

# 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 [med.wmich.edu/consumer-information](http://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](mailto: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 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). Information about institutional and program accreditation is on the web at [med.wmich.edu/accreditation](http://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](mailto: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](http://med.wmich.edu/education). For information or to receive printed copies contact the Office of Admissions at [admissions@med.wmich.edu](mailto: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-manuals-statements](http://med.wmich.edu/policies-manuals-statements). For information or to receive a printed copy contact the Office of the Dean at [office.dean@med.wmich.edu](mailto:office.dean@med.wmich.edu) or 269-337-4503.

### 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 on the student portal at [portal.med.wmich.edu/students](http://portal.med.wmich.edu/students). Contact the Office of Student Affairs at [studentaffairs@med.wmich.edu](mailto:studentaffairs@med.wmich.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 [med.wmich.edu/education](http://med.wmich.edu/education) or from the Office of Admissions at [admissions@med.wmich.edu](mailto: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](http://med.wmich.edu/copyright-scholarly-content). This includes the institutional policy, *Publishing Copyright-Protected and Scholarly Content*, available at [med.wmich.edu/policies-manuals-statements](http://med.wmich.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.med.wmich.edu/scholarshipwriting](http://libguides.med.wmich.edu/scholarshipwriting). For information or to receive a printed copy contact the Office of the Dean at [office.dean@med.wmich.edu](mailto: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](http://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](mailto: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](http://med.wmich.edu/registrar). Students are notified of their FERPA rights at least annually through notice of the Medical Student and Graduate Student Policy Manuals that are on the web at [med.wmich.edu/policies-manuals-statements](http://med.wmich.edu/policies-manuals-statements). For information or to receive a printed copy contact the Registrar at [registrar@med.wmich.edu](mailto: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](http://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](mailto:office.dean@med.wmich.edu) or 269-337-4503.

### **Misrepresentation**

As stated in the Medical Student and Graduate Student Policy Manuals on the web at [med.wmich.edu/policies-manuals-statements](http://med.wmich.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@med.wmich.edu](mailto: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 Policy Manuals on the web at [med.wmich.edu/policies-manuals-statements](http://med.wmich.edu/policies-manuals-statements). For information or to receive a printed copy contact the Office of Student Affairs at [studentaffairs@med.wmich.edu](mailto: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](mailto: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](http://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](mailto:office.dean@med.wmich.edu) or 269-337-4503.

### **Student Policy Manuals**

The Medical Student Policy Manual and the Graduate Student Policy Manual serve as the bylaws and reference guides to the roles and responsibilities of students in each program. The Policy Manuals are on the web at [med.wmich.edu/policies-](http://med.wmich.edu/policies-)

**manuals-statements**. For information or to receive a

printed copy contact the Office of Student Affairs at [studentaffairs@med.wmich.edu](mailto:studentaffairs@med.wmich.edu) or 269-337-6111.

### **Textbook Information**

Textbook information is in the online course catalog at [catalog.med.wmich.edu](http://catalog.med.wmich.edu). For information or to receive a printed copy contact the Registrar at [registrar@med.wmich.edu](mailto:registrar@med.wmich.edu) or 269.337.6112.

### **Transfer of Credit**

As stated in the Student Policy Manuals and on the web at [med.wmich.edu/registrar](http://med.wmich.edu/registrar), WMed accepts transfer credit for the Master of Science in Medical Engineering degree program only. WMed does not accept transfer credit from other graduate and graduate certificate programs, and does not allow transfer between degree programs. For information or to receive a printed copy contact the Registrar at [registrar@med.wmich.edu](mailto: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](http://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](mailto: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](http://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](mailto: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 Policy Manuals on the web at [med.wmich.edu/policies-manuals-statements](http://med.wmich.edu/policies-manuals-statements). For information or to receive a printed copy contact the Office of Student Affairs at [studentaffairs@med.wmich.edu](mailto: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](mailto: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](mailto: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](http://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](http://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](mailto:office.dean@med.wmich.edu) or 269-337-4503.

### Vaccination Policy

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

## Student Achievement

### Graduation Rates

Graduation rate information is on the web at [med.wmich.edu/student-achievement](http://med.wmich.edu/student-achievement). For information or to receive a copy contact the Office of the Dean at [office.dean@med.wmich.edu](mailto: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](mailto:office.dean@med.wmich.edu) or 269-337-4503.