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DEPARTMENT OF BIOMEDICAL AND HEALTH INFORMATICS  
STUDENT HANDBOOK 2013-14

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#### STATEMENT OF HUMAN RIGHTS

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

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

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

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

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

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

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

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## INTRODUCTION

This handbook contains helpful information about the Master of Science in Bioinformatics Degree program and Graduate Certificate in Clinical Research Program. It includes a description of program requirements, policies on progression, and academic and professional guidelines. More information is available from the Graduate School catalog, which is available on the UMKC webpage (<http://sgs.umkc.edu/>), and in the UMKC General catalog, available from the University Information Center by presenting your student identification card or at <http://www.umkc.edu/catalog/>.

Students are responsible for knowing and complying with the program and University policies, procedures, and deadlines. From time to time, the program and University policies may change, so the information in this edition of the handbook may become outdated. The updated version is maintained by the Department of Biomedical and Health Informatics (DBHI). As some aspects may undergo further revision, you are encouraged to obtain updated versions by visiting <http://www.med.umkc.edu/msb/>.

The contributions of students, faculty and staff to make this handbook more useful are greatly appreciated. When questions arise, please contact the department directly by phone (816) 235-1184 or email: [tufts@umkc.edu](mailto:tufts@umkc.edu).



**Karen B. Williams, Ph.D.**

*Chair & Professor*

Department of Biomedical & Health Informatics

School of Medicine

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

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### Helpful Contacts at the School of Medicine

Marge Weimer  
Education Coordinator (Resource Adviser)  
Student Affairs  
School of Medicine  
[WeimerM@umkc.edu](mailto:WeimerM@umkc.edu)  
(816) 235-1963

Scott Sponholtz  
Assistant Director - Hospital Hill  
Financial Aid and Scholarships Office  
School of Medicine  
[SponholtzS@umkc.edu](mailto:SponholtzS@umkc.edu)  
(816) 235-6782

## University Resources

### Office of Student Affairs

Located on the 4th floor Gold Unit

Phone: 816-235-1920 (central number)

Fax: 816-235-5593

**Mission** - The Office of Student Affairs is a referral and resource for all students in the School of Medicine.

### Office of Diversity and Community Partnership

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

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

Other SOM Diversity-Related Initiatives

- Critical Mass Event and Mentoring
- Diversity Council
- E. Grey Dimond Office of International Medicine
- Office of Humanities
- Academic Service Learning-Sojourner Clinic
- Student Organizations: APAMSA and SNMA and AMWA

What do we mean by culture?

- Behavioral norms
- Language
- Communication style
- Patterns of thinking
- Beliefs and values—including health beliefs
- Way of life

What is cultural competency?

- Cultural competency is a "set of academic and personal skills that allows one to increase their understanding and appreciation of cultural differences between groups." It begins with an awareness of one's own cultural beliefs.
- In medicine, cultural competency implies the ability of health care providers and organizations to understand and respond effectively to the cultural background (including language and religious beliefs) brought by the patient to the health care setting.

### **Statement on Discrimination, Intimidation and Sexual Harassment**

....Committed to creating and maintaining an environment on campus that is free from all forms of harassment, discrimination and intimidation.

Discrimination or coercion based on race, ethnicity, gender, class, religion, sexual orientation, age, rank is prohibited...as is retaliation. (Faculty Senate 2008)

Report immediately to course/clerkship director, Dr. Susan Wilson M1-109 Dean's Office 816 235-1780, wilsonsb2@umkc.edu and/or the Affirmative Action Office. For more information, please visit <http://www.med.umkc.edu/odcp/>

### **Health Sciences Library (M2-101)**

Peggy Mullaly-Quijas, Ph.D., AHIP  
Director, Health Sciences Library  
816-235-1880

The Health Sciences Library's staff supports the students at the UMKC Schools of Medicine, Nursing, and Pharmacy. Staff can help you use all the resources and services available to you at the Library.

To reach the Health Sciences Library:  
816-235-1880  
e-mail: [healthinfo@umkc.edu](mailto:healthinfo@umkc.edu)

#### Hours

Monday – Thursday 8 a.m. to 10 p.m.  
Friday 8 a.m. to 5:30 p.m.  
Saturday 9 a.m. to 5 p.m.  
Sunday 2 p.m. to 10 p.m.

#### Location

The Health Sciences Library is on the second floor of the School of Medicine, Room M2-101. The Library has a group study room (available to reserve) as well as individual study carrels for quiet study. There are moveable tables and chairs for accommodating groups. Wireless access to the UMKC network is available as well.

#### Resources

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

The Library's web site is <http://library.umkc.edu/hslhome>. From there, you can:

- Learn to use Medline and CINAHL
- Borrow items from other libraries
- Renew books and reserve materials
- See Five Tips for searching PubMed
- Access Electronic Links for Docent Rotations
- Find the JAMA Rational Clinical Exam Series
- Find Information Survival for Medical Students, including preparation questions for the boards

- Get assistance in finding medical articles, class links, evidence-based medicine links
- Download the mobile applications for Micromedex or Clinical Pharmacology. (See <http://library.umkc.edu/hsljustforyou-medicine>).
- Use the “Quick Links” pull-down menu in the upper right corner of the web site to find the more useful options, such as connecting to Medline.

Please respect others and help all in maintaining an academic learning environment at the Health Sciences Library.

### **Student Financial Counseling (M4205B)**

Robin Hill  
 Financial Literacy Counselor  
[hillrob@umkc.edu](mailto:hillrob@umkc.edu)  
 816-235-1807

The Financial Literacy Counselor helps students financially in a multitude of ways. Workshops will be conducted during class meetings each fall and spring semester. Examples of topics for those workshops are included below.

- Budget (Free Excel Budget)
- Credit
- Debt Management
- Default
- Financial Goals
- Glossary of Student Loan Terms
- Income Based Repayment & Public Service Loan Forgiveness
- Insurance
- Interest
- Loan Counseling & Repayment
- Nation and State Loan Forgiveness Programs
- Physician Compensation
- Saving
- Student Loan Repayment Calculators
- Understanding Grace, Deferment and Forbearance
- Federal Student Loan Repayment Choices
- Understanding the Cost of Attendance
- Learning to Make Wise Financial Choices

Robin Hill is available for one-on-one counseling to review your individual finances, help you learn how to successfully create and work a budget, and discuss how to keep your loan debt as low as possible.

Students will receive information about scholarships, financial resources in the community, and most importantly, students will gain a solid understanding of how the financial aid process works and what life in repayment may look like.

Understanding how financial aid works, how to keep borrowing to a minimum and understanding the long term effects of taking on debt are important, so schedule a meeting with SOM Financial Counselor

Robin Hill at hillrob@umkc.edu to help determine what plan of action is best for you and how it will affect your future.

