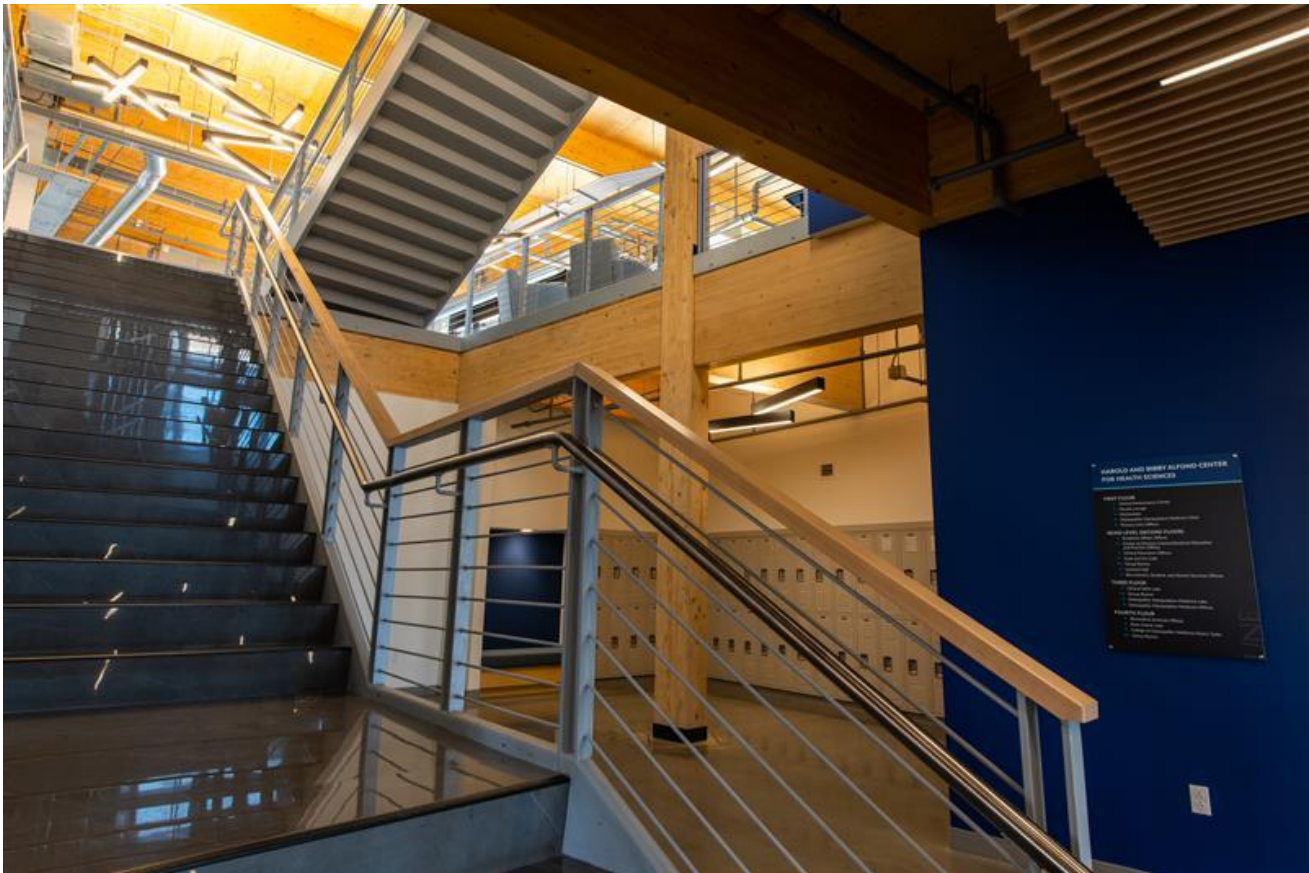


Clinical Anatomy Graduate Student Handbook Supplement 2026-2027



University of New England College of Osteopathic Medicine

This document is subject to change.

Introduction

UNE Student Handbook

The UNE Student Handbook is a university-wide handbook that describes how UNE works, where students should go, and who they should see to resolve questions and concerns. Policies, procedures, and regulations are outlined here so that all students (undergraduate, graduate, professional, certificate, and special status) are aware of the parameters within which our community functions. It is published on the UNE website. Information, procedures, and programs may change during the year. You will be notified via email if a change should occur, and the revision will appear immediately in the web version. In addition, changes may be published in handbook supplements. Those supplements published by certain colleges and academic departments provide further structure and guidance and should be used in conjunction with this publication.

