

# MASTER OF CLINICAL ANATOMY GRADUATE STUDENT HANDBOOK

(Effective for incoming students entering  
the program in Fall 2024)

## I. INTRODUCTION & GENERAL REGULATIONS

This document provides information about the Master of Clinical Anatomy (MCA) program in the Anatomy and Cell Biology Department (ACB), Carver College of Medicine (CCOM), University of Iowa. It specifies requirements and policies related to graduate study in this program.

### A. Graduate Training in Clinical Anatomy

The Department of Anatomy and Cell Biology offers a Master of Clinical Anatomy. The MCA program is a 16-month program and includes courses in Fall of Year 1 (Y1FA), Spring of Year 1 (Y1SP), Summer of Year 1 (Y1SM), and Fall of Year 2 (Y2FA).

### B. Admission

The application procedures are those required by the University of Iowa. [Applications](#) are made directly to the MCA program through the Office of Admissions and by following the application procedures to submit all required materials. Inquiries about the program can be made by contacting the MCA Program Coordinator Julie Collins ([Julie-Collins@uiowa.edu](mailto:Julie-Collins@uiowa.edu)).

Applicants are evaluated based upon:

- Undergraduate academic performance (strong science background preferred),
- Strength of personal statement,
- Three letters of recommendation,
- Interest in the anatomical sciences and additional experiences,
- Optional: MCAT, DAT, or GRE scores (where applicable), and
- TOEFL scores (where applicable)

Students selected for an interview will be contacted by email to arrange a virtual visit via Zoom to meet with MCA faculty. Applicants recommended by the MCA faculty (based on positive assessment of application materials and interview) will be forwarded to the Office of Admissions with an offer for matriculation.

### C. Programmatic and Departmental Administrative Staff

Julie Collins ([Julie-Collins@uiowa.edu](mailto:Julie-Collins@uiowa.edu), 319-335-7197) is the MCA Program Coordinator. If students need assistance with course registration, tuition questions, room scheduling, or any aspect of the MCA Program, contact Julie. Julie works from home full-time and can be reached by email, phone, or scheduling a Zoom meeting.

Denise Jurca ([Denise-Jurca@uiowa.edu](mailto:Denise-Jurca@uiowa.edu), 319-335-7756) and Madison O’Leary ([Madison-Oleary@uiowa.edu](mailto:Madison-Oleary@uiowa.edu)) are in-person departmental staff members and have offices in BSB 1-100. They can assist with immediate needs when necessary. They also manage departmental resources and can support students with questions about travel (*e.g.*, travel for academic conferences), applying for research scholarships or grants, and other departmental endeavors.

## II. PROGRAM OF STUDY

### A. MCA Curriculum

The MCA degree is awarded upon satisfactory completion of 1) 32 hours of coursework and 2) successful completion of the comprehensive assessment.

#### 1. Required Courses (24 s.h.)

Students must complete the following required courses, totaling 25 credit hours:

##### Y1FA:

ACB:5203:0001 Human Gross Anatomy for Graduate Students	5 s.h.
ACB:5210:0001 General Histology Online	4 s.h.
ACB:7001:0001 Teaching and Learning in the Anatomical Sciences	2 s.h.
ACB:7002:0001 Seminar in Anatomical Sciences (Fall)	1 s.h.

##### Y1SP:

ACB:6252:0001 Functional Neuroanatomy	4 s.h.
ACB:7020:0001 Human Embryology Online	2 s.h.
ACB:7500:0001 Case-Based Learning I	2 s.h.
ACB:7002:0001 Seminar in Anatomical Sciences (Spring)	1 s.h.

##### Y2FA:

ACB:7600:0001 Case-Based Learning II	2 s.h.
ACB:7010:0001 Anatomy Through Imaging	2 s.h.

#### 2. Elective Courses

Students must select additional graduate-level course work to complete the remaining semester hours required for the MCA in Clinical Anatomy. Elective courses should be considered for Y1SM and Y2FA semesters. Students may choose to take an elective during Year 1 with program and course director approval. Students must complete a minimum of 7 elective hours to fulfill the degree requirements:

ACB:7400:0001 Practicum in College Teaching <i>(Maximum of 4 s.h. contributing to degree)</i>	2-4 s.h.
ACB:7701:0001 Advanced Neuroimaging*	1 s.h.
ACB:7702:0001 Advanced Osteology*	1 s.h.

ACB:7703:0001 Art & Anatomy*	1 s.h.
ACB:7704:0001 Surface Anatomy*	1 s.h.
ACB:5206:0IND Graduate Research in Cell and Developmental Biology (Maximum of 5 s.h. contributing to degree)	1-5 s.h.
ACB:7401:0001 Advanced Human Anatomy <sup>†</sup>	4 s.h.
ACB:7402:0001 Teaching Elective in Regional Anatomy	2 s.h.
Other courses with Advisor/Director approval (Maximum of 3 s.h. contributing to degree)	1-3 s.h.

