

WILLIAM CAREY UNIVERSITY
Master of Biomedical Science Program



Student Handbook and Catalog
2020-2021

Approved by the William Carey University Board of Trustees
April 23, 2020

PREFACE

William Carey University Master of Biomedical Science program (WCUMBS) is administered by the William Carey University College of Osteopathic Medicine (WCUCOM). Information contained herein shall not constitute a legally binding contract upon WCUCOM or WCUMBS. An electronic copy of this publication can be viewed on the WCU website.

Policies, requirements, and information in this *WCUMBS Student Handbook and Catalog* may be updated from time to time by the WCUCOM at its sole discretion. Changes will be distributed to students, and will become effective immediately unless otherwise specified. Changes will be posted on the WCUMBS website under Key Policies with appropriate notifications to the respective stakeholders. All changes cited as addenda throughout a given academic year will be incorporated into the parent document for the upcoming academic year.

All inquiries regarding the *WCUMBS Student Handbook and Catalog* should be directed to the Office of the WCUMBS Director at 601.318.6664. Any recommendations for additions, deletions, or changes must be submitted in writing to the WCUMBS Director. The William Carey University (WCU) Board of Trustees (BOT) based upon recommendations from the WCU President makes final approval. In the event of a discrepancy between the *WCUMBS Student Handbook and Catalog* and a WCU Policy or a WCU BOT Policy the latter policies will govern.

TABLE OF CONTENTS

PREFACE	2
TABLE OF CONTENTS	3
NONDISCRIMINATION POLICY AND DIVERSITY STATEMENT	9
MISSION STATEMENT	10
GOALS AND OBJECTIVES	10
LETTER FROM THE WCUCOM DEAN	11
WELCOME TO WCUMBS	12
LETTER FROM THE PROGRAM DIRECTOR	13
WCUMBS ACADEMIC CALENDAR	14
RIGHT TO CHANGE REQUIREMENTS	16
BACKGROUND AND HISTORY OF HATTIESBURG	16
Hattiesburg and the Surrounding Area	16
Transportation	17
Outdoor Activities	17
Dining	18
Golf	18
Movies and Family Entertainment	18
Chamber of Commerce	18
Hattiesburg Area Map	19
WILLIAM CAREY UNIVERSITY	20
Campus Map	20
History of William Carey University	21
Organization and Administration	22
WILLIAM CAREY UNIVERSITY RESOURCES	22
Bass Memorial Chapel and Warren Prayer Garden	22
Ben Waddle Multiuse Building	22
Bookstore	22
Campus Facilities and Buildings	22
Chain Garden	23
Clinton Gymnasium	23
Common Grounds	23
College of Osteopathic Medicine Academic Building	23
College of Osteopathic Medicine Asbury Administrative Building	23
College of Osteopathic Medicine Turner Medical Arts Building	23
College of Osteopathic Medicine Randy and Brenda Ross Anatomy Wing	23
Crawford Hall	23
Donna Duck Wheeler Alumni House	23
Donnell Hall	23
/ L. E. Rouse Library	24
Collections	24

Services	24
WCU Library Collections and Services for Medicine/Nursing	25
Fail-Asbury Nursing Building	26
Fairchild Hall	26
Green Science Hall	26
Jack and Carol Simmons Exercise Track	26
Jackson-Williams Garden	26
Jack Jones Field House	26
Joe and Virginia Tatum Theatre	26
Joseph and Nancy Fail Softball Field	26
Larry W. Kennedy Sports Complex	26
Lawrence Hall	27
Lorena Roseberry Smith Hall	27
Lucile Parker Gallery	27
Mary Ross Building	27
McMillan Hall	27
Missions Plaza and Tower	27
Milton Wheeler Field	27
Resident Hall Facilities	28
Robert M. Gillespie Batting Facility	28
Sarah Ellen Gillespie Museum of Art	28
Sarah Ellen Gillespie Nature Reserve and Bird Sanctuary	28
School of Business Building	29
Soccer Field	29
Student Center, Old Cobbler Shop	29
Thomas Building	29
Thomas Hall (Fine Arts Center)	29
Wilkes Dining Hall	29
William Carey Statue	30
WILLIAM CAREY UNIVERSITY POLICIES	30
Electronic Communications	30
Identification Cards	31
Campus Safety and Security	31
Vehicle Registration	31
Registration Procedure	31
Parking Decals	32
Parking Rules	32
Parking Vehicles on Campus During Breaks	33
Emergency Warnings and Hazardous Weather Procedures	34
Tornadoes and Hurricanes	34
Flooding	36
Disaster Plan Statement	36

WILLIAM CAREY UNIVERSITY STUDENT CODE OF CONDUCT	40
Abuse	40
Academic Dishonesty	40
Alcohol and Other Drugs	40
Body Piercings	41
Computer Responsibilities	41
Criminal Convictions	41
Dating Faculty	41
Disrespectful Behavior	41
Disruptive Behavior	42
Failure to Cooperate	42
Financial Irresponsibility	42
Firearms and Weapons	42
Fire Safety Violations	42
Gambling	42
General Infractions	42
Hazing	42
Inappropriate Dress	43
Lying and Falsification	43
Pornographic Material	43
Social Media Responsibility	43
Theft and Property Violations	44
Tobacco	44
Trespass	44
Unauthorized Recording	44
Violations of Residence Hall Guidelines	44
Vulgar and Abusive Language	44
HARASSMENT	44
Discriminatory Harassment	45
Sexual Harassment	45
Sexual Assault	46
Duty to Report a Misdemeanor or Felony	48
WILLIAM CAREY UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE (WCUCOM)	48
History of WCUCOM	48
History of Osteopathic Medicine	49
Philosophy of Osteopathic Medicine	49
The Osteopathic Oath	50
Pledge of Commitment	50
WCUCOM AND WCUMBS FACILITIES	51
ACCREDITATION STATUS AT WCU AND WCUCOM	51
INSTITUTIONAL EFFECTIVENESS	52
William Carey University	52

WCUCOM and WCUMBS	52
WCUMBS CURRICULUM	52
Fall 2020-2021	53
Fall MBS Course Descriptions	53
Winter 2020-2021	55
Winter MBS Course Descriptions	55
Spring 2020-2021	57
Spring MBS Course Descriptions	57
ADMISSIONS	58
General Process of Application for Admission	58
Application Fee	58
Dates for Applying	58
Admission Requirements	58
International Student Admission	59
WCUCOM GENERAL POLICIES	61
Americans with Disabilities Act	61
Reasonable Accommodations and Documentation	61
Privacy of Student Records (FERPA)	61
Personal Space and Privacy	62
Academic Freedom of Students	63
FINANCIAL AID, TUITION, AND FEES	63
Tuition	63
Terms of Payment of Tuition	64
Seat Deposit	64
Withdrawal and Drop/Add Refund Policy	64
Student Credit Balance Refund Policy	64
Application Fee for Graduation	65
Financial Aid, Tuition, and Satisfactory Academic Progress	65
Office of Financial Aid	65
General Policies on Financial Aid	66
LOANS	67
STUDENT EMPLOYMENT	68
STUDENT HEALTH ISSUES	68
Health Insurance	68
Mental Health	68
STUDENT SUPPORT	68
Student Services	68
Student Advising	68
Academic Advising	69
STUDENT ORGANIZATIONS AND ACTIVITIES	69
Student Clubs and Organizations	69
Outside Organizations	69

Student Use of WCUCOM / WCUMBS Facilities	69
Student Publications	70
STUDENT CONDUCT, PROFESSIONALISM, AND CLASSROOM ETIQUETTE	71
Student Title	71
Cell Phone Usage	71
Student Code of Ethics	71
Examples of Academic Dishonesty	72
Professional Standards	74
Dress Code	75
ATTENDANCE POLICY	76
Falsifying Attendance Records	77
Attendance Policy for Professional Conferences	77
EXAMINATION POLICIES	78
WCUMBS ExamSoft Information and Procedures	78
Exam Administration and Proctoring	83
Missed Exam Policy	85
COURSE-RELATED INFORMATION	86
Course Evaluations	86
Passing Courses	86
Course and Test Grading	86
Grading Policy	87
Rounding of Grades	87
Recorded Grades	87
Requests for Transcripts	87
ACADEMIC POLICIES	88
Student Review by the WCUMBS Committee	89
Academic Standing	90
Change of Class Schedule	90
Withdrawals	90
Academic Dismissal	91
Progression	91
Degree Completion and Final Assessment	91
DISCIPLINARY ISSUES	92
WCUMBS Committee	92
Guidelines Regarding Student Violations	92
Complaint Procedures	92
Conciliation Conference	93
Notice to Appear Before the WCUMBS Committee	93
WCUMBS Committee Procedures	94
Non-academic Warning	96
Non-academic Probation	96
Non-academic Probation with Conditions	97

Non-academic Dismissal	97
Appeals of Non-Academic Dismissal	97
Student Grievances	97
Check-out Procedures for Student Dismissal or Withdrawal	99
APPEALS POLICIES	99
Remediation, Warning, Probation, Denied LOA Request/Re-entry, and Dismissal	100
GRADUATION REQUIREMENTS	101
Graduation on Alternate Dates	102
CONTACT INFORMATION	103
NOTICE OF RECEIPT	104

NONDISCRIMINATION POLICY AND DIVERSITY STATEMENT

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

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

WCU Vice President for Academic Affairs
710 William Carey Parkway
Hattiesburg, Mississippi 39401
Office: 601.318.6101

MISSION STATEMENT

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

GOALS AND OBJECTIVES

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

WCUMBS will:

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

The WCUCOM fulfills its mission by ensuring that the goals and objectives at all levels are consistent with its mission. The COCA provides accrediting standards that require systematic review of the osteopathic medical education program. Specific assessment procedures appropriate for measuring outcomes have been developed. The results are utilized to implement specific strategies for program enhancement or improvement.

WCUCOM has adopted the WCU's Five-Column Model for institutional effectiveness. The WCUCOM Curriculum Council has the responsibility for tracking the evaluation process and recommending changes to the WCUCOM Dean.



LETTER FROM THE DEAN

Dear WCUMBS students,

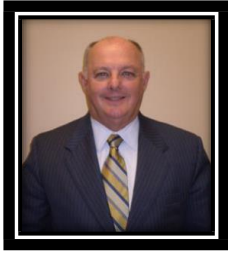
It is my honor and privilege to welcome you to WCUCOM! There has never been a better time to be a part of the Carey family. We are now entering into our 10th year since the COM was officially founded and at that time, a promise was made to Mississippi and the Osteopathic Profession. The promise of graduating primary care physicians and having them practice in Mississippi, a state that has historically ranked in the bottom of the country for access to care as well as other health related indices. A promise to improve the quality of care and increase graduate medical training in the state. A promise to innovate primary care and rural medicine.

I am pleased to share with you that we are realizing that promise and so much more. In the past year, approximately 80% percent of our graduates went into primary care, which is among the highest in the nation compared to US News and World Report data from the year prior. Carey has contributed to a significant increase in graduate medical education throughout the state; and hospitals in the state who participated have seen a greater quality of healthcare provided to those communities. Over a third of our graduates (200 or so) over the past seven classes have stayed in MS for residency training and practice. Many alumni are now coming back as faculty at WCUCOM and contributing as preceptors for our students.

In the past seven years, Carey physicians and students have received significant recognition for innovative approaches to primary care and population health. This includes the development of ambulance drones, telemedical systems, and the use of augmented reality and virtual reality for education. This also includes award-winning curriculum in the areas of Tobacco Prevention and clinical recognition of Interpersonal violence (Child Abuse, Spousal Abuse). Carey contributes to regional disaster planning and preparedness activities annually including Forrest County and Lamar County exercises.

Therefore, as I said earlier, this is a great time to be at Carey! We have an exciting year ahead of us and I am pleased about where we have come and the promises we have delivered on. But I leave you with this challenge, ask yourself, what can you do to make a Carey difference? What can you do to shine that Carey light unto others' lives? For while we have come so far in such little time, we have so much more yet to accomplish.

We are Carey Strong!
Italo Subbarao DO, MBA
Dean



Welcome to WCUMBS

Dear WCUMBS students:

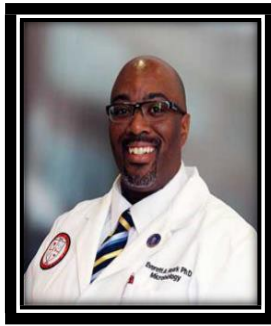
Welcome to William Carey University and the College of Osteopathic Medicine! We are pleased to have you here as students and look forward to becoming acquainted with you.

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

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

With best regards,

Jim Weir, DDS, JD
Associate Dean, Student Affairs



Letter from the Program Director

To the class of 2020-2021, welcome to the William Carey University Master of Biomedical Science Program. You are joining an outstanding academic program with a commitment to excellence. Our MBS program originated with the start of the medical school. Our goal is to help students reach their full potential and provide the foundation they will need for professional school.

It is our mission to foster an environment of learning that will equip you with the knowledge and skills that you will need to reach your full potential for professional school candidacy. We are looking forward to you becoming not just William Carey students, but also productive and contributing members in our community and beyond. At William Carey University, we firmly believe that we are educating you to go and make an impact on the world.

The students, faculty, staff, and administration of this college are committed to excellence in every way. We are continually evolving to keep abreast of the latest innovations and work hard to incorporate them into the curriculum. We are also proud that many of our students, faculty, and staff have been recognized locally and nationally for their outstanding achievements in education, research, and dedication to our profession.

We are pleased and humbled that you have chosen to further your education at William Carey University. We are dedicated to your growth and achievement of your goals. We look forward to working with you to make this an outstanding year.

Everett A. Roark, PhD
Associate Dean, Pre-Professional Sciences

**WILLIAM CAREY UNIVERSITY MASTER OF BIOMEDICAL SCIENCE ACADEMIC
CALENDAR 2020-20201**

FALL TRIMESTER SESSION - 2020

August 18.....	Fall Faculty Meetings
August 20.....	General Registration, New & Readmitted Students, All Campuses
August 24	Fall Trimester & Term I Classes Begin, All Campuses
	Fall Convocation, Hattiesburg
August 24-28.....	Late Registration, All Students, All Campuses
September 7	Labor Day Holiday (Night classes meet)
September 25	End of Term I
September 28.....	Term II Classes Begin
October 5-16.....	Advisement and Registration for Winter, All Campuses
October 28.....	Last Day of Fall Classes
October 29-30, November 2	Fall Final Examinations
November 3	Grades Due
November 3-6	Fall Trimester Break

WINTER TRIMESTER SESSION - 2020-2021

November 5	General Registration, New & Readmitted Students, All Campuses
	Late Registration Begins, Continuing Students, All Campuses
November 9	Winter Trimester & Term I Classes Begin, All Campuses
November 9-13	Late Registration, All Students, All Campuses
November 20.....	Deadline for Filing for May 2021 Graduation Application
	Deadline for Filing for February 2021 Degree Conferral (to receive diploma without commencement)
November 23-27	Thanksgiving Holidays
November 30.....	Classes Resume
December 19.....	End of Term I
December 21-January 1, 2021.....	Christmas Holidays
January 4-8, 2021.....	J-Term
January 11.....	Winter Classes Resume and Term II Begins
January 18.....	Martin Luther King, Jr., Holiday (Night classes meet)
January 19-29	Advisement and Registration for Spring, All Campuses
February 10.....	Last Day of Winter Classes
	Christian Leadership Lecture
February 11-15.....	Winter Final Examinations
February 16.....	Grades Due
February 16-19.....	Winter Trimester Break

SPRING TRIMESTER SESSION - 2021

February 18.....	General Registration, New & Readmitted Students, All Campuses Late Registration Begins, Continuing Students, All Campuses
February 22.....	Spring Trimester & Term I Classes Begin, All Campuses
February 22-26.....	Late Registration, All Students, All Campuses
March 8-12.....	Spring Break
March 15.....	Classes Resume
March 5.....	Deadline for Filing for August 2021 Graduation
April 1	End of Term I
April 5.....	Term II Begins
April 2	Easter Holiday
April 5	Classes Resume
April 12-23.....	Advisement & Registration for Summer & Fall, All Campuses
April 28	Honors Day Convocation, Hattiesburg
May 5.....	Last Day of Spring Classes
May 6, 7, 10	Spring Final Examinations
May 11	Grades Due
May 13-15	Graduate School Commencement, Hattiesburg
May 13-15.....	Undergraduate Commencement, Hattiesburg Undergraduate and Graduate School Commencement, Tradition
May 22	COM Commencement, Hattiesburg

SUMMER SESSIONS - 2020

May Term

May 17.....	Registration and Classes Begin
May 31	Memorial Day Holiday (Night classes meet)
May 28.....	Term Ends

Summer Trimester and 5-Week Terms

May 27.....	General Registration, New & Readmitted Students, All Campuses
May 31.....	Summer Trimester & Term I Day Classes Begin, All Campuses
June 1-4.....	Late Registration, All Students, All Campuses
July 2.....	End of Term I
July 5	Independence Holiday
July 5.....	Term II Day Classes Begin
August 6.....	Summer Academic Session Ends; Grades Due Doctoral Commencement
August 6-7.....	Commencement, Hattiesburg, Tradition

RIGHT TO CHANGE REQUIREMENTS

This catalog and its contents are subject to change by action of the university faculty. Possible changes include, but are not limited to, graduation requirements, admission requirements, tuition, fees, curricula, and course content. Students are responsible for reading and responding to any such changes. The university is responsible for providing information to students on those changes. The requirements as outlined in this catalog are valid for six years from the date of issuance. After that period, a student must change to the catalog currently in use.

