTLY ASKED QUESTIONS

### ***What student ID number is used in Step 1?***

Sign up with ExamSoft in Step 1 using the official WCUMBS student ID number. This is the student WCUMBS password. If problems occur, students may open a helpdesk ticket at <https://indigo.wmcarey.edu/help>

### ***Can a student practice using SofTest before the exam?***

Yes. After registering SofTest, launch the program by double-clicking the SofTest icon on the Windows Desktop. Click the “LAUNCH SOFTEST” button. On the SofTest Start Window, select the “Practice Exam” button. Click “Yes” to take the practice exam and then “Yes” again to take it in secure mode. This enables the student to familiarize him/herself with the SofTest exam environment. Students’ may use the practice exam as many times as they wish. Note that the practice exam *cannot* be saved, cannot be used until SofTest is registered, but can be printed *during* the exam.

### ***How do students prepare prior to exam day?***

Register SofTest prior to the date(s) of exam(s). *Note: It is permissible to re-download SofTest on additional computers for use as backups; however, typically exam files can be downloaded only once, so it is recommended that SofTest be loaded only on the computer you intend to use on exam day.*

Ensure 1) that the intended PC meets the specifications listed above, 2) that there is plenty of free hard-drive space, 3) that the PC is virus-free, and 4) that the PC is free of disk errors by running SCANDISK (click Start Button, Programs, Accessories, System Tools, Scandisk *or* Disk Cleanup).

Once installation and registration is complete for SofTest, familiarization occurs by utilizing the built-in practice exam feature.

SofTest’s opening screen asks for an ID#. Be sure to acquire this number prior to exam day.

Locate A/C – battery power indicator light on the laptop to determine which light indicates the computer is running on A/C power (i.e., power from a wall outlet).

Ensure that the battery is charged prior to the exam in the event there is a temporary power outage.

On exam day, please be aware of the following:

- Bring the power cord and battery (in the event of power loss).
- Arrive at the exam room at least 30 minutes early, plug the computer into a power outlet, turn on the computer, and follow the instructions provided.
- Students should not uninstall SofTest until receiving all exam scores at the end of the academic year.
- Immediately before SofTest launches the exam, a warning screen with RED STOP SIGNS will indicate that the exam should not begin until instructed to do so. Heed this warning.

- Exams will not be delayed or suspended due to computer problems.
- During the exam, use care when highlighting and deleting.

Once typing of exam is complete, the student will save and exit the exam, his/her computer will automatically reboot, and it will then take 90 seconds for his/her exam to automatically upload. This is to ensure the student's wireless connectivity is enabled first. If there is no wireless connection within 90 seconds, it will prompt the student to hit the upload button. Do not leave the exam room until you have uploaded your exam and you receive a message saying, "Your exam has been successfully uploaded." *Failure to upload an exam before leaving the exam room may result in the exam not being graded.*

## IMPORTANT NOTICES

Use of ExamSoft falls within the rules, regulations, and academic policies that govern students at the WCUMBS. Any attempt to disable or tamper with SofTest's security features will be considered a violation of the Professional Standards: Academic Dishonesty. Commencement of the exam will not be delayed due to a hardware problem with a laptop. While the proctors would like to resolve a computer or software problem during the exam, they are unfortunately prohibited from assisting the student. If a computer or software problem occurs, the student will be required to finish writing the exam by hand. Please note: The student will not receive additional time to take his/her exam if the student experiences computer or software problems. It is the student's responsibility to keep track of the time and to complete the exam in the allotted time.

### ***Campus Technology Related to Student Grading***

WCU provides a variety of technology resources to support student learning. These resources include the Indigo Student Self Service Portal, the Desire2Learn (D2L) learning management system, student email accounts, remote access to library database resources, and "Carey Air," a university-wide unified wireless network. The Indigo Portal allows students to access their campus information including course registration, course offerings, unofficial transcripts, job searches, billing information, schedules, financial aid information, and grades. The portal also allows students to pay tuition and fees online. WCU does not mail individual grade reports. Many courses incorporate information technology both within the classroom and remotely through the Internet. The university uses D2L for communicating vital course information to students, including course content, assignments, discussions, and more. Students are required to access their WCU email and D2L accounts as quickly as possible so that faculty and administrative offices will have a reliable means of communication with the student. A student technology guide is available for download at <http://indigo.wmcarey.edu/help/guide>. This guide is constantly updated to reflect any changes since the Office of Information Technology is constantly working to bring new and improved services.

### ***Exam Administration and Proctoring***

This policy will be in effect during all examinations.

1. No delayed exam will be offered to anyone who has not appropriately charged his/her computer and uploaded the ExamSoft software at least 48 hours ahead of time.
2. All examinations are timed. Time periods allotted for students to complete exams are noted on the class schedule and are not changed unless a specific announcement is made at the time of the examination.
3. All student examinations are to be submitted within the time period specified for the examination. (Examinations requiring the transfer of answers to Scantron sheets must be completed during the time period specified for the exam. No

additional time will be allotted at the end of the exam to complete the answer sheet.)

4. Any student requesting a testing accommodation is required to arrange this in advance through the MBS Program Director and the Course Director. A student who requests an accommodation must make it known to the WCUMBS administration within a reasonable amount of time before the accommodation is needed.
5. Only answers written and authored by the student taking the examination will be accepted for credit. No other person may transfer or alter a student's answers for an examination. Another person's alteration of student answers in any way will not be counted as answers submitted for examination credit.
6. The person proctoring the exam, if it is not the Course Director, cannot be held responsible for decisions made affecting the exam. She/he is only there to relay information to the Course Director, who makes all decisions regarding the exam, its administration, and the grading policies. The Course Director, proctor, or faculty will only answer student questions during the exam administration time that are relevant to clarifying the testing procedure or addressing issues related to the exam instrument.
7. All personal belongings, including, but not limited to, book bags, purses, electronic equipment (including, but not limited to, cell phones, pagers, PDAs, and headsets) are not permitted in the exam room. Students who use a cell phone, pager, PDA or any device with Internet or communication capability in the examination room will be subject to disciplinary action and receive a zero for the examination.
8. Students cannot bring food or beverages into the examination room.
9. Any student requesting to bring essential medical supplies into the exam room is required to arrange this special circumstance with the MBS Program Director in advance. Proctors will be provided with a list of students who have been authorized to bring in specifically listed medical supplies. No additional authorization will be granted by the Proctor at the time of the administration of the exam to the class. Proctors have the right to inspect items brought into the exam room.
10. All students are expected to begin examinations on time. If, because of an emergency or unforeseen event, they are more than 10 minutes late to the exam administration site, they will take a make-up exam determined by the Course Director and will have the amount of time they are late subtracted from the time they have to complete the make-up exam. Students who are repeatedly late for exams will be subject to disciplinary action.
11. Students arriving less than 10 minutes late will be asked to sit in the front three rows. Following exam completion, students must leave the immediate area where the exam is being administered, including the hallway area outside the classroom. Once any student has left the room after completing the exam, then no student will be allowed to enter late and begin the exam.
12. Only one student can be permitted to leave the exam room for a bathroom break at a time. Such breaks are limited to five minutes with one break per two-hour exam period. Anyone leaving the room during the exam must first put his/her computer in sleep mode.