### **Wellness Program (M4-205F)**

Niloofar Shahmohammadi, M.A.  
Wellness Program Coordinator  
ShahmohammadiN@umkc.edu  
816-235-1862

#### Wellness Program Coordinator

The School of Medicine recognizes the challenge students face in keeping up with their coursework while trying to maintain a balanced lifestyle. The Wellness Program Coordinator serves as a resource to enhance your success while in medical school by offering wellness programs and workshops, as well as individual wellness coaching to help identify obstacles, manage your stress, and connect you with campus and community resources to meet your needs.

#### Wellness Planning and Coaching

One of the greatest skills you can develop as a student and a future physician is self-awareness. In addition to the intellectual capacity for the sciences, professional school requires strong time management skills, self-discipline, and responsibility. In a 6-year program, these skills are even more imperative. Change is not easy, however, and breaking down the areas of stress in your life and coming up with doable, quantifiable action steps to move you in the right direction is something all medical students should begin doing from early on in their academic careers.

Wellness Planning is a great way to do just that, and individual planning and coaching is a service offered by the Wellness Program. The first session involves taking the Take Care of Yourself wellness inventory. The inventory will allow you to:

- Identify current stressors
- Identify strengths
- Identify areas for improvement
- Create an action plan

Follow-up appointments with the Wellness Coach will allow you to evaluate and modify the wellness plan and goals as necessary until success has been achieved.

In addition to Wellness Planning and Coaching, the UMKC School of Medicine Wellness Program offers a variety of workshops throughout the year, including: Cooking for College Students, “The Work,” and “Therapeutic Lifestyle Change.”

### **UMKC Counseling Center**

The UMKC Counseling center is available to all UMKC students. Students are allowed 15 free sessions as a part of their tuition and sessions after that are available at a minimal cost. The Counseling Center also provides psychological assessments and testing. For more information about counseling services, visit the website at [www.umkc.edu/counselingcenter](http://www.umkc.edu/counselingcenter).

### **LGBTQIA Programs and Services**

5100 Cherry  
Student Union, Suite 320



Jonathan T. Pryor, M.Ed.  
Coordinator  
lgbtqia@umkc.edu  
816.235.6556  
Web: [www.umkc.edu/lgbt](http://www.umkc.edu/lgbt)  
Facebook: [www.facebook.com/umkc\\_lgbtqia](http://www.facebook.com/umkc_lgbtqia)

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

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

### **Places to Study in the School of Medicine**

There are several common areas at the School of Medicine where students may study. The Health Sciences Library is located on the second floor and has several options for quiet or small group study. The conference rooms on the units on the fourth and fifth floors are generally open from 8 a.m. to 5 p.m. Faculty and staff have priority for using these conference rooms and they cannot be reserved for student study; however, when they are not reserved or in use, students are welcome to study there. There are several areas on the first floor that are available all day. There is a canteen area and a few other nooks with comfortable seating that can be turned into a study spot. Theatre B and Theater C are open for student study from 5:00PM to 3:00AM. Occasionally, these may be reserved for group meetings during those hours. **Graduate students are also encouraged to use the Graduate Student Lounge on the third floor for group or individual study and rest between classes. There is a combination key on the door. Please contact Jennifer Tufts for the code.**

### **Career Planning (M4-205G)**

Felix Okah, M.D., M.S.  
Assistant Dean for Career Advising  
okahf@umkc.edu  
816-235-3593

Connie Beachler, M.A.  
Career Counselor  
[beachlerc@umkc.edu](mailto:beachlerc@umkc.edu)  
816-235-1811

Alison Troutwine  
Administrative Assistant  
[troutwinea@umkc.edu](mailto:troutwinea@umkc.edu)  
816-235-1900

On request, tailored presentations are given on CV preparation and interviewing skills for students in the MSA, MSB, PA and graduate certificate programs.

- Individual counseling and class presentations on how to:
  - Assess personal compatibility with different career paths
  - Explore specialty options and make an informed choice
  - Construct a Curriculum Vita and Personal Statement
  - Research residency programs and prepare to be a competitive applicant
  - Interview skillfully and follow up properly

### **Violence Prevention and Response**

The UMKC Women's Center serves as a victim advocate to assist students, faculty, and staff in understanding various resources, policies, and procedures related to violence and safety at UMKC. Women's Center staff is available to provide support and guidance for those experiencing sexual harassment or other forms of sexual violence. UMKC's Violence Prevention Coordinator is available to discuss campus and community options, regardless of whether or not you choose to officially report an incident. For advocacy and support issues, please contact: Michelle Kroner, Victim Services Adjudication Advisor at 816-235-1652, [kronermm@umkc.edu](mailto:kronermm@umkc.edu), or [www.umkc.edu/womenc](http://www.umkc.edu/womenc). The Women's Center is located on the UMKC Volker campus at 105 Haag Hall.

## School of Medicine Policies and Procedures

### Student Responsibilities

**Read your e-mail** – UMKC relies on e-mail as the official means of communicating with students. Students are expected to read their e-mails regularly and keep their e-mail boxes cleared out enough that they can receive important communication. Always read e-mails that come from your docent, ETC/advisor, professors or staff members at the Office of Student Affairs. To reduce e-mail clutter, the Office of Student Affairs sends out a weekly In The Know e-mail with events, announcements, policy changes, and research and scholarship opportunities. All past e-mails are posted on the Student Affairs website for reference.

**Attend all orientations and class meetings** – Orientation sessions and class meetings are mandatory requirements and are the primary ways that advisors and administrators pass along pertinent information. Class meeting topics cover relevant policies and upcoming challenges or requirements and frequently feature the advice of senior students. Those who cannot physically attend class meetings are expected to watch videos via Tegrity at the Student Affairs Blackboard site.

**Registering in Pathway** – All students are required to register for their classes in a timely manner. Appropriate registration is necessary to access Blackboard and to process your financial aid. Failure to pay fees or bills or to follow-through with your financial aid may result in a hold on your account that could bar you from registering.

**Your Educational Record** – Staff work diligently to ensure that your educational record reflects the effort and achievement due to you. Despite this, it is ultimately the student's responsibility to regularly check their enrollment and grades for accuracy. Not only do you know what your own record should look like, you stand to lose the most if it is inaccurate. The School of Medicine currently keeps evaluation materials in both Pathway and Oasis – students should be aware of their status in both. Your official transcript is generated from grades submitted to Pathway.

### Collected Rules and Regulations

Programs, Courses and Student Affairs  
Chapter 200: Student Conduct

200.010 Standard of Conduct

Amended Bd. Min. 3-20-81; Bd. Min. 8-3-90, Bd. Min 5-19-94; Bd. Min. 5-24-01; Bd. Min. 7-27-12; Bd. Min. 12-7-12

A student enrolling in the University assumes an obligation to behave in a manner compatible with the University's function as an educational institution.

