

SUPPLEMENTAL STUDENT HANDBOOK

MASTER OF BIOMEDICAL SCIENCES

Published (August 20, 2024)



SCHOOL OF OSTEOPATHIC MEDICINE

2024-2025

Table of Contents

COVID-19 Statement to Students of Shared Responsibility and Acknowledgment of Pandemic.....	4
Letter from Program Administration	4
The Mission of the University of the Incarnate Word	5
The Mission of the School of Osteopathic Medicine	5
Overview of the Master of Biomedical Sciences Program.....	5
Program Objectives.....	6
General Admissions Requirements	6
Additional Program Requirements	6
Student Health Requirements.....	6
Academic Policies	8
Academic Standing.....	8
Extra Credit/Reassessment/Remediation Policy.....	9
Attendance Policy and Procedure	9
Course-Related Travel	9
Assignments and Written Work.....	10
Audio/Video Recording	10
Academic Integrity	11
Campus Policies and Procedures	11
Safety Mission	11
Campus Safety and Access.....	12
Student Parking.....	12
CardinalMail	12
Adverse Weather and Class Cancellation	12
Pets	13
Children on Campus	13
External Guest Speakers on Campus.....	13
Social Media Policy	13
Examination Policy & Procedures.....	14
Permitted and Non-Permitted Items for Assessment at the SOM.....	14
Provided Items	14
Examination Start Time.....	15
Student Laptops for Examinations.....	15
Absence from an Assessment (Make-up exam)	15
Disruptive Behavior.....	16
Irregular Behavior	16
Academic Evaluation	17
Dress Code	17
MBS Student Progress Committee	17

Matriculating to the DO Program.....	17
Academic Support.....	18
Information and Learning Resources at UIW and UIWSOM.....	18
UIW Libraries.....	18
The School of Osteopathic Medicine Library	19
Information Technology	20
Service Portal	20
Help Desk Services – General Technical Support	21
Health Professions Technology Support Specialists – SOM Specific Support	21
Canvas – Learning Management System for UIW	21
IT Policies and Procedures	21
Student Laptop Requirements	21
Computer Policy and Requirements/Recommendations	22
Record of Change.....	23

COVID-19 Statement to Students of Shared Responsibility and Acknowledgment of Pandemic

UIW continues to monitor and work to mitigate COVID-19 risks and amend its policies and procedures, as necessary. Current policies, including the Statement of Shared Responsibility and Acknowledgment of Pandemic, can be found at <https://www.uiw.edu/covid-19/index.html>

Letter from Program Administration

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

The University of Incarnate Word Office of Research and Graduate Studies has developed regulations that establish the foundation for academic performance and policies for all graduate programs at the University, including this program.

This supplemental handbook addresses policies and procedures that are unique to the MBS program at UIWSOM. To enhance your learning experience and provide the most current information about the program, UIWSOM reviews this supplemental handbook annually. Every effort will be made to keep students advised of any changes. However, it is each student's responsibility to know the current graduation requirements. Your Program Director, the Office of Research and Graduate Studies, and the UIWSOM Office of Admission and Student Affairs are available to consult with you on your degree plan and graduation requirements.

In the event of inclement weather, natural disaster, or other circumstances beyond the control of UIWSOM, UIWSOM will follow the current policies and procedures as outlined in the MBS Student Handbook. The decision regarding any necessary due dates and deadline changes will be guided by the decisions made by the UIW President and Provost during an emergency or natural disaster. Based on the UIW actions taken, the UIWSOM Dean and Leadership Council will then determine MBS-specific due dates and deadline changes, and the student body, faculty, and staff would be notified accordingly.

Nothing in this supplemental handbook should be construed as a contract between any student and UIWSOM.

For this supplemental handbook, the terms student and learner are used interchangeably.

The 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 lifelong learning. To that end, faculty and students support each other in the search for and communication of truth, thoughtful innovation, care for 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.

The Mission of the School of Osteopathic Medicine

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 student-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.

Overview of the Master of Biomedical Sciences Program

The Master of Biomedical Sciences (MBS) program is a one-year, 36-credit hour program with a broad-based curriculum that can provide the student with requirements to pursue various health professions (e.g., medicine), advanced graduate education, or enter a career in allied health sciences such as public health.

The curriculum of the MBS program integrates sciences subjects, including Anatomy, Advanced Cellular Biology and Biochemistry, Microbial Pathogenesis, and Biomedical Physiology, with Health Humanities, Health Disparities, and Bioethics, along with a final Capstone project. The complete list of courses can be found in [MBS Coursework](#). Through traditional lectures, large group discussions, and small group activities, the program seeks to strengthen the learner's ability to consolidate knowledge and engage with the curriculum to promote critical thinking.

Program Objectives

- Enhance scientific knowledge and professional preparation for learners seeking to attend medical school, other health profession programs, or obtain an advanced degree in biomedical sciences.
- Offer MCAT, GRE, or other pre-health professional examination preparation to improve entrance scores.
- Provide advising and mentoring to learners interested in applying to medical school or other health professional schools or pursuing an advanced degree in biomedical sciences.

