



School of Health Professions

Policy Manual

Bachelor of Science in Health Sciences

Department
of
Interdisciplinary Studies

Updated 8/2018

Welcome to the
Rutgers Biomedical and Health Sciences –School of Health Professions
(RBHS-SHP)

This is the policy manual for students in the SHP Department of Interdisciplinary Studies (IDS), Bachelor of Science in Health Sciences (BSHS) program.

This manual introduces you to the School, the Department, and your program, and delineates specific departmental and programmatic policies. It has been designed to supplement and clarify other official and informational documents of the School of Health Professions, i.e., the [New Student Orientation](#) (available online), the [SHP Student Handbook](#) (provided online), and the [SHP Catalog](#) (available online). **All** of these documents will help guide you through your education. Official University publications are updated on a yearly basis. **It is your responsibility to read this manual and become familiar with the policies of your program, the Department, SHP, RBHS, and Rutgers University. Furthermore, it is your responsibility to at least review the documents yearly in the event School, department, or program policies are updated or revised.**

Upon receipt of this manual, you are asked to complete the form on the next page stating that you have read this policy manual and agree to abide by all policies of your program, the Department, SHP, RBHS, and the University. Submit the form via Rutgers email to Barbara Herbert at herberba@shp.rutgers.edu or fax it to 973-972-9185 to the attention of Barbara Herbert within five days of receipt of this manual.

Student Acknowledgement Form

I acknowledge that I have received the Department of Interdisciplinary Studies Policy Manual for the Bachelor of Science in Health Sciences and agree to abide by the policies of my program (Bachelor of Science in Health Sciences), the Department, SHP, RBHS, and Rutgers University. I also agree to review these policies at least yearly in the event that the policies are updated or revised.

Print Name: _____

Sign Name: _____

Date: _____

Program and Track: _____

Sign and email acknowledgement form to herberba@shp.rutgers.edu OR fax this signed acknowledgement form to Barbara Herbert at 973-972-9185.

If this policy manual is updated, you will be sent a copy of the most recent manual.

Programmatic Policy Statement:

*“This manual identifies policies specifically related to the **Bachelor of Science in Health Sciences Program**. Please be aware that as a student at SHP, you must be familiar with not only the policies of the program but also the policies of the School of Health Professions (SHP), Rutgers Biomedical and Health Sciences (RBHS), and Rutgers University”.*

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Department of Interdisciplinary Studies BSHS Policies

PLEASE NOTE THERE ARE ACTIVE LINKS THROUGHOUT THIS DOCUMENT THAT YOU ARE REQUIRED TO READ. ALL INFORMATION CONTAINED HEREIN IS VERY IMPORTANT. YOU NEED TO BE KNOWLEDGEABLE OF THE INFORMATION PROVIDED HERE AND IN THE LINKED UNIVERSITY AND SCHOOL DOCUMENTS/POLICIES TO ENSURE YOUR SUCCESSFUL COMPLETION OF YOUR PROGRAM!

Section 1: Coverage, Responsibility and Acknowledgement

1. The policies included herein supplement and/or clarify those of the University and the SHP Student Handbook, and SHP Catalog. The University posts [policies/resources](#) for faculty and students. SHP Policies are available in the [SHP Student Handbook](#).
2. Students are responsible for adhering to all policies, whether stated herein or via reference to external documents/links.

Your signature on the **page 3 of this document** acknowledges its receipt and your awareness of its contents. The signed form must be returned electronically to herberba@shp.rutgers.edu or fax this **signed acknowledgement form to Barbara Herbert at 973-972-9185.**

Section 2: Program Admissions, Acceptance and Academic Advisement

All applicants to the BSHS program must have a minimum of a certificate and/or associate's degree in allied health with a curriculum cumulative grade point average (GPA) of at least 2.5. Applicants must also submit an official transcript, notarized licensure documents, and complete an application. Tracks within the BSHS program may have additional admission requirements.

