

Western University of Health Sciences

College of Health Sciences

Master of Science in Medical Sciences (MSMS)
2026/2027 Catalog

Conditions of Accuracy

The information within is accurate at the time of publication and reflects standard operating conditions for the academic year. Students are responsible for informing themselves of and satisfactorily meeting all requirements pertinent to their relationship with the University. Students and others who use this catalog should be aware that the information changes from time to time at the sole discretion of Western University of Health Sciences (WesternU) and that these changes might alter information contained in this publication. More current and complete information may be obtained in the appropriate department, school, or administrative offices. Some changes can also be found on the Western University of Health Sciences website. Western University of Health Sciences reserves the right at any time, without advance notice, to change any part of the catalog; no vested rights shall run or be created by the catalog, including the right to notice of any modification, novation, amendment, supplementation, or other change of any term, provision, or content of the catalog; such right of Western University of Health Sciences to enact changes shall include but not be limited to (a) attendance or curriculum requirements; (b) changes to tuition and fees; (c) changes in the academic calendar; (d) changes in admission and registration requirements; (e) changes in the regulations and requirements governing instruction in and graduation from Western University of Health Sciences; (f) changes of instructors and faculty; (g) changes of rules and regulations governing the students and student body organizations; (h) changes of on-campus facilities; (i) changes of extra-curricular student activities, programs, and offerings; (j) conduct or academic standing; and (k) changes of any other program or regulation affecting students or other interested parties. Western University of Health Sciences further reserves the right to make such changes should economic conditions, health conditions, changes in law, government orders, or a local, state, or national emergency make it necessary to do so. Such changes may supplement and supersede any inconsistent provisions found in this Catalog, and will be published using typical communication channels, including mail, email, publication to the university web site, press releases, and other channels as deemed appropriate. This catalog does not constitute a contract, or terms or conditions of contract between the student, staff, and/or faculty and Western University of Health Sciences.

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College of Health Sciences

The College catalog serves as a supplement to the University catalog. The College faculty, staff, and students must abide by the content of the University catalog in addition to the College catalog. The 2026-2027 catalog supersedes previous versions, and all students are held responsible for the information contained in both the University and the College 2026-2027 catalog.

Mission

To achieve an optimal community of educators and health professionals, WesternU College of Health Sciences provides an environment that stimulates and produces grounded and empowered changemakers, to serve the health demands of a diverse population, while collaborating inter-professionally, engaging in best practices, and accurately disseminating healthcare information. Our educators and health professionals listen, refine, and innovate to the changing needs of both our students and the community

Goals

1. To educate a health workforce that helps to meet the healthcare and educational needs of the State of California and the west.
2. To achieve an environment and culture that supports all members of the College.
3. To ensure an environment and culture that empowers all persons in the College to maximize their potential as contributing members in the education of students, in research and clinical activities, and in service to the community.

Master of Science in Medical Sciences (MSMS)

Department of Medical Sciences

Accreditation

Western University of Health Sciences is accredited by the WASC Senior College and University Commission (WSCUC). WSCUC's statement of accreditation status can be found at <https://www.wscuc.org/institutions/western-university-of-health-sciences/>. You may contact WSCUC at 985 Atlantic Avenue, Suite 100, Alameda, CA 94501. Phone: (310) 748-9001, Fax: (310) 748-9797, or by visiting <https://www.wscuc.org/contact/>. WSCUC is a non-profit organization that evaluates the quality and educational effectiveness of schools, colleges, and universities. WSCUC is one of six regional accreditation agencies in the United States. While it is not officially regulated by the government, it is regularly reviewed by the US Department of Education and the Council for Higher Education Accreditation.

Complaints Regarding WSCUC Accreditation Standards

Western University of Health Sciences is committed to meeting and exceeding the standards for accreditation of colleges and universities as described by the WSCUC. It is the policy of Western University of Health Sciences that a student, employee, or other constituent of the University that believes that the University may not be in compliance with the standards of accreditation has a right to file a complaint. The complaint submission process can be accessed through <https://www.wscuc.org/resources/comments/>.

General Information

Mission Statement

The Department of Medical Sciences (DMS) supports WesternU's mission to advance interprofessional education, research, health equity, and evidence-based practice by integrating rigorous biomedical training with service and research, preparing graduates to meet expectations in their chosen fields and, by addressing pressing challenges in medicine and biomedical sciences.

Through its Master of Science in Medical Sciences (MSMS) program, the Department of Medical Sciences provides students with the knowledge, critical evaluation skills and research awareness that will allow them to become well-informed, evidence-based, professionals able to pursue further academic training in medical and health sciences.

Vision

The Master of Science in Medical Sciences (MSMS) program, within the Department of Medical Sciences, is committed to preparing a diverse and academically strong student population of lifelong learners and leaders who can tackle challenges in healthcare and generate partnerships that will positively impact and champion health equity in underserved areas.

About the Program

The MSMS program emphasizes integration of biomedical sciences and research-based knowledge in clinical decision-making. Courses, laboratory experiences, and research will serve to provide students with the skills required to integrate scientific knowledge, literature evaluation, and clinical decision-making, and will culminate in a capstone course, assessed by a final symposium. A minimum of 46.50 credit hours are required for completion of the MSMS program. This includes didactic study, research, and laboratory work.

Program faculty have appointments across different colleges in WesternU as well as accredited outside institutions of postsecondary education. Their areas of research emphasis include molecular biology, microbiology, biochemistry, immunology, neuroscience, anatomy, physiology, pharmacology, clinical care, psychology, public health, education, and ethics.

Curriculum Design

The MSMS program follows a structured, in-person curriculum designed to provide students with comprehensive instruction in biomedical sciences. Research opportunities are available in various areas, allowing students to explore their interests while developing essential analytical and investigative skills.

Objectives and Student Learning Outcomes

The following illustrates the alignment between student learning outcomes at WesternU, the mission of the College of Health Sciences, and the MSMS program goals and expected student outcomes.

Scientific Competency

- Graduates will demonstrate foundational knowledge in the biomedical sciences.
- Graduates will be able to integrate, synthesize, and explain concepts in human anatomy, embryology, biochemistry, molecular and cellular biology, microbiology, physiology, human pathophysiology, biostatistics, and the relationship of public health to biomedicine

Interpersonal Communication Skills & Collaboration Skills

- Graduates will demonstrate the ability to communicate about current issues in biomedical & health sciences in a manner acceptable to peers, clinical professionals, and the public.
- Graduates will effectively collaborate with colleagues and staff in research, teaching, and clinical settings. Graduates will work collaboratively with others to achieve shared goals, share information and knowledge with others and provide feedback.

Professionalism

- Graduates will consistently fulfill obligations in a timely and satisfactory manner, take responsibility for personal actions and performance, and demonstrate professionalism in comportment.
- Graduates will demonstrate tolerance of stressful or changing environments or situations and adapt effectively to them.
- Graduates will set goals for continuous improvement and learning new concepts and skills, engage in reflective practice for improvement, and solicit and respond appropriately to feedback.
- Graduates will uphold ethical and moral standards, adhere to institutional policies, respect confidentiality, and recognize their responsibility to maintain professional conduct.

Emotional Intelligence and Service

- Graduates will demonstrate a sensitivity to others' needs and feelings and recognize and act on their responsibilities to society, locally, nationally, and globally.
- Graduates will demonstrate an awareness of others' needs, goals, feelings, and the ways that social and behavioral cues affect peoples' interactions and behaviors; and will treat others with respect.
- Graduates will demonstrate knowledge of socio-cultural factors that affect interactions and behaviors; show an appreciation and respect for multiple dimensions of diversity associated with

health equity; recognize and act on the obligation to inform one's own judgment; analyze diverse perspectives and address bias to strengthen critical thinking, academic rigor, and professional effectiveness; **and** interact effectively with people from all backgrounds.

Personal Competencies for Admission and Matriculation

A candidate for admission to the MSMS degree program in the College of Health Sciences must possess, or be able to achieve through a reasonable accommodation, certain sensory and motor functions, that would enable the individual to carry out the activities described in the sections that follow. Upon matriculation to the program, the student must continue to possess, or be able to achieve through a reasonable accommodation, the personal competencies outlined below through their progression in the MSMS degree program. Graduates of the program are eligible for employment in a wide variety of academic and clinical programs/institutions. As a result, they must have the intellectual ability to learn, integrate, analyze, and synthesize numerical, visual, and textual information in the biomedical sciences and health professions fields. They must also be able to effectively and accurately integrate this information and communicate it to others.

A candidate for the MSMS degree program in the College of Health Sciences ordinarily must have abilities and skills of six general varieties, including but are not limited to: (1) observation; (2) communication; (3) motor and sensory; (4) intellectual, conceptual, integrative, and quantitative; (5) behavioral and social and (6) ethical standards.

For candidates or students who require a reasonable accommodation to meet the competencies outlined below, please contact the Harris Family Center for Disability and Health Policy (^{HF}CDHP) at Disability Accommodations (e-mail) or (909) 469-5441 or visit the ^{HF}CDHP web site. Accommodations must be approved by ^{HF}CDHP and are not provided retroactively (if approved after the start of the program/semester). Reasonable accommodation is determined on an individualized basis and may not result in an undue administrative or financial burden. A fundamental alteration of a course or program is not considered a reasonable accommodation.

Under all circumstances, a candidate or student must have the capacity to manage their lives and anticipate their own needs and should be able to perform the following in a reasonably independent manner, with or without a reasonable accommodation:

Observation

The candidate must be able to acquire knowledge by direct observation of demonstrations, presentations, experiments, and experience in both laboratory and instructional settings. Furthermore, the candidate must observe experimental results and interpret data with or without assistive devices.

Communication

Candidates must be able to communicate effectively and sensitively in English with other students, faculty, staff, and other professionals, and must be able to read, write, and communicate in English. Candidates must be able to read and comprehend written material and communicate clearly during interactions with classmates, professors, patients, and members of the health care team.

Motor and Sensory

Candidates should have sufficient motor and sensory function, or reasonable accommodations to enable them to operate commonly used lab and educational equipment, (including, but not limited to, computers, microscopes, and overhead projectors). These actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

Intellectual, Conceptual, Integrative, and Quantitative Abilities

Candidates must be able to consistently, quickly, and accurately, memorize, measure, calculate, reason, analyze, synthesize, and transmit detailed and complex information across a variety of timeframes, and modalities (i.e., classroom, lab, small group, team and collaborative activities; individual study; preparation and presentation of reports; and use of computer technology). Candidates must engage in critical thinking and problem solving and be able to draw conclusions about three-dimensional spatial relationships and logical sequential relationships.

Behavioral and Social Abilities

Candidates must be able to work effectively, respectfully, and professionally to interact with faculty and colleagues in a courteous, professional, and respectful manner. Candidates must be able to contribute to collaborative, constructive learning environments; accept constructive feedback from others; and take personal responsibility for making appropriate positive changes. Moreover, candidates and students must possess the maturity and emotional stability required for full utilization of their intellectual abilities, the exercise of sound judgment, and the prompt completion of all academic and patient care responsibilities.

Ethical Standards

Candidates and students are expected to possess and be able to demonstrate the highest level of ethical, moral, and professional behavior consistent with professional values and standards; understand the legal and ethical aspects of biomedical sciences and healthcare; and function within both the law and ethical standards of the profession.

