



Master of Arts in Medical Sciences

STUDENT HANDBOOK 2023-2024

MASTER OF ARTS IN MEDICAL SCIENCES (MAMS)

Letter from the Program Director

Dear MAMS Student:

The MAMS program's legacy of outstanding student service, dedication to mission, and preparing students for health professional school provide you with the opportunity to determine your own destiny. The MAMS program is a one-year bridge or pathway program to graduate health professional schools. The MAMS curriculum, which is 10 months long and requires completion of 36 semester hours, emphasizes teamwork, highlights mentoring, promotes inter-professional education (IPE), and focuses on the cell/molecular/biochemical basis of health and disease. Additional instruction is provided in medical skills as well as the psychosocial basis of disease and treatment.

MAMS students are typically first generation, minority, late-blooming, or from disadvantaged backgrounds. Coursework taken alongside first-year medical students at Pacific Northwest University of Health Sciences College of Osteopathic Medicine as well as first-year doctoral pharmacy students at Washington State University coupled with standardized exam preparation, service-learning opportunities, mentorship, study strategies, club participation, and access to medical, physician assistant, physical therapy, occupational therapy, nurse practitioner, dentistry, and pharmacy school faculty/staff/students provide MAMS students with the capability to strengthen their applications as well as demonstrate their readiness for professional school.

Since the program's inception in 2012, 100% of students have graduated, over 50% of students have been minorities, nearly 94% of graduates have gained admission into a health professional school or job of their choice, and around 95% of MAMS students in professional schools have remained in good academic standing.

This Student Handbook is a compendium of procedures and guidelines to facilitate optimization of your MAMS experience. It is your responsibility to become familiar with this reference. Thank you for your interest in the MAMS program and best wishes for success.

Sincerely,

Mark Taylor, PhD
MAMS Program Director
Chief & Professor of Cellular Sciences

Table of Contents

MASTER OF ARTS IN MEDICAL SCIENCES (MAMS).....	2
Letter from the Program Director	2
RESOURCES – FINDING INFORMATION	4
General Contact Information	4
ACADEMIC CALENDAR and TIMELINE.....	5
MASTER OF ARTS IN MEDICAL SCIENCES PROGRAM.....	7
MAMS Educational Goals and Outcomes	7
Career Planning	7
Credit Hour Calculation	7
Educational Resources.....	7
Examinations and Other Assessments	7
Student Course/Faculty Evaluation Process	11
ACADEMIC STATUS.....	11
Academic Standing	11
Appeal of Dismissal.....	13
Grade Appeal	14
Readmission	14
APPLICATION AND INTERVIEW AGREEMENTS	15
GRADUATION	15
Commencement Application	16
Graduation Requirements	16
DISCLAIMER.....	17
STATEMENT OF CERTIFICATION	17

RESOURCES – FINDING INFORMATION

Please refer to the [current Student Catalog](#) or the [PNWU Policies Library](#) for all student related policies and the PNWU [Student Handbook](#) for university procedures. The [PNWU.edu](#) website is a resource for all the latest news, University calendar, forms, directory, and links to other important information. The MAMS Student Handbook is a compilation of procedures and guidelines that provide the framework of expectations for academic performance, conduct, behavior, and professionalism as a health professions student at PNWU.

General Contact Information

Office	Email	Phone
MAMS Program Director	mtaylor@pnwu.edu	509.249.7712
MAMS Program Manager	malegria@pnwu.edu	509.249.7158
Assessment	assessment@pnwu.edu	509.249.7997
Disability Services	ods@pnwu.edu	509.249.7724
Enrollment Services	info@pnwu.edu	509.249.7888
Academic Records	registrar@pnwu.edu	509.249.7818
Admission	admission@pnwu.edu	509.249.7888
Financial Aid	finaid@pnwu.edu	509.249.7889
Facilities	facilities@pnwu.edu	
Human Resources	hr@pnwu.edu	509.249.7810
Immunizations	immunizations@pnwu.edu	
Campus Health Nurse	nurse@pnwu.edu	509.249.7903
Library	library@pnwu.edu	509.249.7745
Office of Scholarly Activity	osa@pnwu.edu	509.249-7859
President's Office	president@pnwu.edu	509.249.7720
Security	security@pnwu.edu	509.249.7727
	Campus Security Phone 24/7	509.823.3346
Student Affairs	studentaffairs@pnwu.edu	509.249.7724
Technology Services	help@pnwu.edu	509.249.7777

ACADEMIC CALENDAR and TIMELINE

This is an overview of events and due dates for requirements throughout the academic year. A day-by-day course schedule will be available to each student on the PNWU Calendar.

