University of Missouri Kansas City School of Medicine
Committee on Progression
Policy Manual and Guidelines
Active January 1, 2019

Part I: Introduction

Preface

The Committee on Progression guidelines and policies apply to all School of Medicine students enrolled in graduate education programs. This manual describes policies and procedures for determining a graduate student's status in the University of Missouri-Kansas City (UMKC) School of Medicine. Graduate students are defined as students enrolled in one of the UMKC School of Medicine graduate education programs. Students should become thoroughly familiar with this information and assume responsibility for knowing and complying with these guidelines. All statements in these guidelines concerning policies, procedures, and regulations by the University of Missouri-Kansas City School of Medicine are subject to change. They are not offers to contract. The UMKC Catalog is an additional source of information regarding overall University policies. However, in several instances detailed in this manual, the School of Medicine policies may be more stringent than university policies.

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

Purpose

The responsibilities of the Committee on Progression (COP) are the development and application of policies and procedures regarding student progression towards graduation. This committee makes decisions, which are reported to the School of Medicine (SOM) Graduate Council. COP policies are designed to ensure the progression of students who clearly demonstrate growth in knowledge, skills, and abilities resulting in evidence-based competencies consistent with the student's level of training and professional scope of practice expectations.

The COP meets at least every semester and as needed to evaluate student progression and to determine eligibility for graduation and promotion. The committee may meet by email to conduct business when deemed appropriate by the committee chair. The meeting may be cancelled when there is no business to conduct.

The Office of the Council on Evaluation manages the business of the Committee on Progression. The Office is located in MG-200 and office hours are Monday through Friday 8:00 am to 5:00 pm. Connor Fender is the Committee on Progression (COP) Coordinator and may be contacted at:
Phone: 816-235-2171
Email: fenderco@umkc.edu

Committee on Progression Membership includes:
- Committee Chairperson
- MS Anesthesia Program Director or designee
- MMS Physician Assistant Program Director or designee
- Health Professions Education Program Director or designee
- Department of Biomedical and Health Informatics faculty member

School of Medicine graduate faculty member
School of Medicine graduate faculty member
School of Medicine graduate faculty member

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. Call 816-235-1323 for information. People with speech or hearing impairments may contact the university by using Relay Missouri, 1-800-735-2966 (TT).

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, rank, or any other characteristic will not be tolerated.

Should you, a friend, or a colleague ever experience any action or speech that feels coercive or discriminatory, you should report this immediately to the course director, department chair, Associate Dean for Diversity and Inclusion (office M1-109 of the office of the Dean of the School of Medicine), and/or the Office Affirmative Action. The Office Affirmative Action, 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.

Student Records

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

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

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

Part II: Enrollment Policies

Enrollment Requirements

Graduate students must be enrolled in UMKC graduate courses each semester to maintain active status. A leave of absence may be required for an interruption in enrollment (see Leave of Absence Section). Graduate students are required

to either re-apply to UMKC or submit a request to re-enroll if they do not enroll for a fall or spring semester. Students who do not enroll in summer do not have to do anything additional.

Part III: Criteria for Promotion, Probation, Separation, Retention, and Graduation:

Anesthesiologist Assistant Program:

The COP's decision for promotion, probation, separation, retention, and graduation for the MSA program are governed by the following criteria:

1. **Promotion-** progression from didactic phase (semesters 1-3) to clinical phase (semesters 4-7).
   MSA students meet criteria for promotion if the following are achieved:
   a. Cumulative program GPA of 2.700 or higher and
   b. No individual course grade of C- or below and
   c. Student achieved no more than one grade of a B- or below in clinical coursework (ANES 5561, 5563, and 5565)
   d. All first year or didactic phase students must complete a minimum of 300 clinical hours for promotion to the clinical phase. Students are responsible for documenting these hours via the UMKC MSA program clinical tracking system.

2. **Probation-** a period of "academic warning". Students who meet criteria for probation are immediately subject to the customary probation stipulations listed below, regardless of "official" notification from an Education or Program Coordinator, or other School of Medicine program official(s).
   MSA students meet criteria for placement on probation for any one of the following reasons:
   a. Cumulative **program** GPA falls below a 3.000
      i. While on probation the student must achieve a 3.000 **term** GPA, and
      ii. Student must raise **cumulative program** GPA to a 3.000 or higher by the end of the second successive semester following the term in which the student qualified for probation.
      iii. The graduate student on probation will be restored to good standing when the **cumulative program** GPA of at least 3.000 is achieved.
   b. Clinical course grade (ANES 5561, 5563, 5565, 5567, 5569, and 5571) of a B- or lower
      i. While on probation the student must achieve a 3.000 **term** GPA
      ii. Student will return to good standing if the clinical grade in the subsequent semester clinical course (ANES 5563, 5565, 5567, 5569, 5571 or 5573), based on the student's Program of Study, is a grade of B or higher.
   c. Achieving two or more grades of C+ and/or C in any combination in any one semester
      i. While on probation the student must achieve a 3.000 **term** GPA
      ii. Student will return to good standing if a 3.000 **term** GPA is achieved in the semester following the term in which the student qualified for probation.
   d. Any student retained (avoiding separation) in the program regardless of current GPA.
      i. While on probation the student must achieve a 3.000 **term** GPA
      ii. Duration of probation and return to good standing will be outlined by COP.

