

# Guide to Consumer Information



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 [wmed.edu/consumer-information](http://wmed.edu/consumer-information). For assistance obtaining this information in printed copy or electronically, contact the Office of Student Affairs at [studentaffairs@wmed.edu](mailto:studentaffairs@wmed.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 accredited by 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 full accreditation by the Liaison Committee on Medical Education (LCME). Contact the LCME at [lcme@aamc.org](mailto:lcme@aamc.org). WMed also has certification with the Department of Education to participate in Title IV of the Higher Education Act of 1965 programs. Information about institutional and program accreditation is on the web at [wmed.edu/accreditation](http://wmed.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@wmed.edu](mailto:office.dean@wmed.edu) or 269-337-4509.

### Academic Programs

Information about academic programs including the MD degree, dual degrees, and graduate degree program is available on the web at [wmed.edu/education](http://wmed.edu/education). For information or to receive printed copies contact the Office of Admissions at [admissions@wmed.edu](mailto:admissions@wmed.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 [wmed.edu/policies-manuals-statements](http://wmed.edu/policies-manuals-statements). For information or to receive a printed copy contact the Office of the Dean at [office.dean@wmed.edu](mailto:office.dean@wmed.edu) or 269-337-4504.

### Contact Information for Enrolled Students

The Office of Student Affairs staff located on the 2<sup>nd</sup> floor of the W.E. Upjohn M.D. Campus building at 300 Portage Street Kalamazoo, MI provide information to enrolled students. Information is also available on the student portal at [portal.wmed.edu/students](http://portal.wmed.edu/students). Contact the Office of Student Affairs at [studentaffairs@wmed.edu](mailto:studentaffairs@wmed.edu) or 269-337-6111.

### Contact Information for Prospective Students

The Office of Admissions staff located on the 2<sup>nd</sup> 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 [wmed.edu/education](http://wmed.edu/education) or from the Office of Admissions at [admissions@wmed.edu](mailto:admissions@wmed.edu) or 269-337-6100.

### Copyright Infringement

Information about copyright and scholarly content is on the web at [wmed.edu/copyright-scholarly-content](http://wmed.edu/copyright-scholarly-content). This includes the institutional policy, *Publishing Copyright-Protected and Scholarly Content*, available at [wmed.edu/policies-manuals-statements](http://wmed.edu/policies-manuals-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.wmed.edu/scholarshipwriting/copyright](http://libguides.wmed.edu/scholarshipwriting/copyright). For information or to receive a printed copy contact the Medical Library at [ask.librarian@wmed.edu](mailto:ask.librarian@wmed.edu) or 269-337-6119.

### Faculty

Information about WMed appointed faculty is listed by academic department on the web at [wmed.edu/departments](http://wmed.edu/departments). For information or to receive a printed copy contact the Office of Faculty Affairs at [faculty.affairs@wmed.edu](mailto:faculty.affairs@wmed.edu) or 269-337-4589.

### **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 [wmed.edu/registrar](http://wmed.edu/registrar). Students are notified of their FERPA rights at least annually through a required computer-based learning module. Additionally, student FERPA rights are noted in the Student Policy Manual located on the web at [wmed.edu/policies-manuals-statements](http://wmed.edu/policies-manuals-statements). For information or to receive a printed copy contact the Registrar at [registrar@wmed.edu](mailto:registrar@wmed.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 [wmed.edu/campus-safety-info](http://wmed.edu/campus-safety-info). For information or to receive a printed copy contact the Office of the Dean at [office.dean@wmed.edu](mailto:office.dean@wmed.edu) or 269-337-4504.

### **Misrepresentation**

As stated in the Medical Student Policy Manual on the web at [wmed.edu/policies-manuals-statements](http://wmed.edu/policies-manuals-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@wmed.edu](mailto:office.dean@wmed.edu) or 269-337-4509.

### **Professional Licensure and Certification Disclosure Requirements**

Institutions are required to provide general disclosures for educational programs, regardless of modality, that prepare students for professional licensure. The required information relates to whether the educational program meets the requirements for professional licensure in all 50 states. Where applicable, an institution must also indicate when such a determination cannot be made.

Professional licensure and certification requirements may vary from state to state. This information is also subject to change. Students should contact the appropriate licensing agency for his or her home state to obtain the most up to date information.

Additionally, most state licensing boards require that U.S. medical schools granting the MD degree be accredited by the LCME as a condition of licensure of the school's graduates. U.S. medical schools also must have LCME accreditation to ensure that their students can take the United States Medical

Licensing Examination (USMLE). Graduates of LCME-accredited schools are eligible for residency programs accredited by the Accreditation Council for Graduate Medical Education (ACGME).

The MD Program at WMed is accredited by the LCME and thereby does meet the academic requirements for licensure in all 50 states. For further information please visit: [lcme.org](http://lcme.org).

