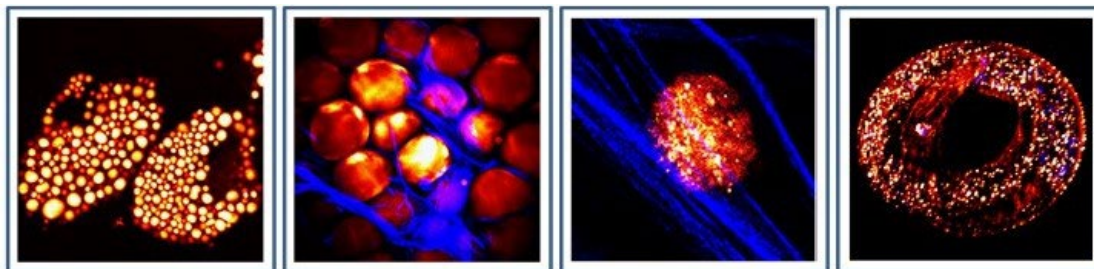


# ROSEMAN UNIVERSITY

## COLLEGE OF GRADUATE STUDIES



## STUDENT HANDBOOK

*Effective: 2022-2023 Academic Year*

Published by Roseman University of Health Sciences College of Graduate Studies  
<http://www.roseman.edu>

### HENDERSON CAMPUS

11 Sunset Way  
Henderson, Nevada 89014  
Tel: (702) 990-4433  
Fax: (702) 990-4435

### SOUTH JORDAN CAMPUS

10920 South River Front Parkway  
South Jordan, Utah 84095  
Tel: (801) 302-2600  
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### GRADUATE

Master of Science in Biomedical Sciences  
Master of Science in Pharmaceutical Sciences

*University policies and procedures are included in the University Student Catalog or may be found on the University website (<http://www.roseman.edu/students/registrar/university-policies/>). The policies and procedures in this Student Handbook are specific to the College of Graduate Studies and are supplementary to University policies. In the event that a University policy is in conflict with a policy of the College of Graduate Studies, the stricter policy will apply. This handbook is effective September 2022.*

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## **College of Graduate Studies Mission, Purpose, and Goals**

### **Mission**

The College of Graduate Studies mission is to provide students with an individualized, interdisciplinary, and collaborative learning experience to foster curiosity and innovation that prepares students for an expanding range of career opportunities. The college seeks to provide a dynamic intellectual climate through the creation and implementation of exceptional graduate programs.

To achieve this mission, faculty and staff provide individualized attention from a variety of disciplines to encourage the intellectual growth of students. The graduate programs were thoughtfully designed to allow students to collaborate with faculty and industry professionals through a variety of educational opportunities and mentored research experiences.

### **Vision/Purpose**

The College of Graduate Studies vision is to produce graduates prepared to solve complex, real-world problems and to succeed as leaders in their discipline. The purpose of the College of Graduate Studies is to provide a quality education to enhance students' understanding of fundamental science and research concepts to create skilled graduates for the biotech, nutraceutical, and pharmaceutical industries.

The College of Graduate Studies encourages curiosity and innovation to cultivate a life of learning and discovery, which leads students to become knowledgeable professionals within their fields for the betterment of our communities.

### **Goals**

1. Provide an industry-relevant curriculum to prepare graduates with the skills and knowledge needed for employment in the biotech, nutraceutical, and pharmaceutical industries or further educational pursuits.
2. Promote an educational environment focused on collaboration, research, and learning.
3. Enhance students' understanding of scientific principles and topics to create industry leaders.
4. Encourage mentoring and connections between industry professionals and students for employment opportunities and enhanced learning experience.
5. Support faculty in providing exceptional education and creating well-rounded graduates.

## **Graduate Administration**

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Deniz Alp, BS  
Research Administration Specialist  
(541) 913-6864  
[dalp@roseman.edu](mailto:dalp@roseman.edu)

## **Location and Contact Information**

Roseman University of Health Sciences  
College of Graduate Studies  
MBS, MSPS Programs  
Email: [graduatestudies@roseman.edu](mailto:graduatestudies@roseman.edu)  
Website: [www.roseman.edu/graduate-studies/](http://www.roseman.edu/graduate-studies/)

Henderson Campus  
11 Sunset Way  
Henderson, NV 89014  
Phone: 702-968-5990

South Jordan Campus  
10920 S. Riverfront Pkwy  
South Jordan, UT 84095  
Phone: 702-968-5990

## Program Directors

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Program Director | MS in Biomedical Sciences | College of Graduate Studies  
Associate Professor | College of Dental Medicine  
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Email: [kawan@roseman.edu](mailto:kawan@roseman.edu)

**Casey L. Sayre, PharmD, PhD**  
Program Director | MS in Pharmaceutical Sciences | College of Graduate Studies  
Associate Professor of Pharmaceutical Sciences | College of Pharmacy  
Roseman University of Health Sciences  
College of Pharmacy  
10920 S. River Front Parkway | South Jordan | UT 84095  
Office: 801-878-1126  
Email: [csayre@roseman.edu](mailto:csayre@roseman.edu)

## Academic Calendar

### Calendar for the 2022-2023 Academic Year

All University Offices are open for business from 8 a.m. to 5 p.m., Monday through Friday, except the Official Holidays noted below.