A. **Jurisdiction of the University of Missouri** generally shall be limited to conduct which occurs on the University of Missouri premises or at University-sponsored or University-supervised functions. However, nothing restrains the administration of the University of Missouri from taking appropriate action, including, but not limited to, the imposition of sanctions under Section 200.020(C), against students for conduct on or off University premises in order to protect the physical safety of students, faculty, staff, and visitors.

1. **Conduct** for which students are subject to sanctions falls into the following categories:

- a. **Academic dishonesty**, such as cheating, plagiarism, or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer.
  - b. The term **cheating** includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.
  - c. The term **plagiarism** includes, but is not limited to: (i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
  - d. The term **sabotage** includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.
2. **Forgery, alteration, or misuse** of University documents, records or identification, or knowingly furnishing false information to the University.
  3. **Obstruction or disruption** of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.
  4. **Physical abuse** or other conduct which threatens or endangers the health or safety of any person.
  5. **Attempted or actual theft** of, damage to, or possession without permission of property of the University or of a member of the University community or of a campus visitor.
  6. **Unauthorized possession**, duplication or use of keys to any University facilities or unauthorized entry to or use of University facilities.
  7. **Violation of University policies**, rules or regulations or of campus regulations including, but not limited to, those governing residence in University-provided housing, or the use of University facilities, or the time, place and manner of public expression.
  8. **Manufacture, use, possession, sale or distribution of alcoholic beverages** or any controlled substance without proper prescription or required license or as expressly permitted by law or University regulations, including operating a vehicle on University property, or on streets or roadways adjacent to and abutting a campus, under the influence of alcohol or a controlled

substance as prohibited by law of the state of Missouri.

9. **Disruptive or disorderly conduct** or lewd, indecent, or obscene conduct or expression.
10. **Failure to comply** with directions of University officials acting in the performance of their duties.
11. **The illegal or unauthorized possession or use of firearms**, explosives, other weapons, or hazardous chemicals.
12. **Misuse in accordance with University policy of computing resources**, including but not limited to:
  - a. Actual or attempted theft or other abuse.
  - b. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
  - c. Unauthorized transfer of a file.
  - d. Unauthorized use of another individual's identification and password.
  - e. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
  - f. Use of computing facilities to interfere with normal operation of the University computing system.
  - g. Knowingly causing a computer virus to become installed in a computer system or file.

### **Business Interruption Policy**

In the event of severe weather, natural disasters (tornados, earthquakes, floods, etc.,) act of terrorism, workplace violence, significant utility outages, and other events that may impact the safety and welfare of students, faculty, and staff or create major disruption of operations, the following policy shall govern the University's response to such events.

1. The Assistant Vice Chancellor of Campus Facilities, Director of Environmental Health & Safety and the Chief of Police, as applicable, shall immediately consult with the Chancellor concerning any weather condition or disaster that severely impacts the normal day-to-day operation of the University.
2. The Chancellor, at his/her sole discretion, shall determine whether the condition is of such a nature as to require the cancellation of classes (e.g., unsafe for students walking on campus) and/or closure of the University (e.g., access to campus is perilous).
3. Should the Chancellor determine that classes are to be cancelled and/or the University closed due to inclement weather, the following steps shall be implemented not later than 5:30 a.m. (or not later than 3:00 p.m. for evening events and classes).
  - a. The Chancellor or authorized designee shall notify the Director, Media Relations or a designee, who shall immediately:
    - (1) Contact the media cooperative set up to disseminate official school closings information (using the appropriate UMKC code number set up by the cooperative) so that public media will broadcast the notice of cancellation of classes or closure of the University promptly, but not later than 6:00 a.m. Be

advised that broadcast school updates are at the discretion of each media outlet, and may not appear immediately.

- (2) Provide for immediate distribution of information through UMKC Alert!, the University's mass notification system program, including:
  - Text messaging, personal and UMKC voice mail, personal and UMKC email, and pagers.
  - The University Help line (235-2222): includes information as to safety of being on campus; laboratories open or closed; building availability.
  - Mass email/voicemail notice to UMKC Everyone (faculty, staff & students)
  - UMKC home page (umkc.edu) and UMKCAAlert! (umkc.edu/umkcalert).
- (3) Contact Chief Information Officer or designee to provide appropriate information on the University main line (816-235-1000).

In the event of natural disasters, act of terrorism, workplace violence or other events that may impact safety and welfare, the Director, Media Relations, or a designee, will immediately:

- (1) Provide for immediate distribution through the UMKC Alert! notification system as noted above.
- (2) Contact the media – in a timely, immediate manner – to provide concise and factual information regarding the event. Public Relations will continue to provide media with updates of an ongoing event.
- (3) Contact Chief Information Officer or designee to provide appropriate information on the University main line (816-235-1000).

- b. The Chancellor, or designee, shall notify all the Chancellor's direct reports, who will disseminate the information further.
- c. The Provost shall notify academic deans. Deans will take appropriate steps to communicate with their unit on a timely basis. Directors of research labs and patient clinics shall provide special notice to their employees, some of whom may be deemed "situationally critical" as defined below.
- d. The Vice Chancellor for Student Affairs shall provide special notice at all residence halls.

4. Students and employees shall bear ultimate responsibility, whether from news media, alerts from the UMKC Alert! notification system (including telephone call to the University's 235-1000 number, UMKC web site), their professor, director or other supervisor, to determine for themselves whether or not they are to report to class or to work. Failure to obtain accurate information shall not constitute excuse from this policy.

5. Governing definitions

- a. **"Cancellation of Classes"**. This statement broadcast by public media means only that classes are cancelled and the administrative offices remain open. In this event, all staff should report to work.
- b. **"UMKC campus closed"**. This statement broadcast by public media means classes are cancelled and administrative offices are closed. However, in this event, "situationally critical" persons should report to work. All other employees should not report to work.

- c. **Late Start or Early Dismissal.** Based on the situation, the university may choose to delay the start or early dismiss the administrative offices of campus, including scheduled classes.
- d. **Situationally critical persons.** “Situationally critical persons” are only those persons employed by physical plant, police, research laboratories, patient clinics, and information services that the director of those departments, in his/her sole discretion, shall determine are critical to the operation of the University. Employees shall be responsible to call their director or immediate supervisor for instruction as to whether or not they are required to report for work under the particular conditions.
- e. **Divergent treatment.** The application of this policy may differ among the various campuses and/or buildings of the University, depending in each instance upon the perceived safety for students, employees, and visitors.

### **Inclement Weather Policy**

Should the Chancellor determine that classes are to be cancelled and/or the University closed due to inclement weather, the following steps shall be implemented for courses by the School of Medicine:

- If UMKC Volker campus has closed, there will be no School of Medicine course activities that day. This includes regularly scheduled lectures, laboratories and learning activities.