Essential Functions: The University will, if requested, provide reasonable accommodations to otherwise qualified enrolled students and applicants with disabilities unless: (a) such accommodations impose an undue hardship to the institution, or (b) direct threats of substantial harm to the health and safety of self and others, due to the disability, cannot be eliminated by any reasonable accommodations available that would allow the student to perform the essential functions, or (c) such accommodations fundamentally alter the educational program or academic essential functions. Students are expected to meet the SHP "General School Specific Essential Functions" as described on the SHP Admissions web page, "Essential Functions":

1. Upon acceptance into the program, Each student is sent a *Requirements for Graduation Form* from the SHP Office of Enrollment Services. This form lists the courses you are required to take to complete your degree. Students **MUST** sign this form and return it to the Office of Enrollment Services. Please make sure you keep a copy of the signed form. ***If you do not have the form, please contact the SHP Office of Enrollment Services, at 973-972-5336 immediately to receive one.*** Students are expected to adhere to the courses listed on the form.
2. Upon notification from the Office of Enrollment Services that a student's acceptance deposit has been received, students will receive a welcome packet from their program director. The welcome packet contains:
 - a. Welcome letter

- b. Name and contact information of the student's advisor
 - c. Advising/Tracking form listing courses and semester in which they normally are offered. Please note, however, that course schedules are subject to change.
3. Each student in the Program is assigned an advisor. The advisor assists with academic planning, and semester course selection.
 4. **The Program requires that EACH student schedule a PRECOURSE enrollment meeting with the assigned advisor BEFORE enrolling in ANY course.** Therefore, you **must consult with your advisor** when you are first accepted into the program and **at least once each semester** to review your progress and register for appropriate courses. Students who register for a course(s) not approved by an advisor run the risk of the course not being accepted toward their degree and may jeopardize their progress through the program or graduation. You should review your Requirements for Graduation form and continually update your tracking form to assure you are on track for graduation.

The Chart below depicts the acceptance and advising process

5. The advisor's responsibility is to offer academic and research/practicum guidance only. Students needing or requesting personal or psychological counseling will be referred to the SHP Office of Student Affairs. For information on the full range of services offered go to the [SHP Office of Student Affairs](#).
6. Students who wish to change advisors must submit a request and justification in writing to the Program Director. After consultation with the student and advisor regarding the need and/or feasibility of a change, the Program Director will decide either to support or deny the request, with this decision being final.

ACCEPTANCE AND ADVISING PROCESS

ACCEPTANCE
 Student Is **Accepted** into the Program and
 Receives University Forms to Complete
 Student **Mails Tuition Deposit and Required Forms to the SHP Admissions Office**

WELCOME PACKET
 Student is sent a **Welcome Packet** from the Program Director, the Packet Contains:
 A Welcome Letter
 Name of and Contact Information for the Advisor
 Tracking/Advising Form for Courses
 Program Policy Manual

PRE-COURSE ENROLLMENT MEETING
 Student Contacts Advisor for **Pre-Course Enrollment Meeting**
 Advisor Discusses Student's Program Plan
 Advisor or Enrollment Services Issues Student Registration PIN to Student
 Student Registers for Course(s) agreed upon with the advisor

<p>REGISTRATION</p> <p>EACH Semester At Registration Time</p> <p>Student Contacts Advisor Student/Advisor Revisits Student's Program Plan and Adjusts if Necessary Advisor or Enrollment Services Issues Student Registration PIN Student Registers for Course(s)</p> <p>Should a student not take a course in a semester or if the student is working on an IP or I, the student is required to notify the advisor and complete the Maintaining Matriculation form</p>
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<p>GRADUATION</p> <p>Student Completes Applications for Graduation at SHP and TESU Student and Advisor Conduct an Audit of the Student's Program Advisor Approves Student for Graduation</p> <p>Should a student apply for graduation but not complete program requirements, the student will be required to reapply for graduation the next semester he/she anticipates graduating</p>
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Immunizations

The BSHS is a fully online program. Fully distance students are encouraged, but not required to have a complete history and physical examination and immunizations except as required by any clinical setting used by the student in completion of any BSHS courses (e.g., graduate project). Please see the [SHP Student Handbook](#) on post-admissions requirements.

Practicum Advisement

- 7. **The Practicum is a requirement, and taken as the LAST course in a student's program.** Practicum candidates work with their advisor as needed to plan, conduct and complete applicable practicum activities. *Please note* that you should begin planning for your Practicum **at least two semesters before** you actually work on this course. The practicum does not apply to the Advance Imaging Sciences track.

Section 3: Credit Earned through Alternative Means

In addition to earning credit through SHP coursework, students may earn credit through alternative means such as transfer credit, preapproval of courses taken at institutions other than SHP, and portfolio assessment. However, there are restrictions on the amount of credit that may be earned through alternative avenues. The table below provides the distribution of credits that may be earned through these means.