Description	2023-2024
Incoming Students complete matriculation document requirements <ul style="list-style-type: none"> • Criminal Background Check • Provide Immunization Records • Proof of Health Insurance Coverage • On-line training: HIPAA, Bloodborne Pathogen, Hazard Communication, Sexual Assault Prevention (Title IX) • CITI Human Subjects training 	July 1, 2023
New Student Required Orientation Must complete on-line orientation modules prior to orientation week.	Week of July 31, 2023
Fall Term Begins – tuition due	August 7, 2023
Last Day to Withdraw with a Partial Refund	August 25, 2023
Labor Day (No Classes*)	September 4, 2023
Constitution Day	September 18, 2023
2023-24 FAFSA available	October 1, 2023
Mid-Term for Fall Term	October 6, 2023
Annual flu shot documentation due	November 1, 2023
Veterans Day (No Classes*)	November 10, 2023
Thanksgiving Break (No Classes*)	November 22 - 24, 2023
Fall Term Ends	December 15, 2023
Fall Term Grades Due	December 22, 2023
Spring Term Begins – tuition due	January 8, 2024
Martin Luther King Day (No Classes*)	January 15, 2024
Last Day to Withdraw with a Partial Refund	January 26, 2024
Presidents' Day (No Classes*)	February 19, 2024
Graduation Application due	March 1, 2024
Mid-Term for Spring Term	March 8, 2024

Spring Recess (No Classes*)	March 11 - 15, 2024
Submit Graduation Regalia Order	April 14, 2024
Spring Term Ends	May 17, 2024
Graduation Activities	May 17, 2024
Commencement Ceremony	May 18, 2024
Spring Term Grades Due	May 24, 2024

MASTER OF ARTS IN MEDICAL SCIENCES PROGRAM

MAMS Educational Goals and Outcomes

Achievement by graduates of the four (4) main MAMS program learning objectives/outcomes listed below will strengthen student applications and demonstrate readiness for health care professional school or employment within the health care field. MAMS students/graduates will:

1. Demonstrate a fundamental understanding of the basic sciences that underlie the health professions as well as disease and treatment.
2. Relate a basic understanding of the methods used in scientific inquiry and data analysis as well as presentation of scientific/medical data, thereby facilitating preparation for evidence-based practice or research.
3. Show an elementary understanding of the clinical skills, roles, and decision-making standards that guide health care practitioners.
4. Integrate a functional understanding of professionalism, cultural awareness, and interprofessional education applicable towards optimal patient care, team-based practice, and scholarly activity.

Career Planning

Career guidance is provided during the Health Professions courses, BIOMED 509 and 510.

Credit Hour Calculation

Course directors use the following credit hour definition during the preparation of the course syllabus. Course directors may request adjustments to the course credit hours by submitting a request to the MAMS Curriculum Committee.

- Lectures, presentations, demonstrations, faculty directed study, examinations: One credit hour equals 15 contact hours with an expectation of two hours of out of classroom study time.
- Teaching laboratory, simulation laboratory experiences, clinical laboratory experiences, scientific foundations interactive lessons: One credit hour equals 30 contact hours.

Educational Resources

PNWU has created a customized list of publisher titles that are strategic to the curriculum. The custom list of publisher titles supports the curriculum in a copyright compliant environment.

Examinations and Other Assessments

There are two terms in the academic year. Students are evaluated on the basis of their performance on assignments, as well as on their achievements on regularly scheduled written and practical examinations. The results of the examinations, along with reports concerning attendance, conduct, and potential professional attributes, are considered by the Student Progress Committee as they determine eligibility for promotion or graduation.

