UMKC

UNIVERSITY OF MISSOURI
KANSAS CITY

Interdisciplinary PhD.

Department of Biomedical and Health Informatics

UMKC
HEALTH
SCIENCES
DISTRICT

School of Medicine

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 and Inclusion
5115 Oak Street
361 Administrative Center
Kansas City, MO 64110

Tel: (816) 235-6728
Fax: (816) 235-6537
diversityandinclusion@umkc.edu

https://www.info.umkc.edu/diversity

STATEMENT ON DISCRIMINATION, INTIMIDATION, AND SEXUAL HARASSMENT

The faculty, administration, staff, and students at 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 always create a culture of respect everywhere on campus and 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 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) 235-6728. All formal complaints will be investigated, and appropriate action taken.

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Introduction

This student handbook has been compiled to familiarize students with the many resources and facilities available, and to provide information regarding the policies and procedures applicable to students in the Interdisciplinary PhD. Program with a coordinating discipline in Biomedical and Health Informatics. This manual is not all inclusive but contains detailed information for students in Interdisciplinary PhD. Program with the UMKC Department of Biomedical and Health Informatics. This manual supplement the Interdisciplinary PhD. Student Handbook prepared by the School of Graduate Studies. Additional directions to access supplemental or more complete information when applicable are provided. Other important resources include the following:

- [Department of Biomedical and Health Informatics Student Resources](#)
- [School of Medicine Office of Student Affairs](#)
- [UMKC Graduate Academic Regulations and information](#)
- [University of Missouri System Collected Rules and Regulations](#)

Program Goals

The goal of the Biomedical and Health Informatics Interdisciplinary PhD. Program is to train researchers to contribute to the translation of basic science findings into patient care and ultimately into community standards and policy. Given the diversity of specialties that are included in the field of biomedical and health informatics, individual training will vary depending on the student's career goals.

Student Learning Outcomes

Graduates of this discipline will be able to apply knowledge and skills in biomedical and health informatics by:

- Designing, proposing, and getting support for their research
- Conducting research that demonstrates the highest level of methodology standards
- Performing appropriate analysis of their research data
- Communicating scientific information through research reports and publications

Program Description

The Biomedical and Health Informatics discipline is part of the UMKC PhD. Program in Interdisciplinary Studies (Interdisciplinary PhD.). The Interdisciplinary PhD. Program was developed to reflect the complexity and multi-disciplinary nature of many of the global problems that need to be addressed, and it is designed to enable students to train and work across multiple disciplines. The mission of the Interdisciplinary PhD. Program is to span traditional boundaries among disciplines while helping students develop knowledge and skills for independent research on the fundamental questions of the present and the future. The program provides opportunities to have individualized PhD. training experiences that reflect the unique academic, professional, and career goals of each student.

Curriculum Description

Biomedical and Health Informatics as a Primary Discipline

To complete the Interdisciplinary PhD. Program with Biomedical and Health Informatics as the primary discipline, students must complete a minimum of 48 credit hours in post-baccalaureate studies consisting of the following:

- 36 credit hours of didactic course work
- 21 credit hours of primary discipline course work
- 9-12 credit hours of co-discipline course work
- 6 credit hours of elective course work
- 12 credit hours of dissertation research

No more than 60% of didactic course work in the student's overall Program of Study can be from any one discipline. A minimum of 9 credit hours of graduate coursework in the co-discipline is required by the Interdisciplinary PhD. Program. Specific requirements of the student's chosen co-discipline may require additional credit hours beyond the nine.

Core coursework in the Biomedical and Health Informatics primary discipline will include a minimum of 18 credit hours of courses in the table below. Courses taken to meet this requirement may be adjusted to reflect the courses taken in the chosen co-discipline.

Area	Credit Hours	Available course (3 credit hours each)	
Biostatistics	6	MEDB 5501 **	Applied Biostatistics I
		MEDB 5502 **	Applied Biostatistics II
		MEDB 5503	Biostatistics III: Mixed-Effects Models
		MEDB 5535	Quantitative Aspects of Epidemiologic Research
Research Methodology	3	MEDB 5510 **	Clinical Research Methodology
		MEDB 5511	Principles and Applications of Epidemiology
		MEDB 5512	Clinical Trials
Research Ethics	3	MEDB 5561	Responsible Conduct of Research
Informatics	6	MEDB 5520	Introduction to Medical Informatics
		MEDB 5521	Clinical Bioinformatics
		BIOL 5525	Bioinformatics and Data Analysis
		COMP-SCI 5565	Introduction to Statistical Learning
		COMP-SCI 5590	Special Topics, Machine Learning

**Required Course

Elective Coursework

The number of credit hours of elective graduate coursework that a student completes will vary depending on the number of credit hours required by their co-discipline; the total number of graduate coursework credit hours across their primary discipline, co-discipline, and electives must equal a minimum of 36 credit hours. Students may work with their advisors to tailor elective coursework based on their specific areas of interest. For example, students interested in genomics will take different elective courses than students interested in clinical research emphasis. At least 75% of the total coursework must be from disciplines that are certified as eligible to participate in the Interdisciplinary PhD. Program.

Discipline Specific Requirements

Qualifying Examination:

The qualifying examination must be successfully completed before the student can enroll in dissertation and research hours and focus on their dissertation research.

Comprehensive Examination:

The comprehensive examination will consist of both a written component and an oral component.

Dissertation Research:

Dissertation research will be conducted while the students is enrolled in Pre-Dissertation and Research (MEDB 5696) and Dissertation and Research (MEDB 5699) credit hours. Twelve credit hours in Dissertation and Research must be completed before the dissertation will be approved. Dissertation research will be reported in both a written format (three publication-ready manuscripts) and an oral format (formal presentation of the dissertation research).

Written Dissertation:

The final format of the dissertation work to be submitted to the university will follow general dissertation formatting guidelines and will include the three publication-ready manuscripts.

Graduate Seminar:

Primary discipline students are required to attend and actively participate in the Multi-Disciplinary Seminar (MEDB 5540) until successful completion of the Qualifying Exam, which will include providing research presentations.

