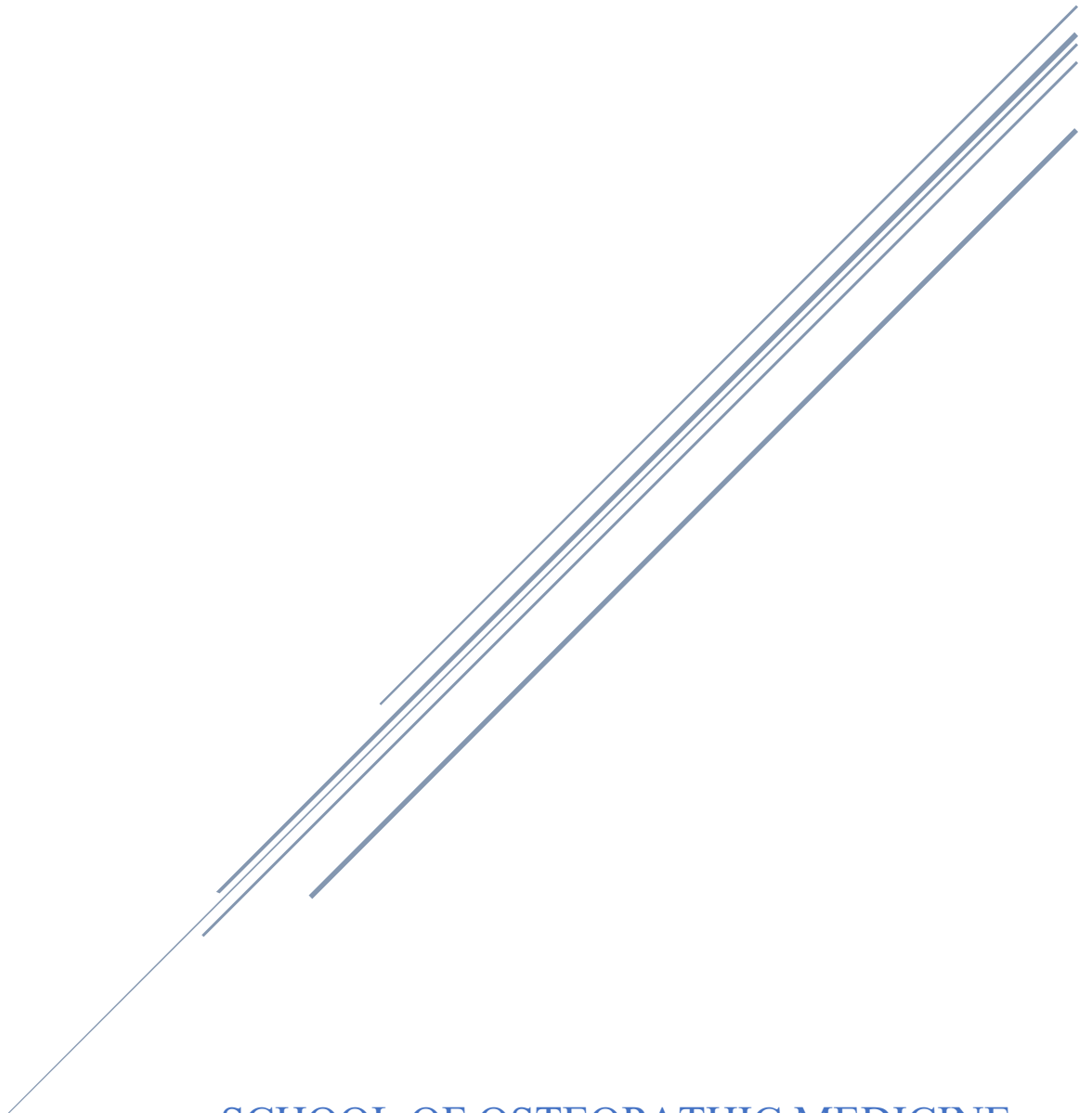


# STUDENT HANDBOOK

MASTER OF BIOMEDICAL SCIENCES



SCHOOL OF OSTEOPATHIC MEDICINE

2018 - 2019

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## Letter from Program Administration

The University of the Incarnate Word (UIW) Master of Biomedical Sciences (MBS) faculty and staff would like to congratulate you on your acceptance to Master of Biomedical Sciences. We are delighted that you have decided to take this next step toward achieving your educational and career goals.