Exam Guidelines

Assessment Requirements:

- Electronic testing software (Examplify) is required to be pre-loaded and registered on the student's testing devices, specifically on their laptop and/or iPad. Students can choose to use either their laptop or iPad for assessments, unless specifically told otherwise.
- The assessment file must be already downloaded to the testing device prior to entering the assessment room.
- Students are required to ensure that their testing device is charged and working. If the testing device is not working, the student must request a loaner iPad from the proctor or a loaner laptop from the IT Help Desk for the assessment.
- A privacy screen on the student's testing device is required. The privacy screen is subject to examination by the proctor and must cover the entire screen. The privacy screen must block all peripheral views greater than approximately 30 degrees on either side of the student.

Promptness for all Assessments:

- Exam start time will be defined by <http://www.time.gov/>, not by watches or other devices.
- Start times for lecture quizzes, CIL quizzes, post-tests, and all other assessments will be defined by the course syllabus, although it is subject to change with no notice, as determined by the lecturer. It is the student's responsibility to be present before the start of the assessment.
- Arrive in designated room and be seated at least 5 minutes before the scheduled start time of the exam. Students must be in their seat with the testing device turned on and ready to start by the scheduled assessment time. The student must wait for instructions from the proctor to begin the assessment.
- Students who arrive late will be granted entrance but are subject to disciplinary action. Students who arrive late will not receive the full testing time and must finish their assessment by the scheduled end time. Names of late students are submitted to the program director for potential documentation of counseling (DOC).

Examination Materials:

- Permitted
 - The only items permitted within the exam room are two writing instruments, a computer or iPad with charger, and privacy screen. Personal items are not allowed, unless granted as part of an approved accommodation.
 - Noise-reducing headphones are allowed, but they must be the same make and model approved by NBOME at Testing Centers, currently Koss SB45. During assessments that include audio questions, headphones will be provided by the proctor.
 - Scratch paper may be permitted for some assessments and is provided by the proctor, if allowed. Students are not permitted to use their own scratch paper. Students may not use the scratch paper provided by the proctor until they have logged in to the exam and are viewing the first question.

- One beverage is permitted but is subject to examination by the proctor.
- Students are permitted to use an unmarked elevated stand for their testing device. The stand is subject to examination by the proctor. If the proctor determines that the elevated stand is a hindrance to exam security or is a potential distraction to other students, the student may be required to move to a different location in the testing room.
- Prohibited
 - No personal items are permitted in the exam room, including but not limited to, backpacks, bags of any sort, books, notebooks, cases for glasses, Kleenex packets, smart watches, cell phones, electronic devices other than the testing device.
 - It is highly suggested to place all backpacks, bags of any sort, outerwear, headwear, books, notebooks, smart watches, cell phones and electronic devices of any kind in student lockers. Any students who bring prohibited item(s) into the assessment room will have the item confiscated by the proctor and will be reported to the program director for potential documentation of counseling (DOC).
 - Food is prohibited during exams unless authorized as part of an approved accommodation.

During the Assessment:

- Talking is not allowed during assessments, unless otherwise instructed. Neither proctors nor faculty members who are present in the room are allowed to answer questions about the content. Proctors will only provide assistance on the exam structure, such as locating an image or other attachment.
- Students who have electronic malfunctions are required to immediately bring their device to the proctor for assistance.
- Students are permitted to take restroom breaks if the exam time is two hours or longer. Students must sign out, exit, and re-enter through the designated exit, as determined by the proctor.
- It is the responsibility of each student to promptly upload all Exemplify assessments. Before closing Exemplify at the end of each assessment, students should verify that the assessment has been successfully uploaded. In the event that an assessment was taken on time, but did not upload successfully, students have until one (1) business day after the end of the course (i.e., final exam) to contact the Student Assessment Office for assistance. The Student Assessment Office will verify on-time completion of any late assessment, before including the score in the course gradebook. Students will not receive credit for any assessment not completed before the initial deadline unless it falls within the approval of an excused absence.
- Students are prohibited from re-entering an exam room after finishing an assessment. They may only re-enter the room after the proctor removes the testing signs.

After the Exam:

- Students must submit all scratch paper to the proctor. Students are required to write their first and last name on used scratch paper.
- Students must verify their exam upload with a proctor prior to leaving the exam room.

