



Master's in Biomedical Sciences
Student Handbook

Contents

Disclaimer.....	4
General Information	4
Vision and Mission Statement	4
College Faculty and Leadership	4
Notice of Nondiscrimination	4
Nondiscrimination Policy	4
Mandatory Reporting Policy	5
Commitment to Diversity.....	5
Admissions and Financial Aid.....	5
Office of Admissions	5
Financial Aid.....	5
Academic Information	6
Changes of Enrollment.....	6
Course Drop or Course Withdrawal	6
Student-Requested Withdrawal from MU-COM	6
College Required Withdrawal or Leave	7
Dismissal.....	7
Application for graduation.....	7
Transcript Request	7
Course Registration	7
Research and Scholarly Activity	8
Research-Related Absences from Mandatory Events.....	8
Course Catalog	8
Policies and Expectations.....	8
Educational Policies	8
Academic Integrity	8
Attendance and Absence Policies	9
Holidays and Make-Up Dates.....	9
Exam Administration Policy	10
Student Records.....	10
Audio or Video Recordings.....	11
Recordings of Learning Activities.....	11

Peer-to-Peer File Sharing	11
Professionalism and Behavior	11
Code of Student Rights and Responsibilities	11
Policy on Drug and Alcohol Abuse	12
Social Media	12
Usage of Computer Network and Email	12
Solicitation	12
Student Support Services	12
The Office of Student Affairs	12
Counseling and Consultation Services	13
Graduate Student Academic Support Services	13
<i>The Writing Center</i>	14
Student Healthcare	14
Safety and Security	14
Campus Police Services	14
911 Shield App	15
Campus Parking	15
Inclement Weather	15
Emergency Procedures	15
University Resources	16
Contact People and Offices	16
Student Government Association	17
Clubs and Organizations	18
Participation in National and International Organizations	18
Intramurals and Recreation	18
Dining Services	18
Student IDs	19
On-Campus Housing	19
Change of Name or Address	19
Campus Ministry	19
Mother Theresa Hackelmeier Memorial Library	20
Information Technology Resources	20
Canvas	20

MU-HUB	20
Computer Centers.....	20
Appendix	20

Disclaimer

This handbook serves as official notification to students of its policies, rules, regulations, and standards of conduct. The provisions of this handbook are not to be regarded as a contract between any student and MU-COM. MU-COM reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time as may be necessary in the interest of the College. The College also reserves the right to modify or discontinue any of the services, programs, or activities described in this handbook.

General Information

Vision and Mission Statement

Vision: To facilitate the development of knowledge, skills and confidence as students prepare for their chosen profession.

Mission: To foster student goals and resilience through academic rigor, while providing a guided and supportive environment that emphasizes the opportunities available to each individual student.

College Faculty and Leadership

A complete list of faculty, staff and administration of MU-COM can be found here

<https://www.marian.edu/osteopathic-medical-school/faculty-and-staff>.

Notice of Nondiscrimination

Marian University does not discriminate on the basis of race, ethnicity, color, sex, gender, gender identity, sexual orientation, religion, creed, national origin, age or disabilities in its programs and activities. The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

Ruth Rodgers, Title IX Coordinator, Vice President of Student Success and Engagement & Dean of Students
 3200 Cold Spring Road
 Indianapolis, IN 46222
 317-955-6318

Karen Candlish, Deputy Title IX Coordinator
 Dean of Students
 3200 Cold Spring Road
 Indianapolis, Indiana 46222
 (317) 955-6190

Nondiscrimination Policy

MU-COM is committed to equal opportunity in employment and education. The College recruits, hires, promotes, educates and provides services to persons based upon their individual qualifications, and

discrimination on basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion is strictly prohibited.

As an equal opportunity employer, MU-COM subscribes to the principles and adheres to the requirements of state and federal law pertaining to civil rights and equal opportunity, in accordance with the requirements of Title VI of the Civil Rights Act of 1964, as amended; the American's with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)).

Mandatory Reporting Policy

All employees of Marian University are mandatory reporters, with limited exceptions. Mandatory reporters are obligated to inform the University of possible discrimination, including harassment, regardless of whether the discrimination involves students, faculty, staff, or visitors to the University.

The mandatory reporting policy can be found here. <https://www.marian.edu/title-ix/mandatory-reporting>

Commitment to Diversity

MU-COM promotes a diverse community that embraces all individuals and we are committed to cultivating acceptance, cultural awareness, and dignity of all individuals, as noted in MU's Franciscan Values.

MU-COM is committed to the development of health, knowledge and overall well-being of all members of the community, regardless of one's race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age or disabilities, and religion.

Admissions and Financial Aid

Office of Admissions

The purpose of the Office of Admissions is to identify well-qualified applicants and select those for matriculation that best align with the Mission of MU-COM and the values of Marian University.