Biomedical and Health Informatics as a Co-Discipline

Based on students' experience and the requirements of their primary discipline, they will be required to complete a minimum of 9 credit hours from the co-discipline as specified by the UMKC Interdisciplinary PhD. Program. While the following courses are suggested core components for the Biomedical and Health Informatics co-discipline, students will work with the Discipline Coordinator to create an individualized Program of Study.

Area	Credit Hours	Available course (3 credit hours each)	
Biostatistics	3	MEDB 5501	Applied Biostatistics I
	3	MEDB 5502	Applied Biostatistics II
Research Methodology	3	MEDB 5510	Clinical Research Methodology
Depending on prior coursework, the courses below may be substituted			
Research Methodology	3	MEDB 5511	Principles and Applications of Epidemiology
	3	MEDB 5514	Human Genome Epidemiology
	3	MEDB 5535	Quantitative Aspects of Epidemiology
	3	MEDB 5520	Introduction to Medical Informatics

Note: All students will be expected to have Biostatistics as a core competency for this co-discipline; however, it is assumed that students with a primary discipline in Mathematics will not need additional course work in statistical analysis.

Prerequisite Coursework

Prerequisite coursework may not count towards the student's required graduate credits.

Qualifying Examination Process

- The qualifying exam will be offered annually in June. Students must work with the Program Administrator to setup a date and time.
- To apply for the qualifying exam, students must have completed the required 18 credit hours of core coursework as follows:
    - 6 credit hours in Biostatistics
    - 6 credit hours in Research Methodology and Research Ethics
    - 6 credit hours in Informatics

- Students should complete the application for the Qualifying Examination Form (see Appendix D, Page 38) at least four weeks before the start of the exam.
- The qualifying exam must be taken within one year of completing the doctoral core coursework. However, an extension of one year may be granted in certain circumstances. If you require an extension, please contact your advisor in the Department of Biomedical and Health Informatics.

Qualifying Examination Rubric: Required Competencies

Attribute	Does Not Meet Expectations	Fair	Good	Exceeds Expectations
Research design and approach	Rationale is not provided or incoherent	Rationale is incorrect or flawed	Rationale is coherent and clear	Rationale is superior well thought out and logical
	Research objective not defined and/or not testable	Research objective is poorly defined or does not align with its hypothesis	Research objective is clear and linked to testable hypothesis	Research objective is well defined and linked to detailed testable hypothesis
	Poor/mission description of study methodology/variables	Weak description of study methodology and/or variables	Adequate description of study methodology and variables	Excellent description of study methodology and variables
Comments:				
Application of statistical/ informatics principles	Significant errors in creation of analysis dataset and/or statistical analysis	Multiple minor or few significant errors in the construction of dataset and/or statistical analysis	Minimal errors in the construction of dataset and statistical analysis	Demonstrates mastery of and facility with statistical programming
	Limited understanding of the role of study design in quantitative analysis	Multiple minor or few significant errors in the selection of study design or creation of study variables	Very few or minimal errors in the selection study design or creation of study variables	Demonstrates deep understanding of study design, no errors in creation of study variables
	Significant or meaningful errors in the statistical analysis	Multiple minor or few significant errors in the statistical analysis	Very few or minimal errors in the statistical analysis	Demonstrates mastery of correct statistical concepts and procedures appropriate to the research design
Comments:				
Interpretation and critical appraisal	Does not reflect understanding of subject matter and associate literature	Demonstrates modest understanding of subject matter and associate literature, multiple minor or few significant errors	Demonstrates understanding of subject matter and associated literature	Demonstrates mastery of subject matter and associate literature
	Demonstrates poor understanding of research design/methodology	Demonstrates understanding of research design/methodology with multiple minor or few significant errors	Demonstrates understanding of research design/methodology with few minor errors	Demonstrates mastery of research design/methodology
	Demonstrates flawed understanding of implications of research conducted, and/or its strengths and limitations	Demonstrates limited understanding of implications of research conducted, and/or its strengths and limitations	Demonstrates adequate understanding of implications of research conducted, and its strengths and weaknesses	Demonstrates comprehensive understanding of implications of research conducted, and its strengths and weaknesses
Comments:				
TOTAL:				

UMKC School of Medicine

Qualifying Examination Rubric: Preferred Competencies

Attribute	Does Not Meet Expectations	Fair	Good	Exceeds Expectations
Writing, composition, and organization	Writing is weak, difficult to understand	Writing needs improvement, but is understandable	Writing is adequate	Writing is publication quality
	Numerous grammatical and spelling errors, impairs readability	Numerous grammatical and spelling errors, but does not impair readability	Some grammatical and spelling errors apparent	No (or very few) grammatical and spelling errors apparent
	Document is not organized	Organization is poor	Organization is logical	Organization is excellent
Comments:				

Does the work address appropriate research certifications (IRB, Biosafety, IACUC) specific to the data source and research question?

☐ No   ☐ Yes

Faculty Name: _____

Faculty Signature: _____

Date: _____

To be completed by each qualifying examination grader and placed in student's file as formal documentation

UMKC School of Medicine

Student Name: _____

Scoring Rubric

Level	Points
Does not meet expectations	0
Fair	1
Good	2
Exceeds expectations	3

Required Competencies

Research design and approach; Application of statistical/Informatics principles; Interpretation and critical appraisal

Total points possible: 27

Each domain contributes 9 points to the total score

Passing score = 60% (minimum passing score = 17)

Preferred Competencies

Writing, composition, and organization; Research Ethics

Total points possible: 12

Passing score = 60% (minimum passing score = 8)

Conditional pass: Passed Required Competencies with a score of <60% in Writing, composition and organization or Noted deficiency in Research Ethics. Recommendations will be tailored to individual students depending on area of deficiency and may include referral to Writing Center or additional human subjects training.

Department of Biomedical and Health Informatics Faculty & Staff

PROGRAM ADMINISTRATORS

Interdisciplinary PhD. Coordinator,
Vice Chair of Biomedical and Health Informatics
Jenifer Allsworth, PhD.

Tel: (816) 235-1781
allsworthj@umkc.edu

Senior Student Support Specialist
Michelle Heiman

Tel: (816) 235-1161
heimanm@umkc.edu

SCHOOL OF MEDICINE ADMINISTRATORS

Chair of Biomedical and Health Informatics
Mark Nichols, PhD.