\* = Offered only in Fall semesters

<sup>†</sup> = Offered only in Spring semesters

## B. Comprehensive Assessment

In Fall Y2, students will complete the comprehensive assessment. Successful completion of this assessment is required to fulfill graduation requirements of the program.

Students must score 70% or above to successfully pass the assessment. In the event of failure to pass the capstone assessment, students will have one opportunity to remediate the assessment in a manner determined by the program. If a student needs to remediate a Y1SP course (e.g., Functional Neuroanatomy) and they must extend into a Y2SP semester, they will take the full comprehensive assessment at the end of Y2SP.

## C. Graduate Research Opportunities

Students choosing to take the ACB:5206 Graduate Research in Cell and Developmental Biology course must identify a lab to join. The principal investigator (PI) of the lab can be in the ACB department (e.g., with MCA program faculty or with Cell & Developmental Biology program faculty) or any other faculty member or clinician at the University of Iowa who agrees to take on the student.

Each semester hour approximates 3 hours/week involved in the project (inclusive of in-person laboratory time, outside reading, preparation, etc.) and is based on a 15-week semester (see <https://clas.uiowa.edu/faculty/credit-hour-definition>). So, for a 2 s.h. research project, students should be in the lab or involved in project work for 90 hours in the spring or fall semester (2 s.h. x 3 h. x 15 weeks = 90 total hours). In the summer semester where courses are abbreviated to 6 weeks, the expectation of completed time is the same (90 hours over the course of the semester), so students enrolled in 2 s.h. of research in the summer should plan to dedicate an average of 15 hours per week (90 total hours/6 weeks = 15 hours per week).

Success in the research lab is determined by the lab's PI. As part of the course, students must also complete a public presentation of their research during each semester research is completed.

#### **D. Dropping Courses**

No student is permitted to drop courses before or after the deadline established by the Carver College of Medicine unless that student has received the permission of the Program Co-directors to drop the class. Students who receive permission to drop a course after the deadline shall receive a grade of “W” unless the entire registration is canceled. Students who drop a course without obtaining the permission of the Program Co-directors shall receive a grade of “F” unless the whole registration is canceled.

#### **E. Responsibilities**

The student is responsible for becoming informed about collegiate and university deadlines and degree requirements.

### **III. ADVISORY AND REVIEW SYSTEM**

#### **A. Advising**

During Year 1, MCA faculty will provide group advising once per semester. **All current MCA students must attend the group advising sessions.** The goal of these sessions is to help students plan for the future of the program, reflect on successes and challenges, plan for application to professional school, and provide students an opportunity to connect with MCA faculty.

Upon matriculation, students will also be assigned an individual MCA advisor. The advisor will be an MCA faculty member. There are no formal meetings required between student and advisor. Instead, MCA advisors are there to help if students need assistance or information outside of the scheduled group advising meetings.

#### **B. Programmatic Evaluation**

Failure to maintain the minimum required cumulative grade point average for graduate work (3.0) will result in the student being placed on probation by the MCA program. Further, if, in the judgment of the MCA faculty, a student’s work toward degree objectives is unsatisfactory, programmatic probation may be advised.

Scholastic performance in all MCA courses is generally recorded using a letter grading scale (A, B, C, F). Use of plus (+) and minus (-) grades within that scale are determined by the Course Director of each course. A grade of “C” or its course equivalent is required to pass a course.

The four foundational anatomical sciences courses will use the letter grading scale. Human Gross Anatomy for Graduate Students (and the parallel courses that MCA participate in) will also offer Satisfactory (“S”) and Unsatisfactory (“U”) options at the Course Director’s discretion. Some other MCA courses (elective or required) may opt to use the S/U grading system at the discretion of the Course Director. In these cases, a Satisfactory (“S”) is required

to pass the course. If a student receives an Unsatisfactory (U) in any course and remediates the course, they will receive a letter grade for the remediation (*i.e.*, during a remediation of a course, there is no option for the S/U grading scale).

A grade of “Incomplete” (I) will be recorded when the student has not completed some component of the course and the reason for non-completion is acceptable to the Course Director (*e.g.*, absence from a class or examination due to illness or a serious personal emergency). The Course Director will determine the plan, including a schedule, for the student to complete their work. The maximum time allowed for finishing the “Incomplete” is to the end of the following semester. At this time the “Incomplete” (I) will become a failing grade (F) on the transcript. A grade of Incomplete should not be used as a temporary “placeholder” grade when the student’s performance in the course has been unsatisfactory.

Promotion from one semester to the next is contingent upon the satisfactory completion of courses in each preceding semester. If a student receives an “Incomplete” (I) or failing grade (“U” or “F”) in a course, the student will be placed on probation. In the case of a failing grade, if remediation is not successful (scoring a minimum of 70%) the student will be dismissed from the program. If a student receives a failing grade in any two courses (“U” or “F”), the student will be dismissed from the program.

