REGISTERED UNDER THE UTAH POSTSECONDARY PROPRIETARY SCHOOL ACT (Title 13, Chapter 34, Utah Code). Registration under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution. It is the student’s responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employers’ training requirements. This may be done by calling the prospective school or employer.
Welcome to Rocky Mountain University of Health Professions!

President’s Message

Utah! The interpretation of the Ute word Utah is Top or, in specific terms, Top of the Mountains! I welcome you to the Top of the Rocky Mountains and to Rocky Mountain University of Health Professions --which is at the Top of post-professional education programs. You will find that we work hard to maintain our standing at the Top of the post-professional education ladder and we do so by staying abreast of contemporary health science issues. We continually develop and upgrade state-of-the-art curricula in a vast array of health science specialties. We employ the most gifted and qualified faculty and professors who are at the Top of their respective fields to facilitate the learning process and to create an academic environment conducive to the best didactic, clinical, and research education available anywhere in the United States.

As you step into the academic world of post-professional education, you can now do so without stepping out of your current residential circumstances or professional work demands and you can do so at a reasonable expense conducive to the working student.

We welcome you to the Top of the mountains and to the Top of the post-professional education opportunities that await you. We pledge our best in ensuring that you and we stay there . . . at the Top!

Richard Page Nielsen, PT, DHSc, ECS
President
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General Information

Rocky Mountain University of Health Professions reserves the right to change without notice any statement in this publication concerning, but not limited to, rules, policies, tuition, fees, faculty, curricula, and courses. This document is not a contract or an offer of a contract.

Mission Statement

Rocky Mountain University of Health Professions, a post-professional graduate university, is dedicated to educating healthcare professionals in a scholarly environment that benefit from the sharing of ideas within and across University programs. Programs provide University students the opportunity to thrive as excellent and competent evidence-based practitioners who are ethically aware, socially responsible healthcare providers who will be leaders in the health care arena. Through a diverse and culturally competent student body, faculty, staff, administration, and Board of Trustees; the University strives to provide dynamic educational experiences that contribute to the creation, development, and promulgation of new knowledge; promote critical thinking; focus practitioners on achieving skills essential to the advancement of practice, and prepare professionals to assume leadership roles in healthcare, academia, and research.

Vision Statement

The vision of the University is to become a nationally and internationally recognized paradigm of excellence for education of healthcare professionals, and to set the global standard for exemplary graduate and post-professional health professions education.

Core Purpose

“Broadening the frontiers of health sciences and practice.”

Trustees, administrators, faculty, students, and staff are committed to fulfilling the core purpose of RMUoHP by assuming responsibility for their essential and varied roles. The Board of Trustees review policy and steward the quality and integrity of the University; administrators mentor and oversee the educational and organizational climate of the University; faculty create and maintain academic programs which define the quality and character of the institution; faculty and students engage actively in instruction, scholarship, practice, and research; and staff oversee facilities and educational resources. All strive to nurture a collegial environment conducive to the teaching/learning process, working as an integral team. The entire University community is dedicated to its members’ pursuit of intellectual, personal, and professional development with academic integrity.

Core Values and Guiding Principles

Rocky Mountain University of Health Professions is a diverse educational community committed to:

- Integration of learning, research, and practice.
- Excellence in the delivery of health services that is grounded in the highest standard of ethical practice, and is evidence based, effective, and compassionate.
- Integrity, honesty, and personal responsibility in our endeavors.
- Respect for self and others across all cultures.
University Goals

The University is dedicated to achieving the following goals:

- Provide a high quality post-professional graduate education that is evidence-based and grounded in science.
- Provide support services and an environment conducive to students’ intellectual, ethical, social, psychomotor, and personal development so they can become independent and collaborative practitioners.
- Educate students who can critically evaluate, conduct, and disseminate research that will contribute to the science and practice of various health science fields.
- Emphasize the enhancement of all forms of communication skills, critical and analytical thinking skills, and research skills.
- Provide dynamic program offerings through a unique delivery system in response to changing societal and health care needs.
- Provide professional development activities to encourage the faculty and staff to enhance their service, teaching, practice, and scholarship skills.
- Become distinguished in developing and promoting community service and professional leadership roles.
- Develop individuals who are contributing members of their professional community.
- Promote cultural competence, and ethnic, racial, and gender diversity among the administration, faculty, staff, student body, and in the curriculum.
- Continually review and improve, through systematic assessment, its institutional effectiveness.

History

Rocky Mountain University of Health Professions has its origins as a private partnership called Electrophysiology Testing Seminars (ETS) operated by Richard P. Nielsen, PT, DHSc, ECS of Spanish Fork, Utah and Michael Skurja, Jr., PT, MS, ECS of San Diego, California from 1988 - 1994. ETS offered clinical electrophysiology continuing education courses to physical therapists at various locations throughout the United States.

In 1994, ETS was renamed the Institute of Clinical Electrophysiology (ICE) with an expansion of more extensive and technical courses in the art and science of clinical electrophysiology. The Institute was registered through the Utah State System of Higher Education and Board of Regents. In January 1998, Larry T. Hall, EdD became a partner of the Institute.

In June 1998, Rocky Mountain University of Physical Therapy (RMUoPT) was registered with the Utah State Board of Regents and Higher Education as a provider of post-professional physical therapy education. The University provided advanced knowledge and professional education through postgraduate education and clinical experience in physical therapy. Degrees offered included a Master of Science (MS) and a Doctor of Physical Therapy (DPT) degree.

In December 1999, the Utah State Board of Regents sanctioned the University’s current name as Rocky Mountain University of Health Professions (RMUoHP) to better reflect the University’s plan for an expanded role in the education of a broader spectrum of health care professionals and health science students. The degree designator for the doctoral program was changed to the Doctor of Science (DSc), which more appropriately reflects the University’s post-professional academic, clinical, and research emphasis.