General Admissions Requirements

The requirements for admissions to the program can be found at the following link:

<https://osteopathic-medicine.uiw.edu/admissions/admissions-mbs/prerequisites.html>

Additional Program Requirements

CITI 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.

Student Health Requirements

The School of Osteopathic Medicine utilizes Pre-Check, a national background and drug testing processing company for background checks; and Sentry MD for maintenance and verification of all required documentation including immunizations, certifications, physical exam records, criminal background, and drug testing.

- Complete the Sentry MD Student Consent Form and email it to UIW@sentrymd.com.
- Order a background check and drug test (10-panel without nicotine) with PreCheck to complete required activities and submit results to Sentry MD.
- All entering UIW MBS students are required to submit and receive an acceptable criminal background check and negative drug test as a condition of enrollment. Program enrollment is contingent on a negative drug test unless previous documentation for physician-prescribed medications is on record.
- Acceptable criminal background checks for enrollment are determined by the Office of Student Affairs and the UIWMBS program directors if necessary.
- Students with positive drug screens will be referred to the Office of Student Affairs.

Immunizations

- **COVID-19 Vaccination:** This vaccine is strongly encouraged. Learners not vaccinated may be required to test weekly.
- **Meningococcal Vaccination** – If younger than the age of 22 years at matriculation, the learner is required to have a record of the meningococcal vaccine. The learner must have been immunized within the past five (5) years before starting the MBS program.
- **Hepatitis B alone or Hepatitis A/B Combo** – A standard Hepatitis B series (3 injections) or the expedited Hepatitis A & B (TWINRIX) combo series (4 injections) and antibody titer results are required.

- If the Hepatitis B surface antibody titer is negative or nonreactive, the entire series must be repeated as well as antibody titer results.
- Learners who are non-responders should be considered susceptible to HBV and must be counseled by the Medical Director of Health Services. To be considered a non-responder, the learner must upload documentation of two complete series and two negative or non-reactive titers to Sentry MD.
- **Tetanus-Diphtheria-Pertussis (Tdap)/Tetanus-Diphtheria (Td)** – One dose of adult Tdap is required. If the Tdap is more than ten (10) years old, a Td booster is required. Learners should receive decennial Td boosters, beginning ten (10) years after receiving Tdap.
- **Measles, Mumps, and Rubella (MMR)** – Two vaccines of each component or the combo (MMR) following the first birthday AND lab report of positive antibody titer for all three (3) components are required.
 - If the titer result is low or negative, learners will need two (2) doses of the MMR vaccine four (4) weeks apart.
 - Learners who are non-responders should be considered susceptible to MMR and must be counseled by the Medical Director of UIWSOM Health Services. To be considered a non-responder, the learner must upload documentation of two complete series and two negative or non-reactive titers to Sentry MD.
 - In cases of pregnancy or suspected pregnancy, **DO NOT** get the MMR vaccine, for low or negative titers. Medical documentation in writing of such instances is required to be submitted to Sentry MD and written notification given to the Office of Admissions and Student Affairs.
- **Varicella (Chickenpox)** – One of the following is required:
 - Two (2) vaccines following the first birthday AND a positive titer result.
 - Documented history of chickenpox AND a positive titer result
 - If the titer result is negative or equivocal, the learner will be required to submit evidence of a booster vaccine AND a repeat titer result.
 - Repeat titer results must be administered three (3) months after the booster vaccine.
 - Learners who are non-responders should be considered susceptible to Varicella and must be counseled by the Medical Director of UIWSOM Health Services. To be considered a non-responder, the learner must upload documentation of two vaccines, a booster, and two negative or equivocal titers or documented history of chickenpox, a booster, and two negative or equivocal titers to Sentry MD.
- **Influenza (Flu) Vaccine** – This is an annual requirement during the flu season (September– March). It is required that learners get the flu vaccine each year while in the program by October 1. Declinations are not acceptable.
- **Polio Vaccine** – Documentation of at least three (3) vaccinations of IPV/OPV - OR polio titer results.
 - If polio titer results are equivocal or low, a booster vaccine of IPV is required.
- **Tuberculosis Screening** – Documentation and submission of a non-reactive

tuberculin skin test, negative IGRA blood test, QuantiFERON Gold TB blood test, OR T-spot blood test is required by August 1.

- Any learner with a history of BCG vaccine must have a T-spot or QuantiFERON Gold blood TB test annually and submit documentation by the date required above.
- Any learner with a reactive tuberculin skin test must have a T-spot or QuantiFERON Gold TB blood test.
 - If POSITIVE – Documentation of a Chest x-ray with NEGATIVE results and a physical examination indicating that the learner is free of active tuberculosis within six (6) months of the first day of class is required.
 - Learners with a POSITIVE TB test and a NEGATIVE Chest x-ray will be evaluated for latent TB and required to comply with taking recommended medication under Direct Observational Therapy according to CDC guidelines. If at any time while in the program, should the latent TB convert to active TB, the learner will be placed on an immediate [leave of absence](#).