Admissions Policies and Procedures

Admission to the MSMS program is on a competitive basis and is open to citizens and permanent residents of the United States and international students. WesternU is committed to admitting competitive, qualified individuals. The program will accept applications for admission from all qualified candidates for the MSMS degree. WesternU participates in the Post Baccalaureate Centralized Application Service (POSTBACCAS) for its admissions process.

Notice of Non-Discrimination and Equal Opportunity

In accordance with all applicable federal, state, and local laws, Western University of Health Sciences (WesternU) is committed to ensuring a campus community free from unlawful discrimination. WesternU strictly prohibits unlawful discrimination in all its programs, activities, admissions, and employment. WesternU prohibits discrimination based on the following characteristics:

- Race (including traits associated with race, such as hair texture and protective hairstyles)
- Ethnicity, Color, and National Origin
- Immigration Status and Ancestry
- Sex, Gender, Gender Identity, and Gender Expression
- Sexual Orientation
- Physical or Mental Disability
- Age
- Religion (including religious dress and grooming practices)
- Medical Condition and Genetic Information
- Marital Status
- Pregnancy (including childbirth, breastfeeding, or related medical conditions)
- Military or Veteran Status
- Perceived Characteristics - Discrimination is prohibited if an individual is perceived to have any of the above characteristics.
- Association with Protected Groups – Discrimination based on association with a person or group with one or more protected characteristics is also prohibited.
- Other Legally Protected Classes – WesternU complies with all federal, state, and local laws, regulations, and ordinances regarding discrimination.

WesternU has designated the Associate Vice President for the [Office of Title IX and Equal Opportunity Compliance Initiatives \(OTIXEO\)](#) to coordinate WesternU's compliance with federal and state civil rights laws regarding protected characteristics. Inquiries about WesternU's prohibitions against discrimination, harassment, and retaliation can be directed to Associate Vice President (AVP) for the Office of Title IX and Equal Opportunity Compliance Initiatives (OTIXEO) or to the U.S. Department of Education, Office for Civil Rights.

Reasonable Accommodations During the Admissions Process

Candidates seeking accommodations during the admissions process, including Interview Day, must contact the Office of Admissions with sufficient advance notice for ^{HF}CDHP to evaluate the request and arrange any approved accommodations. Certain accommodations, however, require scheduling through external vendors and cannot be arranged on short notice or the day of the event. Requests submitted without sufficient advance notice may limit WesternU's ability to provide some accommodations for that activity; although ^{HF}CDHP and Admissions will continue to explore reasonable alternatives whenever

possible. The Office of Admissions coordinates accommodation requests with ^{HF}CDHP. Admissions does not evaluate disability status or review medical documentation; its role is limited to referring applicants to ^{HF}CDHP and implementing ^{HF}CDHP approved accommodations for specific admissions activities. All requests for accommodations will be handled in a manner that is consistent with the university's policies and in full compliance with the ADA, ADAAA, Section 504 of the Rehabilitation Act, and applicable state laws. For additional information regarding ^{HF}CDHP's registration process, please refer to <https://www.westernu.edu/cdhp/registration-process/>, or review the *Student Disability Accommodation Process* section.

Application Requirements

The application requirements shown in this catalog apply to applicants who are seeking entry for the 2026/2027 academic year. Current admission and application requirements for the MSMS program, including prerequisite coursework requirements, can be found on the [website](#).

The minimum criteria to receive consideration for admission into the MSMS program are listed below. The criteria listed pertain **only to the MSMS program**. Please note that meeting these criteria does not guarantee admission into the MSMS program.

- A bachelor's degree with a strong science component from a regionally accredited U.S. institution or at an equivalent foreign institution. All coursework taken from non-U.S. institutions, including Canada, must be submitted to an approved service for evaluation.
- A minimum science and cumulative/overall grade point average (GPA) of 2.50 on a 4.00 scale.
- Three letters of reference from individuals familiar with the applicant's scholarship, appropriateness for a health care profession, and research potential. One letter must be from a science faculty member. A recommendation from a health care professional is highly recommended. These are submitted to POSTBacCAS and provided to the university with your primary application.

In addition to a strong academic record, we are seeking applicants who exhibit the ability to integrate and disseminate information effectively, showcasing exceptional communication and interpersonal skills. Graduates will consistently fulfill obligations in a timely and satisfactory manner, taking personal responsibility for their actions and performance. They will demonstrate professionalism in their comportment, adapting effectively to stressful or changing environments while setting goals for continuous improvement and learning new concepts and skills. Their ability to engage in reflective practice for improvement and appropriately respond to feedback will be key to their success. The ideal candidate will also uphold ethical and moral standards, adhere to institutional policies, and maintain confidentiality, recognizing their responsibility to exhibit professionalism at all times.

MSMS Pathway Program

A pathway program is an agreement between the College of Health Sciences – MSMS Program and certain professional degree program(s) at WesternU, which enables highly qualified MSMS students with a strong interest in such programs to accelerate the application process into those programs. To be considered for a pathway program, MSMS students are required to self-nominate by declaring their interest in a specific professional degree program at WesternU. This typically occurs as part of the MSMS application process.

MSMS applicants who wish to self-nominate for a specific pathway program, in addition to meeting the general criteria for MSMS admission, must have completed all prerequisite coursework and satisfy all admissions requirements of the professional degree program of interest. Students seeking consideration for the DO, DPM, DMD, and OD pathways must also complete and submit the required standardized examination (see below for required examination) prior to matriculation into the MSMS program. Standardized test scores are not required for applicants pursuing the PharmD, DPT, or MSPA pathways, nor for students applying to the MSMS program only. The requirements of each respective pathway program are solely at the discretion of the corresponding admissions committees. Applicants are strongly encouraged to review the specific admissions criteria for each professional degree program at WesternU to confirm their eligibility.

If selected for a pathway program, the nominee will be provided with a conditional contract delineating all pathway requirements, information associated with the conditions of their participation in the pathway program, and pertinent deadlines and other important requirements. Decisions related to the selection of nominees are non-negotiable and are not open to petition or appeal. Selection in a pathway program is not a guarantee of acceptance into the specific professional degree program at WesternU. The final decision for acceptance into a specific professional degree program is at the discretion of the respective program’s admissions committee. The College of Health Science does not and cannot guarantee that a student will be accepted into any specific professional program.

Professional Goal	Standardized Test	CAS (Optional)
Pre-Medical	MCAT	AACOMAS or AMCAS
Pre-Dental	DAT	AADSAS
Pre-Optometry	OAT	OPTOMCAS
Pre-Podiatry	MCAT	AACPMAS
Pre-Physician Assistant	PA-CAT	CASPA
Pre-Pharmacy		PHARMCAS
Pre-Physical Therapy		PTCAS

Application Procedures and Timelines

The MSMS program has a June orientation and matriculation date. The application submission period opens in early August of the year prior to planned matriculation. The application cycle typically closes in February of the planned matriculation year. **Applicants are encouraged to submit their primary application as early as possible to ensure timely processing of their application.**

Applicants who do not meet the criteria by the time of matriculation, and wish to reapply for the following year, must submit a new primary application and will be considered with the new applicant pool. The link to the primary application, and detailed information on how to apply, can be found on the [website](#).

A primary application must be submitted electronically to PostbacCAS. Three letters of recommendation forms must be submitted directly to PostbacCAS along with official transcripts from **all** colleges and universities attended. To initiate the primary application with POSTBacCAS, visit the POSTBacCAS website at <https://postbaccas.liaisoncas.com/applicant-ux/#/login>.

After receipt of the applicant’s PostbacCAS application, as well as all required materials, the Admissions Operations Office will process the application and determine eligibility for review. Upon completion of

processing and deeming of the application complete, the application file will be sent to the Admissions Committee for consideration for interview.

Applicants who wish to use coursework completed outside the United States, including Canada, must submit their transcripts for evaluation to at the candidate's expense. A course-by-course evaluation, as well as a calculation of a cumulative/overall GPA are required, and all coursework must be designated as undergraduate, graduate, or professional. The official evaluation must be received by the application deadline.

The MSMS Admissions Committee will review all completed, qualified applications and determine which potential candidates will be invited for an interview. The interview is designed to allow the applicant to learn more about WesternU's MSMS program as well as allow the Admissions Committee to learn more about the applicant. The interview process is conducted in the spring months of the application cycle. Decisions regarding the admission of applicants are final and not subject to petition or appeal.

Acceptance Deposit

Applicants accepted to the MSMS program must pay a non-refundable "acceptance" deposit of \$250.00.

International Applicants

International applicants who are not U.S. citizens and who are living in the U.S. should be prepared to provide proof of legal U.S. residency at the time of the interview. Proof of legal U.S. residency is required prior to any offer of acceptance. International applicants who require an F-1 student visa to study in the U.S. must contact the Office of International Students and Scholars within seven days of notification of an offer of admission. For detailed information, please visit our web page for [International Students](#).

Transfer Credit

Ordinarily, transfer credit will not be accepted. Under extraordinary circumstances, the faculty of the MSMS program may allow up to nine (9) credit hours to transfer if the coursework has been completed within an accredited graduate or professional program and there is compelling reason provided for the transfer. To have a course transferred, the student must provide the catalog description and course syllabus so that the appropriate faculty can approve the course's subject equivalency. Once these materials have been uploaded to the applicant's application on the WesternU application site, they will be reviewed ordinarily within 10 business days by appropriate faculty. A decision about equivalency and transferability will be made at that point. The Office of Admissions will notify the student of the decision by email. Under no circumstances will transfer credit be granted for coursework taken while enrolled as an undergraduate student.

Transferability of Courses Taken at WesternU

Whether WesternU course credits transfer to another institution is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree or certificate you earn at WesternU is also at the complete discretion of the institution to which you may seek to transfer. Further information regarding the transferability of courses taken at WesternU can be found in the University catalog.

Registration

All WesternU students are required to register by the registration deadlines specified by the University Registrar. Registration dates are posted on the [Registrar's Office](#) website. Failure to register by the deadline may be grounds for administrative withdrawal. All students registering after the posted deadline will be assessed a \$30.00 per business day late fee.

Full tuition and fees and all prior debts must be paid in full on or by posted deadlines each academic year. Matriculation is subject to the satisfactory completion of all academic requirements and payment of all outstanding debts to the University. The receipt of the final transcript(s) from all colleges/universities attended and a physical examination with documentation of required immunizations (if applicable) prior to registration are additional requirements for incoming students.

Registration Late Fee Appeals

If you are assessed late fees for a registration period, you may submit an appeal to the Office of the Registrar. For additional information on the appeal process, please see the [Registration Late Fees](#) page on the Registrar's Office website.

Student Health Insurance Requirement

All full-time students at Western University of Health Sciences are required to have active health insurance while enrolled. All students are automatically assessed half of the entire year's insurance premium and will be enrolled in the student health insurance plan until they submit proof of coverage that meets the University's requirements. For additional information on student health insurance requirements and/or waiving out of the student health insurance plan, please see the [Student Health Insurance](#) page on the Registrar's Office website.