Orientation	August 31 <sup>st</sup> - 2 <sup>nd</sup>
Labor Day ( <i>University Closed/No Classes</i> )	September 5 <sup>th</sup>
Classes Begin	September 6 <sup>th</sup>
Thanksgiving Break ( <i>University Closed/No Classes</i> )	November 23 <sup>rd</sup> – 25 <sup>th</sup>
Winter Break ( <i>No Classes</i> )	December 19 <sup>th</sup> – January 2 <sup>nd</sup>
Classes Resume	January 3 <sup>rd</sup>
Spring Holiday	April 17 <sup>th</sup> – 18 <sup>th</sup>
Course Remediation	April 19 <sup>th</sup> - May 5 <sup>th</sup>
Classes End	May 10 <sup>th</sup>
Memorial Day ( <i>University offices closed</i> )	May 29 <sup>th</sup>
Independence Day ( <i>University offices closed</i> )	July 4 <sup>th</sup>

## Accreditation, Licensure, and Membership

The Master of Science in Biomedical Sciences and Master of Science in Pharmaceutical Sciences programs are approved programs included in the institutional accreditation provided by the Northwest Commission on Colleges and Universities.

Northwest Commission on Colleges and Universities  
(NWCCU)  
8060 165th Ave. N. E., Suite 100  
Redmond, WA 98052  
Tel: (425) 558-4224  
Fax: (425) 376-0596  
Website: [www.nwccu.org](http://www.nwccu.org)

The College of Graduate Studies is an institutional member of the Western Association of Graduate Schools.

Western Association of Graduate Schools  
(WAGS)

Email: [WAGSOfficer@gmail.com](mailto:WAGSOfficer@gmail.com)

Website: <https://wagsonline.org/>

### **Student Handbook Notice**

The policies contained in this handbook apply to all students &/or cohorts who matriculate into the College of Graduate Studies between September 6<sup>th</sup> 2021 and May 10<sup>th</sup> 2022. Faculty, Staff, and Student Handbooks supplement the information in the Roseman University of Health Sciences Student Catalog: [2022-2023 Student Catalog](#)

Student Handbooks are reviewed at orientation. A copy of the Student Handbook for the College of Graduate Studies is available for review in the College of Graduate Studies office and is available for download on the Roseman University website: [College of Graduate Studies Student Handbook 2022-2023](#)

### **Academic Policies and Procedures**

#### **Roles and Responsibilities of Academic Officers**

The Dean reserves the right to designate the roles and responsibilities of the College Administrators.

#### **University Student Catalog**

Please refer to the [University Student Catalog](#) for university-wide policies. This student handbook supplements the information in the University Student Catalog.

#### **Notice of Requirement to Check Student Email on a Daily Basis**

Students must check their Roseman email on a daily basis. Roseman University and the College of Graduate Studies use the student's Roseman email as the primary method of communication. Refer to the Computer and Network Acceptable Use Policy on the Roseman website: [Computer and Network Acceptable Use Policy](#)

#### **Academic and Career Advising**

The College is aware of the wide diversity of the academic and professional goals held by its students. The College recognizes that students are interested in working with faculty members who understand and appreciate their individual interests and pursuits. In addition, every Graduate Faculty member is responsible for being available and accessible to mentor students. Students are encouraged to contact any faculty members they wish to obtain academic or career advice. Students can visit the Roseman University website at [www.roseman.edu](http://www.roseman.edu) to review a brief description of the backgrounds and interests of the faculty and administration of the College. Additionally, students may contact the Dean of the College of Graduate Studies for academic and career advising, including referral to other appropriate resources.

#### **Graduate Advising**

Graduate advising is best described as a relationship between a graduate student and faculty advisor in which both parties follow best practices in fulfilling his or her responsibilities as graduate student or advisor. This relationship can greatly encourage the academic pursuit of the graduate student and can be one of the most influential interactions of the scholar's life.

### **Communication and Graduate Advising**

Regular and clear communication is essential to good graduate advising. It is recommended that as much communication as possible occur in person or over the phone to enhance clarity, reduce ambiguity and misunderstanding, and to resolve conflict. Written communication is appropriate, especially to document situations and potentially contentious issues. Problems that arise should be addressed immediately and clearly so that both parties can work to resolve issues in an expedient manner.

### **Graduate Student Responsibilities**

1. Conduct academic pursuits in an ethical manner to pursue professional development.
2. Adhere to Roseman University's academic standards.
3. Pursue opportunities that advance his/her career as a graduate student and beyond.
4. Take ownership of academic progress.
5. Devote significant and productive time toward degree completion.
6. Stay abreast of requirements for degree completion through active and regular discussions with advisor.
7. Communicate career goals and concerns related to academic progress clearly
8. Initiate communication with the advisor.
9. Respect the responsibility of the advisor.
10. Maintain open communication with advisor.
11. Allow sufficient time for the advisor to provide feedback in advance of deadlines.
12. Maintain professionalism by keeping up with graduate student responsibilities even when the advisor is not present.

### **Graduate Advisor Responsibilities**

1. Conduct advising in an ethical manner, including the recruiting of advisees.
2. Communicate clear intentions, expectations, and requirements to potential and current advisees, including how long the advisor expects to stay in his or her current position and the amount of funding support available to advisees.
3. Address problems immediately so that both parties can resolve issues expediently
4. Maintain communication and interactions with graduate students in a professional manner
5. Communicate clear expectations for time to degree completion requirements.
6. Communicate clear expectations for activities related to degree completion requirements, which may include the number and/or timing of publications.
7. Provide and document periodic and regular evaluations of progress toward degree.
8. Provide timely written feedback on advisee's professional writing (article drafts, dissertation chapter drafts, etc.).
9. Give students appropriate credit for their work (e.g. as reflected in authorship).
10. Aid in developing students to be the best professional they can be.
11. Initiate conversations about academic progress and stay current on degree requirements and procedures.
12. Initiate conversations with graduate advisee on career goals.