The purpose of this student handbook is to act as a reference for the policies and procedures of the UIW MBS program, the School of Osteopathic Medicine (UIWSOM), and the UIW Graduate School. Applying this information throughout your education will help you navigate the program successfully. However, please understand that changes in structure and policies may occur. If this should happen, you will be provided with the updated information as it is available. However, it is especially important that each student note that it is their responsibility to keep apprised of current graduation requirements.

Before reading this manual, it is helpful for you to understand the hierarchal structure of the UIW Graduate School, the UIWSOM and the MBS program with regards to policies and regulations. The UIW Graduate School has developed regulations that establish the foundation for academic performance and policies across the campus regardless of the discipline studied. The UIWSOM has developed additional standards to which all students must adhere to ensure professionalism.

This Handbook may be modified by the University of the Incarnate Word School of Osteopathic Medicine at any time during the academic year. All modifications will be written with approval from the Dean of UIWSOM, the MBS Program Director, and the MBS Curriculum Committee.

Nothing in this Handbook shall be construed as a contract between any learner and UIWSOM.

## Mission of the University of the Incarnate Word

The first Sisters of Charity of the Incarnate Word, three young French women motivated by the love of God and their recognition of God's presence in each person, came to San Antonio in 1869 to minister to the sick and the poor. Their spirit of Christian service is perpetuated in the University of the Incarnate Word primarily through teaching and scholarship, encompassing research and artistic expression. Inspired by Judeo-Christian values, the Catholic Intellectual Tradition, and Catholic Social Teaching, the University of the Incarnate Word aims to educate men and women who will become concerned and enlightened citizens within the global community.

The University of the Incarnate Word is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God. Thus, through a liberal education the university cultivates the development of the whole person and values of life-long learning. To that end, faculty and students support each other in the search for and communication of truth, thoughtful innovation, care of the environment, community service, and social justice.

The University of the Incarnate Word is a Catholic institution that welcomes to its community persons of diverse backgrounds, in the belief that their respectful interaction advances the discovery of truth, mutual understanding, self-realization, and the common good.

## Mission of the School of Osteopathic Medicine

**Preamble:** The mission of the University of the Incarnate Word School of Osteopathic Medicine flows from the mission of the university and the founding call of the Sisters of Charity of the Incarnate Word to extend the healing ministry of Jesus Christ.

UIWSOM's mission is to empower all members of the medical education community to achieve academic, professional and personal success and develop a commitment to lifelong learning through excellence in learner-centered, patient-focused education, justice-based research and meaningful partnerships of osteopathic clinical service across the spectrum of undergraduate, graduate and continuing medical education. The development and application of osteopathic principles of medicine across four years of physician training will promote culturally, linguistically, and community responsive care for all patients to enhance patient safety and improve patient outcomes.

## MBS Program Intent, Objectives and Curriculum

The Master of Biomedical Science (MBS) program is a one-year, 37-credit hour program designed to enhance the scientific knowledge of graduates who desire to pursue a professional degree in the biomedical sciences or in healthcare including a PhD, a Doctor of Osteopathic Medicine (D.O.), a Doctor of Medicine (M.D.) or, Physician Assistant, Pharmacy, Physical Therapy, or Dentistry.

The curriculum of the MBS program integrates basic science subjects namely biochemistry, genetics, physiology, microbiology and anatomy with research, bioethics, medical humanities, professional development and a final capstone project. The program provides not only content knowledge that helps learners excel in health-related curricula but also aims to refine their individual learning styles throughout the course of the program. Through traditional lectures, team-based activities, study skills sessions, community service, professional development seminars and introduction to scientific research methods, the program actively help students to become organized and active learners, and confident critical thinkers.

Students enrolled in the MBS program at the University of the Incarnate Word School of Osteopathic Medicine (UIWSOM) who wish to apply to the UIW DO program

- must have a minimum 3.5 cumulative GPA at the conclusion of the fall term to be eligible for a faculty committee letter of recommendation.
- automatically receive the UIWSOM supplemental application. *The \$50.00 supplemental fee is waived.*
- are guaranteed a Multiple Mini Interview (MMI). Interview date to be determined.

The MBS admissions committee recommends an MCAT score of 500 or above to be competitive with the general pool of candidates.