3. **Separation-** dismissal from program. A student may meet criteria for separation without having previously demonstrated academic difficulty or professional misconduct. A student who meets criteria for separation is invited to appear before the COP to present reasons why they should be retained within the program.
   MSA Students meet criteria for separation if any of the following occur:
   a. Failure to successfully complete the courses outlined in the Program of Study for semesters 1-3 in consecutive order

b. Failure to meet requirements for promotion
c. Failure to meet probationary stipulations or violation of probationary stipulations
d. Achieving course grade of C- or lower for any MSA course
e. Achieving two or more course grades of B- or lower in clinical coursework (ANES 5561, 5563, 5565, 5567, 5569, 5571, 5573)
f. Unable to fulfill the mandatory program requirements for graduation due to an incident that prevents a student from doing so in a hospital or other clinical affiliate institutions
g. Falsification of patient or clinical contact hours/experiences required for promotion or graduation
h. Non-adherence to MSA program, School of Medicine, and/or university policies
i. Failure to return to the program from an extended program absence or leave of absence

4. **Retained-** A student who has met criteria for separation, but has been retained in the program may be placed in the category of retention.
   a. Any student placed in the retention category during their first year in the program must repeat the didactic phase (semesters 1-3) of the program and
      i. At minimum, students must repeat all didactic phase clinical and simulation coursework (ANES 5561, 5563, 5585, 5565, and 5586) for the new matriculation year program of study
   b. Students in the clinical phase (semester 4-7) not promoted may be recommended for the following actions by the COP:
      i. Repetition of the academic program
      ii. Deceleration of the academic program
      iii. Other actions as deemed appropriate by the COP
   c. Repeat coursework deemed necessary by the COP may not exceed 20% of the total hours for the program of study, unless a petition is approved by the UMKC Dean of Graduate Studies, and
   d. Coursework deemed necessary by the COP must be completed at the student's expense, and
   e. Any student placed in "retention" status will automatically be placed on probation

5. **Graduation-** A student who has completed the recommended course of study and is compliant with program, School of Medicine, and university policies.
   MSA students meet criteria for graduation if the following are achieved:
   a. Cumulative program GPA of 3.000 or higher, and
   b. 80% of program of study hours completed with a 3.0 (B) or higher, and
   c. No individual course grade of C- or lower, and
   d. Completion of the required program of study, and
   e. Completion of a minimum of 2000 patient contact hours. Students are responsible for documenting clinical hours via the MSA program clinical tracking system, and
   f. Completion of skill and goals requirements as described in the applicable student handbook. Students are responsible for documenting required cases and skills via the MSA Program clinical tracking system.
   Completing MSA degree recommendations does not automatically result in conferral of the degree.
   Please refer to UMKC Catalog for further graduation requirements.

Physician Assistant Program
The COP's decision for promotion, probation, separation, retention, and graduation for the MMSPA program are governed by the following criteria:

1. **Promotion-** progression from didactic phase (semester 1 through semester 4 didactic courses) to the clinical phase (Supervised Clinical Practice Experiences). Didactic courses include MEDPA 5501,5502,5503,5504,5505,5511,5512,5513,5514,5521,5522,5523,5524,5531,5532,5533,5534. MMSPA students meet criteria for promotion if the following are achieved:
   a. Cumulative program GPA of 2.700 or higher in the didactic phase
   b. No individual course grade of C- or below and
   c. Passing score/grade on clinical promotion OSCE

2. **Probation-** a period of "academic warning". Students who meet criteria for probation are immediately subject to the customary probation stipulations listed below, regardless of "official" notification from an Education or Program Coordinator, or other School of Medicine program official(s). MMSPA students meet criteria for placement on probation for any one of the following reasons:

   a. Cumulative program GPA falls below a 3.000
      i. While on probation the student must achieve a 3.000 **term** GPA, and
      ii. Student must raise **cumulative program** GPA to a 3.000 or higher by the end of the second successive semester following the term in which the student qualified for probation.
      iii. The graduate student on probation will be restored to good standing when the **cumulative program** GPA of at least 3.000 is achieved.
   b. Individual course grade of C+ or below
      i. While on probation the student must achieve a 3.000 **term** GPA
      ii. Student will return to good standing if a 3.000 **term** GPA is achieved in the semester following the term in which the student qualified for probation.
   c. Any student retained (avoiding separation) in the program regardless of current GPA.
      i. While on probation the student must achieve a 3.000 **term** GPA
      ii. Duration of probation and return to good standing will be outlined by COP
   d. Failure of two end of rotation exams (first attempt)
      i. While on probation the student must achieve a 3.000 **term** GPA
      ii. Duration of probation and return to good standing will be outlined by COP