BACKGROUND AND HISTORY OF HATTIESBURG

Hattiesburg and the Surrounding Area

Hattiesburg is the home of the main campus of William Carey University (WCU), which was founded in 1892. WCU is conveniently located on 140 acres on the south side of the city. Hattiesburg is known as the "Hub City" because it is located at the intersections of Interstate 59 and U.S. Highways 49, 98, and 11. The city is centrally located less than 100 miles from the state capital in Jackson, as well as the Gulf Coast, New Orleans, Louisiana, and Mobile, Alabama. Positioned at the fork of the Leaf and Bouie Rivers—the heart of south Mississippi's rolling piney woods—Hattiesburg provides a unique blend of affordability and high standard of living. Hattiesburg, with a population of nearly 50,000, is the educational, retail, and medical center for more than a quarter of a million people who live throughout the southeast Mississippi region. It is also the home to The University of Southern Mississippi and Camp Shelby.

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

- ✓ Healthcare;
- ✓ Most popular destinations; and
- ✓ Retirement communities.

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

Captain William H. Hardy, a pioneer lumberman and civil engineer, founded Hattiesburg in 1882. Early settlers to the area were of Scottish, Irish, and English descent and came from Georgia and the Carolinas, attracted by the vast acreage of virgin pine timberlands. This was an area of rich promise at a time when renewed development of the South was getting underway. The City of Hattiesburg was incorporated in 1884 with a population of approximately 400. Originally called Twin Forks and later Gordonville, Hardy gave the city its final name of Hattiesburg in honor of his wife, Hattie.

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

The completion of the Gulf and Ship Island Railroad from Gulfport to Jackson, Mississippi, now part of the Illinois Central System, ran through Hattiesburg and ushered in the real lumber boom in 1897. Although it was 20 years in the building, the railroad more than fulfilled its promise. It gave the state a deep-water harbor, more than doubled the population of towns along its route, built the City of Gulfport, Mississippi, and made Hattiesburg a railroad center.

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

Transportation

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

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

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

Hattiesburg and the surrounding area now enjoy the convenience of ride sharing services.

Outdoor Activities

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

Additionally, there is one national forest for outdoor activities. Divided into two sections, the DeSoto National Forest is southeast of Hattiesburg. Within the forest are the Leaf River Wildlife

Management Area, the Little Biloxi Wildlife Management Area, and the Red Creek Wildlife Management Area. Just outside and to the south are the Pascagoula River Wildlife Management Area, the Ward Bayou Wildlife Management Area, and the Old River Wildlife Management Area. To the north is the Chickasaw Wildlife Management Area. West of Hattiesburg is the Marion County Wildlife Management Area.

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

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

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

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

Dining

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

Golf

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

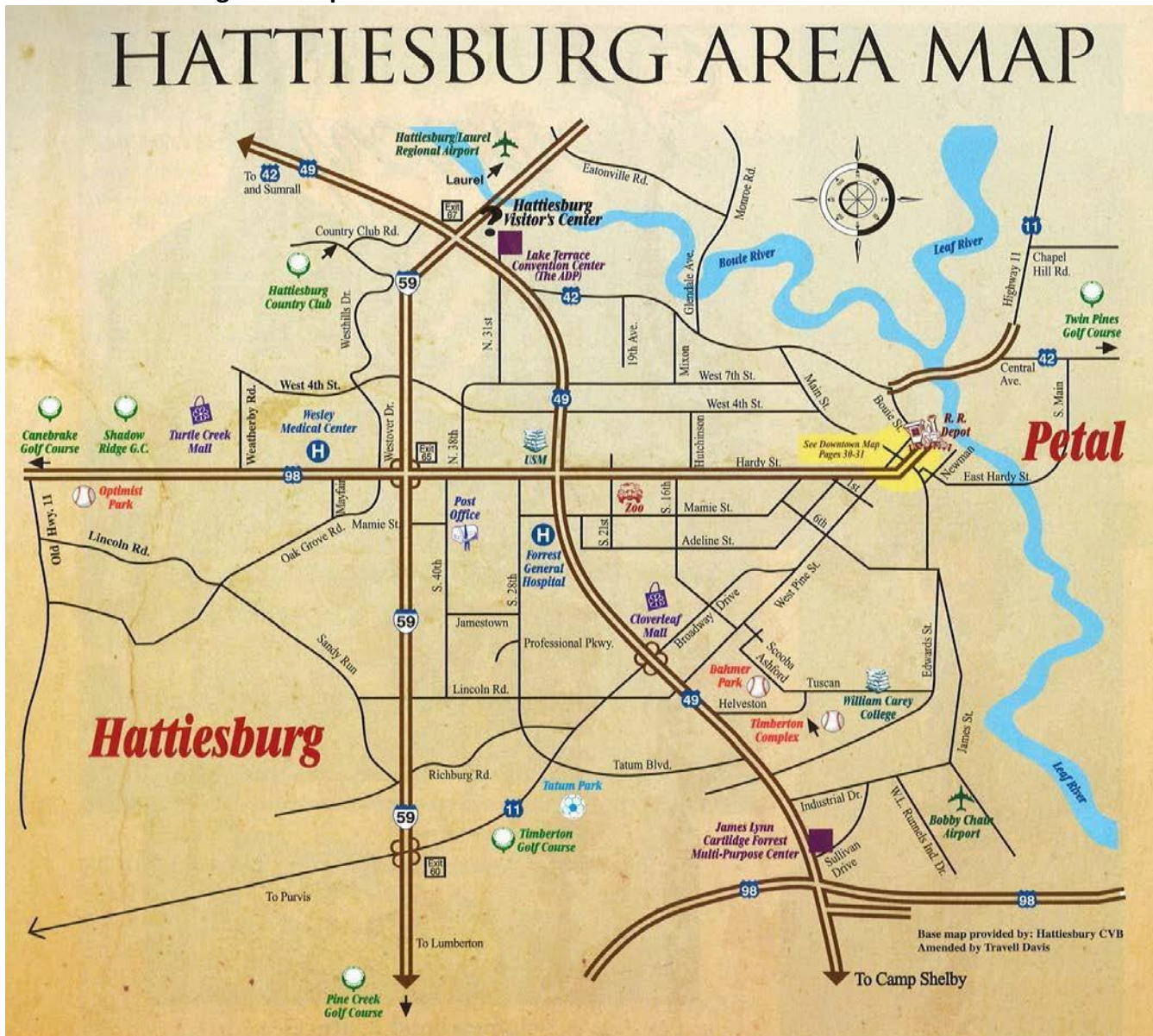
Movies and Family Entertainment

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

Chamber of Commerce

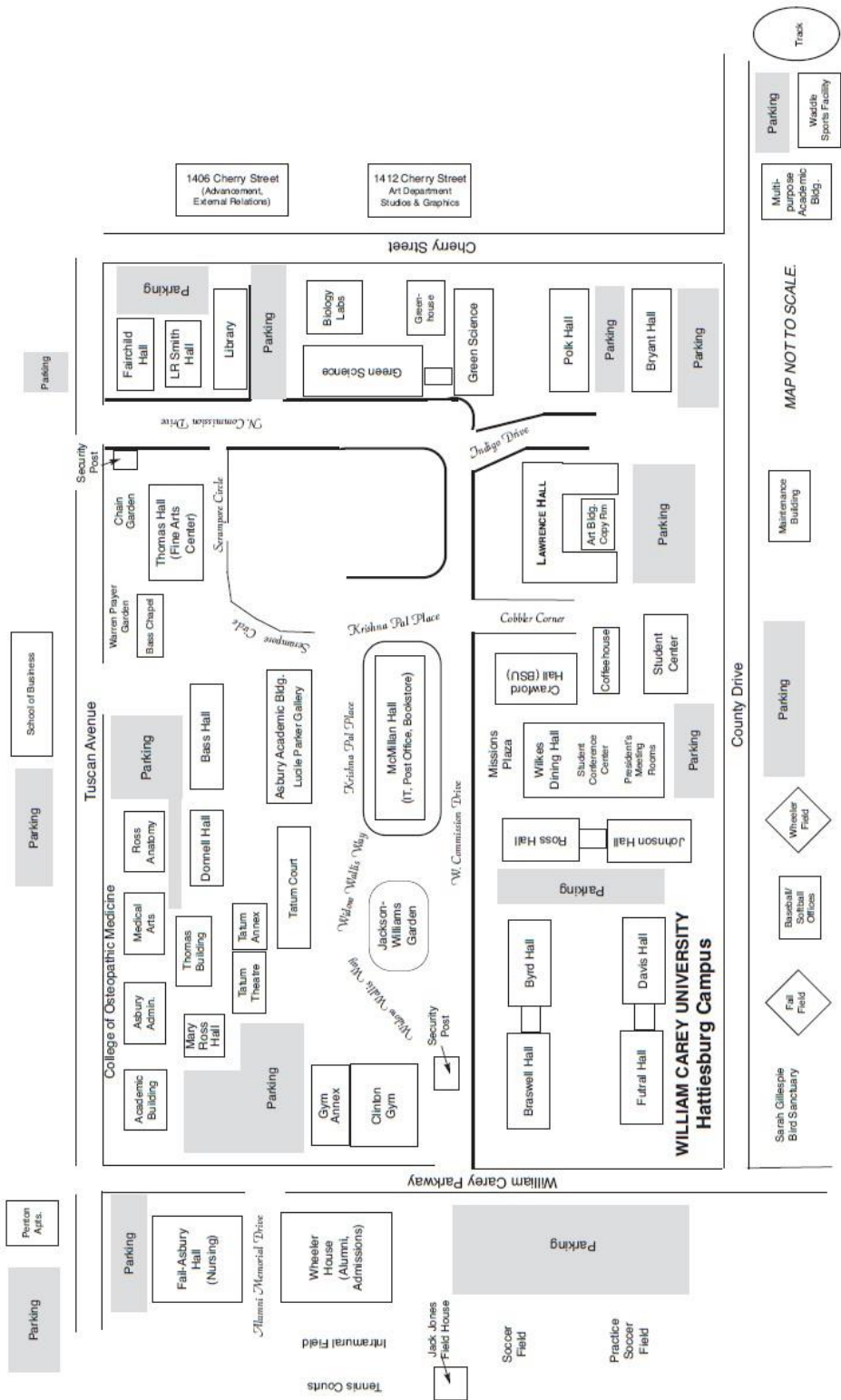
Further information regarding recreation and entertainment opportunities in Hattiesburg can be obtained from the Hattiesburg Chamber of Commerce at 1.800.235.4288.

Hattiesburg Area Map



Source: M&M Publishing

WILLIAM CAREY UNIVERSITY
William Carey University Campus Map



History of William Carey University

William Carey University had its earliest origins in Poplarville, Mississippi, when W. I. Thames opened Pearl River Boarding School in 1892. In its early years of operation, PRBS became the largest such school in Mississippi. A disastrous fire destroyed the school in 1905. Professor Thames moved to Hattiesburg where he opened South Mississippi College in 1906. After only four years of operation as South Mississippi College, including two successful football seasons in 1908 and 1909, the massive administration-academic building, including a 1500-seat auditorium, was again destroyed by fire. Prominent Hattiesburg businessman W. S. F. Tatum secured title to the property and offered it to the Baptists. Five Hattiesburg churches accepted the offer and raised the funds to repair the existing buildings and present the college to the Mississippi Baptist Convention debt-free in the fall of 1911. In 1911 the Mississippi Baptist Convention accepted the school as Mississippi Woman's College. The growth of Mississippi Woman's College was a source of pride for Mississippi Baptists. In 1953 the college admitted men, and in 1954 changed its name to William Carey College in honor of the eighteenth century English cobbler-linguist whose decades of missionary activity in India earned him international recognition as the "Father of Modern Missions." In order to attract male students, a football team was established and achieved three winning seasons before being disbanded.

Under the leadership of Dr. J. Ralph Noonkester (1956-1989), William Carey College enjoyed significant growth, including 14 new buildings. The college attracted national attention for its athletic teams, traveling chorale, theatre performance groups, scientific honor societies, and student mission efforts. In 1968 William Carey College merged with the Mather School of Nursing to establish a nursing program in New Orleans. William Carey College on the Coast was established in 1976.

The college changed to a trimester system under the leadership of President James Edwards (1989-1997). The Lucile Parker Gallery opened on the Hattiesburg campus, and the Sarah Gillespie Art Gallery was upgraded on the coast campus. Dr. Larry Kennedy served as president from 1998 to 2006. Many physical improvements were made to existing facilities and several new buildings were constructed including Fail-Asbury Hall, Lorena Smith Hall, and Donnell Hall, and the Milton Wheeler baseball field. Hurricane Katrina destroyed the coast campus and significantly damaged the Hattiesburg campus. In 2006 the institution gained university status and changed its name to William Carey University.

In 2007, Dr. Tommy King was named the ninth president of the university, the first Carey graduate to hold the post. In 2009 the coast campus was relocated to the newly constructed Tradition campus. In 2010 the inaugural class of the College of Osteopathic Medicine began. Under Dr. King's leadership, the university's enrollment has grown 80% and numerous new buildings have been built, including the College of Osteopathic Medicine, Tatum Theatre, Jack Jones Field House and tennis complex, Byrd-Braswell Hall, Davis-Futrel Hall, Bass Memorial Chapel, a new School of Business building, a biology lab building, a gym annex, and the Waddle sports facility. New construction on the Tradition campus includes Scianna Hall and Sanderson Hall, which houses the School of Pharmacy. Several new academic programs were added including five doctoral degrees. With the reinstatement of tennis and the addition of cross-country and track, indoor track and field, and volleyball, the number of athletic teams increased to 17.

On January 21, 2017, the Hattiesburg campus suffered a severe tornado, resulting in damage to nearly all campus facilities. Six buildings were damaged beyond repair. The University of Southern Mississippi provided residential space and services for students and academic and administrative space for several

programs. During the months since the tornado, many buildings have been restored to full use. All buildings have been repaired, and six new buildings have been constructed.

The university has been advanced by U.S. News & World Report to the status of National University in the Carnegie classification system. U.S. News & World Report has ranked Carey as a “Great School, Great Price,” A+ School for B Students. Carey has been recognized for more than a decade as a “Military Friendly School” by Victory Media. The university has also been ranked in the top 100 “Best Value” in the United States by Educate to Career’s College Rankings Index. The medical school was rated as one of the top 10 emerging medical schools in the country and was recognized for being #3 in the U. S. in production of primary care physicians. William Carey was rated by two external rating organizations as the safest campus in Mississippi.

Carey President Tommy King stated, “We continue to accept William Carey’s motto: ***“Expect great things from God; attempt great things for God,’ as we face a bright future.”***

Organization and Administration of the University

WCU is a nonprofit corporation operating as an institution of higher learning from its domicile in Hattiesburg, Mississippi. The university operates under the governance of a Board of Trustees (Board / BOT). WCU operates in friendly cooperation with the Mississippi Baptist Convention. The Board is responsible for all general institutional policies as outlined in the university's bylaws. Policies should originate with the Board or be recommended to the Board by the administration. The administration is responsible for implementing official policies within the framework established by the Board. The faculty is responsible for the quality of the educational programs and operates within the policies determined by the administration and the Board of Trustees.

WILLIAM CAREY UNIVERSITY RESOURCES

For more detailed information regarding the following campus resources, please refer to the current Translation Student Handbook.

Bass Memorial Chapel and Warren Prayer Garden

Dedicated in 2014, Bass Memorial Chapel provides sacred space for prayer, worship, and small group gatherings. The prayer garden is a place for meditation.

Ben Waddle Multiuse Building

A new volleyball field house and adjacent track and field complex were built in 2017.

Bookstore

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

Campus Facilities Building

Constructed in 2010, this building houses the offices and equipment of the physical facilities department.

Chain Garden

This area of the campus was originally dedicated in 1992 in honor of Bobby and Betty Chain. In 2006, the garden was completely renovated by the Bobby L. Chain family to include the six-foot bronze statue, “The Risen Christ” and rededicated in memory of the late president Larry Kennedy.

Clinton Gymnasium

Constructed in 1961, this building includes a gymnasium, offices, and locker rooms. Interior and exterior renovations were completed in 2004 and 2006.

Common Grounds

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

College of Osteopathic Medicine Academic Building

The first of four buildings in the COM complex is commonly referred to as “COM 1” and was completed in the summer of 2010. The Academic Building houses two lecture halls, classrooms, study rooms, and a research laboratory.

College of Osteopathic Medicine Asbury Administrative Center

Completed in the spring of 2011, and commonly referred to as “COM 2,” this building houses administrative offices, faculty offices, and conference rooms.

College of Osteopathic Medicine Turner Medical Arts Building

This building was completed in the fall of 2010 and is commonly referred to as “COM 3.” The Medical Arts Building houses faculty offices, clinical diagnostic and treatment rooms, eight student conference rooms, study areas, student lounge, and adjoins to the COM Ross Anatomy Wing.

College of Osteopathic Medicine Randy and Brenda Ross Anatomy Wing

Completed in 2014, the anatomy wing adjoins to the COM Medical Arts Building and houses the cadaveric anatomy lab for the WCUCOM.

Crawford Hall

This eight-room structure constructed in 1936 serves as the offices and activities center for the Baptist Student Union. An exterior renovation was completed in 2005 and a deck added in 2013.

Donna Duck Wheeler Alumni House

A two-story colonial style residence built in 1962 and formerly named the Bentley-Pope House, was renamed in April 2006 to honor Donna Duck Wheeler, alumni director for 17 years. The building houses the offices of admissions and alumni relations.

Donnell Hall

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

I.E. Rouse Library

The Smith/Rouse Library, which was built in 1957 and renovated in 2002 and 2009, serves as the headquarters branch for the WCU Libraries. Rouse Library houses books, DVD, and microfiche while also providing access to WCU Libraries' electronic resources. Rouse Library provides a computer lab, wireless Internet access, a classroom, and three group study rooms for two to six persons. The Clarence Dickinson Collection, a special collection devoted to church music, the Sarah Ellen Gillespie Museum of Art, the Frances Winters Hymnology Collection, and the university archives are also located in Smith/Rouse Library. The bronze statue of William Carey, titled "Carey Turns to the World," is located in front of the Sarah Ellen Gillespie Museum of Art adjacent to Rouse Library.