### **Statement on Discrimination, Intimidation, & Sexual Harassment (Policy on the Mistreatment of Students)**

The faculty, administration, staff, and students of the University of Missouri -Kansas City are dedicated to the pursuit of knowledge and the acquisition of skills that will enable us to lead rich and full lives. We can pursue these ends only in a culture of mutual respect and civility. It is thus incumbent upon all of us to create a culture of respect everywhere on campus and at all times through our actions and speech. As a community of learners, we are committed to creating and maintaining an environment on campus that is free of all forms of harassment, intimidation, and discrimination. Any form of discrimination or coercion based on race, ethnicity, gender, class, religion, sexual orientation, age, rank, or any other characteristic will not be tolerated. Should you, a friend, or a colleague ever experience any action or speech that feels coercive or discriminatory, you should report this immediately to the course/clerkship department chair, to Dr. Susan Wilson in office M1-109 of the office of the Dean of the School of Medicine, and/or the Affirmative Action Office. The Affirmative Action Office, which is ultimately responsible for investigating all complaints of discrimination or sexual harassment, is located at 218A Administrative Center, 5115 Oak Street; the office may be contacted at 816-235-1323.

All formal complaints will be investigated and appropriate action taken.

### **Grievances**

It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applicants for admission to the University on the basis of merit without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age, disability or Vietnam-era veteran status. Sexual harassment shall be considered a form of discrimination. To ensure compliance with this policy, all University of Missouri prospective or enrolled students will have available to them this student-discrimination grievance procedure for resolving complaints and/or grievances regarding alleged discrimination.

This grievance procedure neither supersedes nor takes precedence over established University procedures of due process for any and all matters related to academic dishonesty, grade appeals, traffic

appeals, disciplinary appeals or other specific campus procedures that are authorized by the Board of Curators and that deal with faculty and staff responsibilities. These proceedings may be terminated at any time by the mutual agreement of the parties involved.

NOTE: A grievance concerning specific incidents filed under this discrimination grievance procedure will not be processed on behalf of any student who elects to use another University grievance procedure. In addition, the filing of a grievance under these procedures precludes the subsequent use of other University grievance or appeals procedures for the same incident.

Definitions of Grievances - A complaint is an informal claim of discriminatory treatment. A complaint may, but need not, constitute a grievance. Complaints are processed through informal procedures. A grievance is the written allegation of discrimination that is related to:

- Recruitment and admission to UMKC
- Admission to, and treatment while enrolled in, an educational program
- Employment as a student employee on campus
- Other matters of significance relating to campus living or student life, including, but not limited to, assignment of roommates in residence halls, actions of fraternities and sororities, memberships in or admission to clubs or organizations, student health services and financial-aid awards

A student with an informal complaint will be provided a copy of the appropriate policy and procedure on student complaints and grievances, and the vice chancellor for student affairs' designee, the director of Student Life, and the UMKC Division of Diversity, Access, and Equity will be available to help the student understand the opportunities afforded through such policies and procedures. The director of Student Life is located in room G-6 of the University Center. The UMKC Division of Diversity, Access, and Equity office is located at 359 Administrative Center. Please contact them by phone at (816) 235-1323 for issues related to Affirmative Action, or (816) 235-6704 for Diversity Initiatives.

For the complete text of this policy, please see:

[http://www.umsystem.edu/ums/rules/collected\\_rules/grievance/ch390/grievance\\_390.010](http://www.umsystem.edu/ums/rules/collected_rules/grievance/ch390/grievance_390.010)



## MASTER OF SCIENCE IN BOINFORMATICS PROGRAM DESCRIPTION

The Department of Biomedical and Health Informatics (DBHI) at the School of Medicine (SOM), in cooperation with the School of Biological Sciences (SBS) and the School of Computing and Engineering (SCE), offers the Master of Science in Bioinformatics (MSB) with emphasis areas in Clinical Research, Computational Bioinformatics, and Genomic Bioinformatics.

- **Clinical Research:** Emphasizes the creation and understanding of data generated by patient care and clinical studies and on the statistical methodology needed for clinical research and improved bedside care. (Additional information regarding this area is available. Please visit <http://www.med.umkc.edu/msb/clinical.shtml>).
- **Computational Bioinformatics:** Emphasizes the development and use of the next generation of bioinformatics tools and software. (Additional information regarding this area is available. Please visit <http://sce.umkc.edu/csee/programs/graduate.aspx>).
- **Genomic Bioinformatics:** Emphasizes the use of existing software for biological analysis and the analysis of a diverse set of biological data. (Additional information regarding this area is available. Please visit [http://www.umkc.edu/catalog/School\\_of\\_Biological\\_Sciences\\_0.html](http://www.umkc.edu/catalog/School_of_Biological_Sciences_0.html)).

The program is designed to prepare a new generation of informatics professionals who will have the necessary skills to work constructively for the advancement of health sciences. Students will master core competencies that will allow them to participate in biological research, clinical and population health research, and research to develop innovative information systems. Our goal is to produce the next generation of health researchers by emphasizing patient-oriented research in the context of state-of-the-art medical informatics.

Graduates are expected to be effective team members who can contribute to multidisciplinary approaches to education, research, and development in the fields of bioinformatics and/or clinical research. This program will prepare students to assume responsible positions, which may include informatics support for basic and translational research and development, institutional management, public policy, information systems, hospitals or industry development or as members of a clinical research team. Alternatively, students completing their Master's degree may choose to continue their education at advanced graduate levels.

### Student Learning Outcomes

- Demonstrate lifelong learning skills by continually setting learning goals, pursuing them, and applying the knowledge to his or her profession.
- Recognize and use bioinformatic factors/data to influence health, disease, disability, and access to care.
- Establish productive collaborations with academia, industry, and government agencies.
- Communicate effectively with diverse groups of professionals.
- Demonstrate commitment to the principles of responsible research: honesty, efficiency, accuracy, and objectivity.

### Curricular Description

A minimum of 36 credit hours are required to earn the Master of Science in Bioinformatics degree in one of the three emphasis areas and include:

- 12 credit hours of core courses (MEDB 5501, MEDB 5502, MEDB 5510 and MEDB 5561)
- Required coursework in the respective emphasis areas

- Electives
- Thesis or Capstone Project

In addition to the Core requirements of all students in the program, each student will have requirements that vary by emphasis area. The suggested course sequencing is as follows:

		<b>Clinical Research</b>	<b>Computational</b>	<b>Genomics</b>
<b>Year 1</b>	<b>Fall</b> (AUG-DEC)	Biostatistics 1 (MEDB 5501)	Biostatistics I (MEDB 5501)	Biostatistics I (MEDB 5501)
		Clinical Research Methodology (MEDB 5510)	Database Management/Design* (COMP-SCI 470 or 371 )	Biochemistry I (LS-MBB 5561)
		Elective	Introduction to Bioinformatics (COMP-SCI 5566)	Cell and Molecular Biology I (LS-CBB 5530)
	<b>Spring</b> (JAN-MAY)	Biostatistics II (MEDB 5502)	Biostatistics II (MEDB 5502)	Biostatistics II (MEDB 5502)
		Medical Informatics (MEDB 5520)	Medical Informatics (MEDB 5520)	Biochemistry II (LS-MBB 5562)
		Clinical Trials (MEDB 5512)	Machine Learning in Bioinformatics (COMP-SCI 5567)	Cell and Molecular Biology II (LS-MBB 5520)
		Overview of Health Services Research (MEDB 5513)	Elective	Thesis (3) (LS-MBB/CBB 5690)
<b>Year 2</b>	<b>Fall</b> (AUG-DEC)	Responsible Conduct of Research (MEDB 5561)	Responsible Conduct of Research (MEDB 5561)	Responsible Conduct of Research (MEDB 5561)
		Principals and Applications of Epidemiology (MEDB 5511)	Clinical Research Methodology (MEDB 5510)	Clinical Research Methodology (MEDB 5510)
		Elective	Elective	Evolution (BIOL 5559)
	<b>Spring</b> (JAN-MAY)	Thesis (6) OR Elective (3) + Project (3)	Thesis (6) OR Elective (3) + Project (3)	Database Management/Design* (COMP-SCI 470 or 371 )
		*Unless a student has already completed one of these courses		Bioinformatics and Data Analysis (BIOL 5525)
Thesis (3) (LS-MBB/CBB 5690)				

### **Elective Credits**

In addition to the required courses listed above, students will work with their Graduate Adviser to determine appropriate electives. Suggestions are listed below, but this list is not exhaustive. The number of elective credit hours will vary depending on the emphasis area selected and whether or not the student will complete a thesis or capstone project. Depending on the extent of prior preparation, some of the electives might entail additional pre-requisite coursework.

### **Clinical Research Emphasis**

- Qualitative Methods In Nursing Research (NURSE 5557)
- Qualitative Research Methods (NURSE 5670)
- Project Management (DSOM 5543)
- Human Genome Epidemiology (MEDB 5514/ LS-BIOC 5530)

### **Computational Emphasis**

- Advanced Software Engineering (CS 5551)
- Knowledge Discovery & Management (CS 5560)
- Foundations of Computational Intelligence (CS 5590CI)
- Neural and Adaptive Systems (ECE 5590NN)
- Advanced Biomedical Signal Processing (ECE 5590BP)
- Biomedical Image Processing (ECE 5590B)
- Pattern Recognition (ECE 5590PR)
- Design and Analysis of Algorithms (CS 5592)
- Architecture of Database Management Systems (CS 570)
- Large Scale XML Data Management (CS 5590LD)
- Principals and Applications of Epidemiology (MEDB 5511)
- Evolution (BIO L5519)
- Bioinformatics and Data Analysis (BIO L5525)

### **Genomics Emphasis**

- Mammalian Physiology (BIOL 5534)
- Neurobiology (BIOL 5542)
- Graduate Biophysical Principles (LSCBB 5501)
- Graduate Virology (LSCBB 5504)
- Membrane Biochemistry and Biophysics (LSCBB 5566)
- Developmental Biology (LSMBB 5509)
- Structure and Function of Proteins (LSMBB 5565)

## **POLICY ON PROGRESSION FOR THE MSB DEGREE PROGRAM**

### **Preface**

The Curriculum and Student Progression Committee (CSPC) will develop and apply policies and procedures that govern student progression. They will make recommendations regarding student progress to the SOM Graduate Council who will, in turn make recommendations to the dean of the SOM. Recommendations made by the CSPC are designed to ensure the positive progression of students who clearly demonstrate additive knowledge, skills, and abilities resulting in evidence-based competencies consistent with the student's level of training and professional scope of practice expectations. The CSPC also has the responsibility of recommending non-promotion and academic probation when a student fails to meet MSB Program Requirements.

### **Statement of Human Rights**

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

### **Committee Structure and Membership**

The Department has a standing Curriculum and Student Progression Committee. This committee must have at least two regular faculty members, with the Department Chair serving as an *ex officio* member.

Curriculum and Student Progression Committee: The members of this committee will be elected at a Faculty meeting and shall consist of at least three faculty members and one student advisory member (non-voting). Committee member terms are two years. Members may be re-elected. All curriculum and student progression matters passed by the Committee must be approved by a majority vote of the entire Faculty. The major responsibilities of the Curriculum and Student Progression Committee will be:

1. To develop and monitor new and existing courses and/or graduate programs, and
2. To formulate and administer procedures regarding student admissions, assessment, graduation, dismissal, and discipline for departmental programs.

### **Degree Requirements**

To earn the Master of Science Bioinformatics, the student must satisfy both the general Master of Science degree requirements of the University of Missouri-Kansas City and the requirements of the Department of Biomedical and Health Informatics for either the thesis or non-thesis option as outlined on the next page.

### **Policy**

Policies and procedures are drafted and adopted by the Committee that explicitly define criteria for remaining a student in good standing while enrolled in the MSB Program.

### **Criteria for Probation, Separation and Graduation**

#### **1. Probation**

Graduate students, regardless of classification, must maintain a 3.0 (B) grade-point average in all coursework taken for graduate credit at UMKC and must meet any additional academic requirements imposed by the school, department or Interdisciplinary Ph.D. discipline. Students

are responsible for keeping apprised of their academic status by referring to term grades and their permanent academic record on file in the UMKC Registration and Records Office.

Whenever the cumulative GPA for UMKC courses taken for graduate credit by a graduate student of any classification falls below 3.0, the student's status for the next term becomes: "On Probation - See Graduate Adviser." (Interdisciplinary Ph.D. students will be directed to consult their interim adviser or research adviser.) The Graduate Adviser, interim adviser or research adviser will review the student's progress and provide counsel, and the following conditions apply:

- A graduate student on probation who is not restored to good academic standing by the end of two successive regular semesters following the term in which the cumulative GPA fell below 3.0 will be declared ineligible to re-enroll.
- While on probation, a graduate student must achieve a 3.0 term GPA in order to enroll for the following term.
- A graduate student on probation will not be restored to good standing until a cumulative graduate-credit GPA of at least 3.0 is achieved.

## **2. Separation**

When DBHI, SOM, or the MS Graduate Committee, irrespective of a student's grade-point average, considers a graduate student's performance to be unsatisfactory, the department, school or committee may recommend to the SOM Graduate Council that the student be reclassified or declared ineligible for further study. The SOM Graduate Council will make recommendations to the dean of the SOM who will convey a decision to the Graduate Council and the department.

Students who have been declared ineligible due to unsatisfactory progress or performance may appeal such decisions to the dean of the School of Graduate Studies, as designee of the chancellor. Such appeals must be made in writing within 14 consecutive days after the student receives notice of the decision.