3. **Separation-** dismissal from program. A student may meet criteria for separation without having previously demonstrated academic deficiencies. A student who meets criteria for separation will be invited to appear before the COP to present reasons why they should be retained within the program. MMSPA students meet criteria for separation if any of the following occur:
   a. Failure to successfully complete the courses outlined in the Program of Study for semesters 1-4 in consecutive order
   b. Failure to meet requirements for promotion
   c. Achieving a grade of C- or less in any course
   d. Achieving two or more grades of C+ or C in clinical rotations
   e. Failure to meet probationary stipulations or violation of probationary stipulations. Non-adherence to MMSPA program, School of Medicine, and/or university policies
   f. Failure to pass the Summative Exam
   g. Failure to return to the program from an extended program leave or leave of absence
   h. Failure of three end of rotation exams (first attempt)
   i. Unable to fulfill the mandatory program requirements for graduation due to an incident that prevents a student from doing so in a hospital or other clinical affiliate institutions

4. **Retained-** A student who has met criteria for separation, but has been retained in the program may be placed in the category of "retained".
    a. Students not promoted may be recommended for the following actions by the COP:
        i. Repetition of the academic program
        ii. Deceleration of the academic program
        iii. Other actions as deemed appropriate by the COP
    b. Coursework deemed necessary by the COP may not exceed 20% of the total hours for the program of study, unless approved by the UMKC Dean of Graduate Studies, and
    c. Coursework deemed necessary by the COP must be completed at the student's expense
    d. Any student placed in "retained" will automatically be placed on probation

5. **Graduation-** A student who has completed the recommended course of study and is compliant with program, School of Medicine, and university policies.
    MMSPA students meet the criteria for graduation if the following are achieved:
    a. Cumulative program GPA of 3.00 or higher, and
    b. 80% of program of study hours completed with a 3.0 (B) or higher, and
    c. No individual course grade of C- or lower, and
    d. Completion of the required program of study, and
    e. Satisfactorily pass the summative examination
Completing MMSPA degree recommendations does not automatically result in conferral of the degree. Please refer to UMKC Catalog for further graduation requirements.

Biomedical and Health Informatics/Health Professions Education Programs:

The COP's decision for promotion, probation, separation, retention, and graduation for the Bioinformatics and Health Education programs are governed by the following criteria:

1. **Promotion** – students must maintain a 3.0 (B) grade-point average in all coursework taken for graduate credit at UMKC and must meet any additional academic requirements imposed by the department or Interdisciplinary Ph.D. discipline.

2. **Probation** – students who meet criteria for probation are immediately subject to the customary probation stipulations listed below, regardless of "official" notification from an Education or Program Coordinator, or other School of Medicine program official(s).
    a. Whenever the **cumulative** GPA for UMKC courses taken for graduate credit by a graduate student of any classification falls below 3.0, the student's status for the next term becomes: "On Probation - See principal graduate advisor." (Interdisciplinary Ph.D. students will be directed to consult their interim advisor or research advisor.) The principal graduate advisor, interim advisor or research advisor will review the student's progress and provide counsel, and the following conditions apply:
        i. While on probation, a graduate student must achieve a 3.0 **term** GPA in order to enroll for the following term.
        ii. A graduate student on probation who is not restored to good academic standing by the end of two successive regular semesters following the term in which the **cumulative** GPA fell below 3.0 will be declared ineligible to re-enroll (eligible for separation).
        iii. A graduate student on probation will not be restored to good standing until a **cumulative** graduate-credit GPA of at least 3.0 is achieved.

b. Any student retained (avoiding separation) in the program regardless of current GPA is on probation.
  i. While on probation the student must achieve a 3.000 **term** GPA
  ii. Duration of probation and return to good standing will be outlined by COP.

3. **Separation-**dismissal from program. A student who meets criteria for separation is invited to appear before the COP to present reasons why they should be retained within the program. Students meet criteria for separation if any of the following occur:
  a. Failure to meet requirements for retention
  b. Failure to meet probationary stipulations
  c. When the department or school or Interdisciplinary Ph.D. supervisory committee, irrespective of a student's grade-point average, considers a graduate student's performance to be unsatisfactory
  d. Non-adherence to program, school, and/or university policies
  e. Failure to return to the program from an approved leave of absence or failure to enroll in coursework for 2 consecutive semesters (fall & spring) without an approved leave of absence.

4. **Graduation-** A student who has completed the recommended program of study and is compliant with the program, school, and university policies. Students may elect to fulfill either the degree requirements in effect at the time of their original admission (provided there has not been a lapse in attendance at UMKC of more than two consecutive terms) or the degree requirements in effect at the time of advisement into a planned graduate program of study.
  a. Students meet criteria for graduation if the following are achieved:
    i. Completion of the required program of study, and
    ii. Final GPA at the time the degree is conferred (graduate certificates, masters and PhD degrees) must be 3.0 or higher for courses completed on the plan of study, and
    iii. 80% of program of study hours completed with a 3.0 (B) or higher, and
    iv. No 5000 level or higher graduate course grade of C- or lower may count toward the degree, and
    v. No course at the 300- or 400-level taken on a credit/no credit basis and no 300- or 400-level course with a grade below B- (2.7) may count toward the degree
    vi. Exceptions to the above policies require a petition signed by the student's advisor and the Dean of the School of Graduate Studies.
  b. Thesis and dissertation students must also meet the following requirements:
    i. Must follow the established format regulations for theses and dissertations (T/Ds) at UMKC, set by the School of Graduate Studies, guided by the Graduate Officers Committee. http://sgs.umkc.edu/current-students/thesis-dissertation-guidelines
    ii. Approval of the T/D by the degree candidate's supervisory committee, which may include completing a Master's Pre-Oral Defense or Doctoral Dissertation Pre-Oral Defense and a final T/D defense of the work. These steps require specific forms to be submitted to School of Graduate Studies.
    iii. Submission of final appropriately formatted T/D to School of Graduate Studies and notice of SGS Review and Certification of Acceptance of T/D provided to department.

  c. Completing the degree recommendations does not automatically result in conferral of the degree. Please refer to UMKC Catalog for further graduation requirements.
    i. Students must be enrolled in at least 1 credit hour during the semester degree is awarded.