Library System

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

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

Collections

The WCU Libraries physical collections are located at the Smith Rouse Library on the Hattiesburg campus and at the Tradition Campus Library. Smith Rouse Library houses over 77,600 print and media items. The Tradition Campus Library houses over 9,000 print and media items. An online catalog, accessible through the WCU Libraries website, provides information about all library holdings, including the location of physical items. All circulating items within the WCU Libraries system are available for checkout to any faculty, staff member, or currently registered student of WCU at any WCU Library location, as well as via mail for applicable WCU distance learners.

The WCU Libraries electronic resources include over 60 research databases comprising both e-journals and e-books. This online collection is accessible through the WCU Libraries website from any WCU on-campus computer. WCU currently registered students, faculty, and staff can also access online collections from any off-campus location via the WCU Libraries website by utilizing their WCU email addresses and passwords as logins when prompted for full-text access. Licenses for databases, electronic books and journals, and other online materials prohibit access to these materials by individuals who are not WCU currently registered students, faculty, or staff.

Services

A full range of library services is offered to WCU students and faculty at all locations, including the following:

- ✓ Reference services for answering research and directional questions;

- ✓ Internet accessible computers, with productivity software, including word processing, spreadsheet, and presentation programs;
- ✓ Instruction in the use of library services and resources, including workshops, research appointments, tutorials, and research guides;
- ✓ Study space, including small group study rooms;
- ✓ Interlibrary loan services from other WCU library locations or from libraries outside the WCU system;
- ✓ Photocopying and printing;
- ✓ Access to group study rooms; and
- ✓ Online services, including email and text reference; off campus access to licensed databases, online renewal of circulating materials, electronic journals, and electronic books.

For more information:

- ✓ Ask-A-Librarian: askalibrarian@wmcarey.edu;
- ✓ FAQ: <http://askus.library.wmcarey.edu/>;
- ✓ Text: 601-348-0287 (Standard Rates Apply); and/or
- ✓ Call: 601-318-6169 for Hattiesburg.

WCU Library Collections and Services for Medicine/Nursing

Health science collections are located at the Hattiesburg and Tradition libraries. The primary print collection dedicated to the WCUCOM is located in the /I.E. Rouse Library on the Hattiesburg campus.

Fourteen subscription e-databases specifically support the WCUCOM and School of Nursing, including Access Medicine, the Cochrane Online Collection, DynaMed, Medline Complete, PsycARTICLES, PsycINFO, Science Direct, CINAHL, and the Nursing Reference Center. Additionally, the library also provides a significant collection of interdisciplinary databases with health sciences content.

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

A Medical Resources page on the Libraries’ website provides information on health science collections and services at <http://library.wmcarey.edu/screens/discommain7id.html>. Medical research guides, which have been produced by WCU librarians, list specific services and resources offered by the WCU library system and may be found on the Medical Resources website.

Fail-Asbury Hall

Originally completed in 2002, this building contains faculty offices, classrooms, and laboratory facilities for the Joseph and Nancy Fail School of Nursing. An addition to the original building, constructed in 2008, provides additional faculty offices, classrooms, study rooms, and a lecture hall.

Fairchild Hall

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

Green Science Hall

The one-story portion of Green Science Hall accommodates chemistry and physics curricula. The two-story section houses Ross Lecture Hall, student study and work areas, laboratories, offices, and classrooms for the departments of biology, mathematics, and psychology. The building was constructed in 1958 and renovated in 2003 and 2005. A new annex was constructed in 2017 to house three biology labs and five faculty offices.

Jack and Carol Simmons Exercise Track

The Jack and Carol Simmons Exercise Track was dedicated in December 2007. The half-mile track is designed for walkers and joggers.

Jackson-Williams Garden

The Jackson-Williams Garden was dedicated in March 2015 to honor the first two African-American students to enter Carey in August 1965: Vermester Jackson Bester and Linda Williams Cross.

Jack Jones Field House

Built in 2011 and further expanded in 2013, the field house provides locker rooms for the men and women's soccer teams and men and women's tennis teams as well as concession space.

Joe and Virginia Tatum Theatre

Constructed in 2010, the name honors the Tatums, longtime supporters of the university. The facility includes a black box performance space, a spacious serving room for Carey Dinner Theatre, and catwalks for the lighting and sound crew. Behind the Scenes, a Thespian mask sculpture by Jeremy Thomley, was installed in front of the theatre in 2013. The sculpture was made possible by a generous gift from Trustee and Mrs. Robert Addison in memory of Dr. J. Ralph Noonkester, President 1956-1989.

Joseph and Nancy Fail Softball Field

Dedicated in 2007, the state-of-the-art field is named to honor the Fails, longtime friends and trustees of the university.

Larry W. Kennedy Sports Complex

Dedicated in 2007 in memory of the late president, the complex houses the Milton Wheeler

Baseball Field, the Joseph and Nancy Fail Softball Field, the soccer fields, intramural field, and jogging track. The Robert N. Gillespie indoor batting facility was completed in 2011. A new tennis complex and the Jack Jones Field House to serve soccer and tennis players were completed in 2011.

Lawrence Hall

Lawrence Hall, built in 1954, provides offices, classrooms, and conference space for the departments of biblical studies and philosophy, Christian ministries, Holloway Center for Bivocational Ministry, The Owen and Elizabeth Cooper Institute of Missions, student support services, housing, English Language Center, and other offices. External renovations were completed in 2005 and interior renovations were done in 2009.

Lorena Roseberry Smith Hall

Built in 2004, this education facility contains faculty offices and eight classrooms, equipped with state-of-the-art technology.

Lucile Parker Gallery

Built in 1990 and relocated to 512 Tuscan Avenue in 2013, the gallery houses four collections: the William Carey Collection, the Lucile Parker Collection, the Larry H. Day Collection, and the Brian Blair Collection. The 512 Tuscan building was destroyed in the tornado of 2017; however, the Parker collection was saved.

Mary Ross Building

Constructed in 1920 for a campus hospital, this building houses faculty offices for the Doctor of Physical Therapy program and an osteopathic manipulative treatment clinic operated by the College of Osteopathic Medicine. The exterior of the building was renovated in 2005 and the interior renovated in 2014.

McMillan Hall

Constructed in 1964, this building underwent a major expansion and renovation in 2012. It houses the university bookstore, post office, and institutional technology department.

Missions Plaza and Tower

Dedicated in 1994, and prominently located in front of Wilkes Hall, the Marjorie and Earl Kelly Missions Plaza and the Estelle Willis Missions Tower recall the legacy of William Carey and honor Southern Baptist missionaries, WCU alumni, faculty, staff, and students in foreign missions service. Gifts of Joseph and Nancy Fail made construction possible. The bronze sculpture Genesis by Dr. Arthur Williams was installed under the tower in 1993. Dr. Williams served as chair of the art department at Carey on the Coast.

Milton Wheeler Field

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

Resident Hall Facilities (more information may be obtained in the current Translation Student Handbook)

Men's Halls:

- ✓ **Braswell Hall** accommodates approximately 89 men at full occupancy. Single occupancy rooms may be available at additional charge;
- ✓ **Bryant Hall** accommodates approximately 103 men at full occupancy. Single occupancy rooms may be available at additional charge;
- ✓ **Futral Hall** accommodates approximately 100 men at full occupancy. Single occupancy rooms may be available at additional charge;
- ✓ **Polk Hall** accommodates approximately 94 men at full occupancy. Single occupancy rooms may be available at additional charge; and
- ✓ **Penton** apartments accommodate approximately 30 senior men at full occupancy.

Women's Halls:

- ✓ **Bass Hall** accommodates approximately 143 women (all classifications) at full occupancy. Single occupancy rooms may be available for additional charges;
- ✓ **Byrd Hall** accommodates approximately 89 women at full occupancy. Single occupancy rooms may be available at additional charge; and
- ✓ **Davis Hall** accommodates approximately 89 women at full occupancy. Single occupancy rooms may be available at additional charge.
- ✓ **Johnson Hall** accommodates approximately 89 women at full occupancy. Single occupancy rooms may be available at additional charge.
- ✓ **Ross Hall** accommodates approximately 89 women at full occupancy. Single occupancy rooms may be available at additional charge.

Robert M. Gillespie Batting Facility

Completed in 2011, the batting facility provides indoor space for baseball and softball batting practice and houses baseball and softball locker rooms.

Sarah Ellen Gillespie Museum of Art

Dedicated in 2009, the museum houses more than 600 works by Mississippi artists collected by Ms. Gillespie over six decades. It is the most complete collection in existence of 20th century art works by Mississippians. The museum also hosts special exhibits and related cultural programming. It is located in a wing of Smith/Rouse Library.

Sarah Ellen Gillespie Nature Reserve and Bird Sanctuary

A bequest of land and cash from the estate of Miss Gillespie made it possible for the university to create an on-campus nature reserve and bird sanctuary in 2010. This nine-acre natural space provides an outdoor laboratory for the study of botany and environmental science as well as a space for meditation and reflection.

School of Business Building

This state-of-the-art two-story building, completed in 2014, includes a reception area, two lecture halls on the first floor, classrooms and a computer lab on the second floor, along with faculty and staff offices, study areas, a kitchen, lounges, and conference room. An expansive lobby with a grand staircase and an 8-foot European crystal chandelier, given to the university by a donor, are also features of the building.

Soccer Fields

The soccer complex featuring Musco Sports lighting was dedicated in August 2004 and includes an official game field, a practice field, and an intramural field. The Jack and Carol Simmons fitness track was added during 2007 to provide a safe area for jogging and walking. In 2013, soccer facilities were expanded, and permanent seating was added for spectators.

Student Center, Old Cobbler Shop

The former facilities building was renovated in 2011 to provide a student center with exercise rooms, game room, TV lounge, and offices for student activities, SGA, and intramural sports.

Thomas Building

Completed in 1974, this facility houses the Kresge Room, classrooms for the doctor of physical therapy program, computer labs, and the Glass Room.

Thomas Hall (Fine Arts Center)

Dedicated in 1966, this building houses the Donald and Frances Winters School of Music and the 1,159-seat **Dumas L. Smith** Auditorium. The 1,000 piece metal sculpture Perihelion, designed by Jason Kimes, was installed in front of Thomas Hall in 2012.

Wilkes Dining Hall-Food Service/Dining Hall

Built in 1967, this building includes a student dining room, a faculty dining room, a private dining room, and a conference center. Exterior renovations were completed in 2005, and other interior renovations were completed in 2012 to include a new boardroom and a president's meeting room.

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

Wilkes Hall Cafeteria serves meals on the following schedule:

Breakfast:	7:30–9:30 a.m., Monday-Friday 9–10 a.m., Saturday (self-serve)
Lunch:	11 a.m.–1:30 p.m., Monday-Friday 12–1:30 p.m., Saturday-Sunday
Dinner:	4:30–7 p.m., Monday-Friday 4:30–6:30 p.m., Saturday-Sunday

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

William Carey Statue

The 600-pound bronze statue of William Carey was dedicated in November 2011 in celebration of the 250-year legacy of the Father of Modern Missions, the university namesake. The seven-foot tall stature is titled “Carey Turns to the World” and was crafted by Ben Watts of Columbia. It is located in front of the Sarah Ellen Gillespie Museum.

WILLIAM CAREY UNIVERSITY POLICIES

Electronic Communications

WCU Email Accounts

The IT Department in accordance with WCU standards assigns each student a personal campus email address and account. These accounts are to be used for all campus communications and notifications and must be checked *daily*; these communications will be considered official. Any email sent to a full inbox will be deemed to have been delivered and received, and the student will be responsible and accountable for the information sent in such cases.

Since students are required to check their WCUCOM email every day, the date an email is sent to the student’s WCUCOM email address is the date of official notification or correspondence. *Thus, notice sent to WCU maintained email address will constitute receipt by the student.* Students must be cautious in the use of programs to forward email from their official WCU accounts to a different email address. WCUCOM is not responsible for failure of such systems to deliver your official notifications and will not send emails to any alternative address to any student enrolled in WCUCOM.

Use of this email system is to be in a professional manner at all times. Any use of email that violates WCUCOM professional policies, or other provisions, will result in disciplinary action. Students will be held responsible and accountable for all information transmitted. Guidelines to aid students in navigating technology-related issues are available. The most up-to-date versions of the *WCU Student Technology Guide* can be accessed at <http://www.wmcarey.edu/information-technology>.

ProgressIQ

The ProgressIQ Longitudinal Database System is now in use by WCUCOM. The communications sent to students’ ProgressIQ accounts will be treated with the same expectations as the WCU Email Accounts. The date of messages and documents posted in and sent to your ProgressIQ account will constitute the official notification date from WCUCOM to the student. These accounts should be monitored closely, and notifications received in the student’s WCU email account that there have been updates in ProgressIQ should be reviewed and ProgressIQ checked promptly. Many notifications from the Office of the WCUCOM Dean or other administrators at

WCUCOM are very time sensitive and require student action within a set time period *from receipt* of the documentation or notification; therefore close monitoring and prompt responses are necessary.

Identification Cards

Every WCU student should secure an identification card (ID) from the office of student life on the Hattiesburg campus. The ID card is the student's official university identification and should be carried at all times. **University officials, including faculty, staff, and security officers may ask students to present a valid WCU student ID at any time. Failure to present one's ID will result in severe disciplinary action.** Full-time students use the card for admission to school- sponsored activities, such as for library privileges.

Misuse of ID cards subjects the user to disciplinary action.

A fee of \$10.00 is charged for the replacement of ID cards. **Only one free ID card will be issued to a student during a five-year period.**

Campus Safety and Security

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

Vehicle Registration

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

Registration Procedure

The office of Student Life (Lawrence 127) will issue decals during regular office hours (8:00 a.m. 5:00 p.m.) Monday through Thursday, and 8:00 a.m.–4:30 p.m. on Friday when the university is in session.

Students may also obtain a parking decal through the WCU Indigo Portal (online). A student may choose to register his/her vehicle online and pick up the decal in the student life office or have it mailed.

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

Upon being registered and having required fees paid, each motor vehicle will be issued an appropriate decal which shall be valid up to the stated expiration date and for the zoned locations specified.

Parking decals

Decals must be displayed in the lower left hand (driver's side) corner of the front windshield. Decals must be adhered to the windshield.

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

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

University personnel will be issued decals that identify the appropriate zones in which university employees may park. Spouses of university personnel driving cars, which display these decals, will be given the privilege of parking in zones reserved for university personnel. Dependents of university personnel are not authorized with employee privileges.

- Lost decals may be replaced for both students and university personnel at a cost of \$5.00 per decal;
- Replacement decals will be issued upon payment of a \$5.00 fee only in the following cases:
 - If a registered motor vehicle is no longer to be used on campus (i.e. replaced by a new or different motor vehicle);
 - If the decal of a registered motor vehicle is stolen or destroyed (documented evidence will be required); or
 - If the decal is defective due to faulty manufacturing. In this case, the decal will be replaced free of charge;
- Any motor vehicle operated on campus by a student or university personnel must have a decal and be registered according to the regulations stated;
- Only one valid decal will be displayed on any vehicle at one time;
- To be considered valid, decals must be adhered in the lower left hand (driver's side) corner of the front windshield of the registered vehicle with the decal number facing outward; and
- Reproducing, altering, or defacing a decal or permit in any way is prohibited. Lost or misplaced decals must be replaced immediately.

Parking Rules

All vehicles are to be parked on the streets and parking lots on the campus only in areas assigned

and marked as parking areas. All "NO PARKING" areas are in effect 24 hours a day, seven days a week. Failure by any person to find a legal parking space shall not be an excuse for a violation of the regulations. Anyone who operates a motor vehicle on campus must possess a valid driver's license and have current insurance. A suspended driver's license results in automatic suspension of driving privileges on campus.

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

Residential students: parking outlined in red or white open zone when red zone is full.

Commuting students, faculty, and staff members: parking outlined in white.

Color Indicators

GreenCOM student parking

BlueHandicapped parking only

Yellow.....No parking area

RedResidential students

WhiteOpen zone; Commuters, faculty, staff, and residential students overflow

***The Nursing parking lot is only for students, faculty, and staff in the nursing department.**

WCUCOM students are not allow to park in that parking lot.

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

- Parking on campus without a current registration decal or permit, with the exception of short-term visitors on campus;
- Parking in an area of the campus that is restricted to a specific time limit in excess of the posted time limit (e.g. spaces in front of the post office and bookstore);
- Parking in a "No Parking Zone" or service drive. These areas are restricted 24 hours a day, seven days a week;
- Double parking;
- Parking against the flow of traffic;
- Parking in a pedestrian crosswalk;
- Parking in or blocking a street, driveway or impeding the free movement on any street or parking area at any time;
- Parking on a sidewalk or grassy area of the campus without special permission;
- Parking outside the lines that identify an individual parking space;
- Parking in any space other than the assigned zone during restricted hours (7:30 a.m.–3:30 p.m.);
- Parking any trailer, camper, or other personal property on campus without special permission from the student life office. Any vehicle, trailer, etc., in violation of this regulation will be towed at the owner's expense; and
- Parking of a second vehicle on campus by the same owner requires a \$200 annual parking fee.

Parking Vehicles on Campus during Breaks

Students and employees are not to park vehicles in remote areas of the campus for extended

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

Emergency Warnings and Hazardous Weather Procedures

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

- ✓ *Emergency Siren*: This 25-second signal is intended to immediately get the attention of members of the WCU community. When students, staff, and visitors hear this siren, they should immediately try to seek shelter in a secure location and follow any verbal instructions that may accompany this alarm;
- ✓ *All Clear Horn*: This signal consists of three consecutive five-second horn blasts and indicates that it is now safe to resume normal activities on campus; and
- ✓ *Red Alert Horn*: This signal consists of a single 15-second horn blast and indicates that there is an imminent dangerous or hazardous situation on campus. When students, staff, and visitors hear this horn, they should immediately try to seek shelter in a safe location, such as a building or vehicle away from the problem site until the "all clear" signal is given.

Tornadoes and Hurricanes

Tornadoes and Hurricanes are common in our area. It is imperative that students, faculty and staff heed the warnings and directives given by any WCU or WCUCOM authority regarding these dangerous events.