Information relating to admissions requirements and the application and selection processes can be found on our admissions website. <https://www.marian.edu/osteopathic-medical-school/admissions/admission-to-the-master-of-science-in-biomedical-sciences-program>

In addition, the office of admissions also engages in community outreach and recruitment. As a student at MU-COM, we encourage you to learn more about what this office and our program have to offer.

Financial Aid

The [MUCOM Office of Financial Aid](#) operates on an open-door policy to provide financial aid information and payment options to students, in addition to assistance with loans, scholarships and debt management and budgeting.

Academic Information

The Master's of Science in Biomedical Sciences has two tracks, a Capstone Track and a Thesis Track. Graduation requirements for each track, along with course descriptions, can be found in the Marian University Graduate Catalogue published by the Registrar's Office.

The Capstone Track is a coursework-only track designed to provide the student with comprehensive exposure to a broad array of biomedical sciences, especially those topics that would be encountered in a typical medical school curriculum. This program is designed for students who have had less exposure to upper-level biomedical science courses in their undergraduate experience or for those who would like additional didactic preparation prior to enrolling in medical school.

The Thesis Track is a research-based curriculum providing the student with a unique research experience dependent on the student's interests. Students in this track take didactic courses to support the development of a research-derived thesis. This program is designed for students interested in pursuing careers in research or students that would like a quality research experience to augment their medical school application and a career as a physician-researcher.

Students enrolled in the research track must submit an "Advisory Committee Composition" form to the COM BMS Program Director via email no later than April 15 of the Spring Semester of their first year in the BMS program. At least one committee member must have a primary appointment outside of MU-COM.

Students who are not originally enrolled in the research track but wish to convert to the research track must submit an "Intent to Convert to Research Track" form via email to the COM BMS Program Director. Acceptance into the research track is contingent upon the availability of a qualified research mentor. Assistance will be provided in identifying a mentor.

Changes of Enrollment

There are four change-of-enrollment categories at MU-COM. They are: Course Drop/Withdrawal, Student Requested Withdrawal, College's Right to Require Withdrawal, and Dismissal. Failure to file the appropriate paperwork to drop, withdraw or request a leave of absence within the appropriate time period may result in full tuition charges and/or a failing grade.

Detailed information about changes to enrollment are described below.

Course Drop or Course Withdrawal

A student may withdraw from classes by completing the appropriate withdrawal forms and submitting them to the Office of the Registrar. A schedule for withdrawal from the University and reduction of charges can be found on the [Office of the Registrar's webpage](#).

Student-Requested Withdrawal from MU-COM

Students should contact the Office of the Registrar to ensure that all procedures are followed and forms completed.

College Required Withdrawal or Leave

The College reserves the right, and the student, by the act of matriculation, concedes to the College the right to require withdrawal or leave of absence at any time the College deems it necessary to safeguard MU-COM standards of scholarship, conduct, and compliance with regulations or for such other reasons deemed appropriate by the College.

Dismissal

Dismissal is a complete separation from MU-COM. Dismissal from the College may result in charges to the student depending on when the dismissal occurs.

Application for graduation

A student must complete the requirements for graduation for the Master of Science degree within three (3) calendar years of initial matriculation. The Office of Student Affairs may grant exceptions to this on an individual basis as stated in the Changes of Enrollment section of this Handbook.

Students must inform the COM BMS Program Director and the Office of the Registrar of their intent to graduate via the Intent to Graduate Form no later than the third Monday of the semester in which they intend to graduate. Following this submission, the COM BMS Program Director will request an audit of the student's record via the Marian University Registrar. Following receipt of the audit, the COM BMS Program Director and the student's Advisory Committee will confirm to the student the acceptance of their graduation application.

The COM BMS program at Marian University schedules graduation dates at the end of the fall and spring semesters. However, Marian University holds a graduation ceremony only following the spring semester. Students are not allowed to participate in the graduation ceremony until all academic qualifications are complete, including the final draft of the Master's Thesis, which must be approved by the student's Advisory Committee and submitted to the COM BMS Program Director no later than April 15, prior to the graduation ceremony. Students are not required to participate in the graduation ceremony. Students graduating in summer or fall may participate in the next regularly scheduled graduation ceremony.

Transcript Request

Official transcripts can only be released to those who have satisfied all financial obligations to the university. To settle financial obligations prior to requesting an official transcript, students must contact the Business Office at 317.955.6020. Unofficial transcripts are available at no charge to students through the CAMS student portal.

The transcript ordering process and fee information can be found on the MU Registrar's website at <http://www.marian.edu/current-students/registrar/transcripts>

Course Registration

Students must be registered for each term to allow for processing of financial aid. Students must be registered for courses in order to attend classes.

Students who register for courses and realize that they will be unable to attend are responsible for filing the appropriate withdrawal paperwork. Depending on the circumstance, a student can request

to drop course(s), withdraw from course(s) or request a leave of absence. Students are registered for classes by the Registrar's Office.