Students must request that the University review their academic record and certify that degree requirements have been met. To make this request, students must file applications for graduation with the registrar no later

than the end of the fourth week of the semester in which the degrees will be completed. Students must complete graduation application during semester degree is awarded

Part IV: Process and Procedure

Academic Separation (Dismissal) Process

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

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

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

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

1. Choose to forfeit their right to appeal, or
2. Immediately exercise their right to appeal to the determination to the Graduate Council

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

If the student chooses to appeal, then they have the right to:
1. Submit a written statement of appeal to the Graduate Council in lieu of appearing personally.
2. Appear personally before the Graduate Council at the same meeting.
3. Request more time for appeals preparation and a postponement of personal appearance.
    a. Such request must be submitted to the Graduate Council no later than twenty-four hours before the next meeting of the Graduate Council (when time permits).
    b. The student may postpone their appearance before the Graduate Council only until the meeting following the immediate next meeting of the Graduate Council.
4. Bring witnesses with him/her to testify on their behalf. Such witnesses might include other students, faculty members, family members, friends or legal counsel. At such a hearing, the student is permitted to present their statement and supporting witnesses are also permitted to present statements in support of why the student should be retained in the program. Acceptable personal statements are no more than two single-spaced typed pages with standard 1-inch margins, 12 point font and original signature. Proceedings of these appeals hearings are digitally recorded, and a copy of the recording is provided to the student upon request.
5. Neither the student nor any witnesses who accompany the student, including any legal counsel, are permitted to cross examine members of the Graduate Council or other witnesses who testify. The advisor/counselor may only be present to advise the student during the proceedings.

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

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

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

Non-Academic/Disciplinary Separation (Dismissal) Process
The procedures to be followed with regard to actions taken against students based upon non-academic/disciplinary grounds are set forth in the Standards of Professional Conduct.

Appeal Process For Non-Dismissal/Retained (Non-Status Review) Cases and Petitions
Students are permitted to appeal non-status review cases and petitions that have been denied by the Committee on Progression to the Graduate Council in writing. This will be the final appeal and the appeal process ends with the final action by the Graduate Council.

Program Absences

Students are responsible for all content, assignments, exams, and other course requirements missed during any type of absence. Extended program absences and/or leaves of absence should not be undertaken without considerable thought, planning and communication with school and university staff and advisors, as they may affect financial aid and may extend a student's program of study.

Daily Short-Term Absence (*Anesthesiologist/Physician Assistant Programs*)

A short-term absence is considered an absence from the program of five consecutive weekdays or less. Short-term absences are defined as excused and non-excused based on the policy of the Anesthesiologist and Physician Assistant programs. Refer to the respective program handbook regarding daily short-term absences from the program. Should a student need to take more time away from the program after being approved for a daily short-term absence, they may need to complete the process for an extended program absence.

Extended Program Absence (*Anesthesiologist/Physician Assistant Programs*)

Didactic Phase: An extended program absence in the didactic phase is defined as an absence for at least 6 consecutive weekdays, but no more than 14 consecutive weekdays.

Clinical Phase:
MSA: An extended program absence in the clinical phase is defined as an absence for at least 6 consecutive weekdays, but no more than 21 consecutive days.

MMSPA: An extended program absence in the clinical phase is defined as an absence from the current enrolled course (clinical rotation) for 6 or more consecutive weekdays, but not extending past the completion of the rotation. Students will be required to complete the rotation at a later date, which will result in an extension of the their program of study.

Permission for any program absence should be obtained before the leave if at all possible. It is understood that the nature of an emergency leave may not allow the student time to request leave before taking it. It is incumbent upon the student, however, to notify the Program Director or their designee of the emergency at the earliest possible time. Should a student need to take more time away from the program after being approved for an extended program absence, they may need to complete the process for a Leave of Absence.

The Committee on Progression allows for extended program absences for the following reasons:
1. Personal
2. Medical

Dependent on the reason for the absence, different paperwork may be required to request an extended program absence.

Extended Program Absence Process
A student requesting an extended program absence must complete the Extended Program Absence Form and the student's program-specific Technical Standards form. If the absence is for medical reasons, a Provider Certification for Medical Leave must also be submitted. Extended program absences must be approved by a student's respective Program Director. Extended program absences will only be granted if the leave does not necessitate an extension of the program of study. The student's program director may only approve one extended program absence per student per academic year. Subsequent requests for an extended program absence by a student within an academic year must be reviewed and approved by the Committee on

Progression. Should a request for an extended program absence not be approved by the program director, it will be forwarded for recommendation to the Committee on Progression.