13. When emergency situations make it difficult or impossible for a student to take an exam at the time it is scheduled, these situations will be addressed by the MBS Program Director in the absence of the Course Director.
14. All students are expected to maintain standards of behavior as noted in this document, including adherence to student professional conduct and honor code policies.
15. Where an examination is impacted by an unexpected interruption (e.g., power failure, computer/software malfunction, earthquake, bomb threat, fire alarm, and weather warning), the proctor will implement appropriate action.
16. In the event of an evacuation of an examination venue, the Course Director or nominee will determine which of the following outcomes will apply:
  - The examination may be declared void and a new examination scheduled for a date and time within the current examination period, including on a Saturday.
  - Students' examination scripts may be marked and an adjusted examination result determined.
  - An alternative assessment item may be set with a suitable due date for submission.
  - As well as the outcome in paragraph (b), an additional assessment item may be set with a suitable due date for submission.

### ***Missed Exam Policy***

Missed exam policies are outlined in individual course syllabi and governed by the following standards set forth for all MBS students:

Students are expected to take all exams during assigned times, as listed on the course schedule. Students are responsible for knowing the examination schedule, which is available online, and for noting any changes in the examination schedule by referring to the course syllabus or by email notice.

Any student who misses an examination is responsible for contacting the Course Director directly within 24 hours to discuss the reason for the absence. When a student knows ahead of time that an exam will be missed, that student must contact the Course Director before the exam.

Valid reasons for missing an examination include, but are not limited to, the following:

- Serious personal illness
- Emergency travel related to a personal or family emergency
- Emergency events (e.g., childbirth or complications of pregnancy)
- Pre-approved attendance at professional conference(s)

Unacceptable reasons for missing an examination include, but are not limited to, the following:

- Not feeling prepared for the examination
- Non-emergency travel plans, regardless of when these plans were made
- Not having read an email announcement of a rescheduled examination
- Having an appointment scheduled at a time that conflicts with the examination



Students missing an examination to attend a national meeting must follow the attendance policy for professional conferences.

If a student misses an examination without a valid reason, as determined by the Course Director, the Course Director will assign a grade of zero (0) for that examination.

A single make-up examination date will be announced during a time mutually agreed upon by the Course Director and student. This will be the final offering of the examination, and students who do not take the missed exam at this date will receive a zero (0) for the examination. The student is responsible for all material tested during the examination, which may be cumulative in nature. The Course Director may require the student to take an examination that is different in format, content, or length from the examination that was originally administered to the class.

### ***Course Evaluations***

Student feedback provides important information for the evaluation of teaching and learning at WCUMBS. Course evaluations help faculty understand the student learning experience, instructional strengths and weaknesses, and gain insight into course improvement. With responsible input, effective assessment can result in improvement of teaching performance and lead to improved efficiency of student learning. Students are asked to be honest, fair, and constructive as they complete evaluations. Course evaluations may be administered online or in non-electronic formats. It is imperative that students complete these evaluations for their benefit. Review of student assessment data will be conducted in order to evaluate the performance and adequacy of particular clinical rotations regarding instructional content, personnel involvement, facility utilization, and similar matters on a regular basis. These reviews will be conducted by the MBS Program Director with the direct involvement of the faculty-based Curriculum Council. Evaluations (course and instructor) must be completed prior to receiving a grade for a course.

### ***Passing Courses***

A student is considered to have passed a course if a grade of 70% or higher is achieved. All students must achieve a passing grade in all courses in order to graduate.

## ***Course and Test Grading***

WCUMBS uses a multifaceted evaluation approach. Students are evaluated on the basis of performance on assignments, as well as on their achievements on written quizzes and examinations, laboratory exercises, and participation in lecture and small-group discussions. Evaluation methods vary depending upon course goals, objectives, and course content. Course syllabi, which are distributed at the beginning of every course, provide detailed student performance criteria and methods used to calculate the course grades. Courses that use multiple exams should describe the “weight” of each exam toward the final grade. Courses that incorporate multiple evaluation measures (i.e., exams, practical exams, formative assessments, labs) should describe the “weight” of each measure toward the final grade.

## ***Grading Policy***

The WCUMBS adheres to the following grading scale:

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

F = <70%

P = Passing

I = Incomplete

WP = Withdrawal, passing

WF = Withdrawal, failing

W = Withdrawal, no credit (used only if insufficient data is available to determine passing or failing at time of withdrawal or leave of absence)

## ***Rounding of Grades***

Grade percentages fractionally greater than or equal to 0.5 will be rounded to the nearest whole percentage number when assigning grades; whereas, any score less than 0.5 will be rounded to the lower whole percentage number. Final grades are posted to D2L.

No grade changes will be accepted after the final course grade has been posted for one calendar year.

## ***Recorded Grades***

In cases where the notation of an incomplete (“I”) has been recorded as the earned grade, a student who has satisfied any outstanding deficiency prior to the end of the next semester will have the “I” removed from his/her official transcript following completion of written notice sent from the Course Director to the WCUMBS Grades Coordinator. If the deficiency has not been

remedied in advance of the end of the next semester, the (“I”) notation on the transcript will change to a failed grade (“F”) except as described below in LEAVE OF ABSENCE (LOA) POLICY. The grade of Fail shall remain permanently on the transcript.

### *Academic Policies*

The Academic Policies of the WCUMBS define the standards of academic performance and professionalism for students who are candidates for the degree Master of Biomedical Science. The academic policies have been developed by the Master of Biomedical Science Degree Program Committee with final approval by the WCUMBS Program Director. The WCUMBS Program Director has the authority to approve, disapprove, modify or return such recommendations for further consideration or revision. The decision of the WCUMBS Program Director is final in all cases concerning student academic performance.