Research and Scholarly Activity

Research encompasses a breadth of forms including laboratory studies, social or behavioral investigation or biomedical and clinical trials. Marian University has an obligation to comply with all Federal regulations that relate to each of these areas of research endeavor and by extension ensure that students who are actively involved in research also comply. To this end a compendium of information is provided at <https://tinyurl.com/MU-COM-research-policies>.

During orientation students are required to become acquainted with specific policy governing student involvement in research which is found at <https://tinyurl.com/MU-COM-student-research-policy>. This policy stipulates that any student engaging in research either on campus or at another institution must report this to the program director through the use <http://tinyurl.com/MU-COM-student-research>.

Research-Related Absences from Mandatory Events

Absence requests to attend professional meetings are handled on an individual basis with the course director and must be arranged in advance. Having a paper accepted for presentation does not automatically entitle a student to be absent from a required activity.

Course Catalog

The Graduate Course Catalog includes information related to a variety of topics that are critical for graduate students to know, including but not limited to: tuition and fees, academic success, financial aid, grading and performance standards, appeals, grievances, and graduation requirements.

All graduate students are expected to read and abide by the information in the Catalog, which can be found here <https://www.marian.edu/docs/default-source/default-document-library/2019-2020-graduate-catalog-of-programs.pdf?sfvrsn=0>.

Policies and Expectations

Educational Policies

Academic Integrity

As noted in the Code of Student Rights and Responsibilities, members of the MU community are expected to maintain the highest level of honesty in every phase of their academic and professional lives and to help create and promote an ethical atmosphere in which the goals of the University can be fully realized.

Students are responsible for knowing and avoiding all types of academically dishonest behaviors which are explained in detail in the Code of Student Rights and Responsibilities. Students who violate these MU standards for academic integrity, or fail to report an alleged violation, will be subject to disciplinary action, including possible dismissal from the institution. The Code can be found here

<https://www.marian.edu/docs/default-source/campus-life/codeofstudentrightsandresponsibilities.docx?sfvrsn=14>.

Attendance and Absence Policies

For required courses students must follow the requirements outlined in the course syllabus. Receiving an excused absence from a course activity does not affect the expectation that the student will meet the course requirements as outlined in the course syllabus.

Student participation in scheduled courses is expected and can be used in faculty's assessment of student performance. The MU-COM supports and understands the right of the faculty to expect student attendance and participation in many curricular components and the need to impose consequences if those expectations are not met.

Mandatory Class Sessions and Examinations

In the spirit of professional behavior and the mastery of defined educational objectives, students are expected to attend all mandatory class sessions (e.g., lectures, laboratories) and take all examinations during their originally scheduled times. If this is not possible, the student must request an excused absence. If an excused absence is not obtained, the course director(s) may give the student a "zero" for class session(s)/examination(s) missed which may result in a failing grade for the course(s).

Receipt of an excused absence does not relieve the student from responsibilities for missed mandatory class sessions and examinations. It is highly possible that an excused absence will not be granted, and it is the responsibility of the student to refer to the course syllabus to understand daily requirements, responsibilities and the consequences of not completing these requirements.

To obtain an excused absence, you need to contact the course director prior to the scheduled mandatory class session(s) or the administration of an examination(s).

Emergencies:

Acute illness, hospitalization, automobile accident, or death of an immediate family member will be acceptable reasons for a retroactive excused absence. Retroactive excused absence requests must be received within 48 hours of the relevant emergency. Failure to request an excused absence within this time frame may result in the excused absence not being granted.

When there is Advance Notice of Absence:

A student must submit his or her excused absence request at least one week in advance of the scheduled mandatory class session(s) or examination(s).

The request for an excused absence will be considered and the student will be notified of a decision in a timely fashion. Retroactive excused absence requests will not be accepted.

Conferences, Conventions, Meetings, College Sponsored Activities

Students are encouraged to participate locally, regionally, nationally and internationally with student organizations and other medically related groups. However, the college recognizes the student's academic program to be the priority and it is the students' responsibility to fulfill all course requirements.

Holidays and Make-Up Dates

Marian University observes most major holidays including New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Labor Day, Independence Day, Thanksgiving, and Christmas.

On occasion, holidays, emergencies, or inclement weather may make it necessary to have a make-up class. Make-up dates are determined by course directors. In the event that a make-up date is utilized, the MU-COM attendance policy is enforced.

Exam Administration Policy

All students are expected to adhere to the exam administration policy, which is included as an addendum to this handbook.

Student Records

Marian University operates in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Students have the right to inspect official records pertaining to them and to challenge inaccurate or misleading information. Exceptions are parents' financial records and confidential letters and statements placed in the record before January 1, 1975, or placed under conditions where students have signed a waiver of right of access.