RMUoHP offers four degree levels in the Health Science and Professional Programs. The Master of Science (MS) degree programs are designed for certified/licensed athletic trainers, registered/licensed occupational therapists, registered nurses, and licensed physical therapists.
who have earned a bachelor's of science (BS) degree (or documented equivalent) and want to advance their general knowledge and skill at a post-professional level. The Doctor of Physical Therapy (DPT) and Doctor of Occupational Therapy (OTD) degree curricula is designed for the post-professional physical and occupational therapists to augment the knowledge, skills, and behaviors attained in initial, entry-level professional education at 21st century standards. The Doctor of Science (DSc) degree curricula is designed for post professionally educated athletic trainers, occupational therapists, nurses, chiropractors, and physical therapists to pursue advanced study in a specialized area of health science or practice.

Governing Officers

The University is administrated by officers who include the President, Vice President of Academic Affairs, Vice President of Finance and Administration, Vice President of Special Projects, Vice President of Student Services, and by various University committees. The Board of Trustees guides, advises, and oversees the University relative to fulfilling its mission. The program faculty design and coordinate the various academic programs.

Board of Trustees

Robert S. Kayler, MS, FACHE (Secretary)
Virginia Nieland, PT, MS, DSc (Hon) (Vice Chair)
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Dennis Spillane, PT, MBA (Chair)
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Layne R. Peterson, CPA (Treasurer)
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Administrators

Richard Page Nielsen, PT, DHSc, ECS - President
Stan L. Hartgraves, PT, PhD - Vice President of Academic Affairs
Larry T. Hall, EdD - Vice President of Student Services
Michael Skurja, Jr., PT, MS, ECS - Vice President of Special Projects
Mitchell J. Rauh, PT, PhD, MPH - Director of Research

Graduate Program Directors

Michael Skurja, Jr., PT, MS, ECS - Clinical Electrophysiology (DSc)
James Agostinucci, OT, ScD - Hand Rehabilitation (DSc)
Janet Bezner, PT, PhD - Health Promotion and Wellness (DSc)
Gail Deyle, DPT, OCS, FAAOMPT - Master of Science (MS)
  Transitional Doctor of Physical Therapy (DPT)
Sandy Pennington, PhD, RN - Nursing (DSc)
Lori Thein Brody, PT, MS, SCS, ATC - Orthopaedics and Sports (DSc)
Jane K. Sweeney, PT, PhD, PCS - Pediatrics (DSc)
Dana Howell, OTD, OTR/L - Transitional Doctor of Occupational Therapy (OTD)
Graduate Program Directors To Be Announced - Neurology and Aging (DSc)
Campus and Physical Facilities

Location
The University is located at 1662 West 820 North in Provo, Utah approximately 40 miles south of Salt Lake City along the base of the beautiful Wasatch Mountains.

University Web Access
The University maintains an Internet presence at www.rmuohp.edu. Current information about the campus, curricula, faculty, and news is provided. Most University forms, including applications, are available for download at the website.

University Staff
The University Staff handle all incoming and outgoing correspondence by mail, fax, and telephone. Regular office hours are 8AM – 5:30PM Mountain Time, Monday through Friday.

The following University Business Office staff contact information is provided to expedite your questions and needs:

**Pat Asato** – pasato@rmuohp.edu
Administrative Assistant for University Affairs. Responsibilities include coordinating faculty travel and classroom needs.

**Nicki Nebeker** - nnebeker@rmuohp.edu
Human Resources Manager and Assistant to the Director of Research. Responsibilities include coordination of the doctoral project and IRB processes and human resources.

**Gretel Cosman** – gcosman@rmuohp.edu
Administrative Assistant for Academic Affairs. Responsibilities include managing faculty contracts, syllabi, curricula, and critiques as well as supporting Academic Affairs.

**David Viveiros** – dviveiros@rmuohp.edu
Marketing Manager. Responsible for all marketing activities, including conferences, direct mailings, prospective student contacts, and public relations.

**Jessica Egbert** - jegbert@rmuohp.edu
Director of Operations. Responsibilities include Board of Trustees and Administration support, staff supervision, and admissions.

**Mike Millet** – mmillet@rmuohp.edu
Business Manager. Responsibilities include managing accounts payable and accounts receivable and supporting Student Services.

**Doug Price** – dprice@rmuohp.edu
Registrar. Responsible for all official student records and student assessments. This include assessment dissemination (to and from students and proctors, to and from University faculty); recording of all course grades, dissemination of session grade records, transcripts, tracking of student course progress and grades, and maintenance of University student faculty and student database. All assignments should be sent to the Registrar for accurate and timely recording and tracking.
University Laboratory Space
The University provides laboratory space for manual activities. A cadaver laboratory is also available off site.

Library
On-site – The University provides students and faculty with library access while on campus (located at Provo College, two buildings East). The library is open during normal business hours and at the student’s request with librarian availability by appointment. Books and journals are available for student use while on campus. The University also employs a part-time librarian, Marilyn Schwartz, MLS, whom all faculty and students may contact for research assistance. Ms. Schwartz may be reached at mschwartz@rmuohp.edu. The physical library will be moved to the RMUoHP facilities during 2004.

Electronic – The University provides students and faculty with library access to relevant databases and full text articles through the Ovid system and an agreement with the University of Utah. As an RMUoHP student, you are provided library privileges for the duration of your formal enrollment with the University. You will be given a unique password during your University orientation. The web address for the library is: http://gateway.ovid.com.

On-site - The University has a computer laboratory (Resource Center) during class hours that has Internet connections. The computer lab is open during normal University hours and by special arrangement. The University also offers wireless Internet connectivity for students with laptop computers.

Off-site - The University has equipped a computer lab at the La Quinta Inn and Suites, the primary housing residence for University students. The computers have Internet access and printers available for student use 24 hours per day. Free high-speed Internet access is also available in each hotel room.

Parking and Public Transportation
Paying facilities are provided at the University for students, faculty, staff, and administration at no charge for automobile, motorcycle, and bicycles.