New Student Orientation/Welcome Week

Attendance at all Orientation and Welcome Week activities is mandatory. There may also be classes during Orientation and Welcome Week in the MSMS program. Failure to attend any required part of Orientation/Welcome Week without prior approval from the Assistant Dean of Student Affairs may result in the rescindment of the offer of acceptance.

Student Initiated Changes in Enrollment Status

Voluntary Leave of Absence

A student may request a Voluntary Leave of Absence (LOA) with the occurrence of a medical emergency or illness, personal issues, financial hardship, military service, or pursuit of academic research opportunity. For additional information on requesting a Voluntary Leave of Absence, please see 'Student Initiated Changes in Enrollment Status' in the University Catalog, General Academic Policies and Procedures section.

Voluntary Withdrawal

A student may request to fully separate from WesternU at any time by submitting a Voluntary Withdrawal form. Students interested in initiating the Voluntary Withdrawal process must begin by contacting their College Dean, or designee. The College will submit the signed Voluntary Withdrawal form to the Registrar's Office for processing and distribution. Please note that once processed, WesternU email address, MyPortal access, and all other online services are inactivated immediately following withdrawal

from the University. For additional information on the Voluntary Withdrawal process, please see 'Student Initiated Changes in Enrollment Status' in the University Catalog, General Academic Policies and Procedures section.

Full-Time/Half-Time Status

All MSMS students enrolled in at least 8.00 credits are considered full-time students. Students enrolled in 6.00 – 7.99 credits are considered three-quarter-time students. Students enrolled in 4.00 – 5.99 credits are considered half-time students.

Time Limits

The Master of Science in Medical Sciences program is designed to be completed in one (1) year of full-time study. The requirements for the degree must be fulfilled within 1 year, 6 months from the date of matriculation to the program. An exception to this may be granted if a student is required to repeat a course offered beyond the 1 year, 6-month limit. Students who are unable to meet the 1 year, 6-month time limit for the MSMS program will be referred to the Student Performance Committee and may be subject to administrative withdrawal.

Administrative Withdrawal

Please see 'Administrative Withdrawal from University/Program' section in the University Catalog.

Tuition and Fees

By action of the Board of Trustees, MSMS tuition and fees for the 2026/2027 academic year (subject to change) are as follows:

Institutional Fees

\$34,444.00	Annual Tuition
\$40.00	Student Body Fee
\$565.00	Lab Fee (All Students)
\$978.00	Student Service Fee (All Students)
\$475.00	Graduation Fee

Non-institutional Fees

\$862.00	Textbooks and Supplies
\$160.00	Required Software
\$75.00	Exam Delivery Software
\$30.00	Registration Late Fee (Per Business Day)
\$50.00	Late Payment Fee (per month)
\$235.00	Annual Parking Permit (Auto) (Optional)
\$118.00	Annual Parking Permit (Motorcycle) (Optional)
\$40.00	Locker Key Replacement Fee (Optional)
\$10.00	Student ID Replacement Fee
\$1,500.00 - \$2,000.00	Required Laptop Computer

Additional MSMS Program Requirements

The MSMS program requires that each enrolled student have a laptop computer with internet access and computer privacy screen. Course assignments and exams will be given that necessitate access to a computer and the internet. Laptop specifications can be found at [Laptop Requirements](#). When the institution is in remote status for lectures and some exams, students must have an additional device for proctoring exams. The additional device must be able to connect to the internet and have a camera.

Modified Curriculum/Repeated Coursework Tuition Rate

Students enrolled in a modified MSMS curriculum or who are directed to repeat one or more courses but not the entire academic year are charged a per credit hour tuition rate. This rate is calculated by dividing the total credits required for a class year by the annual tuition. The per credit rate for 2026/2027 are shown below:

\$740.73	MSMS Repeated Coursework Per Credit Charge
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NOTE: Students remediating a course will not be assessed a per credit charge for that course.

General Academic Policies and Procedures

Student Disability Accommodation Process

The Harris Family Center for Disability and Health Policy (^{HF}CDHP) values the uniqueness of each student as an integral member of our diverse WesternU community and is the designated office responsible for determining and approving reasonable academic modifications or accommodations. WesternU does not discriminate on the basis of disability and complies with Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act (ADA), and applicable state laws.

^{HF}CDHP's role in the accommodation process is to engage in an interactive process and to provide students with disabilities with the legally mandated and necessary support to afford equal access to the University's programs and activities. Only accommodations approved through ^{HF}CDHP constitute official reasonable accommodations under the ADA and Section 504. Instructional personnel may, at their discretion, provide temporary or informal academic flexibility; however, such measures do not replace or supersede the formal accommodation review and approval process administered by ^{HF}CDHP.

A student's disclosure of a disability or health-related condition alerts the University to a potential need for accommodation; however, students must complete the ^{HF}CDHP registration process for accommodations to be formally reviewed, approved, and implemented. Disclosure of a disability or the submission of documentation in response to a process or procedure established by their respective college or program, does not, by itself, constitute a formal request for accommodations.

Students must be able to perform all the essential functions of the program with or without reasonable accommodation. Essential functions are defined in the program's published personal competencies and are assessed on an individualized basis through the interactive process. The University will provide reasonable accommodations but is not required to make modifications that would fundamentally alter the nature of essential requirements of a program, result in an undue burden, or pose a direct threat to the health or safety of others. A fundamental alteration of a course or program is not considered a reasonable accommodation.

Students must adhere to the enrollment and documentation procedures set forth by ^{HF}CDHP to formally request accommodation. In the event a student discloses a disability to instructional personnel or administrators outside of ^{HF}CDHP, the student will be referred to ^{HF}CDHP for guidance on the accommodation request process. Requests for academic consideration related to circumstances other than the student's own disability (e.g., family bereavement or common illness) are not considered requests for reasonable accommodation under the ^{HF}CDHP Provision of Academic Accommodation(s) Policy and Procedure, the ADA, or Section 504 and are governed by separate institutional or program policies.

Accommodation determinations for clinical, laboratory, and experiential education are made on an individualized basis and may involve coordination with clinical training sites. Approved accommodations must be consistent with program requirements, personal competencies, and patient safety obligations. The availability and implementation of accommodations in clinical settings may vary by site and setting.

Requests are reviewed on an individual basis in accordance with applicable law. Accommodations are implemented prospectively following approval by ^{HF}CDHP.

Students may file a grievance with ^{HF}CDHP regarding the denial or implementation of disability accommodations or concerns about access or discrimination. Grievances should be submitted promptly, no later than 30 calendar days from the decision or activity being appealed. Filing a grievance will not result in retaliation. Information, including the right to file with the U.S. Department of Education Office for Civil Rights, is available at <https://www.westernu.edu/cdhp/grievance-procedures/>.

To request accommodations and initiate the interactive process at WesternU, students are encouraged to visit <https://www.westernu.edu/cdhp/> to learn more about the registration process, requirements for disability documentation, and to complete the Student Intake Form. ^{HF}CDHP will promptly engage with students in the interactive process to review and implement accommodation requests. All inquiries are handled confidentially, and students may obtain general information without registering.

To schedule an appointment with ^{HF}CDHP, please email disabilityaccommodations@westernu.edu. For the Pomona campus, students may call (909) 469-5441, or visit in person at 309 E. Second Street, Building 390, Pomona CA, 91766. Center hours are Monday through Friday, from 8:00 a.m. to 5:00 pm. For more information, please visit <https://www.westernu.edu/cdhp/>.

Videotaping, Audiotaping, Still Photography and Digitized Note Taking in Laboratories and Lecture Halls, or Associated Academic Activities

Videotaping, audiotaping, still photography and digital note taking are not permitted in the University laboratories, lecture halls, or clinical sites without the expressed permission of the involved instructor or through approved accommodations from the ^{HF}CDHP office. For further details, please refer to this policy in the University Catalog.

Academic Advising

Students will be assigned a dedicated faculty advisor upon matriculation into MSMS. Advisement by faculty is an integral part of the academic process, and advisors are responsible for providing timely, accurate, and actionable guidance on academic and career matters. Students are expected to take an active role in the advising relationship by meeting periodically with their advisor, coming prepared to each meeting with questions, and providing updates on their academic and professional progress.

Students placed on academic probation must meet with their faculty advisor and the Assistant Dean of Student Affairs at least once a month, or as specified by the terms of probation. Meetings for students on probation require documented follow-up by both the faculty advisor and the Assistant Dean of Student Affairs.

Either the student or the faculty advisor may request a change in the advisor/advisee relationship. Requests must be submitted in writing with a clear explanation and directed to the Department Chair or the Assistant Deans of Student Affairs, in accordance with program procedures.

Attendance and Participation

The MSMS is an in-person program requiring students to be present and available to fulfill their academic responsibilities including coursework, clinical activities, and other academic responsibilities as directed by the College of Health Sciences.

Students are expected to attend all scheduled classes and activities. Face-to-face learning is a valued part of the curriculum. Per the University catalog, class attendance is mandatory. The course instructor may

drop a student for non-attendance at the first class meeting, in the event of habitual absenteeism, or non-participation in instructional activities. Many courses include participation as part of the overall grading of student performance. All students are also required to attend the following events:

- Orientation in early June of the first year of the program, usually spanning from Monday to Friday.
- White Coat ceremony in August of the first year of the program.
- The first session of every course taken throughout the entire program.
- Attendance at announced mandatory student meetings; usually held once per semester.
- Commencement exercises usually held on a weekday in the month of May.
- Scheduled obligations including program events and commitments.

In the event of an absence or tardiness, it is the student's professional responsibility to notify the MSMS Program Manager and Assistant Dean of Student Affairs, who will inform the appropriate faculty. If an absence, lateness, or early departure is anticipated, students must discuss this with the appropriate course instructor(s) and faculty advisor at least two weeks in advance. Approval for anticipated absences occurs on a case-by-case basis and will be confirmed in writing. It is expected that students will report unanticipated absences due to illness, accident, or unforeseen event/emergency immediately to the MSMS Program Manager, Assistant Dean of Student Affairs, and to the appropriate faculty member. Unexpected lateness should be discussed with the course instructor as soon as possible. In the case that there is a difference of opinion between the student and a faculty member of record for a course, the Chair is the final arbiter in determining if an absence is excused or unexcused. Decisions related to whether an absence is excused or unexcused are final and not subject to appeal.

Absence or tardiness from class for any reason does not relieve the student from the responsibility for the material covered during the instructional periods. The student is responsible for all course material covered during an absence. Should an absence, lateness, or early departure occur on the day of an examination or announced/unannounced quiz, any make-up exams or quizzes may or may not be allowed, at the discretion of the course instructor. If a student is reported as having arrived late to a class three (3) times without an excuse, a note will be made in the student's academic record indicating the lack of promptness. Additionally, students with more than six (6) unexcused late arrivals will be viewed in violation of the Standards of Academic Progress.

Failure to meet attendance requirements in courses where attendance is graded or required as a threshold criterion may constitute a failure to meet Standards of Academic Progress and may result in referral to the Student Performance Committee under the Evaluation of Student Performance (Academic Hearing Process). Non-compliance with attendance requirements which reflect a pattern of unexcused absences may result in the student being referred to the Student Performance Committee (SPC) for appropriate action which may include disciplinary action including failure of a course, repeating a course, or dismissal from the program. Three (3) or more unexcused absences will result in a referral to the SPC.