The WCUMBS Program Committee defines the procedures by which students are considered for promotion, graduation, remedial instruction, placement in the curriculum after returning from a leave of absence, and academic dismissal. The WCUMBS Program Committee consists of voting faculty members from the WCUCOM. The members of the WCUMBS Program Committee, in consultation with faculty advisors and faculty members, attempts to identify how students in academic difficulty may be helped in order to continue and complete their professional training within the policies set forth by the WCUMBS.

The WCUMBS Committee is responsible for the deliberation and recommendations to the WCUMBS Program Director in matters involving violations of student conduct, professionalism, classroom etiquette, code of ethics, and WCUMBS rules and policies not directly related to academic performance. The WCUMBS Committee is also charged with determining compliance with conditions for readmission and return from leaves of absence.

Students are evaluated on the basis of their performance on assignments as well as on their achievements on regularly scheduled written and practical examinations. These results are kept by each Course Director. Individual Course Directors review grades after each testing period and counsel students in academic difficulty. The Course Director will submit the names and numerical grade(s) of students who are in academic difficulty to the WCUMBS Program Director with a copy to the WCUMBS Program Director s. Exam failures are then referred to the WCUMBS Program Committee for review and recommended actions.

The Office of Director, Master of Biomedical Science reviews all student assessment data on a periodic basis to ensure that the students’ performances are meeting or exceeding the educational objectives set for the program. The Director, Master of Biomedical Science and the Associate Dean, Quality Assessment, communicate with the WCUMBS Program Director and the Dean, William Carey University College of Osteopathic Medicine regarding students in academic difficulty throughout the program year. Written communication to students regarding academic deficiencies is provided within five business days of the WCUMBS Program Committee’s recommendation to the Dean. The WCUMBS Program Director may convene a meeting of the WCUMBS Program Committee, if necessary, to counsel students in academic difficulty.

Any student who is identified by the Course Directors or the Office of Academic Affairs as unsatisfactory in academic and/or clinical performance will be referred to the WCUMBS Program Committee for a complete review of his/her record. The committee shall consider, among other topics, grades, faculty evaluations, professional demeanor, professional conduct, concern for the welfare and dignity of patients, concern for the rights of others, responsibility to duty, trustworthiness, ethical conduct, aberrant behavior, and general or specific conduct meriting concern. At these meetings, the committee will formulate recommendations for individual students based upon data provided by the Offices of the WCUMBS Program Director and WCUMBS Program Director s and others. These recommendations may include, but will not be limited to, 1) a program of remedial instruction, 2) leave of absence, or 3) dismissal. The committee may request the appearance of a student at any scheduled meeting to discuss matters pertaining to his/her standing. A student may also request a personal appearance before the committee during its regularly scheduled meetings.

At the end of the academic year, the WCUMBS Program Committee reviews all transcripts, records, and reports to determine if a student has fulfilled all academic requirements, and has maintained the standards of ethical, moral, personal, and professional conduct required for the continued study of medicine. The WCUMBS Program Committee may recommend promotion for graduation, repetition of the year just completed, remediation of specific courses, or dismissal based upon the summary of academic information provided by the WCUMBS Program Director s, and the WCUMBS Program Director.

Students with failures or incompletes, for whatever reason, are not eligible for graduation, and will be considered for appropriate remediation or dismissal. The welfare of students, the institution, and the general public served by our graduates is paramount to the deliberations and recommendations set forth by the advisory committees. WCUMBS reserves the right to require the withdrawal of any student at any time it is deemed necessary to safeguard the WCUMBS ideals of scholarship and character or to secure compliance with its regulations.

### ***Student Review by the WCUMBS Program Committee***

The WCUMBS Program Committee 1) reviews the academic records of WCUMBS students to monitor the fulfillment of academic requirements, 2) determines eligibility for ongoing study or appropriate remedial action, 3) tracks progress of students with academic deficiencies, and 4) recommends appropriate action to the WCUMBS Program Director regarding grades, absences, remediation, promotions, graduation, dismissal, and placement after a leave of absence. Formative review of student progress is undertaken several times each semester. In addition, at the end of the academic year, the WCUMBS Program Committee conducts a summative review of all transcripts, records, and reports to confirm whether students have fulfilled their academic requirements. The WCUMBS Program Committee may recommend promotion to graduation, repetition of the year, remediation of specific courses, or dismissal. All final recommendations regarding student academic performance, remediation, or probationary status are submitted in writing by the chair of the WCUMBS Program Committee to the WCUMBS Program Director

with a copy to the Associate Dean, Pre-Clinical Sciences. The WCUMBS Program Director acts upon the committee's recommendations and may do the following:

- Promote students whose work is satisfactory
- Warn students whose academic progress is at risk that they must improve their scholastic performance
- Direct that students whose work is unsatisfactory be placed on probation with an opportunity to repeat specified courses
- Approve the dismissal of a student who is considered an unpromising candidate for the degree of Master of Biomedical Science

The WCUMBS Program Director, with the advice of the WCUMBS Program Committee, can require the withdrawal of a student at any time if, in the opinion of the majority of the members of the committee, the student should not continue in the WCUMBS.

If the student is not in agreement with the remediation or dismissal recommendation of the WCUMBS Program Committee, he/she follows the Appeals Procedure. If the decision is appealed, the student will be considered enrolled at WCUMBS until the appeal is acted upon.

## *Academic Regulations*

### *Full-Time Course Load Limitations*

The minimum course load for status as a full-time graduate student is six semester hours during a trimester. A course load for graduate students of up to ten hours per trimester is permitted. By special permission of the advisor and academic vice president, twelve hours per trimester may be taken. No more than twelve hours may be taken. Independent Studies/Directed Readings/Courses at Other Institutions/ Correspondence Courses Independent study and/or directed readings courses are allowed, but only in situations where a required course is not available or in unusual circumstances that prevent a student from taking a course in the normal manner. Independent study and/or directed readings courses must be taken at William Carey University and are limited to six hours. Permission from the advisor and appropriate dean is required. Students wishing to earn credit at another institution after the program plan is submitted must seek written approval for these courses prior to enrollment. No graduate credits earned by correspondence will apply toward a graduate degree.