Tel: (816) 235-1855
nicholsmark@umkc.edu

Chair of the School of Medicine Graduate Council
Julie Banderas, Pharm.D.

Tel: (816) 235-5249
banderasj@umkc.edu

Education Coordinator
Marge Weimer, M.Ed.

Tel: (816) 235-1963
weimerm@umkc.edu

Associate Dean of Student Affairs
Brenda Rogers, MD.

Tel: (816) 235-1782
rogersbr@umkc.edu

FACULTY

Professor
Karen Bame, PhD.

Tel: (816) 235-2243
bamek@umkc.edu

Professor
An-Lin Cheng, PhD.

Tel: (816) 235-5242
chenga@umkc.edu

Associate Professor
Janette Berkley-Patton, PhD.

Tel: (816) 235-6362
berkleypattonj@umkc.edu

Professor
Stephen Simon, PhD.

Tel: (816) 235-6617
simons@umkc.edu

Associate Professor
Monica Gaddis, PhD.

Tel: (816) 235-1799
gaddism@umkc.edu

Professor
Jared Bruce, PhD.

Tel: (816) 235-1068
brucej@umkc.edu

STAFF

Senior Office Support Assistant
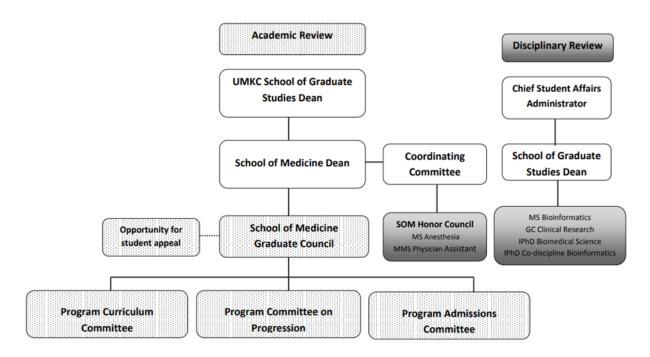**Ricardo Agrela Moniz**

Tel: (816) 235-1828
rmoniz@umkc.edu

Program Oversight and Committees

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

School of Graduate Studies

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

UMKC School of Medicine
Graduate Programs Governance Chart

Admissions Committees

The purpose of these committees is to select and admit qualified applicants to the Master of Science in Bioinformatics Program, Graduate Certificate in Clinical Research, and Interdisciplinary PhD. Program with a coordinating or co-discipline in Biomedical and Health Informatics. These committees are also responsible for determining admissions criteria and ensuring compliance with admissions policies and procedures.

Interdisciplinary PhD. Doctoral Faculty Committee

The IPhD Doctoral Faculty Committee is comprised of departmental doctoral faculty and department and program leadership. The IPhD Program Coordinator serves as Committee Chair. The IPhD Doctoral Faculty establishes departmental rules for the primary and co-disciplines, reviews and oversees the departmental qualifying examination and its grading and reviews all student petitions.

Committee on Progression

The Committee on Progression guidelines and policies apply to all School of Medicine students enrolled in graduate education programs including master's and graduate certificate programs. The committee makes recommendations regarding graduate student academic progression, probation, dismissal, separation, and graduation. Recommendations are made to the School of Graduate Council. Students should become familiar with policies and procedures of this committee by viewing appendix A for additional information.

Graduate Council

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

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

Office of Council on Evaluation

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

University and School of Medicine Resources

School of Medicine Office of Student Affairs

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

Students are encouraged to contact the Office of Student Affairs. The Office of Student Affairs is available to discuss personal and/or professional matters that students may have.

Office of Student Affairs
2411 Holmes Street
Fourth Floor – Gold Unit M4-205
Kansas City, MO 64108

Tel: (816) 235-1900
Fax: (816) 235-5593

Learn more about the Office of Student Affairs

Academic Support

Learning resource specialist, study and organizational skills, and supplemental needs.

Learning Resource Specialist
Stan Viebrock, M.P.A.

Tel: (816) 235-6763
viebrockst@umkc.edu

School of Medicine, M4-229

Career Services

The Office of Career Services can assist students in the Biomedical & Health Informatics department with CV preparation, cover letter review, and interviewing skills. Other services may be available upon request.

Career Advising Manager
Petra Bricker, M.A.

Tel: (816) 235-1931
brickerp@umkc.edu

School of Medicine, M4-205G

Wellness

The Wellness Program provides tools and skills to promote a healthy and balanced lifestyle. Services such as wellness planning, fitness and sports equipment checkout, wellness library, and monthly workshops and events.

Wellness Program Coordinator
Niloofar Shahmohammadi, M.A.

Tel: (816) 235-1862
shahmohammadin@umkc.edu

School of Medicine, M4-205E

Student Financial Counselling

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

Financial Wellness Counselor
Kristin Brennon, AFC

Tel: (816) 235-1807
brennonk@umkc.edu

School of Medicine, M4-205B

UMKC Office of Financial Aid and Scholarships

The role of UMKC's Financial Aid and Scholarships Office is to help secure funding to assist students in paying for college. This funding can be in the form of scholarships, grants, student loans, and parent loans.

Senior Coordinator
Dana Roberts

Tel: (816) 235-6781
dmroberts@umkc.edu

Health Science Building, Suite 1418

Assistant Director
Michele Logue

Tel: (816) 235-6782
mrlogue@umkc.edu

Health Science Building, Suite 1418

Learn more about UMKC Office of Financial Aid and Scholarships

Student Organizations

The School of Medicine has a wide range of student organizations. The School of Medicine student organizations are under the umbrella of the Medical Student Advisory Council (MSAC) and must follow their guidelines to receive funding through MSAC. All student organizations must be approved through the UMKC Student Life Office and should have a faculty and staff advisor.