All student academic information is considered confidential except for the following "directory" information available to the public: student's name, campus and off-campus address, e-mail address, telephone and voice mail number, date of birth, photograph, major field of study, participation in University activities and sports, physical and performance statistics of members of athletic teams, dates of attendance, full- or part-time status, degrees, awards, honors, dean's list, and the most recent previous institution attended by the student.

The student may request that directory information not be released. This must be made in writing to the Office of the Registrar within 15 days of the beginning of each term. Failure to notify the Office of the Registrar may mean University publications, such as team rosters, promotional brochures, or the student directory, may include some directory information.

Students may waive the right of nondisclosure, allowing access to their records by anyone designated on the waiver form. The waiver form is effective through the student's graduation or until the student designates otherwise.

Maintenance of Records

A student record is comprised of three basic categories: admissions materials, academic information and financial aid materials.

MU maintains student records for the purpose of admissions, monitoring the progress of students through the curriculum, counseling students and assisting them in the completion of their academic progress, responding to requests for licensing purposes and for formulating letters of evaluation for students as they apply for internships and residency positions. MU-COM also uses information from student records to conduct studies designed to improve instruction and services to the students.

A student can request to review the information in his/her file with a 10 day written notice to the Office of the Registrar.

Access to Student Records

Access to student's record may be granted to school officials determined to have a legitimate educational interest. The custodian of the records must determine the legitimacy of each request.

The school official is not authorized to share this information with a third party without the student's written permission. All other access to a student's record is granted in accordance with FERPA.

Transcripts or grade reports from other institutions, criminal background check(s), copies of scores from national tests (MCAT, National Board, Praxis etc.) and/or any other third party material will not be released by MU. Students must contact the institution that issued these documents to obtain copies.

Audio or Video Recordings

Students may not use electronic or other devices to make an audio or video record of any person while on the University premises without prior knowledge and without his or her expressed consent.

Recordings of Learning Activities

Learning activities in the lecture hall, lab and other classrooms have the capability of recording demonstrations, PowerPoints, and audio through Panopto and being posted in the Canvas course (lecture capture). Except when indicated in a course syllabus, learning activities and presentations are recorded for student access and review.

Lecture capture is susceptible to user, hardware, and software failure. In the event of a failed recording, faculty are *not* expected to re-record the lecture. Students who choose to miss the learning activity are aware of the possibility of lack of access to recordings due to recording errors.

In addition, the rights of an individual in regard to his or her own oral presentations, visual presentations, computer programs, graphics, etc. must be honored. As a result, faculty, students, and other presenters are under no obligation to permit the recording or duplication of their presentations or academic material.

Peer-to-Peer File Sharing

The College has implemented measures within the MU-COM information system that prevent the use of Peer-to-Peer file sharing applications on all campus network computers. However, students should be aware of the implications and risks of using such applications on private personal computers. Students are not permitted to post MU-COM educational materials on any internet site, including Anki, Quizlet, etc.

Copying or distributing copyrighted media such as presentation slides, images, songs, movies, software, etc. without authorization from the copyright owner may constitute copyright infringement, and be a violation of the code of student's rights and responsibilities, the MU-COM code of professional ethics or the policy on professionalism. Please be aware that not all copyrighted materials are labeled as such, so copyright protections should always be assumed.

Professionalism and Behavior

Code of Student Rights and Responsibilities

MU-COM is committed to promoting a professional, respectful, and nondiscriminatory academic environment. In addition to MU-COM policies, students are required to abide by the University's established policies and procedures, including all aspects of the Code of Students Rights and Responsibilities, which is available here. <https://www.marian.edu/docs/default-source/campus-life/codeofstudentrightsandresponsibilities.docx?sfvrsn=14>.

Policy on Drug and Alcohol Abuse

When a student is suspected of being under the influence of alcohol or drugs, that student will be reported to the Office of Student Affairs and appropriate actions will be taken. This may include mandatory screening for drugs and alcohol, referral to counseling support programs, or imposition of any sanctions permitted by the Code of Student Rights and Responsibilities.

Social Media

The failure to follow relevant codes of conduct and policies relating to behavior, including interactions and postings online and through social media, may result in disciplinary action, including dismissal.

Usage of Computer Network and Email

The Marian University email system supports communication between all College users, including students, faculty, staff and administration. All academic, administrative and financial information distributed electronically will be transmitted exclusively via MU email. It is the responsibility of all students to check their campus email every day – students will be held responsible for all notices or announcements sent to them in this manner.

Use of the MU computer network is for educational and informational purposes. All students are responsible for using the MU Computer Labs in a professional, efficient, ethical, and lawful manner. The use of this system is a privilege, not a right, which may be revoked at any time for misuse.

Illegal, fraudulent, harassing or obscene messages and/or materials are not to be sent, printed, requested or stored. Chain letters and other forms of mass mailings are not allowed. To request an exception (which is rarely granted), students must speak to the Assistant/Associate Dean for Student Affairs. Violations of the Computer Usage Policy may result in disciplinary action.