13. Help graduate students develop professional skills that will make them competitive for employment in their given field.
14. Encourage students to take part in activities that will facilitate their academic development, e.g. by participating in professional conferences and other networking activities.
15. Respect advisees' academic and non-academic commitments and responsibilities.
16. Provide prompt and honest feedback on student's work.
17. Allow reasonable time for students to prepare requested materials.
18. Be mindful of degree completion requirements when assigned activities (e.g., teaching, laboratory management, mentoring of other students, etc.) may hinder a student's degree completion.
19. Provide a yearly written review of performance for graduate students.

### **Graduate Program Responsibilities**

1. Establish graduate advising best practices that pertain specifically to the local graduate program and its graduate degree.
2. Maintain a graduate program handbook, to include the steps and processes for students to complete degree requirements and grievance procedures for graduate students and advisors.
3. Create and maintain an easily accessible list of information for graduate students that contains links to the College of Graduate Studies Handbook and other relevant university resources.
4. Provide a yearly written review of performance for graduate advisors.
5. Retain a documented record of annual performance reviews of graduate students and advisors.
6. Maintain clear communication with students and advisors.
7. Hold a yearly orientation to familiarize new students and faculty.

### **Attendance at Instructional Periods, Assessments, and Remediation**

Attendance is an essential component of Roseman's active learning, collaborative learning and competency-based educational model. Therefore, the College of Graduate Studies will assess if the student's attendance satisfies the College's Student Code of Conduct.

Attendance is required at all scheduled instructional periods. Absence from instructional periods for any reason does not relieve the student from responsibility for the material covered during the periods missed. Students who must miss scheduled instructional periods should notify the administrator, faculty member, or instructor as soon as possible.

The definitions of an excused absence, the process for requesting an excused absence, make-up policies, and the consequences of not attending a required instructional period are outlined in this Handbook. Multiple unexcused absences will be viewed as violations of the Student Code of Conduct. When a student is placed on professional probation, the student is notified in writing of the terms of the probation and the duration of the probation period. Students who violate the terms of probation may be suspended or dismissed from the academic program. In the case of online students, attendance is also based upon participation in discussions and / or group activities as described and required in the block/course plan for each individual course.

Requests for an excused absence shall be made to the students' Program Director. The decision to grant an excused absence is at the sole discretion of the Program Director. Should a student not provide requested documentation, or should a student fail to inform the Program Director within the timeframes specified below, an excused absence may be denied, and the student will receive a No Pass "NP" for that assessment. Falsification of documentation is considered a violation of the College's Standards of Professional Conduct and will result in disciplinary action up to and including termination. Requests for excused absences may only be granted for the five (5) following reasons.

### ***Student Illness***

Should a student be unable to take a scheduled assessment or reassessment due to illness, the student must notify their Program Director no later than the scheduled assessment start time on the day of the assessment or reassessment. Notification can be made by telephone, e-mail, or fax. In order for an excused absence to be considered, a letter from an appropriate licensed practitioner within their scope of practice who evaluated the student must be received no later than one business day following the missed assessment/reassessment. The provider cannot be an immediate family member of the student in question and must have been involved in the provision of care for the illness. Faxed and electronic copies of the letter may be accepted, provided that the original copy is received within one week. The Program Director reserves the right to require the student to provide additional information and/or documentation beyond that listed above if deemed pertinent in determining whether an absence should be approved.

### ***Personal or Family Emergency***

Should a student experience an emergency personally or in his/her immediate family ("immediate family" is defined as parent, guardian, spouse, child, or sibling) that would preclude him/her from attending a scheduled assessment or reassessment, the student should notify the Program Director as soon as possible following the event, but no later than the scheduled assessment start time on the day of the assessment/reassessment. "Emergency" situations include, but may not be limited to hospitalization, death, or other unforeseen, debilitating events. Notification can be made by telephone, e-mail, or fax. Whether or not a request for an excused absence due to personal or family emergency is granted is solely the purview of the Program Director. The Program Director may request that the student provide documentation of the emergency in order to determine if granting an excused absence is warranted.

### ***Bereavement***

A student may request an excused absence from an assessment or reassessment to attend scheduled funeral services for a close friend or family member. The funeral service must be scheduled within two calendar days of the date of the assessment/reassessment to receive an excused absence. The student must notify the Program Director at least one business day prior to the requested absence. Documentation in the form of a death certificate, funeral program and/or an obituary will be required for an excused absence to be approved and must be submitted prior to any scheduled make-up assessments as required by the attendance policies outlined in the Student Handbook.

### ***Religious Observance***

It is the policy of Roseman University of Health Sciences and the College of Graduate Studies to be sensitive to the religious obligations of its students. Should a student be unable to take a scheduled assessment or reassessment due to a religious obligation, the student must request an excused absence from the Program Director as soon as possible, but not later than the end of orientation week for the school year. The Program Director reserves the right to require the student to provide additional information and/or

documentation from a clergyman confirming the religious prohibition asserted by the student if deemed pertinent in determining whether or not an excused absence should be granted.

### ***Attendance at Professional Meetings***

The College encourages students to attend professional meetings. In order to receive an excused absence for an assessment/reassessment scheduled during a professional meeting, each student attending the meeting must individually submit a request, in writing to the Program Director at least two weeks prior to the assessment/reassessment. The request must be accompanied by a copy of the student's accepted registration for the meeting.