The campus is conveniently located near a major freeway and is easily accessible by public transportation. Students who stay in the designated hotels are provided free transportation to and from campus. The Utah Transit Authority, the local public transportation company, can be reached for bus schedule information by calling (In State) Toll Free: 1-888-RIDE-UTA (743-3882) or (Outside of Utah) 801-RIDE-UTA (743-3882).

Housing
Students are generally on campus for six- or seven-days each academic session. As such, the University has contracted with two hotels in the community for substantially discounted rates on rooms and transportation. The University maintains a student center at one local hotel for University students. Computers, printers, and a work area are available 24 hours a day in this campus center. The University does not maintain independent housing facilities for students. However, there are a number of apartment buildings in the campus’s general vicinity available for students who may be in the area for periods longer than one week.
Identification Cards

Each student enrolled at the University is issued an official University identification card (ID). This card provides the student access to University facilities. The ID card is nontransferable, and any student who allows another person to use their ID card is subject to disciplinary action.

ID cards are made during the first week of class and distributed free of charge. Replacement for a lost or damaged card is through the office of the Vice President of Student Services. Lost, found, or stolen ID cards should be reported immediately to the office of the Vice President of Student Services.

Assistance for Disabled Students

The University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 by assisting with special access to the University and its premises. Students who need special assistance should contact the Vice President of Student Services to determine and clarify what needs can be accommodated (See Section on Learning Disabilities/Physical Challenges).

Campus Safety

The University supports the “Safe and Drug-Free Schools and Communities Act.” Annually, the University reports crime and arrest statistics, as required by the Crime Awareness and Campus Security Act of 2000. Since the beginning of operation (January 1999), no crimes or arrests have been recorded.

Medical Emergencies

When on campus any student, University employee, or guest of the University that requires medical attention will have the required care summoned from local resources at the discretion of the employee(s) in charge. As part of the admission process, students assume the financial responsibility for any required medical assistance.

The University maintains a partial list of community doctors and healthcare facilities to assist individuals in obtaining appropriate resources.

Tobacco-Free Environment

The University is committed to the promotion of healthy behaviors. Therefore, tobacco use in any form is not permitted inside any University building. There is a smoking area available on the western side of the building.

Alcoholic Beverages

Alcoholic beverages are not permitted anywhere on the University campus, including the grounds and parking lots. Alcohol use is not permitted by students or faculty while attending class-related activities associated with the University (i.e., clinical settings, research data collection, etc.).

Religious Holidays

In preparation of the academic calendar, generally two years in advance of any single enrollment date, the University makes every effort to avoid conflicts with major religious holidays. However, if conflicts occur, consideration is made for the student’s request within University policy and guidelines.

Because the academic calendar for each program is established in advance of the student’s enrollment, it is expected that the student accept the responsibility to attend classes
as scheduled. Prior to enrollment, the student may request special arrangements to avoid a
conflict due to religious practices', however, it is at the University’s discretion to approve, deny,
and manage these requests.

All policies regarding missed classes will apply in the event a student misses class due
to a religious holiday. Students with class conflicts because of religious holidays should notify
their Graduate Program Director BEFORE they begin the program. Students who believe they
have been unreasonably denied an educational benefit due to their religious beliefs or practices
may bring the matter to the attention of the Graduate Program Director, or when for any reason
this would not be appropriate, the Vice President of Student Services.

**Academic Information**

The University is a unique post-professional graduate university that uses an integrative
approach to health sciences and practice. Students complete coursework on-site in a traditional
classroom setting as well as in a directed independent study format.

Graduate Program Directors and faculty members model the continuous integration of
scientific knowledge and current professional practices with evidenced based principles to
achieve the goal of fostering a career-long approach that interweaves health science
knowledge, investigation methods, and sound patient or client management. Both didactic,
clinical, and research components strive to emphasize sensitivity to cultural competence.

The University places a high and equal value on scholarship, research, clinical training, and
practice. The integration of health science theory, research, and clinical practice allows students
to gain:

- An ability to critically evaluate and integrate theoretical concepts in the health sciences.
- An ability to analyze and practice the principles and methods of scientific inquiry and
  research methodologies applicable to the study of the human condition and healthcare
  practices.
- Mastery of practical and clinical skills essential for professional practice in settings within
  the contemporary healthcare industry.
- Skills to critically read published research and to apply those evidenced based principles
  in a responsible and appropriate manner.
- Skills to generate original thought and research.
- Skills to work cooperatively with colleagues at all levels of service in the healthcare
  system.
- A demonstrated commitment to personal and professional ethical standards.
- A demonstrated commitment to continuing personal and professional development and
  life long learning.
- A commitment to wellness and knowledge of and practice of preventive measures to
  ensure optimal healthcare.

**Educational Model**

The University considers the best educational model for a changing healthcare environment to
be an integration of scholarship, practical experience, and research. To achieve the desired
outcomes, the integration of academic work, clinical experience, and research begins early in
the student’s education and continues throughout his/her graduate program.

**Eight educational strategies are emphasized in the Master of Science (MS) program:**
1. Didactic education in the classroom with emphasis on the foundational health sciences;
2. Mentoring by an outstanding faculty of healthcare professionals;
3. Understanding of research and the research process;
4. Completion of a peer reviewed and referenced case report manuscript on a pre-approved topic;
5. Presentation of the case report manuscript;
6. Application of healthcare statistics and tests and measures;
7. Interaction with appropriate and experienced role models; and,
8. Interaction with experienced students/professionals of varied interests in an open classroom environment.

**Seven educational strategies are emphasized in the transitional Doctor of Physical Therapy (DPT) and transitional Doctor of Occupational Therapy (OTD) programs:**
1. Didactic education in the classroom with emphasis on the foundational health sciences;
2. Mentoring by an outstanding faculty of healthcare professionals;
3. Understanding of research and the research process;
4. Completion of a peer reviewed and referenced case report manuscript on a pre-approved topic;
5. Application of healthcare statistics and tests and measures;
6. Interaction with appropriate and experienced role models; and,
7. Interaction with experienced students/professionals of varied interests in an open classroom environment.