The decision of the graduate dean, as the chancellor's designated representative in such cases, is final and will be communicated in writing to the following:

- The Student
- The SOM Graduate Council
- The Dean of the SOM
- The Registrar

## **3. Graduation Requirements for the Thesis Option**

- Complete a minimum of 36 hours of approved coursework for graduate credit with a cumulative GPA of at least 3.0.
- Complete a minimum of six hours in Research and Thesis (MEDB 5599, LSMBB/CBB 5690).
- Complete a minimum of nine hours in the emphasis area.
- Meet with his/her Graduate Adviser to coordinate a Graduate Committee when the student has completed nine hours of graduate work.

- Present evidence of research capabilities in the form of a master's thesis. Pass a thesis defense that will cover all aspects of the research project undertaken for the thesis in the student's graduate program.
- Satisfy all common requirements.

**Graduation Requirements for the Non-Thesis Option:**

- Complete a minimum of 36 hours of approved coursework for graduate credit with a cumulative GPA of at least 3.0.
- Complete a minimum of 12 hours in the emphasis area.
- Create a program of study form with the Graduate Adviser during the first semester of course work, which will be updated every semester.
- Satisfy all common requirements.

**Graduation Common Requirements and Limitations for Both Options:**

- Satisfy the core requirements for the program and emphasis area.
- Develop an approved program of study before the end of the semester in which the student completes 12 credit hours of graduate work.
- No more than six credit hours of course work completed outside of the Department of Biomedical and Health Informatics may be transferred to satisfy degree requirements.
- No more than six credit hours of independent study may be used to satisfy degree requirements. All MEDB 5530 or MEDB 5531 courses to be applied to the Master of Science degree requirements must be approved by the Graduate Adviser before classes begin.
- No more than one course grade below 3.0 may be applied toward the degree requirements.

**Transfer Credit**

Not more than six hours of graduate credit may be transferred from another recognized graduate school or from another academic unit within UMKC. Transfer credit may be applied toward the master's degree requirements on the approval of the student's Graduate Adviser and the Graduate Committee. No credit hours may be transferred when those hours have been used toward the completion of any other degree program, graduate or undergraduate. The total amount of transfer credit and credit from approved 400-level classes, combined, shall not exceed nine hours.

**4. Procedure for Review of Progress**

- Students should initiate meetings once a semester to review progress with their Graduate Adviser.
- One week after final grades are submitted for the semester, a representative from the department will update official copies of the Program of Study form.
- Forms will be presented to the Committee for review two weeks after final grades are submitted each semester.
- The Committee will make recommendations for academic probation, progression, and graduation.
- Students who have not met progression standards will be notified in writing of academic probation, and will have the opportunity to meet with the Committee to present information on their status in the program as needed.

**Withdrawal from the MSB Program**

A student withdrawing from the SOM MSB Program must submit a letter of withdrawal (with rationale influencing the decision) to the MSB Curriculum and Student Progression Committee and meet with the Chair of the Department or the Graduate Adviser. Verbal notification of intent to withdraw is not considered official notification.

## **GRADUATE CERTIFICATE IN CLINICAL RESEARCH PROGRAM DESCRIPTION**

The Department also offers a Graduate Certificate in Clinical Research. The Graduate Certificate is a valuable credential for health care professionals (e.g., junior faculty, clinical fellows, physicians, nurses, pharmacists, dentists, clinical research coordinators, and other allied health professionals) who want in-depth exposure to essential tools needed to advance their research career but who are unable to devote the requisite time to a full master's degree program.

### **Specific Requirements for the Graduate Certificate in Clinical Research**

Complete the five core courses (a minimum of 15 hours) of approved coursework for graduate credit with a cumulative GPA of at least 3.0. Core courses are:

- Biostatistics I (MEDB 5501)
- Clinical Research Methodology (MEDB 5510)
- Clinical Epidemiology (MEDB 5511)
- Clinical Trials (MEDB 5512)
- Overview of Health Services Research (MEDB 5513)

Since the Graduate Certificate Program includes the core courses required to complete the full MSB degree, Certificate Program graduates will be offered the option of applying to the MSB program in the Clinical Research emphasis. If accepted, they will be able to apply the 15 credit hours towards fulfilling the requirements for the MSB degree (36 credit hours).

### **Transfer Credit**

Not more than six hours of graduate credit may be transferred from another recognized graduate school or from another academic unit within UMKC. Transfer credit may be applied toward the Graduate Certificate requirements on the approval of the student's Graduate Adviser and the Curriculum and Student Progression Committee. No credit hours may be transferred when those hours have been used toward the completion of any other degree program, graduate or undergraduate. The total amount of transfer credit and credit from approved 400-level classes, combined, shall not exceed nine hours.



## **POLICY ON PROGRESSION FOR THE GRADUATE CERTIFICATE IN CLINICAL RESEARCH PROGRAM**

### **Preface**

The Curriculum and Student Progression Committee (CSPC) are responsible for developing and applying policies and procedures in order to make recommendations regarding MSB student progress to the School of Medicine (SOM) Graduate Council, which will make recommendations to the Dean of the SOM. Recommendations made by the CSPC are designed to ensure the positive progression of students who clearly demonstrate additive knowledge, skills, and abilities resulting in evidence-based competencies consistent with the student's level of training and professional scope of practice expectations. The CSPC also has the responsibility of recommending non-promotion and academic probation when a student fails to meet Graduate Certificate in Clinical Research Program Requirements.

### **Statement of Human Rights**

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

### **Committee Structure and Membership**

The Department has a standing Curriculum and Student Progression Committee. This committee must have at least two regular faculty members, with the Department Chair serving as an *ex officio* member.

Curriculum and Student Progression Committee. The members of this committee will be elected at a Faculty meeting and shall consist of at least three faculty members and one student advisory member (non-voting). Committee member terms are two years. Members may be re-elected. All curriculum and student progression matters passed by the Committee must be approved by a majority vote of the entire Faculty. The major responsibilities of the Curriculum and Student Progression Committee will be:

3. To develop and monitor new and existing courses and/or graduate programs, and
4. To formulate and administer procedures regarding student admissions, assessment, graduation, dismissal, and discipline for departmental programs.

### **Policy**

Policies and procedures are drafted and adopted by the Committee that explicitly define criteria for maintaining a student in good standing while enrolled in the Graduate Certificate program.

### **Criteria for Probation, Separation and Graduation**

#### **1. Probation**

Graduate students, regardless of classification, must maintain a 3.0 (B) grade-point average in all coursework taken for graduate credit at UMKC and must meet any additional academic requirements imposed by the school, department or Interdisciplinary Ph.D. discipline. Students are responsible for keeping apprised of their academic status by referring to term grades and their permanent academic record on file in the UMKC Registration and Records Office.