Retroactive extended program absences are granted only in emergency situations. Any student who does not return to a graduate program when an extended program absence has expired will meet criteria for separation from the program. A student who leaves a graduate Health Professions program without following the procedures outlined in this policy will meet criteria for separation from the program.

The Committee on Progression allows for extended program absences for the following reasons:
1. Personal
2. Medical

Dependent on the reason for the absence, different paperwork may be required.

Procedure for Requesting an Extended Program Absence
1. The student completes the Request for Extended Program Absence and obtains signatures and approval from current faculty/course directors and the program director.
2. The student reads and completes the program-specific Technical Standards form.
3. The student submits the completed Request for Extended Program Absence and program-specific Technical Standards form to the Program Director.
4. If the absence is for medical purposes, the student must also complete the top of the Provider Certification for Medical Leave form and submit it to the treating physician/therapist, along with the program-specific Technical Standards document. *Note that family members/relatives, Emergency Room physicians and/or urgent care facility physicians are not accepted as providers able to certify a student's need for medical absence.*
5. Upon receipt of all required documents by the program director, a decision for approval or denial of the extended program absence will be rendered. If the student has already been granted at least one extended program absence during the same academic year, the decision for approval or denial will be made by the Committee on Progression.
6. Any denials of extended program absence will be forwarded to the Committee on Progression for recommendation.
7. Any student who does not return to the program when the extended program leave has expired will meet criteria for separation from the program.
8. A student who leaves the Anesthesiologist or Physician Assistant programs without following the procedures outlined in this policy will meet criteria for separation from the program.

Procedure for Returning from an Extended Program Absence
1. The student completes the COP Request for Return from Leave form.
2. The student reads and completes the program-specific Technical Standards form.
3. The student submits the completed Request for Return from Leave and program-specific Technical Standards form to the Program Director.
4. If the absence is for medical purposes, the student must also complete the top of the Provider Certification for Return from Medical Leave form and submit it to the treating physician/therapist, along with the program-specific Technical Standards document. *Note that family members/relatives, Emergency Room physicians and/or urgent care facility physicians are not accepted as providers able to certify a student's need for medical absence.* The provider then submits the completed form to the Program Director.
5. Once the program director receives the required documents and any necessary supporting documentation, the program director will review the paperwork and render a decision upon the request. If the student has

already been granted at least one extended program absence during the same academic year, the decision for approval or denial will be made by the Committee on Progression.

6. If the request for return from leave is approved, the program director will alert the student to the decision.
7. If the request for return from leave is not approved, the request will be forwarded to the Committee on Progression for recommendation. *No student is permitted to return to the program or coursework without permission from the school.*

Leave of Absence (All Graduate Health Professions Programs)

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

It is inappropriate to request a leave of absence for any of the following reasons:
- The request is made in an attempt to avoid receiving undesirable grades in one or more courses
- The request is made in an attempt to gain additional time to prepare for coursework or examinations
- The request is made in an attempt to avoid meeting criteria for separation

Didactic Phase (*Anesthesiologist/Physician Assistant Students*)
All students must complete the didactic phase in a consecutive manner, as outlined in the Program of Study. If a leave of absence is requested during the didactic phase, granting leave will be done with the following stipulations based on the student's current status within the program:
1. Student will not continue with requirements of the program and has approval to join the next matriculating class or
2. Student will not continue with requirements of the program and has approval to re-apply to the program and compete for a class seat with other applicants in accordance with the program's admissions policies and procedures.

Clinical Phase (*Anesthesiologist/Physician Assistant Students*)
Any leave of absence will require the student to make up all course and program requirements and will be granted with one the following stipulations:
1. Student returns to their program of study which may require extended time to complete at the student's expense.
2. Student will not continue with requirements of the program has approval to join the next matriculating class or
3. Student will not continue with requirements of the program and has approval to re-apply to the program and compete for a class seat with other applicants in accordance with the program's admissions policies and procedures.

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

The Committee on Progression allows for the following types of leave:
   a. Personal

b. Medical
c. Emergency
d. Administrative

Personal Leave (*All Graduate Health Professions Programs*)
A personal leave of absence is defined as a period of time during which a student is granted permission to be away from the program in order to attend to familial or personal obligations which interfere with the student's ability to adhere to the program's Technical Standards. Personal leave is granted by the Chair of the Committee on Progression and is subject to the approval of the Graduate Council.

Any student failing to fully participate in the program without a documented leave risks meeting criteria for separation. A student requesting personal leave is personally responsible for ensuring the timely completion and submission of all required forms and supporting documentation, and for maintaining accurate course enrollment in the Pathway system. Once granted, personal leave may extend a student in the program an equivalent amount of time to the leave or more. A student in the clinical phase may request an extension of personal leave by submitting updated required forms and supporting documentation for review by the Committee Chair. In accordance with university policy, any request for extension will not be granted beyond one year from the original leave date. Retroactive requests for personal leave are not permitted. Students on personal leave are ineligible to take any examinations or readiness assessment (i.e. PBA, End of Rotation Exams, PACKRAT, and ITE) examinations. Students have the option to petition the Committee on Progression for permission to take readiness assessment while on personal leave. Upon return from leave, the student must adhere to the schedule outlined by either their respective curriculum committee, program director or the Committee on Progression to complete outstanding exams and readiness assessment examinations.