Make-up Assessments:

- Students are required to request and receive an excused absence from Student Affairs prior to scheduling a make-up assessment. All assessments (quizzes and exams) must be made up within five business days* after returning from an excused absence unless an extension was authorized by Student Affairs. Early testing is not permitted.
 - *For any excused absence during the final two days of the course, make up assessments must be completed within three business days from the end of the course.
- The dates and times for completing missed coursework/quizzes/exams will be at the discretion of the assessment office in coordination with the course director, as needed. Students should schedule make-up assessments, by email, with the assessment coordinators for all assessments administered with ExamSoft and with the appropriate course director for all other assessments. Students then will be informed of the date and time of the make-up assessment. Either the three-business day rule for the end of the course or the original five business day rule may be extended by the assessment office or course director to accommodate faculty or staff constraints on preparing or administering the make-up assessment.
- Students who do not attend their scheduled make-ups assessment may request and receive an excused absence from Student Affairs to re-schedule under the same time constraints as the original make-up. Students who miss their scheduled make-up assessment and are not granted an excused absence will receive a zero for that assessment. Students may appeal with the program director.

Examination Grades

- Determination of a passing score will be based on the mean minus one standard deviation from the mean, with a minimum score of 65 percent. If the mean minus one standard deviation from the mean is greater than 70 percent, 70 percent will be set as the passing score. If the mean minus one standard deviation from the mean is lower than 65 percent, 65 percent will be set as the passing score.

Course Grades

- Grades will be determined based on the contribution of the scores for all examinations and other assessments divided by the total of all points associated with those assessments. Consideration may be given for exams that are unevenly weighted, as well as for contributions to the final grade by inclusion of quizzes and other assignments as per the course syllabus.
- The course director will submit a final course grade report within five business days after the final course assessment. Students may access an unofficial transcript and grade report on-line at any time through PowerCampus Self-Service.

- Grading policies for each individual course will be provided within the course syllabus, including course description, learning outcomes and objectives.
- The results of examinations and reports concerning attendance, conduct, and potential professional attributes are submitted to the Student Progress Committee by Student Affairs. The Committee determines the student's eligibility for promotion and graduation.

Student Course/Faculty Evaluation Process

The purpose of the student evaluation process is to obtain student input on the content and delivery of PNWU's dynamic curriculum. The evaluation of both courses and instructors provides vital feedback from the learners, allowing for continual enhancement of PNWU's curriculum.

At the close of each course, all students will complete electronic evaluations of the course and the course instructors. The responses will be aggregated and provided anonymously to course directors and faculty after final course grades are processed.

ACADEMIC STATUS

The MAMS Student Progress Committee is comprised of faculty who evaluate student performance and certify student eligibility for graduation. The MAMS Student Progress Committee meets with students who fail to make academic progress and monitors these students throughout the program. The committee reviews all transcripts, records, and reports to determine if students in the graduating class should be recommended for graduation provided they have met the requirements to be eligible for graduation.

The Student Progress Committee will review and approve the names of those students eligible for graduation, contingent upon the successful completion of all academic, professional, and financial requirements of the University. The Student Progress Committee will submit the list to the program director to review and submit approved candidates to the provost for submission to the president and ultimately to the PNWU Board of Trustees for approval.

Academic Standing

The academic progress of each student is monitored and evaluated during the academic year by the Student Progress Committee. The academic advisor is notified of any changes in their advisees' academic standing. All periods of the student's enrollment count when assessing academic progress.

Academic Warning: Students placed on academic warning will receive a letter directing them to seek assistance from their advisor and Director of Student Success and Disability Services.

- Occurs automatically when a student's mid-term grade is below a GPA of 2.00, C grade.
- Students on warning status are eligible for financial aid until the end of the academic term. Warning status will not appear on official transcript.

Academic Suspension: At the end of the academic term a student whose overall GPA is below 2.00 or who completes less than 12 credits will be placed on academic suspension. The student will be notified by Enrollment Services and reported to the MAMS Student Progress Committee.