<https://www.une.edu/student-affairs/student-conduct/student-handbook>

Clinical Anatomy Graduate Student Handbook Supplement

This Clinical Anatomy Graduate Student Handbook Supplement, designed specifically for students in the Graduate Certificate and Master's in Clinical Anatomy (GCCA/MSCA) program, augments the information provided in the University Student Handbook pertinent to academic programs in the College. Students will be notified via email if a change should occur, and the revision will appear in the online version. Changes may also be published in the handbook supplement. In addition to this document, students should familiarize themselves with:

- The most current college catalog found with the UNE Registrar:
<https://www.une.edu/catalog>
- The University Student Handbook (information above)

The University of New England reserves the right in its sole judgement to make changes of any nature in its programs, calendar, or academic schedule whenever it is deemed necessary or desirable, including changes in course content, the rescheduling of classes with or without extending the academic term, cancellation of scheduled classes or other academic activities, in any such case giving such notice thereof as is reasonably practicable under the circumstances.

The University of New England College of Osteopathic Medicine reserves the right to change any and all aspects of this student handbook supplement giving notice there of as is reasonably practical under the circumstances.

Students must retain individual responsibility for meeting requirements and being aware of any changes in provisions or requirements.

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Welcome and Mission

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.

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

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

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.

Program Overview

Graduate Certificate in Clinical Anatomy

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.

MS in Clinical Anatomy

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.

- i. Research Track: In addition to the above, this track provides students with training and experience in research, culminating in a written research thesis, public seminar presentation, and closed-door defense of the thesis.
- ii. Teaching Track: In addition to the above, this track provides students with training and experience in teaching clinical anatomy to medical students and other health profession students, culminating in a comprehensive oral examination.

Admissions Requirements

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:

Graduate Certificate track:

- i. Completion of bachelor's degree from a U.S. regionally accredited institution, or international equivalent, prior to matriculation.
- ii. 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).

MS in Clinical Anatomy (Research Track):

- i. Completion of bachelor's degree from a U.S. regionally accredited institution, or international equivalent, prior to matriculation.
- ii. 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).

MS in Clinical Anatomy (Teaching Track):

- i. Completion of bachelor's degree from a U.S. regionally accredited institution, or international equivalent, prior to matriculation.
- ii. 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).

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	View the list of acceptable course types to fulfill the Behavioral Science prerequisite requirement (PDF)
English/Humanities	6 semester <i>or</i> 9 quarter credits	View the list of acceptable course types to fulfill the English/Humanities prerequisite requirement (PDF)

Additional Recommended Courses

- Anatomy
- Physiology
- Cell/Molecular Biology
- Genetics
- Math/Statistics
- Biochemistry

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.

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

Compliance Requirements

- i. Prior to matriculation, accepted and deposited students will be required to complete the following compliance requirements:
- ii. Completion of required immunizations or proof of up-to-date immunization status. Please refer to UNE's Student Health Center for detailed information.

Transfer Credit

Transfer credits are rarely awarded to students who transfer from another program.

Advanced Standing

No advanced standing available.

Experiential Learning

No credit will be awarded for experiential learning.

Academic & Technical Standards

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.

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.

Academic Policies

Curriculum and Degree Requirements

Graduate Certificate Requirements:

Program Required Courses	Credits
Fall Semester	
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
Semester Total	11.5
Spring Semester	
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
Semester Total	11.5
Program Total	23

MS in Clinical Anatomy (Research Track) Requirements:

Program Required Courses	Credits
Fall Semester – Year 1	
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
RCA 500 – Research 1	1
Semester Total	12.5
Spring Semester – Year 1	
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

Program Required Courses	Credits
RCA 550 – Research 2	1
Semester Total	12.5
Year 1 Total	25

Program Required Courses	Credits
Fall Semester – Year 2	
CAN 600 – Medical Neuroscience	2.5
GPH 716 - Biostatistics	3
RCA 600 – Teaching in Gross Anatomy Lab 1	2
RCA 605 – Research 3	3
Semester Total	10.5
Spring Semester – Year 2	
RCA 650 – Teaching in Gross Anatomy Lab 2	2
RCA 655 – Research 4	6
Semester Total	8
Year 2 Total	18.5
Research Track Program Total	43.5*

*As part of the Research 1-4 courses and the MS in Clinical Anatomy (research track) program, a student will develop and complete a Master’s thesis on their work with a research mentor. It is mandatory that the student pass the written and oral parts of the thesis defense (public seminar and closed-door defense) and all required course work to achieve the MS in Clinical Anatomy (research track) degree. See appendixes for further details about the thesis.