Learn more about the approval process & guidelines

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

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

School of Medicine Office of Diversity and Inclusion
School of Medicine, M1-109

The school of Medicine Office of Diversity and Inclusion is located on the 1st floor Dean's Office quarters. The Office of Diversity and Inclusion serves as the School of Medicine's division for diversity initiatives, including:

- 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
- Equal access and inclusion to emerging issues
- "Pipeline Programs": Saturday Academy/Summer Scholars
- Shannon Lectureship that addresses health disparities
- Community engagement and/or partnerships
- School of Medicine contact for harassment, discrimination, and/or issues of the learning environment.

Associate Dean of Diversity and Inclusion
Tyler Smith, MD., M.P.H.

Tel: (816) 235-1780
smithtk@umkc.edu

School of Medicine, M1-109

Coordinator of Diversity, Equity, and Inclusion Strategic Initiatives
Raquel McCommon, M.A Ed.

Tel: (816) 235-6251
mccommonr@umkc.edu

School of Medicine, M1-109

Office of Equity & Title IX

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

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

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

Sex discrimination includes sexual harassment, assault, and/or violence. Title IX is often thought of as the law that applies to athletic programs. However, Title IX is much broader than athletics and applies to all programs at UMKC.

UMKC is dedicated to the safety and security of all our students, faculty, and staff. The Title IX Coordinator and Deputy Coordinators are trained to receive complaints of sexual harassment, sexual misconduct, sexual violence, and sexual assault from students, faculty, or staff and will coordinate with each other, as well as Campus Police and other campus Administrators and Officials to ensure that any complaints are resolved in an appropriate manner. The Office of Affirmative Action will provide the primary resource for the investigation of sexual harassment complaints and will coordinate with the Deputy Title IX Coordinators and Campus Police to handle complaints of sexual misconduct, sexual violence, and assault.

Title IX Coordinator and Director of Affirmative Action
KC Atchinson, J.D.

Tel: (816) 235-6705
atchinsonk@umkc.edu

Administrative Center, Room 212

Learn more about UMKC Title IX Policies and Procedures

LGBTQIA+ Programs & Services

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

- Safe space and diversity trainings for individuals, departments, and organizations.
- A variety of educational and social events throughout the year, most of which are free of charge.
- Campus and community resources – including references for counseling services.
- The Rainbow Lounge for relaxation, meetings, and studying.

Computers with free printing, television, and a large selection of LGBTQIA+ literature in our library.

Assistant Director of LGBTQIA+ Programs and Services
Kari Jo Freudigmann

Tel: (816) 235-1639
freudigmannk@umkc.edu

Office of Student Involvement, Suite 320

LGBTQIA+ Programs & Services
5100 Cherry St.
Student Union
Rainbow Lounge, Room 325

Learn more about the LGBTQIA+ Programs and Services

UMKC Veteran and Military Resources

The UMKC Veteran and Military Resource Center provides resources for student service members and veterans including information about campus resources and GI Bill Benefits. In Addition, the UMKC Student Veterans Organization, an affiliate member of Student Veterans of America, strives to provide veteran resources and support, opportunities for campus and community service, and opportunities for veterans and their families to socialize and network.

Learn more about the Student Veterans Organization.

Learn more about the UMKC Veteran and Military Resource Center

Assistant Director of Student Veteran Support Services
Eric Gormly

Tel: (816) 235-5599
gormlyea@umkc.edu

Student Union, Room 310

Student Disability Services

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

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

Office of Student Disability Services
5110 Oak Street
Suite 225
Kansas City, MO 64110

Tel: (816) 235-5612
disability@umkc.edu

Call for an appointment or for more information.

Learn more about UMKC Student Disability Services

UMKC Counseling Services

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

UMKC Counseling Services
5110 Oak Street,
Suite 201
Kansas City, MO 64112

Tel: (816) 235-1635

Learn more about UMKC Counseling Services or Schedule an Appointment

UMKC Student Health and Wellness

UMKC Student Health and Wellness provides visits and assessments at no charge to UMKC students enrolled in the current semester. However, students will be charged for laboratory tests or other specialty services.

UMKC Student Health and Wellness
5510 Oak Street
Brookside 51 Building, Suite 237
Kansas City, MO 64112

Tel: (816) 235-6133

Student Healthcare Providers

School of Medicine faculty are not allowed to provide medical care to students. Faculty may only provide health care for a student in an emergency; once stabilized, student care must be transferred to another health care provider. Students may continue to receive health care from their personal provider or the UMKC Student Health and Wellness staff can provide quality health care and health promotion to students. If a student's healthcare needs cannot be met at Student Health, the staff will assist the student in finding the appropriate health resources.

Learn more about UMKC Student Health and Wellness, Fees, and Operating Hours.

UMKC Police Department and Safety Information Center

Police Officers and Security Guard Patrol are positioned across campus to provide safety services 24 hours a day, 7 days a week.

Emergency phones are located beneath blue lights in parking and walking areas across campus. You can use these phones to ask for directions or to report a crime/accident.

UMKC Police Department and Safety Information Center
5005 Oak Street
Kansas City, MO 64112

(816) 235-1515
umkcpd@umkc.edu

Other police services include:

- Safety Escort Services
- Property Registration
- Lost & Found
- Fingerprinting *

- Vehicle Assistance
  - Accident Report Requests
  - Jumpstart Assistance
  - Vehicle Lockout Assistance

*There is a $20 fee for fingerprinting, per card.

Learn more about UMKC Police Department and Safety Information

UMKC Alert!

UMKC Alert! provides emergency voicemail, text, and email notifications regarding inclement weather reports, campus closures, and more. The information is also posted on the website and gives notices to radio and television news media outlets. Students can update UMKC Alert! via Pathway.

Learn more about UMKC Alert!

UMKC Rise: Resources, Intervention, Support & Education

The mission of RISE is to positively impact UMKC's response to all forms of sexual harassment, including sexual assault and sexual violence, gender-based violence, stalking, and relationship abuse, through support services, advocacy, training, education, and outreach to our campus and the Kansas City community.