Solicitation

Students are prohibited from making personal solicitations from any individuals or groups if such solicitation involves them representing their connection to or status at MU-COM as a basis for the donation or funds. Discuss any such activities with Student Affairs before initiating such a project. The Student Government Association does not support students undertaking any efforts for personal gain while in the context of their role at MU-COM.

MU-COM discourages solicitations by individual students to support outside causes (Girl Scout cookies, church raffles, etc.) unless such solicitation is sponsored by a student organization that is directly involved in the solicitation activity.

Student Support Services

The Office of Student Affairs

The Office of Student Affairs is committed to promoting an environment of safety and wellness, leadership development, cognitive development and enhancement, and milestone recognition. It is also our goal to integrate the Franciscan values of *dignity of the individual, peace and justice, reconciliation, and responsible stewardship* into every facet of campus life. As a student you will find that these values fuse teaching and learning with intellectual, spiritual, moral, and social development.

At Marian University we offer many opportunities for you to become engaged with your faculty and peers inside and outside of the classroom. We suggest you consider building leadership skills through participating in student and professional organizations, maintaining physical and mental wellness through recreation and intramural programs, supporting the community around you through service engagement opportunities, and broadening your intellectual and professional scope by attending cultural, educational, and social events on campus and in the community.

We also offer many academic and advising services to support your educational journey. These range from general academic support, such as strategies for managing stress and test anxiety, to mental health counseling from licensed psychologists. MU also offers accommodation services for students with documented disabilities. In addition, MU provides a full campus police department for your safety and security.

Counseling and Consultation Services

The Counseling and Consultation Services Office is a resource center for the Marian University community. The staff provides academic support services, personal counseling, and consultation to students. Services are provided at no charge to students who are currently enrolled. The Counseling and Consultation Services Office is located in Clare Hall and students may schedule appointments by calling 317.955.6150. The Counseling and Consultation Services Office provides the following resources and programs:

Assessment and Screening

Individual assessments are given to screen for learning difficulties, attention deficit issues, learning style, substance abuse, depression, anxiety, or eating disorders. Referrals off campus for assessment and long-term treatment are available.

Behavioral Health Crisis Intervention

Confidential behavioral healthcare services are available to Marian University students 24 hours per day, 7 days per week. Marian University has licensed psychologists and mental health care providers on campus. Those needing or desiring care off campus are given an extensive referral list to both community mental health centers and to licensed behavioral and mental health professionals. Students in crisis after hours are directed to call 317.251.7575 for the MHA Indy Crisis Line or 317.955.6789 for the Marian University dispatcher who can refer the student to the on-call psychologist.

Individual Counseling

Individual counseling is available to assist students who are experiencing problems that interfere with the attainment of their academic, interpersonal, spiritual, and vocational goals. Students may seek counseling for a variety of reasons, some of which may include problems with adjustment to University life, family conflicts, relationship difficulties, depression, anxiety, eating disorders, and substance abuse. The Counseling and Consultation Services Office is designed to handle acute and short-term mental health situations. Referrals to off-campus community agencies may be necessary and are available. Off-campus referrals are at the student's expense.

Audiovisual Resources

Audio and video tapes and resource books are available for check-out on topics such as time management, anxiety, stress management depression, eating disorders, substance abuse, personal growth and development, and many others.

Graduate Student Academic Support Services

The Academic Support Services Program supports all MU students in their quest for academic success. Individual consultation and group workshops are available to assist students who desire additional academic support. Students may seek academic support services for a variety of reasons, including poor

academic performance, difficulties with time management and organization, help with study and test-taking strategies, test anxiety, etc. All academic support services provided by MU are offered at no charge to students enrolled at MU-COM.

Peer Tutoring

Peer tutors may be available in many academic subject areas. Peer tutors are students who have demonstrated academic excellence in a specific subject area and have been approved by student affairs. This service is dependent upon tutor availability for specific courses and is not guaranteed at all times throughout the semester.

Resource Library

Various resources are available to students through the Graduate Student Academic Support course on Canvas. Resources include: time management, study strategies, note-taking, test anxiety, memory skills, stress management, wellness, and many others.

Workshops

Workshops and seminars are offered as needed or requested. Topics may include study skills, test anxiety, board preparation, test-taking strategies, and time management.

The Writing Center

The Writing Center offers a range of writing and literacy related services for Marian University students, faculty, staff, alumni, and Indianapolis residents. The Writing Center is located in the lower level of Clare Hall (CH021) and also operates satellite locations within the Mother Theresa Hackelmeier Memorial Library and The Exchange.

Peer Tutors are available to collaborate with English and Spanish language writers in generating ideas, responding to texts, composing drafts, identifying writing strategies, and navigating the academic and creative writing process. Individual consultations are available on a walk-in basis, but appointments are encouraged and may be made by visiting the Writing Center website at www.marian.edu/writing-center. Online individual consultations are also available.