Physical Exam

UIWSOM requires learners to submit a completed and signed medical health history and physical examination form on the approved UIWSOM form before matriculation.

Academic Policies

General regulations for graduate studies are published in the UIW Graduate Bulletin available at: <https://uiw.smartcatalogiq.com/en/2024-2025/graduate-catalog/>

Academic Standing

To be considered in satisfactory academic standing, a student:

- Must be enrolled full-time in the MBS program
- Cannot have withdrawn from an MBS course
- Must have at least a grade of B (80%) in each of the current semester courses
- Must maintain a minimum cumulative GPA of 3.0 for all completed courses
- Must not have any professionalism issues on record in the MBS program
- Must adhere to the policies outlined in the current UIW graduate catalog and the current MBS handbook

Students who do not meet these criteria are in unsatisfactory academic standing and are ineligible to hold any office in any UIWSOM or MBS organization, serve as a representative of UIWSOM and/or MBS, hold any student leadership roles, participate in extracurricular projects or activities, or travel on behalf of UIWSOM or MBS.

If a student does not comply with the above, they may be referred to the MBS Student Progress Committee (SPC). A student's academic standing may return to "satisfactory" when the necessary requirements are fulfilled.

Extra Credit/Reassessment/Remediation Policy

This policy is designed to provide academically eligible students with the opportunity to increase a course grade by proving mastery of the course material. The decision to offer extra credit, additional assignments, reassessment, and/or remediation is at the discretion of each course director. Details will be provided in each course syllabus. Please see your course director for more information.

Attendance Policy and Procedure

Class participation requires class attendance and knowledgeable contribution to discussions. Given the intense nature of the curriculum, learner engagement is essential to maximize the learning experience. Thus, attendance, on-time arrival, and staying for the duration of the class period are required.

If a learner is unable to attend class, the absence must be submitted via the [Absence Request Form](#) and they must notify the MBS Program Coordinator immediately via UIW email. No more than 5 business days can be missed from one semester without approval from the Office of Student Affairs. This includes single day absences and consecutive absences. Documentation (proof of a positive COVID test, note from a physician, etc.) may be required; documentation must be provided to the MBS Program Coordinator and the Office of Student Affairs by the date indicated on the request.

If a learner misses more than 5 days in a semester, the learner will receive a letter of unsatisfactory standing and may be called to appear before the MBS Student Progress Committee (SPC). Each Course Director will determine appropriate makeup work for missed classes in their course.

A learner who arrives more than 10 minutes late for class without permission from the Course Director will be considered absent for that class. A learner who leaves class early without permission from the Course Director will be marked absent for that class.

For any absences related to professional development trips (e.g., medical mission trips, interviews), the learner must contact the Office of Student Affairs for approval 10 business days before the scheduled absence.

Absences involving assessments (including but not limited to all examinations and quizzes) require documentation (proof of a positive COVID test, note from a physician, etc.) prior to the start of the examination. All documentation should be sent to the MBS Program Coordinator and Office of Student Affairs. Acute illnesses and emergencies require documentation within 3 business days of the first missed assessment. If no documentation is provided, the missed assessment may result in a score of zero. Multiple missed or rescheduled assessments will be referred to the MBS SPC.

Course-Related Travel

MBS students may be able to travel to an academic conference if they have an MBS-related abstract for a poster or podium session accepted. Any student who has an opportunity to travel to a conference must submit the [MBS Student Travel Request Form](#) to let MBS program leadership know that they have submitted an abstract.

If the student's abstract is accepted, the student must forward the acceptance to the master's program coordinator. Student travel eligibility is determined by their academic standing (refer to the Academic Standing policy in this handbook), including professionalism concerns.

If the student is given permission to attend the conference, they must inform all course directors of the dates they will be absent and determine how to make up any missed assignments or other work. The student must contact the MBS program coordinator to discuss travel arrangements.

MBS program leadership is not obligated to approve travel requests. MBS program leaders reserve the right to deny travel requests based on professionalism concerns, excessive absences, or course schedule.

Assignments and Written Work

Written work is due on the specified date unless a faculty member has approved an extension. A learner must request an extension from the Course Director before the deadline for the assignment. All written work should be written in APA format unless otherwise specified in the 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.

https://www.uiw.edu/orgs/graduate_studies/Support/writing.html

Audio/Video Recording

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

Academic Integrity

The UIWSOM is strongly committed to the nurturing of academic excellence and requires its learners to observe high standards of academic honesty and professionalism. The University expects its learners 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. Academic dishonesty will be addressed by the UIW policy on [Academic Integrity](#).