A student must return from personal leave when they are prepared to adhere to the School of Medicine Technical Standards and the pre-approved period of time for the leave expires. Students request permission to return from personal leave by submitting required forms and supporting documentation identified in this policy. In order to satisfy enrollment requirements, students must return to the program and register for coursework following an expired leave.

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

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

<u>Medical Leave</u> (*Anesthesiologist/Physician Assistant Students*)
A medical leave of absence is defined as a period of time during which a student is medically unable, as certified by a treating physician or therapist who is not a family member or relative of the student, to fully participate in the program as required by the student's program-specific Technical Standards. Medical leave is granted by the Chair of the Committee on Progression and is subject to the approval of the Graduate Council.

Any student failing to fully participate in the program without a documented leave risks meeting criteria for separation. A student requesting medical leave is personally responsible for ensuring the timely completion and submission of all required forms and supporting documentation, and for maintaining accurate course enrollment in the Pathway system. Once granted, medical leave may extend a student in the program an equivalent amount of time to the leave or more. A student in the clinical phase may request an extension of medical leave by submitting updated required forms and supporting documentation for review by the Committee Chair. In accordance with university policy, any request for extension will not be granted beyond one year from the original leave date. Retroactive requests for medical leave are not permitted. Students on medical leave are ineligible to take any examinations or readiness assessment (i.e. PBA, End of Rotation Exams, PACKRAT, and ITE) examinations. Students have the option to petition the Committee on Progression for permission to take readiness assessment while on personal leave. Upon return from leave, the student must adhere to the schedule outlined by either their respective curriculum committee or the Committee on Progression to complete outstanding exams and readiness assessment examinations.

A student must return from medical leave when the physician or therapist that has provided ongoing care through the leave of absence certifies that the student is ready to enter with full-time participation in the program as required by the program-specific Technical Standards and the pre-approved period of time for the leave expires. Students request permission to return from medical leave by submitting required forms and supporting documentation identified in this policy. In order to satisfy enrollment requirements, students must return to the program and register for coursework following an expired leave.

Conditions for a Medical Leave of Absence
A medical leave of absence may be granted when a student has a verified medical condition, including psychiatric illness, which prohibits full participation in the program as defined by the student's program-specific Technical Standards.

Procedure for Requesting Medical Leave
1. The student completes the top of the COP Provider Certification for Medical Leave of Absence form and reads and completes the program-specific Technical Standards form and submits both to the treating physician/therapist. *Note that family members/relatives, Emergency Room physicians and/or urgent care facility physicians are not accepted as providers able to certify a student's need for medical leave.*
2. The student completes the COP Request for Leave of Absence form and obtains the Student Affairs Education Coordinator and Program Director signatures.
3. The student completes the campus UMKC Request for Leave of Absence form and obtains all necessary signatures from Step 2 of that form.
4. The student submits the completed COP Request for Leave of Absence and UMKC Request for Leave of Absence forms to the Council on Evaluation office no later than 30 days prior to the anticipated start of the leave.
5. Once the COP Provider Certification for Medical Leave of Absence form, program-specific Technical Standards document and supporting documentation is submitted to the Council on Evaluation office by the care provider, the Committee Chair will review the paperwork and render a decision upon the request.
6. If the request for medical leave is approved by the Chair, Council on Evaluation staff will forward the information to the Registrar's Office for final processing and send an email notification to the student. The student must then facilitate any necessary change in enrollment in the Pathway system as a result of the leave.
7. If the request for medical leave is denied by the Chair, Council on Evaluation staff will notify the student and/or request any additional information necessary.
8. During any approved leave, a student is required to monitor their UMKC email address and keep in contact with their Student Affairs Education Coordinator and Program Director.

Procedure for Returning from Medical Leave
1. To prepare for returning from leave, the student must complete the top of the COP Provider Certification for Return from Medical Leave of Absence form and read and complete the program-specific Technical Standards Document and submits both to the same treating physician/therapist who originally certified the leave.
2. The student completes the COP Request for Return from Leave form and obtains the Student Affairs Education Coordinator and Program Director signatures.
3. The student completes the campus UMKC Request for Return from Leave form and obtains all necessary signatures from Step 2 of that form.
4. The student submits the completed COP Request for Return from Leave and UMKC Request for Return from Leave forms to the Council on Evaluation office no later than 30 days prior to the anticipated return from leave.
5. Once the COP Provider Certification for Return from Medical Leave of Absence form, program-specific Technical Standards document and any supporting documentation is submitted to the Council on Evaluation office by the care provider, the Committee Chair will review the paperwork and render a decision upon the request.
6. If the request for return from medical leave is approved by the Chair, Council on Evaluation staff will forward the information to the Registrar's Office for final processing and send an email notification to the student. The student must then facilitate any necessary change in enrollment in the Pathway system as a result of the return.

7. If the request for return from medical leave is denied by the Chair, Council on Evaluation staff will notify the student and/or request any additional information necessary. *No student is permitted to return to the program or coursework without permission from the school.*

Emergency Leave (*Anesthesiologist/Physician Assistant Students*)
An emergency leave of absence is defined as a period of time during which a student is medically unable to fully participate in the program as required by the student's program-specific Technical Standards as the result of an emergent or potentially life-threatening medical or psychiatric illness. An emergency leave of absence may be granted when a student or immediate family member has an emergent or life-threatening medical condition, including psychiatric illness, which prohibits the student's full participation in the program as defined by the student's program-specific Technical Standards. Emergency Leave is determined by the Associate Dean for Student Affairs or Assistant Dean for Graduate Studies, working in conjunction with the Committee on Progression.

