

University of New England
College of Osteopathic Medicine

**Clinical Anatomy Graduate Student
Handbook Supplement**

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1. Welcome and Mission

a. Mission

The University of New England College of Osteopathic Medicine fosters healthcare leaders across the continuum in undergraduate, graduate, and continuing medical education, to advance exceptional osteopathic healthcare locally and globally through practice, research, scholarship, education, and community health.

b. Vision

The University of New England College of Osteopathic Medicine will become a recognized leader in educating primary care physicians for Maine, New England, and the nation by developing into:

- A medical school that offers a state-of-the-art curriculum, dynamic clinical rotations, and supports unique GME
- A major contributor in clearly defined and well-focused medical research
- A strong clinical program that serves our community through collaborative and entrepreneurial efforts
- An organization that offers leadership to our profession and community
- A catalyst for interprofessional education and service
- A trusted partner in healthcare for our community

c. Core Values

- Foster an environment of wellness, equity, inclusion and diversity across our community
- Creatively shape the future while preserving our heritage to train osteopathic physicians (anatomists, and researchers) to care for rural and underserved populations of Maine and New England
- Strengthen our commitment to the principles of osteopathic medicine
- Promote a diverse, innovative, interprofessional, and entrepreneurial culture
- Maintain our caring, collegial environment
- Foster integrity and accountability through a strong ethical base
- Utilize evidence-based methods, practice-focused research, scholarship, critical thinking, and a variety of learning modalities to improve medical education and healthcare outcomes
- Actively seek internal and external collaborations to further our mission

d. Community & Belonging Statement

The University of New England College of Osteopathic Medicine aims to advance and cultivate the diversity of all individuals and protect the unique

expression of all people — allowing them to grow and realize their fullest potential. We recognize diversity along a number of dimensions, including but not limited to race, ethnicity, nationality, age, physical and mental status, gender identity and expression, sex, sexual orientation, socioeconomic status, and religion. Having a diverse community of faculty, students, and staff is essential to our medical education and professional development to better meet the individual healthcare needs of our society. We are committed to increasing representation of populations that have been historically excluded from participation in U.S. higher education and medicine. In doing so, we continuously strive to reflect upon our own biases, beliefs, and practices in an effort to develop cultural humility. We foster a culture of inclusion that extends beyond the UNE COM campus into the global community.

- All students shall demonstrate respect for the diversity of UNE COM’s learning community along a number of dimensions, including but not limited to race, ethnicity, nationality, age, physical and mental status, gender identity and expression, sex, sexual orientation, socioeconomic status, and religion.
- Language and actions that disrespect others’ backgrounds along these dimensions will not be tolerated within our community.

2. Program Overview

a. Graduate Certificate in Clinical Anatomy:

- i. The Graduate Certificate in Clinical Anatomy program offers post-baccalaureate training in the anatomical sciences, a fundamental cornerstone for understanding health and disease. This program will provide students with an in-depth understanding of human anatomy and medical physiology, and the skills to apply this knowledge to teach or work in medical fields. All students completing the program will be knowledgeable in detailed human anatomy, embryology, histology, clinical imaging, and physiology. Completion of the Graduate Certificate courses will provide students with a strong foundation for medical school.

b. MS in Clinical Anatomy:

- i. The M.S. in Clinical Anatomy program offers post-baccalaureate training in the anatomical sciences, a fundamental cornerstone for understanding health and disease. This program will provide students with an in-depth understanding of human anatomy and medical physiology, and the skills to apply this knowledge to teach or work in medical fields. This program has two (2) concentrations. All students completing the program will be knowledgeable in detailed human anatomy, embryology, histology, clinical imaging, and physiology. Completion of the first-year courses will provide students with a strong foundation for medical school. During the second-year depending upon the concentration focus, students will gain additional knowledge and skills to either teach professional students, or successfully engage in research.

1. Research Track: In addition to 2b, this track provides students with training and experience in research.
2. Teaching Track: In addition to 2b, this track provides students with training and experience in teaching clinical anatomy to medical students and other health profession students.

3. Admissions Requirements

a. General Admission Criteria

Admission is conditional upon receipt of a final, official transcript, indicating degree and graduation date, and completion of any outstanding prerequisite coursework. A final cumulative GPA of 2.8 or better must be maintained. Official transcripts must be received by the Office of Graduate Admissions & Recruitment before a student can be considered for full acceptance into the graduate certificate or MS program.

All materials submitted as part of the application become the property of UNE and will not be returned or released to anyone, including the applicant. This policy includes letters or recommendation, primary and secondary applications, personal statements, transcripts, and other supporting materials.

Admission to the graduate programs is competitive. Requirements for admission are as follows:

- i. Graduate Certificate track:
 1. Completion of bachelor's degree from a U.S. regionally accredited institution, or international equivalent, prior to matriculation.
 2. A minimum cumulative and science GPA of 2.8 (on a 4.0 scale) at the time of application is highly recommended (inclusive of all coursework taken with no forgiveness for retakes).
- ii. MS in Clinical Anatomy (Research Track):
 1. Completion of bachelor's degree from a U.S. regionally accredited institution, or international equivalent, prior to matriculation.
 2. A minimum cumulative and science GPA of 2.8 (on a 4.0 scale) at the time of application is highly recommended (inclusive of all coursework taken with no forgiveness for retakes).
- iii. MS in Clinical Anatomy (Teaching Track):
 1. Completion of bachelor's degree from a U.S. regionally accredited institution, or international equivalent, prior to matriculation.
 2. A minimum cumulative and science GPA of 2.8 (on a 4.0 scale) at the time of application is highly recommended (inclusive of all coursework taken with no forgiveness for retakes).