MS in Clinical Anatomy (Teaching Track) Requirements:

Program Required Courses	Credits
Fall Semester – Year 1	
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
Semester Total	11.5
Spring Semester – Year 1	
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
Semester Total	11.5

Program Required Courses	Credits
Year 1 Total	23

Program Required Courses	Credits
Fall Semester – Year 2	
CAN 600 – Medical Neuroscience	2.5
GPH 716 - Biostatistics	3
TCA 600 – Teaching in Gross Anatomy Lab 1	4
Semester Total	9.5
Spring Semester – Year 2	
TCA 650 – Teaching in Gross Anatomy Lab 2	4
TCA 655 – Interprofessional Teaching in Anatomy	4
Semester Total	8
Year 2 Total	17.5
Teaching Track Program Total	40.5*

***As part of the MS in Clinical Anatomy (teaching track) program, a student will need to take and pass a cumulative comprehensive oral examination. It is mandatory that the student pass the cumulative comprehensive oral (*viva voce*) examination and all required courses to achieve the MS in Clinical Anatomy (teaching track) degree. See appendixes for further details about the cumulative comprehensive oral examination.**

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 Probation and Dismissal section below)).

Grading Policies (including Incomplete, Withdrawal)

Grades will be standard letter grades and as determined by the syllabus, but could also include:

- i. 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
- ii. Withdrawal - (W): Any student who formally withdraws from a course before it is complete will receive a Withdraw (W)

Probation and Dismissal

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.

Change of Track

If students are interested in changing tracks upon matriculating to the program, this should be discussed with the Program Director.

Program Completion Timeline

Full-time students have a maximum of five years to complete the graduation requirements. Part-time students have six years to complete their requirements.

Leave of Absence, Withdrawal, Change of Track

- i. Students may request a leave of absence (LOA) for a maximum of one calendar year. A request should only be submitted for unforeseen circumstances that make it impossible to continue graduate work. Students considering an LOA must first meet with the Program Director and the Associate Dean of RSAS (ADRSAS). If the student is determined to meet the criteria for a LOA, they will need to complete a Leave of Absence form from the Office of the Registrar. The form requires permission of the Program Director/BMSc Chair, the College of Osteopathic Medicine Dean, and the 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.

Assessment and Examination Policies

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.

Grade Assignment 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.

ExamSoft Administration Rules

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.

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.

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 Examsoft.
- 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.

Make-Up Exams and Excused Absences

Please see the course syllabi for specific guidance.

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.

Assessment Disruptions

Multiple Choice Assessments – Single Student Disruptions:

- i. Any student that is unable to complete the assessment once it has been started (due to illness or another unforeseen circumstance), will need to exit out of the exam immediately, without clicking through additional questions.
- ii. Any questions already answered at the time of exam submission will be considered final and scored as submitted and added to the final score of the overall assessment.
- iii. Any questions that have not been viewed (i.e., clicked through) by the student will be eligible for the student to take at another time, as agreed upon by the student and the Course Director (providing that student can produce an excused absence for the assessment).
- iv. If a student has viewed (i.e., clicked through) questions beyond the last answered question, the assessment is considered compromised and the Course Director will meet with the student involved to determine next steps.
- v. Next steps may include a partial or complete retake of the assessment, which may include substitution of questions addressing the same learning objectives as those in the original exam.

Multiple Choice Assessments – Whole Exam Disruption:

- i. In the event an entire assessment is interrupted by a disruptor, all computers will be shut down and the examination paused.
- ii. Assuming safety is not an issue, no access to digital communication will be allowed until the Course Leadership makes a determination as to whether or not the assessment can be resumed or has to be terminated.
- iii. In the event of assessment termination, the retest procedure will be determined by the course leadership based on the immediate circumstances.