### *Academic Standing*

A 3.0 GPA on all graduate courses taken at William Carey is required for graduation. A student whose GPA drops below a 3.0 is placed on academic probation. Students are allowed to improve their GPA by retaking courses at William Carey; however, only one grade replacement is allowed. Grades from other retakes will be averaged in with grades from other courses. Students on probation may not improve their GPA by taking courses at other institutions. A student on academic probation must raise his/her GPA to a 3.0 by the end of the next trimester of enrollment or the student will be dismissed and cannot continue in the program. Only two grades

lower than a B are allowed. Upon receiving a second grade lower than a B, a student is advised to repeat one of the first two grades lower than a B before continuing in the program. A student making a third grade lower than a B will be dismissed from the program. All appeals to policy relative to academic standing are made through the appropriate dean and, as necessary, to the graduate academic appeals subcommittee of the graduate committee.

### ***Academic Advising***

All new students are assigned an academic advisor in their major area of interest. The academic advisor will assist the student in designing a program of study that leads to the desired degree; however, the ultimate responsibility in the selection of courses that satisfy degree requirements rests with the student.

### ***Change of Class Schedule***

#### **(Dropping and Adding Courses)**

1. No change of schedule, either in dropping a course or adding a course, may be made except by permission of the student's academic advisor and dean.
2. No student may register for a course after 10% of class meetings have occurred.
3. Courses dropped within the first three weeks of a trimester will be recorded as “W” (withdrawn). Courses dropped after three weeks and before the middle of a trimester are recorded as “WP” (withdrawn passing) or “WF” (withdrawn failing), and courses dropped after the midterm will receive a grade of “F.” Any student dropping a course at any time without the required approval receives an “F” in that course.
4. Courses offered in mini-terms or with special schedules will have add/drop dates proportionate to length of course.

### ***Withdrawals***

Students desiring to drop a class or withdraw from the university must do so formally in order to avoid academic and financial penalties and should contact the office of the director of graduate studies or dean of the school for the proper procedure. Students are considered officially registered upon completion of the registration packets and payment of fees even though they may not attend a class.

### ***Right to Change Requirements***

This catalog and its contents are subject to change by action of the university faculty. Possible changes include, but are not limited to, graduation requirements, admission requirements, tuition, fees, curricula, and course content. Students are responsible for reading and responding to any such changes. The university is responsible for providing information to students on those

changes. The requirements as outlined in this catalog are valid for six years from the date of issuance. After that period, a student must change to the catalog currently in use.

### ***Transcripts***

Transcripts are issued by the registrar's office.

1. An official transcript is one bearing the signature of the registrar and the seal of the university and is mailed directly to whatever official may be designated by the student.
2. When a transcript bearing the stamp "Issued to Student" is given to the person whose credits are transcribed thereon, the university assumes no responsibility for its accuracy after it leaves the registrar's office.
3. Transcripts of credit will not be issued for those students who have any type of administrative holds on their records.

### ***Validation of Outdated Courses***

Because of new developments within academic disciplines, some coursework may become outdated and not suitable for use toward a degree. The determination of whether or not a course has become outdated is made by the school or department where that course is taught. Students with outdated William Carey coursework not older than ten years at the point of student's initial program of graduate study may validate it by successfully passing a test or completing required work if prior approval is granted by the advisor, dean, and current instructor of that course. Outdated coursework at other institutions will not be accepted.

### ***Graduate Committee***

The Graduate Committee is charged with the responsibility of approving policy and curriculum changes in William Carey University graduate programs. The committee is composed of faculty with graduate rank and graduate students. Faculty members are selected from the School of Education, the School of Nursing, the School of Natural and Behavioral Sciences, the School of Business, the School of Music, and from departments which offer graduate courses. Specific duties of the committee are:

- To develop university policies and procedures for graduate work.
- To establish and maintain the academic standards and regulations for graduate students and faculty.
- To conduct continuous study of the graduate curriculum in its relation to the purpose of the institution and changing state requirements.
- To review and recommend—after departmental and dean approval—to the graduate faculty all modifications of existing graduate courses, course descriptions, and programs.
- To review and recommend for approval to the Academic Council all new graduate programs or the deletion of graduate programs.

To design and publish the graduate catalog through the office of the vice president of academic affairs

### ***Academic Dismissal***

In cases where dismissal is being considered, the dismissal will not become final until the WCUMBS internal appeals process, if instituted, has been completed, and a final determination of academic status has been made by the WCUMBS Program Director. The effective date of dismissal will be the date of final action by the WCUMBS Program Director. Pending the WCUMBS Program Director's final decision and in accordance with WCUMBS-specific policies governing student dismissals, if the student is allowed to continue his/her participation in academic activities, he/she will continue to be bound by all school and university regulations and obligations, including those regarding the assessment and collection of tuition and fees.

Reasons for dismissal may include, but are not limited to, the following:

- Failure in two or more courses during the program year
- Failure of any course during a repeated year of study
- Failure of remediation of any course, regardless of assigned credit hours
- Failure to complete all required coursework within the maximum time frame specified for the degree program, not including approved leaves of absence
- Absence of the personal qualifications and attributes deemed necessary to perform the duties of a WCUMBS student and the biomedical profession

WCUMBS reserves the right to dismiss any student at any time prior to graduation. Circumstances warranting such action may be of an academic, legal, or social nature among others.



## ***Progression and Graduation Requirements***

### ***Academic Requirements***

Students must pass all courses in an academic term in order to progress to the next term. A student has failed a course when he/she receives a grade of “F” at the completion of the course, after any approved remediation has been completed.

The WCUMBS Committee, in consultation with the Course Director and WCUMBS Program Director, will review remediation options for the student before final approval.

The WCUMBS Committee will recommend that any student with a cumulative percentage grade average below 70% for any class be placed into one of three categories with possible restrictions and modifications:

- Remediation
- Repeat the academic year in full
- Dismissal from WCUMBS

Students must complete all coursework in the maximum time frame specified for their degree program, not including approved leaves of absence.

In order to continue in the program, students must maintain a ‘B’ or 3.0 grade average, and students anticipating matriculating into medical school should have no grades lower than a ‘B.’ Graduation from the program requires the following:

- Completion of the course of instruction with at least a 3.0 GPA
- Recommendation of the faculty
- Compliance with the other requirements of WCU.