Campus Policies and Procedures

Safety Mission

UIWSOM is committed to providing a safe and secure environment for faculty, staff, learners, and visitors where security, freedom of movement, and individual interests are balanced with community needs. UIWSOM enhances safety through the visibility of security personnel, preventive patrols, positive conflict resolution, and crime prevention and awareness programs. UIW police and security personnel enforce UIW policies and established federal and state laws and collaborate with local law enforcement to fulfill the university's mission. Mutual respect and responsibility are the hallmarks of the UIWSOM community.

Building and Grounds Etiquette

When UIWSOM's learning spaces (e.g., ILS #2, ILS #4) are not used for formal instruction, they are available to learners to use for quiet study. Periodically, these areas are used for other events; therefore, learners who use these spaces shall remove their possessions daily.

UIWSOM is not responsible for items left behind. Learners should check with the Office of Admissions and Student Affairs to determine if missing items have been turned in. Items not retrieved from OASA within 30 days may be disposed of or donated to charity.

Study areas are available for learners throughout the campus. Some areas may require specific procedures (i.e., reservations) for use, while other areas are open access on a first come/first-serve basis. Learners will be made aware of the procedures regarding the use of these study areas annually. Learners are asked to be considerate of others and refrain from placing belongings in study areas when not in the room in an attempt to occupy or reserve the room for future use. Concerns regarding learner misuse of study areas should be brought before the Office of Admissions and Student Affairs.

While on campus, everyone needs to consider the effort it takes to keep the property and its landscapes in order. These are provided for the learner's sake, and UIWSOM encourages learners to take advantage of the campus and enjoy the atmosphere and walking paths. For safety reasons, learners are asked to refrain from walking on plant beds, cross lawns, or entering restricted areas. The pathways are provided for learner safety. UIWSOM encourages and often hosts outdoor activities that are planned.

Use of campus facilities for unauthorized activities and events is not permitted. Learners should contact OASA with requests for campus access beyond learning activities.

Campus Safety and Access

All UIWSOM learners, faculty, and staff are responsible for campus safety. The campus is available for learner access during announced times. The use of UIWSOM IDs is required to access the buildings during approved hours.

Learners receive a UIWSOM learner photo identification badge at the beginning of the year, which is used for identification and access privileges such as entry to campus buildings, access to facilities and services located at Broadway and Hildebrand Campus, and identification while on clinical rotations.

UIWSOM identification badges must be worn or displayed in plain sight by learners, faculty, and staff at all times when at the UIWSOM. Learners and employees shall badge into campus buildings individually. Learners and employees who cannot display their badge for whatever reason must acquire a temporary access badge from the Office of Admissions and Student Affairs for use for 24 hrs. After 24 hours, the temporary badge must be returned, and a new badge issued (if the existing badge is lost).

Lost or stolen badges shall be reported to the Office of Admissions and Student Affairs immediately so that they may be deactivated for security reasons. Prompt reporting is essential and is a duty of all UIWSOM community members.

Student Parking

Parking is permitted in designated student areas only. UIW parking decals are required for all vehicles parked on UIW or Brooks campuses. See more about parking areas and decals on the Business Office Page or by logging into Cardinal Cars from Cardinal Apps.

Security

The UIW Police Department's mission is to provide effective support, public assistance at every opportunity, and a safe environment through safety awareness and law enforcement. Please refer to the UIW Police Department website for more information about security, emergency notifications, and campus safety. Campus security is provided by Watchmen Security a privately-operated contractor providing service 24 hours a day, seven days a week. The Security Desk number is 210-283-6340 and the mobile number is 210-667-0320. Security officers are available to walk learners and employees to their vehicles if requested.

CardinalMail

UIW students are issued a university email address called CardinalMail. CardinalMail is the official method of communication between campus administrative offices and students. Students must check their official email account daily; it is an expectation that students read all notices within 24 hours of receipt.

Adverse Weather and Class Cancellation

The safety of UIW faculty, staff, and learners is the priority during adverse weather conditions. Adverse weather is defined as any weather condition that would make it necessary to delay or suspend classes and services. When an adverse weather event occurs in San Antonio, the Provost will decide to suspend or delay classes.

If a learner is unable to travel safely to any learning activity due to adverse weather conditions, it is the learner's responsibility to contact the appropriate faculty or clerkship director and the Office of Admissions and Student Affairs. The learner is accountable for all learning outcomes for that day.

Pets

The purpose of this policy is to provide for the health and safety of UIW learners, faculty, staff, and visitors and the protection of UIW property. Rules have been established to meet the needs of pet owners while protecting UIW students, faculty, staff, and visitors who may use service animals, have fears, allergies, or which could cause a pet to interfere with that person's ability to work or study. For information on the UIW Pet Policy, please refer to the specific information found at [Pet Policy](#).

Children on Campus

While there may be times learners will want to bring children on campus, UIW takes the position that minors/children should not be brought into offices, classrooms, and other instructional and support areas*.