Student Healthcare

The Marian University Student Health Center is located in Clare Hall, 1st Floor West. Appointments are encouraged and walk-ins are seen as the schedule permits. Health management by the nurse practitioner for MU students includes assessment, treatment, education and referral to appropriate medical personnel. In addition to the services offered at MU, each student may choose healthcare providers based on his/her insurance coverage and the type of care needed.

Students may receive health care services, through a therapeutic relationship, from a member of the MU-COM faculty, so long as that provider recuses him/herself from the academic assessment or promotion of the student receiving those services.

Safety and Security

Campus Police Services

Marian University Police are responsible for a full range of public safety services, including all crime reports, investigations, medical emergencies, fire emergencies, traffic accidents, enforcement of laws regulating underage drinking, the use of controlled substances, weapons, and all other incidents requiring police assistance. The Marian University Police Department is located on the first floor of the Ruth Lilly Student Center. This office may be reached by calling 317.955.6789. If additional assistance is necessary, students should directly contact the Assistant/Associate Dean of Student Affairs.

The Marian University Police provide 24-hour-a-day patrol protection to the campus, including parking lots and residence halls. Marian University police officers are vested with full law enforcement powers and responsibilities.

On-campus services provided by the department include a 24-hour escort service; victim assistance program; motorist assistance program; disabled vehicle program; crime alert program when there is a crime problem in a particular area; crime prevention presentations, emergency management, and safety.

Note: Students who may require assistance in emergency evacuations should consult with their instructor as to the most appropriate procedure to follow. If there are questions regarding such a procedure, contact the Assistant Dean of Student Affairs, Clint Whitson (cwhitson@marian.edu) or the Director of Academic Support Services for additional information.

911 Shield App

Marian University has partnered with the 911Shield app to increase the safety of all members of the MU community, both on and off campus. Download the 911Shield app from the Play Store or App Store for free.

Campus Parking

Please refer to the Marian University Campus map for student/faculty parking locations. If you need a parking pass, please visit the Marian University Police Department during normal business hours. MU-COM students must abide by campus regulations and policies listed on the MU Campus Safety website here: <https://www.marian.edu/campus-life/campus-safety/frequently-asked-questions>.

Inclement Weather

In rare occurrences, inclement weather or adverse campus conditions may necessitate the canceling of classes and/or shutting down office operations. MU-COM may be open even if the rest of the University is closed. Students are responsible for checking with notification sites and/or email. If students are concerned about commuting to class in extreme weather conditions, those students should use their best judgment and notify their professor if unable to attend class.

Weather related decisions affecting Marian University will be announced via the following media outlets:

Radio

- WIBC 93.1
- 97.1
- 105.7
- WTPI 107.9
- WZPL 99.5

Television

- WXNT 1430
- WRTV 6
- WISH-TV 8
- WTHR 13
- FOX 59
- WNDY-UPN
- WIIH

Emergency Procedures

Emergency procedures for the following situations can be found here. <https://www.marian.edu/campus-life/campus-safety/emergency-procedures>

- General Emergency Procedures
- Active Shooter
- Bomb Threat
- Building Structural Damage
- Campus/Building Lockdowns
- Criminal Activity
- Demonstration/Disturbance on Campus
- Earthquake
- Evacuation
- Fire
- Hazardous Spill Material
- Medical Emergency/Ambulance
- Severe Weather Conditions
- Shelter-in-Place
- Suspicious Object/Package/Letter
- Tornado
- Utility Failure

University Resources

At Marian University you will find many opportunities to engage with faculty, staff and peers both inside and outside the classroom. Specifically, we believe that you will find involvement in a student organization to be both personally and professionally rewarding.

The Marian University Graduate Health Sciences Student Organization Manual is designed to provide you with resources and information regarding your experience with student organizations. You will find information regarding establishing a new student organization, applying for a budget and funding, reserving space on campus for meetings and events, publicizing and marketing meetings and events, fundraising, campus safety, student travel, and more.

To access the Student Organization Manual please follow this link - <C:\Manual\MU Grad Health Sciences Student Organization Manual>