RISE: Resources, Intervention, Support & Educations provides:

- A safe space for confidential support for victims, survivors, and their allies
- Referrals and information to those affected by sexual assault and sexual violence, gender-based violence, stalking and relationship abuse
- Assistance working with UMKC, KCPD law enforcement, and court systems to provide victims and survivors with information and resources to pursue their desired legal options
- Filing assistance for Ex Parte Order of Protection ("Restraining Order")

Advocacy and Crisis Intervention Specialist and T9 Educational Compliance Administrator
Michelle Kroner

Tel: (816) 235-1652
kronermm@umkc.edu

Haag Hall, Room 108C

[Learn more about UMKC RISE: Resources, Intervention, Support & Education](#)

Health Sciences Library and Library Services
School of Medicine, M2-101

The Health Sciences Library is in the School of Medicine. The staff includes Clinical, Medical, and Reference Librarians who are available to assist students in accessing resources. Clinical and Medical Librarians are available to teach information literacy skills. They help the individual to frame research questions that can be explored in the literature. They may help acquire and utilize information resources that support research and scientific practices.

The library has a group study room (available for reservation) as well as individual study carrels for quiet study. There are movable tables and chairs for accommodating groups as well as wireless access to the UMKC network.

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.

[Learn more about accessing our resources remotely](#)

The UMKC Health Sciences Library website provides the following services:

- Learn to use Medline and CINAHL
- Borrow items from other libraries
- Renew books and reserve materials
- Tips for searching PubMed
- Get assistance in finding medical articles, class links, evidence-based medicine links

Graduate Student Lounge and Lockers

School of Medicine, M3-C29

The Graduate Student Lounge is outfitted with tables, chairs, microwave, and refrigerator, and may be used as a study/group-meeting area for all School of Medicine graduate students. The passcode to the entrance will be provided to the SOM graduate student only and should not be distributed to non-SOM graduate students. It is the responsibility of the students to ensure that the general tidiness of the lounge is kept up. This applies to cleaning spills in the microwave, tables, and refrigerator.

To obtain the passcode to the Graduate Lounge, please contact the Ricardo Agrela Moniz.

Senior Office Support Assistant
Ricardo Agrela Moniz

Tel: (816) 235-1828
rmoniz@umkc.edu

School of Medicine, M5-101

Lactation Room

School of Medicine, M2-309

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

Closing of Campus

The Chancellor, at their sole discretion, shall determine whether it is required to cancel classes and/or close the university based on the events of severe weather, natural disasters, act of terrorism, workplace violence, or significant utility outages. Should the Chancellor determine that classes are to be cancelled and/or the university closed due to any of these conditions, there will be no School of Medicine course activities that day. This includes scheduled lectures, laboratories, and learning activities.

Graduate Writing Resources

The Graduate Writing Initiative (GWI) is a cross-campus partnership that exists to support graduate students in their research and writing. The Graduate Writing Initiative provide:

- Learning & Resources
- Community, Space & Accountability
- Mentorship

Academic Support and Mentoring
5000 Holmes St.
Kansas City, MO 64110

umkcasm@umkc.edu

Learn more about Graduate Writing Resources and Graduate Writing Initiative (GWI)

Academic Information, Policies, and Procedures

UMKC Email and Single Sign-On (SSO)

UMKC email is the official means of communicating with students. Students must maintain their mailbox to be eligible to receive program-related emails. Faculty and staff will not rely on non-UMKC email addresses to communicate with students. Students must keep their Single Sign-On (SSO) and password active to access Blackboard and other course-related sites and resources.

Tuition, Fees, and Other Program Costs

Students are responsible for managing tuition and fee payments. Students with outstanding balances may be ineligible for course enrollment. Students are responsible for knowing the conditions for refund upon course withdrawal and the impacts of drop dates and financial aid. Policies and procedures are found on the Cashiers and Collections website.

Students in the graduate programs offered by the Department of Biomedical and Health Informatics are charged the current hourly rate for "graduate" tuition. If the student receives tuition assistance or scholarship from the School of Medicine or UMKC, this may be reviewed each semester and is subject to change.

Learn more about Cashiers and Collections

Pathway and Course Enrollment

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

Graduate Advising

Each student is assigned a faculty advisor within the program. Students are required to meet their advisor each semester. Record of the appointment will be kept by the advisor and documented in the student's program record. Notes of advising sessions are not kept in the student's academic record. The Program Director may refer a student to the Student Affairs Education Coordinator for further referral/recommendation regarding necessary services and resources for the student. For more information on expectations between students and advisors, review Appendix B "Good Practices in Graduate Education at UMKC" on page 35.

Program of Study

To earn the Interdisciplinary PhD., students must progress through the Program of Study as designed, and in accordance with the requirements set by the Interdisciplinary PhD. Committee, the School of Medicine Graduate Studies Committee on Progression, and the Interdisciplinary PhD. requirements from the School of Graduate Studies and the Department of Biomedical and Health Informatics (DBHI) discipline. Students must demonstrate certain competencies and academic achievements before defending their final dissertation research. To qualify for graduation, students must complete all requirements as outlined by the Department of Biomedical and Health Informatics discipline and the Graduate Studies Committee on Progression. For information pertaining

to the criteria for promotion, probation, separation, and graduation and the policies and procedures that apply to each, please refer to Appendix D "Graduate Studies Committee on Progression Policies and Procedures" on page 38.

The Program of Study form may change during a student's progression through the program. Graduate students must submit an approved preliminary Program of Study form by the end of their first year in the PhD. Program. Program Administrators will work with students to submit Program of Study forms.

[Forms for the Interdisciplinary PhD. Program](#)

Any exception to the degree requirements as listed on the Program of Study form must be requested through a written petition. Students should email the Interdisciplinary PhD. Coordinator in the Department of Biomedical and Health Informatics with their requests (e.g., course substitutions). The Department of Biomedical and Health Informatics Curriculum Committee will review petitions and communicate the result to the student. It is important that the petition include any necessary documents as attachments for a timely decision.

Deficiencies

The Admissions Committee (AC) reviews and evaluates all applications for admissions to 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 admissions. The Admissions Committee 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 higher 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 faculty advisor 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 the examination
- The waiver is denied, and the student must pass the class with a B 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. 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.