- a. The student may submit a written appeal to the MAMS Student Progress Committee explaining why they failed to make satisfactory academic progress, including any extenuating circumstance, such as injury, illness, death of a relative, or other circumstance beyond their control. The appeal must include supporting documentation and what has changed in their situation that will allow them to make satisfactory progress the next term.
- b. If a meeting is warranted, the student will be notified by secure email of the Student Progress Committee's meeting. The student will have the opportunity to present to the committee any mitigating circumstances which directly contributed to the poor academic performance.
 - Student Progress Committee meetings with students are private and confidential including, but not limited to, the names of participants, proceedings, discussion, minutes, and findings.
 - The following are prohibited in all Student Progress Committee meetings unless otherwise authorized in writing by the provost and Student Progress Committee chairperson: 1) electronic recording of the meeting, except for official minutes; 2) legal counsel; and 3) uninvited individuals.
- c. If the Student Progress Committee determines that the student should be able to meet the academic progress standards by the end of the next term, based on the appeal, a recommendation of placing the student on academic probation will be made to the program director within 72 hours of the concluded meeting.
- d. If the Student Progress Committee determines that the student will not be able to meet the academic progress standards a recommendation of dismissal will be made to the program director within 72 hours of the concluded meeting.
- e. The program director will then notify the student of the decision within five business days. The student is notified by certified letter and secure email.

Academic Probation: Students who successfully appeal academic suspension will be placed on academic probation, and will receive a letter regarding their status and conditions to remain on probation or return to good standing. The student will be monitored by the Student Progress Committee.

- Students on probation status must have an approved academic plan with specific timelines to return to academic good standing.
- Course withdrawals and repeats are allowed as part of a probation status and count as attempted credits.
- Probation status may affect a student's eligibility for financial aid. Probation status will not appear on the official transcript but will be part of the student's permanent record.

A student on warning or probation status may not participate in PNWU-sponsored extracurricular events or organizations, is not eligible for PNWU sanctioned travel, is not permitted to be listed on any active research study, and may not run for or hold the position of

class or club officer. At the discretion of the Student Progress Committee, warning or probation status may include additional restrictions from activities the Committee deems detrimental to academic performance.

A student regains satisfactory academic status by earning a minimum cumulative GPA of 2.0 and completing 67 percent of all attempted credits.

Appeal of Dismissal

If the student does not believe due process was properly followed the student may appeal a dismissal decision by submit a letter to the Provost Office detailing the deviation from policy or procedure within five business days of receipt of the dismissal letter. If the student submits new, relevant, contributing information to the Provost, the Provost will refer the student back to the Student Progress Committee to present the information.

- After the Request for Appeal is received by the Provost, the Provost's Office will acknowledge receipt of the appeal via email to the student.
- A real-time meeting is scheduled with the Provost and the student within 5 business days of receipt of the appeal.
- Following the Provost and student meeting, the Provost will review the student's request and provide a decision in writing within 5 business days.

If the Appeal is accepted by the Provost:

- The Provost writes a letter to the student approving the appeal within five business days of the meeting. The letter is copied to Student Affairs, Registrar, PNWU Security, and Director of Student Success.
- The notification letter to be sent via:
 - U.S. Certified Mail, request a signature required delivery receiptAND
 - Secure email, request a read receipt under Outlook Options, Mail
- If appeal acceptance includes time away, student will meet with Student Affairs to complete the separation process.

If the Appeal is denied by the Provost:

- The Provost sends a notification letter within five business days of the meeting. The letter is copied to Student Affairs, Registrar, PNWU Security, and Director of Student Success.
- The notification letter will be sent via:
 - U.S. Certified Mail, request a signature required delivery receiptAND
 - Secure email, request a read receipt under Outlook Options, Mail
- The student is required to contact the Office of Student Affairs to schedule an in-person meeting within 2 business days of the receipt of the appeal denial letter to complete the separation process. This meeting will include a representative from Financial Aid.

The Office of Student Affairs:

- Within 48 hours the student will meet with Student Affairs to complete the exit process and return items. The student will be charged for any items not returned within 10 business days. The Office of Student Affairs will contact the Finance Department to obtain the amounts owed for unreturned items.
- The student and the Office of Student Affairs representative will acknowledge items returned and complete checklist form.
- The student will meet with the Financial Aid representative in the Student Affairs Office.
- The student's PNWU email and badge will be deactivated at this time.
- Failure to complete the process will result in a stop list item being placed on all academic records and replacement charges incurred for any PNWU property not returned within 10 business days.