Timed-Station (such as the Donor Practical) Assessment Interruption Policy:

- i. In the event of a single student disruption such as a student illness or injury:
 - a. The student will hand in their exam and their progress noted
 - b. A make-up exam will be scheduled for the earliest convenient time
 - c. A student who is unable to complete the exam will be given a choice prior to receiving a grade:
 - i. Accept the scores of the questions submitted and take the remainder of the exam by photographed images, in which case the make-up exam will consist of photographic images related to the stations missed in the initial exam

- ii. Discard the questions submitted and take the entire exam as a make-up (photographed images) based on the objectives of the original exam
- ii. In the event of a mass disruption such as a mid-exam cancellation (example would be snow or fire alarm):
 - a. All examinations will be collected before the students leave the lab
 - b. A make-up examination will be scheduled for the earliest convenient time
 - c. The make-up exam will consist of complete re-setting of the exam stations based on the objectives of the original exam.

Attendance Policy

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.

Health and Wellness Policies

Immunization Requirement

Prior to matriculation, accepted and deposited students will be required to complete the following compliance requirements:

- i. Completion of required immunizations or proof of up-to-date immunization status. Please refer to UNE's Student Health Center for detailed information.

Health Insurance Requirement

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.

- i. 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.
- ii. Students must be covered in the state of Maine
- iii. 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>
- iv. 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>.
- v. Students are responsible for their own deductible and any costs not covered by their insurance.

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:
 - a. For ANY accident and/or injury that occurs during on campus events, the student, pursuant to university policy, must:
 - i. Immediately seek medical attention commensurate with the nature of accident or injury
 - ii. Students should immediately notify the UNE Security office (207-602-2298) or if an emergency (207-283-0176)
 - b. A UNE Student Accident Report will be filled out and the UNE Security office will contact the Associate Dean of RSAS

Student Conduct and Ethics

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

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

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:
 - a. Demonstrate Respect

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

- h. Contribute to a Positive Learning Environment
 - i. Collaborate respectfully with peers and participate in group activities or discussions when required.
 - ii. Offer and receive feedback constructively.
 - iii. Support a culture of inclusivity and academic curiosity.

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:
 - a. Confront the individual (s) regarding the incident;
 - b. Confidentially discuss the incident with one or more of the following individuals*:
 - i. A Faculty member
 - ii. Program Director
 - iii. 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.”

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.

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.

Student Academic Progress, Responsibilities and Appeals

COM Committee on Student Progress (CSP)

CSP is responsible for making recommendations to the Program Director on matters related to student performance, including disciplinary and academic matters for students of the Clinical Anatomy Graduate Certificate and Master's programs. Annually, CSP makes recommendations to the Dean on the promotion of students to the next class. Also, each year CSP recommends to the faculty, through the Dean, the awarding of the Graduate Certificate in Clinical Anatomy or the degree of Master's of Science in Clinical Anatomy to those students who have satisfied all graduation requirements.

Committee on Student Progress (CSP) Procedures

The Committee on Student Progress (CSP) follows the below procedural safeguards to ensure a fair and consistent review of all areas relating to satisfactory academic progress and academic interruptions. Upon notice of a referral to CSP regarding an academic or professionalism issue:

- i. The Chair of CSP will contact the student regarding the date/time and circumstances (live or Zoom) of the meeting and offer to answer related questions from the student.
 - a. The Chair may exercise discretion and meet individually with the student for minor, or time-sensitive issues that do not require a formal recommendation from the committee. In extraordinary circumstances, the chair may meet individually with a student for issues which might normally require a full committee review. In these cases, a report and related documentation would be submitted for review and action by the full committee.
- ii. The details of the case will be shared with the committee members.
- iii. The student may submit written materials for the committee to review to the Chair of CSP in advance of the meeting.
- iv. The committee will meet with the student to discuss the case
 - a. The student is expected to participate in the process, but if the student is willfully absent during the proceedings, they will have waived their ability to represent their view in the meeting or answer clarifying questions of committee members

