Memorandum of Understanding
between
A.T. Still University of Health Sciences
and
Dillard University

This Memorandum of Understanding (hereinafter “MOU”) is entered into on this 1st day of January, 2019, by and between A.T. Still University of Health Sciences (hereinafter “ATSU”) located at 800 W. Jefferson St, Kirksville, MO 63501 and Dillard University (hereinafter “Dillard”) located at 2601 Gentilly Blvd., New Orleans, LA 70122. ATSU and Dillard may be referred to herein individually as “Party” or collectively as “Parties.”

WHEREAS, Dillard is an undergraduate higher education institution devoted to success of its students and creating opportunities for its graduates;

WHEREAS, ATSU, the founding institution of osteopathic healthcare, is a leading postgraduate health sciences university dedicated to preparing highly competent healthcare professionals with a focus on whole person healthcare, scholarship, community health, interprofessional education, diversity, and underserved populations;

WHEREAS, Dillard and ATSU recognize the benefit of establishing pipeline programs through which both Parties seek to identify Dillard students that possess the qualifications and ability to successfully complete programs offered by ATSU and, as importantly, reflect the mission of ATSU.

NOW, THEREFORE, in consideration of the mutual promises and conditions herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, it is understood and agreed by the Parties, as follows:

A. Purpose. The purpose of this MOU is to establish a general collaboration between ATSU and Dillard to increase post-graduation opportunities for Dillard students by identifying Dillard students who reflect the mission of ATSU and would make quality candidates for admission into certain ATSU programs;

B. General. This MOU establishes the overarching relationship between Dillard and ATSU related to creating pipeline programs for Dillard students to enter programs offered in ATSU schools. Each ATSU school’s admission and pipeline program requirements, are memorialized by separate addendum/addenda to this MOU, and may differ between ATSU’s schools. ATSU and Dillard shall mutually establish procedures intended to: 1) identify motivated and capable students who demonstrate a high likelihood of successful academic performance at both Dillard and ATSU; 2) provide expanded educational opportunities to identified students; and 3) develop an assessment plan to critically assess each pipeline program and its expected outcomes. Both institutions shall agree as to the students admitted into each pipeline program, but nothing herein shall limit the authority of either Party to admit other applicants to their own programs.

C. Course Requirements. Dillard students presented to ATSU through this pipeline program shall pursue a curriculum approved by both Dillard and ATSU. Prerequisite course requirements and other relevant requirements are attached as addendum/addenda to this MOU.
D. **No Guarantee.** ATSU makes no guarantee or covenant under this MOU that any Dillard student will be admitted to, or be awarded a degree by, any of its schools or programs.

E. **Academic Misconduct.** A student will be dismissed from participation in a pipeline program in the event the student is found by Dillard, or by ATSU or its affiliated hospitals and/or clinics, to have engaged in academic misconduct.

F. **Indemnification.** ATSU and Dillard shall indemnify and hold harmless the other Party and its trustees, regents, officers, and employees, and shall pay all charges, costs, damages, and expenses, including, but not limited to, attorneys' fees and related expenses associated with defending claims asserted by any student participating in any pipeline program established by this MOU, or claims asserted by any third party, if such claims arise from, or are related to, any action or decision by either Party concerning its programs, policies or procedures. The obligation of either Party to indemnify the other shall extend without limitation to claims arising from any decisions by either Party to admit or refuse to admit a participating student into its degree programs, to grant or refuse to grant a degree to a participating student, or to impose discipline against a participating student.

G. **Relationships.** Nothing in this MOU shall be construed as creating a partnership, joint venture or other business enterprise. In implementing this MOU, Dillard and ATSU shall each act on its own behalf and neither has authority to bind the other without the other's express written consent.

H. **Other MOUs.** This MOU and any addendum/addenda shall not prohibit either Party from entering into similar MOUs with other institutions. It is also agreed that any Dillard student who applies through the normal application and acceptance procedures to any ATSU program shall not be adversely affected by not utilizing the application process through this MOU.