### ***Degree Completion and Final Assessment***

A student must complete all required work within a period of 3 trimesters after enrolling in the Master of Biomedical Science Degree program. All master’s degree programs at William Carey University require a candidate’s final assessment prior to graduation. This assessment may take the form of a written comprehensive exam, a portfolio, a capstone course, and/or oral examination. Students who are candidates for May degrees on the Hattiesburg and Tradition campuses are required to file applications for their degrees in the registrar’s office by October 15 prior to graduation. Candidates for August graduation must file application for their degrees by March 31. Late applications may be taken within 30 working days of these deadlines. There will be a \$100.00 late fee in addition to the graduation fee.

## ***Disciplinary Issues***

### ***WCUMBS Committee***

The WCUMBS Committee is responsible for the deliberation and recommendations to the WCUMBS Program Director, in matters involving violations of student conduct, professionalism, classroom etiquette, code of ethics, and WCUMBS rules and policies not directly related to academic performance. Substantial compliance with any conditions associated with the leave of absence will also be determined by the WCUMBS Committee, and a recommendation to the WCUMBS Program Director will be made prior to granting a return from leave.

### ***Notice to Appear Before the WCUMBS Committee***

If a student is required to appear before the WCUMBS Committee, the student will be notified in writing by email using the student's WCU email, giving him/her five business days' notice from the date the notice is sent providing the time, date, and location of the meeting. This policy is to ensure that the student has sufficient time to prepare for his/her appearance before the WCUMBS Committee. *Notice sent to WCU maintained email address will constitute receipt by the student.* Failure of the student to appear, without prior notice to the committee Chair, will not preclude the WCUMBS Committee from proceeding with the scheduled hearing or making a recommendation to the WCUMBS Program Director.

The notice shall contain the following:

- a. An itemized statement of the accusations(s) made against the student, including the rule, bylaw, or regulation he/she is charged with violating, and the possible penalties for such violation. Such statement may be amended at any time, including during the proceedings if information regarding additional charges, or the need to drop a charge, is discovered.
- b. A statement that the student is entitled to the following considerations:
  - i. to present his/her side of the situation
  - ii. to present persons having information about the incident and any documentation pertinent to the accusation on his/her behalf with written pre-approval of the WCUMBS Committee
  - iii. to question persons having information pertinent to the accusations
  - iv. to remain silent without admitting culpability
  - v. a warning that any facts or materials presented to the committee could be used at a non-college hearing such as in a civil and/or criminal proceeding

It should be noted, however, that if school officials determine that there exists evidence of a security issue or other conditions that might place WCU/WCUMBS students, faculty, staff, or any additional personnel at risk, the prior notice timeline and summary of charges may be shortened or waived.

### ***WCUMBS Committee Procedures***

The following procedures shall apply at the hearing before the WCUMBS Committee:

- a) The Chairperson shall preside at the hearing. The Chairperson shall inform the student of the charges, the hearing procedures, and students' rights.
- b) After completing this step, the chairperson shall ask the student charged to admit or deny culpability.
  - i. If the student admits culpability, the student shall be given an opportunity to explain his/her actions before the committee.
  - ii. If the student denies culpability, the complainant will present the college's charges. The person filing the original complaint will be responsible for presenting the college's documentation.
  - iii. At the conclusion of the college's presentation, the student may request the committee to dismiss the matter.
  - iv. If the motion to dismiss is denied by the committee, the student shall be given an opportunity to present his or her explanation of the pertinent facts.
- c) Prior to the student's presentation at the hearing, the Chairperson shall rule on any questions involving the impartiality of any committee member or the adequacy of the notice of the accusation(s) as presented by the college or the student.
  - i. Subsequent thereto, the Chairperson may only rule on the sufficiency of the materials/facts and may exclude irrelevant, immaterial, or unduly repetitive materials/facts.
  - ii. However, if either party wishes to question the impartiality of a committee member on the basis of materials/facts, which were not previously available at the inception of the hearing, the Chairperson may rule on such a motion.
  - iii. The Chairperson shall exclude anyone who wishes to appear as a person having information pertinent to the accusations, except those persons currently speaking, the accused student during the testimony, and committee members.
- d) The college shall make a record of each fact-finding hearing by minutes. Tape recording or the equivalent is permitted for transcription purposes only. A disciplined student is entitled to request a copy of any minutes without cost.

- e) WCUMBS Committee meetings are closed hearings, open only to the student, committee members, and invitees of the Chairperson who may include witnesses.
- f) The college bears the burden of proving the accusation(s) by a preponderance of the relevant materials/facts.
- g) The role of the WCUMBS Committee is to listen to the materials/facts, ask questions of any person presented as having information pertinent to the accusations, review the testimony and relevant materials/facts presented at the hearing, and render a determination as to whether or not a WCU or WCUMBS standard has been violated.
- h) At the end of the fact-finding phase, the following may take place:
  - i. The student may, with the permission of the chairperson, introduce additional records, such as character references.
  - ii. The college will introduce a copy of the student's previous disciplinary record, provided the student was shown a copy of the record prior to the fact-finding phase.
  - iii. The disciplinary record shall not be reviewed by the committee until after the committee has made its findings of fact.
  - iv. In the event the student has been determined to have violated WCU or WCUMBS standards, the records and documents introduced by the student and the college shall be used by the committee to determine a recommendation to the WCUMBS Program Director of appropriate penalty.
    - i) The committee shall deliberate in closed session. Motions on recommendations to the WCUMBS Program Director must pass by a majority vote of members present. The committee's decision shall be based solely on materials/facts presented at the hearing.
- j) The WCUMBS Program Director shall be sent a copy of the WCUMBS Committee's decision within 10 days of the conclusion of the hearing.
- k) The WCUMBS Program Director will make a final decision, communicating this decision to the student and appropriate WCUMBS officials.
- l) The committee may have more than one meeting with the student in order to address the concerns of the committee and give the student an opportunity to respond to the questions and charges.
- m) The following are prohibited in all WCUMBS Committee meetings unless otherwise authorized in writing by the WCUMBS Program Director:
  - Electronic recording of the meeting, except for official minutes
  - Legal counsel
  - Uninvited individuals

n) The findings of the Committee must be communicated to the WCUMBS Program Director within five business days, excluding WCUMBS holidays. The Office of the WCUMBS Program Director will consider the Committee's findings and recommendations and notify the student within five business days, excluding WCUMBS holidays of the final decision. The final decision will either be a) no action at this time, b) warning, c) probation, d) probation with conditions, or e) dismissal.