Transfer Credit

Graduate credit earned before entering a UMKC doctoral program may be applied to the doctoral degree if it is of acceptable quality and appropriate to the student's program of study as determined by the student's academic unit and supervisory committee. The total amount of graduate credit earned from all other academic institutions before admission to a UMKC doctoral program and applied to the doctoral degree cannot exceed half the number of credit hours, exclusive of dissertation research credits, required for the degree. For graduate coursework completed at UMKC prior to admission to a doctoral program, any number of credit hours required for the doctoral degree, exclusive of dissertation research, can be satisfied using previous UMKC graduate credit if approved by the student's academic unit and supervisory committee. All graduate coursework, completed prior to admission and not used to earn the master's degree or educational-specialist degree, must be no more than seven years old at the time the doctoral program of study is approved.

After admission to the doctoral program, if a student wishes to take graduate coursework at another institution and apply it to their doctoral program, the student must receive written approval from the doctoral program's Graduate Officer and from the student's Supervisory Committee Chair, as appropriate, before the coursework is taken. Such coursework is not considered as transfer credit. Upon completion of the coursework, the student must have the official transcript forwarded to the UMKC registrar. Final approval for transferred credit hours is subject to acceptance by the UMKC Office of Registration and Records.

Auditing a Course

Students who are actively enrolled in a graduate or doctoral program at UMKC and are in "good standing" may choose to audit a course. Students are required to enroll for the course using the Pathway system. 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.

Grade Appeals for Graduate Courses

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

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

Students will follow these steps to pursue a grade appeal:

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

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

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

4. If the matter is not resolved at the department or program level, or if the course is multidisciplinary, the student may appeal, in person and writing, to the School of Medicine Dean through the following process. The student may appeal to the Assistant Dean for Graduate Studies within fourteen (14) consecutive calendar days after notification of the decision of the department chair or instructor, respectively. After the student's appeal to the Assistant Dean, an ad-hoc committee to review the record and provide advice on the matter may be appointed by the Assistant Dean. The student may have additional input at this level by submitting written correspondence expressing their views concerning the grade appeal or by submitting other supporting documentation. The recommendation of the Assistant Dean (or ad-hoc committee if applicable) will be forwarded to the Graduate Council for a review and recommendation to the Dean of the School of Medicine for official determination. The final decision of the Dean will be communicated to the student, the instructor, and department chair or program director.

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

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

Access to Student Records

All student educational records are protected by FERPA (Family Education Rights and Privacy Act) as described in the University Collected Rules and Regulations, section 180.020 Student Records.

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

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

[Learn more about FERPA](#)

[Learn more about Student Records and Information](#)

Assessment Responsibilities

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

Standard Conduct:

University of Missouri Student Standard of Conduct

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

Learn more about UM Collected Rules and Regulations - Chapter 200.

Academic Honesty

Student's 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 22 materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
- Sabotage includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

Suspected Violations of Standard of Conduct

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

Learn more about the Rules of Procedures in Student Conduct Matters.

Enrollment Policies

To remain in good standing, the student must be continuously enrolled each fall and spring semester until the degree is awarded. The student must be enrolled in the semester in which the degree will be awarded. Students who fail to follow the above policies will need to re-apply for admission to the program under the degree requirements in effect at the time of re-admission. They will be unable for enrollment until they are re-admitted. Students who are unable to enroll during consecutive semesters will need to request a leave of absence (see page 38).

Academic Course Loads

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

Attendance Policies

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

Students summoned to serve jury duty should act immediately once the summons is received. Many jurisdictions allow postponements for currently enrolled students, but the student must research and request this in a timely matter. Students registered in the Jackson County, MO jurisdiction can find additional online.

Learn more about Jackson County, MO Jurisdiction.

Academic Standing

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 PhD. 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. A 400-level course in which the student receives a grade lower than B (3.0) cannot be used to satisfy the degree requirements. Similarly, a 5000- level course in which the student receives a grade lower than C (2.0) cannot be used to satisfy the degree requirements. However, all grades for courses taken for graduate credit shall be used in the calculation of the current GPA. No more than one grade below B (3.0) in a course taken for graduate credit can be applied toward the degree.

Academic Probation, Separation, and Graduation

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

Level of Absence

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

Withdrawal from Program/School of Medicine

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

The Five-Year Rule

The Biomedical and Health Informatics Interdisciplinary PhD. Program is designed so that students are continuously involved in coursework, applied applications or research, and so that a full-time student will typically complete the program within five (5) years if they start the program with a bachelor's degree, and three (3) years if they start the program with a relevant Master's degree. If a student has been in the Interdisciplinary PhD. Program and has not made sufficient progress to fulfill degree requirements, the faculty may elect to put the student on inactive status. Inactive status can only be maintained for two semesters before a student will be discontinued from the program. During those two semesters, the student must submit a plan to complete their IPhD Program. The plan must be approved by the student's faculty advisor and must specify their expected date of completion. If the DBHI Curriculum Committee adopts the plan, then the student is expected to finish their 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 their degree requirements. In case of rare circumstances, a student may be permitted to continue beyond seven years. By University policy, only six credits for courses completed seven years ago or longer can be counted towards the degree requirements.

APPENDIX A

Procedures for Managing Suspected Violations of Standard Conduct and Professional Standards

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

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

1. The instructor should first meet with the student to explain how the student's conduct or scholarly work has raised the suspicion of cheating, plagiarism or sabotage or violation of the Standards of Professional Conduct (Honor Code). At this point, evidence from both parties will be discussed and this may lead to various outcomes including, but not limited to dismissal of the allegation based on evidence provided by the student; receipt of a failing grade for an assignment, exam, or course, as appropriate; an opportunity for other learning opportunities or assignments to be levied to benefit the student's understanding or mastery of content; or, moving the process forward in the informal discovery process.

2. If academic dishonesty is either admitted or confirmed by evidence, the faculty should employ an independent 3rd party "investigator" (the Assistant Dean for Graduate Studies) to meet with the faculty member and student to review issues and make recommendations regarding sanctions as indicated. The next steps depend on the student program of study.