Tornadoes

Tornadoes are violent over-land wind funnels, which commonly form from thunderstorms or on the outskirts of hurricane activity. They tend to develop quickly, move through an area quickly, and their paths are difficult to impossible to predict. Tornadoes are capable of devastating destruction of property and can be fatal. Wind speeds can reach up to 300 miles per hour and can destroy large, sturdy buildings, toss cars hundreds of feet, uproot large trees, and cause a

myriad of other problems. Tornadoes can be up to one mile wide and can cause destruction in any direction for fifty miles or more, so the path of destruction can be entire towns and areas. Debris can include many dangerous construction materials, downed trees, downed power lines, vehicles, personal belongings from homes, and much more.

In the event of a tornado, heed all warnings from local weather sources as well as WCU and WCUCOM officials and notification systems.

If you are on campus after hours or alone when you hear the sirens, then please be sure to take cover in the interior-most room or hallway of the closest building and stay away from windows. Shield yourself by crouching facing the wall with your hands over your head.

Keep in mind after the event that there can be very dangerous situations outside even after the event is over, and caution is imperative. Downed power lines may be in contact with metal or puddles of water from the thunderstorms tornadoes tend to accompany. Please be cautious moving about and heed all directives from all local, fire, police, EMS, WCU or WCUCOM officials.

Hurricanes

Hurricanes are very large cyclones developing over the oceans or gulfs. Hurricanes develop over time, move much slower than tornadoes, and their paths are much more predictable by weather professionals. They can be several hundred miles in diameter and wind speeds can reach 75-200 miles per hour. Hurricanes rotate in a counter-clockwise direction in our hemisphere and have an eye in the center of the storm, which seems to be a time of “calm” as the storm passes over. This eye can be very confusing to those unfamiliar with hurricanes as many people believe the storm is over and begin moving about the struck area in the very light winds and light rain, or even sunshine; however this is only a half-way point of these devastating storms and there *is* more to come.

When hurricanes make landfall, the waves can cause flooding and destruction for several miles inland, but the heavy rain and strong winds carry much further inland and can cause damage for several hundred miles inland depending on the size and strength of the storm. Hurricanes are longer weather events that can cause similar damage to tornadoes; however, tornadoes can also spin off hurricane storms and cause additional destruction.

In the event of a hurricane or hurricane-driven tornado, heed all warnings from local weather sources and from WCU and WCUCOM officials and notification systems, and be familiar with the tornado information above. Keep in mind after a hurricane event that there can be very dangerous situations outside and caution is imperative. Downed power lines may be in contact with metal or puddles of water from the rain of the hurricane. Please be cautious moving about and heed all directives from all local, fire, police, EMS, WCU or WCUCOM officials.

Emergency Notifications

All faculty, staff, and students will be alerted as to the emergency by SaderWatch, emergency

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

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

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

Flooding

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

Disaster Plan Statement

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

Specific information regarding the continuation of course work will be posted on the WCU course management system at <https://elearning.wmcarey.edu>.

Crisis Management

The WCU crisis management team shall direct all emergency operations. When an emergency/disaster occurs, the security supervisor will be in charge until relieved by the team. The crisis management team leader (Facilities Director) or designee shall coordinate all emergency operations. The direct operational control of the campus in such an event is the sole responsibility of the CMT (crisis management team). The coordination of emergency resource teams is the responsibility of the CMT leader, who will coordinate all functions.

WCU STUDENT LIAISON:

- ✓ Is present during emergency to provide students and parents with information concerning emergency.
- ✓ Assists student population with appropriate response to the emergency.
- ✓ Assigns and supports institution liaisons to families of students as appropriate.

Declaration Of State Of Emergency

The authority to declare a campus state of emergency rests with the university president or his designee as follows:

- ✓ Should a campus emergency occur, security personnel shall immediately place into effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain educational facilities.
- ✓ Security shall immediately consult with the CMT leader and the assistant team leader. If unable to contact these CMT members, the president should be contacted directly regarding the emergency and possible need for the declaration of the state of emergency.

Notification Chain

Text messaging (Sader Watch), emergency alert horn and voice messaging, emails, and telephone are utilized for emergency notification at William Carey. These systems are intended for immediate transmission of specific information regarding emergency warnings to students, personnel, and to affected areas of the campus. Back-up systems of internet and public access television are utilized for extended periods.

Safety

The university alert systems are the focal point for initial communication to administration, faculty, and students. All personnel are expected to pass on information to those who may not have received the emergency notification and direction. The CMT leader or designee will make the determination as to the need for the CMT being called in as a unit.

During an emergency, campus phones must be restricted to official business only. In the absence of phone service, security and key administrators will provide notification with two-way radiophones.

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

- ✓ EMERGENCY SIREN: This 25-second signal is intended to immediately get the attention of members of the WCU community. When students, staff, and visitors hear this siren, they should immediately try to seek shelter in a secure location and follow any verbal instructions that may accompany this alarm.
- ✓ ALL CLEAR HORN: This signal consists of three consecutive 5-second horn blasts and indicates that it is now safe to resume normal activities on campus.

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

During an emergency, campus phones must be restricted to official business only. In the absence of phone service, security and key administrators will provide notification with two-way radiophones.

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

- ✓ **EMERGENCY SIREN:** This 25-second signal is intended to immediately get the attention of members of the WCU community. When students, staff, and visitors hear this siren, they should immediately try to seek shelter in a secure location and follow any verbal instructions that may accompany this alarm.
- ✓ **ALL CLEAR HORN:** This signal consists of three consecutive 5-second horn blasts and indicates that it is now safe to resume normal activities on campus.
- ✓ **RED ALERT HORN:** This signal consists of a single 15-second horn blast and indicates that there is an imminent dangerous or hazardous situation on campus. When students, staff, and visitors hear this horn, they should immediately try to seek shelter in a safe location such as a building or vehicle away from the problem site until the “all clear” signal is given.

Emergency Food Supply

MMI Dining Services, as the food service provider for the university, maintains a food supply designed to cover several days without outside shipments. MMI Dining Services and the food service manager have a plan to address food spoilage and/or contamination in the event of power loss.

Materials and Location

Emergency kits to include flashlights, emergency band radios, and first aid supplies are located in residential buildings and supervised by the area coordinator or resident director of each building. These supplies are maintained for potential use in an emergency. Large items such as generators and pumps are located and maintained in the facilities department.

Medical Supplies

First aid kits are available in several areas across campus. Student services, facilities, security, and nursing maintain emergency supplies and would be first responders in an

emergency on campus until qualified medical assistance can arrive. These kits are replenished yearly.

Building Evacuation

- ✓ All building evacuations will occur on notification by security or the contact person outlined on the Quick Reference Emergency Plan published and distributed to each office on campus
- ✓ When notification occurs, leave by the nearest marked exit and alert others to do the same.
- ✓ Assist disabled persons leaving the building. Do not use elevators in the event of fire or tornado as there is the potential for individuals to become trapped.
- ✓ Once outside, proceed to the designated area at least 50 yards away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

Campus Evacuation

- ✓ The CMT leader or designee through the authority of the president will announce the evacuation of all or part of the campus grounds.
- ✓ All persons are to vacate immediately the area in question and leave campus or relocate to another part of the campus as directed.

Fire Safety

- ✓ Before the Emergency

Know the location of fire extinguishers, fire exits, and alarm systems on campus and how to use them. Training and information is available through the facilities department and, if needed, the fire department. All housing staff receive training each year for safety in residential housing.

- ✓ Identify the Emergency

An emergency exists when building fire alarms or sprinkler systems are activated, or when someone actually sees smoke or fire and sounds an alarm. Security should be notified immediately and the fire department called. Security should be called as:

- ✓ They can verify the emergency and call for proper assistance;
- ✓ They can deal with small fire by using fire extinguishers; and
- ✓ They can implement an existing plan to have security meet fire equipment as it comes onto campus and to show exactly where the emergency is located.
- ✓ Take Appropriate Action

When an alarm sounds, the building(s) affected must be evacuated immediately. Walk quickly to the nearest marked exit and alert others to do the same. Assist disabled persons in exiting the building. Close all doors to help confine the fire and reduce oxygen.

- **ABOVE ALL, DO NOT PANIC.**
- **NEVER USE WATER TO EXTINGUISH AN ELECTRICAL FIRE!**

- **DO NOT LOCK DOORS!**
- **DO NOT USE ELEVATORS DURING A FIRE!**
- **DO NOT RETURN TO AN EVACUATED BUILDING unless directed to do so by a university official.**

If you become trapped in a building and a window is available, place an article of clothing outside the window as a marker to rescue crews. If no window is available, remain near the floor where the air is less toxic. Shout periodically to alert emergency crews of your location.

Once outside, move to the clear, designated area away from the affected building in order to be counted as safe. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

A command post may be set up near the emergency site. Keep clear of the post unless you have official business. Any damage or injuries should be reported to the post. This will be the site for immediate first aid. The CMT will determine other action as necessary.

End Crisis Mode

The university will activate the appropriate notification system to update the campus and outside media. If injuries are incurred, designated offices will deal with types of injuries and family contacts, i.e., student services for student injuries. Designated offices will develop a follow-up plan for each type of crisis and hold a debriefing meeting to discuss problems or improve action plans. Written documentation of the particular crisis will be prepared for future use.

WCU STUDENT CODE OF CONDUCT

WCUCOM students are members of the WCU student body; as such, they are, at a minimum, held to the standards of conduct of all university students. For more information refer to the Translation Student Handbook and policies contained in this document.

Abuse

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

Academic dishonesty (see also Academic Integrity)

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

Alcohol and other drugs

WCU has a zero tolerance policy for the possession or consumption of alcohol and other drugs. This is in accordance with the commitment to remain a “drug-free campus.” Possession shall be defined to include the presence of alcohol or illegal drugs in the student’s university residence or automobile. The prohibition against the use, possession, or distribution of alcohol and illegal

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

Body piercing

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

Computer responsibility

The computer resources at WCU are intended to be used for its programs of instruction and research and to conduct the legitimate business of the university. Users are responsible for seeing that computer resources are used in an effective, ethical, and legal manner.

Policy violations generally fall into four categories:

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

Criminal Convictions

Any student arrested for a crime involving moral turpitude will be suspended from the university pending a disposition of the charge or charges, and if convicted, the suspension may be permanent. If found not guilty, the student may apply for re-admission.

Dating faculty

Student and faculty dating relationships are not permitted.

Disrespectful behavior

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

Disruptive behavior

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

Failure to cooperate

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

Financial irresponsibility

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

Firearms and weapons

The use or possession of firearms, explosives, fireworks, or weapons is prohibited on all campus sites and adjacent streets and right-of-ways. This includes such items as guns, knives, or "homemade" weapons. Firearms are strictly prohibited on university property except by authorized security personnel.

Fire safety violations

Damaging, defacing, destroying, cancelling, removing, ignoring or tampering with a fire alarm or other fire safety equipment is prohibited. Failing to vacate a residence hall when a fire alarm sounds, or returning to a residence hall following the activation of a fire alarm without the permission of an appropriate university official are grounds for disciplinary action.

Gambling

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

General infractions

Students are expected to comply with all the rules and regulations, whether found in the WCUCOM Student Handbook and Catalog, the current WCU Student Handbook, The Translation Student Handbook, the SGA constitution, or departmental policy statements. Further, students must adhere to standards of public and private behavior consistent with the philosophy and purpose of the university, and with state and local laws. WCU students who are charged with a felony while enrolled at Carey may be subject to suspension until the charge is resolved. Cases will be considered on an individual basis, due process will be afforded, and should the charge be resolved in the student's favor, and at the discretion of WCU, the student will be readmitted and all tuition and fees may be refunded.

Hazing

Recklessly or intentionally endangering the mental or physical wellbeing, health or safety of an individual for the purpose of initiation, admission, or membership, or affiliation with an organization is not allowed. Prohibited activities include: whipping, beating, branding, forced

calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, sleep deprivation, forced exclusion from social contact, or forced conduct that could result in embarrassment.

Inappropriate dress (SEE WCUCOM DRESS CODE)

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

More formal dress, if announced by the appropriate authority, may be required for special events or occasions. Shoes are required in all buildings except the living areas of the residence halls. Shirts are required in the dining hall. Sagging pants on students are strictly prohibited at WCU. T-shirts or other items of clothing that depict weapons or slogans that are in violation of policies or standards of WCU or that are considered intimidating are not allowed.

Lying and falsification

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

Pornographic material

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

Social media responsibility

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

- behavior that promotes or produces an unlawful end;
- action that promotes an act of violence or harm;
- action that meets university standards of harassment, defamation, and obscenity;

- action that is counterproductive to the mission of the university; and
- Action that violates guidelines outlined in the current Translation Student Handbook.

WCU's policy on student and employee use of social media will be strictly enforced. WCUCOM student doctors are referred to the Student Conduct, Professionalism, and Etiquette sections of the WCUCOM Student Handbook and Catalog.

Theft and property violations

WCU has a zero tolerance policy for the intentional or unintentional taking, damaging, or destroying of property belonging to the university, members of the university community, or visitors of the university.

Tobacco

The use of tobacco and smoking-related products, including electronic cigarettes and vaporizers, is not permitted on the university campus. This includes streets and right of ways adjoining the campus. Violation of this policy may result in loss of any scholarships, ineligibility for participation in any campus organization/activity, suspension from the university or repeated violations may result in expulsion from the university.

Trespass

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

Unauthorized recording

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

Violation of residence hall guidelines

All students are expected to uphold the guidelines stated in the residence hall section of *The Translation*.

Vulgar or abusive language

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

HARASSMENT

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

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

Such harassment is contrary to the standards of conduct expected of all

members of the university community, student, staff, and faculty.

Any person who engages in harassment will be subject to disciplinary action ranging from a warning to discharge/dismissal. Students who have a complaint regarding harassment should contact the vice president for student support on the Hattiesburg campus. The designated person on each campus will conduct an investigation in accordance with the complaint and grievance policy.

Discriminatory Harassment

WCU is committed to providing an environment in which all persons are safe from harassment that is based on his or her race, ethnicity, color, sex, gender, religion, national origin, age, disability, or any other reason. Discriminatory harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, gender, national origin, age or disability, or that of his/her relatives, friends or associates.

Harassing conduct includes but is not limited to the following: (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, ethnicity, color, sex, gender, religion, national origin, age, disability; and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, ethnicity, color, sex, gender, religion, national origin, age, disability.

Sexual Harassment

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

WCU reaffirms its commitment to adhere to all provisions of Title IX of the Civil Rights Act that all students have a right to be free from sexual discrimination in the form of sexual harassment/sexual violence. Harassment can include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

A student may report an alleged violation of this policy to the vice president for student support on the Hattiesburg campus. An investigation will be conducted in accordance with the complaint and grievance policy for students, faculty, or staff as it relates to the complaint. The university will consider the welfare of the alleged victim and the university community as well as

the rights of the accused.

Retaliation against a student who brings a complaint is prohibited and will not be tolerated.

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

Sexual Assault

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

Procedures for Reporting a Sex offense:

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

Procedures for Responding to Accusations of Sexual offense

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

- ✓ a caring response to the complaint with emphasis on a concern for his/her wellbeing;
- ✓ a complete investigation of all allegations;
- ✓ notification of the outcome of the investigation and, if applicable, the hearing; and
- ✓ the opportunity to appeal an unsatisfactory decision.

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

- ✓ a clear description of all charges;
 - ✓ advance notification of a hearing;
 - ✓ a fair hearing conducted without unnecessary delay after the investigation;
 - ✓ prompt notification of final decision by the person or judicial council which hears the case; and
 - ✓ the opportunity to appeal an unsatisfactory decision.

After the incident is reported, the vice president for student support will initiate an investigation in which the alleged victim, the accused, and others may be questioned.

A written report of the results of the investigation will be prepared. The accuser will be notified of the outcome of the investigation. If evidence confirms the allegations, the vice president for student support will then implement appropriate disciplinary action.

The victim of a sexual offense will also be notified of any disciplinary action taken. If the accused or the accuser has a complaint about the way, in which the case was handled or about the outcome of the process, he/she may appeal the case to the president of the university.

Legal options of the Student

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

Available Campus and Community Counseling Services

Free and confidential counseling services are available for enrolled students through a local licensed counselor who is under contract to the university. Students should contact the office of student support for information on these services.

Confidential counseling services are also available through the Sexual Assault Crisis Center in Hattiesburg (601-264-7777) and the Gulf Coast Women's Center in Tradition (228-435-1968) or toll free 1-800-800-1396.

Options for Changing Academic and Living Arrangements

The university will make every effort to provide appropriate academic and residential environments for all parties involved in sexual offenses.

Bystander Statement

Bystanders often witness incidents on or off campus and play a critical role in the university's ability to ensure a safe environment for all university constituents. William Carey University encourages all students to report acts of sexual harassment/sexual violence or suspected violations of the sexual misconduct code to an employee of the university. If anything is reported to a university employee, then that employee will report the incident to the vice president for student support.

The university's Title IX coordinator assures compliance with all federal laws.

- Title IX Coordinator Jordan Hickson (601) 318- 6433

The following are responsible for conducting investigations:

- Vice President for Student Support Valerie Bridgeforth (601) 318-6188

Duty to Report a Misdemeanor or Felony

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

WILLIAM CAREY UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE

History of WCUCOM

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

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

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

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

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

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

specialty, WCUCOM continues to strive to fulfill its mission.

History of Osteopathic Medicine

In the late 1800s a doctor named Andrew Taylor Still, MD, DO developed the field of osteopathic medicine and is considered its founder. He was a pioneering doctor in the study of how the attributes of good health could help doctors understand disease and illness.

Through his experience with patients and research, he decided there was a better way to treat patients than the medical practices of the time. Because his new ideas were not accepted in the medical community, he established a new philosophy of medicine in 1874 called “osteopathy.”

Dr. Still opened the first school of osteopathic medicine, the American School of Osteopathy, in 1892 in Kirksville, Missouri. In 1897, students from the school formed the organization now called the American Osteopathic Association (AOA) to enforce educational standards for osteopathic medicine. The U.S. Department of Health, Education, and Welfare recognized the AOA as the accrediting body for osteopathic medical education in 1952 and by the Council for Higher Education Accreditation in 1967.