### ***Non-academic Warning***

The *WCUMBS Student Handbook* and Catalog states that a letter of warning may be given in lieu of a more stringent penalty. The WCUMBS Committee may enact this disciplinary device when a finding of violation of the standards stated above are found to exist (a finding of guilty), but in the majority opinion of the committee, probation or dismissal is over prescriptive. Letters of non-academic warning will be considered as part of the committee's recommendation of future infractions.

### **Non-academic Probation**

Probation is defined as a warning in that any future behavior/situations inconsistent with the professional behavior outlined in the *WCUMBS Student Handbook and Catalog* or deemed inappropriate by the WCUMBS Committee may result in his or her immediate dismissal from WCUMBS. The WCUMBS Committee will make a recommendation to the WCUMBS Program Director regarding whether the probationary status is to be recorded in the student's academic file. Any student put on probation will remain so for the stated time, which may include his or her entire stay at WCUMBS. Letters of non-academic probation will be considered as part of the committee's recommendation of future infractions.

### ***Non-Academic Probation with Conditions***

This form of probation includes all of the sanctions of probation. In addition, the student's continued enrollment at WCUMBS is based on the student fulfilling certain obligations as set forth by the Office of the WCUMBS Program Director. Failure to meet the terms and conditions of a non-academic probation with conditions will result in either

- Immediate dismissal by the WCUMBS Program Director or
- Referral back to WCUMBS Committee for a recommendation to the WCUMBS Program Director. Under such circumstances, the Chair of the WCUMBS Committee will allow the student to appear as described above.

### ***Non-Academic Dismissal***

WCUMBS reserves the right to dismiss any student at any time prior to graduation. Circumstances warranting such action may be of an academic, professional, legal, or social nature, among others.

If a student is dismissed, there will be no refund of tuition, fees, or other payments previously made to WCU or WCUMBS.

### ***Appeals***

Appeals shall follow those outlined in the most recent *WCUMBS Student Handbook and Catalog* that is in effect at the time of the infraction.

### ***Guidelines Regarding Student Violations of Student Conduct, Professionalism, Classroom Etiquette, Code of Ethics, and WCUMBS Rules and Policies Not Directly Related to Academic Performance***

*Filing of a complaint of violations of student conduct, professionalism, classroom etiquette, code of ethics, and WCU or WCUMBS rules and policies not directly related to academic performance*

If an individual has violated WCUMBS policy as outlined in the *WCUMBS Student Handbook and Catalog* under the sections titled “Code of Ethics” and “Professional Standards” or other sections regarding professional, ethical, personal or other conduct, the conduct should be reported to the WCUMBS Committee. Anyone with knowledge of such offenses should report the same *within* 30 days after discovery of the incident. The WCUMBS Committee will review the report and will schedule a meeting with the student and complainant(s) if the accusations are felt to be warranted.

### ***Complaint Procedures***

- a. Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to disciplinary action, must be submitted in writing in as complete detail as possible to the Office of WCUMBS Program Director promptly by the individual, organization, or department making the accusation.
- b. The WCUMBS Program Director or his or her designee will conduct a preliminary investigation in order to determine whether disciplinary actions should be instituted. The WCUMBS Program Director or his or her designee will advise the student of the charge(s) against them, consult with other parties who may be involved or who have information regarding the incident, and review other relevant material. Following this preliminary investigation, which shall be concluded within 30 days of the filing of the complaint, WCUMBS Program Director or designee shall take one of the following actions:
  - i. Recommend to the WCUMBS Committee that the matter be dismissed if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary actions. If the WCUMBS Committee agrees with the recommendation, a written report will be filed with the Office of the WCUMBS Program Director. The individuals involved shall be notified electronically by the WCUMBS Program Director or designee that the complaint has been dismissed. The complainant

may, if they choose, appeal the WCUMBS Program Director's decision directly to the WCUMBS Committee.

- ii. Refer the matter to conciliation. The accused student shall receive notice in writing electronically if a matter is referred.
- iii. Refer the matter to the WCUMBS Committee for recommendation to the WCUMBS Program Director

### ***Conciliation Conference***

If the WCUMBS Program Director has a reasonable expectation that an equitable decision can be determined by a Conciliation (Resolution) Conference, he/she may use this vehicle to resolve the matter. A Conciliation Conference is not required before the matter is referred to the WCUMBS Committee. The Conciliation Conference, if conducted, shall be conducted by the WCUMBS Program Director or a qualified staff or faculty member designated by the WCUMBS Program Director (Conciliator).

The following procedures shall be in effect at this conference:

- If the complaint is found to lack merit, the WCUMBS Program Director will report this opinion to the WCUMBS Committee. If the WCUMBS Committee agrees with the recommendation, a written report will be filed with the Office of the WCUMBS Program Director. The individuals involved shall be notified electronically by the WCUMBS Program Director that the complaint has been dismissed. The complainant may, if they choose, appeal the WCUMBS Program Director's decision directly to the WCUMBS Committee.
- An effort will be made to resolve the matter by mutual agreement.
- If an agreement is reached, the Conciliator shall report his/her recommendation to the WCUMBS Committee. If the WCUMBS Committee agrees with the recommendation, a written report will be filed with the Office of the WCUMBS Program Director. The individuals involved shall be notified electronically by the WCUMBS Program Director that the complaint has been dismissed. The complainant may, if they choose, appeal the WCUMBS Program Director's decision directly to the WCUMBS Committee.
- If no agreement is reached, or if the student fails to appear, the A WCUMBS Program Director or Conciliator shall refer the matter to the WCUMBS Committee.
- The Conciliator may speak in a college hearing regarding information received during the Conciliation Conference.

### ***Student Grievances***

An academic grievance is a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the student claims is unjust, arbitrary, or capricious. Students are responsible for making every attempt possible to resolve issues informally and immediately. The student should discuss the issue with the Instructor/Course Director. If the grievance is not resolved informally, the student may present a written grievance to the appropriate WCUMBS official.

A student's grievance concerning a WCUMBS faculty or staff member should be made to the WCUMBS Program Director or the WCUCOM Dean. A grievance concerning a WCU faculty (non-COM faculty) or staff member should be made to the person's immediate supervisor or to the WCU Vice President of Academic Affairs. The supervisor shall resolve the grievance expeditiously according to procedures outlined in the student/faculty handbooks.