If a medical condition or disability requires accommodations, such as more than the allowed absences per academic year, the student should complete the ^{HF}CDHP registration process as soon as possible. ^{HF}CDHP is the authorized entity at WesternU to approve reasonable accommodations under the ADA and Section 504. Registration includes the interactive process, which may include implementation of appropriate accommodations. The time off process does not constitute an authorization of reasonable accommodations and cannot serve as a substitute for the ^{HF}CDHP registration process.

Requesting Religious Accommodation

In keeping with the University's commitment to humanism, WesternU recognizes and supports the provision of academic reasonable accommodation based on a person's sincerely held religious belief. A reasonable accommodation is one that can be implemented without materially interfering with the University's legitimate educational or operational objectives. The most common request for academic religious accommodation concerns class attendance during the observance of major religious holy days and celebrations.

Students wishing to be excused from class attendance for religious observances must submit a written request to the official WesternU email address of the instructor prior to their absence and receive a written response from the instructor acknowledging receipt prior to any absence as stated in the policy above. Alternative request methods, including but not limited to verbal communication, text messages, hard copy letters, notes, phone calls, and voicemail, will not be accepted. Students are responsible for satisfying all academic requirements for a course as defined by the instructor.

It is the responsibility of the student to inform the instructor(s) about requests for excused absences within the first two weeks of the class each semester after reviewing course syllabi for potential scheduling conflicts. If such conflicts occur during the first two weeks of classes in the semester, the student must notify the instructor(s), in writing at least three calendar days (72 hours) before the date that they will be absent.

The faculty of WesternU shall accommodate students wishing to observe religious holidays when such observances require students to be absent from any curricular activities. It is the responsibility of the instructor(s) to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed due to the absence.

Religious accommodation requests are not limited to holiday observances and may arise from a wide range of faith-based practices and commitments, including but not limited to scheduled prayer, dietary restrictions, fasting periods, religiously mandated dress or grooming, ritual purification practices, and deeply held theological or philosophical beliefs. Because the nature and scope of such requests vary considerably, each will be evaluated individually based on its particular circumstances. In such instances, students should contact the College Assistant Dean of Student Affairs to discuss such religious accommodation requests. The Office of Humanism is available as a resource throughout this process and may be engaged as circumstances warrant.

Retaliation is Prohibited. The University prohibits retaliation against students who request a religious accommodation or who participate in an approved accommodation. An employee who violates this anti-retaliation provision may be subject to discipline, up to and including termination.

Grievance Procedure: In the event that agreement cannot be reached regarding an academic religious accommodation, the student should bring the issue to the relevant college dean and to the Office of Student Success and Student Life via email studentlife@westernu.edu for review and resolution as applicable. If advice in resolving the issue is needed, the Office of Humanism will be consulted, as appropriate.

Student Rights and Responsibilities

It is the responsibility of the student to be familiar with the contents of the catalog and to observe all policies and procedures relative to the completion of requirements for the graduate degree that were in

effect at the time of initial enrollment in the College of Health Sciences. A student may opt to complete the program of study and degree requirements described in the catalog at the time of their graduation, provided all revised policies of the later catalog are followed.

Examination Policies

For most examinations, a student will sit in an assigned seat, unless prior arrangements have been made with the Department Chair. Examinations will be administered in the form of a computer-based examination, paper examination, and/or oral examination. During an examination, a student may not leave the room until they have completed the examination, except in an emergency or as excused by the proctor (e.g., restroom break). If a student is excused to leave the room temporarily, the proctor may accompany the student. No additional time will be granted for the student's time out of the examination room. In addition, students are allowed a maximum of one restroom break after two hours of testing.

Once a student completes their examination and leaves the examination room, they will not be permitted to re-enter the room until the examination is complete. All student belongings, except those required for the examination, will be kept in the front of the room.

Students who miss an examination may not be in or near the designated testing area during or immediately following the examination period. Students who violate this may be considered as demonstrating academic dishonesty and may be subject to referral to the Student Conduct Committee.

In-Person Exam Procedures

During in-person examinations, students must refrain from any form of communication and remain facing forward at all times; no exam content related questions will be permitted once the examination has begun. All electronic devices other than laptops must be turned off, put away, and backpacks placed at the back or side walls of the classroom. Students are required to use privacy screen protectors on their laptops during exams, and failure to do so may result in disqualification from the examination. Once an examination is completed, all materials must be submitted as directed to the exam proctor, and students may not re-enter the testing area until the exam session has concluded.

Program-provided scratch paper will be permitted for use during in-person examinations. All scratch paper must be turned in to the exam proctor at the conclusion of the exam prior to exiting the testing area. Additional security measures will be enforced, including prohibition on unauthorized materials such as personal notes or unapproved electronic devices in the testing area. Assigned seating may also be implemented periodically throughout the academic year.

Zoom Policies and Procedures

When the campus is in remote status for lectures, the program has set forth a policy regarding student attendance and participation for lectures via Zoom. This policy is applicable to each student in every course unless otherwise stated by the instructor of record. This policy is subject to change, and the students will be notified via email and/or Elentra announcements when a change is made.

Any noncompliance with this policy may result in a referral to the Office of Student Conduct and Professionalism as an alleged violation of University or College Standards of Student Conduct policies.

Students will be required to use a laptop to connect to their WesternU student Zoom account. Cell phones may not be normally used during class sessions. Students will log into the Zoom session from a

stationary structure (i.e., house, apartment, condo, etc.) conducive to learning. This means that traveling in a car and using a cell phone to attend a Zoom session is not accepted nor approved behavior. Students must adhere to the following:

1. Students are required to attend class via Zoom using their WesternU account (please refer to course syllabi for attendance instructions).
2. First and last names **MUST display** on the student's Zoom account. If a student prefers to be called by a different name, they must display the name as such. Ex: John "Johnny" Doe
3. Students will be muted upon entry into the Zoom session but will always be required to have their video turned on.
4. Students must be in direct view of their camera throughout the ENTIRE class session excluding scheduled class breaks. During class breaks, video can be turned off, and the student must not exit the Zoom session. If a student's video is turned off for an extended period, the student will be removed from the session and may result in a loss of participation points or class materials.
 - a. In the event the faculty calls on a student whose camera is off and said student does not respond, they will be removed from the session and will result in an unexcused absence.
5. Internet connectivity can sometimes be an issue. Students are to ensure that they have the speed and bandwidth necessary to participate in the curriculum without limited issues.
6. Students are encouraged to be aware of others in the same household who may be using the internet simultaneously. In the case of an emergency such as the internet being down, a student may use a cell phone for the Zoom session with consent of the instructor of record.
7. Students must wear appropriate school attire during the Zoom session. Not doing so is considered unprofessional. This may result in a loss of participation points in the course.
8. Private Zoom chats will be disabled by the Instructor of Record in the course.
9. If a student has a question during the lecture, they are to utilize the "raise hand" feature on Zoom (located at the bottom of the screen).
10. If selecting a virtual background, students must select a clean background that is not distracting and lecture appropriate.

Zoom Exam Protocol

During any remote learning period, students will be required to "re-create" the classroom setting required for exams. This means that students will be expected to have a secondary device, either a tablet or phone, which will remain functional for proctoring during the test-taking period. The following protocol will be followed by students until advised otherwise by either the Instructor of Record or Department Chair.

Preparation – Done the Day Prior to the Exam

1. Prepare a private, quiet, and un-cluttered setting where they will designate as their exam-taking space. The desk or table where they are taking the exam should be empty or draped. Students should not have any visuals directly in front of or sides of the test space.
2. Make sure they have reliable Wi-Fi connectivity in the area they will be testing in.
3. Any notes and other written documents should be removed from the computer or laptop in which the student uses for testing.
4. Test area will have the secondary device and ensure that the device can be plugged in and/or remain charged throughout the testing period.
5. The secondary device must be positioned so that the camera captures a clear view of the student's keyboard, screen, workspace, and face during the exam via a side/lateral view.

6. The student will need a portable/erasable whiteboard with dry erase markers and eraser. This may only be used during testing when permitted by the Instructor of Record.
7. The student must put their secondary device in Do Not Disturb mode after connecting to the Zoom session. This will allow the student to concentrate without interruptions to the student or the video feed. Any disruptions to the video feed during the exam will be deemed “suspicious activity” which could be subject to review by the Instructor of Record and/or the program chair.

Day of the Exam

1. Students must remove any smartwatches and other electronic devices (if applicable) prior to the test.
2. Students are expected to log-on 15-30 minutes prior to the scheduled Zoom meeting using the meeting information provided by the Instructor of Record.
3. The student’s set-up should be according to instructions from the section above titled “Preparation.”
4. Students may have the erasable white board to write down notes after the start of the exam if permitted by the instructor of record.
5. Upon entering the test “environment” students will need to provide a 360-degree view with their phone/tablet of their testing area and white board (front/back).
6. If there is a question about a test question, the policy of the department is to not answer questions regarding exam questions or answers. If there is an operational question, students should DIRECTLY/PRIVATELY put their question in the Zoom meeting chat box.
7. Exam password will be available via Zoom shared screen just prior to the start of the exam.
8. Students are to log-on to ExamSoft within five (5) minutes of receiving the password. Any technical difficulties that may impede the student’s experience, are to be sent to the proctor immediately using Zoom chat.
9. Exams are INDIVIDUAL and closed book (unless advised differently by the instructor). There should be NO NOTES or cues visible to the student during the exam. Students may NOT have someone else within their view throughout the exam.
10. Students are to have their Zoom profile on “mute audio.”
11. The chat box on Zoom will be kept open during the exam and messages will be private and sent to the proctor only. The chat may be saved with the video to the Chair of the Department.
12. Students are NOT to leave the test setting under any circumstances during the exam – except when there is an emergency at which point the student must check with their proctor before leaving.
13. The student’s test will need to be uploaded within five (5) minutes by the end of the testing period.
14. Once the student has submitted the exam, they will show their Green/Uploaded screen along with their cleaned white board to the Proctor for five seconds on Zoom to be excused.
15. Finally, the Zoom session may be video recorded during the exam period
16. Any suspicious behavior will be reviewed by the instructor of record and/or the Chair of the department and result in a “0” on the exam.

The faculty places a high value on compliance with applicable standards of student conduct, including but not limited to the standards of professionalism and the honor code. Conduct such as taking screenshots, sharing portions of exam questions, or having reference material out during an exam would be considered a violation of the standards of professionalism and the honor code. Noncompliance with such policies may result in a referral to the Office of Student Conduct and Professionalism and may result in adverse action, up to and including dismissal from the program.

Research Requirements

MSMS candidates will choose a topic for their research projects from a list of available mentors provided by the research course director. The chosen topic will be selected in consultation with the assigned mentor to ensure it aligns with both the student's academic interests and the mentor's expertise. Students will be expected to document their research effectively through a written report, a poster, and an oral presentation.

Children in the Classroom/ Labs

The classroom/laboratory is an environment for enhanced learning. For this reason, children are not permitted in the classroom/laboratory during lectures or examinations, no exceptions.

Communication

All students will be assigned an email account by the Department of Student Life & Student Leadership. The WesternU email address is the primary means of communication utilized by the University and the MSMS program. Students are to be advised that the use of personal email accounts may result in messages defaulting to the spam filter process. Students are required to check their WesternU email accounts at least twice daily. The WesternU communication policy requires that all email messages receive a response within 48 hours (two business days). Students are required to keep the Office of the Registrar informed of their current address and telephone number by updating their information in the [Student Portal](#).