b. Prerequisite Coursework

Course Subject	Course Credits	Course Details
General Biology I and II	8 semester <i>or</i> 12 quarter credits	Labs required
General Chemistry I and II	8 semester <i>or</i> 12 quarter credits	Labs required
Physics I	4 semester <i>or</i> 6-8 quarter credits	Lab required
Behavioral Science	6 semester <i>or</i> 9 quarter credits	<u>View the list of acceptable course types to fulfill the Behavioral Science prerequisite requirement (PDF)</u>
English/Humanities	6 semester <i>or</i> 9 quarter credits	<u>View the list of acceptable course types to fulfill the English/Humanities prerequisite requirement (PDF)</u>

c. Additional Recommended Courses

- i. Anatomy
- ii. Physiology
- iii. Cell/Molecular Biology
- iv. Genetics
- v. Math/Statistics
- vi. Biochemistry

d. Other Prerequisite Coursework Considerations

- i. Pass/Fail courses are acceptable for prerequisite courses taken in Spring 2020 only.
- ii. All prerequisite courses must be successfully completed with a grade of C or better (C- grades are not acceptable).
- iii. Advanced Placement (AP) and International Baccalaureate (IB) test credit can be accepted towards prerequisite requirements. To apply AP or IB test credits towards prerequisite requirements, the credits must be broken down by subject on the undergraduate transcript. An official letter from the University Registrar, including subject breakdown, is also acceptable.
- iv. Prerequisite courses may be in-progress or planned at the time of application. However, all courses must be successfully completed with an official transcript submitted to the Office of Graduate Admissions & Recruitment prior to matriculation.
- v. All planned or in-progress coursework should be listed on the GradCAS application at the time of application submission.
- vi. Online courses offered through UNE Online and online courses from other regionally accredited U.S. colleges or universities may be acceptable.

e. International Applicants

- i. International applicants and those with foreign degrees and coursework are required to obtain an official credential evaluation by [World Education Services \(WES\)](#), confirming degree and grade/course

equivalency to that of a U.S. bachelor's degree. Please submit the WESI ICAP course-by-course evaluation with grades. The completed credential evaluation should be sent directly to GradCAS.

- ii. International applicants should refer to the [International Admissions](#) section of the UNE website for additional information and instructions
- f. Compliance Requirements
 - i. Prior to matriculation, accepted and deposited students will be required to complete the following compliance requirements:
 - 1. Completion of required immunizations or proof of up-to-date immunization status. Please refer to UNE's Student Health Center for detailed information.
- g. Transfer Credit: Transfer credits are rarely awarded to students who transfer from another program.
- h. Advanced Standing: No advanced standing available.
- i. Experiential Learning: No credit will be awarded for experiential learning.

4. Academic & Technical Standards

- a. Academic Standards
 - i. Students pursuing a Master of Clinical Anatomy degree (either the two (2)-year teaching concentration or two (2)-year research concentration) will need to maintain an overall GPA of a B and must pass each course sequentially with a 70% pass minimum. Students not satisfying these criteria after each semester will be placed on academic probation.
 - ii. To be eligible for the Graduate Certificate in Clinical Anatomy, students will need a minimum score of 70% at the end of the semester in each of the courses in order to pass that course. If a student fails a course, they may be allowed to remediate the course or need to retake the course. Students would become eligible for a certificate only after remediating or retaking the course and successfully completing the course. Students not satisfying these criteria after the semester will be placed on academic probation.
- b. Technical Standards
 - i. No otherwise qualified individual will be denied admission to UNE COM based solely upon a disabling condition.
 - ii. Enrollment in UNE COM assumes and requires that admitted students will possess certain levels of cognitive, emotional, and technical skill to successfully complete training and practice in unpredictable, stressful environments. All students are held to the same fundamental standards. Academic and skills requirements that are essential to meeting UNE graduation requirements will not be eliminated for any student. Reasonable accommodations will be provided to assist the student in learning, performing, and satisfying the fundamental standards, so long as

the student applies properly for the accommodation(s) and they are approved.

- iii. The College is obligated to provide reasonable accommodations that are necessary to afford students with a disability an equal opportunity to participate in this UNE COM program. Accommodations are not reasonable if they would fundamentally alter the program, lower the academic standards and expectations for student performance or assessment; impose an undue burden to the College; or pose a direct health or safety risk to any other individual, including patients.
- iv. In-person attendance is an essential and fundamental requirement of UNE’S COM programs. Excessive absenteeism of the curriculum does not allow students the exposure, application, practice and development of the knowledge, skills and attitudes necessary to become a graduate.

5. Academic Policies

a. Curriculum and Degree Requirements

i. Graduate Certificate track Requirements:

Program Required Courses*	Credits
CAN 501 – Medical Embryology 1	0.5
CAN 505 – Medical Histology 1	1
CAN 510 – Medical Imaging 1	1
CAN 515 – Medical Gross Anatomy 1	6
CAN 520 – Medical Physiology 1	3
CAN 550 – Medical Embryology 2	0.5
CAN 555 – Medical Histology 2	1
CAN 560 – Medical Imaging 2	1
CAN 565 – Medical Gross Anatomy 2	6
CAN 570 – Medical Physiology 2	3
Minimum Total Required Credits	23

ii. MS in Clinical Anatomy (Research Track) Requirements:

Program Required Courses	Credits
CAN 501 – Medical Embryology 1	0.5
CAN 505 – Medical Histology 1	1
CAN 510 – Medical Imaging 1	1
CAN 515 – Medical Gross Anatomy 1	6
CAN 520 – Medical Physiology 1	3
CAN 550 – Medical Embryology 2	0.5
CAN 555 – Medical Histology 2	1
CAN 560 – Medical Imaging 2	1
CAN 565 – Medical Gross Anatomy 2	6
CAN 570 – Medical Physiology 2	3
Clinical Anatomy Concentration – Research (below)	23

Research Concentration Required Courses	Credits
CAN 600 – Medical Neuroscience	2.5
GPH 716 – Biostatistics	3
RCA 500 – Research 1	1
RCA 550 – Research 2	1
RCA 600 – Teach in Gross Anatomy Lab 1RT	2
RCA 605 – Research 3	3
RCA 650 – Teach in Gross Anatomy Lab 2RT	2
RCA 655 – Research 4	6