A grievance concerning another student should be made to the WCUMBS Program Director or the WCUMBS Committee Chair. After a written grievance is received, a response to the grievance will be issued within 10 business days. After a response by the appropriate WCUMBS official, any grievance may be appealed to the President of WCU. Such appeal must be in writing and must be filed within five calendar days of the response.

Complaints regarding Family Educational Rights and Privacy Act are outlined in the section heading "FERPA."

Complaints or grievances concerning WCUMBS accreditation standards and procedures should be submitted in writing to the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500. All normal inquiries regarding the operation of the university, including admissions, financial aid, educational programs, and other operational matters should be addressed directly to the university and not to the Commission. The Commission should be contacted only if there is evidence of significant non-compliance with the requirements or standards for accreditation. Upon receipt of the complaint, the university will assign an ad hoc committee to investigate the complaint. .

The committee shall review the complaint(s) and determine whether the appropriate standards were met. If the committee determines, in its opinion, that the academic standards are not in accordance with the standards, the committee shall provide corrective recommendations that will bring WCUMBS in accordance with the standards. The committee report shall be submitted to the WCUMBS Program Director for consideration and corrective action.

The WCUMBS Program Director will then provide the student with a written response within 30 days of receipt of the complaint. Should the student complaint related to accreditation be upheld and valid, WCUMBS will establish, as a method of performance improvement, a monitoring of the accreditation deficiency for a period of no less than five years to monitor the corrective action with yearly reporting to the WCUMBS Program Director to ensure compliance. At no time will any adverse action be allowed against the student(s) reporting the adverse accreditation standard. Any reportable adverse activity against the student(s) will result in disciplinary action as delineated above.

All complaints or grievances and the WCUMBS Program Director's written response, adjudication, and resolution of such complaints will be filed and maintained in the Office of the WCUMBS Program Director.

### ***Check-out Procedures for Student Dismissal or Withdrawal***

It is imperative that a student who leaves WCUMBS for any reason goes through the check-out procedure before his/her dismissal or withdrawal. Failure to complete this exit procedure will



give WCUMBS the right to withhold all records pertaining to the student's attendance. The check-out procedure is as follows:

- If the student is withdrawing, he/she must supply the WCUMBS Program Director with a letter of resignation.
- For withdrawal requests, the Course Director will make a recommendation to the WCUMBS Program Director to accept or deny.
- All withdrawals must be approved by the WCUMBS Program Director.
- If the request is accepted, the WCUMBS Program Director or designee will notify the student, the Associate Registrar for WCUMBS, and the WCUMBS Course Director(s).
- If the student is being dismissed, the WCUMBS Committee Chair will make a recommendation to the WCUMBS Program Director.
- If the recommendation to dismiss is accepted, the WCUMBS Program Director or designee will notify the student, the initiating Chairperson, the Associate Registrar for WCUMBS, and the WCUMBS Course Director(s).
- If the student disagrees with the decision, he/she should refer to Appeals of Remediation, Warning, Probation, Denied LOA Request/Re-entry, and Dismissal.
- As soon as the WCUMBS Program Director is formally notified of the final decision of a student's withdrawal or dismissal, a memorandum stating the change in the student's status will be produced, and all appropriate WCUMBS offices and professors will be notified.
- Before leaving campus, the student must undergo an exit interview with the following:
  - WCUMBS Program Office
  - WCU Student Services Office
  - Financial Aid Office
  - Business Office
  - Library
- The student must report to the Associate Registrar for WCUMBS to complete the withdrawal process.

## *Appeals Policies*

### *Appeal of Missed Exams*

Appeals of the Course Director's decisions regarding missed exams will be made to the WCUMBS Program Director. The decision of the WCUMBS Program Director is final.

### *Appeals of Grades*

Appeals of grades will follow the steps outlined below. Students will not be allowed to bypass any step in this appeal process.

1. Meeting with the Course Director: A student who seeks appeal of a particular grade must first speak with the specific Course Director. The involved faculty member(s) will then discuss the situation with the student and make a decision.
2. Meeting with the WCUMBS Program Director: If the student disagrees with the faculty member(s), then he/she may appeal and discuss the situation with the WCUMBS Program Director. After hearing from the student and the faculty member(s), the WCUMBS Program Director will make a decision.
3. Meeting with the WCUMBS Committee: If the student still seeks appeal, he/she may request a hearing before the P&M Committee. A faculty member who disagrees with the decision of the WCUMBS Program Director also may request a hearing before the WCUMBS Committee. After hearing and evaluating all of the information, the committee will deliberate and recommend an action to the WCUMBS Program Director, who will then make the final decision regarding the matter.
4. Individual grades that do not result in remediation, academic probation, and dismissal will not routinely be considered by the WCUMBS Program Director.
5. The intent of this appeal process is to provide for a means to give reasonable consideration to students' grade appeals in a timely manner. Therefore, a grade appeal must be initiated prior to the end of the second week (10 work days) of the subsequent semester following the term of the course grade being appealed.

### ***Appeals of Remediation, Warning, Probation, and Dismissal***

Decisions of remediation, academic warning and probation, denied LOA request/re-entry, and dismissal may be appealed by the student. Such appeals will follow the steps outlined below. Students will not be allowed to bypass any step in this appeal process.

The student must write a letter of appeal and submit the appeal to the WCUMBS Program Director within ten business days (excluding WCUMBS holidays) after receiving notice of remediation, academic probation, and dismissal sanctions.

The appealed action is in effect during the appeals process unless otherwise indicated in writing by the WCUMBS Program Director. In cases where dismissal is being considered, the dismissal will not become final until the WCUMBS internal appeals process, if instituted, has been completed, and a final determination of academic status has been made by the WCUMBS Program Director.\*The written appeal must be complete and detailed, providing a specific rationale for the student's request for reconsideration.

The WCUMBS Program Director will review all appeals and schedule a hearing. The WCUMBS Program Director reserves the right to form an ad hoc advisory committee to hear any appeal and make recommendations. Reasonable accommodations will be made to ensure all necessary parties, including the student, are available at the time of the hearing.

The student will be provided an official written notification of the date and time of an appeals hearing within five business days (excluding WCUMBS holidays) of the WCUMBS Program Director's receipt of any written appeal.

The student will be provided an official written notification of the decision made after an appeals hearing within five business days (excluding WCUMBS holidays) of the completion of a hearing.

The WCUMBS will report the results of all appeal hearings to the WCUMBS Program Director, WCUMBS Associate Registrar, and any initiating Chairperson. In the case of a dismissal decision, the student should refer to the section Check-Out Procedures for Student Dismissal or Withdrawal.