**Nine educational strategies are emphasized in the Doctor of Science (DSc) programs:**
1. Didactic education in the classroom with an emphasis on both core and specific health science educational learning;
2. Foundation in the analysis and critique of scientific literature;
3. Mentoring by an outstanding faculty of health science professionals;
4. Directed advanced clinical, health science, educational, or research experience in supervised and mentored settings;
5. Grounding in research design and bio-medical statistics
6. Development, implementation, and completion of a doctoral project;
7. Guidance and interaction with nationally recognized Graduate Program Chairs, professionals in practice, education, or research environments;
8. Interaction with appropriate and experienced role models; and,
9. Interaction with experienced healthcare professionals of like interests in an open classroom environment.

**Dean**

The Dean oversees and guides the academic activities of the School. The Dean may also serve as a Graduate Program Director. The Dean has direct responsibility for the admissions, academic integrity, and outcomes of the school.

**Graduate Program Directors (GPDs)**

Graduate Program Directors have been selected from the pool of nationally recognized experts throughout the United States based upon their expertise in a selected specialty, their ability to identify the scope of knowledge and practice skill necessary to achieve the goals of the University, their ability to teach, to identify additional faculty to teach across the scope of their disciplines and to mentor post professional health science students. The primary responsibilities of the Graduate Program Director include curricula development, admissions review, coordination of appointed and non-appointed faculty, instructional supervision, testing
and evaluation, coordination of the Practicum, assuring the academic integrity of the standards of RMUoHP, guidance and mentoring of students and University governance activities.

**Faculty**

The faculty are comprised of Graduate Program Directors, appointed faculty, and non-appointed faculty (lecturers). The University faculty are generally actively engaged in clinical practice and research. Therefore, they possess academic knowledge that meets the highest standards of academic scholarship and professional practice in the health sciences. The faculty demonstrate exemplary skills through their practice of adult education principles. During the Practicum, students experience a multi-disciplinary approach to scientific inquiry and evidence-based practice modeled by Practicum Mentors who demonstrate the unique contribution of health science to the helping professions. Faculty provide instruction, assessment, advising, and mentoring to students.

The University does not provide professional liability insurance for Graduate Program Directors, faculty and students. Therefore, if either a Graduate Program Director or a faculty member has physical contact with any students in a classroom setting by demonstrating techniques, they understand that the University will not provide professional liability insurance for either them or their students or patients. In addition, students practicing techniques on each other must provide their own professional liability insurance.

Whereby, the Graduate Program Directors and faculty acknowledge if they demonstrate techniques on either students or patients they shall maintain their own professional liability insurance acceptable to the University, with minimum limits of at least $1,000,000 per occurrence and $5,000,000 annual aggregate, and with an annual deductible not to exceed $10,000. They shall also provide the University with satisfactory evidence of the existence of such insurance at all times, including satisfactory evidence of its renewal or replacement before its expiration or cancellation. They agree to hold harmless and indemnify the University, and its owners, directors, officers and employees, from and against all losses, claims, damages and expenses, including reasonable attorneys’ fees and court costs, arising out of or relating to the actual or alleged professional negligence or misconduct in demonstrating techniques or procedures on their students.

**Didactic Education**

The University is a post-professional University that uses both a didactic and directed independent study format. The classroom is viewed as a critical forum for inquiry where faculty and students interact with scholarly materials in an academic manner. Curricular content in all areas include the presentation of classic scholarly works as well as current theoretical concepts and research. Openness to new ideas and applications is encouraged as both theory and research is critically evaluated. Faculty are encouraged to place additional emphasis on how research and theory relate to the health care delivery system and clinical practice.

Every effort is made to expose students to a range of professional role models from various specialty fields, practice settings, and demographic areas of society. Faculty are encouraged to use a variety of communication methods to be assessable to student inquiries and to dialogue with students to facilitate the student’s learning and professional growth.
Practicum
The Practicum experience for students in the Doctor of Science degree program provides a unique professional experience in community settings that relate to a student’s field of study mentored by individuals selected for their specific areas of expertise.

The Practicum experience is integrated throughout a student’s educational experience. The Graduate Program Director determines the hours required for practicum assignments within a range of 100 – 300 hours, after careful evaluation of the students’ past professional experience, professional interests, and professional and curricular goals. Students and faculty combine their efforts to select Practicum experiences in settings that provide for an appropriate range of professional experiences. Goals, objectives, and outcomes for this experience are elucidated in a Practicum Contract between the student and the appropriate Graduate Program Director.

Doctoral Research Project
The Doctoral Research Project is designed as a unique learning experience, providing the student with an opportunity to explore a specific area of interest combined with a rigorous methodology. All students in the Doctor of Science programs must complete a doctoral Research Project that is evidence-based. Studies concerning various facets of applied practice or areas related to the student’s professional specialty area are encouraged. The Doctoral Research Project is conducted under the supervision of a Doctoral Committee consisting of a Doctoral Committee Chairperson and a minimum of two additional committee members. A Doctoral Research Project Proposal is presented and defended before the student’s Doctoral Committee prior to proposal approval. An Oral Presentation of the Doctoral Research Project is presented before the Doctoral Committee at a seminar open to the general public at the conclusion of the Project. While the Doctoral Committee Chairperson must be physically present at both the Doctoral Research Project Defense and Doctoral Research Project Oral Presentation, students are encouraged to have all Doctoral Committee members physically present at both events. All students are expected to submit their final Doctoral Research Project manuscript for peer-review at a scientific journal.

Students as Professionals
Due to the unique educational model, students are required to be self-directed and to take individual responsibility and a proactive commitment to their education through extensive reading, classroom preparation and participation, and the directed independent studies. Generally smaller class size allow for an interactive (seminar) format that encourages critical inquiry and the ability to analyze and reason spontaneously. Each student is expected to contribute to the scholarly atmosphere of the classroom.