Research Concentration Required Courses	Credits
Total Credits	20.5
Minimum Total Required Credits	43.5

iii. MS in Clinical Anatomy (Teaching Track) Requirements:

Program Required Courses	Credits
CAN 501 – Medical Embryology 1	0.5
CAN 505 – Medical Histology 1	1
CAN 510 – Medical Imaging 1	1
CAN 515 – Medical Gross Anatomy 1	6
CAN 520 – Medical Physiology 1	3
CAN 550 – Medical Embryology 2	0.5
CAN 555 – Medical Histology 2	1
CAN 560 – Medical Imaging 2	1
CAN 565 – Medical Gross Anatomy 2	6
CAN 570 – Medical Physiology 2	3
Clinical Anatomy Concentration – Teaching (below)	23

Teaching Concentration Required Courses	Credits
CAN 600 – Medical Neuroscience	2.5
GPH 716 – Biostatistics	3
TCA 600 – Teaching in Anatomy Lab 1	4

Teaching Concentration Required Courses	Credits
TCA 650 – Teaching in Anatomy Lab 2	4
TCA 655 – Interprof Teaching in Anatomy	4
Total Credits	17.5
Minimum Total Required Credits	40.5

b. Sequential Course Progression Rules

- i. Students must successfully complete prerequisite courses with a minimum grade of C (or Pass in Pass/Fail courses).
- ii. Course sequences must be completed in the prescribed order without exception unless approved by the Program Director.
- iii. A graduate student who does not maintain an overall grade B and pass each course sequentially with a 70% pass minimum is automatically placed on academic probation (see 5d).

c. Grading Policies (including Incomplete, Withdrawal)

- i. Grades will be standard letter grades and as determined by the syllabus, but could also include:
 1. Incomplete – (I):
 - a. Whenever a course grade cannot be submitted at the conclusion of a course because a student has not completed all the necessary assignments for the course, a grade of Incomplete (I) will be entered on the student's transcript
 - b. All grades of Incomplete (I) must be replaced by a letter grade as described above before the student can be promoted to the next phase of the curriculum. Upon receiving a grade, the Registrar will remove the Incomplete (I) from the student's record. If the Incomplete (I) is not replaced by a grade within 6 weeks of the end of the term it will automatically revert to a grade of "F"; therefore, it is important to follow up on incomplete grades in a timely manner
 2. Withdrawal - (W): Any student who formally withdraws from a course before it is complete will receive a Withdraw (W)

d. Probation and Dismissal

- i. A graduate student who does not maintain an overall grade B and pass each course sequentially with a 70% pass minimum is automatically placed on academic probation. A student placed on academic probation will be granted two semesters to raise their cumulative average to a B or higher. A student that fails a course will need to pass a retest in that course in order to remain in the program. A second grade in any class below a 70% will be grounds for dismissal.
- e. Change of Track:
 - i. If students are interested in changing tracks upon matriculating to the program, this should be discussed with the Program Director.
- f. Program Completion Timeline
 - i. Full-time students have a maximum of five years to complete the graduation requirements. Part-time students have six years to complete their requirements.
- g. Leave of Absence, Withdrawal, Change of Track
 - i. Students may request a leave of absence for a maximum of one calendar year. A request should only be submitted for unforeseen circumstances that make it impossible to continue graduate work. To request a leave, the student should fill out a Leave of Absence form from the Office of the Registrar. The form requires permission of the Program Director/BMSc Chair, and College of Osteopathic Medicine Dean, and Office of Student Affairs. A note from the student's research advisor agreeing to the leave is also required (if on research track).
 - ii. Application for readmission is not necessary if the student returns as planned; however, the student who does not return at the specified time will be administratively withdrawn and will be subject to readmission procedures.

6. Assessment and Examination Policies

- a. The type, content, and frequency of examinations for any course are published in the course syllabi prior to the beginning of the course. Subsequent changes to these published guidelines may be made under unusual circumstances, after review by the Curriculum Advisory Committee (CAC) and approval of the Associate Dean. All students should abide by the UNE COM Student Code of Ethics for all assessments. Please reference each course syllabus for details.

The director(s) of each course will evaluate each student for that course with the grading scheme described in each course syllabus. These evaluations will include assessments of students understanding of the material as well as professional behaviors and skill development. UNE COM sets exam schedules by semester and has protocols to which students must adhere for different types of assessments.

- b. Grade Assignments General Policy
 - i. The assessment and evaluation of student performance are explicitly outlined in each course syllabus. After verification by the course director, grades are submitted to the curriculum office for transmission to the Registrar's office.
 - ii. All final grades are submitted to the Registrar within two weeks following the end of the course.

- c. ExamSoft Administration Rules
 - 1. Students:
 - i. Must download all exam files by the date and time noted in the course syllabus.
 - ii. If students have not downloaded the exam prior to the exam download deadline, they will assess a test taking time penalty up to 5 minutes, and they will need to upload the exam file 5 minutes prior to the exam time limit.
 - iii. If students have technical difficulties with downloading their exam, they must contact the Academic Assessment Technician and the Course Director prior to the exam download deadline, otherwise the test taking time penalty applies. The Academic Affairs staff will work with students to resolve exam technical issues or provide a loaner laptop if needed/available.
 - iv. Must present to the testing site promptly, 15 minutes prior to the start of the examination, and be prepared to begin at the appointed time.
 - v. If a student arrives late for an exam, they will forfeit the time that they are late by uploading their exam at the scheduled exam end time and may have to sit in a designated area to take the exam. If the student arrives later than 10 minutes after the start of the exam, the student will need to follow the Absence Policy and Procedures as outlined here in the Handbook as well as the course syllabi.
 - vi. Must arrive at the testing site with their laptops and charger cords.
 - vii. Cell phones, smart watches, recording devices (audio or visual), and electronic (smart) pens, must be turned off and secured in backpacks/bags against the wall and are strictly prohibited during the exam session. Notes, hats, and food should be secured in backpacks/bags. Beverages must be in closed containers and/or set at students' feet.
 - viii. Adhere to the UNE COM Student Code of Ethics. If a student is found to have cheated, the student will receive a zero grade for that assessment and may be at risk of being dismissed from medical school.