*\* William Carey University reserves the right to require the immediate withdrawal of any student whose conduct poses a direct threat to the health and safety of the student or others, as determined by WCU. In cases where safety or orderly function of the COM is potentially jeopardized, the WCUMBS Program Director or the Office of the President of WCU may require the student be physically removed from the WCU campus until the appeal is resolved. Should an incidence necessitate, such removal will be immediate. Check-Out Procedures for Student Dismissal or Withdrawal will be modified to accommodate orderly function and safety for all parties and may be waived.*

In accordance with the most recent edition of the WCUMBS *Student Handbook*, “The President of the university reserves the right to review all disciplinary action by any person or council and take whatever action he deems to be in the best interest of the university.”

## ***Graduation Requirements***

It is expected that all requirements will be met in one academic year.

At minimum, a graduate must be able to do the following:

1. 2. Demonstrate biomedical knowledge through a combination of the following:
  - a. Passing of course tests
  - b. Research activities, presentations
  - c. Participation in directed reading programs/journal clubs/other evidence-based biomedical activities
2. Demonstrate interpersonal and communication skills through presentations and class activities

Candidates for the degree of Master of Biomedical Science must exhibit the requisite knowledge and skills to complete the prescribed course of study and must also possess personal qualifications and attributes deemed necessary to perform the duties of the osteopathic medical profession. A student who has fulfilled all the academic requirements may be granted the Master of Biomedical Science degree, provided the student has met the following stipulations:

- Compliance with all WCUMBS curricular, legal, and financial requirements, including the accurate and timely submission of the application for graduation
- Attend commencement exercises

- Demonstration of the ethical, personal, and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine
- Demonstration of characteristics suitable for the practice of medicine, including the assumption of responsibility for patient care and integrity in the conduct of clinical activities

### ***Graduation on Alternate Dates***

The Master of Biomedical Science degree is usually awarded in May after completion of the program curriculum. A student who will complete all of his/her degree requirements after the month of May can be awarded the Master of Biomedical Science degree at a later time subsequent to completion of all degree requirements. Upon notification from the Office of WCUMBS Program Director that a student will complete all of his/her degree requirements, the name of the student(s) will be presented at the next regularly scheduled meeting of the WCUMBS Committee for recommendation to receive the Master of Biomedical Science degree.

To be awarded the Master of Biomedical Science degree, students must complete all degree requirements and have the approval of the WCUMBS faculty, WCUMBS Program Director, WCU President, and WCU Board of Trustees. Students will be permitted to participate in graduation ceremonies in May if it is anticipated that they will complete their degree requirements by the end of the spring semester in of the year in which the graduation ceremony occurs. However, under no circumstances will a student receive his or her diploma until all degree requirements have been met.

## ***Contact Information***

William Carey University Board of Trustees listing can be found at <http://www.wmcarey.edu/board-trustees>.

### **Contact Information for WCUMBS**

WCUMBS Website: <http://www.wmcarey.edu/com/mbs>

WCUMBS Program Director .....601.318.6027

WCUMBS Program Office.....601.318.6664

Faculty listing and contact information can be found at <http://www.wmcarey.edu/faculty-and-staff-0>.

### **WCU General Contacts**

William Carey Website: <http://www.wmcarey.edu/>

Main Switchboard .....601.318.6051

Office of the President.....601.318.6495

Housing.....601.318.6102

Disability—Student Services.....601.318.6209

Financial Aid.....601.318.6153

COM Financial Aid.....601.318.6009

Veterans' Program.....601.318.6195

Medical Librarian.....601.318.6236

### **Other**

City of Hattiesburg, MS.....<http://www.hattiesburgms.com>

Hattiesburg, MS Chamber of Commerce.....<http://www.theadp.com> or 601.296.7500

## *QR Code Quick Reference*



E-mail a Librarian



Library Website



William Carey University Student Technology Guide



SaderWatch



William Carey University Homepage



Emergency Notification Registration



eLearning Portal



AACOM Website



E-mail TOEFL Services



TOEFL Homepage



AACRAO Homepage



Educational Credential Evaluators Homepage



International Education Research Foundation, Inc. Homepage



Josef Silny & Associates Homepage



World Education Services Homepage



Indigo Student Portal Login



FAFSA Homepage



E-mail Nichols LEAD Scholarship



American College of Osteopathic Surgeons Homepage



AOA Homepage





SOMA Foundation Homepage



National Health Service Corps Scholarship Homepage



Indian Health Service Homepage



HRSA Loans and Scholarships Homepage



College Scholarships Homepage



MoneyMatters101 Homepage



Fastweb Homepage



Chinese American Medical Society Homepage



Vietnamese American Medical Association Homepage



The Family Practice/After Hours Clinic Homepage



Wesley Medical Center Homepage



CDC Travelers' Health Website



Traveldocs Homepage



State Department Homepage



WCUMBS ExamSoft Homepage



E-mail ExamSoft Support



William Carey University Student Helpdesk



William Carey University Student Technology Guide



William Carey University Board of Trustees



WCUMBS Homepage



WCUMBS Faculty and Staff



City of Hattiesburg Homepage



The Area Development Partnership Homepage



## ***Notice of Receipt***

As an entering WCUMBS student, I acknowledge that I received a printed copy of the *William Carey University Master of Biomedical Science Program (WCUMBS) Student Handbook and Catalog*. I acknowledge also that I have been advised that the *WCUMBS Student Handbook and Catalog* is available online at [www.wmcarey.edu/com/mbs](http://www.wmcarey.edu/com/mbs) and in hard-copy format from the Office of the WCUMBS Program Director.

I further understand that I will be assigned a campus email address, which will be the mechanism by which I will receive all official notices, unless otherwise specified by the *WCUMBS Student Handbook and Catalog*, from the William Carey University Master of Biomedical Science Program (WCUMBS), that it is my responsibility to check that email address, and that I am deemed to have notice of all information sent to my address. I have been advised that some non-campus email services are not compatible with the campus email service, so attempts to forward email to a non-campus address may be unsuccessful.

By signing this form, I understand that it is my responsibility to read the *WCUMBS Student Handbook and Catalog*, keep up with my campus email address, and be familiar with the policies established by the William Carey University Master of Biomedical Science Program.

Signature	Date
Print Full Legal Name	Student Number