Philosophy of Osteopathic Medicine

Dr. Andrew Taylor Still, the founder of osteopathic medicine, was a medical reformer. During his practice years at the end of the 19th century, almost all medications used were toxic and non-researched. Surgery was incredibly dangerous since there were no antibiotics, and aseptic technique had not been developed. Other methods, such as bleeding and purging, were gradually becoming recognized as damaging to health. As he founded the osteopathic medical profession, Still taught his students to obtain a highly accurate physical diagnosis, then use osteopathic manipulation to optimize the body’s own functions and recovery.

As effective medications have been developed and researched, and surgical methods and success increased over the past century, this philosophy has evolved to include all efficacious healthcare methods supported by sufficient evidence.

The osteopathic medical philosophy embodies four major tenets:

- The human being is a dynamic unit of function;
- The body possesses self-regulatory mechanisms that are self-healing in nature;
- Structure and function are interrelated at all levels; and
- Rational treatment is based on these principles.

Osteopathic medicine is described as holistic because it emphasizes working with the whole patient rather than treating specific, isolated symptoms. Using natural treatment methods, like osteopathic manipulative treatment (OMT), rather than drugs or surgery alone, promotes healthy body functions that are designed to battle disease and help repair injury. Preventive medicine, including good nutrition, fitness, and appropriate rest, is emphasized for sustaining healthy body systems. Good mental health practices, such as stress reduction, support the

patient's immune system, sense of well-being and quality of life. Appropriate treatment stimulates and maximizes the individual's so-called "host response" (innate healing ability). Having begun by emphasizing osteopathic manipulation, the profession continues to see the neuromusculoskeletal system as a key element in maintaining health. The musculoskeletal system makes up two-thirds of the body's mass and includes the bones, muscles, and connective tissue. It impacts and reflects the condition of all other systems in the body (circulatory, respiratory, nervous, etc.). OMT is a central element of neuromusculoskeletal and total patient care. Doctors of Osteopathic Medicine (DOs) are not only trained to provide standard medical care but also to use their hands to diagnose problems, relieve pain, restore range of motion, and balance muscles and other tissues in order to promote the body's own natural, healthy state.

The official definition of osteopathic medicine, as developed by the American Association of Colleges of Osteopathic Medicine's (AACOM) Educational Council on Osteopathic Principles, is a complete system of medical care with a philosophy that combines the needs of the patient with current practice of medicine, surgery, and obstetrics; that emphasizes the interrelationship between structure and function; and that has an appreciation of the body's ability to heal itself.

The Osteopathic Oath

"I do hereby affirm my loyalty to the profession I am about to enter. I will be mindful always of my great responsibility to preserve the health and the life of my patients, to retain their confidence and respect both as a physician and a friend who will guard their secrets with scrupulous honor and fidelity, to perform faithfully my professional duties, to employ only those recognized methods of treatment consistent with good judgment and with my skill and ability, keeping in mind always nature's laws and the body's inherent capacity for recovery."

"I will be ever vigilant in aiding in the general welfare of the community, sustaining its laws and institutions, not engaging in those practices which will in any way bring shame or discredit upon myself or my profession. I will give no drugs for deadly purposes to any person, though it be asked of me."

"I will endeavor to work in accord with my colleagues in a spirit of progressive cooperation and never by word or by act cast imputations upon them or their rightful practices."

"I will look with respect and esteem upon all those who have taught me my art. To my college I will be loyal and strive always for its best interests and for the interests of the students who will come after me. I will be ever alert to further the application of basic biologic truths to the healing arts and to develop the principles of osteopathy which were first enunciated by Andrew Taylor Still."

Pledge of Commitment

I pledge to:

- Provide compassionate, quality care to my patients, and partner with them to promote health;
- Display integrity and professionalism throughout my career;
- Advance the philosophy, practice, and science of osteopathic medicine;
- Continue lifelong learning;

- Support my profession with loyalty in action, word, and deed; and
- Live each day as an example of what an osteopathic physician should be.

WCUCOM FACILITIES

Academic Building—Two lecture halls, a bench research lab, clinical skills and Osteopathic Principles and Practice Lab, student lounge, and study areas are located in this building, also known as “COM 1.” **Asbury Administrative Center**—Student affairs offices, Dean’s office complex, faculty offices, student government offices, conference rooms, and admissions are located in this building, also known as “COM 2.”

Medical Arts Building—This building houses the Innovative Learning Center with OSCE and simulation facilities, including a video production/teleconference studio. Also located here are faculty offices, small-group and study areas, a student kitchen, and study carrels, also known as “COM 3.”

Ross Anatomy Wing— A new anatomy lab was dedicated January 2014. This state-of-the-art anatomy lab was constructed specifically for student needs, maximizing osteopathic medical education learning potential, and is connected to the Medical Arts Building. This facility was destroyed in the 2017 tornado and the new enlarged anatomy lab (increased by 1800 square feet) was rebuilt in the same location during the spring of 2017, also known as “COM 4.”

Thomas Building – This building houses the Master of Biomedical Science classroom, Physical Therapy program classrooms, a Student Lounge, the Kresge Room, and the Glass Room.

ACCREDITATION STATUS: WCU AND WCUCOM

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelors, masters, specialists, and doctoral degrees accredit William Carey University. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033- 4097, or call 404.679.4500 for questions about the accreditation of William Carey University. All normal inquiries regarding the operation of the university, including admissions, financial aid, educational programs, and other operational matters should be addressed directly to the university and not to the commission. The commission should be contacted only if there is evidence of significant non-compliance with the requirements or standards for accreditation. The Mississippi Council on College Accreditation (MCCA) follows the recommendation of SACSCOC. When SACSCOC approves the Level V designation, the MCCA only requests that it be informed of the decision.

The American Osteopathic Association’s (AOA) Commission on Osteopathic College Accreditation (COCA) accredits all colleges of osteopathic medicine. WCUCOM received full accreditation on May 3, 2014.

INSTITUTIONALEFFECTIVENESS

William Carey University

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

William Carey University College of Osteopathic Medicine and William Carey University Master of Biomedical Sciences

The WCUCOM and WCUMBS fulfill their missions by ensuring that the goals and objectives at all levels are consistent with their missions. The COCA provides accrediting standards that require systematic review of the osteopathic medical education program. Specific assessment procedures appropriate for measuring outcomes have been developed for WCUCOM and WCUMBS. The results are utilized to implement specific strategies for program enhancement or improvement.

WCUCOM and WCUMBS have adopted the WCU's Five-Column Model for institutional effectiveness. The WCUCOM Curriculum Council and the WCUMBS Committee have the responsibility for tracking the evaluation process and recommending changes to the WCUCOM Dean and the WCUMBS Program Director, respectively.

WCUMBS CURRICULUM

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

- **Premedical/Dental** 25 of the 34 required hours will consist of MBS Gross Anatomy I & II, MBS Physiology I & II, MBS Current Topics I, II, & III, and MBS Biochemistry I & II. Additional unlisted courses may be used as electives;
- **Pre-Physical Therapy** 26 of the 34 required hours would consist of MBS Physiology I & II, MBS Current Topics I, II, & III, MBS Gross Anatomy I & II, MBS Biomechanics I & II, and MBS Exercise Physiology. Additional unlisted courses may be used as electives;
- **Pre-pharmacy** 26 of the 34 required hours would consist of MBS Physiology I & II, MBS Current Topics I, II, & III, MBS Biochemistry I & II, MBS Immunology, MBS Genetics, and MBS Pharmacology. Additional unlisted courses may be used as electives; and
- **Pre-health Professional** 11 of the 34 required hours would consist of MBS Physiology I &

II, and MBS Current Topics I, II, & III. **Additional required courses will be added on a case-by-case basis depending on the student's goal.** Proposed classes include MBS Human Gross Anatomy I & II, MBS Histology, Cell Physiology, MBS Genetics, Research, Biochemistry I & II, Current Topics I & II, MBS Immunology, MBS Pharmacology, MBS Neuroscience, and Microbiology.

WCUMBS Fall 2020-2021

Course	Course Number	Credit Hours
MBS Gross Anatomy I and Lab	6200	4
MBS Biochemistry I	6250	3
MBS Current Topics I	6270	2
MBS Histology	6220	3
MBS Physiology I	6210	3
MBS Biomechanics I	6910	2
MBS Research	6260	1-4
MCAT Preparation Course*	5000	2

Fall MBS Course Descriptions

MBS Gross Anatomy I and Lab – MBS 6200

The first four hours of two sequenced courses. An introduction to the reciprocal interrelationship between the anatomical structure and function of the human body as a whole. Lecture and exposure to human cadavers provides an enriched learning experience, which allows the student to develop a working mental image of the human body and how it functions.

MBS Biochemistry I – MBS 6250

The first three hours in two sequenced courses. The purpose of this course is to provide a solid understanding of the principles of medical biochemistry. The course will focus on: 1) molecular structure and its functional consequences; and 2) the metabolism of the human body and its relation to both wellness and medical disorders.

MBS Current Topics I – MBS 6330

The first of three sequenced courses. An exploration of selected topics of interest in current biomedical science research. Discussions of assigned readings from the biomedical science literature are enhanced by seminars given by visiting research scientists. Topics will include both basic and translational research as well as an introduction to the responsible conduct of research.

MBS Histology – MBS 6220

This course is the study of tissue organization, which examines the human body from a cellular and sub-cellular level. It is essential for understanding the mechanism and pathogenesis of disease states and the intricate relationships among the organ systems. Histology also provides

the visual picture of the molecular mechanisms of cellular growth, cellular differentiation, tissue repair, and the inter- and intra-cellular defense mechanisms.

MBS Physiology I – MBS 6210

The first three hours in two sequenced courses. A study of the chemical and physical bases of life. This course in medical physiology involves the study of fundamental concepts, principals, and details specifically related to cellular, membrane, organ system, and whole organism function. The course lays the foundation for the study of the mechanisms of disease, the mechanism of action of drugs, and other natural phenomena important to both the basic and clinical medical sciences.

MBS Biomechanics I – MBS 6910

The first of three sequential courses, which provide an overview of musculoskeletal anatomy, the mechanical properties and structural behavior of biological tissues, and biodynamics.

MBS Research – MBS 6260

Independent Research as directed by faculty advisor to specifically support individual student goals and interests. Credit hours are determined by faculty advisor and the WCUCMBS Program Director on a case-by-case basis, and are calculated with a national education law formula. A student may take a maximum of four hours of research per trimester. A student may take a maximum of eight hours of research toward their degree.

MCAT Preparation Course – MBS 5000

The MCAT Preparation Course is a two-hour course designed to help prepare students for the MCAT test. * This is a pass/fail course, which does not count toward the credit hours, or GPA needed to graduate from the MBS program.

WCUMBS Winter 2020-2021

Course	Course Number	Credit Hours
MBS Gross Anatomy II and Lab	6300	4
MBS Biochemistry II	6320	3
MBS Current Topics II	6330	2
MBS Human Genetics	6240	3
MBS Immunology	6340	3
MBS Physiology II	6310	3
MBS Biomechanics II	6920	2
MBS Research	6360	1-4
MBS Cell Physiology	6230	3

Winter MBS Course Descriptions

MBS Gross Anatomy II and Lab – MBS 6200

The last four of eight hours in two sequenced courses. An introduction to the reciprocal interrelationship between the anatomical structure and function of the human body as a whole. Lecture and exposure to human cadavers provides an enriched learning experience, which allows the student to develop a working mental image of the human body and how it functions.

MBS Biochemistry II – MBS 6320

The last three hours in two sequenced courses. The purpose of this course is to provide a solid understanding of the principles of medical biochemistry. The course will focus on: 1) molecular structure and its functional consequences; and 2) the metabolism of the human body and its relation to both wellness and medical disorders.

MBS Current Topics II – MBS 6320

The second of three sequenced courses. An exploration of selected topics of interest in current biomedical science research. Discussions of assigned readings from the biomedical science literature are enhanced by seminars given by visiting research scientists. Topics will include both basic and translational research as well as an introduction to the responsible conduct of research.

MBS Human Genetics – MBS 6240

This course serves as an introductory human genetics course for medical students and adheres to the guidelines set forth by the Association of Professors of Human and Medical Genetics. These guidelines are designed to provide medical students with an in-depth understanding of the principles of genetics and genomics, from basic science to clinical application. Students will acquire an understanding of the genetic basis of life and its immediate importance to humans, individually and in society. This course will address topics in biochemical genetics, molecular genetics, cytogenetic, population genetics, pharmacogenetics, cancer genetics, and genetic counseling.

MBS Immunology – MBS 6340

A study of the principles of acquired and natural immunity with references to antigens, antibodies, immune response, complement, and susceptibility. The concepts of mediated immunities and immunopathology are also considered.

MBS Physiology II – MBS 6310

The last three hours in two sequenced courses. A study of the chemical and physical bases of life. This course in medical physiology involves the study of fundamental concepts, principals, and details specifically related to cellular, membrane, organ system, and whole organism function. The course lays the foundation for the study of the mechanisms of disease, the mechanism of action of drugs, and other natural phenomena important to both the basic and clinical medical sciences.

MBS Biomechanics II – MBS 6920

The second of three sequential courses which provide an overview of musculoskeletal anatomy, the mechanical properties and structural behavior of biological tissues, and biodynamics.

MBS Research – MBS 6360

Independent Research as directed by faculty advisor to specifically support individual student goals and interests. Credit hours are determined by faculty advisor and the WCUCMBS Program Director on a case-by-case basis, and are calculated with a national education law formula. A student may take a maximum of four hours of research per trimester. A student may take a maximum of eight hours of research toward their degree.

MBS Cell Physiology – MBS 6230

A study of the molecular biology of the cell. The primary goal of the course is to develop understanding of the principles of the physiological processes at molecular and cellular level and to promote independent thinking and ability to solve unfamiliar problems.

WCUMBS Spring 2020-2021

Course	Course Number	Credit Hours
MBS Human Neuroscience	6420	3
MBS Current Topics III	6410	2
MBS Microbiology	6430	3
MBS Pharmacology	6400	3
MBS Biomechanics III	6930	3
MBS Research	6460	1-4

Spring MBS Course Descriptions

MBS Human Neuroscience – MBS 6420

Coverage includes pathophysiology of common diseases of the nervous system (including visual, auditory, and vestibular systems) and the general principles underlying diagnosis and management. It also examines the major psychiatric syndromes including psychotic, mood, and anxiety disorders. Diagnostic criteria, signs, and symptoms, as well as course, treatment, and prognosis, are reviewed along with biological and psychosocial knowledge of each psychiatric syndrome.

MBS Current Topics III – MBS 6410

The last of three sequenced courses. An exploration of selected topics of interest in current biomedical science research. Discussions of assigned readings from the biomedical science literature are enhanced by seminars given by visiting research scientists. Topics will include both basic and translational research as well as an introduction to the responsible conduct of research.

MBS Microbiology – MBS 6430

Combined study of applied microbiology and diagnostic bacteriology. This course encompasses the study of microorganisms and techniques of significance in industrial and environmental microbiology. Coverage includes clinical methods and techniques for identification of pathogenic organisms, including specimen handling, preparation of media, culturing, sterilization, quality control and laboratory safety.

MBS Pharmacology – MBS 6400

An overview of the physiological action of drug groups including intended action, side effects and toxicology. Practical information on dispensing dosages, administration, and regulation is included.

MBS Exercise Physiology – MBS 6930

The third of three sequential courses that provide an overview of musculoskeletal anatomy, the

mechanical properties and structural behavior of biological tissues, and biodynamics.

MBS Research – MBS 6460

Independent Research as directed by faculty advisor to specifically support individual student goals and interests. Credit hours are determined by faculty advisor and the WCUCMBS Program Director on a case-by-case basis, and are calculated with a national education law formula. A student may take a maximum of four hours of research per trimester. A student may take a maximum of eight hours of research toward their degree.

ADMISSIONS

General Process of Application for Admission

To apply for the WCUCMBS program, applications should complete application on the WCU website by visiting www.wmcarey.edu/com/mbs. The links to the application form, frequently asked questions, and direct contact information is listed on this site. Students will also need to submit official college transcripts, two letters of recommendation, at least one being from a science professor, a personal statement, and any completed graduate test scores (GRE, MCAT, DAT).

Application Fee

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

Dates for Applying

Applications for admission will be reviewed beginning in January. To guarantee full consideration applications must be received by July 15. Early applications are encouraged.

WCUMBS Admission Requirements

Students entering this program should have a strong background in the biological and physical sciences, notably physics and chemistry. The prospective student should have strong computer skills in Microsoft Windows® based applications. Admission is competitive, and the university will select each class from the best-qualified applicants. The requirements for admission to the program include Official transcript documenting completion of a bachelor's degree from an accredited college or university to include passing grades in:

- | | |
|--------------------------------------|------------------------|
| • English Composition and Literature | 6 Semester Hours; |
| • General Chemistry | 8 Semester Hours; |
| • Organic Chemistry | 8 Semester Hours; |
| • Physics | 8 Semester Hours; |
| • Biological Sciences | 12 Semester Hours; and |
| • Mathematics | 6 Semester Hours. |

**Note: The science and mathematics courses must be taken in science departments of colleges or universities and not as on-line or correspondence courses. Consideration will be made for students interested in professional programs that do not require part of the above.*

Other requirements for admission include:

- Letters of recommendation- Two signed letters of evaluation from science professors, physicians, or other appropriate professionals that can speak to your potential for success in a graduate program. At least one letter must be from science faculty;
- One-page personal statement;
- Completion of the WCU graduate admissions form and application fee;
- Compliance with other graduate catalog requirements;
- Medical College Admission Test (MCAT), Dental Aptitude Test (DAT), or Graduate Record Examination (GRE); and
- The successful applicant will need to make a \$250 nonrefundable deposit to hold a position in the class. This deposit will be applied to the tuition. Should the applicant decline to assume a seat in the class the deposit will not be refunded.