 - ix. During exam time, students are required to sign out and sign in to use the restroom (printing name on sign out sheet). Students must use the restrooms adjacent to the testing room.

- x. Upload exam when completed, prior to leaving the testing site. When completed and uploaded, students are to exit the room, by one door, and show the “Examination Completed Green Screen” to the staff by the door.
 - xi. Adhere to the UNE COM Student Code of Ethics and must refrain from discussing the exam.
2. Proctors will:
- i. Orient students to the examination process, including starting and ending on time, the importance of the UNE COM Student Code of Ethics, and particularly to not discuss the exam outside of the review session.
 - ii. Remind students that faculty cannot answer any questions relative to the exam.
 - iii. Maintain silence and minimize outside distractions.
 - iv. Ensure collection of the sign out/in sheets and any challenge forms to be returned to the curriculum office.
- d. Scratch Paper Policy
- i. Students must use the designated scratch paper provided by the college.
 - ii. Students should not write anything on their scrap paper except their name until after they have entered the password and started the exam in Examssoft.
 - iii. Students must provide their own writing instrument.
 - iv. Scratch paper is NOT to be used to transpose answers, write down test questions, or make lists of topics found in the exam. This is strictly forbidden and will be enforced.
 - v. The students must print their name and sign the paper regardless of whether they used it or not and must be submitted as described below.
 - vi. The scratch paper MUST be submitted to the proctor prior to leaving the exam.
 - vii. Failure to comply with any of the above rules regarding the proper use of scrap paper will be considered an ethics code violation.
- e. Make-Up Exams and Excused Absences
- i. Please see course syllabus for specific guidance.
- f. AI (Artificial Intelligence) Policy

Generative AI (GenAI) applications (like ChatGPT) have proven to be powerful and effective tools, and students are encouraged to become familiar with and use them. However, as with any tool, students must use GenAI in ways that support their roles as learners. Course directors will determine specific course requirements regarding AI and include them in syllabi. In situations in which AI tools are permitted, students must:

- Ensure that all submitted academic work adequately demonstrates student learning (i.e., that the student, rather than a machine, has met the learning outcomes related to the assessment).
- Acknowledge, in written assessments and extra-curricular applications, the role played by AI tools in producing the student's work (this can usually be done in a citation or by including a session transcript)
- Protect patient privacy (per HIPAA requirements) by never entering personal health information or personally identifiable information as a GenAI input.
- Take ultimate responsibility for accuracy of results, think critically about them, and never substitute them for professional human judgment
- Monitor GenAI output for bias and risks for vulnerable populations and underrepresented groups.

Failure to abide by these parameters will result in a referral to the Program Director for review and recommendation.

As GenAI continues to evolve, students should also stay abreast of best practices and changing risks and benefits.

7. Attendance Policy

- a. Regular attendance is expected in all courses as active participation is essential for both individual learning and collaborative laboratory work. While we recognize our graduate students are self-motivated professionals, the following guidelines apply:
 - i. General Expectation: Students are expected to attend all scheduled class sessions and laboratory meetings, as this attendance is vital to success in the course. If a student is absent, they would still be required to learn the information for the assessments.
 - ii. Assessments: Students who miss quizzes or exams must notify the instructor and Program Director in advance when possible. Make-up assessments will be permitted only for legitimate reasons (illness, emergency, professional obligations) at the instructor's discretion and with appropriate documentation.
 - iii. Laboratory Work: Due to the collaborative nature of laboratory courses, students are responsible for communicating with team members and the instructor and Program Director about any absences and for making arrangements to complete their share of the work.
 - iv. Professional Responsibility: Students are responsible for obtaining materials, notes, and information covered during any missed classes.
 - v. Excessive absenteeism may require a meeting with the Program Director with recommendations (if any) being sent to the Associate Dean of Academic Affairs.

8. Health and Wellness Policies

- a. Immunization Requirement
 - i. Prior to matriculation, accepted and deposited students will be required to complete the following compliance requirements:
 - 1. Completion of required immunizations or proof of up-to-date immunization status. Please refer to UNE's Student Health Center for detailed information.
- b. Health Insurance Requirement
 - i. All UNE COM students are required to have health insurance coverage as a condition of matriculation and should have their insurance card with them at all times.
 - 1. Students must attest to having health insurance coverage for the entirety of their education. Failure to do so constitutes a breach of professionalism and may affect your academic standing. Students will be automatically enrolled in the University's Student Health Insurance Plan unless they evidence coverage under another health insurance plan and timely waive through the annual waiver process.
 - 2. Students must be covered in the state of Maine
 - 3. UNE's Student Health Plan covers testing, re-testing and prophylaxis for up to 12 months after a reported blood-borne pathogen exposure (e.g., needle stick), pursuant to policy provisions and limits. See <https://www.une.edu/student-health-insurance>
 - 4. All insurance policies are not the same. Students purchasing non-university health insurance coverage should ascertain what is and what is not covered by their policy and should be certain that it includes coverage for blood borne pathogen exposure. See <https://www.une.edu/student-health-insurance>.
 - 5. Students are responsible for their own deductible and any costs not covered by their insurance.
- c. Accident Reporting
 - i. In the event of an illness or accident, the student's well-being is of paramount importance. Immediate medical evaluation and appropriate follow-up are key. The following information is from policies outlined by University of New England, the Centers for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA).
 - ii. On campus:
 - 1. For ANY accident and/or injury that occurs during on campus events, the student, pursuant to university policy, must:

- a. Immediately seek medical attention commensurate with the nature of accident or injury
 - b. Students should immediately notify the UNE Security office (207-602-2298) or if an emergency (207-283-0176)
2. A UNE Student Accident Report will be filled out and the UNE Security office will contact the Associate Dean of RSAS

9. Student Conduct and Ethics

- a. Statement on the UNE COM Student Code of Ethics and Professional Conduct Policy

Ethics are a body of moral values that govern a particular group. The terms ethical and unethical used in this document pertain to what is right and wrong. Any violation of the UNE COM Student Ethics Code could result in probation, course failure, and/or dismissal.