A rare and unique educational opportunity is afforded the students as they affiliate and interact, formally and informally, with experienced healthcare practitioners, educators, and researchers from other disciplines with similar or related interests. This interaction with other health professionals adds a rich dimension to the student’s overall educational experience.
Degree Program Requirements

The University offers four graduate degree programs. The Master of Science degree program (non-thesis) is designed for those healthcare practitioners (PTs, OTs, RNs, ATs) that have earned a baccalaureate degree (or documented equivalent) and desire to pursue post-professional education.

The transitional Doctor of Physical Therapy (DPT) degree and Doctor of Occupational Therapy (OTD) degree curricula are designed for the post-professional physical therapist and occupational therapist, respectively, to augment the knowledge, skills, and behaviors attained in initial professional education for 21st century standards.

The Doctor of Science (DSc) degree curricula is designed for healthcare practitioners with a Master’s degree to pursue post-professional advanced didactic study, clinical practice, and research in various health science fields at the doctoral level.

Master of Science Degree (MS)

The post-professional Master of Science (MS) curriculum is a one-year (12-month) program. Students with an earned Baccalaureate degree (or documented foreign equivalent) in one of the designated health professions are required to attend didactic and laboratory classes on campus in Provo, Utah. Classes include three sessions of 7 days with 9 hours per day (189 total contact hours) and three 3 Directed Independent Study sessions (4 months each session). Each directed independent study session is related to the program’s didactic work and can be completed in the student’s home community. A minimum of 33 credit units is required for graduation.

One-Year Schedule of Semesters and Credit Units

<table>
<thead>
<tr>
<th>Session</th>
<th>Hours/credit units</th>
</tr>
</thead>
</table>
| Session I  | 7 days/9 hours instruction per day 7 credits  
  Directed Independent Study: 4 months 4 credits |
| Session II | 7 days/9 hours instruction per day 7 credits  
  Directed Independent Study: 4 months 4 credits |
| Session III| 6 days/9 hours instruction per day 7 credits  
  Directed Independent Study: 4 months 4 credits |

Total Credit Units 33 credits

Doctor of Physical Therapy Degree (DPT)

The transitional DPT program is designed to provide meaningful, obtainable, and affordable post-professional education while meeting APTA competencies that facilitate the development of the 21st century physical therapist practitioner. The post-professional transitional clinical doctorate program in physical therapy, as defined by the American Physical Therapy Association, should “provide post-baccalaureate physical therapists with opportunities to augment knowledge, skills, and behaviors attained in initial professional education.” The goal of the University is to address the public’s need for high quality physical therapy service by providing practicing clinicians with opportunities to develop knowledge, skills, and behaviors commensurate with contemporary practice and education standards.
The transitional DPT program is designed for physical therapist practitioners with either a bachelor’s or a master’s degree to pursue a post-professional clinical doctorate without having to relocate or reduce their current work demands. Students will apply for academic credit by virtue of demonstrated professional competency. Up to 12 hours of academic credit may be granted for competency as demonstrated by verified professional accomplishments. In addition to the 12 hours of competency credit, attendance is required (at the University) at 2 intensive sessions of 7 days each and completion of 2 four-month Directed Independent Study sessions over approximately an eight-month period. Students who do not meet the requirements for the 12 hours of competency credit, but do meet at least 8 credit hours, may fulfill those credits with additional coursework and/or professional activities.

One-Year Schedule of Semesters and Credit Units

<table>
<thead>
<tr>
<th>Session 1</th>
<th>7 days/9 hours instruction per day</th>
<th>7 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Directed Independent Study: 4 months</td>
<td>4 credits</td>
</tr>
<tr>
<td>Session 2</td>
<td>7 days/9 hours instruction per day</td>
<td>7 credits</td>
</tr>
<tr>
<td></td>
<td>Directed Independent Study: 4 months</td>
<td>4 credits</td>
</tr>
<tr>
<td>Professional Competency Measures</td>
<td>12 credits</td>
<td></td>
</tr>
<tr>
<td>Total Credit Units</td>
<td>34 credits</td>
<td></td>
</tr>
</tbody>
</table>

Doctor of Occupational Therapy Degree (OTD)

The transitional OTD program is designed to provide meaningful, obtainable, and affordable post-professional education and facilitate the development of the 21st century occupational therapist practitioner. The goal of the University is to address the public’s need for high quality occupational therapy service by providing practicing clinicians with opportunities to develop knowledge, skills, and behaviors commensurate with contemporary practice and education standards.

The primary purpose of the TOTD program is to raise the knowledge base of practicing occupational therapists to equal that of the new entry-level OTD degree. The TOTD program will broaden the student’s perspective to include current topics such as occupation-centered theory and practice, evidence-based decision-making, the Occupational Therapy Practice Framework, and occupational science. In addition, the program will highlight the areas of marketing and administration, educational techniques, and applied research to ensure excellence in the field of occupational therapy.

Potential students for the TOTD program include those with an entry-level bachelor’s or master’s degree in occupational therapy. Students may be practicing clinicians, or may be returning to the profession after an absence. In addition, some interested students may hold an advanced masters degree in another field. Overall, students attracted to this degree should be interested in raising their knowledge base, expanding their practice area, or seeking advancement within their current setting.

The transitional OTD program is designed for occupational therapist practitioners to pursue a post-professional clinical doctorate without having to relocate, allowing them to manage their current work demands. Students will apply for academic credit by virtue of demonstrated professional competency. Up to 12 hours of academic credit may be granted for competency as demonstrated by verified professional accomplishments. In addition to the 12 hours of competency credit, attendance is required (at the University) at 2 intensive sessions of 7 days each and completion of 2 four-month Directed Independent Study sessions over approximately an eight-month period. Students who do not meet the requirements for the 12 hours of academic credit may fulfill those credits with additional coursework and/or professional activities.
hours of competency credit, but do meet at least 8 credit hours, may fulfill those credits with additional coursework and/or professional activities.

