

MASTER OF SCIENCE IN APPLIED ANATOMY (PLAN B)

Department of Anatomy Case Western Reserve University

[Effective January 8, 2019]

Minimum Requirements of the School of Graduate Studies

General: Grade point average of 2.5 after two semesters or 12 hours, 2.75 after four semesters or 21 hours, and 2.75 cumulative to graduate; program of study to be completed within five years.

Plan B Master's Degree: 30 credit hours of study

No fewer than 18 semester hours of course work at the 400 level; comprehensive exam administered by the department or program; examination may be written, oral or both; the student must be registered in the Graduate School at the time of the examination, either for a course or for EXAM 600.

Specific Requirements of the Department of Anatomy for Master of Science Degree (Plan B)

The requirements for the MS degree in Applied Anatomy **exceed** the requirements of the School of Graduate Studies. **The Department of Anatomy requires 30 credit hours of study and a 3.0 cumulative GPA to graduate.** Students are expected to maintain a 3.0 GPA throughout the program; failure to maintain a 3.0 GPA for two semesters may result in separation from the program. Required courses of the Anatomical Sciences Core Curriculum (ASCC) represent 17 credit hours.

Coursework

The required courses comprising the Anatomical Sciences Core Curriculum (ASCC) represent 19 credit hours (see below). The student must earn a grade of “**B or better**” in each of these courses. Should a minimum grade of “B” not be achieved, the student may repeat the course **once** to earn a “**B or better**” grade. An ASCC course may not repeat the course more than once; a second unsatisfactory performance makes the student ineligible for the MS in Applied Anatomy degree. [Credits of a repeated course do not contribute to the 30-credit-hour minimum, but they are included in the total credit count and count toward GPA calculation.]

Required courses are the following:

Anatomical Sciences Core Curriculum:

ANAT 411	Human Gross Anatomy/lab (6 credits)	Spring semester
ANAT 412	Histology and Ultrastructure/lab (4 credits)	Fall semester
ANAT 414	Neurological Anatomy/lab (4 credits)	Fall semester
ANAT 491	Embryology (3 credits)	Fall semester

TOTAL required hours of core coursework in Anatomy: MS = 17

Master of Science Degree in Applied Anatomy

Elective courses:

A minimum of 13 credit hours in elective coursework at the graduate level must be completed. Elective courses can be graduate courses, including research coursework, selected from such areas as anatomy, biological anthropology, biochemistry, biomedical engineering, molecular biology, neurosciences, and, physiology. Other courses must be approved by the academic advisor or the Graduate Executive Committee.

Program of Study

The Office of Graduate Studies requires that a proposed course of study be prepared by the student and faculty advisor upon matriculation. The completed Program of Study plan must be submitted (via SIS) for approval to the student's academic advisor as representative of the Graduate Executive Committee. The Program of Study may be amended at any time until graduation by submitting an amended plan following the same process.

Leave of Absence

Students are expected to pursue their studies according to a systematic plan coordinated through their academic advisor. Students must maintain continuous registration unless a Leave of Absence (LoA) is requested and granted. Failure to register will trigger separation from the program. A 24-month registration lapse requires reapplication to program.

A Leave of Absence must be requested in writing by submitting the LoA request form to the department, and subsequently to the Dean of Graduate Studies, for approval. A LoA is granted only when circumstances prevent continuation of studies. It is not to exceed two consecutive semesters, has a four-semester maximum, and does not extend implicitly the time (5 year) limitation for completion of the degree requirements. During a LoA the student must not utilize university resources, which includes not seeking aid from faculty, taking exams, or defending theses. A LoA may affect an international student's visa status.

Students must be enrolled in order to graduate. Note: The student (not department) must have submitted the Application to Graduate form.

Transfer of Credit

The CWRU School of Graduate Studies has established guidelines for giving credit for previous experience and knowledge obtained from formal education programs. Transfer of graduate credit from another university toward the master's degree requirements is limited to six semester hours of graduate-level, biomedical courses taken in excess of degree requirements at that university. No credit for thesis research may be transferred from another university. Transfer of credit is subject to approval by the Graduate Executive Committee and by the Office of Graduate Studies. Transfer of credit cannot be used for the required ASCC courses.