### **Unexcused Absences**

If an absence from a scheduled assessment is unexcused, the student will be required to attend the scheduled reassessment and pass that reassessment or attend a scheduled course remediation. If an absence from a scheduled reassessment is unexcused, that student will be required to attend a scheduled course remediation and be assessed on those outcomes at that time. Unexcused absences for other required classroom activities will be handled according to individual course policy listed in the applicable block plan. Unexcused absences exceeding twenty-one (21) calendar days may result in administrative withdrawal from the program (see Administrative Withdrawal).

### **Class Start Time, Assessment Start Time, and Class Hours Policy**

The stated class hours for the didactic portion of the curriculum are from 12pm-3pm PT/1-4pm MT with an additional hour on Wednesdays from 3pm-4pm PT/4-5pm MT.

Similarly, assessments are scheduled to begin as posted in the block/course plan. Start times for the team assessment and assessment review will be clearly communicated to the students in accordance with the Assessment Policy. Times for remediation review and reassessments will be communicated to students in accordance with the Assessment Policy. The scheduled dates for assessments and reassessments are set prior to the publication of the block/course plan. These dates are communicated to students in writing upon receiving each course syllabi and, as such, represent a contract with the students. Any deviations from this policy must be approved in advance by the Program Director.

### **Multimedia Recording by Student(s)/Residents(s), Their Representatives, and/or Guests**

For information regarding multimedia recording, please refer to the Roseman University of Health Sciences Policy: [Multimedia Recording by Students Policy](#)

### **Method of Evaluation of Student Progress**

Student progression toward achievement of programmatic and block outcomes is frequently monitored using various methods of assessment. However, formal summative assessments for the purposes of determining if a student has passed a particular set of outcomes are scheduled regularly throughout the academic year. Students who are placed on academic probation will receive notification of their academic progression through the curriculum.

### **Student Assessment Policy**

Note: All policies set forth for the assessment apply to the reassessment and course remediation as well. Any deviation from the Student Assessment Policy and/or the reassessment or course remediation process must be approved, in writing, by the Program Director and clearly articulated to students prior to the assessment.

### **Transfer Credits**

Roseman accepts transfer credits from accredited institutions only after approval by the sponsoring unit's dean/program director and under the special conditions outlined below. Transfer credit is defined as any credit earned at another accredited institution, credits earned on another campus of the Roseman system, or credits earned as a non-degree student within the Roseman system.

The following rules apply to transferring credit to Roseman University graduate programs:

1. The maximum amount of work that may be transferred to Roseman University depends upon the graduate degree sought (individual units may have limits that are more restrictive):
2. Extension work completed at another institution cannot be transferred; and correspondence work, except to make up deficiencies, is not recognized.
3. All courses accepted for transfer must be graduate level courses. A course in which a grade of B- or lower was received will not be accepted for transfer. Transfer course work that is to be applied to a graduate degree at Roseman University and was completed more than 5 years prior to being accepted to the program shall be evaluated by the sponsoring unit as to current relevance and applicability to the degree requirements. At the discretion of the sponsoring unit, a student may be asked to validate transfer credits prior to approval.
4. Credit may not be transferred until the student has completed 6 credits of graduate level course work as a degree-seeking student at Roseman University. Transferred credits do not reduce the minimum registration requirement but may reduce the amount of work to be done in formal courses.

### **Core Curriculum and Course Requirements**

#### **Master's Degree**

The minimum required credit hours earned and residency requirements for the master's degree is determined by the academic unit's Graduate Studies Committee as approved by the Graduate Council.

#### **Core Curriculum**

Graduate Studies at Roseman University shall offer a diverse set of courses, seminars, workshops, and various professional development activities that together allow core competencies to be achieved by each graduating student. Core competencies that comprise graduate education include:

1. Discipline-specific conceptual knowledge
2. Research skill development
3. Responsible conduct of research

4. Communication skills
5. Teaching skills
6. Professionalism
7. Leadership and management skills
8. Personal development

In order to facilitate attainment of core competencies, all students of the College of Graduate Studies are required to complete a standardized core curriculum as listed below.

### Course of Study

<b>Master of Science in Biomedical Sciences (MBS)</b>			
Year 1			
Course Title	Prefix	Number	Credit Hrs
Fundamentals of Research	MBS	600	4
Organizational Behavior and Leadership	MBS	610	2
Introduction to Regulatory Affairs	MBS	620	3
Concepts in Biomedical Sciences	MBS	630	5
Journal Club	MBS	700	1
Seminar	MBS	710	1
Capstone Project/Literature Review	MBS	740	10
Electives			4
<b>Total</b>			<b>30</b>

<b>Master of Science in Pharmaceutical Sciences (MSPS)</b>				
Year 1				
Course Title	Prefix	Number	Credit Hrs	Prerequisite Course(s)
Fundamentals of Biomedical Research	MSPS	600	4	
Organizational Behavior and Leadership	MSPS	610	2	
Introduction to Regulatory Affairs	MSPS	620	3	
Concepts in Biomedical Sciences	MSPS	630	5	
Journal Club	MSPS	700	1	
Seminar	MSPS	710	1	
Thesis Research	MSPS	730	2	
<b>Subtotal</b>			<b>18</b>	
Year 2				
Course Title	Prefix	Number	Credit Hrs	Prerequisite Course(s)

Journal Club	MSPS	700	1	
Seminar	MSPS	710	1	
Thesis Research	MSPS	730	10	
Electives			6	
Subtotal			18	
Total			36	

## Grades and Quality of Work

### Transcripts of Records and Student Performance

The College uses a “Pass” / “No Pass” system of recording student achievement with the standard of achievement for each student set at 90%.