A student seeking emergency leave must, when able, follow the procedure outlined in this policy. School of Medicine staff will assist in the completion of any required paperwork for Emergency Leave in the event a student is unable to participate in the process. Any student failing to fully participate in the program without a documented leave risks meeting criteria for separation.

Any student seeking emergency leave is personally responsible for ensuring the timely completion and submission of all required forms and supporting documentation, and for maintaining accurate course enrollment in the Pathway system *when able*. Emergency leave should coincide with the start of the acute illness and is granted for a period not to exceed 30 days. Emergency leave may be counted as an entire month away from the program, dependent on the curriculum requirements of the student. A student may not request an extension of emergency leave but can, if necessary, request medical leave by submitting all required forms and supporting documentation for Medical Leave to the Committee on Progression. Retroactive requests for emergency leave are not permitted. Enrollment in any coursework, at any institution, while on emergency leave is strictly prohibited. Students on emergency leave are also ineligible to take any examinations or readiness assessment (i.e. PBA, End of Rotation Exams, PACKRAT, and ITE) examinations.

A student must return from emergency leave when a treating physician or therapist who is not a family member or relative of the student certifies that the student is ready to fully participate in the program as required by the program-specific Technical Standards and the pre-approved period of time for the leave expires. Students request permission to return from emergency leave by submitting required forms and supporting documentation identified in this policy. In order to satisfy enrollment requirements, students must return to the program and register for coursework following an expired leave.

Procedure for Obtaining Emergency Leave
1. The student, if able, completes the COP Request for Leave of Absence form and submits it to their respective Program Director. The Program Directors will provide the information to the Associate Dean for Student Affairs or Assistant Dean for Graduate Studies, who will render a decision regarding the request and forward it on to the Council on Evaluation office.
2. The student, if physically able, completes the program-specific Technical Standards document and campus UMKC Request for Leave of Absence form and obtains all necessary Step 2 signatures.
3. The student submits the completed UMKC Request for Leave of Absence form and program-specific Technical Standards document to the Council on Evaluation office no later than 48 hours following the submission of the COP Request for Leave of Absence form.
4. Once the COP Request for Leave of Absence, the program-specific Technical Standards document and the UMKC Request for Leave of Absence forms are submitted to the Council on Evaluation office, the

Committee staff will review the paperwork for completeness and note the decision of the Associate Dean for Student Affairs or Assistant Dean for Graduate Studies.

5. If the request for emergency leave is approved by the Associate Dean or Assistant Dean, Council on Evaluation staff will forward the information to the Registrar's Office for final processing and send an email notification to the student. The student, if physically able, must then facilitate any necessary change in enrollment in the Pathway system as a result of the leave.
6. If the request for emergency leave is denied by the Associate Dean or Assistant Dean, Council on Evaluation staff will notify the student and/or request any additional information necessary.
7. During emergency leave, students who are physically able must monitor their UMKC email address and keep in contact with their Student Affairs Education Coordinator and Program Director.

Procedure for Returning from Emergency Leave
1. To prepare for returning from an emergency medical leave, the student must complete the top of the COP Provider Certification for Return from Emergency Medical Leave of Absence form and submit it to the treating physician/therapist who treated the student during the leave, along with the program-specific Technical Standards document. The student must also complete the forms listed below. Students granted emergency leave for non-medical reasons need to complete steps 2 – 7 below *only*.
2. The student completes the program-specific Technical Standards document and COP Request for Return from Leave form and obtains the Student Affairs Education Coordinator and Program Director signatures.
3. The student completes the campus UMKC Request for Return from Leave form and obtains all necessary Step 2 signatures.
4. The student submits the completed COP Request for Return from Emergency Leave, program-specific Technical Standards and UMKC Request for Return from Leave forms to the Council on Evaluation office no later than 7 days prior to the anticipated return from leave.
5. Once the COP Provider Certification for Return from Leave of Absence form (where applicable) and all other non-medical emergency leave return forms are submitted to the Council on Evaluation office, the COP Chair will review the paperwork and render a decision upon the request.
6. If the request for return from emergency leave is approved by the Chair, Council on Evaluation staff will forward the information to the Registrar's Office for final processing and send an email notification to the student. The student must then facilitate any necessary change in enrollment in the Pathway system as a result of the return.
7. If the request for return from emergency leave is denied by the Chair, Council on Evaluation staff will notify the student and/or request any additional information necessary. *No student is permitted to return to the program or coursework without permission from the school.*

Administrative Leave (*Anesthesiologist/Physician Assistant Students*)
An administrative leave of absence is defined as a period of time during which a student is not permitted to participate in the program due to academic performance, eligibility for separation based on COP policies or as the result of an appeal for retention. Administrative leave is determined by the Chair of the Committee on Progression and is subject to the approval of the Graduate Council.