### **Refund Policies**

The institution has student tuition refund policies that stipulate the amount of tuition that is refunded to a student who officially withdraws from a program. The policies are in the Financial Aid Policy Manual on the web at [wmed.edu/policies-manuals-statements](http://wmed.edu/policies-manuals-statements). For information or to receive a printed copy contact the Office of Financial Aid at [financialaid@wmed.edu](mailto:financialaid@wmed.edu) or 269-337-4584.

### **Return of Title IV Aid**

Students who receive federal financial aid, and who do not complete a term for which the aid was intended, are subject to this policy, which is separate from the tuition refund policy. Using the last date of attendance, the Office of Financial Aid calculates "earned" versus "unearned" federal aid according to a federally mandated formula that is based on the percentage of the term/semester completed. The Office of Financial Aid notifies students by email of the results of a Return of Title IV Aid calculation. For information or to receive a printed copy contact the Office of Financial Aid at [financialaid@wmed.edu](mailto:financialaid@wmed.edu) or 269-337-4584.

### **Services for Students with Disabilities**

Information on facilities and services for disabled students are published on the web at [wmed.edu/student-services](http://wmed.edu/student-services). For information or to receive a printed copy contact the Office of Student Life at [studentaffairs@wmed.edu](mailto:studentaffairs@wmed.edu) or 269-337-6111.

### **Student Body Diversity**

The characteristics of diversity of the student body is published on the web at [wmed.edu/unique-ness-diversity](http://wmed.edu/unique-ness-diversity). For information or to receive a printed copy contact the Office of Student Affairs at [studentaffairs@wmed.edu](mailto:studentaffairs@wmed.edu) or 269-337-6111.

### **Student Policy Manuals**

The Student Policy Manual serves as the bylaws and reference guides to the roles and responsibilities of students in all degree programs. The Policy Manual is on the web at [wmed.edu/policies-manuals-statements](http://wmed.edu/policies-manuals-statements). For information or to receive a printed copy contact the Office of Student Affairs at [studentaffairs@wmed.edu](mailto:studentaffairs@wmed.edu) or 269-337-6111.

### **Textbook Information**

Textbook information is in the online course catalog at [catalog.wmed.edu](http://catalog.wmed.edu). For information or to receive a printed

copy contact the Registrar at registrar@wmed.edu or 269-337-6112. Financial aid disbursement dates for books and supplies are published in the Financial Aid Policy Manual, on the web at [wmed.edu/financial-aid-dates](http://wmed.edu/financial-aid-dates), and on the student portal.

### Transfer Students and Transfer Credit

As stated in the Medical Student Policy Manual and on the web at [wmed.edu/registrar](http://wmed.edu/registrar), the MD degree program and the MS in Biomedical Sciences program do not accept transfer students but transfer of credits toward elective requirements may be considered upon request. For information or to receive a printed copy contact the Registrar at registrar@wmed.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 [wmed.edu/student-services](http://wmed.edu/student-services). For details about the annual educational program or to receive a printed copy contact the Office of Student Life at studentaffairs@wmed.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 [wmed.edu/student-services](http://wmed.edu/student-services). For details about the distribution or to receive a printed copy contact the Office of Student Life at studentaffairs@wmed.edu or 269-337-6111.

### Withdrawal Procedures

Students who withdraw from academic programs must follow specific withdrawal procedures defined in the Student Policy Manual on the web at [wmed.edu/policies-manuals-statements](http://wmed.edu/policies-manuals-statements). For information or to receive a printed copy contact the Registrar at registrar@wmed.edu or 269-337-6112.

### 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@wmed.edu or 269-337-4509.

## Financial Assistant Information

### Contact Information for Financial Assistance

For assistance in obtaining institutional or financial aid information in printed copy or electronically, contact the Office of Financial Aid at financialaid@wmed.edu or 269-337-4584.

The Office of Financial Aid makes the following student financial aid information available to prospective and enrolled students on the web at [wmed.edu/financial-aid](http://wmed.edu/financial-aid):

- College Navigator
- Cost of Attendance
- Disbursement and Refund Information
- Federal Aid Recipient Rights and Responsibilities
- Loan and Loan Repayment Information
- Loan Counseling Requirements
- Overview of Aid Programs and Eligibility Requirements
- 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 [wmed.edu/campus-safety](http://wmed.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 Facilities at facilities@wmed.edu or 269-337-4225.

### Vaccination Policy

Information about required immunizations is in the Student Policy Manual on the web at [wmed.edu/policies-manuals-statements](http://wmed.edu/policies-manuals-statements). For information or to receive a printed copy contact the Office of Student Affairs at studentaffairs@wmed.edu or 269-337-6111.

## Student Achievement

### Graduation Rates

Graduation rate information is on the web at [wmed.edu/student-achievement](http://wmed.edu/student-achievement). For information or to receive a copy contact the Registrar at registrar@wmed.edu or 269-337-6112.

### Employment of Graduates

Employment information for our graduates is on the web at [wmed.edu/student-achievement](http://wmed.edu/student-achievement). For information or to receive a copy contact the Registrar at registrar@wmed.edu or 269-337-6112.