Alternative Means To Earn Credit	Maximum Credits That Can Be Earned Through Alternative Means
Transfer Credit	To be determined by program director in consultation with the student's advisor
Pre-approved courses taken at institutions other than SHP*	To be determined by program director in consultation with the student's advisor.
Portfolio Assessment**	

Challenge Exam***	To be determined by the program director in consultation with the student's advisor
Total Credits	TBD

***Transfer Credit, Pre-Approved Courses, and Requirements Taken at Institutions Other Than SHP**

1. The student receives transfer credits after the affiliate completes a transfer evaluation. You may receive a maximum of 80 credits approved by TESU and 64 credits approved by NJCU. Students enrolled in the joint BSHS with TESU are **required to take a minimum of 12** liberal arts or elective credits through Thomas Edison State College. The procedure to obtain the TESU academic evaluation may be found at: <http://www.TESU.edu/current-students/online-student-services.cfm>, TESU Online Student Services and the list of general education electives may be found at: <http://www.TESU.edu/academics/courses/Gen-Ed-Courses.cfm>, TESU General Education Courses. Students enrolled in the joint SHP/NJCU program are required to complete all general education and other NJCU required courses at NJCU.
2. Transfer Credit: A student applies for transfer credit only **after** acceptance into the program.
 - a. To be considered for transfer, all prior coursework must first meet the standards of currency and rigor, as evaluated by the applicable SHP faculty, whose decision is final.
 - b. To obtain transfer credit, you must complete a [Transfer Credit Evaluation Form](#), and SHP faculty will evaluate the courses you completed at other institutions. **Only courses that relate to your specific program will be considered for transfer credit. Please refer to the [SHP Student Handbook](#) regarding the SHP Transfer Credit Policy.**
 - c. Transfer credit is NOT allowed for core courses and by advisement courses.
3. Credit for Pre-Approved Courses taken at Institutions Other Than Rutgers:

Students are permitted to take credits, including distance education credits, at other accredited institutions when there is no course offered within SHP that meets the student's program requirements. *Courses taken outside of SHP or the affiliate institutions must be pre-approved by the student's advisor. Courses not pre-approved will not count towards the program requirements. **Students must first complete the [Pre-Approval for Courses at Other Institutions Form](#) and submit the form to their advisor***

It is the responsibility of the student to follow the other institution's enrollment procedures and pay tuition and other fees directly to the other institution.

Upon completion of any pre-approved course taken outside of SHP, students are responsible for assuring that official transcripts be sent to the Rutgers - SHP Office of Enrollment Services. A student will not be permitted to graduate until all **official** transcripts are received by the SHP Registrar.

****Credit for Portfolio Assessment**

4. Students may apply for credit through Portfolio Assessment. Please consult with your program director regarding which courses are available for Portfolio Assessment. The Portfolio Assessment process is delineated in Section 13.

*****Credit by Examination (Challenging Coursework, Challenge Exam)**

5. "Program Directors, in consultation with the course instructor and the Associate Dean for Academic Affairs, determine which courses can be challenged by examination and the criteria for eligibility to take and pass the challenge examination. Making a request to challenge a course is the student's responsibility. Challenge examinations are to be given before the semester in which the student is scheduled to take the course. Please consult with your program director regarding which courses are available for credit by examination.
6. Successful completion of credit by examination is designated on the transcript with a grade of pass or a performance grade, as determined by the program policy. The credits completed count as credits earned. Tuition is charged for these courses." [SHP Student Handbook](#) – Academic Information)
7. Should the student receive an unsatisfactory grade on the evaluation, the student will be permitted to continue enrollment in the course without penalty.

Section 4: Grading

The following are possible grades assigned by the instructors in IDST courses of the Department of Interdisciplinary Studies.

Grade	Grade Scale
A	93.0-100
A-	90.0-92.9
B+	87.0-89.9
B	83.0-86.9
B-	80.0-82.9
C+	77.0-79.9
C	73.0-76.9
C-	70.0-72.9
D+	67.0-69.9
D	63.0-66.9
F	< 63

** A Student must follow SHP withdrawal procedures, which are provided in the [SHP Student Handbook](#) and in the [Academic Policies](#) found on the SHP website. If you do not follow the withdrawal procedures, you will be issued a performance grade in the course based on the course requirements as stated in the course syllabus. The performance grade in such a case may be an "F".