### Program Objectives:

- enhance scientific knowledge and professional preparation for students seeking to attend medical school, other health professions programs or obtain an advanced degree in the biomedical sciences,
- offer MCAT, GRE, or other pre-health professional examination preparation to improve entrance scores, and
- provide instruction, advising, and mentoring to students interested in applying to medical school or other health professional schools, or pursuing an advanced degree in the biomedical sciences.

FALL Courses		SPRING Courses	
	Hours		Hours
Human Anatomy I	4	Human Anatomy II	4
Cellular Biochemistry	3	Medical Physiology	3
Health Humanities-Blended format	2	Introduction to BioEthics	3
Research Methods & Design I-Blended format	2	Microbial Pathogenesis	3
Epidemiology- Blended format	3	Research Methods & Design II	2
Professional Seminar I	1	Professional Seminar II	1
15 hours		16 hours	
SUMMER Courses		POSSIBLE ELECTIVES	
	Hours		Hours
Genetics	3	Medical Spanish	1
Capstone	3	Success Skills – Entrance exam Prep	3

## Admission Requirements for the Master of Biomedical Sciences Program

To be considered for admission to the UIWSOM Master of Biomedical Sciences Program, applicants must have a bachelor's degree, specific prerequisites (listed below), and competitive GRE or MCAT scores (or other pre-professional exam as appropriate), three letters of application (committee letter accepted and will be considered as one of three required letters), completed MBS supplemental application, and a completed UIW graduate admissions application.

Completion of bachelor's degree from an accredited college or university or equivalent verification in the case of international degrees must be completed prior to matriculation into the program.

### Prerequisite College Courses

Prerequisite coursework must be taken from an accredited college or university. Prerequisites must be completed with a grade of "C" or better. A minimum science and cumulative grade point average of 3.0 on 4.0 scale must be achieved. Courses include:

<b>Biology with lab</b>	8 semester credit hours
<b>General Chemistry with lab</b>	8 semester credit hours
<b>Organic Chemistry with lab</b> (required <i>only</i> for student seeking medical, dental, or veterinary school entry)	4 semester credit hours
<b>Biochemistry</b>	3 semester credit hours
<b>Physics with lab</b> semester credit hours required <i>only</i> for student seeking medical, dental, or veterinary school entry)	4 semester credit hours (8
<b>Human Anatomy or Anatomy and Physiology I</b> Required <i>only</i> for students seeking Physician Assistant, Pharmacy, and Physical Therapy pathways. <i>(Recommended for students seeking medical school entry)</i>	3-4 semester credit hours
<b>Human Anatomy or Anatomy and Physiology II</b> Required <i>only</i> for students seeking Physician Assistant, Pharmacy, and Physical Therapy pathways. <i>(Recommended for students seeking medical school entry)</i>	3-4 semester credit hours
<b>Mathematics</b> (Calculus or Statistics)	3 semester credit hours

## Other Program Requirements

### CITI Certification

**CITI-Human Subject Protection Certification** This is the link to the CITI site for training in Human Subjects Protection <http://www.uiw.edu/orgs/research/compliance/citi-training.html> Please complete the Basic Course in Human Subjects Protection Biomedical focus. Certification is good for three years.

### Immunization Requirements

UIW School of Osteopathic Medicine MBS Program has partnered with Castle Branch, the online background screening and compliance tracking system, to assist students in completing and managing tasks prior to beginning classes. This system will conduct the required criminal background check, drug testing and management of all immunization documents.

Following acceptance to the program, all students are responsible for providing official proof of up to date immunizations:

- Meningitis Vaccination - *All students under the age of 22 are required to have a record of the Meningitis vaccination on file*
- Hepatitis B series
- Tdap within the past 10 years
- MMR (2 doses)
- TB skin test
- Varicella or documented history of chicken pox disease
- Flu vaccine

### Master Degree Requirements at the University of the Incarnate Word

Fulfillment of the Master's Degree Requirements: All candidates for the master's degree must complete a formal application for the degree, which must be approved by their program director and the Dean of Research and Graduate Studies. The application for degree must be filed in the Registrar's Office. Please see the current academic calendar, available from the Registrar, for the filing deadlines for the application for graduation.