** Note: Credit by examination is not available at WCUMBS*

International Student Admission

The following admission guidelines apply to international students:

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

TOEFL Services

Educational Testing Service

P.O. Box 615

Princeton, NJ 08541-6151, U.S.A.

1.817.863.3546 or 609.771.7100

toet1@ets.org

<http://www.ets.org/toefl>

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

American Association of Collegiate Registrars and Admissions Officers

One Dupont Circle, N.W., Suite 520

Washington, DC 20036-1135

202.296.3359

<http://www.aacrao.org/home>

Educational Credential Evaluators, Inc.

P.O. Box 514070

Milwaukee WI 53203-3470

414.289.3400

<https://www.ece.org/>

International Education Research Foundation, Inc.

P.O. Box 3665

Culver City, CA 90231-3665

310.258.9451

<http://www.ierf.org/>

Josef Silny and Associates, Inc.

International Education Consultants

7101 SW 102 Avenue

Miami, FL 33173

305.273.1616

<http://www.jsilny.com/>

World Education Services, Inc.

P.O. Box 745

Old Chelsea Station

New York, NY 10113-0745

212.966.6:311

<http://www.wes.org/>

4. A minimum of one year undergraduate or graduate training should have been completed in the United States prior to consideration for admission to WCUMBS;
5. Credit for advanced standing will not be given for any work completed in foreign graduate or medical schools. All students must apply for first-year status (OMS 1);
6. International students must have permanent residency status (green card) to be eligible to receive any type of federal financial assistance;
7. International students not having permanent residency status must provide written proof of ability to finance their medical education prior to matriculation; and
8. International students seeking to enter a program of study at WCUMBS must obtain an appropriate visa issued by the U.S. government. WCUMBS is approved to issue a U.S. Department of Homeland Security Form I-20. Upon receiving the completed Form I-20 from WCUMBS, the prospective student will be able to apply for an F-1 (student) visa.

WCUMBS GENERAL POLICIES

Americans with Disabilities Act

Students with disabilities who are protected by the Americans with Disabilities Act of 1990 and require special accommodations should contact Dr. Everett Roark, WCUMBS Program Director (601.318.6027) or the WCU Student Services Office (601.318.6188).

Reasonable Accommodations and Documentation

Every reasonable effort will be made to meet the special needs of students who qualify under Section 504 and ADA disability criteria. Eligibility for special accommodations will be available to students who are officially enrolled at WCUMBS, who meet all university program requirements, and who meet the definition of disability as defined by the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The definition of disability includes any person who "... has a physical, emotional, or mental impairment which substantially limits one or more of life's major activities, has a record of disability, or is regarded as having a disability" (P. L. 101-336).

The Office of Student Services (601.318.6188) <http://wmcarey.edu/departments/student-services> can provide more information and some service for testing for students requiring accommodations. A student who qualifies for and requires any accommodation must make it known to the WCUMBS administration at a reasonable amount of time before the accommodation is needed. This must not be less than ten (10) business days before such accommodation is needed. Progress monitoring will be coordinated through regular meetings with the WCUMBS Program Director.

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

Refer to the WCU policy to request accommodations. Also, refer to the Minimum Technical Standards in this document.

Privacy of Student Records (FERPA)

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

until rescinded by the student.

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

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

Students have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from the Registrar, William Carey University, WCU Box 4, 710 William Carey Parkway, Hattiesburg, MS 39401. *Note:* Student health and personal information obtained by WCUMBS are stored in a separate and secure area from academic records in the Office of the WCUCOM Associate Dean, Student Affairs.

Personal Space and Privacy

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

The national guidelines concerning these matters are as follows:

In the context of learning basic clinical skills, students must be asked specifically to consent to procedures being performed by fellow students. The stringency of standards for ensuring the explicit and non-coerced informed consent increases as the invasiveness and intimacy of the procedure increases.

Instructors should explain to students how the procedures would be performed, making certain

that students are not placed in situations that violate their privacy or sense of propriety. The confidentiality, consequences, and appropriate management of a diagnostic finding should also be discussed.

Students should be given the choice of whether to participate prior to entering the classroom, and there should be no requirement that the students provide a reason for their unwillingness to participate.

Students should not be penalized for refusal to participate. Thus, instructors must refrain from evaluating a student's overall performance in terms of their willingness to volunteer as a "patient."

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

Academic Freedom of Students

WCUMBS recognizes the concept and practice of academic freedom. As such, students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion.

Students will be graded solely on the basis of their reasoned answers and appropriate knowledge of the subjects and disciplines they study and not on the basis of their political or religious beliefs.

FINANCIAL AID, TUITION, AND FEES

Tuition

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

Additionally, other supplies will be required. Examples include the following, which is not an all-inclusive list:

- All WCUMBS students are required to possess a laptop computer with specifications allowing them to wirelessly access the Internet, interface with WCU servers, and run the software necessary for ExamSoft, TurningPoint, and other technologies used in their education. They must obtain this instrument prior to their matriculation since certain activities during the registration and orientation processes require such technology. Please refer to **Examination Policies** for system requirements and specifications; and
- WCUMBS students require a dissector and appropriate clothing for anatomy lab. Other instruments may be added as necessary.

The tuition for 2020-2021 is \$20,000.

Terms of Payment of Tuition

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

Seat Deposit

A nonrefundable seat deposit of \$250.00 is payable after a student has been accepted to the WCUMBS.

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

Withdrawal and Drop/Add Refund Policy

Students desiring to withdraw from the WCUMBS for whatever reason must do so formally in order to avoid academic and financial penalties. These students should contact the Office of the WCUMBS program director for the proper procedure for withdrawal. No part of the tuition fee will be refunded to a student who withdraws for any reason after the third week from the first day of the academic schedule.

Any student who fails to attend all scheduled class meetings, for all registered courses, during the first three weeks of the term will be considered a “no show.” Any student who is determined to be a “no show” will be administratively withdrawn for the term.

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

Student Credit Balance Refund Policy

The tuition fee refund for the WCUMBS shall be pro-rated as follows:

- 75 percent during the first week;

- 50 percent during the second week; and
- 25 percent during the third week.

Refund checks will not be available for pick-up on campus. Refunds for students with credit balances are issued through Higher One Bank. Financial aid, payments, or adjustments must be received in the Hattiesburg Business Office by the cut-off date to be considered for refunds the following week. Refunds for amounts under \$10 will be issued only on request. Student refunds for credit balances will be disbursed each semester. The first disbursement will be in August, and the second disbursement will be in January. Refunds take at least one week to process; therefore, after the first refund date, refunds will be disbursed every Friday for financial aid or payments that have been received in the Hattiesburg Business Office by the previous Friday.

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

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

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

Application Fee for Graduation

An application fee for graduation of \$100 is charged to all students at the time that the application for graduation is completed and submitted. Complete information and application forms may be obtained at: <http://wmcarey.edu/degree-applications>.

Financial Aid, Tuition, and Satisfactory Academic Progress

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

Office of Financial Aid

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

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

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

Every student that has been accepted by WCUMBS must file the Free Application for Federal Aid (FAFSA) with the appropriate federal processor to assess aid eligibility. www.fafsa.gov The needs analysis system set by the federal government ensures equity of treatment among all applicants. WCUCOM and WCUMBS uses this needs analysis system to determine the amount of need-based financial assistance, loan amounts, and scholarship awards for which a student is eligible. Every student must also file a WCUCOM Financial Aid Form. Students may file loan applications and check the status of those loans with help from the Financial Aid Office.

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

General Policies on Financial Aid:

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

WCUMBS complies with Title VI of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 and does not discriminate in admission or in the administration of its education policies, programs, and activities (see Nondiscrimination Policy and Diversity Statement).

Federal law requires that all students receiving financial assistance from Title IV and Title VII funds maintain satisfactory academic progress. WCUCOM policy follows the academic standards that apply to all students receiving financial aid.

The academic progress of each student in individual courses is monitored and evaluated. (See Academic Policies.)

A student failing to meet one or more of the standards of progress may be placed on academic

probation. (See Academic Policies.) While on probation, the student may receive financial aid for one enrollment period. At the end of that period, the student must be in good academic standing, or financial aid eligibility will be denied. Good academic standing for the purposes of financial aid is defined as successfully passing, including by remediation, all failed courses before moving to the next academic level in the WCUMBS.

Financial aid may also be withdrawn from students who are penalized by WCUMBS for serious breaches of discipline. The Financial Aid Office reserves the right to withhold further assistance at the time it becomes evident that a student has abused or is abusing the financial aid programs.

LOANS

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

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

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

WCUMBS encourages students to learn some basic budgeting techniques, to learn to cut costs, and possibly to learn to live with less. To this end, periodic educational programs are presented to students organized by the Financial Aid Office. If a student's loan goes into default, the university, the organization that holds the loan, the state, and the federal government can all take action to recover the money. The federal government and the loan agencies can deny a school's participation in the student loan programs or charge a school or its students a higher origination fee if the school's default rate is too high. WCUMBS will withhold the transcript of any individual if that individual is in arrears or in default under any loan or loan program, where such arrears or default adversely affects WCUMBS in any way.

STUDENT EMPLOYMENT

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

STUDENT HEALTH

Health Insurance

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

Mental Health

WCUMBS offers confidential counseling to help osteopathic medical students resolve personal/family problems.

WCU maintains a contract with Wesley Behavioral Health Services, which is located off campus, at 239 Methodist Boulevard, Hattiesburg, Mississippi. WCUCOM and WCUMBS students may access this confidential service during business hours by calling 601.268.5026.

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

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

STUDENT SUPPORT

Student Services

The WCUMBS Program Director is responsible for oversight of non-academic approved campus activities at WCUMBS, including, but not limited to, campus organizations, counseling, and student records. The WCUMBS Program Director will direct students in collaboration with the WCUCOM Student Affairs staff for events needing WCUCOM support or facilities.

Student Advising

WCUMBS maintains an open-door policy with regard to student advising. All faculty, administrators, and academic support staff are available for advice and counsel to the students. The input and opinion of the student is important.

Academic Advising

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

STUDENT ORGANIZATIONS AND ACTIVITIES

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

Student Clubs and Organizations

See WCUCOM Student Handbook for a list of Organizations. Student interested groups available to WCUMBS students may be obtained from the WCUCOM Office of Student Services.

Outside Organizations

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

Student Use of WCUCOM / WCUMBS Facilities

WCUCOM and WCUMBS buildings are accessible to WCUCOM and WCUMBS students 24 hours a day. Student identification badges will allow access during the hours of 7 pm to 7 am.

- ✓ Anatomy laboratory after-hours student use:
 - There must be at least two students in the anatomy laboratory during times when the lab is not normally in use;
 - Use of a “buddy” system is required for student safety; and
 - The anatomy course director defines rules for independent dissections.
- ✓ Student meeting areas:
 - There are 11 areas that may be used for group meetings within the COM
 - ☐ two classrooms
 - ☐ seven breakout rooms (four or more students have priority, two-hour limit)
 - ☐ two lobbies;
 - These areas may be reserved for class activities and club activities for up to two-hour increments for each group;
 - Prescribed class activities (e.g., instructor-led class activities) have priority in all cases, regardless of time; and
 - Reservations for the spaces may be made with staff as follows: classrooms and lobbies are to be reserved through the WCUCOM Student Services and

Counseling Coordinator; Breakout rooms are to be reserved through the administrative assistants in the Medical Arts building.

- ✓ Student study areas
 - When otherwise not in use, the classrooms, lobby cubicles, breakout rooms, and lobbies/waiting areas in the Academic Building and the Medical Arts Building may be used for student study. Respect for reservations is expected;
 - The medical examination rooms in the Medical Arts Building *shall not be used* as student
 - study areas apart from those times when formal instruction or examination is occurring under the direction of an instructor;
 - There is no student study area located in the Asbury Administration Building; and
 - The OMT lab is for practicing OMT techniques; WCUMBS access is restricted to WCUCOM faculty or administration invitation only.
- ✓ Common spaces: General appearance, condition, and use
 - When leaving for the day all areas utilized must be cleared of personal items before leaving. Personal items may be stored in a student's assigned locker, or must be taken to the owner's vehicle / dorm room. No personal items are to be left in common spaces, including the classrooms;
 - The coffee / kitchenette area shall be kept neat and clean at all times. You should clean behind yourself;
 - Student organization-sponsored food events must be cleaned up within two hours of the last hour of class for that day;
 - Student pantry and refrigerator(s):
 - ☐ The student pantry and refrigerator shall be day-use only. There will be no long- term storage of frozen or other food items by individuals in this area
 - ☐ All food in the pantry and refrigerator must have name of person to whom it belongs and date it was placed on container
 - ☐ Any item not labeled or out of current date as noted will be discarded;
 - Personal storage bins, refrigerators, heaters, or similar equipment are not permitted;
 - Students shall not place items to reserve a study space while on their way to class.
 - There will be no territoriality or homesteading in spaces; and
 - Use of recreational items (e.g., footballs, Frisbees, RC toys, etc.) within the buildings is not permitted.

Student Publications

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

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

STUDENT CONDUCT, PROFESSIONALISM, AND CLASSROOM ETIQUETTE

Instances in which a student violates or is perceived to violate any of the regulations under this heading will be referred to and reviewed by the Associate Dean, Pre-professional Sciences and may result in further referral to the WCUMBS Committee.

Student Title

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

Cell Phone Usage

Cell phones must be turned off during class lectures, exams, or at any other time that their use would be disruptive. Exceptions to this policy include potential emergencies, such as a family illness, for which explicit permission must be granted by the presenter prior to the beginning of any presentation.

The use of recording devices, including cell phone cameras, is also prohibited during class without prior written permission of the presenter. This violation is subject to disciplinary action and referral to the WCUMBS Committee.

Student Code of Ethics

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

WCUMBS recognizes that any code of ethics/professional conduct cannot include or predict all potential examples of unprofessional or unethical conduct that may arise during the course of medical student education. Moreover, WCUMBS understands that judgments pertaining to potential violations of an ethical code may be perceived as subjective, thus preventing any all-encompassing written ethics code. However, certain fundamental principles of ethical behavior and of professional conduct do exist and must be adhered to by all students of WCUMBS. Examples of fundamental principles of ethical behavior include, but are not limited to:

- Honesty;
- Trust;
- Fairness;
- Respect; and
- Personal accountability.

Examples of fundamental principles of professional conduct include, but are not limited to:

- Competence in knowledge and skills;
- Responsibility for the consequences of one's actions and decisions; and
- Professional communication.

Any actions, deeds, or behaviors contrary to these examples, implied or otherwise, are considered unethical and unprofessional behaviors.

Examples of Academic Dishonesty

Academic dishonesty consists of any deliberate or intended attempt to falsify, fabricate, or otherwise tamper with data, information, records, or any other material that is relevant to a student's participation in any course, laboratory, or other academic exercise or function. This includes the following list of offenses, actions, or attempted actions. This list includes many, but not all, potential instances and examples of cheating, plagiarism, or academic dishonesty.

Faculty and administrators may identify other acts of student misconduct. Examples include, but are not limited to:

- Cheating on examinations or course work;
- Utilizing (disseminating or receiving) any answers, data, or other information by any means other than those expressly permitted by the faculty as part of any academic exercise;
- Utilizing (disseminating or receiving) any information on an examination that was obtained from another individual and that is not authorized by appropriate faculty instructors;
- Allowing another individual to take an examination and then presenting that examination as resulting from his/her own efforts;
- Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory, or any other academic exercise in which the student is not expressly permitted to work jointly with others. This includes photographic images of computerized examinations regardless of exam venue; Obtaining any form of assistance not approved by appropriate faculty instructors;
- Submitting the same work, without approval, for assignments in different courses; and
- Assuming another individual's identity or allowing another person to do so on one's own behalf for the purpose of fulfilling any academic requirement.

Plagiarism

Submitting an assignment as one's original effort or deliberately presenting work, words, ideas, theories, etc., derived in whole or in part from a source external to the student as though they are the student's own efforts. Examples of plagiarism include, but are not limited to the

following:

- Failing to use proper citations as acknowledgment of the true source of information found in academic exercise;
- Knowingly representing the ideas or work completed in whole or in part by any individual or group other than the student as one's own in any academic exercise; and
- Purchasing, offering to purchase, selling, offering to sell, bartering, or in any fashion obtaining or distributing material to be used fraudulently as part of any academic exercise.

Technology on any academic assignment

Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without the faculty member's permission will not be allowed.

Fabrication

Inventing or falsifying information or data used in an academic exercise will not be allowed.

Misrepresentation

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

Unauthorized access

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

Willful obstruction

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

Unauthorized dissemination of course materials

Without written permission, students must not record, disseminate, post, or otherwise

share, electronically or in any other form, any material associated with a course. These include, but are not limited to, materials provided by instructors that may be deemed the intellectual property of the faculty, e.g., PowerPoint presentations, lecture handouts, etc.

Facilitation

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

Professional Standards

Professionalism is one of WCUMBS's core values. Each student is to display professionalism at all times in and out of the classroom and is expected to do the following:

- Dress in a professional manner;
- Attend scheduled classes;
- Communicate using professional and respectful language when interacting with any and all individuals, including all written communications and responses, e.g., course evaluations, faculty evaluations, e-mails, social media postings, blogs, etc.;
- Obey all WCUMBS equal opportunity, harassment, and substance abuse policies;
- Commit to lifelong learning of scientific knowledge;
- Participate in WCUMBS activities and functions;
- Be honest;
- Be respectful;
- Be committed to a just distribution of finite resources;
- Maintain trust by managing conflicts of interest; and
- Embrace professional responsibilities.

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

- Intentionally interfering with classes, research, administration, movement of other people, or school functions;
- Showing a lack of respect toward other students, patients, faculty, staff, administration, or other school personnel;

Academic dishonesty, including cheating, plagiarism, attempting to pass examinations by improper means, assisting another student in such an act; knowingly or recklessly procuring, distributing, or receiving any confidential material, such as pending examinations, tests/quizzes, or assignments from any source without the proper written consent of the course instructor; attempting to have oneself represented by another person in group activities (such as discussion forums and work groups); and collaborating with another student(s) during an academic exercise without the consent of the instructor;

- Intentionally providing false information to the school or officers of the school or altering records;
- Intentionally damaging or stealing school property or property of any school employee or visitor;
- Intentionally harassing any other student, employee, or visitor to the school sexually or

otherwise;

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

Dress Code

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

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

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

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

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

ATTENDANCE POLICY

(Note: See Missed Exams Policy.)