Professionalism is the behaviors and attitudes one exhibits within a particular profession. Professionalism is one of the competencies assessed and graded in each course. Failure to learn and meet expectations of professionalism within delivery of the curriculum can lead to a grade of unsatisfactory or failure.

Details are provided in course syllabi. In some cases, including unprofessional behavior outside of the curriculum, a referral to the Program Director may be made and recommendation can be issued to the Associate Dean of Academic Affairs about a student's continued progress within the curriculum may be made.

It is the responsibility of all UNE COM students to:

- i. Uphold and have knowledge of university policy including the Conduct Rules and Regulations as defined in the UNE Student Handbook
 - ii. Abide by the UNE COM Student Code of Ethics
 - iii. Abide by the UNE COM Graduate Student Professional Conduct Policy
- b. UNE COM Student Code of Ethics
 - i. UNE COM students will act honorably and honestly at all times
 - ii. UNE COM will not tolerate dishonest or deceptive actions
 - iii. Confront or report any dishonest behavior
 - c. UNE COM Graduate Student Professional Conduct Policy
 - i. All students in the graduate certificate program and M.S. in Clinical Anatomy program are required to uphold professional standards that reflect integrity, accountability, and respect for the academic, clinical, and research environments. Students are expected to consistently demonstrate the following behaviors:
 1. Demonstrate Respect

- a. Speak and act with courtesy toward peers, faculty, staff, and institutional partners. Follow all lab, classroom, and institutional rules and expectations.
 - b. Refrain from disruptive, discriminatory, or disrespectful behavior in any setting.
- 2. Communicate Professionally
 - a. Use clear, respectful, and professional language in all written and verbal communication.
 - b. Respond to emails from faculty and administration within 48 hours on business days.
 - c. Ask questions or raise concerns in an appropriate and constructive manner.
- 3. Uphold Academic and Research Integrity
 - a. Complete all coursework, exams, and assignments honestly and independently, unless instructed otherwise.
 - b. Properly cite all sources and contributions in written work and research.
 - c. Report errors or misconduct promptly to appropriate personnel.
 - d. Follow IRB, IACUC, chemical hygiene, and other regulatory rules (as prescribed) in addition to research ethics protocols without exception.
- 4. Meet Attendance and Participation Requirements
 - a. Arrive on time and fully prepared for all required classes, labs, and program events.
 - b. Notify instructors in advance of any absences and follow up on missed content.
 - c. Remain present and engaged for the full duration of scheduled sessions.
- 5. Maintain Confidentiality
 - a. Protect confidential academic, clinical, and research information.
 - b. Do not photograph, record, or share images or details from cadaveric donors or sensitive educational materials.**
 - c. Follow institutional policies on data and privacy.
- 6. Present a Professional Appearance
 - a. Wear appropriate attire for laboratories, clinical sites, and professional events.
 - b. Follow safety dress codes in anatomy and research labs (e.g., closed-toe shoes, lab coats).
 - c. Maintain personal hygiene appropriate to shared educational environments.
- 7. Use Institutional Resources Responsibly
 - a. Care for shared materials, lab space, and equipment properly and report any damage or misuse.

- b. Adhere to scheduling guidelines for lab access and return borrowed materials on time.
 - c. Clean up personal workspace after use.
 - 8. Contribute to a Positive Learning Environment
 - a. Collaborate respectfully with peers and participate in group activities or discussions when required.
 - b. Offer and receive feedback constructively.
 - c. Support a culture of inclusivity and academic curiosity.
- d. Guidelines and Procedural Safeguards
 - i. Any student, faculty, or staff member, administrator, or clinician who witnesses any violation of the Code of Ethics has the responsibility to ensure resolution by taking one or more of the following actions within 48 hours of obtaining knowledge of the violation:
 - 1. Confront the individual (s) regarding the incident;
 - 2. Confidentially discuss the incident with one or more of the following individuals*:
 - a. A Faculty member
 - b. Program Director;
 - c. Associate Dean of Recruitment, Student, & Alumni Services (RSAS);
 - ii. File a complaint in writing or electronically describing the basis of the complaint and the alleged offences to the Associate Dean of Recruitment, Student, & Alumni Services (RSAS)

*Only these members of the community can offer an “official” opinion on the matter, either as an individual or as a group. No disciplinary action shall result unless a formal written complaint is filed. Opinions offered by any other individuals are not to be considered “official.”

- e. HIPAA Training Requirements
 - i. The University of New England College of Osteopathic Medicine is required by law to ensure that all UNE COM faculty, staff, and students receive training regarding national HIPAA regulations. Every hospital and clinical office in the USA are bound by the same regulations. The UNE COM Office of Academic Affairs notifies students in Years 1 and 2 of requirements and procedures for annual HIPAA training.
 - ii. Failure to comply with this requirement within the specified time frame may result in suspension of a student’s privilege to continue in the academic program.
- f. OSHA Training Requirements
 - i. To comply with OSHA 29CFR.1910.1030 regulations, students are required to receive annual OSHA training in occupational exposure and blood borne pathogens. The UNE COM Office of Academic Affairs notifies students of the requirements and procedures for annual OSHA training.

- ii. Failure to comply with this requirement within the specific time frame may result in suspension of a student's privilege to continue in the academic program.