Knowing the long hours learners are on campus, children and spouses can join MBS learners for a limited time (up to one hour) during mealtimes in the Building 2 dining hall and patio, and Chapel only. Children are always to be supervised.

In addition, there may be special campus events where family members, including children, are invited to participate. These events will be identified as such, and minors/children are expected to be supervised during their time on campus. Visitors invited by specific departments, such as high school learners invited to tour the campus, are to be chaperoned and are the responsibility of the sponsoring department.

Finally, since MBS learners are responsible for the behavior of any accompanying minor/child on campus, they may be subject to disciplinary actions for any disruptive or destructive behavior by the minor/child.

**This policy addresses health and safety matters relating to minors/children (a person under the age of 18) on all premises owned and/or operated by the University of the Incarnate Word, including the main campus, Incarnate Word High School, and St. Anthony Catholic High School. The policy applies to all learners, visitors, vendors, guests, and volunteers on all campus locations.*

External Guest Speakers on Campus

An "external guest speaker" is deemed as anybody who is not a paid employee of the UIW who will be addressing a group at a session or meeting. Faculty, student organizations, and administrators may schedule external speakers. However, all external guest speakers must submit a request via Engage through OASA who will submit the request to the Dean for a final decision.

Social Media Policy

This policy applies to all 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 students who use social media as part of their personal life. The UIWSOM subscribes to UIW's social media policy and Responsible Use of Computing Resources Policies which can be found [here](#).

Examination Policy & Procedures

Exams occur primarily within two different UIWSOM settings: classroom and anatomy laboratory. During examinations, these assessment areas are considered secure. The list below details what items are permitted and not permitted in an assessment area. Learners are responsible for storing personal items in a secure space during the assessment process.

Permitted and Non-Permitted Items for Assessment at the SOM

Note: Permitted items are subject to change depending on the nature of the assessment and faculty instructions

Permitted items

Items allowed on the desktop:

- Student ID
- Personal laptop
- Laptop charger
- Laptop stand
- Beverage bottle with lid

Items allowed on the back of the chair:

- One light jacket, sweater, or sweatshirt with empty pockets.

Non-Permitted Items

If you bring any items below you will not be allowed in the exam environment. You are responsible for keeping unallowable items in a secure environment.

- Laptop cases
- Large/bulky coats
- Backpacks, bags, purses, satchels, luggage, or briefcases
- Reference materials (e.g., books, notes, papers)
- Scrap paper or paper for taking notes (*this includes sticky notes or writing directly ON your computer*)
- Smartwatches, beeping watches, calculator watches
- Electronic devices including but not limited to cellular/smartphones, headphones, earbuds, cameras, video recorders, iPads, iPods, MP3 players, electronic organizers, calculators, fitness tracking devices, or other devices that may record or transmit data.
- Hats, baseball caps, and hoods (learners are permitted to wear religious or cultural head coverings if it does not interfere with the assessment process)

Provided Items

Pencils, earplugs, tissues, and scrap paper will be available for use during each assessment.

Learners must return scrap paper to the proctors at the end of the exam.

Examination Start Time

The official start time of assessments at UIWSOM is defined in the academic calendar, in the course outlines on CANVAS, and in an official email communication from the Program Director. Learners are required to be present in the assessment area 15 minutes before the start of each assessment. The assessment will begin with the reading of instructions.

If learners arrive after the official start time, they will have to complete the assessment by the official end time. Extensions of time will not be granted due to late arrival.

Learners will not be allowed into the assessment environment if they arrive 30 minutes or more after the official start time.

After beginning the exam, learners must not close the exam browser during any part of the assessment unless under the direct supervision of a proctor(s).

Student Laptops for Examinations

Student laptops are required for some assessments and must be in good working order. There are a limited number of laptops available for major computer malfunctions during assessments. It is expected that learners must ensure that their laptops meet the minimum requirements for examination software.

Absence from an Assessment (Make-up exam)

A learner who is unable to be present for an assessment due to either serious health conditions or other extreme extenuating circumstances must contact the MBS Administrative Assistant to report an absence. The learner must contact the Program Director and the Course Director to determine an appropriate date/time for their rescheduled assessment.

The rescheduled assessment will occur at the discretion of the Course Director within ten business days from the date of the original exam. To validate absence from an assessment, a learner shall provide appropriate documentation within five business days from the day of absence, or it will result in an unexcused absence from the exam.

Learners will not be able to take rescheduled assessments via e-mail or any other remote arrangement unless the examination has been delivered to the entire class in that same modality.

An undocumented or unexcused absence for an assessment may result in a “0” for the exam. A learner who does not provide the necessary documentation to justify an absence from an assessment or who is absent without excuse may not be granted the opportunity to reschedule an assessment and may be referred to the MBS Student Progress Committee. Requests for rescheduling exams regularly may also be referred to the MBS Student Progress Committee for evaluation.