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

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

An individual Course Director may, after consultation with the WCUMBS Committee, recommend to the WCUMBS Program Director that a particular class, or lab portion of a course, have a more stringent attendance policy. This more stringent policy recommendation may require up to 100% attendance. If any course is approved to have a more stringent attendance policy, then Course Directors must ensure that opportunities to remediate any missed time/assignments are made available to the student in a manner as to be reasonably accommodating to both the student and the individual who will administer the remediation. Only if a student fails to remediate any missed time/assignments, after reasonable accommodations have been made, may points be deducted from the student's final grade. In such instances, the maximum points that may be deducted for each hour missed will not exceed 1% of the final numerical course average, per hour of remediation not completed. In all cases, the Course Director is responsible for ensuring that the policy for percentage deductions is uniformly applied within a course.

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

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

reported.

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

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

Falsifying Attendance Records

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

Attendance Policy for Professional Conferences

WCUMBS is committed to providing quality biomedical education for our students. This experience includes excellence in academics, research, and community service. In order to maximize this process, it is felt that participation in professional meetings can greatly enhance a student's professional and personal growth.

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

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

Meeting attendance must be documented. Each student will be required to submit a typed report on the meeting and the value added to the student's education. This will be forwarded to the Office of the Director, Master of Biomedical Science within one week of return. Participation in professional meetings outside of normal WCUMBS curriculum is a privilege. If examinations cannot be avoided during a scheduled professional meeting, students authorized to attend meetings shall be granted a make-up examination. The format will be at the discretion of the faculty member.

EXAMINATION POLICIES

WCUMBS ExamSoft Information and Procedures

WCUMBS recognizes that institutions and organizations are increasingly integrating technology into testing. WCUMBS now requires students to take exams using their laptop computer in courses where professors have opted to use the ExamSoft Exemplify software. As a result, WCUMBS requires students to utilize the current computer technology available with ExamSoft. Use of computer testing is now employed by the National Board of Osteopathic Medical Examiners (NBOME). Familiarity with computer delivered exams should eliminate the uncertainty of utilizing this modality during the COMLEX-USA Level 1 and Level 2 - Cognitive Evaluation.

What is Exemplify from ExamSoft?

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

Will Exemplify work on my computer?

Neither WCU, WCUCOM, nor WCUMBS supplies computers for any student activities; therefore, it is the students' responsibilities to procure a computer which is compatible with the systems supplied and to maintain that computer in working order. Students are required to ensure that their computers have this capacity prior to examinations.

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

WCU, WCUCOM, and WCUMBS is primarily a Microsoft Windows environment. Incoming students are strongly encouraged to buy a new Windows-based laptop computer that exceeds the minimum specifications listed below. Should you decide to purchase Macintosh hardware, be aware that the closest service centers are located approximately 2 hours away. Due to our use of ExamSoft for testing, tablets other than the Microsoft Surface are not supported. Required system guidelines for all options are listed below.

System Requirements:

Windows computer-

- ✓ Recent model preferably designed within the last two years, no later than three years old.
- ✓ At least 6gb of RAM
- ✓ Processors i5 and newer
- ✓ At least 128gb of internal storage
- ✓ Supported Microsoft Surface Brands: Surface Pro 3 and newer with at least 128 GB of internal storage.
- ✓ Surface RT devices not supported.

- ✓ Must have a genuine 64-bit copy of windows 7, 8, or preferably 10.
- ✓ Screen Resolution must be 1024x768 or higher
- ✓ Administrator level account permissions

Apple Macintosh:

- ✓ 2014 and newer models.
- ✓ MacBook Pro or MacBook Model preferred
- ✓ Must have Mac OS X 10.9 (Mavericks), Mac OS X 10.10 (Yosemite), Mac OS X 10.11 (El Capitan), and Mac OS X 10.12 (Sierra). (Note: When new versions release students are informed when they become supported. Do not update until given permission from WCUCOM).
- ✓ Only genuine copies of OSX are supported.
- ✓ Screen resolution = 1024 x 768 or higher
- ✓ Administrator level account permissions

Unsupported devices and software for testing:

- ✓ Linux
- ✓ Android
- ✓ Chromebook
- ✓ Tablets
- ✓ Phones

Software Guidelines:

- ✓ Absolutely no Torrent software is allowed on campus. If security detects Torrent software or open proxies, your device will be blocked from the network.
- ✓ The following programs must be downloaded and installed in to order take tests and quizzes:
 - Exemplify;
 - Respondus Lockdown Browser; and
 - Latest copy of Acrobat Adobe Reader.
- ✓ Must always have enough available storage on device to allow downloading test and other educational material.
- ✓ All VPN's must be turned off before attempting to test or quiz
- ✓ All other software other than the testing or quiz software must be closed prior to opening any test or quiz
- ✓ Keep Exemplify and Respondus Lockdown Browser up-to-date.
- ✓ Avoid malicious software and any site or download that may contain such.
- ✓ Avoid sites the contain content contrary to WCU's mission Statement.
- ✓ Some security software's have built in proxies and will be blocked on our network. Please refrain from using them. **Example- Avast.**

Computer and Loaner Policies

If a computer malfunctions on the morning of the test, support staff will attempt to troubleshoot

your issue or recommend one of our Surface Loaners for the duration of the test.

Loaner Laptops are loaned out to a student only if the student's computer is malfunctioning to the point it cannot be made usable to test by the 15-minute mark of an exam. If a loaner is needed days before an exam, an email must be sent at least 72 hours prior to the exam day stating why the loaner computer is required. If approved, see the supporting tech staff in order to procure and set-up a loaner. Loaners can only be used by students during an exam and **must be returned as soon as the exam is over. Failure to return a loaner computer may result in a replacement charge on your student account and referral to the WCUCOM Student Affairs Committee.**

At any point, if a machine is continually having issues or is in an unsuitable condition we can recommend that the machine be repaired or replaced.

If you have issues for 3 tests in a row that result in borrowing a loaner laptop, you will be asked to have your computer repaired or replaced.

If suitable actions are taken but your computer is away for repair or a replacement on the day of a test, WCUCOM will extend support and access to loaners for up to 4 more weeks, this can be extended or suspended depending on circumstance. Students must provide documentation that actions were taken. A receipt or confirmation email will do, please submit within 24 hours of the test.

If no suitable action is taken after it was recommended that you have your computer repaired or replaced, we reserve the right to discontinue support of your devices and bar access to the loaner machines until such actions are taken.

Computers must be well maintained. If tests are inhibited by user actions or errors, we reserve the right to deny support of the device and if the student is responsible for getting the issue resolved. A loaner will only be provided for one test if it is concluded that the user is responsible for the malfunction of his/her device.

You are responsible for having your charger with you on test day.

Internet connection is required for both downloading and uploading exams; do not install anything that may cause that connection to be blocked.

Examplify is the software we use for testing, and it will completely lockdown your computer once it is activated for the duration of the test. Once it has locked down a device, no changes can be made. Please make sure any external peripherals including keyboards, mice, trackpads, and headphones are attached and working before the test starts. Also, make sure the computer volume is set to a reasonable level. Once again, once Examplify locks the machine down there is nothing that can be done by yourself or support staff, so please take time to check this before the tests start. Failure to do so can negatively affect your grade.

For details about specifications visit <http://support.examsoft.com/h/i/258193614-minimum-system-requirements-for-pc-devices>

Registration Process

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

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

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

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

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

Frequently Asked Questions

What student ID number is used in Step 1?

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

Can a student practice using Exemplify before the exam?

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

How do students prepare prior to exam day?

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

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

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

Exemplify's opening screen asks for an ID#. Be sure to acquire this number prior to exam day. Locate A/C – battery power indicator light on the laptop to determine which light indicates the computer is running on A/C power (i.e., power from a wall outlet). Ensure that the battery is charged prior to the exam in the event there is a temporary power outage.

On exam day, please be aware of the following:

- Bring the power cord and battery (in the event of power loss);
- Arrive at the exam room at least 30 minutes early, plug the computer into a power outlet, turn on the computer, and follow the instructions provided;
- Students should not uninstall Exemplify until receiving all exam scores at the end of the academic year;
- Immediately before Exemplify launches the exam, a warning screen with RED STOP SIGNS will indicate that the exam should not begin until instructed to do so. Heed this warning;
- Exams will not be delayed or suspended due to computer problems; and
- During the exam, use care when highlighting and deleting.

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

Important Notices

Use of ExamSoft falls within the rules, regulations, and academic policies that govern students at WCU/WCUMBS. Any attempt to disable or tamper with Exemplify's security features will be considered a violation of the Professional Standards: Academic Dishonesty. Commencement of the exam will not be delayed due to a hardware problem with a laptop. While the proctors would like to resolve a computer or software problem during the exam, they are unfortunately prohibited from assisting the student. If a computer or software problem occurs, the student will be required to finish writing the exam by hand.

Please note: The student will not receive additional time to take his/her exam if the student experiences computer or software problems. It is the student's responsibility to keep track of the time and to complete the exam in the allotted time.

Campus Technology Related to Student Grading

WCU provides a variety of technology resources to support student learning. These resources include the Indigo Student Self Service Portal, the Canvas learning management system, student email accounts, remote access to library database resources, and "Carey Air," a university-wide unified wireless network. The Indigo Portal allows students to access their

campus information including course registration, course offerings, unofficial transcripts, job searches, billing information, schedules, financial aid information, and grades. The portal also allows students to pay tuition and fees online. WCU does not mail individual grade reports. Many courses incorporate information technology both within the classroom and remotely through the Internet. The university uses Canvas for communicating vital course information to students, including course content, assignments, discussions, and more. Students are required to access their WCU email and Canvas accounts as quickly as possible so that faculty and administrative offices will have a reliable means of communication with the student. A student technology guide is available for download at <http://indigo.wmcarey.edu/help/guide>. This guide is constantly updated to reflect any changes since the Office of Information Technology is constantly working to bring new and improved services.

Exam Administration and Proctoring

This policy will be in effect during all examinations.

1. No delayed exam will be offered to anyone who has not appropriately charged his/her computer and uploaded the ExamSoft software at least 48 hours ahead of time.
2. All examinations are timed. Time periods allotted for students to complete exams are noted on the class schedule and are not changed unless a specific announcement is made at the time of the examination.
3. All student examinations are to be submitted within the time period specified for the examination. Students must be aware that if any examination is started late, the timer on the computerized test will not reflect the official end of exam time. Examinations will end at the scheduled and announced time even if the computerized exam indicates otherwise. The proctors will be the only keeper of official start and end times (Examinations requiring the transfer of answers to Scantron sheets must be completed during the time period specified for the exam. No additional time will be allotted at the end of the exam to complete the answer sheet.).
4. Any student requesting a testing accommodation is required to arrange this in advance through the MBS Program Director and appropriate course director(s). All documentation must be received in the Office of the MBS Program Director and appropriate course director(s) a minimum of ten (10) business days prior to any exam where accommodations are needed. All rules for test administration apply to students seeking testing accommodations.
5. Only answers written or entered electronically and authored by the student taking the examination will be accepted for credit. No other person may transfer or alter a student's answers for an examination. Another person's alteration of student answers in any way will not be counted as answers submitted for examination credit.
6. Exam proctors will only answer student questions during the exam administration time that are relevant to clarifying the testing procedure or addressing issues related to the exam instrument.
7. All personal belongings, including, but not limited to, book bags, purses, hats, and electronic equipment (cell phones, pagers, and headsets) are not permitted in the exam room. Students who use a cell phone, pager, or any device with Internet or communication capability in the examination room will be subject to disciplinary action

and receive a zero for the examination.

8. Students *cannot* bring food or beverages into the examination room.
9. Any student requesting to bring essential medical supplies into the exam room is required to arrange this special circumstance with the WCUMBS Program Director a minimum of ten days in advance of any test. Emergencies should be addressed with the WCUMBS Program Director as soon as safely possible, and prior to the beginning of any test. Proctors will be provided with a list of students who have been authorized to bring in specifically listed medical supplies. No additional authorization will be granted by the proctor at the time of the administration of the exam to the class. Proctors have the right to inspect items brought into the exam room.
10. All students are expected to begin examinations on time. If, because of an emergency or unforeseen event, they are late to the exam administration site, they may be given the option of a make-up exam as determined by the Course Director. The amount of time they are late will be subtracted from the time they have to complete the make-up exam. Students who are repeatedly late for exams will be subject to disciplinary action (See Missed Exam Policy).
11. Students arriving late may be assigned seating so as to not disrupt others taking the exam. Following exam completion, students must leave the immediate area where the exam is being administered, including the hallway area outside the classroom. Once any student has left the room after completing the exam, then no student will be allowed to enter late and begin the exam.
12. Only one student can be permitted to leave the exam room for a bathroom break at a time. Such breaks are limited to five minutes with one break per two-hour exam period. Anyone leaving the room during the exam must first put his/her computer in sleep mode. Any student requesting exception due to a medical condition is required to arrange this exception with the WCUMBS Program Director a minimum of ten days in advance of any test. Emergencies should be addressed with the WCUMBS Program Director as soon as safely possible, and prior to the beginning of any test. Proctors will be provided with a list of students who have been granted exception to this policy.
13. All students are expected to maintain standards of behavior as noted in this document, including adherence to student professional conduct.
14. Where an examination is impacted by an unexpected interruption (e.g., power failure, computer/software malfunction, earthquake, bomb threat, fire alarm, weather warning), the proctor will implement appropriate action.
15. In the event of an evacuation of an examination venue, the Course Director or nominee will determine which of the following outcomes will apply:
 - ✓ The examination may be declared void and a new examination scheduled for a date and time within the current examination period, including on a Saturday;
 - ✓ Students' examination scripts may be marked and an adjusted examination result determined;
 - ✓ An alternative assessment item may be set with a suitable due date for submission; and
 - ✓ As well as the outcome in paragraph (b), an additional assessment item may be set

with a suitable due date for submission.

16. Any student suspected of using a program or any other electronic means to corrupt an assessment tool, i.e., tests or quizzes, will be referred to the WCUMBS Committee and will be subject to immediate dismissal.

Missed Exam Policy

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

- Students are expected to take all exams during assigned times, as listed on the course schedule. Students are responsible for knowing the examination schedule, which is available online, and for noting any changes in the examination schedule by referring to the course syllabus or by email notice;
- Any student who misses an examination is responsible for contacting the Course Director directly within 24 hours to present a valid reason for the absence (see below); and
- When a student knows ahead of time that an exam will be missed, that student must contact the Course Director before the exam.

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

- Acute serious personal illness that does not rise to the significance of violating the Minimal Technical Standards, Participation requirements;
- Emergency travel related to a personal or family emergency;
- Emergency events (e.g., childbirth or complications of pregnancy); and
- Pre-approved attendance at professional conferences.

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

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

Student's rights to privacy and safety are tenants of the WCUMBS culture. Any student who has a health issue that they do not wish to discuss with a faculty member may report that issue to the WCUMBS Program Director.

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

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

If a single make-up examination is offered by the Course Director(s), then the make-up examination date will be announced during a time determined by the Course Director(s). This

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

If a second examination is missed during the academic year, regardless of the reason or course, then the student will be referred to the WCUMBS Committee for review of circumstances. The Committee, in consultation with the Course Director(s) will recommend to the WCUMBS Program Director whether or not a make-up examination should be granted.

- ✓ If the final decision allows for a second make-up examination, then the Course Director(s) for the missed examination will follow the above make-up policy.
- ✓ If the final decision does not allow the student a second make-up examination, then the Course Director(s) will not give a make-up exam. The student will receive a zero for the exam.

COURSE RELATED INFORMATION

Course Evaluations

Student feedback provides important information for the evaluation of teaching and learning at WCUMBS. Course evaluations help faculty understand the student learning experience, instructional strengths and weaknesses, and gain insight into course improvement. With responsible input, effective assessment can result in improvement of teaching performance and lead to improved efficiency of student learning. Students are asked to be honest, fair, constructive, and professional as they complete evaluations. Course evaluations may be administered online or in non-electronic formats. It is imperative that students complete these evaluations for their benefit. Review of student assessment data will be conducted in order to evaluate the performance and adequacy of particular instructional content, personnel involvement, facility utilization, and similar matters on a regular basis.

Evaluations (course and instructor) must be completed prior to receiving a grade for a course.

Passing Courses

A student is considered to have passed a course if a grade of 70% or higher is achieved. However, please note that MBS students must maintain a 3.0 grade point average (B average) to graduate.

Course and Test Grading

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

incorporate multiple evaluation measures (i.e., exams, practical exams, formative assessments, labs) should describe the “weight” of each measure toward the final grade.

Grading Policy

The WCUMBS adheres to the following grading scale:

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- F = <70%
- P = Passing
- I = Incomplete
- WP = Withdrawal, passing
- WF = Withdrawal, failing
- W = Withdrawal, no credit (used only if insufficient data is available to determine passing or failing at time of withdrawal or leave of absence)

Rounding of Grades

When assigning course grade percentages, grades with fractions that are equal to or greater than or equal to 0.5 will be rounded to the nearest whole percentage number when assigning grades; whereas, any course grade less than 0.5 will be rounded to the lower whole percentage number. Final grades are posted to Canvas.

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

Recorded Grades

In cases where the notation of an incomplete (“I”) has been recorded as the earned grade, a student who has satisfied any outstanding deficiency prior to the end of the next semester will have the “I” removed from his/her official transcript following completion of written notice sent from the Course Director to the WCUMBS Grades Coordinator. If the deficiency has not been remedied in advance of the end of the next semester, the (“I”) notation on the transcript will change to a failed grade (“F”). The grade of Fail shall remain permanently on the transcript (See ACADEMIC POLICIES).