Each student is responsible for advising the Registrar and Assistant Dean of Student Affairs of telephone number changes as soon as they occur. Cell phones must be turned off during all class times and examinations.

Protocol for Input on Matters of Student Concern

When an issue or dispute arises between students, the issue/dispute resolution process starts with communication among the involved students. If a satisfactory resolution is not arrived at that level, the matter should then be addressed with the faculty advisor. If the problem is not resolved at the faculty advisor/course director level, the matter should be brought to the appropriate college's Student Affairs personnel, then the College Dean, or Dean's designee. If the matter has not been resolved at those levels, the final arbiter is the Provost.

When an incident arises involving a faculty member, the first step in the issue/dispute resolution process is discussion with the faculty member. If the matter is not satisfactorily resolved at that level, then the matter should be referred to the Department Chair, then Dean, or Dean's designee, in that order. The final arbiter is the Provost. Please note that grade appeals cannot be handled under this protocol.

When an incident arises involving a staff member, the dispute resolution process begins with the Supervisor/Department Chair followed by the Dean, or Dean's designee. The Office of Human Resources is the final arbiter.

Failure to follow this sequence of steps will only serve to delay the appropriate resolution of the issue or dispute as the matter will only be referred back to the correct level in this chain of responsibility. Specific college policies regarding issue/dispute resolution are indicated in the appropriate sections of this catalog. This protocol does not apply to concerns involving discrimination, harassment or retaliation.

For information related to complaints involving discrimination, harassment and retaliation, including community resources, emergency and on-going assistance; mental health services; reporting options and other available support are as follows and can be located on the University's Title IX resource website.

Student Injuries and Illnesses in Non-Clinical Settings

In the event of a student injury or illness (e.g., needle stick, puncture wound, slip/fall, etc.) during a non-clinical setting (e.g., classrooms, lecture halls, academic spaces) the following should be followed:

- Students are to immediately notify the faculty and/or college staff of the incident. For medical emergencies, Campus Security is to be notified immediately. As soon as possible, students are to submit an Incident Report (https://webapp.westernu.edu/incident_report).
- Obtain medical treatment for medical emergencies (e.g., fainting, bodily injury). It is the student's choice where they obtain medical treatment. They can do so at an Urgent Care, local hospital or from their primary care provider.

Follow-up care should be continued at the contracted facility (e.g., hospital, primary care provider) as needed. Expenses incurred are to be submitted to the student's personal insurance as the primary coverage and to the university as the secondary insurance, for the reported incident only. The Incident Report Form can be found on the university website and must be completed by the student and/or faculty and submitted electronically. There may also be a requirement to fill out a more detailed report within the student's program of study (please refer to specific program handbook).

https://webapp.westernu.edu/incident_reporthttps://webapp.westernu.edu/incident_report/

Drugs and Alcohol on Campus Policy

The Drugs and Alcohol on Campus Policy can be found in the University Catalog. Students will be required to complete a drug screening along with a background check on an annual basis to be permitted to begin any clinical practice experiences. This is in addition to what is outlined in the University or College Catalog. Students are expected to be aware of, and abide by, both University and applicable College policies. For further information related to Drug Screening, please review the [Drugs and Alcohol Policy](#) and the Student Health and Safety section in the University Catalog.

Anatomy Lab Rules

Lab safety and responsibility are of paramount importance for students in the medical anatomy lab. MSMS Students will receive an orientation to the Anatomy Lab provided by faculty prior to their first Anatomy Lab activity. After orientation by Anatomy faculty, only MSMS students are entrusted with badge access to the Western University of Health Sciences (WesternU) COMP Anatomy Labs (according to their campus). Students MUST follow all rules of the Anatomy Lab at all times. Failure to do so may result in dismissal from the Anatomy Lab and may affect your ability to pass curriculum. MSMS students are expected to respect the donor patients at all times.

- Gloves must always be used when touching donors.
- Never remove models or imaging studies from the lab. Do not touch imaging studies or pathology specimens.
- Be gentle with the articulated skeletons/models/etc. Always wash the plastic models clean with soap and water after use and dry thoroughly with paper towels.
- Keep the Lab clean and tidy. Always clean up after yourself and your group.

- When done viewing a donor patient, always cover it up completely, use the wetting solution, and zip the bag closed/close the cover.
- If you notice anything unusual about your donor, including potential mold, please alert the Anatomy Lab or Willd Body Director immediately.
- ABSOLUTELY NO photos or filming are permitted in the Anatomy Lab unless you have express written permission from the Anatomy Lab Director or an Anatomy faculty member for research purposes.

Dress Code: Dress code is scrubs or clothes you don't mind getting dirty; long pants to the ankles, and shirts to the hips with sleeves at least to the elbows (recommend long sleeves); close-toed shoes with no heel, and long hair tied back. Lab coats and face masks are optional. Eye protection is required as per faculty direction dependent on the lab activities.

Food and Drink: No food or drink is ever allowed in the lab. There is no smoking or vaping allowed in the anatomy lab. This is a regulation of the federal and state Occupational Safety and Health Administrations (OSHA).

Injury: Report any injury or chemical exposure to Lab Director or Manager immediately and fill out an incident form (QR code in lab). You will be oriented to the following, so be sure you can locate: handwash sinks, first aid kit, eyewash station, and exits.

Required Safety Warning: Since the anatomy lab may contain some formaldehyde fumes, the Occupational Safety and Health Administration requires us to give everyone who is to be in the lab the following warning:

Formaldehyde is toxic by inhalation and if swallowed. It is an irritant to the eyes, respiratory system, and skin. It may cause cancer. Repeated or prolonged exposure increases the risk.

Chemical Sensitivity: Students are advised to use a respirator if they find themselves sensitive to the Anatomy Lab environment (frequent eye watering, respiratory discomfort). There may be a respirator for your use, or you may need to purchase one; please consult with the Anatomy Lab Director. Students who are pregnant, trying for pregnancy, or breast-feeding will want to consult with their OB-GYN or PCP on use of a respirator. Please note there may not be other options available if a student cannot attend live, in-person Anatomy Labs.

Fire Escapes: You will be oriented to the fire escapes in each campus' anatomy lab. In the event of an earthquake or fire, you will be directed by faculty and/or lab staff. Do NOT use the elevators to exit if there is a fire or earthquake as power may be lost during these emergencies, leaving you stranded.

Video Surveillance: There is 24-hour video surveillance of Anatomy Labs, which is recorded. This is in place to protect the donors.

Cleaning: During orientation students will be instructed in how to clean their station and around their station. This includes wiping down surfaces, washing and drying dissection tools, putting donor tissue in tissue bins, putting paper towels and scalpel blade wrappers in the trash, putting used scalpel blades in a sharps container, and sweeping the floor around the station. Always use the proper sinks for washing tools. Stack stools in the proper place after use. If your donor has an ID tag, do not remove it. Do not remove labels from tables. Follow all directions of your Willd Body staff and Anatomy faculty.

Human Remains: Only human remains are permitted in the COMP anatomy lab. Non-human remains are not allowed (please contact the College of Veterinary Medicine).

Visitors in the Anatomy Lab

MSMS students or any other non-anatomy faculty may bring visitors to the lab ONLY if they have obtained the prior written approval from the Chairman of Anatomy and Body Donation Program Director **and** complied with the Visitors on Campus policy. Visitor requests must be submitted through the online Anatomy Lab Use Request system, which is available upon request from the Chair or Vice-Chair/Directors of the Anatomy Labs. Requests are reviewed promptly by the Chair/Vice-Chair of Anatomy, and the request granted, granted with modifications, or denied. All visitors must sign and return a liability form which is sent after approval of a Lab Use Request.

Authorized Visitors are defined as any person who is not a current MSMS student at WesternU, or an Anatomy Faculty of these colleges who has obtained the prior written approval from the Chairman of Anatomy and Body Donation Program Director. If an MSMS student obtains appropriate approval to bring in a visitor, such student is at all times responsible for the acts of their visitor and it is such student's responsibility to ensure the anatomy lab rules are followed.

Any Authorized Visitor(s) must always be accompanied by a faculty or pre-approved designated student(s) (by the Lab Director or Chairperson). Tour leader must enter the lab first to alert individuals who may be inside to cease all dissection activities and make sure all donors are properly covered prior to visitors entering the lab. Visitor access is limited to the main entry. Students are never permitted to bring in casual visitors.

Authorized Visitors are never allowed to be inside the lab unsupervised.

No one under age 16 is allowed in the Anatomy Lab at any time. Any visitors ages 16-18 require a signed parental consent form which must be submitted to the Director of the Body Donation Program (Director) or his/her designee prior to entry into the lab.

Authorized Visitors are not allowed to dissect or hold dissection tools. While supervised, Authorized Visitors may be guided to palpate anatomical structures during tours on embalmed donors. Visitors are not permitted to view the embalming process.

Additional information can be found in the [Anatomy Laboratory: Operations, Visitors, and Tours University policy](#).

Contacts: The COMP Anatomy Lab Director is Dr. Thierra Nalley, tnalley@westernu.edu, and the Willed Body Director for COMP is Steven Nichols, snicols@westernu.edu, 909-706-3467. Dr. Mohammad Elsalanty is the WesternU faculty with oversight of both the COMP and WesternU HCOM Anatomy labs.

Service Animals on Campus

In accordance with university policy and the Americans with Disabilities Act (ADA), individuals with disabilities are permitted to bring service animals, as defined under the ADA. Emotional support animals and pets are generally prohibited on campus and at clinical rotation sites. Students seeking further information should consult the Animals on University Property Policy, available at

<https://www.westernu.edu/cdhp/service-emotional-support-animals/>, or contact the ^HFCDHP for additional guidance at disabilityaccommodations@westernu.edu.

Standards of Academic Integrity, Professionalism and Student Conduct (“Standards of Student Conduct”)

The Standards of Student Conduct encompass three components: the Standards of Academic Integrity, the Standards of Professionalism, and the Standards of Student Conduct. Collectively, these three components are referred to as the Standards of Student Conduct and are located in the [University Catalog](#). Students are expected to make themselves aware of and abide by the expectations contained in the Standards of Student Conduct and related policy statements. Ignorance is not a justification for violating the Standards of Student Conduct.

Because of the professional nature of a graduate health degree program, WesternU expects a higher standard of student conduct. The Standards of Student Conduct articulates violations that are most common and/or readily identifiable. Conduct violating the Standards of Student Conduct that are not specifically mentioned may still be subject to disciplinary action. Any questions regarding interpretation of the Standards of Student Conduct defined in the University Catalog should be referred to the Office of Student Conduct and Professionalism.

Professionalism Concerns and Non-Disciplinary Interventions

The College of Health Sciences recognizes that professional behavior is a core competency of graduate health professions education. Accordingly, the College may evaluate reports that raises professionalism concerns, including but not limited to professional demeanor, accountability, respect, effective interpersonal skills, and ethical behavior. Upon identifying such concerns, the College retains discretion to determine the appropriate response and course of action, provided that resulting action constitutes a non-disciplinary measures, which may include but is not limited to mentoring, coaching, a written advisement, a Professional Behavior Improvement Plan, or other non-disciplinary approaches. These measures are educational in nature and are intended to serve as constructive interventions and/or advisements designed to support the student's professional development. Non-disciplinary measures do not constitute, and shall not be construed as, formal sanctions as defined under the Standards of Student Conduct set forth in the University Catalog.