“Pass” (P) – In order to receive a “Pass” (designated as “P” on the transcript) for didactic coursework, a student must achieve a minimum score of 90% on each assessment (see Student Assessment Policy below). If an individual scores less than 90%, the student must be reassessed and remediated. A student who is required to remediate must also achieve a score of at least 90% in all coursework in order to progress to the next academic year.

“No Pass” (NP) – A “NP” (No Pass) will appear on the student’s transcript until the assessment is successfully remediated. If a student achieves the required 90% proficiency following subsequent remediation, the student’s “NP” will be converted to a “P”.

### Incomplete (I)

An Incomplete (I) indicates that a student has not completed the requirements necessary to issue a grade of “P” or “NP” but intends to complete the course at a later time, in accordance with policy. In order to pass a course in which an “I” was assigned, the student must complete all requirements and be assessed within one (1) year from the date an “I” was recorded. If the student meets the standards for passing, the “I” will be replaced with a “P”. If the student does not meet the standards for passing, the “I” will be replaced with an “NP”. If the student is not assessed within a one (1) year period, the ‘I’ is converted to a Withdrawal “W” and the Registrar will note on the student’s transcript a ‘W’ for the current course and the grade of “W” will be considered permanent. With prior written approval of the Dean of the College of Graduate Studies, this time limit may be extended for extreme circumstances (e.g. long-term debilitating injury, extended military service, etc.) up to a maximum total time of two (2) years from the date of the assignment of the “I” grade. Replacement of an “I” will be under the direction of the instructor(s) and the Dean of the College of Graduate Studies.

## Withdrawal (W)

Attendance at the College of Graduate Studies is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct. The College reserves the right to require withdrawal at any time it deems necessary to safeguard standards of scholarship, personal and professional conduct, and orderly operation. The student concedes this right by act of matriculation.

### **Voluntary Withdrawal**

Application for voluntary withdrawal from the College of Graduate Studies must be made in writing to the Program Director accompanied by a personal interview, except in rare and special circumstances. Following notification by the student and the occurrence of the personal interview, the Program Director will notify the Dean of the College of Graduate Studies.

### **Involuntary Withdrawal**

A student who does not pass the requirements stipulated by their academic program is required to withdraw from the program “not in good academic standing”. Following notification to the student, the student will be required to return university property and satisfy any outstanding requirements, and the Program Director will notify the Dean of the College of Graduate Studies.

### **Administrative Withdrawal**

A student who leaves the College of Graduate Studies without completing the withdrawal procedure within twenty-one (21) calendar days will automatically be terminated from the University.

### **Leave of Absence**

A student may request a leave of absence. A leave of absence may occur while a student is in good standing or on academic probation, or may be associated with a medical condition, serious personal problems, military service, pregnancy, etc. For financial aid purposes, a leave of absence will be documented as a withdrawal.

A student requesting a leave of absence must apply in writing to the Dean of the College of Graduate Studies. In the event of a medical problem, the request must be accompanied by a letter from a physician on his/her letterhead describing the nature of the circumstances for which the leave is requested and the estimated length of time needed for recovery. Under advisement from the academic unit’s Graduate Studies Committee, the Dean of the College of Graduate Studies will determine whether or not the leave is to be granted and the conditions under which the student may return to school.

Leaves of absence requested for a full academic year will be for one year, with expected reinstatement at registration for the following year, and the reinstatement may only be requested within one month of registration for that academic year. Leaves of absence requested more than one month after registration for any given academic year will be granted for a period not to exceed the number of months remaining until the registration date for the next academic year.

Leaves of absence will not be granted for a term of less than one month. No more than two leaves of absence will be granted during one academic year. If additional recovery time is necessary, the term of the second leave of absence will automatically be extended to the registration date for the next academic year.

A student who is granted a leave of absence for an entire academic year must submit a letter of intent to return to classes to Dean of the College of Graduate Studies at least one month prior to the requested date of return. It is the student’s responsibility to keep the Dean of the College of Graduate Studies informed of any change of address while on a leave of absence.



If the student has not paid 100% of the tuition during the year in which the leave is granted, the balance of the tuition plus any increase in tuition or fees will be payable in the next year of attendance.

Leaves of absence may be extended to a maximum of two (2) years. The terms and conditions of the leave will be determined by the Dean of the College of Graduate Studies.

### **Termination**

The College reserves the right to terminate a student at any time in order to maintain its standards of scholarship, professional and personal conduct, and/or orderly operation. Actions which threaten or endanger, in any way, the personal safety and/or well-being of self or other, or which disrupt or interfere with the orderly operation of the College are cause for immediate termination of the student. Professional or personal misconduct can also result in termination of the student's enrollment. A student who is terminated may not be reinstated under any circumstances (see Appeals of Suspension or Termination Decisions).

### **Auditing of Assessments or Classes**

The College of Graduate Studies allows auditing of assessments and didactic or laboratory coursework with paid enrollment and written approval from the course coordinator. However, the university does not grant credit by examination.