Requests for Transcripts

The WCU Registrar issues transcripts. An official transcript is one bearing the signature of the WCU Registrar and the seal of the university, and is mailed directly to the requesting entity designated by the student. When a transcript bearing the stamp “Issued to Student” is given to the person whose credits are transcribed thereon, the university assumes no responsibility for its accuracy after it leaves the Registrar’s Office. Transcripts of credit will not be issued for students who have any type of administrative holds on their records. It is therefore the responsibility of the student to make sure that all outstanding fees and other issues are settled with WCU before leaving.

ACADEMIC POLICIES

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

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

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

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

The Office of WCUMBS Program Director reviews all student assessment data on a periodic basis to ensure that the students' performances are meeting or exceeding the educational objectives set for the program.

Written communication to students regarding academic progress and status is provided by the Office of the WCUMBS Program Director or designee within five business days of the WCUMBS Committee's recommendation to the WCUMBS Program Director. The WCUMBS Program Director may convene a meeting of the WCUMBS Committee, if necessary, to counsel students in academic difficulty.

At the end of the academic year, the WCUMBS Program Committee reviews all transcripts, records, and reports to determine if a student has fulfilled all academic requirements, and has maintained the standards of ethical, moral, personal, and professional conduct required for

graduation. The WCUMBS Program Committee may recommend graduation, remediation of specific courses, or dismissal based upon the summary of academic information.

Students with failures or incompletes, for whatever reason, are not eligible for graduation, and will be considered for appropriate remediation or dismissal.

The welfare of students, the institution, and the public served by our graduates is paramount to the deliberations and recommendations set forth by the advisory committees. WCUMBS reserves the right to require the withdrawal of any student at any time it is deemed necessary to safeguard the WCUMBS ideals of scholarship and character or to secure compliance with its regulations.

Student Review by the WCUMBS Committee

The WCUMBS Program Committee 1) reviews the academic records of WCUMBS students to monitor the fulfillment of academic requirements, 2) determines eligibility for ongoing study or appropriate remedial action, 3) tracks progress of students with academic deficiencies, and 4) recommends appropriate action to the WCUMBS Program Director regarding grades, absences, remediation, promotions, graduation, dismissal, and placement after a leave of absence. The Committee may occasionally require the appearance of a student before The Committee in order to directly obtain additional information not available in submitted documentation. Legal counsel for the student is not allowed at these internal hearings.

Formative review of student progress is undertaken several times during the academic year. In addition, at the end of the academic year, the WCUMBS Committee conducts a summative review of student records, and reports to confirm whether students have fulfilled their academic requirements. The WCUMBS Committee may recommend graduation, remediation of specific courses, or dismissal. All final recommendations regarding student academic performance, remediation, or probationary status are submitted in writing by the chair of the WCUMBS Committee to the WCUMBS Program Director. The WCUMBS Program Director acts upon the committee's recommendations and may do the following:

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

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

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

The minimum course load for status as a full-time graduate student is six semester hours during a trimester. The normal course load for the MBS program is 12 hours per trimester in order for students to achieve the required 34-hour minimum for graduation from this program in one year. Students may take a maximum of 15 hours per trimester. By special permission of the WCUMBS Program Director, additional hours per trimester may be taken. Independent studies, directed readings, courses at other institutions, and correspondence courses are allowed, but only in situations where a required course is not available or in unusual circumstances that prevent a student from taking a course in the normal manner. Independent study and/or directed readings courses must be taken at William Carey University and are limited to six hours per academic year. Permission from the WCUMBS Program Director and WCU Vice President for Academic Affairs is required. Students wishing to earn credit at another institution after the program plan is submitted must seek written approval for these courses prior to enrollment. No graduate credits earned by correspondence will apply toward a graduate degree.

Academic Standing

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

Change of Class Schedule

- ✓ No change of schedule, by either dropping a course or adding a course, may be made after classes begin except by permission of the WCUMBS Program Director.
- ✓ No student may register for a course after 10% of class meetings have occurred.
- ✓ Courses dropped within the first five weeks of a trimester will be recorded as "W" (withdrawn), and courses dropped after the midterm will receive a grade of "F." Any student dropping a course at any time without the required approval receives an "F" in that course.
- ✓ Courses offered in mini-terms or with special schedules will have add/drop dates proportionate to length of course.

Withdrawals

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

Academic Dismissal

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

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

- More than two grades below a "B";
- Failure of a repeated course;
- Failure to complete all required coursework within the maximum time frame specified for the degree program, not including approved leaves of absence; and/or
- Absence of the personal qualifications and attributes deemed necessary to perform the duties of a WCUMBS student and the biomedical profession.

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

Progression (see Academic Standing)

Students must pass all required courses in an academic term in order to progress to the next term. A student has failed a course when he/she receives a grade of "F" at the completion of the course, after any approved remediation has been completed. The WCUMBS Program Director, with approval of the WCU Vice President for Academic Affairs, may allow a student to proceed when repeating a course is not an option due to the specific course not being available. The Course Director and WCUMBS Program Director will review remediation options for the student before final approval.

The WCUMBS Committee will make recommendations for any student with a cumulative percentage grade average below 70% for any class. The recommendations may include repeating a course, remediation, or dismissal from WCUMBS.

Degree Completion and Final Assessment

All master's degree programs at William Carey University require a candidate's final assessment prior to graduation. This assessment may take the form of a written comprehensive exam, a portfolio, a capstone course, and/or oral examination at the discretion of the WCUMBS Program Director. Students who are candidates for May degrees on the Hattiesburg and Tradition campuses are required to file applications for their degrees in the registrar's office by October 15 prior to graduation. Candidates for August graduation must file application for their degrees by March 31. Late applications may be taken within 30 working days of these deadlines. There

will be a \$100.00 late fee in addition to the graduation fee.

DISCIPLINARY ISSUES

WCUMBS Committee

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

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

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

Complaint Procedures

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

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

Conciliation Conference

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

The following procedures shall be in effect at this conference:

- If the complaint is found to lack merit, then the WCUMBS Program Director will report this opinion to the WCUMBS Committee. If the WCUMBS Committee agrees with the recommendation, a written report will be filed with the Office of the WCUMBS Program Director. The WCUMBS Program Director shall notify the individuals involved electronically that the complaint has been dismissed or does not warrant action. The complainant may, if they choose, appeal the WCUMBS Program Director's decision directly to the WCUMBS Committee;
- If an agreement is reached, then the Conciliator shall report his/her recommendation to the WCUMBS Committee. If the WCUMBS Committee agrees with the recommendation, then a written report will be filed with the Office of the WCUMBS Program Director. The individuals involved shall be notified electronically by the WCUMBS Program Director that the complaint has been dismissed. The complainant may, if they choose, appeal the WCUMBS Program Director's decision directly to the WCUMBS Committee.
- If no agreement is reached, or if the student fails to appear, then the A WCUMBS Program Director or Conciliator shall refer the matter to the WCUMBS Committee.
- The Conciliator may speak in a college hearing regarding information received during the Conciliation Conference.

Notice to Appear Before the WCUMBS Committee

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

The notice shall contain:

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

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

WCUMBS Committee Procedures

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

- ✓ The Chairperson shall preside at the hearing. The Chairperson shall inform the student of the charges, the hearing procedures, and students' rights;
- ✓ After completing this step, the chairperson shall ask the student charged to admit or deny culpability;
 - If the student admits culpability, then the student shall be given an opportunity to explain his/her actions before the committee, but
 - If the student denies culpability, then the complainant will present the college's charges. The person filing the original complaint will be responsible for presenting the college's documentation;
 - At the conclusion of the college's presentation, the student may request the committee to dismiss the matter, and
 - If the motion to dismiss is denied by the committee, the student shall be given an opportunity to present his or her explanation of the pertinent facts;
- ✓ Prior to the student's presentation at the hearing, the Chairperson shall rule on any questions involving the impartiality of any committee member or the adequacy of the notice of the accusation(s) as presented by the college or the student.
 - Subsequent thereto, the Chairperson may only rule on the sufficiency of the materials/facts and may exclude irrelevant, immaterial, or unduly repetitive materials/facts;
 - However, if either party wishes to question the impartiality of a committee member on the basis of materials/facts, which were not previously available at

- the inception of the hearing, the Chairperson may rule on such a motion; and
 - The Chairperson shall exclude anyone who wishes to appear as a person having information pertinent to the accusations, except those persons currently speaking, the accused student during the testimony, and committee members.
- ✓ The University shall make a record of each fact-finding hearing by minutes. Tape recording or the equivalent is permitted for transcription purposes only. A disciplined student is entitled to request a copy of any minutes without cost.
- ✓ WCUMBS Committee meetings are closed hearings, open only to the student, committee members, and invitees of the Chairperson who may include witnesses.
- ✓ The University bears the burden of proving the accusation(s) by a preponderance of the relevant materials/facts.
- ✓ The role of the WCUMBS Committee is to listen to the materials/facts, ask questions of any person presented as having information pertinent to the accusations, review the testimony and relevant materials/facts presented at the hearing, and render a determination as to whether or not a WCU or WCUMBS standard has been violated.
- ✓ At the end of the fact-finding phase, the following may take place:
 - The student may, with the permission of the chairperson, introduce additional records, such as character references;
 - The college will introduce a copy of the student's previous disciplinary record, provided the student was shown a copy of the record prior to the fact-finding phase;
 - The disciplinary record shall not be reviewed by the committee until after the committee has made its findings of fact; and
 - In the event the student has been determined to have violated WCU or WCUMBS standards, the records and documents introduced by the student and the college shall be used by the committee to determine a recommendation to the WCUMBS Program Director of appropriate penalty.
- ✓ The committee shall deliberate in closed session. Motions on recommendations to
 - ☐ The WCUMBS Program Director must pass by a majority vote of members present. The committee's decision shall be based solely on materials/facts presented at the hearing.
- ✓ The WCUMBS Program Director shall be sent a copy of the WCUMBS Committee's decision within 10 business days of the conclusion of the hearing.
- ✓ The WCUMBS Program Director will make a final decision, communicating this decision to the student and appropriate WCUMBS officials.
- ✓ The committee may have more than one meeting with the student in order to
 - ☐ address the concerns of the committee and give the student an opportunity to respond to the questions and charges.
- ✓ The following are prohibited in all WCUMBS Committee meetings unless otherwise authorized in writing by the WCUMBS Program Director:
 - Electronic recording of the meeting, except for official minutes;
 - Legal counsel; and
 - Uninvited individuals.

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

Non-academic Warning

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

Non-academic Probation

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

Non-academic Probation requires the following:

- Mandatory, ongoing review by the WCUMBS Committee according to a schedule set out by that Committee;
- Student compliance with all recommendations of the WCUMBS Committee;
- Prohibition against student holding any office in student government, clubs, etc.;
- Prohibition against student service on any committees or as a peer tutor;
- Prohibition against student travel to conventions, conferences, meetings, recruiting trips, or other travel that will require time away from the classroom;
- Participation in individualized remediation program designed with an advisor or counselor; and
- The Committee may make other requirements.

Students on Non-academic Probation who fail to meet all requirements of Non-academic Probation may be recommended for dismissal.

Since an individual incidence of unprofessional behavior is only one criterion for probationary status, the WCUMBS Committee may recommend probationary status at any time based on a cumulative review of the student record. Probation, mandatory leave of absence, or dismissal may also be considered by WCUMBS for any student who fails to maintain academic, ethical, moral, personal, or professional conduct standards, or who fails to abide by WCUMBS policies, rules, and regulations, or who fails to fulfill legal or financial obligations, or who is considered to be mentally or emotionally unfit or impaired.

Non-academic Probation with Conditions

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

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

Non-Academic Dismissal

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

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

Appeals of Non-academic Dismissal

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

Student Grievances

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

A student's grievance concerning a WCUMBS faculty or staff member should be made to the WCUMBS Program Director or the WCUCOM Dean. A grievance concerning a WCU faculty (non-

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

After a written grievance is received, a response to the grievance will be issued within 10 business days. After a response by the appropriate WCUMBS official, any grievance may be appealed to the President of WCU. Such appeal must be in writing and must be filed within five calendar days of the response.

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

Complaints or grievances concerning WCUMBS accreditation standards and procedures should be submitted in writing to the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500.

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

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

The WCUMBS Program Director will then provide the complainant with a written response within 30 days of receipt of the complaint. Should the student complaint related to accreditation be upheld and valid, WCUMBS will establish, as a method of performance improvement, a monitoring of the accreditation deficiency for a period of no less than five years to monitor the corrective action with yearly reporting to the WCUMBS Program Director to ensure compliance.

At no time will any adverse action be allowed against any faculty, staff, or student(s) reporting the adverse accreditation standard. Any reportable adverse activity against any faculty, staff, or student(s) will result in disciplinary action as delineated above.

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

WCUMBS Program Director.

Check-out Procedures for Student Dismissal or Withdrawal

It is imperative that a student who leaves WCUMBS for any reason goes through the checkout procedure before his/her dismissal or withdrawal. Failure to complete this exit procedure will give WCUMBS the right to withhold all records pertaining to the student's attendance. The checkout procedure is as follows:

- If the student is withdrawing, then he/she must supply the WCUMBS Program Director with a letter of resignation;
- For withdrawal requests, the Course Director will make a recommendation to the WCUMBS Program Director to accept or deny;
- All withdrawals must be approved by the WCUMBS Program Director;
- If the request is accepted, then the WCUMBS Program Director or designee will notify the student, the WCU Registrar, and the WCUMBS Course Director(s);
- If the student is being dismissed, then the WCUMBS Committee Chair will make a recommendation to the WCUMBS Program Director;
- If the recommendation to dismiss is accepted, then the WCUMBS Program Director or designee will notify the student, the initiating Chairperson, the WCU Registrar, the WCUMBS Course Director(s), and the WCUCOM Dean;
- If the student disagrees with the decision, then he/she should refer to Appeals of Remediation, Warning, Probation, Denied LOA Request/Re-entry, and Dismissal; and
- As soon as the WCUMBS Program Director is formally notified of the final decision of a student's withdrawal or dismissal, a memorandum stating the change in the student's status will be produced, and all appropriate WCUMBS offices and professors will be notified.

Before leaving campus, the student must undergo an exit interview with the following:

- WCUMBS Program Office;
- WCU Student Services Office;
- Financial Aid Office;
- Business Office;
- Library; and
- The student must report to the WCU Registrar to complete the withdrawal process.

APPEALS POLICIES

No legal representation of students is allowed throughout the WCUMBS internal appeals process.

Appeal of Grade(s)

Appeals of exam grades or course grades (including those grades, which resulted from a missed exam) will follow the steps outlined below. Students will not be allowed to bypass any step in this appeal process. (Examination grades that result in a failed course grade will be considered as a single appeal.

- Meeting with the Course Director: A student who seeks appeal of a particular grade must first speak with the specific Course Director. The involved faculty member(s) will

then discuss the situation with the student and make a decision.

- ✓ Meeting with the WCUMBS Program Director: If the student disagrees with the faculty member(s), then he/she may appeal and discuss the situation with the WCUMBS Program Director within 2 business days of the course director decision. After hearing from the student and the faculty member(s), the WCUMBS Program Director will make a decision.
- ✓ Meeting with the WCUMBS Committee: If the student still seeks appeal, he/she may request a hearing before the WCUMBS Committee. A faculty member who disagrees with the decision of the WCUMBS Program Director also may request a hearing before the WCUMBS Committee. The WCUMBS Committee will schedule a hearing as soon as a majority of the Committee can accommodate the request. After hearing and evaluating all of the information, the committee will deliberate and recommend an action to the WCUMBS Program Director, who will then make the final decision regarding the matter.
- ✓ Individual grades that do not result in remediation, academic probation, and dismissal will
- ✓ not routinely be considered by the WCUMBS Program Director.
- ✓ The intent of this appeal process is to provide for a means to consider students' grade appeals in a timely manner.
 - Individual test grades must be appealed to the course director within 24 hours of posting of the examination grade.
 - Course grade appeals must be initiated within five WCUMBS business days of the end of the term in which the grade was received.

Appeals of Remediation, Warning, Probation, Denied LOA Request/Re-entry, and Dismissal

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

The student must write a letter of appeal and submit the appeal to the WCUMBS Program Director within two weeks (defined as fourteen days, including weekends and holidays) after receiving notice of remediation, academic probation, and dismissal sanctions.

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

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

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

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

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

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

In accordance with the current Translation Student Handbook, "The President of the university reserves the right to review all disciplinary action by any person or council and take whatever action he deems to be in the best interest of the university."

Any stipulations provided in official communications from the Office of the WCUCOM Dean or the Dean's designee, i.e., appeal decisions, probations, warnings, or directives, will supersede the WCUCOM Student Handbook and Catalog for the individual addressed in the communication.

Graduation Requirements

All graduation requirements must be completed in no more than two academic years. Time missed for approved leaves of absence will not be counted in this two-year time frame.

Graduation from the program requires the following (see **Academic Standing**):

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

At minimum, a graduate must be able to:

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

Candidates for the degree of Master of Biomedical Science must exhibit the requisite knowledge

and skills to complete the prescribed course of study. A student who has fulfilled all the academic requirements noted above may be granted the Master of Biomedical Science degree, provided the student has met these additional stipulations:

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

Graduation on Alternate Dates

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

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

CONTACT INFORMATION

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

Contact Information for WCUMBS

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

WCUMBS Program Director601.318.6027

WCUMBS Program Office.....601.318.6664

Dean, WCUCOM.....601.318.6610

Faculty listing and contact information can be found at

<http://www.wmcarey.edu/faculty-and-staff-0>.

WCU General Contacts

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

Main Switchboard601.318.6051

Office of the President.....601.318.6495

Housing.....601.318.6102

Disability—Student Services.....601.318.6209

Financial Aid (WCUCOM and WCUMBS).....601.318.6009

Veterans' Program.....601.318.6195

Medical Librarian.....601.318.6236

Other

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

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

Notice of Receipt

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

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

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

Signature

Date

Print Full Legal Name

Student Number