Students are expected to engage in good faith with any non-disciplinary measures implemented by the College. A student's failure or refusal to comply with such measures may result in a referral to the Office of Student Conduct and Professionalism for further review pursuant to the applicable University student conduct process.

Reporting Violations to the Office of Student Conduct and Professionalism

Western University of Health Sciences has centralized the student conduct process under the **Office of Student Conduct and Professionalism**. Previously, student conduct matters were managed at the college level; all such matters are now handled centrally by the Office of Student Conduct and Professionalism to ensure a consistent, fair, and transparent process across all colleges and programs.

All student conduct reports , including concerns related to alleged violations of the Standards of Academic Integrity, Professionalism or Student Conduct, contained in this College Catalog and the University Catalog should be submitted directly to the Office of Student Conduct and Professionalism using the [WesternU Student Conduct and Professionalism Incident Report Form](#). The Office of Student Conduct and Professionalism will review each report and determine the appropriate course of action in accordance with University policies and procedures.

Students, faculty, staff, and administrators are encouraged to direct any questions about the conduct process to the Office of Student Conduct and Professionalism. Additional information regarding the Office of Student Conduct and Professionalism and the Student Conduct Process is available in the University Catalog.

CHS Student Performance Committee (CHS SPC)

Composition and Leadership

- **Membership:**
 - **Voting Members:** Primarily based at the Pomona campus.
 - **Non-Voting Members:** May include ex-officio members as designated.
- **Leadership Appointments:**
 - The **Chair** and **Vice-Chair** are elected by the voting members of the Student Performance Committee.
- **Meeting Protocol:**
 - The SPC convenes at the request of the Chair or Vice-Chair.

Primary Responsibilities

- 1. Periodic Review of Student Performance:**
 - a. Evaluate comprehensive evidence of academic and professional performance and progress for all CHS students, with a special focus on those experiencing academic difficulty. Performance is defined to include both academic achievement and behavioral-conduct aspects.
- 2. Monitoring Student Performance:**
 - a. **Reporting:** receive reports from the Office of Student Conduct & Professionalism of students whose conduct is deemed unsatisfactory as determined through the student conduct process outlined in the University Catalog. Appropriate student conduct is defined by the University's and College's Standards of Student Conduct standards and handled in alignment with the Student Conduct Procedures in the University Catalog .
- 3. Review and Recommendation Process:**
 - a. **Action Recommendations:**
 - i. Possible recommendations include promotion, probation, remediation, course or rotation repetition, suspension, dismissal, administrative withdrawal, medical assessment, or educational assessment.
 - ii. Additional actions may be recommended based on the situation.
- 4. Graduation Recommendations:**
 - a. **Faculty Notification:** Recommend to the college faculty the awarding of degrees upon satisfactory completion of all graduation requirements as stated in the College Catalog.

Special Note: The SPC is not authorized to evaluate medical conditions or disabilities through its review process. Evaluating medical information and disability-related claims is designated exclusively to the ^{HF}CDHP office, not the SPC. If you have a medical condition or disability that you believe is relevant to your academic situation, you should complete the [^{HF}CDHP Student Intake Form](#) as soon as possible. Submitting this form initiates the interactive process with ^{HF}CDHP and, if appropriate, the implementation of reasonable accommodations (which are not retroactive). The ^{HF}CDHP accommodation process is separate from and independent of the SPC review process.

Evaluation of Student Academic Performance – SPC Procedures

CHS SPC Standard of Procedure: The CHS Student Performance Committee (SPC) reviews matters of academic performance, professionalism, and conduct for students enrolled in the MSMS program. A student may be referred to the SPC based on trigger events such as, failure to meet course requirements, professionalism concerns, or violations of university or college policies. While the University Catalog governs student conduct hearings, academic matters are governed by CHS procedures as outlined here.

When a matter is referred to the Student Performance Committee (SPC), the student will be notified in writing that a review has been initiated. The student will be provided with an opportunity to submit any information they deem relevant, in writing, for the SPC's consideration. If potential outcomes include suspension, repeating a semester, dismissal, or any action that could delay academic progress or incur financial costs, the student will be invited to appear before the SPC and present any information they deem relevant for the SPC's consideration. The student may be accompanied by a mentor for support at the SPC hearing. It is the student's responsibility to make the request to the Chair of the Committee in writing, and to identify the proposed mentor. The role of the mentor is to advise the student. A mentor is not permitted to ask questions of witnesses or to participate directly in the hearing.

Criteria / Triggering events for CHS SPC referral;

1. If a student receives a "U" or NCR in more than two didactic courses.
2. If a student demonstrates academic deficiency or violation, as defined in the Standards of Academic Progress section.

The SPC will forward its recommendations to the CHS Dean or CHS Dean's Designee. The CHS Dean or CHS Dean's Designee has the authority to accept the recommendations or make other decisions they deem appropriate under the circumstances. The CHS Dean or CHS Dean's Designee will issue a decision, in writing, to the student.

Appeals Procedures

Students may request an appeal of the Dean's, or Dean's designee's, decision to the Provost by following the process defined in the 'Student Appeal Process' section of the University Catalog. Decisions related to the imposition of academic probation and any associated terms/conditions of such probation, or administrative withdrawal are considered final and not appealable to the Provost (See University Catalog, Student Appeal Process).

Standards of Academic Progress

The Standards of Academic Progress for the Department of Medical Sciences (DMS) provides a comprehensive framework to guide students toward successful academic and professional achievement. These standards are designed to ensure a consistent, high-quality education and maintain the program's integrity, whether delivered in person or through remote learning modalities due to extraordinary circumstances. In the event of a change in curriculum delivery, it is expected that students will exercise flexibility to embrace the new change.

General Standards

Good academic standing implies that a student is not subject to withdrawal, probation, suspension, or dismissal due to academic or professional deficiencies. All students are expected to meet or exceed the following criteria:

1. A student is considered in **Good Academic Standing** if they:
 - a. Earn a **grade of "C" (70%) or higher** in all didactic courses of any given semester
 - b. Maintain a **minimum cumulative and semester GPA** of 2.5 or higher.
 - c. Complete all coursework and program requirements **within the designated program timeline** (typically one year, with a maximum allowable completion time of 1 year and 6 months. An exception to this may be granted if a student is required to repeat a course offered beyond the 1 year, 6-month limit).
2. **Mastery of Program Competencies:** Students must demonstrate proficiency in the areas of scientific knowledge, interpersonal communication and collaboration, professionalism, emotional intelligence and service, as outlined in the Program's Competencies.
3. **Adherence to Professional Conduct:** Students are expected to uphold the highest standards of ethical, moral, and professional behavior as defined by program policies.
4. **Compliance with Attendance Requirements:** Students must adhere to attendance policies, including on-campus sessions, and any approved remote learning activities.

Graduation

A student will be recommended for the Master of Science in Medical Sciences degree provided the student:

1. Is not on probation or suspension, has completed all prescribed academic requirements with a cumulative grade point average of above 2.50 and has no outstanding grade of "I," "NCR," or "U."
2. Has demonstrated no serious deficiencies in ethical, professional or personal conduct, as defined in the Standards of Student Conduct, which would make it inappropriate to award the degree of Master of Science in Medical Sciences.
3. Has complied with all the legal, immunization, and financial requirements of the University as stated in the University Catalog.

4. Has attended in person and participated in the Commencement ceremony at which time the Master of Science in Medical Sciences degree is conferred. Unless special permission has been granted by the Dean, or Dean's designee, each student must participate in his or her respective commencement ceremony. If the Dean, or Dean's designee, grants special permission for excusal from commencement, the graduate may be required to present themselves to the Dean or their designee at another specified date to take their profession's oath before their diploma will be released. Requests for excusal will only be granted for extenuating circumstances, such as a prior military commitment.

Students may participate in commencement activities provided they will complete all requirements of the program by December 31 of that calendar year. No student will receive their degree until the student has completed all requirements for graduation. Degrees will be dated as appropriate to completion date.

Adverse Actions

The MSMS Program recognizes the importance of addressing deficiencies in academic performance or professional conduct promptly and consistently. Adverse actions are categorized into the following levels, depending on the severity and circumstances of the deficiency:

Academic Warning

1. A written warning serves as a formal notification to the student about specific deficiencies.
2. The warning includes a clear explanation of the issue, expected corrective actions, and a timeline for improvement as generated by course faculty, program advisors, the MSMS Student Success Committee, or the Department Chair.

Failure to address the outlined deficiencies within the specified period may result in escalation to probation or other adverse actions.

Academic Probation

The student who demonstrates unacceptable performance in any unit of study during any phase of the program is notified of such performance by the Assistant Dean of Student Affairs or Program Chair as soon as it becomes evident.

Students whose performance is considered unacceptable because of not meeting the Standards of Academic Progress will be placed on probation. The duration and conditions of the probationary period will be determined by the department. The department may require remedial study and/or repetition of a unit of study in addition to the terms of probation recommended by the faculty.

Probation is defined as a period of time specified by the department during which the student's progress will be closely monitored by (a) the CHS Assistant Dean of Student Affairs, (b) program faculty, and c) the department chairperson. A student will be recommended for probation for any of the following reasons:

- More than two "U" grades (<70%)
- Failure to maintain a cumulative GPA of 2.5 or higher each didactic semester.
- A pattern of unexcused absences from scheduled learning activities (lectures, workshops, etc.).
- Failure to make reasonable progress toward the degree objective.

1. Terms of Academic Probation:

- Students must meet regularly with their faculty advisor to review progress (at minimum, once per month).
- Students must meet regularly with the Assistant Dean of Student Affairs (at minimum, once per month).
- Students will be placed on an Academic Improvement plan by the MSMS Student Success Committee, outlining specific benchmarks for resolution.
- Restrictions, such as limitations on extracurricular activities, may be imposed.

2. **Duration:** the probationary period will be determined by the Department Chair and the Assistant Dean of Student Affairs in accordance to student progress needs and as recommended by the MSMS Student Success Committee.

3. Removal from Academic Probation:

- Once they have attained a grade point average of 2.5 or higher.
- When all “U” or “NCR” grades have been satisfactorily remediated
- When the specified terms of probation are met.

4. Notwithstanding any of the above criterion, a student on academic probation will not be removed from probation until the student satisfactorily resolves the issue(s) that caused them to be placed on probation.

Conduct Probation

Conduct Probation is defined as a period, specified by the Office of Student Conduct and Professionalism, during which the student’s conduct will be closely monitored due to a violation of the Standards of Student Conduct.

The terms of conduct probation will be specified at the time the student is placed on conduct probation. When a student is placed on conduct probation, they will be notified in writing and the notification will be sent electronically to the student’s WesternU email address. Copies of the letter will be placed in the student’s educational record and distributed to the Chair of the Student Performance Committee, the College Dean, and the student’s Faculty Advisor. The Office of Student Conduct and Professionalism will consider when the terms of the conduct probation have been satisfied and recommend rescission of the conduct probation. A student on conduct probation may not serve as an officer of any official University or College club or organization and should not engage in time-consuming extracurricular activities.