1. Grades below a "C" will not be accepted for transfer credit and will not be accepted for courses taken outside of SHP in partial fulfillment of SHP program course requirements even if those courses are Rutgers University courses. The C-(C minus) grade is considered to be a grade below a "C".
2. A grade of "I" is normally given only when circumstances beyond the control of the student prevent completion of course requirements. Students requesting a grade of "I" are responsible for promptly contacting the instructor as specified in the [SHP 3.0 Grading System Policy](#) to determine the exact work required to remove the incomplete grade.
3. The required work must be completed before the end of the next semester in which the "I" is received, or sooner, at the discretion of the instructor. If the work is not completed and a performance grade not issued within the one semester time frame, the "I" is automatically converted to an "F".
4. The work to remove an "Incomplete" grade may require that the student participate in the course at its next offering. **Re-participation in a course with an Incomplete does not require re-registration. Students, however, are responsible** for notifying their instructor prior to the start of the semester that they will be participating in the course.
5. If a student is only working on an Incomplete and not enrolling in any courses the subsequent semester(s), the student is also required to complete the [Maintaining Matriculation](#) form and pay the fee. Participation in a course for the purpose of completing an Incomplete is not considered enrollment. So if the only course in which a student participates in a given semester is for the completion of an Incomplete, the student is required to complete the [Maintaining Matriculation](#) form and pay the fee.
6. Normally, a student holding two "I's" will not be allowed to register for courses until at least one "I" is rectified. During, this period, the student will be required to complete the "[Maintaining Matriculation](#)" form, pay the fee, and register to be placed on Continuing Program Status.
7. As stated in the [SHP Student Handbook](#) under Academic Policies (Academic Decision and Grade Review 3.11):

Academic decisions and grade assignments are not subject to formal appeal procedures. However, students who wish to dispute an academic decision or grade are required to discuss the matter with the faculty member who made the decision or assigned the grade. If this discussion fails to resolve the matter, the student may request further review only if the student produces evidence of one of the following elements at each procedural step:

- (1) Grade miscalculation or other technical error affecting the academic decision, or
- (2) Failure by the faculty member to consider circumstances affecting the student's performance, which were outside the student's control and which the student disclosed to the faculty member prior to the academic decision or assignment of grade.

Details regarding these procedures are delineated in the [SHP Student Handbook](#) under Academic Decision and Grade Review.

Section 5: Academic Achievement, Academic Progress and Time Limits

Academic Achievement

Students are responsible for tracking their grades and GPAs which are available in Banner Self Service for Students (accessed through myportal.rutgers.edu).

1. To meet the program's minimum academic standards, BSHS students must maintain at least a 2.5 cumulative grade point average.

Semester Probation, Academic Probation and Program Dismissal

2. Semester probation is assigned to any BSHS student with a semester grade point average (GPA) of less than 2.5 in any given semester, whether or not the student's cumulative GPA is higher than 2.5 at the end of the semester. If a student's cumulative GPA is not at least a 2.5 by the end of the next semester or if the student has two consecutive semesters with a semester GPA below 2.5, then the student normally will be dismissed from the program.
3. Students, whose cumulative grade point average falls below 2.5, normally will be placed on probation.
4. Remediation - should a student perform unsatisfactorily, he/she will be required to meet with the program director/advisor/track coordinator to determine an appropriate course of action. This may include referring a student to various academic University/School services and/or developing an alternative program plan.
5. A student normally is dismissed from the program if the cumulative grade point average is not raised to 2.5 or above within one calendar year after the cumulative GPA drops below 2.5. Students are responsible for tracking their grades and GPAs.

Grades Below a "C", Repeating a Course

6. Grades below a "C" are not acceptable for BSHS students.
7. Should a student earn a grade below a "C", the student will be required to repeat course(s) in which these grades were earned.
8. A student is given only one chance to rectify a grade below a "C". After repeating such course, should a student again earn a grade below a "C", the student may be dismissed from the program.
9. If a course is not available to be repeated within one academic year, a student may petition the program director and faculty to enroll in an alternative course. The decision regarding the petition is made by the program director and faculty.
10. Repetition of any course results in both the original grade and the new grade appearing on the student's transcript; however, the quality points from the lower grade are not calculated into the student's cumulative grade point average. When a student repeats a course, the student is required to register and pay current tuition and fees for the repeated course.

Incomplete Grades and Course Registration

11. Normally, a student who has two “Incomplete” (“I”) grades will not be allowed to register for courses until at least one of the “Incomplete” grades is rectified.
12. Students must abide by SHP Policies regarding Academic Status refer to the [SHP Student Handbook](#) and [Grading Systems Policy 3.0](#) for these policies.

