

# DOCTOR OF MEDICAL SCIENCE (DMSc) STUDENT HANDBOOK

**This handbook is a supplement to the Marshall B. Ketchum University (MBKU) Student Handbook and University Catalog.**

MBKU publishes the University Catalog and Student Handbook on an annual basis. These documents include an all-encompassing compilation of University policies and other information pertinent to your educational experience at MBKU.

The Program Student Handbooks make reference to select MBKU policies within this document for ease of reference. Matriculated students are responsible for understanding and following the Catalog and both MBKU and respective Program Student Handbooks.

Please refer to the University Catalog (<https://catalog.ketchum.edu/university-catalog/>) for the following policies and procedures:

- Academic Policies: Including Grading, Exam Policies, Extended Leave, Withdrawal, and Probation and Dismissal
- Admissions, Financial Information, Curriculum, and Courses for Programs
- Compliance Statement
- Financial Aid Policies: Including Aid Disbursement, Work Study, and Satisfactory Academic Progress
- Student Accounts Services: Including Billing and Payment Policies and Tuition Refund Policy
- Student Records Policies and Procedures

Please refer to the MBKU Student Handbook (<https://catalog.ketchum.edu/university-student-handbook/>) for the following policies and procedures:

- Accommodating Students & Applicants with Disabilities
- Activities, Seminars, and Co-Curricular Programs
- Campus Store Accounts
- Classroom Etiquette
- Computer Use Policy
- Health and Safety Policies, including Campus Safety
- Mental Health Counseling Services
- Non-Discrimination Statement
- Peer Advisors and Peer Tutors
- Student Accounts Services: Explanation of Tuition and Fees, Past Due Status, Emergency Loans, Overpayment Funds, Direct Deposit, and Student Financial Responsibility and Collections
- Student Conduct
- Student Government Association (SGA)
- Student Grievance Procedures
- Student ID and Access Cards

Dear DMSc Student,

Welcome to the Doctor of Medical Science (DMSc) program at Marshall B. Ketchum University! As the founding program director, I am excited to embark on this journey with you.

I encourage you to review the DMSc student handbook, where you will find detailed learning outcomes, student support services, and a curriculum that outlines the specific concentrations available to you. Each concentration is designed to challenge, inspire, and empower you to make a meaningful contribution to organizations dedicated to patient care and to the Physician Assistant (PA) profession, covering topics from evidence-based medicine and scholarly writing to healthcare policy and organizational behavior and the basics of PA education.

In addition to this handbook, students are required to be in compliance with the MBKU Student Handbook. Additional resources and information can be found in the University Catalog and course syllabi.

I am confident that this program will not only elevate your career but also ignite a passion for continuous learning and innovation. Together, we will shape the future of healthcare by promoting excellence, leadership, and advocacy within the PA community. Welcome aboard!

Best regards,

Robert E. McKenna, DMSc, MPH, PA-C