## **C. Leave of Absence, Withdrawal, & Reinstatement**

### **1. Leave of Absence**

Individual students may benefit from being granted a leave of absence from the program for specified periods. A leave of absence may be due to medical or personal issues that must be addressed before continuing in the program. Students desiring a leave of absence must request in writing to the Program Co-directors and leave may be granted or denied at the discretion of the Program Co-directors. All leave must be arranged **in advance** of the student’s absence.

### **2. Program Withdrawal**

A student may withdraw from the MCA program upon approval of a written request submitted to the Program Co-Directors. If a student withdraws for any reason, academic deadlines for a refund of tuition and fees are set by the Registrar’s Office at the University of Iowa. These can be found at <https://registrar.uiowa.edu/academic-calendar>. Withdrawal information can be found at <https://registrar.uiowa.edu/withdrawal-information>.

### **3. Reinstatement**

Application for reinstatement by any student who has withdrawn voluntarily or who has been required to withdraw from the program must be received in writing by the Program Co-directors at least **six months** before the requested date of readmission.

#### **D. Academic Accommodations for Graduate Students**

Students may request academic accommodations (for their classes and/or as part of the graduate program) and should apply through Student Disability Services (319-335-1462; [sds-info@uiowa.edu](mailto:sds-info@uiowa.edu)). The steps for applying for an academic accommodation can be found at <https://sds.studentlife.uiowa.edu/students/apply/>. Students are not required to share any specific health or private information with their advisor or department.

### **IV. FINANCIAL RESOURCES**

#### **A. University Financial Aid**

The Office of Student Financial Aid determines eligibility for financial assistance. Information on eligibility, forms, types of aid, and more can be found at <https://financialaid.uiowa.edu/>.

The Center for Inclusive Academic Excellence supports historically marginalized, first-generation students and students from low socioeconomic backgrounds to thrive and succeed at the University of Iowa. The office is in 2750 University Capitol Centre, (319) 335-3555, <https://diversity.uiowa.edu/division/CIAE>.

There are multiple offices for the Veteran and Military Community. Information can be found at <https://veterans.uiowa.edu/>.

#### **B. Departmental Funding Support**

The Department of Anatomy and Cell Biology provides funding opportunities for teaching and/or research endeavors to MCA students. Paid laboratory/lecture teaching opportunities (not including tutoring) are only available to students that have completed a minimum of 2 s.h. of the Teaching Practicum (ACB:4700).

##### **1. Research Support**

If an MCA student is doing research/development work (any mentored, scholarly work including bench research, educational research, and development of educational tools and/or resources) *in the ACB department*, the student may be compensated hourly by the ACB department.

Paid research support must be completed separately from ACB:5206. If a student takes research credit hours, they can be paid for additional research time beyond the registered credit hours, but the time dedicated to earned credit versus paid time must remain separate (*i.e.*, a student cannot be simultaneously paid for credit hours they serve in a lab).

Paid research work during the program is supported only up to the university's part-time hourly maximum (20 hours/week, or 40 hours/week during the Thanksgiving, winter, and spring breaks, and summer; see <https://hr.uiowa.edu/careers/student-employment/info-students/hours-week-limitations> for complete university hours per week limitations).

Reach out to Denise Jurca ([Denise-Jurca@uiowa.edu](mailto:Denise-Jurca@uiowa.edu), 319-335-7756) to begin workflow and determine pay scale. *This funding option is only available for work completed with faculty in the ACB department.*

## **2. Tutoring**

MCA students can apply to support one or more of the MCA courses as a tutor (courses included and students accepted as tutors at MCA directors' discretion). Tutoring is defined as support for one-on-one or group tutoring for a course outside of scheduled course hours. Tutoring is NOT laboratory teaching or lecture teaching. Neither is tutoring associated with the Practicum in College Teaching (ACB:7400) or any other required or elective credit-based MCA course. These are credit-bearing experiences for which the student cannot be remunerated. Tutors must have received a B grade or higher in the course(s) (or equivalent courses) in which they are tutoring. Tutoring work cannot extend beyond four (4) hours per week, inclusive of all courses tutored for. Students are compensated for face-to-face time with students, NOT for preparation time.

Reach out to Denise Jurca ([Denise-Jurca@uiowa.edu](mailto:Denise-Jurca@uiowa.edu), 319-335-7756) to begin workflow and determine pay scale.

## **3. Anatomy Teaching Support**

A formal teaching role is defined as teaching in the anatomy lab or in classroom teaching for an entire semester. Trainees in this role are given more responsibility than those in the Practicum in College Teaching or other teaching elective MCA courses and are expected to commit to a specific teaching schedule for the semester. Trainees are selected as formal teaching support at the discretion of the MCA directors.

Reach out to Vice Chair for Education Darren Hoffmann ([Darren-Hoffmann@uiowa.edu](mailto:Darren-Hoffmann@uiowa.edu), 319-335-7704) to begin workflow and determine pay scale.