Academic Progress

13. To maintain continuing student status, students must register for coursework each regular semester (Fall or Spring) at Rutgers. For the purpose of maintaining continuing student status, students are not required to register for a Summer semester. No Maintaining Matriculation form is required for a Summer semester if you do not enroll in a Summer course. However, if a student is completing an “I” or “IP” course over the Summer, a Maintaining Matriculation form must be submitted. While students do not require approval either from their advisor, their track coordinator, or program director to maintain matriculation, they are required to notify their advisor. Any student who does not enroll in a course during a Fall or Spring semester must file a [“Maintaining Matriculation”](#) form for that semester by the start date of that semester.
14. A **new** Maintaining Matriculation form must be completed and submitted to Enrollment Services **when returning** to Rutgers - SHP.
15. Any student who is not enrolled for a semester and fails to complete the “Maintaining Matriculation” form by the start date of that semester will be **administratively withdrawn** from the Program. Once withdrawn from the program, the student must re-apply to the program. There is no guarantee that once a student is withdrawn from the program that he/she will be readmitted. In addition, a readmitted student will be required to complete a minimum of 25% of the program’s coursework.
16. Any student who wishes to request a **leave of absence** must complete the [Leave of Absence](#) form. Any leave of absence must be approved by the student’s program direct/track coordinator and is usually granted for a specified period of time. Each leave of absence request will be handled on an individual basis. Extended approved absences from the program may require a change in a student’s requirement for graduation and may be based on the curriculum available at the time of re-entry into the program.

Students who return from a leave of absence are not required to reapply if returning at the stipulated time. Re-enrollment is through the Office of Enrollment Services upon authorization of the program director. Upon return from a leave of absence, the student must complete and submit another LEAVE OF Absence form.

Students who do not return within the allotted time frame of a leave of absence will be administratively withdrawn and will be required to reapply to the program. Leave of absence procedures are delineated in the [SHP Student Handbook](#) .

Readmission

Any student who has either: been administratively withdrawn from the program, voluntarily withdrawn from the program, or who has been dismissed from the program must reapply to the program to be eligible to enroll in any course. Reapplication procedures are delineated in the [SHP](#)

[Student Handbook](#). Reapplication requires that the student meet the admissions requirements at the time of the reapplication.

Readmission is not automatic and readmitted students must complete a minimum of 25% of the credits upon readmission even if fewer credits were remaining at the time of withdrawal or dismissal. Program courses completed more than five years prior and program courses in which the student earned less than a “C” grade (a C minus is less than a C grade) may also have to be repeated upon readmission.

Academic Standing and Academic Warning Notification

Students who are no longer in good academic standing will be notified in writing by the BSHS Program Director via their Rutgers University email. Students who drop below satisfactory levels of proficiency in a course or module as outlined in this manual and the course syllabus may receive a written warning notice via their Rutgers University email from the instructor. The instructor, however, is not obligated to send such a course or module proficiency warning.

It is the student’s responsibility to monitor program and course progress and contact either the Program Director or instructor, respectively, to discuss options if there is a possibility that the student will no longer be in good academic standing or if the student may drop below the satisfactory level of proficiency in a course.

Time Limits

17. BSHS students normally will have a maximum of eight (8) years (16 continuous Fall/Spring regular semesters) to complete the BSHS Program from the date of matriculation into the program. Students who do not graduate within the eight (8) year maximum time period may be dismissed from the program.

Students who need or desire an extension to these limits must submit a request and justification for same to the Program Director before the eight (8) year maximum time period has expired. Click on the link for detail regarding the requirements for [Satisfactory Academic Progress..](#)

18. Students who submit an Application for Graduation form and who do not complete the requirements for graduation according to the planned graduation date must (1) reapply for a subsequent graduation and (2) register for applicable coursework or complete the Maintaining Matriculation form each semester until all requirements are completed. Students whose prior enrollment time period equals the maximum allowed for their Program must apply for and gain approval of an extension before they can register for additional coursework.

Section 6: Attendance/Participation

1. In addition to meeting minimum grade standards, students must meet the attendance or participation requirements as established in each course.
2. Participation requirements for **online courses** may include asynchronous or synchronous activity via either individual or group communications, as established by the course instructor or coordinator. In general, failure to logon to and participate in a course for two or more consecutive weeks, or a failure to communicate either electronically, personally, or by mail or fax with the instructor over the same time period will result in a nonparticipation warning. At the discretion of the instructor, a student who

does not respond to this warning over the same time period may result in a warning sent to the student's Rutgers email address.

At the discretion of the instructor, a student who does not respond to this warning may be dropped from the course roster or receive a 'WF' grade for the course. In such a case, a student may still be responsible for the full tuition cost of the course because a [Program Withdrawal and Course Withdrawal](#) form needs to be filed for any course refund. See [Withdrawal from a Course](#).

3. Deadlines established by course instructors are strictly enforced. Incompletes normally are given only under extenuating circumstances (Refer to the Grading section of THIS Manual regarding Incompletes).