10. Student Academic Progress and Appeals

a. Student Rights and Due Process Policy

Students have the right to:

- i. **Fair Treatment:** Be treated with respect and fairness in all academic and disciplinary matters.
- ii. **Clear Standards:** Receive clear information about academic and professional standards, evaluation criteria, and program requirements.
- iii. **Notice:** Receive timely notification of any academic or professionalism concerns, including specific allegations and relevant evidence.
- iv. **Response Opportunity:** Present their perspective and provide evidence in response to allegations before any final determination is made.
- v. **Support Person:** Be accompanied by a non-attorney advisor or support person during any hearings or formal meetings.
- vi. **Access to Evidence:** Review all relevant evidence and documentation related to their case.
- vii. **Impartial Review:** Have their case reviewed by individuals without conflicts of interest.
- viii. **Timely Resolution:** Receive resolution of proceedings within reasonable timeframes.
- ix. **Written Decisions:** Obtain written decisions that include findings, reasoning, and sanctions if applicable.
- x. **Appeal:** Appeal decisions through established procedures.
- xi. **Confidentiality:** Have educational records and proceedings kept confidential in accordance with FERPA and institutional policies.

Academic Performance Concerns

1. **Initial Notification:**
 - o Faculty or Program Director must notify students of academic performance concerns.
 - o Notification must include specific concerns, related standards/requirements, and potential consequences.
2. **Remediation Opportunity:**
 - o When appropriate, students will be offered remediation opportunities with clear objectives and timelines.
 - o Students will receive written documentation of remediation plans.
3. **Academic Review:**

- For ongoing or serious concerns, the Program Director will convene an Academic Review Committee.
 - The committee will include at least three faculty members not directly involved in the specific concern.
 - Students will receive notice at least five business days before any review meeting.
4. **Academic Review Meeting:**
- Students may present relevant information and bring a support person (non-attorney).
 - Meetings will be documented with written minutes.
 - Decisions will be based on a preponderance of evidence standard.
5. **Written Decision:**
- Students will receive a written decision within ten business days of the meeting.
 - The decision will include findings, reasoning, and any required actions or sanctions.

Professionalism Concerns

1. **Reporting:**
- Professionalism concerns should be reported to the Program Director.
 - Anonymous reports may initiate an inquiry but cannot be the sole basis for adverse action.
2. **Initial Assessment:**
- The Program Director will conduct an initial assessment within five business days.
 - Minor concerns may be addressed through informal coaching and documentation.
3. **Formal Process:**
- For serious or repeated concerns, a Professionalism Committee will be convened.
 - The committee will include faculty.
 - Students will receive written notice including specific allegations and evidence.
4. **Investigation:**
- An impartial investigation will gather relevant evidence.
 - Students will have the opportunity to provide statements and evidence.
 - Investigations will typically be completed within 30 calendar days.
5. **Hearing:**
- Students may attend a hearing to address allegations.
 - Students may present witnesses and evidence.
 - Students may question the evidence presented against them.
6. **Decision and Sanctions:**
- Decisions require a majority vote of the committee.
 - Sanctions will be proportionate to the violation and may include warning, probation, required remediation, or in severe cases, dismissal.
 - Students will receive a written decision within ten business days.

7. Academic Appeals Process:

i. Academic Progression Appeals

1. Students have the right to appeal decisions on academic progress or professionalism based on the process as described below:
2. Appeals regarding decisions on academic progress or professionalism will be submitted to the COM Dean or designee.
3. A decision regarding academic progress or professionalism reached by the designated academic administrator, hereafter referred to as the academic review officer, or a decision imposed by an academic review committee may be appealed by the subject student(s) or Complainant(s) to the COM Dean within seven (7) business days of the decision. Such appeals shall be in writing and shall be delivered to the Dean and must be based on (1) new evidence that could not have been presented to the academic review officer or committee at the time of the original decision, or (2) procedural errors in the original review process that had a substantial impact on or otherwise prejudiced the original determination. Students may also appeal a decision denying readmission to the University. Failure to file a written request for an appeal within the allotted time will render the original decision final and conclusive. Appeals will only be accepted by the COM Dean's office if the student has exhausted all required procedural options at the instructor, departmental or other appropriate level(s).
4. The Dean will decide whether grounds are present in the petition to warrant a review. This decision is generally based on the merit(s) of the cause outlined in the petition, and/or the weight of the consequences on the student and the University. The appeal is not intended to afford a full rehearing of the case but to serve as a method of reviewing the written content and grounds for appeal submitted by the student. The Dean will inform the student in writing of the decision within fifteen (15) business days of the receipt of the appeal.
5. If it is deemed by the Dean that an appeal is warranted, the following procedures will be followed:
 - An appropriate appeal committee will be convened, and a review will be conducted.
 - If the Dean was the original decision maker, the appeal will be referred to the Provost or designee.

ii. Appeal Review Committee and Protocols

1. Academic Review Committee
 - a. An Academic Appeal Review Committee will adhere to the following protocols and procedures:

- b. Five (5) faculty members from the student's college
 - c. If the failure is for disciplinary reasons a staff member from the accused student's program will serve in an ad hoc capacity, will sit in on the review but not on the deliberation.
 - d. If the failure is for disciplinary reasons the committee will include a member of the UNE Student Affairs staff who has not served in an advisory capacity to the student in this matter, except in cases involving programs out of the United States when no other member of the Student Affairs staff is available.
 - e. Persons may not serve on an Appeal Review Committee unless they can be available for the entire review process.
 - f. A person may not serve as a member of the Appeal Review Committee if they are the Complainant, is to be a person providing information for or against the accused student or has been involved in any capacity in events leading to the appeal. Should a conflict of interest be perceived by any party involved, the Appeal Review Committee will decide whether any member will be replaced. The Dean will appoint a new member at the recommendation of the Committee.
- iii. Appeal Review Protocols
- a. In advance of the review, the Dean will supply each member with copies of the written appeal plus relevant documentation, material requested by members of the Committee, and the names of individuals who will be appearing before the Committee. The Dean will also forward copies to the student.
 - b. The Dean will notify the student, in writing, of the time and place of the Review. The student has the option of being present throughout the proceedings. The student may have an Advisor present from the University community, but not legal counsel or family/parent(s)/guardian(s). Neither the student nor Advisor may be present for Committee deliberations. All meetings will be conducted in private.
 - c. The Committee will focus on information relevant to the appeal and not review the original case. All information upon which a decision will be based must be introduced into evidence at the proceedings before the Committee; the decision will be based solely upon such information. It may call persons providing information of its own and/or hear from persons providing information provided by the student and by other principals involved. The Chair may limit the number of persons providing information to be heard, and may require statements in advance. Individuals, however, cannot be compelled to testify. The Committee may also require the Dean to produce University, student, or other records as permitted by law.
 - d. Unless deadlines have been extended by the Dean, the final findings and recommendations of the Committee will be forwarded to the Dean no later than thirty (30) business days subsequent to the Committee's first meeting. The report will consist of a summary of