- b. The student may have their academic advisor present from the University community, but not legal counsel or family/parent(s)/guardian(s). No other individuals will be permitted to accompany the student to a meeting unless requested to attend by the CSP. The advisor's role will be to support the student, not participate in the discussion, or address the committee on the student's behalf
 - i. If a student intends to bring an advisor to a meeting, the student will notify the Chair of the advisor's name prior to the meeting
- v. Committee deliberations are closed to the public, the student in question, and the advisor
- vi. The committee may issue a committee report, or recommendation to the Program Director, or in some cases, the appropriate Associate Dean or the COM Dean
- vii. The Program Director, or designee, will then share the CSP recommendation, including the final outcome, in writing with the student

End of Term Proceedings

This addendum clarifies how the Committee on Student Progress (CSP) will conduct its work when final course grades or professionalism matters arise at or near the close of an academic term i.e.: when normal meeting schedules are disrupted by grading deadlines or University closures.

- i. Scheduling and Notice
 - a. If a student receives less than 72 hours written notice of the scheduled meeting date, modality, and reason for referral they may request their meeting be deferred to the next available CSP meeting date. The decision to delay a CSP meeting will be made by the Chair of CSP
 - i. Students will not receive a final grade until the completion of the CSP process
 - ii. Lack of final grade for the semester will render a student ineligible to progress into the following term until a grade is assigned
- ii. Interim Academic Status
 - a. Until the Program Director, or designee, can issue a final determination, affected students will:
 - i. Retain access to University resources and advising
- iii. Community and Support
 - a. The Office of Recruitment, Student, & Alumni Services (RSAS) will provide outreach to any student referred during this period to ensure awareness of available advising and support

Academic Appeals Process

Academic Progression Appeals

Students have the right to appeal decisions on academic progress or professionalism based on the process as described below:

- i. 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).
- ii. 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.
- iii. If it is deemed by the Dean that an appeal is warranted, the following procedures will be followed:
 - a. An appropriate appeal committee will be convened, and a review will be conducted.
 - b. If the Dean was the original decision maker, the appeal will be referred to the Provost or designee.

Appeal Review Committee and Protocols

- i. Academic Review Committee

An Academic Appeal Review Committee will adhere to the following protocols and procedures:

- a. Five (5) faculty members from the student's college

- b. 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.
- c. 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.
- d. Persons may not serve on an Appeal Review Committee unless they can be available for the entire review process.
- e. 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.

ii. 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.

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.

Financial Information

Tuition and Fees

Tuition and fees for subsequent years may vary. Other expenses include books and housing.

Financial Aid

Detailed information can be found on the Student Financial Services website or by calling (207) 602-2342.

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.
- ii. 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.

- iii. Research Assistants typically conduct research supported by grants and contracts external to the University, such as federal or state research grants.
- iv. 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.

Student Support Resources

Psychological and Medical Care Resources

- i. UNE Biddeford and Portland campuses:
 - a. UNE Student Health Center: <https://www.une.edu/student-health-center>
 - b. UNE Counseling: <https://www.une.edu/studentlife/counseling>
- ii. TimelyCare – a virtual health and well-being platform for all UNE COM students – provides 24/7 access to virtual care from anywhere at no cost to students.
 - a. Services include:
 - i. MedicalNow – 24/7: on-demand medical care and support for common health issues, including cold, flu, and allergies.
 - ii. TalkNow – 24/7: on-demand emotional support to talk about anything, including anxiety, relationships, depression, and school-related stressors.
 - iii. Scheduled Medical: Select the day, time, and medical provider of your choice.
 - iv. Self-Care Content – 24/7: access to self-care tools and resources, such as meditation and yoga sessions, helpful videos, and short articles from experts.
 - b. Accessing TimelyCare
 - i. <https://timelycare.com/UNECOM> or download the TimelyCare app from the app store.
 - ii. Register with your @une.edu email address
 - iii. Start visits from any web-enabled device – smartphone, tablet, laptop, or desktop.
- iii. Crisis Response:

- a. 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. Off-campus resources available 24 hours per day:
 - i. Maine locations (888) 568-1112;
 - ii. Outside of Maine, contact the National Suicide Prevention Hotline 988.
- c. 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.

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.

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. The offer COM peer tutors, 1on1

learning specialist appointments: <https://www.une.edu/SASC/> Please note: the college cannot guarantee the availability of tutors.