Section 7: Academic Conduct: Academic Integrity, Written Assignments and Examinations

Academic Integrity and Academic Integrity Training

1. The faculty of School of Health Professions believes that students must observe and support high standards of honesty and integrity in all aspects of education, practice, and research. For this reason, all matriculated and non-matriculated students in this course are expected to abide by the [School's Faculty/Student Honor Code](#) and accept responsibility to help ensure that these standards are maintained by reporting violations of the Honor Code observed in others. All violations will be considered with gravest concern and may be punishable with sanctions as severe as suspension or dismissal.
2. **All new SHP students are required to complete a [training program on academic integrity](#) during their first semester of enrollment.** Failure to do so may preclude continued enrollment.

Written Assignments

3. All written materials submitted in fulfillment of program or course requirements must meet professional standards. Students are expected to produce original work. Fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the academic/scientific community are unacceptable and can subject the student to disciplinary action, as outlined in the [SHP Student Handbook](#), [School's Faculty/Student Honor Code](#), and/or other RBHS or University policies on Academic Integrity.
4. All written assignments are due the day and time assigned by the course instructor or coordinator. Late submission of written assignments may result in grade reductions or course failure.
5. Students must retain a copy of all submitted assignments (electronic and/or hardcopy).
6. Students may be asked to submit their papers to Turnitin (which is a site to assess the student's work for originality. Once submitted the paper becomes the property of Turnitin.

Writing format and APA Style Manual

7. Each written document must be generated with standard word processing software and follow the format guidelines provided in the course syllabus. Generally, courses in the BSHS follow APA style as outlined in the current edition of the [Publication Manual of the American Psychological Association](#). If different guidelines are provided, you are responsible to fulfill all requirements as outline in the syllabus. Failure to follow the guidelines as outline could result in a grade of "F: for the paper/report/case etc.

8. Before submitting your work, you are responsible for proofreading all work for errors of grammar, punctuation, spelling and format. Course instructors have the right to return written assignments or papers ungraded if numerous errors hinder the ability to comprehend the content of the paper.
9. The NEW Rutgers Biomedical and Health Sciences (RBHS) Writing Center

The RBHS Writing Center provides writing tutoring to RBHS undergraduate and graduate students. Professional tutors offer support in critical reading, research, and writing skills. Both in-person and virtual sessions are available by appointment.

TO MAKE AN APPOINTMENT

Email rbhswc@andromeda.rutgers.edu;
Call 973-972-0661; or
Go to the George F. Smith Library

Copyright and Responsibilities

Any and all intellectual property rights to materials created in order to fulfill course requirements will belong to Rutgers. If such material is re-used or re-published, the student will be given credit as the author. The student designing the material shall obtain appropriate permission to use or duplicate any copyrighted materials used in the unit and submit copies of permissions to the Rutgers advisor. The student designing such material also agrees to hold harmless and indemnify the University for any and all claims resulting from the student's duplication or unauthorized use of copyrighted materials. The student designing such material may use and duplicate it for their own personal, non-commercial use, and for education activities, only with advanced written permission from the University.

Examinations

Quizzes, tests, and other assessments such as papers and presentations are part of most BSHS courses. They provide an excellent means for providing student with objective feedback concerning their level of progress. All courses provide policies regarding examinations and grading for examinations.

Section 8: Student Rights, Responsibilities and Conduct

1. Students' rights and responsibilities (including the Faculty/Student Honor Code) are outlined in the current [SHP Student Handbook](#) and the [Academic Policies](#). All Department of Interdisciplinary Studies students are required to follow the policies and procedures included therein, as well as those of any agency used for the **Practicum** coursework, or for research activities.
2. The Program faculty support and uphold high standards of academic integrity, as defined in the SHP Faculty/Student Honor Code as delineated in the [SHP Student Handbook](#). Violation of these Standards or the Honor Code represents a serious breach of professional responsibility. Commission of any act of academic misconduct will subject the student to immediate disciplinary action, up to and including dismissal from the Program.
3. Student grievances regarding disciplinary actions are handled by the SHP Hearing Body, as specified in current [SHP Student Handbook](#) – Students Right, Responsibility and Disciplinary Procedure.