To qualify for the graduate degree, a candidate must:

- Complete between 30 and 51 hours of graduate study depending upon the specific requirements of each graduate program.
- Complete a minimum residency of 24 credit hours of which no more than six credit hours can be earned through independent study.
- Successfully complete the course of study as specified in the discipline requirements within a seven- year period.
- Earn a cumulative grade point average of 3.0 or better in all courses submitted for the degree.
- Complete a thesis or pass a comprehensive examination or capstone course as required by the discipline. In some disciplines a combination of the above may be required.

It is suggested that all students in the MBS program carefully read this section of the Graduate Bulletin that addresses specific UIW requirements. <http://www.uiw.edu/orgs/documents/grad-bull-16-18.pdf>

## Academic Policies

General regulations for graduate studies are published in the UIW Graduate Bulletin available at: <http://www.uiw.edu/orgs/documents/grad-bull-16-18.pdf>

### Policy on Academic Integrity

The University of the Incarnate Word is strongly committed to the nurturing of academic excellence. The university expects its students to pursue and maintain truth, honesty, and personal integrity in their academic work. Academic dishonesty, in any form, constitutes a serious threat to the freedoms which define an academic community. See the *Graduate Bulletin* for definitions and procedures for investigation of claims of academic dishonesty under this policy, please visit <http://www.uiw.edu/orgs/documents/grad-bull-16-18.pdf>.

### System of Grading

The following grading system applies to courses taken for completion of graduate degree requirements:

- “A” and “A-” indicate a superior grasp of the subject matter of the course, initiative and originality in assessing problems and ability to relate knowledge to new situations.
- “B+” and “B” indicate satisfactory performance in control of the subject matter and ability to apply principles with intelligence.
- “B-” and “C” indicate less than satisfactory performance and may disqualify the student for further study. See Continuation in the Master’s Program or Continuation in the Doctoral Program, and the regulations of each degree program.
- “F” indicates failure in the course or withdrawal without following proper procedures. See Continuation in the Master’s Program or Continuation in the Doctoral Program.
- “IP” indicates that the student’s achievement in the course has been satisfactory, but certain prescribed work is incomplete, or the student was unable to take the final examination due to circumstances which do not include academic failure and are acceptable to the Course Director. A student requesting an IP grade should inform the Course Director about his/her circumstance prior to the final exam date. He/ She must complete and sign an IP form, obtain signatures of the instructor and the appropriate curricular dean, and submit to the Office of the Registrar. If approved, a plan for completion of the course requirements within a given time is recorded by the Course Director. It is the student’s responsibility to complete all requirements for the removal of the IP grade within one year, or sooner as specified by the Course Director. Upon satisfactory completion of requirements specified in the IP Completion Form, the student will receive the grade merited by the quality of his or her performance. If the IP grade is not removed within the time specified, the IP will be changed to a grade of “F.” A student’s registration will be blocked if there are six (6) or more credit hours of graduate classes with a grade of IP.
- “W” indicates withdrawal within the period specified in the semester calendar.
- “P” indicates satisfactory performance at “A,” “A-,” “B+” or “B” level.

### Grading Rubric

A 93-100  
 A- 90-92  
 B+ 87-89  
 B 83-86  
 B- 80-82  
 C 70-79  
 F 69



## Grade Point Average

To calculate the grade point average, points are assigned to credit hour grades as follows: A 4.0 A- 3.7 B+ 3.3 B 3.0 B- 2.7 C 2.0 F 0.0 Students who complete their master's degree programs with a 4.0 average graduate "With distinction." Once grades are recorded, grades other than IP cannot be changed, except in the case of instructor error. In no case may a grade other than IP be changed without the permission of the school or college dean. Additional work performed by a student may not be used to raise a grade that has been recorded by the Registrar. If course work has not been completed within one year, the IP grade will be changed to a grade of F. Grades are presumed to be correct when entered on the student's record. Any question regarding the accuracy of these grades must be raised within one calendar year. Grades are not subject to challenge after one year and will not be changed.

### Academic Standards

The academic status of a student is determined by academic performance in terms of course grades and cumulative GPA. Any graduate student whose course examination grades fall below "C" during a semester will be notified by email that he/she has been placed on 'academic warning.' Within one week of the email notification, the student must schedule meetings with the Course Director and the Office of Student Affairs.

Any graduate student whose semester GPA falls below 3.0 will automatically receive a **probation** notice. The student will be strongly advised to meet with the Office of Student Affairs within 10 days of receipt of the probation notice and develop an academic plan to bring his or her GPA to a level above 3.0.