Whenever the cumulative GPA for UMKC courses taken for graduate credit by a graduate student of any classification falls below 3.0, the student's status for the next term becomes: "On Probation - See Graduate Adviser." (Interdisciplinary Ph.D. students will be directed to consult

their interim adviser or research adviser.) The principal graduate adviser, interim adviser or research adviser will review the student's progress and provide counsel, and the following conditions apply:

- A graduate student on probation who is not restored to good academic standing by the end of two successive regular semesters following the term in which the cumulative GPA fell below 3.0 will be declared ineligible to re-enroll.
- While on probation, a graduate student must achieve a 3.0 term GPA in order to enroll for the following term.
- A graduate student on probation will not be restored to good standing until a cumulative graduate-credit GPA of at least 3.0 is achieved.

## **2. Separation**

When DBHI, SOM or M.S. supervisory committee, irrespective of a student's grade-point average, considers a graduate student's performance to be unsatisfactory, that department, school or committee may recommend to the SOM Graduate Council that the student be reclassified or declared ineligible for further study. The SOM Graduate Council will make recommendations to the Dean of the SOM who will convey a decision to the Graduate Council and DBHI.

Students who have been declared ineligible due to unsatisfactory progress or performance may appeal such decisions to the dean of the School of Graduate Studies, as designee of the chancellor. Such appeals must be made in writing within 14 consecutive days after the student receives notice of the decision.

The decision of the graduate dean, as the chancellor's designated representative in such cases, is final and will be communicated in writing to the following:

- The student
- The SOM Graduate Council
- The Dean of the SOM
- The registrar

## **3. Procedure for Review of Progress**

- Students should initiate meetings once a semester to review progress with their Graduate Adviser.
- One week after final grades are submitted for the semester, a representative from the department will update official copies of the Program of Study form.
- Forms will be presented to the Committee for review two weeks after final grades are submitted each semester.
- The Committee will make recommendations for academic probation and progression.
- Students who have not met progression standards will be notified in writing of academic probation, and will have the opportunity to meet with the Committee to present information on their status in the program as needed.

**Withdrawal from the Graduate Certificate Program**

A student withdrawing from the SOM Graduate Certificate in Clinical Research Program must submit a letter of withdrawal (with rationale influencing the decision) to the Curriculum and Student Progression Committee and meet with the Chair of the Department or Graduate Adviser. Verbal notification of intent to withdraw is not considered official notification.

## **ACADEMIC AND PROFESSIONAL REGULATIONS FOR THE MSB & GRADUATE CERTIFICATE IN CLINICAL RESEARCH PROGRAMS**

For smooth completion of the MSB degree program or the Graduate Certificate in Clinical Research, a student must follow various academic regulations as described below:

### **Program Philosophy**

Consistent with the Program's philosophy to train graduates who upon graduation will be valued members of a life sciences workforce, didactic instruction is integrated with research and clinical activities from the beginning of student training. These experiences are graded in complexity and are designed to foster the development of cumulative knowledge and skill as the student progresses through the program.

### **Dress Code**

Personal appearance, which includes hygiene, grooming and choices regarding jewelry and clothing, is a reflection of attitude towards oneself and the people one is likely to encounter.

- In addition to the students, faculty administrators and support staff whose workplace is the School of Medicine; there are important visitors to the school on a daily basis whose impressions of the school will be formed in part, by the appearance of those who represent the institution.
- There is a reasonable consensus within the School of Medicine family on the general guidelines for behavior regarding appearance. We generally agree that we should: be clean, minimize body odor, avoid being sexually provocative, and avoid the use of appearance as a way of attracting undue attention to oneself.
- Examples of unacceptable dress on which there is broad consensus (students and faculty) are as follows: clothing with emblems, slogans and symbols related to illicit substances, alcohol, tobacco products, obscene language or sexual connotations; micro-minis (more than three inches above the knee); crop tops, spaghetti strap tops or backless tank tops; bare feet; and cutoff shorts. On the other hand, neatly tailored shorts and sandals would be appropriate in most non-clinical, non-formal settings.
- Medicine, as a caring profession, would be expected to foster an attitude of concern for the well-being of individual members of the group and for the reputation of the group as a whole. When a person belonging to the institution displays behavior, including appearance, unbecoming of the profession of medicine, it would be incumbent on the other members of the institution to guide, counsel and/or assist the person demonstrating such behavior. Students, faculty, and staff will be expected to respond appropriately to constructive criticism.
- Teaching hospitals and research laboratories may have their own rules regarding appropriate dress for safety and specialized procedures. Please follow them without negotiation.

### **Starting the Program**

When accepted into the program, the student's first contact is with an assigned Graduate Adviser. At the initial meeting, students will discuss plans for enrollment that first semester and create a tentative program of study based on the degree requirements.

The DBHI Curriculum and Student Progression Committee will handle procedural issues related to the MSB and Graduate Certificate programs. Any request for exceptions to rules, regulations or policies should be directed to this committee.

Good practices in Graduate Education for students are outlined by the School of Graduate Studies and available at: <http://sgs.umkc.edu/practice/index.asp>. Students are encouraged to review these guidelines.

### **Deficiencies**

The Admissions Committee (AC) reviews and evaluates all applications for admissions to the DBHI degree programs. Frequently, they review applications from students whose past academic record showed strong positive indications for success as a graduate student, yet have not satisfied all courses needed for full admission. The AC may offer these students admission to the program on a conditional basis and compile a list of “deficiency courses.” The successful completion of these courses with a grade of B or better will be a condition of full admission to the program. The student is contractually obligated to complete all deficiencies as soon as possible. The committee creates this list based on the transcripts submitted by the applicant. Students may petition to waive deficiencies if they can show they have previously successfully completed the requirement. Students should meet with their Graduate Adviser to initiate this type of petition. The written petition with all the needed supporting documentation (such as course syllabus) attached, must be submitted no later than four weeks (two weeks for summer) before the end of the first semester of enrollment.

The decision of the committee is final and can be one of three:

- The waiver is granted.
- The student is allowed to take an examination.
- The waiver is denied and the student must pass the class with a B (3.0) or higher.

The Committee’s decision is final. If the student is allowed to take an examination, it must take place no later than the second semester of enrollment. Deficiency examinations are offered once each semester and the date is announced six to eight weeks in advance. The student may take the exam only once. If the student does not perform satisfactorily on the exam, then the student must enroll in the course to satisfy the deficiency requirement. All deficiencies must be satisfied within three semesters of admission. If deficiencies are not satisfied within this time period, enrollment will be limited to deficiency courses until all deficiencies have been satisfied.

### **Program of Study**

A graduate degree indicates mastery of a coherent program in a chosen field and the ability to engage in creative projects in that specialty. The program of study is vital in assuring the completion of a formal program of study designed to ensure the mastery of specified knowledge and skills. Forms for the program of study specification may be obtained from the department office. It is required that the program be approved by the student’s Graduate Adviser in the semester in which the student will complete 12 credit hours toward the degree, which is usually during the second semester of enrollment. It is then forwarded to the graduate officer for further approval and handling.