I. **Amendments.** By mutual written consent, the Parties may amend, modify and/or expand this MOU. Any amendment shall only apply subsequent to the date such amendment has been approved by the Parties.

J. **Termination.** Either Party may terminate this MOU, without cause, with a minimum written notice of twelve months to the other Party. The students participating in pipeline programs shall be allowed to complete the course of study provided all requirements are successfully completed.

K. **Enforceability.** None of the benefits or obligations of the Parties under this MOU shall be enforceable by any student or other third party.

L. **Assignment.** Neither Party shall assign, sell, or otherwise transfer this MOU without the written consent of the other.
Agreed to by and between:

A.T. Still University:

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Craig M. Phelps, DO, President

Willard University:

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Walter M. Kirschen, Ph.D, President

Norm Gevitz, PhD, Senior Vice President- Academic Affairs

Yolanda W. Page, Ph.D.
Vice President for Academic Affairs

Margaret Wilson, Dean, Kirksville College of Osteopathic Medicine

Tracie Thomas, Pre-Health Advisor

Janel E. Green, Vice President for Business and Finance

Reviewed for Legal Sufficiency

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Denise Wallace, JSD
Vice President for Legal Affairs and Legal Counsel

12/07/18
Addendum #1
Kirkville College of Osteopathic Medicine Still Scholars Early Acceptance Program

This Addendum #1 (hereinafter “Addendum #1”) dated January 1, 2019, is attached to and forms part of the Memorandum of Understanding between A.T. Still University of Health Sciences ("ATSU") and Dillard University dated January 1, 2019. This Addendum #1 is an understanding between A.T. Still University – Kirksville College of Osteopathic Medicine (“ATSU-KCOM”) and Dillard University ("Dillard").

A. Purpose. This Addendum is designed to offer to qualified Dillard students the opportunity to participate in ATSU’s Still Scholars Early Acceptance Program (“Still Scholars Program”). The Still Scholars Program is designed to provide admission opportunities to outstanding students who aspire to become osteopathic physicians at ATSU-KCOM. ATSU-KCOM prides itself on developing physicians who focus on whole person healthcare and community service, and looks for students who also hold these values. ATSU-KCOM’s Still Scholars Program rewards highly capable students who are dedicated to the osteopathic philosophy with admittance into our institution’s founding osteopathic medical program without traditional MCAT requirements. The Still Scholars Program encourages students to focus on developing strong academic and leadership skills, yet allows them to focus on their undergraduate experience without the additional pressures of preparing for the MCAT. In addition, Still Scholars are awarded a small academic scholarship for medical school upon entry to ATSU-KCOM. ATSU-KCOM may admit a maximum of 15 Still Scholars students into medical school each year.

B. Term. This Addendum will remain in effect unless terminated by either party for any reason. Termination must come with written notice twelve (12) months prior to the effective date of termination. All students accepted as Still Scholars under the terms of this agreement will be permitted to complete the program.

C. Applicant Criteria: Dillard students wishing to apply for the ATSU-KCOM Still Scholars Program must meet the criteria set forth below to be considered a Qualified Applicant.

1. Be in the process of finishing their sophomore year of their undergraduate education in any major, or have a minimum of two years of full-time study left in their degree program;
2. Have a minimum grade point average (GPA) of 3.40 cumulative and science, with a grade of B or above in all pre-requisite courses;
3. Receive a grade of "B" or above in the pre-requisite courses from a U.S., regionally accredited college or university at the time of their Still Scholars application;
4. Participate in a minimum of 50 hours clinical experiences (shadowing, employment giving patient care, etc.);
5. Have completed at least 45 credit hours prior to applying;
6. Have completed at least 75% of the following pre-requisite courses for medical school by the end of their sophomore year:
   i. Biology – one year lecture and lab, minimum of 8 semester hours (zoology or microbiology are acceptable alternatives);
ii. General Chemistry -- one year lecture and lab, minimum of 8 semester hours;
iii. Organic Chemistry -- one year lecture and lab, minimum of 8 semester hours;
iv. Physics -- one year lecture and lab, minimum of 8 semester hours; and
v. English -- one year of English, Composition, Literature, or Writing Intensive
Courses (6 credits).