A graduate student will be dismissed from the program if a grade of "C" is received in more than two courses regardless of the cumulative GPA. A graduate student will be dismissed from the program if a grade of "F" is received in one course. A graduate student must achieve a cumulative semester GPA of 2.5 or above to remain enrolled in the Program. A graduate student failing to achieve a cumulative semester GPA of at least 2.5 will be dismissed from the Program and will not be eligible to take additional classes in the Program. Graduate students dismissed from the Program who wish to be reinstated must apply for readmission to the Program. Applications for readmission do not guarantee that a student will be re-admitted into the MBS Program.

### Attendance Policy and Procedure

Class participation requires class attendance and knowledgeable contributions to discussion. Given the intense nature of the curriculum, student engagement is essential to maximize the learning experience. Thus attendance, on time arrival, and staying for the duration of the class period is expected. If a student is unable to attend class, he/she must notify the Course Director immediately via UIW email address.

Attendance is mandatory. Missing more than three classes will result in a deduction from the attendance points in the course grade. Additional absences will be addressed by the Student Progress Committee and may result in further grade reduction including the potential for course failure. Leaving class early or arriving more than 10 minutes late, without notifying the Course Director prior to class, will result in the student being marked as absent for that class.

For courses with lab requirements, absences are not allowed. Blended courses specify participation requirements, assignments and whether there will be face-to-face, online synchronous or asynchronous sessions.

For any absences related to professional development trips (i.e. medical mission trips, interviews), the students should contact the respective Course Directors for approval two weeks prior to the scheduled absence. For health-related/emergency absences, the student should submit appropriate paperwork (i.e. doctor's note) to the MBS Student Coordinator. Please refer to the attendance policy (above) for instances with greater than 3 absences.

<http://www.uiw.edu/orgs/documents/grad-bull-16-18.pdf>

### Assignments and Written Work

Written work is due on the specified date, unless previously negotiated with faculty. The acceptance of late work for credit is to be determined by the individual Course Directors. All written work should be written in APA format unless otherwise specified in course outline.

The Graduate Support Center (main campus) offers writing assistance for all graduate and professional students at UIW. Professional Development Specialists in Writing will help with the basics of diction, grammar, syntax and sentence structure while also focusing on larger structural issues, and APA and other formatting guidelines. UIW Writing Specialists will review a part of the paper and provide feedback. When attending face-to-face writing sessions bring a copy of your syllabus, the assignment, and your paper. Allow one to two days before scheduling another appointment. <http://www.uiw.edu/orgs/graduate-support/academic-support/writing.html>

### Audio/Video Recording

Students may record classroom lectures, audio/visual presentations, or discussions but only with the faculty's permission. Such recordings are to be used solely for the purposes of individual or group study with other students enrolled in the class. They may not be reproduced, shared with those not in the class, or uploaded to publicly accessible web environments. Students must destroy recordings at the end of the term in which they are enrolled in the class. Students found in violation of this policy may be subject to disciplinary action under the university's Code of Student Conduct.

### Class Absences for Religious Observances

The University of the Incarnate Word welcomes persons of diverse backgrounds and is therefore committed to providing reasonable accommodations for students wanting to attend religious observances and who will miss class. Students must inform instructors at least two weeks prior to attending a religious observance. Students use the form found in the [UIW Student Handbook & Student Code of Conduct](#) to request accommodations from the instructor.

### Title IX Information

Unlawful discrimination has no place at the University of the Incarnate Word. It violates the University's core values, including its commitment to equal opportunity and inclusion, and will not be tolerated. The University of the Incarnate Word prohibits sexual misconduct, that can include: (1) sex and gender based discrimination; (2) sexual and sex and gender based harassment (including a hostile environment based on sex or gender); (3) sexual assault; (4) sexual exploitation; (5) stalking; and (6) relationship violence (including dating and domestic violence). For more information, or to report an incident, please visit [www.uiw.edu/titleix](http://www.uiw.edu/titleix).