Contact People and Offices

Dean's Office

955-6290

Room 303 - Evans Center

Assistant/Associate Dean of Student Affairs

955-6611

Room 114 – Evans Center

Tuition and Fee Payments

317.955.6020

Room 103 - Marian Hall 103

Office of Financial Aid

317.955.6298

Room 120 - Evans Center

Office of the Registrar

317.955.6050

Room 104 - Marian Hall

Bookstore

317.955.6080

First Floor of Alumni Hall

Campus Information

317.955.6000

Room 107 - Marian Hall

Campus Ministry

317.955.6131

Room 125 - Clare Hall

CLEP and DSST Exam Testing

317.955.6150

First Floor of Clare Hall

Dining Services

317.955.6349

Rooms 121 and 122 - Clare Hall

Health Services

317.955.6154

Room 127 - Clare Hall

Counseling and Consultation Services Office

317.955.6150

First Floor of Clare hall

Library Computer Center

317.955.6225

Room 008 - Library

Marian Hall Computer Center

317.955.6069

Room 304 - Marian Hall

Mental Health Hotline

317.251.7575 for the MHA Indy Crisis Line

Mother Theresa Hackelmeier Memorial Library

317.955.6224

Office of Internships and Career Services

317.955.6341

Room 119 - Clare Hall

Police Department/Student IDs

317.955.6789

Physical Education Center

317.955.6123

Student Government Association

The MU student government association provides an opportunity for the expression of student views and interest; all currently enrolled students are members. The governing board, elected representatives of

the student body, is designed to assist in providing for students' social, cultural and physical well-being and to help promote better educational standards.

The student government association provides an opportunity for students to participate in the governance of the college. It also affords a means whereby students may gain experience and training through participation in community leadership, for student cooperation and communication with the faculty and administration, and for demonstrating that students may effectively and responsibly govern themselves.

Clubs and Organizations

Students enrolled in the BMS program are able to participate in all clubs and organizations available to students enrolled in MU-COM. For a complete list of student organizations please contact the office of student affairs.

Participation in National and International Organizations

As students become engaged in local, regional, national and international organizations and associations, the opportunity may arise to be nominated for and serve in positions of national and international leadership. As these opportunities arise, it is essential that these students be of the highest academic achievement and professional character.

As a result, any student seeking to serve in a position representing MU or MU-COM cannot be nominated from the floor, as eligibility must be established by the Assistant/Associate Dean of Student Affairs prior to acceptance of a position.

The Assistant/Associate Dean of Student Affairs will consider elements including, but not limited to, the student's academic record, professionalism and behavioral record, faculty recommendations and others. The Office of the Dean will provide a written response to the student regarding the student's eligibility.

Please note that the Dean may require a student to vacate any leadership role(s), national or international representative position(s), or travel opportunities if these activities are seen to interfere with the student's academic success.

Intramurals and Recreation

Consistent with students' needs and interests, the director of intramurals coordinates a comprehensive program of sports and recreational activities. For the active participant, activities are offered in team sports such as flag football, basketball, softball, volleyball, racquetball, tennis, and dodge ball. Opportunities for participation in low-intensity exercise programs are also provided in such sports as jogging, weight lifting, and aerobics.

Dining Services

P.O.D. Market

Located in the Evans Center for Health Sciences, the P.O.D. Market offers foods ranging from prepared sandwiches and salads to fresh produce, pre-packaged foods, bottled beverages and gourmet coffee.

Union Hospital Café Space

Located adjacent to the P.O.D. Market at the Evans Center for Health Sciences, this seating space offers students, faculty and staff a comfortable dining area for meals and breaks throughout the day.

Alumni Hall

This facility includes a la carte food options and features monthly specials.

S2L3 Dining Commons

Connected to the south side of Clare Hall, the Dining Commons features all-you-care-to-eat dining in a comfortable setting. Destinations include deli, grill, pizza & pasta, home style favorites, salad bar, dessert and more.

Subway

Located in the Ruth Lilly Student Center, offers sandwiches, soup, salads and pizza made to order. You can dine in or carry out.

For meal plan information and hours of operation, please visit the Marian University Aramark webpage at <http://www.Marian.CampusDish.com> for addition information.

Student IDs

Marian University student identification cards are available through the Marian University Police Department. Students may contact the Department at 317.955.6789 to confirm office hours. Students may pick up a student ID at no charge once the student has been officially accepted into the program. Student IDs are necessary to check out materials from the library, utilize the PE Center facilities, and attend sporting events.

On-Campus Housing

Students are responsible for their own living accommodations. There are currently several options available for graduate student housing on campus. Housing options are found here:

<https://www.marian.edu/Campus-Life/Housing-And-Residence-Life>

Change of Name or Address

Notification of a change may be made in one of two ways: Obtain a Change of Name or Change of Address form directly from the Registrar's Office on the 1st floor of Marian Hall; or go the University's website: www.marian.edu/current-students/registrar. Students must submit the required documentation to facilitate the change.

Campus Ministry

Campus Ministry is an essential part of the mission of the total Church. It witnesses to the Gospel by teaching and preaching the Word of God, and by gathering together the community for worship and service. It promotes theological study and reflection on the religious nature of humankind. This ministry sustains the faith community on campus with pastoral care, liturgical worship, and other prayer opportunities, and calls the University community to serve the needs of its members and the wider community.

The director of campus ministry, the campus minister of music and liturgy, and a representative faculty-student ministry committee coordinate the campus ministry services. All students, regardless of religious affiliation, are invited to participate in campus ministry activities.