Financial Aid Warning Policy (Title IV and Title VII)

Academic Probation Policy. If a student is not making Satisfactory Academic Progress (SAP) they will be placed on “Financial Aid Warning” status for the next payment period and continue to receive financial aid for that period. Financial Aid is any financial assistance offered to the student for paying for their education, such as loans, scholarships, Federal Work-Study, Grants and stipends (based on the criteria of the stipend). Students who fail to make SAP by the end of that payment period lose financial aid eligibility.

It is the policy of the Financial Aid Office (FAO) that once a student has been placed on academic probation for not meeting SAP standards as defined by the College, the Financial Aid Office will automatically place

the student in a Financial Aid Warning status. During the next academic term if the student does not meet SAP standards and the College places the student on academic suspension the student will no longer be eligible for financial aid. If the student appeals the academic suspension and the appeal is approved, financial aid will be reinstated. If the student is directed to audit courses, those courses will not be charged tuition for the audited courses. Students that are required to repeat coursework are encouraged to meet with a financial aid counselor with respect to their financial aid eligibility.

Repeat Coursework and Federal Financial Aid Eligibility. Federal regulations governing repeat coursework apply to all students undergraduate, graduate, and professional under the definition of a full-time student in 34 CFR 668.2(b). For term-based programs (not subscription-based), a student's full-time workload may include repeating previously passed coursework, but only one repetition of a previously passed course may be counted toward enrollment status and paid with Title IV aid.

For financial aid purposes, a course is considered "passed" if the student earns a grade of D or better, regardless of the institution's academic standards. For example, while many graduate programs require a B or better to meet academic requirements, the Department of Education (ED) considers a D passing for Title IV eligibility. In addition to letter grades, the non-letter grades Credit (CR) and Pass (P) are also considered passing by ED for Title IV purposes.

Non-letter grades such as Unsatisfactory (U), Incomplete (I), No Pass (NP), No Credit (NCR), In Progress (IP), and Withdrawal (W) are not considered passing by ED and therefore do not count as successful completion for Title IV eligibility.

Once a course is considered passed, it may be repeated only once with federal aid. This policy does not require institutions to change their academic grading standards, but it does limit how many times a previously passed course may be included in enrollment status for financial aid purposes.

Students who are considering repeating a course should consult with the Financial Aid Office to understand how this may affect their aid eligibility and ensure compliance with federal guidelines.

Tutorial Assistance Program

A Tutorial Assistance Program (TAP) has been established to assist students experiencing academic difficulty. Students will be recommended for this program by a faculty member, the Department Chair, or the Assistant Dean of Student Affairs. Students may self-identify to TAP to receive assistance. The tutors will be chosen on the recommendation of the faculty in each discipline. Group tutoring is the methodology most used by the TAP department. TAP support is contingent upon availability of tutors and the support of the college program. For assistance, contact the Department of Learning Enhancement and Academic Development (LEAD).

Reassessment & Remediation

Purpose: Reassessment & Remediation aims to address specific academic deficiencies and provide additional support to help students meet program standards. Reasonable efforts will be made to give each student opportunities to demonstrate competency in each area of the academic program. However, remediation is to be regarded as a privilege that must be earned by a student through an active participation in the educational program as demonstrated by regular attendance, individual initiative, and utilization of resources available to them.

Reassessment Policy

1. Eligibility for Reassessment

- Any student scoring below 70% on a didactic course unit exam on their first attempt must undergo reassessment to demonstrate achievement of the unit's learning outcomes.
- Reassessments will not be administered for lab practical exams.

2. Format and Administration of Reassessment

- Reassessment may be administered as any of the following, a combination of but not limited to:
 - a. A short-answer essay exam, or
 - b. A multiple-choice exam, or
 - c. Oral exam, or
 - d. Practicum, or
 - e. An assignment
- The course director has sole discretion over the reassessment format.
- The reassessment exam will be proctored in person.
- Students are allowed only one (1) reassessment attempt for any didactic course unit exams (*reassessments will not be administered for lab practical exams).

1. Scheduling of Reassessments

- All reassessment exams, as defined by the course director, must be scheduled before the Finals Week of the semester.

2. Performance Requirements & Special Assignments

- To successfully pass a reassessment exam/assignment, the student must achieve a minimum score of 70%.
- Failure to achieve a minimum score of 70% on the reassessment exam/assignment will result in the student being placed on an Academic Improvement Plan by the MSMS Student Success Committee.

3. Grade Replacement Policy

- The highest possible replacement grade for a reassessed unit exam is 70%.
- If a student scores below 70% on the reassessment exam, their original exam grade **will not** be replaced with the new exam grade.

Remediation Policy

1. Performance Requirements

- a. Failure to achieve a minimum score of 70% in any program course will result in the student being subject to course remediation.
 - i. A student will be given **one (1)** comprehensive remediation exam per course
 - ii. A student must pass the comprehensive course remediation exam with 70% or higher to complete the course, .
 - iii. If the student is unsuccessful in achieving a minimum of 70% on the comprehensive course remediation exam, they may be subject to repeating the course, academic suspension, or dismissal.

2. Format and Administration of Remediation

- a. Remediation may be administered as any of the following, a combination of but not limited to:

- f. A short-answer essay exam, or
 - g. A multiple-choice exam, or
 - h. Oral exam, or
 - i. Practicum, or
 - j. An assignment
- b. The course director has sole discretion over the remediation format.
 - c. The remediation exam will be proctored in person.
 - d. Students are allowed only one (1) remediation attempt in any didactic course.

4. Scheduling of Remediations

- o All remediation exams, as defined by the course director, must be scheduled after the **Finals Week** of the semester. Students will be notified of their remediation date, time, and location by the course director at least 10 days prior to the scheduled remediation exam.

5. Academic Intervention and Support

- o A student failing more than two (2) unit exams or any reassessment exam in a didactic course will be identified by the MSMS Student Success Committee and placed on an Academic Improvement Plan.

6. Ongoing Assessment and Academic Probation

- o The Program conducts ongoing student assessments.
- o If a student accumulates more than two "U" grades (<70%) they will be placed on Academic Probation.

See Probation Policy in MSMS Catalog 2026-2027 for further details

Academic Suspension

Students who are deemed unable to continue in the curriculum due to inadequate performance and are required to repeat a given academic year or portion thereof will be placed on academic suspension through such time as they can resume their studies by starting the courses the student is required to repeat. Throughout the time the student is academically suspended, he or she is also on academic probation, and remains on academic probation until all coursework has been satisfactorily remediated/repeated. A student may not receive financial aid during any time of suspension. Academic suspension will be applied based on:

1. Failure to Progress in the Curriculum

- a. Failure to remediate academic deficiencies within the timeframe specified by the department.
- b. Requirement to repeat a portion of the program due to poor academic performance.

2. Impact of Suspension on Enrollment & Financial Aid

- a. While on suspension, students are not considered actively enrolled in coursework and may not participate in any academic activities.
- b. Students on academic suspension are ineligible for financial aid during the suspension period.

3. Reinstatement from Academic Suspension

- a. Students who are placed on academic suspension may be reinstated to the program based on the terms set forth by the Dean of the College of Health Sciences.
- b. **Complete all required remedial actions** as outlined in the suspension notice.

Submit a formal reinstatement petition to the Program Chair, detailing corrective actions taken and commitment to professional standards.

Conduct Suspension

A conduct suspension is a period of time when a student is barred from enrollment in an academic program because of a violation of applicable University or College conduct policies. The duration of the conduct suspension will be communicated to the student at the time the suspension is imposed, either as a specified period of time or until the student has satisfactorily completed all the terms and conditions imposed to remedy the violation. A student may not receive financial aid during any time of suspension.

Summary Suspension

Actions that threaten or endanger, in any way, the personal safety, and/or well-being of self or others, or that disrupt or interfere with the orderly operation of the College or University are cause for immediate disciplinary action. Either the University President, Provost, or Dean, or Dean's designee, has the authority to summarily suspend a student when the student admits to guilt or when, in the opinion of these entities, such action is appropriate to protect the health or safety of any individual, or to preserve the orderly operation of the University. Further details regarding the summary suspension action can be found in the University Catalog.

Dismissal

The University may require withdrawal at any time it deems necessary to safeguard its standards of scholarship, conduct, and orderly operation. A student may be permanently dismissed from the program if the student fails to accomplish course-learning objectives and/or fails to achieve academic expectations even after granted the opportunity to repeat coursework. Any student permanently dismissed from the program is not eligible for Title IV, HEA programs. A student may be permanently dismissed when:

- A student earns more than two failing grades ("U" or "NCR") throughout the duration of the program.
- Exceeding the maximum number of course remediation attempts allowed.
- Failure to perform in a professional manner.
- Violation of the University and/or College student conduct standards, policies, or procedures, in alignment with the University's Student Conduct Procedures (See University Catalog).

Evaluation and Grading

Competency is expected of all program graduates upon completion of the degree curriculum as defined by the “Program Goals.” The curricular components of the program are designed so that students work toward achievement of these competencies. The following grading scale is applied to students enrolled in the Master of Science in Medical Sciences program:

Grading Scale

Final course grades are given based upon the traditional 4-point letter system, as follows:

<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
A	92-100%	4.00
A-	90-91.9%	3.70
B+	87-89.9%	3.30
B	84-86.9%	3.00
B-	80-83.9%	2.70
C+	76-79.9%	2.30
C	70-75.9%	2.00
U	Unsatisfactory	0.00
CR	Credit	N/A
NCR	No Credit	N/A

ADMINISTRATIVE GRADES

<u>Grade</u>	<u>Equivalent</u>	<u>GPA Points</u>
AU	Audit	N/A
I	Incomplete	N/A
W	Withdrawal	N/A
M	Missing	N/A

Audit

An “AU” (Audit) is assigned to a student who attends class activities but does not complete examinations and does not receive course credit. However, under certain circumstances, at the discretion of the College Dean, or Dean’s designee, a student who is repeating or undergoing remediation may be required to complete course examinations and/or other required work products while auditing the course for no grade.

Missing Grades

A grade of “M” (Missing) will be assigned by the Registrar’s Office if a student’s grade is not available by the deadline for grade submission. An “M” grade is not included in the GPA calculation and will be replaced by the grade earned in the course once submitted by the course director/instructor. If the grade earned is not reported within six calendar months of the course end date, the grade of “M” will be converted to an unsatisfactory/no credit grade, contingent upon the course’s grading scale. “M” grades should not be used by the program in place of an Incomplete (“I”) grade.

Incomplete Grades

An Incomplete grade "I" will only be assigned to students whose health and/or personal responsibilities prevent them from completing the requirements of the course. A student may remove an incomplete by completing course requirements within six (6) weeks after the end of the semester when the course took place, or the final grade will be permanently recorded as a "U." The instructor must certify any grade changes. The "I" grade will remain on the student's transcript, along with the final grade assigned by the instructor.