Disruptive Behavior

A learner engaging in disruptive behavior, defined as behavior that interferes with the assessment environment of other examinees, will receive a verbal warning from a proctor. If the disruptive behavior continues, the learner will be removed from the assessment area and escorted to the Office of Admissions and Student Affairs. The Associate Dean for Admissions and Student Affairs, in consultation with the proctor(s) and the Program Director, will evaluate the situation and decide on the appropriate next steps for a learner who has engaged in disruptive behavior during an assessment. The learner may also be referred to the Student Progress Committee.

Irregular Behavior

Irregular behavior includes all actions or attempted actions on the part of a learner that would or could subvert the assessment process. Examples of irregular behavior include, but are not limited to:

- Failing to comply with any assessment policy, procedure, rule, or instruction of a proctor;
- Obtaining unauthorized information concerning an assessment or giving such information to another learner;
- Communicating or attempting to communicate about the content or format of the assessment with another learner or with any outside source (including the use of a phone, smart device, program, application, electronic eyeglasses, or writing instrument) or by any other means, during an assessment;
- Impersonating a learner or engaging a proxy to take an assessment;
- Helping another person to cheat on an assessment;
- Reading or copying another learner's responses during an assessment;
- Possessing or consulting unauthorized materials or tools during an assessment;
- Making notes of any kind during the assessment except on permitted materials;
- Taking photos or recording assessment materials;
- Reconstruction of assessment content through memorization;
- Removing or attempting to remove any scrap paper from the assessment environment;
- Without proper authorization, beginning an assessment before the prescribed time or continuing to work on the assessment after the prescribed time;
- Failing to submit all assessment materials after the assessment or removing assessment materials from the room without proper authorization;
- Submitting work produced with unauthorized collaboration or assistance.

A learner observed or reported to have engaged in irregular behavior during an assessment will receive a verbal warning from a proctor and may be moved to a different seat for the remainder of the assessment or removed from the assessment area.

Removal from the assessment area will result in the collection of the assessment and a “0” for the assessment. Any learner who is removed from the assessment area for irregular behavior will be escorted to the Office of Admissions and Student Affairs.

Academic Evaluation

The MBS program upholds the same guidelines outlined in the Graduate Bulletin - [Academic Regulations](#).

Dress Code

A learner’s attire and appearance should be appropriate for the context, including the physical setting, activities to be performed, others in attendance, and expectations set by the UIWSOM or faculty member. Open-toed shoes are not acceptable footwear in the anatomy lab for safety reasons.

MBS Student Progress Committee

The UIWSOM MBS faculty is responsible for identifying learners who are not meeting academic standards, evaluating whether deficiencies can be remediated, and determining when a learner should be dismissed. This responsibility is administered through the Student Progress Committee (MBS SPC) as the representative body of the faculty-at-large. The MBS SPC is responsible for reviewing matters related to grades, academic performance, and professionalism. To carry out this charge, the MBS-SPC may consider a learner's cumulative record and based upon an overall consideration of the learner’s grades, demonstrated knowledge, professional behavior, and other pertinent factors may decide whether a learner should continue in the program, continue with remedial work assigned, be dismissed, or considered for other sanctions as circumstances warrant.

The MBS SPC is charged with reviewing violations of academic standards and professional conduct and enforcing applicable policies. Decisions made by the MBS SPC are forwarded to the appropriate Associate Dean(s) and the Dean of the Graduate School.

The composition of the committee includes five voting members, including a Chair appointed by the Dean of the School of Osteopathic Medicine, as follows:

- Five UIWSOM MBS Program Faculty.
- Nonvoting members: Director of Student Affairs at UIWSOM, Director of MBS Program (ex officio).

Matriculating to the DO Program

Learners enrolled in the MBS program who wish to apply to the UIWSOM DO program:

- Must have a minimum 3.4 cumulative GPA after the fall term to be eligible for a faculty committee letter of recommendation
- Will automatically receive the UIWSOM supplemental application. The \$50.00 supplemental fee is waived

- Are guaranteed an interview for the UIWSOM DO program

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

UIWSOM offers guaranteed admission to MBS students with a minimum 503 MCAT and cumulative GPA of 3.5 at the conclusion of the MBS program.

Academic Support

Learners having trouble with academics or who are seeking assistance in improving their study and learning strategies, and promoting successful transitions throughout their education, should seek assistance from Academic Support personnel. Additional information can be found on the Academic Support website.

- Dr. Sarah A. Lang, Director of Academic Support, slang@uiwtx.edu
- Ms. Venessa Matthews, eLearning Specialist, and Program Coordinator, ygsanche@uiwtx.edu

Services include individual and group support in areas such as:

- Concentration and memory
- Motivation and goal setting
- Note-taking and reading
- Stress management and test anxiety
- Study and learning strategies
- Test preparation and study planning
- Test-taking strategies
- Time management and organization

Information and Learning Resources at UIW and UIWSOM

The Information Resources Division provides library and technology services to learners to ensure a successful and rewarding academic experience at UIW. At the UIW Broadway campus, the technology departments include Technical Support, Enterprise Applications, Infrastructure, Web Development, Mobile Applications, Instructional Technology, and Media Services. On the SOM campus, learners receive technical assistance through the Office of Medical and Interprofessional Education.