### **Policies and Procedures for Electronic Testing**

A student is expected to maintain the personal electronic device(s) issued by Roseman University. To participate in electronic assessment, a student is required to bring an approved device for use to the assessment. Only approved electronic devices are permitted to be used with the electronic assessment system. The device used to take the assessment is required to remain open on the desk for the entirety of the assessment. A student will not be permitted to participate in the electronic assessment without an approved device available for use at that time. A student without an approved device will not be permitted loaner devices and will receive a score of zero (0) on the applicable assessment, reassessment or course remediation.

It is the student's responsibility to ensure the device used has enough power (either by battery charge or by charging cord) for the entire duration of the electronic assessment. It is encouraged that a student bring a charging cord to the electronic assessment. Additional charging cords will not be provided. If a student's device runs out of charge during the electronic assessment, the student will not be allowed to continue with the assessment, reassessment, or course remediation. Consequently, the individual score will be determined by the last saved record in the electronic assessment system. If there is no record, the student will receive a score of zero (0) on the assessment, reassessment or course remediation.



Malfunctions of approved devices having appropriate available power must be addressed during the assessment to a proctor and will be resolved on a case-by-case basis. Resolution may include: loaner devices, extended or alternate timing of the electronic assessment, change to paper assessment or any other modification deemed appropriate by proctor.

The only accessories approved for use during the assessment are a charging cord, a semi-permanent clear plastic screen protector or a stylus. No other electronic device accessories, including, but not limited to cases or watches of any kind, or recording devices are permitted within the testing area. Any student found in possession of an unapproved electronic device accessory during the assessment will receive a zero (0) on the assessment and may also receive allegations of professional misconduct.

The use of electronic devices between the individual assessment and team assessment is prohibited. Any student using an electronic or communication device during these times will receive a zero (0) on the assessment and may also receive allegations of professional misconduct.

Only one device for each team may be powered on during the team assessment. This device will be the only one permitted to link with the electronic assessment system. If more than one device within possession of the team is powered on during the team assessment, all members of the team will lose eligibility for team points on that assessment. Likewise, if any team device is linked to any website or application other than the electronic assessment system, all members of the team will lose eligibility for team points. Lastly, if any member of the team is found in possession of an electronic device accessory other than those approved items listed above within the testing area during the team assessment, all members of the team will lose eligibility for team points.

### **Academic Standards of Progress**

#### **Unsatisfactory Progress Following Remediation and Reassessment**

If a student receives a “No Pass” on two (2) reassessments during an academic year, the student will be placed on academic probation, to be notified by a letter from the Program Director. If a student receives a “No Pass” on four (4) reassessments during an academic year, the student will be required to withdraw from the program. The student’s status in that case will be involuntary withdrawal “not in good academic standing”. The following courses do not apply to these totals:

MS680 – Longitudinal Research

MS700 – Journal Club

MS710 – Seminar

MSPS730 – Research Thesis

MBS740 – Capstone

A student is only allowed to repeat a block once after receiving a “No Pass” during the remediation assessment. A student who receives a “No Pass” on a reassessment that covers the material for which they received a “No Pass” during the remediation assessment will be required to withdraw from the program.

In order to advance to the second year of the MSPS program, students must complete all coursework for the first year

## **Policies and Procedures Pertaining to Student Professionalism**

### **Standards of Professional Conduct**

Upon accepting admission to the College, each student agrees to abide by basic standards of honesty and academic integrity which include, but are not limited to, the following Standards of Professional Conduct:

1. Conducting themselves honorably, professionally, and respectfully in all realms and aspects of student life.
2. Acting with honesty and integrity in academic and professional activities. A student never represents the work of others as their own.
3. Striving for professional competence.
4. Fostering a positive environment for learning. A graduate student will not interfere with or undermine the other students' efforts to learn.
5. Respecting the knowledge, skills and values of instructors, researchers, and others.
6. Respecting the autonomy and dignity of fellow students, instructors, staff, or others.
7. Seeking treatment for any personal impairment, including substance abuse, which could adversely impact patients, instructors, or other students.
8. Promoting the good of every research subject in a caring, compassionate and confidential manner.
9. Protecting the confidentiality of any medical, personal, academic, financial or business information.
10. Maintaining civil, courteous, respectful, polite and honest interactions with faculty, administration and mentors.

Students must comply with the Standards of Professional Conduct. A student's behavior may result in a referral to a College of Graduate Studies administrator if there are allegations of professional misconduct occurring in, but not limited to, any of the following settings:

1. Educational activities (e.g. in the classroom, rotation, experiential assignments, research activities) provided or facilitated by the University or College.
2. Programming activities, events, ceremonies or professional networking functions during graduate or other professional meetings.
3. Service activities promoted by the University, College or any student organizations affiliated with the University or College.
4. Online activities: all student policies apply to social media.

Inappropriate professional or personal behavior includes, but is not limited to the following:

1. Falsifying applications, forms or records prior to admission to the or while enrolled in the University's professional programs.
2. Giving or receiving unauthorized aid on course work, examinations, presentation, or any other activities required for awarding the Master of Science degree.
3. Plagiarism (including any errors, omissions, misrepresentations, or falsifications of source material).
4. Providing or receiving privileged information concerning exam content prior to test time