## Course and Classroom Civility

### Email Etiquette (Netiquette)

#### General Guidelines

Treat Course Director/faculty with respect:

- Always use your professors' proper title: Dr. or Prof.
- Use clear and concise language
- Use correct spelling and grammar
- Avoid slang terms such as "wassup?"
- Avoid texting abbreviations such as "u" instead of "you"
- Use standard fonts Such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature IT CAN BE INTERPRETTED AS YELLING
- Limit and possibly avoid the use of emoticons like :) or ☐
- Be cautious when using humor or sarcasm. Tone is sometimes lost in an email or discussion post. Your message might be taken seriously or offensively
- Be careful with personal information (both yours and others')
- Do not send confidential personal/patient information via e-mail

#### Email Netiquette

When you send an email to your Course Director/faculty and classmates, you should:

- Use a descriptive subject line
- Be brief
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text
- Sign your message with your name and return e-mail address
- Avoid using, "reply all" unless absolutely necessary
- Foul language, insults and harassment are not tolerated just as it would not be tolerated in a face to face classroom.

#### Cellphone and Personal Technology Usage

Students should refrain from using personal technology during class sessions unless the faculty give their express permission. Exceptions to this policy will be made on a case-by-case basis, and the student must speak to the faculty before the class session. Personal technology MAY be allowed for a family emergency.

### Social Media Policy

This policy applies to all University of the Incarnate Word (UIW) students who use social media in either a professional or a personal capacity. Professional use includes contributing to UIW sponsored or other social media sites while representing UIW in an official capacity. Personal use refers to learners who use social media as part of their personal life. THE UIWSOM subscribes to the Social Media Policy and Responsible Use of Computing Resources Policies of the UIW.

The purpose of this policy is to provide guidelines for the responsible use of social media resources. These resources include, but are not limited to, Facebook, YouTube, Twitter, Flickr, Blogs, Wikis, MySpace and LinkedIn.

UIW encourages the use of social media to enhance UIW's local, national and global reputation and connection with current and future learners, parents, alumni, donors, and other key constituencies. When used responsibly, social media sites provide an effective way to promote the university and to share information and perspective across a broad range of topics.

All UIW-sponsored social media sites must be approved and registered with the university's Vice President of Information Resources in the Informational Resources Division. All UIW-sponsored social media sites must include the names and contact information of at least two (2) site administrators. Social media sites affiliated with a learner organization should register a site sponsor with the Office of Student Affairs. Sites representing UIW may be reviewed and amended for content.

### Guidelines for the Responsible Use of Social Media in a *PROFESSIONAL* Capacity

All UIW students or employees who manage or post to UIW-sponsored social media sites should:

- Exercise good judgment.
- Protect and enhance the value of UIW's mission by avoiding comments, photos, videos or images that could be interpreted or perceived as slurs, demeaning, inflammatory, unduly suggestive, unethical, inappropriate or otherwise contrary to the university's Mission.
- Protect confidential information and relationships. Do not post confidential, proprietary or controversial information about the university, its students, alumni or employees.
- Respect copyright and fair use laws by obtaining proper permissions and giving appropriate credit for work. Follow university policies and federal regulations, such as FERPA (Family Educational Rights and Privacy Act), HIPAA (Health Insurance Portability and Accountability Act), and PHI (Protected Health Information).
- Be authentic. Transparency is critical in the social media environment.
- Stick to your area of expertise and provide unique, individual perspectives on non-confidential activities at UIW. If you have a vested interest in what you are discussing, be the first to say so; it adds to your credibility.
- Use official UIW logos only as specified in the university style guide.
- Consider the public nature and longevity of comments before posting.
- Keep sites current by refreshing content regularly, responding to questions in a timely manner, and updating information.

### Guidelines for the Responsible Use of Social Media in a *PERSONAL* Capacity

When using social media sites in a personal capacity, learners should:

- Maintain clear lines between professional and personal social media activities.
- Avoid using the university's name to promote or endorse any product, cause, religious view, political party, or candidate.
- Avoid using the university's name in connection with comments, photos, videos or images that could be interpreted or perceived as slurs, demeaning, inflammatory, illegal, unduly suggestive, sexual innuendo, inappropriate, unethical or otherwise contrary to the university's Mission.
- Remember that libel laws are in effect even when your social media accounts are set to "private."
- Refrain from posting content such as images or medical records that represent a breach of confidentiality.
- Maintain appropriate boundaries. For example, health professionals should not "friend" patients on their personal sites.

- Be advised that personal information can be used to perpetrate identity theft which can compromise the security of learners and the institution.
- When in doubt, don't post.

### Reporting Concerns about Social Media

The University of the Incarnate Word encourages the use of social media. However, persons with concerns about content posted on UIW-sponsored social media sites may direct their comments to UIW's Human Resources Department. For content on UIWSOM-sponsored social media sites, please direct comments to the Associate Dean for Student Affairs.