UIW Libraries

[UIW Libraries](#) are comprised of five libraries including the Mabee Library (at the Broadway and Hildebrand campus) which supports the related health sciences programs: nursing, physician assistant, nuclear medicine, kinesiology, athletic training, nutrition as well as chemistry, and biology; the George W. Brackenridge Library at the Feik School of Pharmacy; the George W. Brackenridge Library at the Rosenberg School of Optometry; the Geneva R. Johnson Library at the School of Physical Therapy, and the School of Osteopathic Medicine Library.

UIW Library Collections

The UIW library collection consists of more than 200 databases, over 40,000 electronic books, and approximately 90,000 electronic journal titles. The health science collections include subscriptions/access to 70 life science core and health science databases, including several evidence-based medicine databases. Access to an extensive number of health science journal articles is supported through package purchases/subscriptions to biomedical offerings and through the identification of stand-alone subscriptions for several embargoed titles.

Collections can be discovered using Primo, the library's discovery tool. There are direct links to library databases and electronic journals. Health science learning resources at UIW are managed by five health science librarians. Collection development decisions include recommendations made by faculty, learners, and administrators in the programs and are enhanced by the expertise of the health science librarian for specific disciplines.

Accessing E-Resources

Learners may gain full access to the databases and other online collections by visiting the library's web page. Remote users can log in to subscribed resources using their UIW network credentials, 24/7. Most electronic resources are protected by U.S. Copyright Laws and vendor licensing agreements; therefore, access is limited to current UIW users.

Interlibrary Loan

Materials not available at UIW may be obtained from participating libraries throughout the world by clicking on the Interlibrary Loan Service link on the library's home page. UIW also participates in the TexShare Program. This program allows learners statewide access to library resources on-site at participating libraries. The University of Texas Health San Antonio also participates in this consortium.

The School of Osteopathic Medicine Library

The SOM Library is a modern health science library, serving learners, faculty, and staff. The SOM Library includes targeted resources of medical literature consisting of books and journals. It also offers an extensive online collection of over 200 electronic databases (many of which are specific to health sciences) and includes peer-reviewed/scholarly journals, current periodicals, eBooks, government documents, and streaming media. Other services and programs of the SOM Library include reference and research consultation, interlibrary loan, group study rooms, equipment circulation, and use, printing and copying, etc. SOM Library is in building 3 and has multiple study rooms available for check out, a dedicated quiet area, and an informal study area that has walking treadmill desks. A couple of study rooms may be checked out in advance online through the library website.

Hours for the SOM physical library are available on the library website available 24 hours a day, seven days a week, from either on-campus or off-campus. The current address is <http://libguides.uiwtx.edu/som> and has direct access to the UIW Library catalog, library contact information, and relevant databases.

Learners must have their ID with them when visiting the library. The card is required to access the facilities. In addition, a UIW student ID card must be used each time materials are borrowed from the library. Only the person pictured on the ID—and in satisfactory academic

standing with the library— are eligible for borrowing materials. Proxy borrowing privileges will be considered only under special circumstances. Approval must come from the library director.

Circulation and Reference Desk

The Circulation and Reference Desk, located at the entrance to the top floor of Building 3, is where patrons may borrow and return materials, (including course reserve materials), and check out group study room keys, laptops, and other small equipment. Other circulation services include picking up Interlibrary Loan items. This desk also serves as a place where learners can ask for research assistance, information about library resources/services, and brief one-on-one research help to get them started. The Director of Library Services is a health sciences librarian who schedules one-on-one consultation meetings for more in-depth information needs.

Photocopiers

The library maintains two multifunctional printers/copiers/scanners, one within the library across from the Circulation and Reference Desk and one in the informal reading room on the first floor. Learners require their Student ID cards to pay for photocopies.

Library Study Areas

Quiet and Collaborative Study Areas

Because a learner's study needs include individual and group study, the library has made a focused effort to provide both collaborative and individual (quiet study) spaces on the first floor of the library.

Group Study Rooms

A total of ten group study rooms are available for collaborative work. Keys to group study rooms may be checked out at the Circulation and Reference Desk for use by groups of two to ten UIWSOM learners. Policies governing the use of these rooms can be found on the library's website.

Information Technology

[Information Technology](#) provides technical service and support to the UIW community. The SOM community has multiple ways to access technical support. While IT and Help Desk serves all UIW, SOM also has dedicated support specialists on location. These tech experts work with all departments within IT and Help Desk representatives will assign tickets to the SOM support specialists as needed.

Service Portal

The [Service Portal](#) is an added support feature implemented in Summer 2021, with more features to come throughout the year. This system provides an artificial intelligence-backed solution for one-stop help across all UIW using knowledge base resources, chat, and live support.