Other Resources and Services

- i. UNE Campus Center and Recreation
 - a. Biddeford: <https://www.une.edu/student-affairs/life-une/division-student-affairs/campus-center-and-recreation>
 - b. Portland (Finley Center): <https://www.une.edu/student-affairs/graduate-and-professional-student-affairs/finley-recreation-center>
- ii. WellCOM (Student Government Association committee): <https://une1.sharepoint.com/sites/COMSA/SGA/SitePages/WellCOM-R.aspx>
- iii. UNE Office of Community and Belonging: <https://www.une.edu/community-belonging>
- iv. UNE Office of Safety and Security: <https://www.une.edu/studentlife/security>
- v. UNE Office of Title IX & Civil Rights Compliance: <https://www.une.edu/title-ix-civil-rights-compliance>
- vi. UNE Student Financial Services: <https://www.une.edu/sfs/graduate>
 - a. Veteran Education Benefits: <https://www.une.edu/sfs/veteran-education-benefits>
- vii. UNE Graduate and Professional Student Affairs: <https://www.une.edu/student-affairs/life-une/division-student-affairs/graduate-and-professional-student-affairs>
 - a. UNE Student Handbook: <https://www.une.edu/student-affairs/student-resolutions/student-handbook>
- viii. UNE Office of Global Affairs: <https://www.une.edu/global>
- ix. UNE Registrar's Office: <https://www.une.edu/registrar>

Administration and Leadership

Dean and Vice President of Health Affairs

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.

Associate Dean for Academic Affairs (ADAA)

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.

Associate Dean for Research & Scholarship (ADRS)

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.

Associate Dean for Recruitment, Student, & Alumni Services (ADRSAS)

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.

Assistant Dean of Student Success (ADSS)

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.

Chair for Biomedical Sciences (BMSc)

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.

Program Director

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.

Committees

COM Curriculum Advisory Committee (CAC)

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.

Deans Advisory Committee on Wellness (DACW)

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.

COM Dean's Leadership Team (DLT)

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.

General Administrative Policies

Registration

- 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.
- 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.

Immunization Compliance

Prior to matriculation, accepted and deposited students will be required to complete the following compliance requirements:

- 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.

Student Identification

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.

Change of Research Advisor (Research Track)

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.

Appendixes

MS in Clinical Anatomy (research track) Thesis Information

To be awarded the Master of Science degree in the research track, students must successfully complete and defend an original thesis representing independent research conducted under the supervision of their faculty mentor and thesis committee. The written thesis must meet all departmental and college formatting requirements and be approved by the thesis committee prior to the defense. As part of the defense, the student will not only write the thesis, but present both a public seminar of the thesis followed by a close-door defense of the thesis (with the student’s thesis committee). If revisions are determined to be needed, the student must complete the revisions for successful completion. Upon successful completion of the oral defense, the student must submit the final approved thesis to the graduate school in accordance with established deadlines. Failure to complete and pass either the written thesis or the oral defense will preclude the awarding of the degree.

Thesis Committee

Each student in the MS in Clinical Anatomy (research track) program must have a formally constituted thesis committee, which is responsible for guiding the final stages of the research, evaluating the written thesis, and conducting the oral defense. The committee is composed as follows:

Committee Chair	The student's UNE primary research mentor (thesis advisor) – non-voting
Committee Members	Minimum of three (3) additional UNE faculty members of which at least two (2) of the members must be COM faculty and at least one (1) of the members must be a faculty member in the clinical anatomy program
Committee Formation Deadline	Must be confirmed and approved by the Program Director as part of the RCA 605 (Research 3) course

Thesis Requirements

The MS thesis represents an original, independent scholarly contribution to the field of clinical anatomy or a closely related biomedical discipline. The completed thesis must demonstrate the student's capacity for rigorous, ethical, and independent research and must meet all requirements of the MS in Clinical Anatomy program and institutional graduate school guidelines. **The MS thesis will need to be deposited in UNE's online repository, [DUNE: DigitalUNE](#) (link enabled).**