the reviews, evidence presented, and recommendations of the Committee.

- e. The Dean will make a decision and report it to all parties involved within ten (10) business days of receipt of the Committee's findings and recommendations. The decision of the Dean will be final.
- f. If an appeal is upheld by the Appeal Review Committee, the matter may be remanded to the original academic review officer or committee for re- opening of the review and reconsideration of the original finding and/or sanction(s). A new academic review officer may be assigned as determined appropriate by the Dean.
- g. In cases involving appeals by persons other than students accused of violating the University Conduct Code, the Dean may, upon review of the case, reduce or increase the sanctions imposed by the academic review officer or remand the case to the original academic review officer or committee.

8. Student Feedback and Evaluations

- UNE COM considers student participation in the course, peer, and faculty evaluation process a professional responsibility and expects all students to participate.
- Following each course, students complete online evaluations of both the course and participating faculty. These evaluations form the basis of post-course discussions involving student representatives, faculty course directors, and the ADAA. Participation in course evaluations are also discussed in each course syllabi.

11. Financial Information

- a. Tuition and Fees
 - i. Tuition and fees for subsequent years may vary. Other expenses include books and housing.
- b. Financial Aid
 - i. Detailed information can be found on the Student Financial Services website or by calling (207) 602-2342.
- c. Other Expenses
 - i. Housing is arranged by and financed at the expense of the student. Currently, there is no on-campus housing available for graduate students.
- d. Student Teaching Assistants teaching in a course for the first time will receive substantial training for specific labs in a timely fashion. The Program Director or designee will oversee training to ensure students are prepared to teach the laboratory courses for which they are responsible. It is important to note that students receiving credit towards teaching take this responsibility seriously. Make sure you attend all lab meetings, show up for your lab sections and grade assignments in a timely fashion.

- e. Research Assistants typically conduct research supported by grants and contracts external to the University, such as federal or state research grants.
- f. Outside Employment: Graduate students are discouraged from seeking outside employment. However, if they choose to do so, they should follow the recommendations outlined below: Students should discuss their ability to manage outside employment with their advisor to ensure it does not affect progress on their course work, research obligations, teaching responsibilities, and/or other university commitments. Graduate students doing research must be aware that research requires non-traditional work hours and a time commitment beyond a regular job. Successful graduate students are self-motivated, manage their time wisely by setting goals with their advisor, and communicate regularly about progress and plans to complete their work within expected timelines.

12. Student Support Resources

- a. Psychological and Medical Care Resources
 - i. UNE Biddeford and Portland campuses:
 - 1. UNE Student Health Center: <https://www.une.edu/student-health-center>
 - 2. UNE Counseling: <https://www.une.edu/studentlife/counseling>
 - ii. Crisis Response:
 - 1. If you are a Portland or Biddeford campus-affiliated student and are currently experiencing a mental health crisis, you can reach UNE's on-call counselor by calling (207) 602-2549 and then pressing 6.
 - 2. Off-campus resources available 24 hours per day:
 - a. Maine locations (888) 568-1112;
 - b. Outside of Maine, contact the National Suicide Prevention Hotline 988.
 - 3. If you are a Portland or Biddeford campus-affiliated student and are currently experiencing a mental health crisis, you can reach UNE's on-call counselor by calling (207) 602-2549 and then pressing 6.
- b. Accommodations and the UNE Student Access Center (SAC)
 - i. Accommodations under the Americans with Disabilities Act, Maine Human Rights Act, or other applicable law must be requested by students through the UNE Student Access Center (SAC "S.A.C.") <http://www.une.edu/studentlife/student-access-center>.
 - ii. The SAC exists to ensure that qualified students with a disability (ongoing or temporary) have equitable access to and equal opportunity throughout the entire educational process. No student will be granted any accommodations in a course until the accommodation request has been approved by the SAC and the accommodation letter has been given to the Course Director(s)/Program Director. This must be done before the activity in question begins. Any student that is granted accommodations will need to meet with the Course Director(s)/Program Director to discuss how their accommodations will be met. Requests will be accommodated to the greatest

extent possible, but the accommodation cannot compromise the fundamental learning goals of the curriculum for the student or their peers.

c. Tutorial and Learning Assistance

Both the University and College support a number of programs to maximize student success. Individuals who are experiencing challenges are encouraged to seek assistance earlier rather than later to support their success. Resources include: Faculty, the Assistant Dean of Student Success, the UNE Student Academic Success Center (SASC), UNE Library, and/or the UNE Student Access Center (SAC).

- i. UNE Library Resources: The UNE Ketchum Library Services offers extensive resources to students, both on site and online. For a listing of online resources and librarian assistance, go to <https://library.une.edu/>
- ii. UNE Student Academic Success Center (SASC): SASC has a presence on the Biddeford and Portland campuses and online. They offer COM peer tutors, 1on1 learning specialist appointments: <https://www.une.edu/SASC/> Please note: the college cannot guarantee the availability of tutors.