The Graduate School distinguishes between a professional degree and a university degree. Courses taken for a professional degree, such as the MD or DDS, do not qualify for credit toward a university degree, such as MS or PhD. Biomedical graduate courses taken by professional students that were beyond the requirements for their professional degree can be considered for transfer of credit. Exceptions to these guidelines exist, provided approval is obtained from the Graduate Executive Committee and the Office of Graduate Studies.

Master of Science Degree in Applied Anatomy

Master of Science Comprehensive Examination

Passing a departmental Comprehensive Examination is required of all Master of Science degree students by the School of Graduate Studies. Administration of the Comprehensive Examination (MS Comp Exam) required for the MS in Applied Anatomy is overseen by the Graduate Executive Committee of the Department of Anatomy. A student becomes eligible to take the MS Comp Exam following successful completion of all the ASCC courses. Successful completion of the required graded courses is defined as a "B or better." It is not required that a student complete all the elective coursework before taking the MS Comp Exam. The MS Comp Exam has two sequential components:

1. A written exam based on the four ASCC subjects. A student must achieve a score of 60% or better on the written exam to pass. A student who does not meet the 60% threshold will be allowed one retake of the written exam. A score of 65% or better is required to pass this 'retake' exam, which exam will include additional questions. A second unsatisfactory performance represents failure of the MS Comp Exam, making the student ineligible for the MS in Applied Anatomy degree.
2. An integrative, comprehensive oral exam that evaluates the student's knowledge of and ability to apply ASCC course content. A student must achieve a 'satisfactory' evaluation on this oral exam. The Examination Committee may offer the student a single opportunity to retake the oral exam if a satisfactory evaluation is not achieved. A second unsatisfactory performance represents failure of the MS Comp Exam, making the student ineligible for the MS in Applied Anatomy degree.

The oral exam is administered by a committee that typically consists of four Applied Anatomy core faculty. The examiners will be appointed by the Graduate Executive Committee and may vary for each student. This examination committee will determine whether a student has successfully completed the departmental MS Comp Exam; passing is required for the MS in Applied Anatomy degree.

Students become eligible to graduate once they have successfully completed all coursework and passed the MS Comp Exam. The School of Graduate Studies requires that a student be registered for at least one credit hour during the semester of graduation. This requirement may be waived for a student who was enrolled in the immediately preceding semester following submission of the approved waiver form.

'Academic Probation and Program Separation'

Student must maintain minimum academic requirements and continuous progress to remain in the Applied Anatomy program. The Graduate Executive Committee reviews the academic performance and progress of students after the fall and spring semesters. In situations of academic probation and/or lack of progress, a student may be separated from the program.

Possible bases for separation include:

- Insufficient grade point average (< 3.0 for two semesters);
- Earning a 'C' grade in two ASCC courses;
- Failure to make continuous academic progress;
- Failure to pass the MS Comp Exam.

Master of Science Degree in Applied Anatomy

Advisor

A member of the Graduate Executive Committee of the Department of Anatomy will be assigned as an academic advisor for each incoming student. These faculty members will assist the student in academic matters for the duration of the student's tenure as a MS in Applied Anatomy student.

GRADUATE EXECUTIVE COMMITTEE DEPARTMENT OF ANATOMY SCHOOL OF MEDICINE

The Graduate Executive Committee (GEC) of the Department of Anatomy is composed of the Anatomical Sciences Core Curriculum (ASCC) course directors. It is the responsibility of GEC to oversee all academic matters involving graduate students in the department seeking the Master of Science degree. The committee:

- (1) serves as the Admissions Committee for the department and, as such, makes recommendations to the CWRU School of Graduate Studies;
- (2) acts as the Curriculum Committee for the Department;
- (3) defines the requirements for earning the MS in Applied Anatomy degree;
- (4) serves as or appoints faculty serving on MS Comprehensive Examination committees;
- (5) should be consulted whenever a question concerning departmental requirements for graduate students arises; and
- (6) tracks the academic progress of each student/candidate; in situations of academic probation and/or lack of progress, determines a student's continuance or separation from the Applied Anatomy program.