7. Be in good disciplinary standing at Dillard as certified by the Dillard Advisor;
8. Strong leadership experiences on campus or in the community. Providing volunteer
service to the underserved is highly encouraged.

D. Still Scholars Program Application Process. To apply for the ATSU-KCOM Still Scholars
Program, qualified applicants should submit the following materials postmarked no
later than June 1:
1. Completed application listing clinical experiences, service/volunteerism, and leadership;
2. Completed essays as part of the application;
3. Three evaluation forms/current letters of recommendation (one from each of the
following):
   i. Academics: Pre-Health Professions Advisor OR Science Faculty Member
   ii. Clinical or Work Experience: DO/MD or Clinical Employer/Supervisor
   iii. Community Involvement: Extra-Curricular Organization Advisor
4. Transcript(s) from all colleges and universities where coursework was attended,
   showing completion of at least 75% of the pre-requisite coursework to demonstrate
   successful fulfillment of all academic requirements for ATSU-KCOM's Still Scholars
   Program (refer to C.6.)

E. Selection of Still Scholars Program Conditional Candidates. Qualified applicants will
interview in early fall following their sophomore year. A maximum of 15 qualified
applicants will be awarded conditional admission to ATSU-KCOM at the beginning of their
junior year using the criteria set forth below:
1. Overall academic record;
2. Fulfillment of academic requirements;
3. Proven commitment to osteopathic medicine based on required essays and minimum of
   50 hours of shadowing and employment or volunteer work in a clinical setting;
4. Community service and leadership;
5. Evaluation forms/letters of recommendation; and
6. Successful interview with ATSU-KCOM and acceptance by the Admissions Selection
Committee.

F. Satisfactory Progress During Conditional Candidacy. Conditional candidates in the Still
Scholars Program have a continuing obligation to progress academically and engage in
additional clinical, service-related, and leadership activities that will further prepare them for
medical school. In order to continue as a conditional candidate in good standing, Still
Scholars Program conditional candidates must meet the following continuing obligations:
1. Continue satisfactory academic progress as demonstrated by:
   i. Maintaining cumulative GPA of at least 3.4 and Science GPA of at least 3.4;
   ii. Remaining a full-time student at Dillard; and
iii. Completing or in the process of completing any remaining pre-requisite courses required under this Addendum #1, C.6.

2. Active participation in the ATSU-KCOM Still Scholars Program (Canvas course with designated assignments, mentoring with ATSU Admissions staff and ATSU-KCOM Student Ambassadors, and other activities as designated by the course requirements)

3. Participation in mentoring and advising programs as demonstrated by meeting at least once per semester with a Dillard Advisor to discuss progress and update the conditional candidate’s file;

4. Strong participation in community service activities and developing into a well-rounded person, consistent with the goal of entering the osteopathic medical profession. Specific community service activities that a conditional candidate may participate in may include:
   i. Service activities and volunteer work which exhibit a strong commitment to helping others, especially those opportunities that benefit the underserved communities (applications with substantial community service/volunteer work may have a higher chance of acceptance into the program, as ATSU-KCOM focuses highly on community service);
   ii. Leadership experience that demonstrates responsibility;
   iii. Working with diverse groups or populations;
   iv. Engaging with some clinical aspect of the medical field;
   v. Being an active member of a Dillard health professions club;
   vi. Undertaking academic enrichment opportunities or undergraduate research programs.