A. M.S. Anesthesia or M.M.S. Physician Assistant Students:
   a. The investigator will refer the alleged incident to the School of Medicine Honor Council for investigation and recommendation.

   b. The Honor Council will undertake a review of the alleged incident and associated evidence, as appropriate. This will include meeting with the involved faculty, students, witnesses, and others deemed appropriate. The following sanctions may be recommended:
      i. **Warning** (Note: the warning will be forwarded to the student and goes into web-based records so that other faculty can be alerted to previous misconduct.)
      ii. **Probation** (Note: probation may be rendered for any length of time deemed to be appropriate for the given academic dishonesty infringement.
      iii. **Suspension**
      iv. **Dismissal**

c. Recommendations will be made to the SOM Dean via Coordinating Committee.

d. The Dean will make the final determination.

e. A letter will be sent to the student indicating that the review has occurred, and the student can either accept the sanctions or appeal to the Chancellor.

B. All other School of Medicine graduate and doctoral students
   a. If sanctions are indicated, the "investigator" will notify the Dean of the School of Graduate Studies in writing of the allegations and make recommendations regarding sanctions. The following sanctions may be recommended:
      i. **Warning** (Note: the warning will be forwarded to the student and goes into web-based records so that other faculty can be alerted to previous misconduct.)
      ii. **Probation** (Note: probation may be rendered for any length of time deemed to be appropriate for the given academic dishonesty infringement.
      iii. **Suspension**
      iv. **Dismissal**

   b. The Dean of School of Graduate Studies will undertake a review of the alleged incident and associated evidence. If he/she feels that the sanctions are indicated, a letter will be sent to the student explaining that the review has occurred, and the student can either accept the sanctions or appeal. If the student appeals, then a formal process will be initiated through the Vice Provost for Academic Affairs Office to convene an honor council review of the alleged incident.

APPENDIX B

Good Practices in Graduate Education at UMKC

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

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

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

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

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

- Communicate regularly with faculty advisors, especially in matters related to research and progress within the graduate program.

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

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

DBHI Procedure for Advising and Enrolling:

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

APPENDIX C

Program of Study Form

The Program of Study form and all other forms for the Interdisciplinary PhD. Program can be found on the UMKC School of Graduate Studies website.

Here is a list of a few forms you may find:

- Annual Evaluation
- Interdisciplinary PhD Plan of Study
- Change in PhD Plan of Study
- Approval of Interdisciplinary PhD Research Proposal
- Request for Extension
- Application to take Interdisciplinary Doctoral comprehensive Examinations and Request for Appointment of Examining Committee

Learn more about Forms for Graduate Students

APPENDIX D

UMKC School of Medicine, Committee on Profession, Policies, and Procedures

University of Missouri-Kansas City School of Medicine

Committee on Progression

Version 5_2017

PREFACE

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

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

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

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

STATEMENT OF HUMAN RIGHTS

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

STATEMENT ON DISCRIMINATION, INTIMIDATION, AND SEXUAL HARRASSMENT

The faculty, administration, staff, and students at 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 always create a culture of respect everywhere on campus and through our actions and speech. As a community of learners, we are committed to creating and maintaining an environment on campus that is free of all forms of harassment, intimidation, and discrimination. Any form of discrimination or coercion based on race, ethnicity, gender, class, religion, sexual orientation, age, rank, or any other characteristic will not be tolerated.

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

Under the University of Missouri's Title IX policy, discrimination, violence, and harassment based on sex, gender, and gender identity are subject to the same kinds of accountability and support applied to offenses based on other protected characteristics such as race, color, ethnic or national origin, sexual orientation, religion, age, ancestry, disability, military status, and veteran status. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting UMKC's Title IX Office webpage.

[Learn more about UMKC's Title IX Office](#)

Title IX Coordinator and Director of Affirmative Action
KC Atchinson, J.D.

Tel: (816) 235-6705
atchinsonk@umkc.edu

Administrative Center, Room 212

Additionally, you can file a complaint using UMKC's online discrimination complaint form.

[Learn more about UMKC's Online Discrimination Complaints](#)

STUDENT RECORDS

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

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

If a student wishes to have any person other than authorized personnel review 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.

POLICY APPLICABILITY

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

POLICY AND STUDENT RESPONSIBILITY

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

CRITERIA FOR RETENTION, PROBATION, SEPARATION, AND GRADUATION

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

2. **Retention** - Students must maintain a 3.0 (B) grade-point average in all coursework taken for graduate credit at UMKC and must meet any additional academic requirements imposed by the department or Interdisciplinary PhD. discipline.

3. **Probation -** Students who meet criteria for probation are immediately subject to the customary probation stipulations listed below, regardless of "official" notification from an Education or Program Coordinator, or other School of Medicine program official(s).

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

        i. While on probation, a graduate student must achieve a 3.0 term GPA in order to enroll for the following term.

        ii. A graduate student on probation who is not restored to good academic standing by the end of two successive regular semesters following the term in which the **cumulative** GPA fell below 3.0 will be declared ineligible to re-enroll (eligible for separation).

        iii.   A graduate student on probation will not be restored to good standing until a **cumulative** graduate-credit GPA of at least 3.0 is achieved.

   b.   Any student retained (avoiding separation) in the program regardless of current GPA is on probation.

        i.   While on probation the student must achieve a **3.0 term GPA**.

        ii.   Duration of probation and return to good standing will be outlined by the Committee on Progression.

4. **Separation** – Dismissal from program.

   A student who meets criteria for separation is invited to appear before the Committee on Progression to present reasons why 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, school, or Interdisciplinary PhD. Supervisory Committee, irrespective of a student's grade-point average, considers a graduate student's performance to be unsatisfactory.

   d. Non-adherence to program, school, and/or university policies.

   e. Failure to return to the program from an approved leave of absence or failure to enroll in coursework for 2 consecutive semesters (Fall & Spring) without an approved leave of absence.

5. **Graduation** – A student who has completed the recommended program of study and is compliant with the program, school, and university policies. Students may elect to fulfill either the degree requirements in effect at the time of their original admission (provided there has not been a lapse in attendance at UMKC of more than two consecutive terms) or the degree requirements in effect at the time of advisement into a planned graduate program of study.

   a. Students meet the recommendations for graduation if the following are achieved:

       i.   Completion of the required program of study.

       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 Program of study.

       iii.   80% of program of study hours completed with a 3.0 (B) or higher.

       iv.   No 5000 level or higher graduate course grade of C- or lower may count toward the degree.