**One-Year Schedule of Semesters and Credit Units**

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 days/9 hours instruction per day</td>
<td>7 credits</td>
</tr>
<tr>
<td>Directed Independent Study: 4 months</td>
<td>4 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 days/9 hours instruction per day</td>
<td>7 credits</td>
</tr>
<tr>
<td>Directed Independent Study: 4 months</td>
<td>4 credits</td>
</tr>
<tr>
<td>Professional Competency Measures</td>
<td>12 credits</td>
</tr>
<tr>
<td>Total Credit Units</td>
<td>34 credits</td>
</tr>
</tbody>
</table>

**Doctor of Science Degree (DSc)**

The DSc is a post-professional degree that is designed to integrate 18 months of classroom activity and independent study, practicum experience, and original research leading to the Doctor of Science (DSc) degree. A minimum of 75 credit units is required for graduation.

**Year One** (36 credit units)

Students attend didactic and laboratory classes at RMUoHP for 4 separate sessions encompassing 6 days each, nine 9 hours per day (216 total contact hours). Four Directed Independent Study sessions of 3 months each are completed by the students in their home location.

**Years Two and Three** (39 credit units)

Students attend didactic and laboratory classes for 2 sessions encompassing 6 days, 9 hours per day (108 total contact hours) and then complete one directed independent study of 3 months in their home location.

Students participate in a Practicum experience that may be started during the didactic portion of the curricula. Qualifying Exams and the Doctoral Research Project are completed after the didactic curricula.

**Schedule of Semesters and Credit Units**

**YEAR ONE** (36 credit units)

**Semester 1**

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 days/9 hours instruction per day</td>
<td>6 credits</td>
</tr>
<tr>
<td>Directed Independent Study: 3 months</td>
<td>3 credits</td>
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</tbody>
</table>

**Semester 2**

<table>
<thead>
<tr>
<th>Session 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 days/9 hours instruction per day</td>
<td>6 credits</td>
</tr>
<tr>
<td>Directed Independent Study: 3 months</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

**Semester 2**

<table>
<thead>
<tr>
<th>Session 3</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 days/9 hours instruction per day</td>
<td>6 credits</td>
</tr>
<tr>
<td>Directed Independent Study: 3 months</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session 4</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 days/9 hours instruction per day</td>
<td>6 credits</td>
</tr>
<tr>
<td>Directed Independent Study: 3 months</td>
<td>3 credits</td>
</tr>
</tbody>
</table>
YEARS TWO AND THREE  (39 credit units)

Semester 1
Session 5
  6 days/9 hours instruction per day 6 credits
  Directed Independent Study: 3 months 3 credits
Session 6
  6 days/9 hours instruction per day 6 credits

Semester 2
Practicum (100 – 300 hours) 6 credits
Doctoral Research Project 18 credits
Total Credit Units 75 credits

Practicum
Students participate in an applied Practicum program (practice/educational/research) in their area of professional study, of a minimum of 100 hours, under the overall direction of the Graduate Program Director. The number of hours required is dependent upon the student’s past professional experience and objectives. The specific number of hours and methods of fulfilling the hours are determined by the student’s Graduate Program Director.

Qualifying Examination
Successful completion of a Qualifying Exam is required of all doctoral students. A student may take the Qualifying Exam when all didactic course work is completed and there are no outstanding Incomplete or In Progress grade designations in the academic record. The student must be current in their University financial accounts. The Practicum does not have to be completed before the student takes the Qualifying Exam and the Qualifying Exam must be completed within 15 months from the last day of session six didactic instruction. The written examination is given in a one-day, five-hour session covering core (20%) and professional program (80%) content. If the student is unsuccessful in passing the Qualifying Exam, he/she may retake the exam once (after a remedial study).

Evaluation Standards for the Qualifying Examination
- Pass
- Pass, with specific remedial work required.
- Unsuccessful performance; remediation and retake of exam required.

If the student does not pass the exam within the 15-month time allotment or is unsuccessful at a second attempt and has not appealed or requested an extension, the student is considered Academically Dismissed from the graduate program.

Candidate Status
Once a doctoral student has successfully completed the Qualifying Examination, he/she is advanced to candidacy status, contingent on the recommendation of the Graduate Program Director and with approval of the Dean. The student is notified in writing of this advancement to Candidacy by the Dean or Vice President of Academic Affairs (VPAA).

Doctoral Research Project
Students in the Doctor of Science programs complete a Doctoral Research Project that is of significant methodological rigor under the supervision of a Doctoral Committee Chairperson and a minimum of two additional Doctoral Committee members.
**Doctoral Research Project Proposal Approval Process**

The student interacts with his/her Graduate Program Director and other potential Doctoral Committee members, regarding his/her project ideas and appropriate project methodology. Once a proposed project and methodology is tacitly approved by the Graduate Program Director, the student submits a request for approval of his/her Doctoral Committee members including the Doctoral Committee Chairperson. The Director of Research has final approval for the Doctoral Committee Chairperson and Doctoral Committee members. Once the Doctoral Committee is formally approved, the student works with the Doctoral Committee to develop a Doctoral Research Project Prospectus that is submitted to the Director of Research and student’s Graduate Program Director. Once the Doctoral Research Project Prospectus is approved, the student is allowed to develop the formal Doctoral Research Project Proposal. (See Doctoral Research Project guidelines available on the Research link of the RMUoHP website.)

The student, with his/her Doctoral Committee members, schedules a Doctoral Research Project Proposal Defense. At a minimum, the student’s Doctoral Committee Chairperson must be physically present at the Doctoral Research Project Proposal Defense. While the other Doctoral Committee members may be present at the Proposal Defense by audio/visual conferencing, all Doctoral Committee members are strongly encouraged to be physically present at the defense.