Once a program of study has been approved, it is the student’s responsibility to ensure that all curricular requirements and prerequisites are satisfied. If a change in the approved program is needed, a petition must be submitted to the student’s Graduate Adviser who will then forward it to the Graduate Committee for approval. It is not expected that more than four courses will change from the original program of study. If more than four courses are changed, then a new program of study should be filed.

### **Academic Loads**

A graduate student enrolled in the fall or spring semester in nine or more credit hours is considered full time. A graduate student enrolled in the summer semester in five or more credit hours is considered full time. Any student enrolled in less than the above number of hours is considered part time. A student's academic load may be restricted as deemed fit by the student's Graduate Adviser or the Graduate Committee. International students may be asked to take an English Proficiency Test administered by the International Student Affairs Office. Performance on the test may result in recommendations that the student take one or more English language courses during the first semester. It is strongly recommended that the student abide by those recommendations.

### **Enrollment Policies**

To remain in good standing, the student must enroll for at least one semester during each calendar year until all the courses in the program of study are completed. After this time, the student must be continuously enrolled each fall and spring semester until the degree is awarded. The student must be enrolled in the semester in which the degree will be received. Failure to follow the above policies will result in a need to apply for new admission to the program under the degree requirements in effect at the time of re-admission.

### **Academic Standing**

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

### **Petitions**

Any exception to academic policy and regulations or to the degree requirements (e.g. deficiency waiver) must be requested through a written petition. The petition form is available from the department office. The completed petition, which includes an explanation for the petition, should be submitted to the department office. The degree program coordinator or his/her designee will review petitions and communicate the result to the student. It is important that the petition include any necessary documents as attachments for a timely decision.

### **Ineligibility**

Ineligible students may petition to be re-enrolled. The admissions committee whose ruling is final will review such petitions. An ineligible student will only be approved for further graduate study under the terms of a restrictive probation in the form of a written contract between the student and the Department of Biomedical and Health Informatics. The department may render a student ineligible regardless of the student's GPA. Such procedures are rare and will involve a recommendation to the dean of the School of Graduate Studies. Students have the right to appeal program decisions.

## Appeal Process

Student Appeals regarding assessment, graduation, dismissal, and discipline or petitions for exception to academic regulations, are first handled at the program level as outlined in the program specific policies and procedures.

- Students may appeal program decisions to the SOM Graduate Council. The appeal and recommended decision will be forwarded to the dean of the SOM.
  - Decisions of dismissal will be final with the dean of the SOM.
- If the appeal is denied, students may appeal such decisions to the dean of the School of Graduate Studies, as designee of the chancellor.
- Such appeals must be made in writing within 14 consecutive days after the student has been notified of the decision.
- The decision of the graduate dean, as the chancellor's designated representative in such cases, is final and will be communicated in writing to the following:
  - The student
  - The graduate faculty review group(s)
  - The academic dean or director
  - The registrar

## Auditing a Course

A graduate student should not take a course for audit if that student plans to take the course for credit. Once a course has been audited by a student, the student cannot take the course for credit later in the program. A graduate student cannot change a course to audit after the eighth week of the fall and spring semesters or after the fourth week of the summer semester. Changes to audit status must have the permission of the course instructor, as well as be within the allowable period. Students will be charged the standard tuition and fees for courses taken for audit. Current tuition and fee rates are available by visiting the UMKC Cashier's and Collections website:  
<http://www.umkc.edu/adminfinance/finance/cashiers/graduate-tuition-fee-rates.asp>.

## Academic Honesty

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

**Cheating** includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.

**Plagiarism** includes, but is not limited to: (i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.

**Sabotage** includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

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

The program is designed so that students are continuously involved in classroom experiences, applied applications or research and so that full time student will typically complete the program within two years. If a student has been in the Master's program for **five** years and has not fulfilled all degree requirements, the faculty may elect to put the student on **inactive status** at the yearly evaluation meeting. Inactive status can only be maintained for **two semesters before being discontinued from the program**. During those two semesters, the student must submit a plan to complete his or her master's program. The plan must be approved by the student's Graduate Adviser and must specify his or her expected date of completion. If the faculty votes to approve the plan, the student will be expected to finish his or her degree within the time frame specified. Unless the faculty votes to make an exception, no student will be permitted to remain in the program for more than seven years without completing his or her degree requirements. In case of rare circumstances, a student may be permitted to continue beyond seven years. By University policy, only six credits for courses completed seven years ago or longer can be counted towards the degree requirements.

### **Leave of Absence**

UMKC's Leave of Absence Policy provides a means for students to take an approved leave of absence from a degree program without being required to go through the re-admission process upon return to the University. Students who are approved for a leave of absence will be allowed to register for classes during the "priority registration time period" for the next semester they return from their approved leave of absence period. Students who are enrolled in the Interdisciplinary Ph.D. program in the School of Graduate Studies and the Schools of Dentistry, Law, Medicine, Nursing, Pharmacy, and the Conservatory of Music and Dance must adhere to their school's leave of absence policies and procedures as these schools may have more stringent requirements or additional procedures.

1. Students who want to take an approved leave of absence are required to fill out the "Request for Leave of Absence Form" and are required to fill out a "Return from Leave of Absence Form" in order to be allowed to enroll and return to their previous academic program.
2. The deadline to apply for a leave of absence if the student has not been attending classes and is enrolled is no later than the fourth week of the semester. Students who need to apply for a leave of absence during a semester for which they have been attending will have until the last week of classes for the current term in accordance with the academic calendar.

The deadline for applying for a return from a leave of absence is 30 days prior to the first class date of the semester in which the student plans to enroll. Students who request a leave of absence that is not planned in advance due to a medical emergency or other extenuating circumstance beyond the control of the student will be reviewed on a case-by-case basis. More information is available at:

<http://www.umkc.edu/catalog/pg2451.html>

### **Graduation**

Students should file for graduation in the semester that completion of all coursework is anticipated. Filing should be done early in the semester, well before the deadline, which is normally the end of the 4<sup>th</sup> week of the fall and spring semesters, and the end of the 2<sup>nd</sup> week of the summer semester. The signed Application for Graduation document must be submitted to the Graduate Programs Officer by



this deadline. After verifying that the student is eligible to graduate, the Graduate Programs Officer will send the application to the Registrar.

Students who are earning a thesis MS need to work with the School of Graduate Studies for submitting the thesis for format review, scheduling the oral defense and submitting the final thesis to the library. Each semester, the School of Graduate Studies publishes a calendar (<http://sgs.umkc.edu/calendar/index.asp>) that shows the deadlines. These deadlines are firm. If a student fails to meet the deadlines, graduation will be delayed one semester.

**Enrollment is mandatory for the semester of graduation.**