The Bishop Chartrand Memorial Chapel is the center for liturgical services on campus. Mass is offered daily Sunday through Friday. At the opening of each school year, and on the regularly established holy days, special all-community liturgical celebrations are scheduled.

Mother Theresa Hackelmeier Memorial Library

The library is staffed by professional librarians whose goal is to meet the research needs of the Marian University community. It holds over 125,000 physical volumes and approximately 200 print journals. The library's electronic collection is vast; with subscriptions to over 100 databases, there is access to literally thousands of journals across multiple disciplines, and over 150,000 e-books. The health sciences collection includes 1500 electronic medical texts and more than 2700 journals. Interlibrary loan services are available to obtain materials from other libraries. Open computing stations and printers are located on three floors to accommodate student need and access. Study carrels, seminar rooms and an auditorium are also available.

Student IDs are necessary to check out materials from the library, and log in credentials are required to access library resources both on and off campus. For more information about the library, please call 317.955.6090 or visit the website at <http://www.marian.edu/library>.

Information Technology Resources

Canvas

Canvas is the learning management software utilized by MU. Panopto recordings, power point slides and other materials relevant to your courses can be found here <https://marian.instructure.com/login/ldap>.

MU-HUB

MU-HUB is where a student's permanent record is maintained. Students can log into this platform to view and request transcripts.

Computer Centers

The University provides computing access in different areas of the campus on the needs of the students. The hours available for computing access will vary by area. Wireless access to the local area network and the Internet is available in all campus buildings and residential units.

Labs are available for open computing in the Michael A. Evans Center for Health Sciences 215, Marian Hall 304 Computer Center, and the Library 008. These classrooms support both formal class use as well as open computing access by students, faculty, and staff during non-class times.

Students can access their e-mail through the web at <https://webmail.marian.edu>. Access to their MUHUB portal is available at <https://www.marian.edu/current-students/my-marian>. Students who require account assistance may visit the Department of Technology located in Marian Hall, Room 315, contact the Help Desk at 317.955.6444, or submit a Help Desk request.

Appendix

GUIDELINE: BMS Exam Administration Policy

COMMITTEE/OFFICE:

APPROVAL DATE:

REVISION DATE: July 16, 2019

This policy applies to all MU-BMS examinations and post-exam secure review of items.

1. Students are only permitted to utilize their testing device, 1-2 writing utensils, and non-electronic noise cancelling ear plugs during an examination or secure review.

- a. Clear iPad cases or tripods are permitted but will be checked for contraband.
2. All other items must be placed to the side or at the back of the room, including (but not limited to):
 - a. Any electronic devices (iPods, calculators, cell phones, etc.), complex watches, reference materials (books, notes, manuscripts, etc.), briefcases, book bags, coats, purses, hats*, food, or drinks.
 - i. *Hats or head coverings may be worn if required for religious or medical reasons.
 - b. Course directors are only permitted to make special exceptions to the above regulations if a particular item is to be utilized by students in completing the examination.
3. For multiple choice exams, one sheet of scratch paper is provided to each student.
 - a. Students may not write on scratch paper until the first test item appears on the iPad.
 - b. Course directors may choose to permit scratch paper within other assessments.
 - c. Upon completion of the exam and exiting the exam room, the student must print his/her name on the paper and return it to the proctor.
4. Students may not talk in the examination room.
5. Use of Restrooms
 - a. Students must sign a restroom break log before leaving and upon returning to the examination site.
 - b. Only one student may leave the room at a time.
 - c. No additional time will be added to the examination period to compensate for restroom breaks.
6. Course directors will not formally assign seats, but they may shuffle students as they enter the room.
7. Questions Asked During Examinations
 - a. Proctors will not answer questions regarding examination content. If a student thinks there is an error in a test question, proctors will instruct the student to answer the question to the best of his/her ability with the information provided.
 - b. On multiple choice examinations, students will have the opportunity to provide feedback on individual questions within MU-COM's examination software. Students should complete the examination first before providing feedback. No additional time will be added to the examination period to compensate for time lost providing feedback.
8. Students must be in their seats and ready to start the examination on time. If a student arrives late, the course director will determine if the student will be permitted to take the examination. If the student is permitted entry into the examination, no extra time will be provided unless the tardiness is excused.
9. Students should immediately notify a proctor or course director for assistance if exceptional circumstances occur during an examination (e.g. serious illness). The course director will determine if, when, and how the student is permitted to complete or retake the examination. Appropriate documentation may be requested by the course director to evaluate any such request.
10. Students must leave the examination room immediately after submitting their exam in MU-COM's exam software system, unless directed otherwise by the course director.

11. Failure to follow this policy or any demonstration of academically dishonest behaviors may lead to disciplinary procedures including expulsion or other sanctions, as indicated in the Code of Student Rights and Responsibilities (CSRR).