5. Demonstrate commitment to becoming an osteopathic physician.

6. Gain a minimum of 100 hours of clinical shadowing and employment or volunteerism experiences prior to submitting final AACOMAS application, with substantial exposure to an osteopathic physician;

7. Maintain good disciplinary standing. This includes the avoidance of serious sanctions, maintaining acceptable interpersonal relations with faculty and peers, showing maturity and judgment, and exercising personal responsibility in meeting commitments;

8. Meet specific undergraduate course requirements, as determined by the Dillard Advisor and ATSU-KCOM.

G. Final Medical School Interview for Conditional Candidates. Conditional candidates who meet the continuing obligations described in this Addendum #1 will be eligible to be interviewed for matriculation into ATSU-KCOM. Only those conditional candidates that successfully complete the interview will be considered for matriculation. Successful candidates will be evaluated on the following characteristics:

1. Maturity, ethical judgment, and professionalism
2. Excellent communication and interpersonal skills
3. Commitment to an osteopathic medical career
4. Experience and demonstrated desire to serve underserved communities
5. Academic competency and demonstrated record of success in all courses required for undergraduate degree and pre-requisite courses

H. Waiver of MCAT. For conditional candidates in the Still Scholars Program, the MCAT is exempted and a score cannot be submitted to or appear on the AACOMAS medical school
application. Conditional candidates who submit an application with an MCAT score will be dismissed from the Still Scholars Program and reviewed as a general applicant. Permission from ATSU Admissions must be received in advance of any MCAT exam date, if the conditional candidate chooses to take the MCAT for their own purposes (such as for scholarship applications, etc.). Documentation listing the requirement of the MCAT exam score for scholarships or other purposes must be submitted to Admissions prior to the exam date. If the conditional candidate is given permission to take the MCAT, the exam score should not be reported to AACOMAS or ATSU-KCOM.

This Addendum #1 to Agreement is agreed to by:

A.T. Still University:

Craig M. Phelps, DO, President

Norm Gevitz, PhD, Senior Vice President-Academic Affairs

Margaret Wilson, Dean, Kirksville College of Osteopathic Medicine

DUARD University:

Walter M. Kimbrough, Ph.D.
President

Yolanda W. Page, Ph.D.
Vice President for Academic Affairs

Tracie Thomas, Pre-Health Advisor

Janel E. Green, Vice President for Business and Finance

Reviewed for Legal Sufficiency:

Denise Wallace, JSD,
Vice President for Legal Affairs and Legal Counsel
Addendum #2
Missouri School of Dentistry & Oral Health
Priority Consideration

This Addendum #2 (hereinafter “Addendum #2”) dated January 1, 2019, is attached to and forms part of the Memorandum of Understanding between A.T. Still University of Health Sciences and Dillard University dated January 1, 2019. This Addendum #2 is an understanding between A.T. Still University – Missouri School of Dentistry & Oral Health ("ATSU-MOSDOH") and Dillard University ("Dillard").

A. Purpose. This Addendum #2 is designed to reserve interview slots for qualified Dillard students desiring to attend ATSU-MOSDOH.

B. Number of Interview Slots. Effective January 1, 2019, ATSU-MOSDOH agrees to reserve two (2) interview slots per admission year for qualified Dillard applicants. The number of reserved interview slots for Dillard applicants will be reviewed annually with a potential for more slots, at the discretion of ATSU-MOSDOH.

C. Release of Interview Slots. If by September 30 of the annual admissions cycle there are fewer than two qualified applicants from Dillard, ATSU-MOSDOH will release the remaining interview slots for that cycle to other qualified applicants.

D. Review of Addendum. This Addendum #2 will be reviewed every two years for updates and process changes.

E. Delay of Application. Subject to prior approval by ATSU-MOSDOH, Dillard graduates may elect to delay application to ATSU-MOSDOH up to one year following graduation.

F. Candidacy Selection. To be selected for candidacy, an applicant must meet the following conditions:
1. Meet all admission requirements of ATSU-MOSDOH prior to matriculation.
2. Completion of or in the process of completing the following pre-requisite courses:
   a. General Biology – one year with laboratory or 8 semester hours/12 quarter hours;
   b. Human Anatomy – 3 semester hours/4 quarter hours;
   c. General Physiology – 3 semester hour/4 quarter hours;
   d. General or Inorganic Chemistry – one year with laboratory or 8 semester hours/12 quarter hours;
   e. Biochemistry – 3 semester hours/4 quarter hours;
   f. Organic Chemistry – one year with laboratory or 8 semester hours/12 quarter hours;
   g. Physics – one year with laboratory or 8 semester hours/12 quarter hours;
   h. English – 3 semester hours/4 quarter hours.
3.