Section 9: Participating in and Conducting Research

1. The Program supports the highest ethical standards in the conduct of all student and faculty research, as outlined in the policy on [Research Misconduct](#) which can be found in the Rutgers Policy Library.
2. In addition, the Department expects and demands that all student and faculty research protocols include provisions that will assure the maximum possible protection of human subjects and that no protocol be initiated or data be collected until such assurances have been met via appropriate IRB approval, as outlined on the RBHS Website [Human Subjects Protection Program](#).
3. All students PRIOR TO conducting research ARE REQUIRED to complete the online [Collaborative IRB Training Initiative \(CITI\)](#) program. Students are required to complete updated CITI training as required by the University.
4. As members of the University community, students also are obligated to report any suspected incidents of fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting or reporting research. Details on the procedures for reporting such incidents are provided in the RBHS policy on [Research Policy Guidelines](#).
5. The RBHS Website [Human Subjects Protection Program](#) provides guidelines regarding Human Subjects Research and protecting human subjects.
6. Students who wish to submit research papers for peer-reviewed publication should consult with their advisor prior to submission to ensure that proper recognition for student and faculty contributions to the paper is given.

Section 10: Internet Access, Accessibility, Communication, Online Learning, and my.rbhs.rutgers.edu Portal

Internet Access and Accessibility

1. Because all programs in the Department of Interdisciplinary Studies rely heavily on Internet communication technologies, students are required to have and maintain remote (off-campus) access to Internet services, to include at least Web browsing capability and an e-mail client. The University does not provide these services, but does provide all Program matriculants with an e-mail address and access to its network, including the [Health Sciences Distance Learning Library](#) which includes online journals and full-text research databases.

Communication

2. All Rutgers students are provided with **University NetID (e-mail address)**. Except when using electronic communication within their online courses, students are REQUIRED to use their University e-mail account when corresponding with all faculty and staff. Because most general programmatic communication and notices are provided by Rutgers e-mail, students are responsible for regularly (at least weekly) accessing their Rutgers e-mail accounts, and, where appropriate, responding in a timely manner. Faculty members are not obligated to correspond with students unless students use their rutgers.edu e-mail account. Students are held responsible for knowing all communications sent to them. There are no excuses for missing an email(s).

Online Learning

3. It is the student's responsibility to secure, maintain and (as required) update the hardware, software and services needed to participate remotely in the Programs and courses. Current technical requirements for participating in Rutgers-SHP Web-based education activities can be found at the [Tech 4 Sure Website](#).
4. In addition to the software and hardware requirements posted by SHP, students are required to have a **headset, soundcard, and microphone** connected to the computer used for online learning.
5. Students must abide by the [Terms and Conditions](#) governing access to and use of Rutgers-SHP Web-based educational services.

My.rbhs.rutgers Portal

6. The University's **my.rbhs.rutgers** portal is the student's single entry point for course registration, accessing unofficial transcripts, checking financial accounts, accessing online courses, and checking e-mail. The [Admissions' FAQs](#) provide good information about the portal.

Section 11: Validation of Practicum Project or Independent Study

1. If applicable, students who are unable to present their practicum project or independent study in-person must validate their practicum or project so via live teleconferencing.

Section 12: Graduation Requirements

1. To graduate, students must (1) complete all course work listed on their Rutgers-SHP Requirements for Graduation form, (2) fulfill all Practicum requirements, and (3) apply for graduation and pay for appropriate fees on or before the applicable deadlines at SHP and TESU or NJCU, depending upon the joint institution in which the student is enrolled. Students must have a cumulative GPA of at least 2.5 in order to graduate from the BSHS program.
2. Students must apply for Graduation during the semester in which they plan to graduate. Application for graduation does not carry over. Therefore if the student does not graduate during the semester in which they apply, the student must apply again the following semester.
3. Students are allowed to graduate with one track specialization only. There are no dual track specializations or any combination of track specializations with a minor.

Section 13: Portfolio Assessment

SHP provides award of credit for knowledge and skills gained outside the usual college/university setting. Students may be granted credits for non-collegiate learning by providing proper documentation to enable validation of competencies with the course material on a course by course basis. Also, if institutional documents are unavailable, and the student has appropriate professional experience in a field of study for which SHP faculty have expertise, credits may be given by portfolio assessment. In addition, SHP accepts evaluations performed by other agencies such as the following:

1. American Council on Education
 - College Credit Recommendation Service

- Armed Services Experience
 - Guide to Educational Credit by Examination
2. Thomas Edison State College

Advanced standing or credit for non-collegiate learning experiences may be granted following review and evaluation by appropriate faculty in consultation with the Program Director, Chairperson, and Associate Dean for Academic Affairs.