Any student placed on administrative leave is personally responsible for ensuring the timely completion and submission of all required forms and supporting documentation, and for maintaining accurate course enrollment in the Pathway system. Administrative leave coincides either with the start of the month or academic term or with the date of a School of Medicine Graduate Council meeting. Administrative leaves conclude at the end of a month or academic term. Administrative leave is counted in whole months away from the program and may extend a student in the program an equivalent amount of time to the leave. A student may not request an extension of administrative leave but can, if appropriate, request personal leave by submitting all required forms and supporting documentation for Personal Leave to the Committee on Progression. Students on administrative

leave are ineligible to take any examinations or readiness assessment (i.e. PBA, End of Rotation Exams, PACKRAT, and ITE) examinations. Students have the option to petition the Committee on Progression for permission to take readiness assessment while on administrative leave.

A student must return from administrative leave when they are prepared to adhere to the program-specific Technical Standards and the pre-approved period of time for the leave expires. Students request permission to return from administrative leave by submitting required forms and supporting documentation identified in this policy. In order to satisfy enrollment requirements, students must return to the program and register for coursework following an expired leave.

Procedure for Placement on Administrative Leave
1. The student receives notification from the Committee on Progression that they meet criteria for placement on Administrative Leave.
2. The student completes the UMKC Request for Leave of Absence form and obtains all necessary signatures from Step 2 of that form.
3. The student submits the completed UMKC Request for Leave of Absence forms to the Council on Evaluation office no later than 3 days following the original notification from the Committee on Progression.
4. Office of Evaluation staff will forward the leave information to the Registrar's Office for final processing and send an email notification to the student's university email account. The student must then facilitate any necessary change in enrollment in the Pathway system as a result of the leave.
5. During administrative leave, the student is required to monitor their UMKC email address and keep in contact with their Student Affairs Education Coordinator and Program Director.

Procedure for Returning from Administrative Leave
1. The student completes the program-specific Technical Standards document and the COP Request for Return from Leave form and obtains the Student Affairs Education Coordinator and Program Director signatures.
2. The student completes the campus UMKC Request for Return from Leave form and obtains all necessary signatures from Step 2 of that form.
3. The student submits the completed program-specific Technical Standards document, the COP Request for Return from Leave and the UMKC Request for Return from Leave forms to the Office of Evaluation no later than 10 days prior to the anticipated leave return date.
4. The Committee Chair will review the paperwork and render a decision upon the request.
5. If the request for return from personal leave is approved by the Chair, Office of Evaluation staff will forward the information to the Registrar's Office for final processing and send an email notification to the student's university account. The student must then facilitate any necessary change in enrollment in the Pathway system as a result of the return.
6. If the request for return from personal leave is denied by the Chair, Office of Evaluation staff will notify the student and/or request any additional information necessary. *No student is permitted to return to the program or coursework without permission from the school.*

Withdrawal From Graduate Health Professions Programs/School of Medicine

A student withdrawing from an Graduate Health Professions Program within the School of Medicine must:
1. Submit a letter of withdrawal (with rationale influencing the decision) to the COP, meet with the respective Program Director, and will have an opportunity to meet with the Assistant Dean of Graduate Health Professions or their designee.
2. Complete and submit the School of Medicine Program Withdrawal Form. Students who fail to submit the form within 30 days after receipt of a letter of request from the School of Medicine will be considered separated from the program. Students who notify the School of Medicine of their intent to withdraw in

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

Once the University has finalized a student's withdrawal it may not be rescinded.

Graduation

Graduation Process
1. The process for graduation begins with the student, who is responsible for completing an application for graduation.
2. Each semester the student' academic progress is monitored, programs of study are updated, and eligibility for graduation is checked.
3. To participate in the graduation ceremony a student must meet the graduation criteria.

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

Appendices

Appendix 1 – Student Resources

Appendix 1

STUDENT RESOURCES

<u>Office of Student Affairs</u>
      Dr. Brenda Rogers, Associate Dean: (816) 235-1782
      Ms. Cary Chelladurai, Manager: (816) 235-1951
      Ms. Kristen Kleffner, Career Advisor: (816) 235-1811
      Academic Counseling/ Referral Services (816) 235 1344

<u>University Counseling and Testing Center: (816) 235-1635</u>
      Professional counseling, individual or small group
      Vocational and career testing, planning and counseling
      Marital and family counseling
      Adult student development
      Student Disabilities Services: (816) 235-5696

<u>Office of Diversity and Inclusion</u>
Dr. Nate Thomas, Associate Dean (816) 235-1780
      Serves as the school's central division for diversity initiatives, including community engagement, recruitment, facilitation of entry, inclusion, and retention. Provides support in academic, administrative, financial and personal matters for underrepresented minorities in the medical school. Is a resource for assisting students with concerns regarding harassment and functions as the confidential referral for students with personal issues that could impede academic success.

<u>Health Science Library</u>
      General Information: (816) 235-1880
      Medical Education Media Center: (816) 235-1832/1864

Also, in addition to personal consultation with Program and Medical Directors Program and Education Coordinators, students are invited to talk with Assistant and Associate Deans in the following offices:

Dr. Paul Cuddy, Vice Dean, Chair for the Coordinating Committee (816) 235-1803
Dr. Julie Banderas, Assistant Dean of Graduate Health Professions (816) 235-5249