

**Master of Science in Applied Anatomy (Plan B)**  
Department of Anatomy, Case Western Reserve University  
[Effective January 1, 2020]

Description

The Plan B Master of Science in Applied Anatomy degree is a non-thesis graduate degree program. It provides advanced exposure to anatomical sciences for interested professionals, additional training for those wishing to resume or change careers, and additional preparation in human morphology and biology for students interested in pursuing professional studies in the health sciences. The program is overseen by the Graduate Executive Committee (GEC) of the Department of Anatomy.

School of Graduate Studies Requirements:

*General:* Grade point average of 2.50 after two semesters or 12 hours, 2.75 after four semesters or 21 hours, and 3.00 cumulative to graduate; program of study to be completed within five years.

*Plan B Master's Degree:* 30 credit hours of study, including 18 semester hours of coursework plus thesis work equivalent to 9-12 semester hours of registration. At least 18 credit hours of course work, including thesis, must be at the 400-level or above. Courses taken at the 300 level are only be allowed when no 400-level course is available or under unusual circumstances and must be approved in advance via a petition to Graduate Studies.

Department of Anatomy Requirements

**Coursework**

The Anatomical Sciences Core Curriculum (ASCC) consists of four courses totaling 17 credit hours. A student must earn a grade of "B or better" in each ASCC course. Should this grade not be achieved, the student may repeat the course once to earn a "B or better" grade. A student may not repeat an ASCC course more than once; a second unsatisfactory performance makes the student ineligible for the MS in Applied Anatomy degree. [Note that credits of a repeated course do not contribute to the 30-credit-hour minimum but are included in the total credit count and count toward GPA calculation.]

**Required courses:**

**Anatomical Sciences Core Curriculum:**

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

**TOTAL required Anatomy coursework: 17 credit hours**

## **Elective courses**

Elective coursework should be at the 400-level or above and can be selected from areas such as anatomy, biological anthropology, biochemistry, biomedical engineering, molecular biology, neurosciences, and physiology. Courses must be approved by the Graduate Executive Committee (GEC).

## **Program of Study**

The Office of Graduate Studies requires that a Program of Study be prepared by the student and faculty advisor upon matriculation. This plan must be submitted via the Student Information System (SIS) for approval by the student's academic advisor. 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 (rather than department) must submit the Application to Graduate form through SIS.

## **Master of Science Comprehensive Examination**

All non-thesis (Type B) students must complete a comprehensive examination (MS Comp Exam) for the MS in Applied Anatomy degree. A student becomes eligible to take the MS Comp Exam following successful completion of all required ASCC courses (i.e., by earning a grade of "B or better"). It is not required that a student complete all elective coursework before taking the MS Comp Exam.

The MS Comp Exam is computer-based and consists of four multiple-choice subject exams. Each exam consists of 45 questions covering one of the four ASCC subjects. A student must achieve a combined (average) score of 60% or better on this exam to pass the MS Comp Exam. A student who does not meet the 60% threshold will be allowed one retake of the original (entire) exam. A score of 65% or better is required to pass this 'retake' exam. A second unsatisfactory performance represents failure of the MS Comp Exam, making the student ineligible for the MS in Applied Anatomy degree.

## **Academic Probation and Program Separation**

A student must maintain minimum academic requirements and continuous progress to remain in the Applied Anatomy program. The GECO 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
- earning a 'C' grade in two ASCC courses
- failure to make continuous academic progress
- failure to pass the MS Comp Exam
- failure to complete and defend the MS thesis

## **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 GECO 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 GECO and the Office of Graduate Studies.

## **Transferring from Plan B to Plan A**

If a student currently enrolled in the Type B MS in Applied Anatomy program wishes to transfer to the Type A track, they must petition the GECO. Such a petition must include the name of a thesis advisor and a potential thesis topic; it should be submitted prior to earning 15 credits or at least one year prior to the anticipated graduation date. The GECO is the final authority on whether such a petition will be granted.

## **Advisor**

A member of the GECO of the Department of Anatomy will be assigned as an academic advisor for each incoming student. This faculty member 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**

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

- serves as the Admissions Committee for the department and, as such, makes recommendations to the CWRU School of Graduate Studies;
- acts as the Curriculum Committee for the Department;
- defines the requirements for earning the MS in Applied Anatomy degree;
- serves as or appoints faculty serving on MS Comprehensive Examination committees;
- should be consulted whenever a question concerning departmental requirements for graduate students arises; and
- 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.