Grade Appeal

1. Seek informal resolution: the student who seeks a grade different from the one received should provide rationale for the grade change to the faculty member who assigned the grade and the course director. The involved faculty member(s) will then discuss the situation with the student and make a determination.
2. *Meeting with the program director.* If the student disagrees with the faculty member(s), the student may appeal in writing and discuss the situation with the program director. The written appeal must be made within 30 days of receipt of the grade.
3. After hearing from the student and the faculty member(s), the program director will make an informed decision and notify the student in writing within 10 business days.
4. All change of grades must be submitted to the Registrar.

Readmission

Students who have previously withdrawn from PNWU may apply for readmission following the University procedure.

Typical curriculum placements:

- Courses passed within 12 months of reenrollment may be audited
- Courses not completed must be retaken

Application and Interview Agreements

The MAMS program has established agreements with other PNWU academic programs as well as partner institutions to secure application invitations and/or interview agreements for MAMS students who meet specific criteria. Make an appointment with the MAMS program director to discuss criteria for any of the programs listed below.

- PNWU Doctor of Osteopathic Medicine program
- PNWU Doctor of Physical Therapy program
- PNWU Master of Science in Occupational Therapy program
- PNWU Doctor of Dental Medicine program
- WSU Doctor of Pharmacy program



MAMS courses that meet PNWU academic program prerequisites

The PNWU admission team will count the following MAMS courses as meeting academic prerequisites for other PNWU academic programs.

DPT Prerequisite	MAMS Course Equivalency
Human Anatomy with lab: 4 semester hours/or 6 quarter hours; do not recommend online or hybrid courses for lab (Human Anatomy preferred)	MAMS Course: Combination of BIOMED 511, 506, and 512
Human Physiology with lab: 4 semester hours/or 6 quarter hours; do not recommend online or hybrid courses for lab (Human Physiology preferred)	MAMS Course: Combination of BIOMED 511, 506, and 512
Psychology: 3 semester hours/or 5 quarter hours (Abnormal Psychology or Psychological Aspects of Disabilities preferred)	MAMS Course: Combination of BIOMED 507 and 512
Statistics: 3 semester hours/5 quarter hours	MAMS Course: BIOMED 508

GRADUATION

The graduation activities and ceremony are a celebration for you, your family, and the PNWU community of your achievement. The [graduation page](#) on PNWU.edu will give specifics on schedule of events, vendors for announcements, regalia, diploma frames, and photos along with required forms, surveys, accommodations, and frequently asked questions.

The graduating class president will contact students from that year's graduating class to nominate faculty hooders, determine class awards and gifts, and be the class representative to the graduation committee. Questions may be directed to [Enrollment Services](#).

Commencement Application

A graduation application must be completed to designate the student's intention to graduate and collect information for use in graduation activity preparation. Students will be notified when the graduation application is available for completion.

Participation in the spring graduation ceremony requires the student has or plans to complete the following:

- Complete a minimum of 36 semester credits at the graduate level within attempting 54 credits, 150 percent of the one-year program; and
- Maintain a minimum cumulative grade point average of 2.50.

Graduation Requirements

The Master of Arts in Medical Sciences graduation requirements are detailed in the student catalog. Part of those degree requirements include curricular, legal, and financial requirements. Below is a list of specific items that must be completed prior to the degree being confirmed.

- Complete the Federal Student Loan Exit Counseling for those who are a student loan borrower either while at PNWU or before
- Complete Commencement Application for the May graduation ceremony by March 1
- Purchase required academic regalia for commencement
- Enter a diploma address in Self-Service

DISCLAIMER

The Student Handbook represents information and requirements which may be altered from time to time by the University at its sole discretion. The provisions of the Student Handbook do not constitute a contract. The University reserves the right to change any provision or requirement at any time. The University complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. All inquiries regarding the Student Handbook should be directed to Enrollment Services at registrar@pnwu.edu or 509.249.7888.

Any recommendations for additions, deletions, or changes in the Handbook must be submitted in writing. Final approval must be granted by the provost. Most of the forms, policies and procedures referred to throughout this handbook are available on the University website, PNWU.edu.

STATEMENT OF CERTIFICATION

This handbook is certified to be true and correct in content and procedure as of the date of publication.

Mark Taylor, PhD – MAMS Program Director

Wayne Miller, PhD – Provost and Chief Academic Office for the University

Pacific Northwest University of Health Sciences is an equal opportunity institution.