

Guide to Consumer Information

SEPTEMBER 2017



This guide contains a summary of consumer information that is published annually in accordance with federal regulations set forth by The Higher Education Act of 1965, as amended. Each topic listed includes a brief description of the information that must be disclosed and explains how it can be obtained. This information is on the web at med.wmich.edu/consumer-information. For assistance obtaining this information in printed copy or electronically, contact the Office of Student Affairs at studentaffairs@med.wmich.edu or 269-337-6111. The information contained in this publication and the associated web pages are subject to change.

General Information about WMed

Accreditation

WMed is a Candidate for accreditation with the Higher Learning Commission (HLC). Contact the HLC at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411 or 800-621-7740. WMed has been granted Accreditation, Provisional Status, by the Liaison Committee on Medical Education (LCME). Contact the LCME at lcme@aamc.org. Information about institutional and program accreditation is on the web at med.wmich.edu/accreditation. To review copies of documents regarding entities that accredit, license, or approve the institution and its programs contact the Office of the Dean at office.dean@med.wmich.edu or 269-337-4503.

Academic Programs

Information about academic programs including the MD degree, dual degrees, graduate degree and certificate programs is available on the web at med.wmich.edu/education. For information or to receive printed copies contact the Office of Admissions at admissions@med.wmich.edu or 269-337-6100.

Code of Professional Conduct

All students, faculty, residents, fellows, and staff are required to abide by the Code of Professional Conduct, which outlines professional standards and behaviors that are aligned with the values of the institution. The Code is on the web at med.wmich.edu/policies-handbooks-statements. For information or to receive a printed copy contact the Office of the Dean at office.dean@med.wmich.edu or 269-337-4503.

Contact Information for Enrolled Students

The Office of Student Affairs staff located on the 2nd floor of the W.E. Upjohn M.D. Campus building at 300 Portage Street

Kalamazoo, MI provide information to enrolled students. Information is also on the student portal at portal.med.wmich.edu/students. Contact the Office of Student Affairs at studentaffairs@med.wmich.edu or 269-337-6111.

Contact Information for Prospective Students

The Office of Admissions staff located on the 2nd floor of the W.E. Upjohn M.D. Campus building at 300 Portage Street Kalamazoo, MI provide information to prospective students. General information about admissions is on the medical school website within each educational program at med.wmich.edu/education or from the Office of Admissions at admissions@med.wmich.edu or 269-337-6100.

Copyright Infringement

Information about copyright and scholarly content is on the web at med.wmich.edu/copyright-scholarly-content. This includes the institutional policy, *Publishing Copyright-Protected and Scholarly Content*, available at med.wmich.edu/policies-handbooks-statements. Violation of copyright, such as unauthorized use and distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the individual to civil and criminal liabilities including actual or "statutory" damages, court costs, attorneys' fees, imprisonment, and fines. For details see Title 17, United States Code, Sections 504, 505. Violation of copyright is a violation of the Code of Professional Conduct that is subject to discipline, up to and including dismissal from the institution. More information about legal alternatives for downloading or otherwise acquiring copyrighted material is at libguides.med.wmich.edu/copyright. For information or to receive a printed copy contact the Office of the Dean at office.dean@med.wmich.edu or 269-337-4503.

Faculty

Information about WMed appointed faculty is listed by academic department and program on the web at med.wmich.edu/departments-programs. For information or to receive a printed copy contact the Office of Faculty Affairs at faculty.affairs@med.wmich.edu or 269-337-4556.

Family Educational Rights and Privacy Act (FERPA)

WMed complies fully with the requirements of the Family Educational Rights Privacy Act (FERPA) of 1974, a federal law designed to protect the privacy of students' education records, and applies these rights and protections to all enrolled

students and formerly enrolled students for as long as the institution retains their education records, as stated on the web at med.wmich.edu/registrar. Students are notified of their FERPA rights at least annually through notice of the Medical Student and Graduate Student Handbooks that are on the web at med.wmich.edu/policies-handbooks-statements. For information or to receive a printed copy contact the Registrar at registrar@med.wmich.edu or 269.337.6112.

Instructional Facilities and Laboratories

WMed's educational facility is located on the W.E. Upjohn M.D. Campus. Information about the instructional spaces and laboratories that relate to the academic programs is on the web at med.wmich.edu/campus-safety-info. For information or to receive a printed copy contact the Office of the Dean at office.dean@med.wmich.edu or 269-337-4503.

Misrepresentation

As stated in the Medical Student and Graduate Student Handbooks on the web at med.wmich.edu/policies-handbooks-statements, WMed is committed to providing clear and accurate information so that it does not misrepresent the nature of its educational programs, financial charges, and the employability of its graduates. For information or to receive a printed copy contact the Office of the Dean at office.dean@med.wmich.edu or 269-337-4503.