**Evaluation Standards**

- Pass without revisions,
- Pass with revisions to the Doctoral Research Project Proposal
- Defer
- Fail

When the Doctoral Research Project Proposal is successfully defended the student submits the Doctoral Research Project Proposal Defense approval form with the Doctoral Committee member signatures to the appropriate Dean for formal approval. Once approved, the student may then submit an application and appropriate forms to the University Institutional Review Board (IRB). Data collection cannot begin prior to a signed approval of the RMUoHP IRB. (Refer to Doctoral Research Project and/or Institutional Review Board guidelines available on the Research link of the RMUoHP website.)

**Doctoral Research Project Oral Presentation**

Students in the Doctorate of Science Programs are required to pass a Doctoral Research Project Oral Presentation under the direction of the Doctoral Committee Chairperson. This presentation is conducted when the Doctoral Committee Chairperson and the Doctoral Committee determine that the student’s final Doctoral Research Project manuscript is ready to be defended. At a minimum, the student’s Doctoral Committee Chairperson must be physically present at the Doctoral Research Project Oral Presentation. Like the Doctoral Research Project Proposal Defense, the other Doctoral Committee members may attend the Doctoral Research Project Oral Presentation by audio/visual conferencing but are strongly encouraged to be physically present at the Oral Presentation.

**General Format**

The Doctoral Research Project Oral Presentation focuses exclusively on the student’s final Doctoral Research Project manuscript. All members of the University community and the general public are invited to attend with permission of the student’s Doctoral Committee Chairperson.
Evaluation Standards

- Pass without revisions,
- Pass with revisions to the doctoral research project.

When the final Doctoral Research Project Proposal is successfully defended and the appropriate signatures are obtained on the Doctoral Research Project Oral Presentation approval form, the student may then submit the form and Doctoral Research Project (all revisions made) as a final bound manuscript to the Vice President of Academic Affairs for final approval.

Degree Conferral

The MS, DPT, OTD, or DSc designation is conferred when all requirements for the respective degree are completed (financial and academic) and the Board of Trustees authorizes conferral of the degree. The Candidate will be notified in writing of the right to use the academic designation of MS, DPT, OTD, or DSc.

The DSc degree is not granted until all changes to the doctoral research project are completed, approved in writing by the Doctoral Research Project Committee.
Academic Standards

Grading Policies
When all class requirements are fulfilled for each class in which the student is officially registered, students receive a course grade. This grade is the faculty’s evaluation of the student’s understanding and performance as related to the stated objectives of the class. Final “letter grades” are entered on a student’s official academic record and numeric values are used to compute the student’s grade point average (GPA). Only grades earned at RMUoHP are used to determine grade point average.

Grading Scale

<table>
<thead>
<tr>
<th>Letter</th>
<th>Percentage</th>
<th>Grade Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-93</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>92-90</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>89-87</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>86-83</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>82-80</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>79-77</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>76-73</td>
<td>2.00</td>
</tr>
<tr>
<td>F</td>
<td>72- &amp; below</td>
<td>0.00</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>***</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>***</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>***</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>***</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer Credit</td>
<td>***</td>
</tr>
<tr>
<td>NS</td>
<td>Grade Not Submitted</td>
<td>***</td>
</tr>
<tr>
<td>R</td>
<td>Repeat Course</td>
<td>***</td>
</tr>
<tr>
<td>AC</td>
<td>Audit Course</td>
<td>***</td>
</tr>
<tr>
<td>AW</td>
<td>Administrative Withdrawal</td>
<td>0.00</td>
</tr>
<tr>
<td>AF</td>
<td>Administrative Failure</td>
<td>0.00</td>
</tr>
</tbody>
</table>

***No numeric value computed in GPA

Course Designations

AW (Administrative Withdrawal)
An AW grade is assigned when a student unexplainably discontinues a class, does not attend class, and/or over fifty percent (50%) of the required course work is not submitted for grading purposes within the course work deadlines. An AW affects the GPA, but may be replaced within a two (2) year period by repeating the course successfully. No fee refund occurs.

AF (Administrative Failure)
An AF grade is given when a student is dismissed from the University (refer to Dismissal Policy). An AF affects the GPA adversely. All University fees paid are forfeited.

I (Incomplete)
A grade designation of “I” (Incomplete) is assigned by the faculty according to University guidelines. An incomplete (I) grade is allowed only when extenuating non academic
circumstances, i.e. serious illness or other unavoidable circumstances, prevent the student from completing the course requirements by the end of the designated instructional period.

If the faculty member concurs with the student that extenuating circumstances are present, the student shall complete an Incomplete Grade Contract that is signed by the faculty member and Graduate Program Director. This “Incomplete Grade Contract” indicates the course requirements that must be completed and their due dates. The time for completion of incomplete assignments is determined by the faculty member and may not exceed twelve months. The “Incomplete Grade Contract” is not official until the student, faculty member, and the Graduate Program Director have given signed approval. This contract will remain in the student’s University file.

When all course requirements are completed as contracted, the faculty member will complete the portion of the “Incomplete Grade Contract” which indicates the final grade earned, and submit the completed form to the University Registrar.

Students are advised to be aware of the restrictions in the number of Incompletes, In Progress, and UW course status a student may carry and still matriculate through their program on schedule. This information is located in this Handbook under “Standards for Satisfactory Academic Progress.”

An Incomplete Grade Contract may be obtained from the University Registrar for a $35 fee, which covers the administrative costs and required additional support from the faculty and GPD. This fee must be paid and the form completed, signed, and submitted to the registrar before the Incomplete is posted on the student’s transcript.

If a grade of “I” is not changed by the end of the contracted period (twelve-months maximum), it will be automatically recorded as an “AW” grade.

If the student does not complete and submit an Incomplete Form by the assignment due date and does not turn in the assignment or exam by the due date, the grade is automatically recorded as an “AW”. It is the student’s responsibility to initiate the Incomplete Form process.