- i. Required thesis components:
 - a. Title Pages (see Program Director for specific formatting for these pages)
 - b. Acknowledgements
 - c. Funding (if applicable)
 - d. Abstract - structured summary (250-350 words) including background, methods, results, and conclusions
 - e. Table of Contents
 - f. List of Figures and Tables (if applicable)
 - g. List of Abbreviations (if applicable)
 - h. Chapter 1: Introduction - background, significance, literature review, and specific aims or research question
 - i. Chapter 2: Materials and Methods - detailed, reproducible description of all procedures
 - j. Chapter 3: Results - objective presentation of findings with supporting figures, tables, and statistical output
 - k. Chapter 4: Discussion - interpretation, synthesis with literature, limitations, and future directions
 - l. Chapter 5: Conclusions - concise summary of major findings and their implications
 - m. References
 - n. Appendices (if applicable) - supplemental data, protocols, IRB approvals, consent forms
- ii. Formatting Requirements
 - a. Students must adhere to the thesis formatting guide. Key requirements include double-spaced text, 12-point serif font (e.g., Times New Roman), one-inch margins, continuous page numbering, and consistent citation style. Any deviation from formatting requirements may delay thesis approval and degree conferral.

Plagiarism and Academic Integrity in the Thesis

All written thesis content must be the original work of the student. The thesis will be submitted through the institution's plagiarism detection system prior to committee

submission. A similarity score above the program's acceptable threshold will require revision before the document proceeds to the committee. Previously published work by the student may be incorporated with proper attribution and committee approval.

Use of Artificial Intelligence in Thesis Preparation

Students may use artificial intelligence (AI) tools to assist with tasks such as grammar checking, literature searching, and general writing feedback, provided that all intellectual content, data interpretation, and scientific conclusions remain the original work of the student. Any use of AI tools must be disclosed in the thesis acknowledgments section of the thesis, specifying which tools were used and for what purpose. AI-generated text may not be submitted as original writing, and students are responsible for verifying the accuracy of any AI-assisted content, including citations (references) and factual claims. Violations of this policy constitute academic dishonesty and will be handled in accordance with the university's academic integrity guidelines.

Thesis Defense Process

- i. Overview
 - a. The oral thesis defense is a formal, public presentation in which the student presents their completed research to the thesis committee and an invited audience, and responds to questions. After the presentation, the committee will meet with the student and ask additional questions about the thesis (not public - behind closed doors with the committee members) in which the student will defend their thesis work. The defense is the final milestone required for degree completion. It evaluates not only the quality of the thesis document, but also the student's depth of understanding, scientific reasoning, and ability to communicate research findings.
- ii. Eligibility to Defend
 - a. To be eligible to schedule and sit for the thesis defense, students must meet all of the following requirements:
 - i. Submission of the final thesis manuscript to all committee members no fewer than two (2) weeks prior to the defense date.
 - ii. Written confirmation from all committee members that the thesis is of sufficient quality to proceed to defense.
 - iii. Approval of the defense date by the thesis committee chair and Program Director.
 - iv. Submission of the Defense Announcement to the program at least one (1) week in advance for public posting.
 - v. The student should aim to defend their thesis no later than the first week of April.

iii. Defense Format and Procedure

Presentation Length	30–50 minutes (formal oral presentation using slides)
Open Question Period	10–15 minutes (questions from audience members invited)
Closed Examination	45–60 minutes (rigorous questioning by thesis committee only; student and committee in private session)
Committee Deliberation	Following examination; student waits outside; committee reaches a decision
Outcome Notification	Student is recalled; committee chair communicates decision

iv. Defense Preparation Expectations

- a. Students are expected to:
 - i. Prepare a professional slide presentation (PowerPoint or equivalent) summarizing the complete thesis.
 - ii. Practice the presentation with the research mentor prior to the formal defense.
 - iii. Conduct a mock defense with the mentor or program faculty, when possible.
 - iv. Be prepared to respond to questions spanning all sections of the thesis, underlying theory, methodology, statistical interpretation, and future directions.

v. Defense Outcomes

- a. Following the closed examination and committee deliberation, one of the following outcomes will be assigned:
 - i. *Pass*: Thesis accepted as written or with minor editorial revisions; degree requirements satisfied pending submission of minor revisions.
 - ii. *Pass with Revisions*: Thesis defense passed but substantive revisions are required; student must resubmit revised thesis to committee chair within a defined timeframe (typically 2-4 weeks).
 - iii. *Fail with Option to Re-Defend*: Defense not passed; student must undertake additional work and re-defend within one calendar year. A maximum of two defense attempts is permitted.
 - iv. *Fail*: Research and/or scholarship deemed insufficient; degree not awarded. This outcome requires documentation and is subject to institutional appeal procedures.