Refund Policies

The institution has student tuition refund policies that stipulate the amount of tuition that is refunded to a student who withdraws from a program. The policies are in the Medical Student and Graduate Student Handbooks on the web at med.wmich.edu/policies-handbooks-statements. For information or to receive a printed copy contact the Office of Student Affairs at studentaffairs@med.wmich.edu or 269-337-6111.

Services for Students with Disabilities

For information on facilities and services for disabled students contact the Office of Student Life at studentaffairs@med.wmich.edu or 269-337-6111.

Student Body Diversity

Student body diversity is published on the web at med.wmich.edu/uniqueness-diversity. For information or to receive a printed copy contact the Office of the Dean at office.dean@med.wmich.edu or 269-337-4503.

Student Handbooks

The Medical Student Handbook and the Graduate Student Handbook serve as the bylaws and reference guides to the roles and responsibilities of students in each program. The Handbooks are on the web at med.wmich.edu/policies-handbooks-statements. For information or to receive a

printed copy contact the Office of Student Affairs at studentaffairs@med.wmich.edu or 269-337-6111.

Textbook Information

Textbook information is in the online course catalog at catalog.med.wmich.edu/. For information or to receive a printed copy contact the Registrar at registrar@med.wmich.edu or 269.337.6112.

Transfer of Credit

As stated in the Student Handbooks and on the web at med.wmich.edu/registrar, WMed does not accept transfer credit from other institutions. Transfer between degree programs is not permitted. For information or to receive a printed copy contact the Registrar at registrar@med.wmich.edu or 269.337.6112.

U.S. Constitution Day, September 17

Annually, WMed holds an educational program for students in honor of Constitution Day to commemorate the September 17, 1787 signing of the Constitution. Information about Constitution Day is at med.wmich.edu/student-services. For details about the annual educational program or to receive a printed copy contact the Office of Student Affairs at studentaffairs@med.wmich.edu or 269-337-6111.

Voter Registration Information

Annually, voter registration forms are made available to enrolled students. State of Michigan voter information is at med.wmich.edu/student-services. For details about the distribution or to receive a printed copy contact the Office of Student Affairs at studentaffairs@med.wmich.edu or 269-337-6111.

Withdrawal Procedures

Students who withdraw from academic programs must follow specific withdrawal procedures defined in the Medical Student and Graduate Student Handbooks on the web at med.wmich.edu/policies-handbooks-statements. For information or to receive a printed copy contact the Office of Student Affairs at studentaffairs@med.wmich.edu or 269-337-6111.

Written Arrangement Disclosure

The institution is responsible for the delivery of its academic programs. There are no written arrangements to disclose. For information contact the Office of the Dean at office.dean@med.wmich.edu or 269-337-4503.

Financial Assistant Information

Contact Information for Financial Assistance

For assistance in obtaining institutional or financial aid information contact the Office of Financial Aid at financialaid@med.wmich.edu or 269-337-6107.

The Office of Financial Aid makes the following student financial aid information available to prospective and enrolled students on the web at med.wmich.edu/financial-aid:

- Cost of Attendance
- Disbursement and Refund Information
- Federal Aid Recipient Rights and Responsibilities
- Loan and Loan Repayment Information
- Overview of Aid Programs and Eligibility Requirements
- Penalties for Drug Law Violation
- Return of Title IV Aid
- Satisfactory Academic Progress

WMed does not approve study abroad programs for credit or FSA program eligibility.

Health and Safety Information

Campus Safety and Security Report

Annually by October 1, WMed publishes an *Annual Campus Safety and Security Report* on the web at med.wmich.edu/campus-safety in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). The report includes, but is not limited to, information about the:

- Daily Crime Log
- Campus Crime Statistics
- Drug and Alcohol Abuse Prevention Program
- Emergency Response and Evacuation Procedures
- Timely Warning and Emergency Notifications

For information or to receive a printed copy contact the Office of the Dean at office.dean@med.wmich.edu or 269-337-4503.

Vaccination Policy

Information about required immunizations is in the Medical Student and Graduate Student Handbooks on the web at med.wmich.edu/policies-handbooks-statements. For information or to receive a printed copy contact the Office of Student Affairs at studentaffairs@ed.wmich.edu or 269-337-6111.

Student Outcomes

Graduation Rates

Graduation rate information is on the web at med.wmich.edu/ms-biomedical-sciences for the Master of Science in Biomedical Sciences program. When graduation rate information is available for other programs, it will be published on the WMed website. For information or to receive a copy contact the Office of the Dean at office.dean@med.wmich.edu or 269-337-4503.

Employment of Graduates

When WMed has graduate employment information available, the information will be published on the WMed website. For information or to receive a copy contact the Office of the Dean at office.dean@med.wmich.edu or 269-337-4503.