- to gain unfair advantage.
5. Providing false information to a faculty, staff, or preceptor.
  6. Lack of attendance at required didactic or experiential activities.
  7. Non-compliance with the email requirement (see Notice of Requirement to Check Student Email on a Daily Basis).
  8. Disruptive behavior in class, including unprofessional conduct during assessment reviews.
  9. Inappropriate or disrespectful behavior toward fellow students, faculty, staff, preceptors, or staff/employees on or off campus.
  10. Inappropriate or disrespectful interaction with faculty, staff, or mentors.
  11. Knowingly posting, publishing or circulating derogatory information concerning any member of the student body, University faculty, staff, or mentor that materially or substantially disrupts classes or other University activities or is, in the discretion of the University, considered vulgar or indecent or otherwise not conducive to learning.
  12. Misusing or misrepresenting one's status as a graduate student.
  13. Stealing, damaging, defacing, or unauthorized use of any University, student, staff, or University visitor's property.
  14. Unprofessional dress, language, or conduct as defined by the College.
  15. Unauthorized use, copying, dissemination, or unauthorized removal from campus of any confidential or proprietary information of the University or any sensitive or confidential records.
  16. Such other and further conduct as the research community would standardly consider unprofessional.
  17. Violation of State or Federal law.

### **Violation of the Standards of Professional Conduct**

A defining quality of a profession is its ability to police itself. To that end, it is the duty and responsibility of each member of the academic community to use their professional judgment when addressing potential violations of the standards of professional conduct.

Additionally, the University and College recognize the responsibilities of student organizations to police the professional conduct of their own members. The College acknowledges that student organizations have the right to require their members to comply with additional codes of conduct beyond those enforced by the faculty and administration. Professional student organizations can act independently of the College to review and enforce their own professional codes of conduct. Therefore, members of a graduate student organization acting unprofessionally in any setting are subject to appropriate sanctions, within reasonable limits, that have been imposed by their respective student organization. If the appropriate administrator cannot resolve the violation directly with the student, the following process will apply.

Step 1: Depending on the situation, the individual witnessing the violation may either attempt to resolve it on their own or report the incident (as appropriate) to the classroom instructor, Program Director or College/University administrator if the remedy is unsuccessful or if the violation is deemed serious. If there appears to be adequate cause, the individual receiving the report of alleged violation will communicate it to the appropriate administrative officer for further investigation.

Step 2: The Program Director or designee shall make a preliminary evaluation into the allegation(s) in order to determine if a sufficient basis exists to move forward with the allegation(s) as presented.

Step 3: If further investigation is deemed warranted, the Program Director will inform the student of the allegation(s). The student must respond in writing within three (3) business days to the written allegations.

Step 3a: If the student agrees with the allegation(s) as presented, then the Program Director and Dean will determine the sanctions and will be responsible for monitoring the student's progress. The administrator may assign a designee to monitor the student's progress.

Step 3b: If the student fails to respond within three business days or does not agree to the allegation(s) as presented:

Step 4: The investigating administrator will refer the matter to the University Student Professionalism Board (hereafter noted as 'USPB') if the facts are in question. For additional information about the USPB process, please see the University catalog or <http://www.roseman.edu/students/registrar/university-policies/>.

Step 5: The Program Director and Dean will determine sanctions and will be responsible for monitoring the student's progress. The appropriate administrator may assign a designee to monitor the student's progress if the facts are not in question.

### **Resolution of USPB Findings**

The Program Director and Dean will receive and review the USPB's report. It is the responsibility of the referring administrator to determine appropriate sanctions should the USPB determine that it is more likely than not that the charges made are true. The Program Director will make a final determination as to the disposition of the matter, and will forward this decision to the Dean, the Vice President for Student Affairs, and the student within five (5) business days, or within an extension approved by the Vice President for Student Affairs following receipt of the USPB's report. Any proposed punitive action rising to the level of suspension or termination will be reviewed and approved by the Graduate Council. Suspensions or terminations may be appealed as described in the Appeals sections of this Handbook.

### **Student Appeal Process**

If a student feels that an assessment has been evaluated unfairly or in error, they should submit a written account of their reasons for believing this to the Program Director using Canvas. Any graded assignment may be appealed. The written appeal must be submitted through the link provided on Canvas by 5:00 pm on the fifth business day from the day of the reassessment or, for non-assessment assignments, score release of the remediation assignment. The Program Director reserves the right to extend the deadline for submission if situations arise that warrant such need.

### **Assessment Appeals**

The following policies will be in effect for all assessment appeals submissions. Failure to follow appeals policies will result in the submission being deleted from the system without review. The policies for assessment appeals submissions are:

1. Appeals must be submitted to the online system before the deadline. If a student has problems

with the online system, they are to contact the Program Director for assistance before the deadline.

2. Appeals may not be submitted for any assessment until the reassessment has been completed and grades have been released. Consequently, no appeals will be accepted between the assessment and reassessment. For non-assessment assignments, appeals may not be submitted until after grades have been released.
3. Any student achieving a “Pass” on either the assessment or reassessment or remediation assignment is ineligible to submit appeals for that assessment/reassessment or assignment/remediation assignment.

Appeals submissions related to assessments or reassessments will be completed generally within thirty (30) business days. Appeals submissions related to course remediation will be completed and the student notified by one (1) business day prior to the start of orientation for the next academic year.

### **Administrative Withdrawal**

Unsatisfactory performance on four (4) reassessments in an academic year or an assessment pertaining to material repeated from a prior remediation assessment “NP” automatically results in a student being required to withdraw “not in good academic standing” (See Academic Probation/Withdrawal “Not in Good Academic Standing”). The requirement to withdraw and any stipulations or conditions regarding the student’s return to the program may not be appealed. A student may appeal a grade as noted above.