13. Administration and Leadership

a. Dean and Vice President of Health Affairs

- i. The Dean of COM is the Chief Academic and Administrative Officer of the College of Osteopathic Medicine and is delegated responsibility for all academic and administrative programs, clinical services, research initiatives and functions of the College. The Dean is the college's primary liaison to accreditation and governmental bodies, and the osteopathic profession. Four associate Deans and four department chairs closely assist the Dean in these internal and external roles. The Dean maintains an open door to students who may have concerns related to any aspect of the College and University. If, however, the concern falls within an area assigned to an associate Dean, the associate Dean should be aware of the situation prior to the student bringing it to the Dean.

b. Associate Dean for Academic Affairs (ADAA):

- i. The ADAA, in conjunction with staff, is responsible for the first- and second-year curriculum of the College of Osteopathic Medicine. The ADAA functions to oversee the day-to-day operations of the medical school's pre-clinical (years 1 and 2) program as well as the MIA programs and their curriculum to ensure that the highest quality of education is delivered to our students. The ADAA oversees and administers the Curriculum Office of the College of Osteopathic Medicine, the Clinical Performance Center (CPC), and Faculty Development including operating policies, procedures and methods. All matters relating to pre-clinical training should be directed to this office.

c. Associate Dean for Research & Scholarship (ADRS):

- i. The ADRS in conjunction with staff, is responsible for the general oversight, administration and the fostering of research and scholarship opportunities for students. The ADRS works closely with faculty and chairs to identify, facilitate, and promote research and scholarship opportunities for students both within the curriculum and as extracurricular experiences. All student matters relating to research and scholarship should be directed to this office.
 - d. Associate Dean for Recruitment, Student, & Alumni Services (ADRSAS):
 - i. The ADRSAS, in conjunction with staff, is responsible for recruitment and admissions; student support services (e.g. student orientation, professional development, student personnel records, housing, student government, affiliate organizations, special events, and counseling); and alumni affairs. All matters relating to student affairs should be directed to this office.
 - e. Assistant Dean of Student Success (ADSS):
 - i. The ADSS is responsible for the planning, coordination, and administration of academic and non-academic advising of students to facilitate student success and retention in the UNE College of Osteopathic Medicine. The ADSS is keenly focused on issues related to the progress and well-being of students enrolled in the College of Osteopathic Medicine including, but not limited to, advising, decisions related to remediation, probation, leaves of absence, expanded curricular programs, etc. Under the strategic direction of the ADRSAS, the ADSS works collaboratively with Academic Affairs, Clinical Education, students, faculty, and staff in the development and implementation of student success initiatives that support student development, progress, well-being, and academic achievement.
 - f. Chair for Biomedical Sciences (BMSc):
 - i. The Chair of BMSc is responsible for the general oversight and administration of the department and biomedical faculty to ensure that the department meets the academic, research and service missions of the College. The BMSc Chair works in consultation with the ADRS and the Faculty Committee of Research and Scholarship.
 - g. Program Director:
 - i. The Program Director for the Graduate Certificate and MS in Clinical Anatomy program oversees all aspects of the graduate program, ensuring academic excellence and student success. Working closely with the BMSc Chair, the Program Director is responsible for curriculum development, program assessment, and student advising. The Program Director along with the BMSc Chair manages student recruitment, admissions processes, and progression monitoring. Additionally, the Program Director serves as the primary advocate for the Graduate Certificate and MS program within the College.

14. Committees

- a. COM Curriculum Advisory Committee (CAC)
 - i. The CAC advises the Dean's Leadership Team (DLT) and Dean on all matters pertaining to policies and procedures relevant to the academic mission of the COM. The CAC is composed of select faculty chosen by the Dean and the COM Faculty Assembly for their engagement in specific areas

of curriculum development. The committee addresses specific details of curriculum construction, revision, planning, and development. Chaired by a faculty member elected by the CAC, the committee also reviews and revises, as necessary, curriculum policies and procedures, utilizing information and perspective provided by subcommittees appointed for specific tasks.

- b. Deans Advisory Committee on Wellness (DACW)
 - i. The DACW is comprised of faculty, professional staff, students and alumni. The DACW is charged with:
 - Identifying priorities to embrace, expand and support wellness among all UNE COM community members;
 - Acting as a catalyst in furthering COM's goal of community member success and resiliency;
 - Providing critical feedback on the implementation of specific programs and activities in the context of wellness.
- c. COM Dean's Leadership Team (DLT)
 - i. The DLT serves as an advisory committee to the Dean on all matters of the college. Membership includes but is not limited to Associate Deans and Department Chairs.

15. General Administrative Policies

- a. Registration
 - i. The University conducts a registration confirmation for students during the initial days of each term. Students are expected to have finalized payment of tuition and related fees, including filing appropriate documents and photos with the Offices of the Registrar, Financial Aid, Business Affairs, and Recruitment, Students & Alumni Services by their respective due dates.
 - ii. Individuals who fail to confirm program registration by the established process and deadline may be administratively withdrawn from the program. Students may request special consideration and if approved will be assessed a late registration fee and will not be allowed to participate in any learning activities until the requirement is completed.
- b. Immunization Compliance
 - i. Prior to matriculation, accepted and deposited students will be required to complete the following compliance requirements:
 1. Completion of required immunizations or proof of up-to-date immunization status. Please refer to UNE's Student Health Center for detailed information. Students failing to comply may be administratively withdrawn from the program.
- c. Student Identification
 - i. A standard University of New England ID Card is issued to all UNE students. This ID card should be with the student at all times while on campus.

- d. Change of Research Advisor (Research Track):
 - i. If circumstances arise that prevent the research advisor and graduate student from working together, the student has one month to search for a new research advisor. If a new research advisor is found, time in program will continue without interruption. If the student is unable to find a new research advisor, they will be encouraged to finish the current term. If circumstances are not related to student performance (loss of research advisor), e.g. professor leaves UNE, the academic units will find a way to advise the student to the end of the project provided funds are available. When switching research advisors, students must keep the Program Director/BMSc Chair apprised of impending and finalized changes.