Thesis Revisions

Students who pass with revisions must submit the corrected manuscript to the thesis committee chair within the timeframe specified at the defense. The committee chair will confirm in writing that all required revisions have been satisfactorily addressed before the thesis proceeds to institutional submission. **All thesis revisions must be accepted as well as all other applicable work for the degree completed/passed no later than the end of April.**

***As part of the MS in Clinical Anatomy (research track) program, a student will develop and complete a Master's thesis on their work with a research mentor. It is mandatory that the student pass the written and oral parts of the thesis defense (public seminar and closed-door defense) and all required course work to achieve the MS in Clinical Anatomy (research track) degree.**

MS in Clinical Anatomy (teaching track) Cumulative Oral Exam Information

Students enrolled in the MS Clinical Anatomy (teach track) program must successfully complete a comprehensive and culminating oral examination in order to be awarded the degree. The oral examination is administered by the student's faculty committee and is designed to assess the student's mastery of core subject matter, pedagogical knowledge, and readiness for professional practice in their field. The examination must be completed and passed in accordance with all departmental and college requirements prior to the awarding of the diploma. Students who do not successfully pass the oral examination will not be eligible to receive the Master of Science degree.

Master's Examination Committee

Students in the teaching track will complete a comprehensive Master's Examination as the culminating assessment of the program. The examination will be overseen by a Master's Examination Committee formed in consultation with the student's academic advisor and the program director. The committee should be formed and confirmed during the spring semester of the 2nd year (the 3rd of a 4-semester progression).

- i. The committee must include a minimum of three COM Anatomy faculty members, with one being selected as committee chair by the committee. Collectively, the committee should represent expertise across the major content areas of the program: gross anatomy, embryology, histology, neuroanatomy, and medical imaging.
- ii. The committee is responsible for determining examination content, evaluating student performance, and making a final recommendation regarding successful completion of the Master's Examination requirement. The committee chair will coordinate the examination

process and communicate examination expectations, outcomes, and required next steps to the student.

Master's Examination

The non-thesis Master's Examination will consist of a comprehensive oral examination designed to assess the student's mastery of graduate-level clinical anatomy and related program content. The examination will evaluate the student's ability to explain anatomical concepts, apply knowledge to clinical and educational contexts, interpret anatomical information, and integrate concepts across content areas.

The oral examination will include questions from the following content areas:

- Gross Anatomy
 - Embryology
 - Histology
 - Neuroanatomy
 - Medical Imaging
 - Physiology
 - Pathophysiology
- i. The examination may include structured questions, clinical or anatomical scenarios, image-based prompts, identification and interpretation of anatomical structures, and follow-up questions designed to assess depth of understanding. Questions should emphasize application, synthesis, and integration rather than simple recall.
 - ii. The Master's Examination Committee will determine the specific structure and content of the oral examination. Each major content area should be represented. Committee members may be assigned responsibility for developing questions in their areas of expertise, and the committee chair will ensure that the examination provides appropriate breadth across the curriculum.
 - iii. The oral examination may last up to two hours. The exam will take place in both the donor lab and the classroom.
 - iv. After the oral examination, the committee will deliberate in closed session to determine whether the student has satisfactorily completed the Master's Examination requirement. The committee may consider the student's accuracy, clarity of communication, ability to reason through unfamiliar questions, integration across anatomical disciplines, and the application of anatomical knowledge to clinical or educational contexts.
 - v. The committee chair will inform the student of the examination outcome and provide general feedback on areas of strength and improvement. If the student's performance is unsatisfactory, the committee may permit the student to complete a second examination after a period of remediation. A second examination may not occur earlier than two weeks after the initial unsuccessful attempt unless otherwise approved by the program.

- vi. **Passing of the cumulative comprehensive oral exam as well as all other applicable work for the degree completed/passed must be completed no later than the end of April.**

***** As part of the MS in Clinical Anatomy (teaching track) program, a student will need to take and pass a cumulative comprehensive oral examination. It is mandatory that the student pass the cumulative comprehensive oral (*viva voce*) examination and all required courses to achieve the MS in Clinical Anatomy (teaching track) degree.**