Help Desk Services – General Technical Support

(210) 829-2721 and helpdesk@uiwtx.edu as well as connected to the Service Portal
Hours of Operation: Visit [Help Desk Services](#) for current information.

Location: Lower Level of the UIW Student Engagement Center, Broadway Campus

Help Desk Services provides support for username, password, email, Cardinal Apps, computer hardware, software, Canvas, network, audio/visual equipment, and instructional technology.

Health Professions Technology Support Specialists – SOM Specific Support

(210) 619-7100 and helpdesk@uiwtx.edu as well as connected to the Service Portal SOM

Help Desk Hours of Operation: Monday through Friday 7-8 am and 12-5 pm Location:
Building 3, SOM Campus

The SOM Health Professions Technology Support Specialists are located on campus to provide general technical and training support for learners. Technical support and training include hardware and software installation, troubleshooting Windows and Macintosh OS-based computers, phones, and tablets, maintenance of network connectivity, and supporting the use of a variety of commonly used applications. Requests are prioritized and resolved in an effective and timely manner in person as well as by email, phone, chat, or remote session.

Canvas – Learning Management System for UIW

24/7 Canvas support is available by phone at (844) 384-5742 or by chat inside the Canvas system by clicking on the Help option in the Global Navigation menu. Canvas representatives will provide step- by-step assistance for using any of the Canvas features. [Student Guides](#) are available for your reference.

IT Policies and Procedures

The university has several policies that govern how learners, faculty, and staff use technology and software while at the institution. These policies include acceptable and non-acceptable use of information resources at UIW. For a complete list of these policies, go to [IT Policies and Procedures](#).

Student Laptop Requirements

Visit [Learning Online](#) for more information.

Windows Recommended	Windows Minimum Required	Mac Minimum Required
Operating System: Windows 10 (Service Pack 1909 minimum) Processor: Intel i7 or AMD Ryzen 7 Processor: 3.0 GHz RAM: 16GB Hard Drive Space: 500GB or 1TB SSD Web Browser: Google Chrome's latest version Camera: Built-in or add-on	Operating System: Windows 10 Processor: Intel i5 processor or AMD Ryzen 3-5 processor RAM: 8GB - 16GB Hard Drive Space: 256GB SSD Web Browser: Google Chrome's latest version Camera: Built-in or add-on	A Windows OS computer is preferred during assessment weeks. Operating System: OS X 10.15 Catalina Processor: Intel i5 or AMD Ryzen 3-5 Minimum Processor Speed: 2.7 GHz

WebCam (720p or higher resolution) with microphone	WebCam (720p or higher resolution) with microphone	RAM: 8GB - 16GB Hard Drive Space: 256GB SSD Web Browser: Google Chrome's latest version Camera: Built-in or add-on WebCam (720p or higher resolution) with microphone
--	--	---

Computer Policy and Requirements/Recommendations

UIW and UIWSOM expect every learner in the MBS program to have a laptop computer at the start of the 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.

UIW provided students with five licenses to download **Microsoft Office** products to their computers. In the event a license was given from a previous institution, the UIWSOM help desk will need to activate the UIW license to their machine.

Information about Antiviruses (Free and Premium) can be found here:

<https://my.uiw.edu/ird/students/student-anti-virus-anti-spam-protection.html>

Students can visit [OntheHub](#) to purchase a variety of computer software at a discount.

Disclaimer

The student laptop program is managed by the UIW Bookstore. If a student 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.

Record of Change

For the 2019-2020 Masters of Biomedical Sciences Student Handbook

A change log is used to provide a trail of all approved changes made to the 2022 - 2023 MBS supplemental Student Handbook. Each change will be reviewed by the MBS Curriculum Committee and the MBS program Director, and approved by the UIWSOM Leadership Council before incorporating it into this document.

Updated versions will be communicated to the UIWSOM community of learners, faculty, and staff.

Published Date	Policy Edited	Page(s) Affected	Reason for Edits	Date UIWSOM sent notice of change
04/2018	Attendance Policy, Examination policy	Pg. 9; Pg. 13	Annual updates as per Program and University requirements	03/2018
08/2019	Professional policy, Examination policy	Pg. 16; Pg. 13	Annual updates as per Program and University requirements	05/2019
08/2021	MBS handbook	Pg. 1-19	Annual updates as per Program and University requirements	07/2021
08/2022	MBS handbook	Pg. 1-19	Annual updates as per Program and University requirements	07/2022
8/10/2023	Student Health and Program Requirements; Remediation Policy; Attendance Policy and Procedure; MBS handbook TOC	1-20	Annual updates as per Program and University requirements	08/2023
7/23/2024	Remediation Policy, Course Related Travel, Academic Standing		Annual updates as per Program and University requirements Added sections for Course-Related Travel and Academic	08/2023

			Standing Revised formally known Remediation Policy to Extra Credit/ Reassessment/ Remediation Policy	