### Consequences of Violations of Social Media Policy

Any use of social media that threatens the safety of UIW constituencies, exhibits a lack of moral character, and/or is unlawful or a violation of University policy and may result in disciplinary action, up to and including dismissal from the institution. The University investigates and responds to all reported concerns about social media use and content. A learner may be held responsible for any personal legal liability imposed for any published content.

### Examination Policy & Procedures

Students are expected to arrive for scheduled examinations on time. Tardiness to the testing environment may result in a "zero" for the exam.

***No allowances will be made for an exam being missed other than documented illness or an emergency.*** The student must contact the MBS administrative Assistant and Course Director via Cardinal email for confirmation prior to the exam. Any make-up exams are at the discretion of the Course Director. An undocumented absence may result in a "0" for the exam.

Examinations and makeup exams will be administered to all students in the same modality. Students will not be able to take exams via e-mail or any other remote arrangement unless the examination has been delivered to the entire class in that same modality.

For exam-related accommodation students must submit required paperwork to the Coordinator of Student Disability Services on the Broadway Campus. The Director of Academic Support on the SOM campus will then contact the student to provide the informational forms related to the accommodation and work to obtain approval, and signature from the respective Course Directors.

All exams will be administered under the following protocol:

- Books, backpacks and all electronic devices including cell phones and smart watches with ability to connect to external devices will be left at the front of the testing environment.
- Hats are not permitted.
- Students will be escorted to the bathroom by a proctor.
- Students may wear a light sweater or jacket into the testing environment.

- Food and/or beverage is prohibited in the testing environment.
- Students should arrive at the exam venue 15 min prior to the exam start time.
- Students will have assigned seating during the exam. A proctor will check seating prior to the start of the exam.
- Start and end time of each examination will be fixed.
- No questions pertaining to the course material should be asked during the exam. Students should address the questions the best they can during the course of the exam.
- 1 sheet of scratch paper will be provided to each student at the beginning of the exam. Students should hand in the scratch paper to the proctor with their names on it before leaving the exam room at the end of the exam.
- Students *must leave* the testing environment once they have completed the exam to avoid causing distractions to those who may still be testing.
- Students are highly encouraged to *NOT* congregate outside the testing environment to avoid causing distractions to those who may still be testing.
- Students are required to take exams on the dates published in the syllabus.
- Students will be allowed to take bathroom breaks, one at a time. They will be escorted to the bathroom by a proctor. No extra make-up time will be provided for taking bathroom breaks.

### Academic Evaluation

The MBS program upholds the same guidelines that are used campus wide. These guidelines are presented in the UIW Student Handbook <http://www.uiw.edu/studentconduct/UIWHandbookSCC.html> It is suggested that all students in the MBS program carefully read the section of the UIW Student Handbook that addresses the entire concept of student rights and responsibilities.

### Academic Resources

**Student Success** is dedicated to providing a holistic support to balance academic, personal and professional development; and, enhance all levels of academic performance and personal well-being to promote student excellence, advance learning skills and strategies for students at University of the Incarnate Word School of Osteopathic Medicine.

Counseling and Support service information can be found at the following <http://www.uiw.edu/mbs/studentaffairs/studentssuccess.html>

**J.E. and L.E. Mabee Library** support the university's academic programs with materials, instruction, and technology that advance the intellectual development of its students and the scholarship activities of its faculty. The collections encourage lifelong learning and reflect differing viewpoints, various cultures, and a global perspective. Materials and services encompass the Catholic social teaching and social justice issues espoused by the Sisters of Charity of the Incarnate Word and the university. <http://www.uiw.edu/library/index.html>

## Appendix

### Computer Policy and Requirements/Recommendations

The University of the Incarnate Word School of Osteopathic Medicine (UIWSOM) expects every learner to have a laptop computer at the start of his or her program. You can choose to purchase a computer from the UIW bookstore (<http://www.bkstr.com/incarnatewordstore/shop/technology>), or you can purchase your own.

Windows or Mac computers are acceptable but UIWSOM does **not recommend** using a tablet (i.e. Ipad), netbook, chromebook, or smartphone as a **primary** computing device. (**Exception - Microsoft Surface tablets are acceptable devices to use while attending the UIWSOM**).