Procedures for Assessing Prior Learning

1. Students initiate the process by obtaining an "[Application for Portfolio Assessment](#)" from the Office of Enrollment Services.
2. The Department Chairperson with the Program Director and faculty decide which courses are acceptable for assessment of prior learning. This includes full or partial assessment of learning.
3. Students confer with the faculty or Program Director about the availability of prior learning credit for a particular course. If prior learning is permitted, the student requests the course description and objectives /competencies.
4. The student completes the [Application for Portfolio Assessment](#) form and returns it along with a check for 50% of the current in-state tuition rate to the Office of Enrollment Services. The application and fee must be received by Enrollment Services before faculty reviews documentation and decides to grant or deny credit. The Office of Enrollment Services forwards the application to the appropriate department.
5. At least two faculty members review the materials and evaluate whether the materials are sufficient to grant credit or partial credit. As a result of the review, there may be a request for a meeting, further documentation may be required, or a decision rendered granting no credit, partial credit or full credit. Credit will be documented as a "Pass" on the transcript.
6. Results will be available in six weeks or less. Results are sent to the student with a copy for the student file in the department and a copy to the Office of Enrollment Services. A portfolio accepted for course credit will be given a "pass" grade and the credits earned counted towards the degree requirements per the transfer credit policy.
7. Faculty of the Department of Interdisciplinary Studies does not allow students to earn partial course credit through Portfolio Assessment.
8. As this is an academic decision, the decision cannot be appealed. The student may request one meeting with the faculty to submit clarification for further review by the faculty.

Compilation of data to assess prior learning may include but not be limited to:

- samples of work notes, presentations
- performance evaluations and job descriptions
- video tapes
- letters from supervisors

Assessment of Clinical Experiences consideration is based on:

- competency not time
- level of practice and theory commensurate with level of course

Portfolio Assessment is available to students after they are admitted to a program.

Students may not apply for portfolio assessment for any of the Department of Interdisciplinary Studies “By Advisement” courses. Requests for portfolio assessment for core courses are handled on an individual basis.

Specific procedures regarding the Portfolio Assessment process in the *Department of Interdisciplinary Studies* will be available when consulting with the program director/course instructor regarding the portfolio. See the [SHP Student Handbook](#) for more information.

Section 14: Guidelines for Student Teaching

1. Whether conducted formally via paid assistantships or informally via practicum or project activity, student teaching, i.e., students teaching students, is an important component of the health professions education experience.
2. Student teaching can include, but is not limited to the following activities: preparing course materials, providing in-person or mediated instruction, developing and/or grading written tests and papers or projects, and providing assessment of students' clinical or laboratory performance.
3. To assure that high standards of quality instruction are maintained and that any real or perceived conflicts of interest are avoided, the following guidelines should be followed for all student teaching activity:
4.
 - a. All student teaching activity shall take place under the direct supervision of a SHP faculty member; this individual holds ultimate responsibility for assuring that all student teaching activities are consistent in both quality and level with that which otherwise would be provided by participating SHP faculty
 - b. To avoid any real or perceived conflict of interest, student teachers normally will not be assigned student teaching responsibilities for other students in the same program or at the same level. Should it be necessary to assign a student teacher responsibilities for other students in the same program or at the same level, the student teacher must prospectively effect a written confidentiality agreement covering both student records and course/program tests and evaluation tools. Student teachers must not have authority or responsibility for their peers' final grade determinations; all final grade determinations and grade assignments must be made by the supervising faculty member.

Section 15: SHP Faculty as Students, Services for Students with Disabilities, Student Use of Personal Communication Devices

Faculty as Students

1. Faculty members in the School of Health Professions who are simultaneously enrolled as students in the BSHS program may have access to privileged information about and/or hold academic responsibility over fellow students enrolled in these programs. In order to avoid any real or perceived conflict of interest that may arise in these situations, those holding these dual roles:

- a. should maintain to the limits the law allows the confidentiality of all information about fellow students to which they have access, including that provided by or obtained from them
- b. may seek and obtain independent faculty review of all summary grading decisions they must make involving fellow students

Services for Students with Disabilities

2. Students are responsible for immediately notifying the appropriate School office of any special circumstances which may influence their performance, such as changes in health status and or personal difficulties or disabilities. Students who do not notify promptly the School of changes or difficulties may not request review of academic decision on the basis of such circumstances. For more information, please visit the SHP Office of Student Affairs - Services for Students with Disabilities website. The full policy can be found in the Rutgers Biomedical Health Sciences Policies under the policy name "Disabilities and RBHS Students/Applicants".

Student Use of Personally Owned Mobile Communication Devices/Recording Devices

3. RBHS and SHP places strict rules on the use of Personally owned mobile devices and recording devices. The policy can be found at <http://academicaffairs.rutgers.edu/Student-Use-Personal-Devices.pdf>