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Make satisfactory academic progress as demonstrated by:
   a. Cumulative GPA of at least 3.25 and Science GPA of at least 3.0;
   b. Meet specific course equivalencies, as determined by Dillard’s Advisor and ATSU-MOSDOH.
   c. Maintain status as a full-time student at Dillard;
4. Have completed at least additional four basic science lecture courses at Dillard at the 200-level or above.
5. Have a minimum DAT academic average score of 17 (including all subsections), with the test date occurring within the last 3 years.
6. Exhibit qualities of character embraced by the health care profession.
7. Participation in mentoring and advising programs as demonstrated by meeting at least once per semester with the Dillard Pre-Health Advising Office to discuss progress and update the applicant’s file.
8. Participation in community service activities consistent with the goal of entering the osteopathic medicine profession. Specific community service activities that a candidate may elect include (minimum of 100 hours is required):
   a. Volunteer work (applications with substantial community service/volunteer work may have a higher chance of acceptance into the program as ATSU-MOSDOH focuses highly on community service);
   b. Activities which exhibit a strong commitment to helping others, experience working with diverse populations, and leadership;
   c. Engaging with some aspect of the dentistry field;
   d. Being an active member of the Dillard health professions club;
   e. Undertaking academic enrichment opportunities, undergraduate research programs, and/or summer DAT preparation programs.
9. Participate in clinical experiences, including shadowing, employment, or volunteer work where interaction with and direct observation of a dentist (unrelated to applicant) interacting with patients occurs (minimum of 100 hours is required).
10. Maintain good disciplinary standing. This includes the avoidance of serious sanctions, maintaining acceptable interpersonal relations with faculty and peers, showing maturity and judgment, and exercising personal responsibility in meeting commitments.
11. Receive favorable annual evaluations by the Advisor, as follows:
   a. During the spring semester of each academic year, all candidates will be reviewed by the Advisor. By May 31, the Advisor will determine whether the student has made satisfactory progress as a candidate.
   b. A student judged not to have made satisfactory progress will be placed on probation and counseled by the Advisor.
   c. When deficiencies are appropriately addressed (but no later than the next spring), the student may be reinstated to candidacy.

G. Interview Criteria. To be guaranteed an interview by ATSU-MOSDOH, a candidate must meet the following conditions:
1. The Dillard Advisor must submit a letter of endorsement of the candidate to the A.T. Still University Admissions Office by September 30 in the year prior to intended matriculation.
2. Provide ATSU-MOSDOH with letters of recommendation including letters of support from Advisor and a dental health professional.
3. Suitable academic achievement as demonstrated by the following:
   a. Progress toward completion of an undergraduate degree at Dillard;
   b. Science GPA (i.e., Biology, Chemistry, Physics and Mathematics) of at least 3.0; and
   c. Cumulative GPA of at least 3.25.
4. Completion of the AADSAS (common application for dental schools).
5. Have a minimum of 100 hours of combined shadowing and clinical experiences in a dental field.
6. Have a minimum of 100 hours of service-related activities with underserved communities.
7. Minimum score of 17 on the DAT.

This Addendum #2 is agreed to by:

For Dillard University:

Walter M. Kimbrough, Ph.D.
President

Yolanda W. Page, Ph.D.
Vice President for Academic Affairs

Tracie Thomas
Pre-Health Advisor

Janel E. Green
Vice President for Business and Finance

Reviewed for Legal Sufficiency:

Denise Wallace, JSD
Vice President for Legal Affairs and Legal Counsel

Date: 12/19/18
Date: 12/5/18
Date: 12/5/18
Date: 12/17/18
Date: 12/19/18
For A.T. Still University – Missouri School of Dentistry & Oral Health

Dean, MOSDOH

Date

ATSU Vice President-Student Affairs

Date

ATSU Assistant Vice President-Admissions

Date