Grade Reports

Official grades are turned in to the Registrar by the College of Health Sciences, at which time the online student records system, BanWeb, is updated. Official grade reports and unofficial transcripts will be available on the BanWeb student records system throughout the academic year. No course grade will be changed unless the instructor certifies in writing that an error in computing or recording the grade has occurred or that the student has completed course requirements for an incomplete grade or remediated grade. It should be noted that the GPA shown on BanWeb is not necessarily the same as that which would be calculated by a Centralized Application Service.

Appealing a Course Grade

No course grade will be changed unless the Instructor or Department Chair certifies in writing to the Registrar that an error in computing or recording the grade occurred. If the student believes there is just cause to dispute a grade for a course, the procedure is as follows:

1. Within three (3) business days of the date the course grade is posted to BanWeb, student must make an appointment to talk with the course Instructor(s) who issued the grade and submit written request for review. Upon receipt of written request from the student, the course Instructor(s) shall review the case with the student and a decision shall be made by the course Instructor(s) to affirm or modify the grade. Within five (5) business days of the student's written request, the course Instructor(s) shall notify the student in writing of the decision. A copy of the letter shall be sent to the student and the Department Chair.
2. Within three (3) business days following written notification to the student regarding the instructor's decision, the student may appeal the decision in writing to the Department Chair. The appeal request must be accompanied by a narrative explaining the basis of the appeal. The narrative should fully explain the student's situation and substantiate the reason(s) for advocating a reversal of the instructor's prior decision. The Department Chair may grant an appeal only if a claim of (1) bias, (2) the appearance of new material and documentable evidence that was not available at the time of the instructor's decision, or (3) procedural error that unfairly affected the decision-making process is substantiated by the Department Chair. Upon written request from the student with a valid appeal rationale, the Department Chair shall review the case and within five (5) working days shall issue a decision in writing to the student, which may affirm, modify, or reverse the previous action. A copy of that decision will be provided to the instructor. The Chair's decision is final in all course grade appeals (didactic and experiential), except when the Chair is also the official Instructor of the course in question. In such a case, the student will direct his or her appeal to the Dean of the College of Health Sciences, or Dean's designee, following the same guidelines for an appeal to the Department Chair. In addition, in such a case, the decision of the Dean, or Dean's designee, is final and not subject to appeal.

Credit Hour Calculation

Courses are rated at one credit hour for each 15.0 hours of lecture or 30.0 hours of laboratory practicum, directed independent study, or small group sessions.

Curriculum Organization

To graduate, students must complete a minimum of 46.50 credit hours.

Summer Semester		
Subject/Course #	Course Title	Credit Hours
CHS 5030	Intensive Human Anatomy and Embryology	8.50
Summer Total Credit Hours:		8.50
Fall Semester		
Subject/Course #	Course Title	Credit Hours
CHS 5020	The U.S. Healthcare System	2.00
CHS 5042	Biochemistry	5.00
CHS 5043	Molecular and Cellular Biology	5.00
CHS 5061	Introduction to Biomedical Research	2.00
CHS 5070	Biostatistics	4.00
CHS 5082	Medical Ethics and Professionalism	3.00
Spring Total Credit Hours:		21.00
Spring Semester		
Subject/Course #	Course Title	Credit Hours
CHS 5021	Introduction to Human Pathophysiology	2.00
CHS 5071	Research - Capstone	4.00
CHS 5075	Medical Physiology	4.00
CHS 5079	Medical Microbiology	4.00
CHS 5083	Clinical Environments in Health Care	3.00
Spring Total Credit Hours:		17.00
Program Total Credit Hours:		46.50

Course Descriptions

All courses are awarded letter grades, except when indicated otherwise.

CHS 5020 The U.S. Healthcare System (2.0 credit hours)

The U.S. Healthcare System course aims to provide students with a comprehensive understanding of the structure, organization, and functioning of the healthcare delivery systems in the United States. The course explores key components of the healthcare system, the role health policy and regulation play, analyzes the interplay of various stakeholders, and addresses financial, ethical, and legal issues and challenges facing the system. Moreover, this course will rely on historical data, policy, and events that have shaped our healthcare delivery system(s) and students will be challenged with discussing, deliberating, and recommending potential solutions.

CHS 5021 Introduction to Human Pathophysiology (2.0 credit hours)

The course's principal aim is to provide the students with knowledge of essential concepts that will enable them to understand human body responses and manifestations of disease. Emphasis is placed on a functional understanding of imbalances of homeostatic mechanisms and how these correspond to and manifest as disease processes. In the course, students will explore cause, effect, and progression of disease. The students will be introduced to extensive medical terminology of clinical cases to understand disease etiology, pathogenesis, signs and symptoms, prognosis, complications, and treatment implications. The students are expected to develop in-depth knowledge of physiological processes associated with disease or injury.

CHS 5030 Intensive Human Anatomy and Embryology (8.5 credit hours)

The Intensive Human Anatomy and Embryology course is an accelerated equivalent of OM 5002 with the added component of human embryology. Material covered in this regional approach includes the shoulder and upper limb, thorax and its viscera, abdomen and its viscera, the pelvis and its viscera, the male and female perineum, the lower limb, the neck, and the head. The objectives include the mastery of nomenclature and spatial relationships of human anatomical systems. The course consists of didactic and practical components and includes dissection of human cadavers. Assessment is by means of written and laboratory practical examinations, as well as regular quizzes.

CHS 5042 Biochemistry (5.0 credit hours)

The overall goal of this course is to introduce students to the most important concepts and principles of biological chemistry. Topics previously covered in earlier chemistry and biology courses will be expanded and placed in the context of the living organism. The key objective is to understand and be able to apply concepts rather than merely memorize information. Subject areas covered include macromolecular structure, reactivity and function, thermodynamics, carbohydrate, lipid, amino acid metabolism and nucleotide metabolism, and metabolic interrelationships between organs and pathways. Students attending this course will develop an understanding of the principles of biological chemistry, including thermodynamics, kinetics and macromolecular structure, function, and reactivity. They will learn the basic concepts of metabolism in human systems, in both health and disease and demonstrate skills in the interpretation of contemporary biochemical data on each of the major classes of biological macromolecules, as well as in the interpretation of clinical data relating to the understanding of the roles of biomolecules and the integration of metabolism.

CHS 5043 Molecular and Cellular Biology (5.0 credit hours)

Building on CHS042, this course will further explain topics in cellular biology and introduce concepts in cancer biology and immunity. Students will gain proficiency in intracellular organization, membrane transport, cell membrane properties, cell signaling, cell cycle, cancer biology and immunology. As this is an extension of Physical and Biochemical Systems, CHS 5042 is a pre-requisite.

CHS 5061 Introduction to Biomedical Research (2.0 credit hours)

This course aims to introduce students to the conduct of basic, translational, and clinical biomedical scientific research. In addition, participants will gain a broader understanding of research in the community and how to develop a research agenda from existing community-based programs. This is an introduction to several key concepts, and students are not expected to have a deep mastery of statistics, research methodology, or online bibliographic databases prior to taking the course. Students attending this course will be introduced to research methods including key statistical concepts, the IRB process, ethics in research, lab safety, HIPPA and oral and written presentations. Students will be linked with mentors appropriate to their research interests and will develop a precise question in the research context.

CHS 5070 Biostatistics (4.0 credit hours)

This course aims to introduce students to basic concepts in biostatistics and manuscript writing. In the course, students will gain proficiency in interpreting data, calculating statistical parameters, and communicating those data in manuscript form. Students will learn how to calculate statistical parameters, apply parametric and non-parametric tests to data sets, conduct t-tests, and understand the principles of ANOVA testing. Moreover, the course is also designed to provide students with the knowledge needed to identify the different components of a research manuscript, differentiate between types of research papers, and write a mini-review article.

CHS 5071 Research - Capstone (4.0 credit hours)

This course is designed to train students in design and preparation of a scientific poster, techniques in presenting data and public speaking. The course is a culmination of student's research work in the program and will culminate in a research symposium where students are expected to present their research findings to their peers and faculty.

CHS 5075 Medical Physiology (4.0 credit hours)

This course builds on CHS 5042 and 5043 and will examine human physiology of the nervous, musculoskeletal, integumentary, cardiovascular, respiratory, endocrine, renal, digestive, and reproductive systems in an integrated fashion. The course will focus on the physiological interrelationships of organ systems in the maintenance of homeostasis. The students will be introduced to pathophysiology, clinical correlations, medical screening, differential diagnostics and treatment of selected disease states and conditions.

CHS 5079 Medical Microbiology (4.0 credit hours)

This course builds on CHS 5042 and 5043 and presents an integration study on the basics of microbiology, including microbial structure, function, metabolism, genetics, and the relationship of microbes with the host and host-defense mechanisms. Major diseases caused by microorganisms will be considered. In addition, mechanisms of infectious disease transmission, asepsis, and control of microbial growth will be discussed. The students' knowledge of anatomy and physiology will be applied to understand the effects of microbial infections on various organs systems. The students will be expected to learn basic and clinical lab techniques as well as their application in the identification of various microbes.

CHS 5082 Medical Ethics and Professionalism (3.0 credit hours)

The Medical Ethics and Professionalism course will provide the pre-health care professional student with the opportunity to experience and begin to understand the multi-faceted and complex nature of the health care professions as they relate to society. The student will gain insight into the many social components that both influence and shape health care practice and the societal perspectives that influence how the health care practitioner is perceived by society. At the end of this course, students will be able to describe the historical development of modern health care practice and the contributions of health care practitioners from antiquity to the present who made key contributions to the evolution of medicine and medical practice. During the course students will explore ethical concepts and theories which apply to current as well as inform future medical practice. Students will also explore ethical issues related to social justice and inequity as it pertains to access to healthcare for vulnerable populations. Throughout the course students will be encouraged to reflect deeply on their personal call to the profession of medicine and the role they will play in society as practitioners of healing.

CHS 5083 Clinical Environments in Health Care (3.0 credit hours)

This course provides a critical experiential learning opportunity for the Master of Science in Medical Sciences specifically placing the clinical provision of care in its broader context, integrating both theory and practice. The learner constructs knowledge, attitudes, skills, competencies, and understanding through direct experience.

Honors and Awards

The following awards are considered for presentation to MSMS students annually:

Dean's List
Dean's Scholarship
East-West Scholarship
Research Presentation Honors

2026-2027 Academic Calendar CHS-MSMS

Summer 2026B	
June 1-4, 2026	Orientation/Welcome Week
June 8, 2026	Summer 2026B Classes Begin
June 19, 2026	Juneteenth – No Classes
July 3, 2026	Independence Day Observed – No Classes
July 31, 2026	Summer 2026B Classes End
Fall 2026	
August 3, 2026	WesternU Orientation
August 7, 2026	White Coat Ceremony
August 10, 2026	Fall 2026 Fall Begin
September 7, 2026	Labor Day – No Classes
October 12, 2026	Indigenous Peoples Day – No Classes
November 11, 2026	Veterans Day Observed – No Classes
November 25, 2026	Last Day of Classes - Thanksgiving Recess Begins @ 5:00 p.m.
November 30, 2026	Fall Classes Resume
December 4, 2026	Fall Classes End
Spring 2027	
January 4, 2027	Spring Classes Begin
January 18, 2027	Martin Luther King Day Observed – No Classes
February 15, 2027	President’s Day – No Classes
March 15, 2027	Spring Break Begins
March 22, 2027	Spring Classes Resume
May7, 2027	Spring Classes End