       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 Office Committee – UMKC Guide to Formatting Theses and Dissertations.

      ii.   Approval of the T/D by the degree candidate's supervisory committee, which may include completing a Master's Pre-Oral Defense or Doctoral Dissertation Pre-Oral Defense and a final T/D defense of the work. These steps require specific forms to be submitted to School of Graduate Studies.

      iii.   Submission of final appropriately formatted T/D to School of Graduate Studies and notice of SGS Review and Certification of Acceptance of T/D provided to department.

  c. Completing the degree recommendations does not automatically result in conferral of the degree. Please refer to UMKC Catalog for further graduation requirements.

      i.   Students must be enrolled in at least 1 credit hour during the semester the degree is awarded.

      ii.   Students must request that the University review their academic record and certify that degree requirements have been met. To make this request, students must file applications for graduation with the registrar no later than the end of the fourth week of the semester in which the degrees will be completed. Students must complete graduation application during semester degree is awarded.

PROCESS AND PROCEDURE

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

ACADEMIC SEPARATION (DISMISSAL) PROCESS

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

1. Shall be notified that they have met criteria for separation from the program. This notification will come from the Committee by email or in written form (letter) as necessary. Notification will be sent to the Education Coordinator, Program Director or Department Chair, Faculty Advisor, and Graduate Council Chair.
2. Will be invited to attend the Committee meeting to show cause for retention in the program.
3. May have additional input into the Committee discussion by:
   a. Submitting a personal statement to the Committee expressing 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 via the Office of the Council on Evaluation.

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

The student is informed that an appeal should include new information or mitigating circumstances to cause the Graduate Council to overturn the Committee recommendation.

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

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

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

If the student chooses to appeal, then 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 made at the same meeting and the student must supply justification that will assist the Graduate Council to determine the date and time of the meeting for the appeal.
4. Bring witnesses with them 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 recommendation will be required to submit to the Graduate Council Coordinator, 1 day prior to the hearing date, a complete and final list of all persons who have agreed to be present at the hearing on their behalf. The Graduate Council may accept late student submissions when lateness is necessitated by the proximity of the scheduled meetings. This list must provide the names, professions (e.g., physician, attorney, etc.) and the specific purpose for their attendance (e.g., as witness, advisor, etc.) at the hearing. A signed FERPA release by the students will be required at the time of the hearing.

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

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

NON-ACADEMIC SEPARATION (DISMISSAL) PROCESS

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

APPEAL PROCESS FOR NON-DISMISSAL/RETAINED (NON-STATUS REVIEW) CASES AND PETITIONS

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

PROGRAM ABSENCES

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

LEAVE OF ABSENCE

A leave of absence is a period of time that a student is not enrolled in the coursework that makes up their program of study. During a leave of absence, a student is not participating in the requirements of 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.

Retroactive leaves of absence are granted only in emergency situations or due to administrative errors. Any student who does not return to the graduate program when a leave of absence has expired will meet criteria for separation from the program. A student

who leaves a graduate program without following the procedures outlined in this policy will meet criteria for separation from the program.

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

PROCEDURE FOR REQUESTING PERSONAL LEAVE

1. The student completes the Request for Return from Leave form and obtains the Student Affairs Education Coordinator and Program Director signatures.

2. The student completes the campus UMKC Request for Return from Leave form and obtains all necessary signatures from Step 2 of that form.

3. The student submits the completed Request for Return from Leave no later than 30 days prior, or as soon as possible to the anticipated leave return date.

4. The Committee on Progression Chair will review the paperwork and render a decision upon the request.

5. If the request for return from personal leave is approved by the Chair, The Office of the Council on Evaluation staff will forward the information to the Registrar's Office for final processing and send an email notification to the student's university account. The student must then facilitate any necessary change in enrollment in the Pathway system as a result of the return.

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

WITHDRAWAL FROM GRADUATE PROGRAMS/SCHOOL OF MEDICINE

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

1. Submit a Letter of Withdrawal (with rationale influencing the decision) to the Committee on Progression, meet with the respective Program Director or Department Chair, and will have an opportunity to meet with the Assistant Dean of Allied Health or 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) and fail to submit the Withdrawal Form within 30 days after receipt of a Letter of Request from the School of Medicine will be separated from the program.

3. Meet with the education coordinator to initiate official steps to withdraw from all current course work and from the University. A student is not considered withdrawn from a program until all the withdrawal procedures for the University

have been completed. The date the University finalizes a student's withdrawal is the date that the Cashier's office will use for tuition reimbursement.

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

GRADUATION 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. For students meeting graduation criteria, the Committee on Progression will make a recommendation for graduation to the Graduate Council.

4. To participate in the graduation ceremony a student must meet the graduation criteria.

GRADUATION PROCEDURE

1. The Program Director, Academic Advisor, Faculty Advisor, and Coordinator in the Office of Evaluation will monitor the students' programs of study and eligibility for graduation.

2. At the beginning of the student's final semester, the program coordinator and education coordinator will prompt eligible students to complete the graduation application. it is the student's responsibility to complete all graduation procedures according to the Registrar's published schedule.

3. The completed application and updated Program of Study will be forwarded to the Registrar by the Program Coordinator.

4. The UMKC Office of Registration and Records will audit the students' program of study forms for the degree requirements and graduate academic regulations.

5. Students must resolve any administrative holds, which may prevent release of their diploma.

6. Upon completion of the final semester, there will be a final confirmation that the student has met all graduation criteria and the Chair of Graduate Council will provide a list of student names who meet graduation requirements to the UMKC Office of Registration and Records.

7. The Office of Registration and Records will award degrees and release diplomas accordingly.

8. Students who do not meet all the graduation criteria, but want to participate in the graduation ceremony, may submit a request for exception. Only students who are near completion of the program (e.g., will achieve requirements within the following month) make such a request. The request for permission to participate in the graduation ceremony must be submitted to the Chair of Graduate Council at the same time graduation applications are due. The request should be written (email or letter) and include the following details:

    a. Student name

    b. Program

    c. Graduation criteria met and criteria pending

    d. Anticipated completion date

    e. Student's rationale and justification for the request