### **Appeals of Probation Decisions**

If a student feels they has been treated unfairly in a matter involving probation, they may appeal that decision to the Dean of the College of Graduate Studies. The written appeal must be submitted to the office of the Dean of the College of Graduate Studies within five (5) business days of notification of probation. The Dean of the College of Graduate Studies shall consider the appeal and render their decision. The Dean of the College of Graduate Studies shall communicate this decision in writing to the student, and the College administrative officers. **The decision of the Dean of the College of Graduate Studies shall be final, effective immediately.**

### **Appeals of Suspension or Termination Decisions**

If a student feels they has been treated unfairly in a matter involving suspension or termination, they may appeal that decision in writing to the Dean. The written appeal must be submitted to the office of the Dean within five (5) business days of notification of suspension or termination. The Dean shall consider the appeal and render their decision. The Dean shall communicate this decision in writing to the student and the College administrative officers. If the suspension or termination was imposed by the Dean of the College of Graduate Studies, the student may appeal directly to the Graduate Council, using the procedures below.

If the student is still dissatisfied, they may appeal the Dean’s decision in writing to the Graduate Council. The written appeal must be submitted within five (5) business days of notification of the Dean’s decision. The Graduate Council, acting without the dean, shall consider the appeal and render their decision. The Graduate Council shall communicate this decision in writing to the student and the Dean. **The decision of the Graduate Council shall be final, effective immediately.**

When the Dean concludes that it is more likely than not that the student does not pose a threat to the safety or well-being of the members of the University community, the student shall have the opportunity to continue to attend classes and participate in all sanctioned College activities until such time as any/all appeals are exhausted. The student is expected to behave in a professional manner during this time period. Any disruptions of class or University operations or any other unprofessional behavior may result in re-scission of the student's opportunity to attend class and/or all sanctioned College activities.

### **Record of Students' Complaints**

The College of Graduate Studies has an obligation to respond to any written complaints by students lodged against the college or a graduate program. Hence, the College has established, implemented and maintains a student complaint procedure that affords the complainants with fundamental procedural due process. The student may submit a written complaint to any of the following College administrators: Dean of the College of Graduate Studies Graduate Program Directors, or the Graduate Programs Coordinator. A student may also submit a written complaint to a student class officer (e.g., class president, vice president). The Dean will formally investigate a student's written complaint. If the complaint involves the Dean, the officer will recuse themselves and the Graduate Council will appoint another investigator. The Dean will share the results of this investigation with the other Graduate Program Directors. All written complaints will be kept in a confidential, secured file in the appropriate Dean's office.

### **Finances**

Students must fulfill their financial responsibilities to the University in order to remain enrolled in the program. Please see the policy in the Roseman University of Health Sciences Student Catalog: [2022-2023 Student Catalog](#).

### **Thesis/Capstone Project Requirements**

A thesis or comprehensive capstone project, which may be research or expository, critical, or creative work, is required of every master's degree candidate. Every thesis or comprehensive capstone project presented in partial fulfillment of the requirements for an advanced degree must meet the requirements stipulated by the academic program in which the student is enrolled.

The final grade is withheld until the thesis or comprehensive capstone project is completed; if the thesis or comprehensive capstone project is not finished at the end of the term in which the student is registered, an Incomplete (I) grade is reported.

### **Master's Degree Examinations**

Candidates for a master's degree are required to complete a comprehensive examination that should include a thesis defense or capstone project. The examination may be conducted near the end of the student's last year while the candidate is still taking required courses for the degree, provided satisfactory progress is being made in those courses. Individual programs may determine whether to conduct a public presentation (poster or seminar) of the work as part of the master's degree requirements.

The following rules apply to the examination/thesis defense:

1. A student must be registered as a regular degree-seeking student during the year the examination is passed.
2. Notice of the examination must be filed by the unit program in the College of Graduate Studies at least three weeks prior to the examination event. The examination must be scheduled not later than the posted deadline for the year in which the degree is to be conferred.
3. The examination is given by the examining committee.
4. The examination, which may be oral, written, or both, must cover the thesis (if applicable), which should be essentially complete, other work completed in courses and seminars in the major field, and all work presented for the degree. The examination may include a seminar presentation by the candidate, which shall be open to the public, in addition to the closed examination administered by the examining committee.
5. A student must have an affirmative vote from the majority of the committee members to pass. A student who fails the examination may attempt it once more after a period of time determined by the examining committee.
6. A student who does not pass the examination and wishes to appeal the decision may exercise grievance procedures as outlined in Appendix B under the direction of the Dean of the College of Graduate Studies.

### **Re-admission**

Students who were previously admitted to a graduate degree program but who did not complete that degree and who have not been continuously registered at Roseman University must meet the following requirements before being readmitted:

1. Must be in good academic standing as evaluated by the academic unit.
2. Clarify their status with the unit to determine their eligibility to return and pursue the same degree.
3. Submit an application to the academic unit for unit approval before enrollment levels are met or deadlines passed for the term in which they expect to return to Roseman University.

### **Student Government**

Each yearly cohort shall hold elections for class officers. The Dean or designee will collaborate with students to hold a fair and legitimate election. Each class will elect a President, Vice President, Secretary and Treasurer as well as committee representatives. Students may not run for or hold a class officer position if they are placed on probation for professional misconduct.

### **Personal Counseling about Non-Academic Issues**

A student in need of personal counseling services for non-academic issues (e.g., grief counseling, alcohol, substance abuse and mental health) should contact the Registrar/Student Services Office. Further information is available at: <http://www.roseman.edu/students/student-services-resources/student-health-wellness/>.