**Laptop use at the UIWSOM includes but is not limited to:**

Accessing and downloading files (documents, presentations, videos, etc.)

Uploading assignment files (documents, presentations, videos, etc.)

Taking Quizzes and Exams

Posting to Discussion Boards

Accessing resources through different browsers

Taking notes/annotating resources

Presenting learner created files and media

#### \*Laptop Requirements/Recommendations

Processor	RAM	Hard Drive Space	Operating System
Intel i5 Processor or higher	8GB	At least 256GB (Solid State if Possible.)	Most current version of Windows or Mac OS and Microsoft Office.

*\* If hardware or operating system specifications are not met, UIW instructional resources may not operate effectively.*

#### Software

Software for learners is available free of charge on the UIW [Key Tech Tools for Students](http://www.uiw.edu/ird/students/index.html) (<http://www.uiw.edu/ird/students/index.html>) page.

Windows 10 operating system is available free of charge at the [Varsity Buys](https://e5.onthehub.com/Portal/PortalSelectInstitution.aspx?p=7ad8a70c-b1f9-dc11-89b0-0030485a6b08) page (<https://e5.onthehub.com/Portal/PortalSelectInstitution.aspx?p=7ad8a70c-b1f9-dc11-89b0-0030485a6b08>).

The latest Mac Operating System is always available as a free download through the Mac App Store.

Office 365 for Windows and Mac is available for FREE download at <https://portal.office.com> (UIW login required).

Other software is available as outlined in the table below.

Type	Software	Availability
Anti-virus & Anti-Spam	Options	<a href="http://www.uiw.edu/ird/students/student-anti-virus-anti-spam-protection.html">Options – There are free and pay choices available</a> <a href="http://www.uiw.edu/ird/students/student-anti-virus-anti-spam-protection.html">http://www.uiw.edu/ird/students/student-anti-virus-anti-spam-protection.html</a>
Web Browsers	IE/Edge, Safari, Chrome, or Firefox	Some web applications run better with certain web browsers. Each student should also install <a href="#">Firefox</a> in Windows or Mac and/or <a href="#">Chrome</a> in Windows.  Links for each browser is provided below: <a href="https://www.mozilla.org/en-US/firefox/new/">https://www.mozilla.org/en-US/firefox/new/</a> <a href="https://www.google.com/intl/en/chrome/browser/desktop/index.html">https://www.google.com/intl/en/chrome/browser/desktop/index.html</a>
Media Player	Windows Media Player, Quicktime	<a href="http://windows.microsoft.com/en-us/windows/download-windows-media-player">Media Player, free from Microsoft</a> <a href="http://windows.microsoft.com/en-us/windows/download-windows-media-player">http://windows.microsoft.com/en-us/windows/download-windows-media-player</a> <a href="https://support.apple.com/kb/DL837?locale=en_US">Quicktime, free from Apple</a> <a href="https://support.apple.com/kb/DL837?locale=en_US">https://support.apple.com/kb/DL837?locale=en_US</a>
PDF Reader	Adobe Reader	<a href="https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html">Adobe</a> <a href="https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html">https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html</a>

### Student Responsibilities

Students are responsible for having their device meet minimum requirements as determined by the UIWSOM and maintaining updates at the time of enrollment. The curriculum incorporates the following tasks:

On-campus learning environments will have display device adapters available or learning environments will be equipped with Windows PCs for learner use. Prior to your presentation, make sure you have the appropriate cord/adaptor if connecting to a display device.

It is strongly recommended all student use the UIW cloud-based storage system called OneDrive. This system provides five terabytes of anytime, anywhere accessible storage for any file type. OneDrive is secured, fully supported by the university, and provides a backup that cannot be lost or damaged.

UIW Information Resources also supports learner technology needs. Look at UIW [Key Tech Tools for Students](http://www.uiw.edu/ird/students/index.html) (<http://www.uiw.edu/ird/students/index.html>) page for more information and for the **Help Desk contact information**.

#### **Disclaimer**

The student laptop program is managed by the [UIW Bookstore](#). Please note that if the learner purchases a laptop through the bookstore, PC or Mac, it is highly recommended that they include a laptop warranty at the time of purchase.

The UIW Bookstore and UIWSOM help desk will aid students in contacting vendors to resolve hardware warranty issues. The Help Desk at UIWSOM and the UIW main campus Help Desk will provide support for any software problems.