**IP (In Progress)**
A grade of IP (In Progress) is assigned when a student completes all required course work but upon direction of the faculty, needs to remediate that work. An IP must be removed within 90 days of notification of the necessary remediation or the course grade will be calculated from the previously graded work. An IP Grade Contract must be completed by the faculty member and signed by the student and Graduate Program Director. This contract will remain in the student’s University file.

When all course requirements are completed as contracted, the faculty member will complete the portion of the “In Progress Grade Contract” and submit the completed form to the University Registrar that indicates the final grade. The final grade cannot be higher than the minimum required course grade as set by the faculty in the syllabus.

An In Progress Grade Contract may be obtained from the University Registrar for a $35 fee, which covers the administrative costs and required additional support from the faculty and GPD. This fee must be paid before the In Progress is posted on the student’s transcript.

If a grade of “IP” is not changed by the end of the contracted period (three-months maximum), the final grade will be automatically recorded as an “F.”

**W (Withdrawal)**
A W is assigned when a student withdraws from a class during the designated drop class period or when extenuating circumstances cause a student to withdraw from a course after the designated drop class period. Students must request this option and must have been passing the class prior to such a request.
The drop class period extends from the first day of the first session when the class is offered until 60 days after that session is completed. Students may withdraw from a course or courses during this period and receive a “W” for that course(s) if they choose to withdraw from the University at the same time on a permanent basis. This allows students who realize that the program does not meet their needs to withdraw completely from the University without academic penalty. Students who wish to continue their academic endeavors at RMUoHP at a later date must file an Incomplete form and complete all course requirements within one year or receive the grade of AW in each course not completed.

After Session one, and in all subsequent sessions, a student may withdraw from any course during the official drop class period (60 days after the session is completed) and receive a W that carries no academic penalty. However, the student may not be allowed to progress to the next session with a W course grade. If the student withdraws from the University within 60 days after a session, s/he may be eligible to receive a W for any course in that session for which there is no work submitted. Any course work for which work has been submitted is subject to the assessment instructions and grading of the individual faculty member, regardless of the student’s intention to withdraw from the University. If a student has any Incompletes or In Progress statuses for any course, these must be fulfilled within the designated time or the grade will become an AW or F (respectively).

A “W” has no effect on the GPA. Students must repeat courses if they receive a “W” and wish to continue in or reapply to the program at a later date. The student may be eligible for a tuition refund per University policy upon University withdrawal.

- Submit a letter to the Vice President of Academic Affairs stating the desire to withdraw, the official date of the withdrawal and the courses the withdrawal affects.
- After review, the Vice President of Academic Affairs and the Graduate Program Director will rule on the request.
- Students will be notified of the decision within four weeks of the official request.
- If approved, the student will receive a W grade. Failure to follow this procedure will result in an Administrative Withdrawal (AW). A W grade has no affect on the GPA.

**TC (Transfer Credit)**

The indication of TC refers to transfer credit and is an indication of a transfer credit allowance. A TC grade has no effect on the GPA.

**NS (Not Submitted)**

A NS is indicated when a grade has not been submitted by the faculty member. The indication of NS has no effect on the GPA.

**R (Repeat of course)**

An R indicates the student has repeated a course for graded credit. An R has no effect on the GPA. A course can only be repeated once. (Refer to Repeating Courses.)

**AC (Audit Course)**

An AC indicates the student has taken the course for ungraded credit. An AC has no effect on the GPA. This is an official classification, but the student does not receive a grade or submit course work for a grade.
Grade Reports

Grade reports will be mailed to students within eight weeks following the conclusion of the subsequent session of classes. These reports will consist of both the current academic work completed and a summary of the student’s cumulative academic work and cumulative grade point average (CGPA). This report is considered an unofficial transcript.

Grades will not be given over the phone. Graduate Program Directors and Faculty will communicate course grades to students via email or written notice. Students who need complete copies of their transcript should do so via written request by completing the Transcript Request Form, that may be downloaded from the website under “Forms,” and submitting it to the Registrar.

Grade reports will also be distributed to students when on-site for academic sessions.

Grade Changes

Student grades are considered final when recorded by the Registrar. Once a final grade is recorded by the Registrar’s Office, no final grade may be changed except to correct the permanent record when a calculation error has been made or when the requirements for completing the course which an “I” or “IP” grade designation has been completed; or upon direction of the grievance committee. When such corrections need to be made, an Official Grade Change Form must be completed by the course faculty member and sent to the Registrar’s Office. All Official Grade Change Forms must be submitted prior to the end of the subsequent academic session.

Grade Mediation and Appeals

Academic grievances may result despite the most well intended efforts of both students and the faculty. Good communication between faculty and students will make disputes infrequent, but if disagreements occur, it is University policy to provide a mechanism whereby a student may formally appeal faculty decisions. The student should initiate academic grievances within fifteen (15) days of receiving the official grade report. See the University Judicial Policy for the process.

University Student Status

The following designations will be used to represent the student’s University status (if other than Active):

<table>
<thead>
<tr>
<th>University Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS</td>
<td>Interrupted Studies</td>
</tr>
<tr>
<td>UW</td>
<td>University Withdrawal</td>
</tr>
<tr>
<td>TW</td>
<td>Temporary Withdrawal</td>
</tr>
<tr>
<td>AP</td>
<td>Academic Probation</td>
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<tr>
<td>AS</td>
<td>Academic Suspension</td>
</tr>
<tr>
<td>AD</td>
<td>Academic Dismissal</td>
</tr>
</tbody>
</table>

**IS** *Interrupted Studies* is the designation for the student who has been approved by the Vice President of Academic Affairs to interrupt their studies, but desires to “stay with the class originally enrolled” and resume their studies with a subsequent session of the same class. Please refer to the policy of “missed session” in the University Handbook for requirements of this status.

**TW** *Temporary University Withdrawal* is the status applied when a student withdraws from the University but indicates a desire to re enroll in a subsequent program at the time of withdrawal. The student will continue their studies with a different class, in the
same program. The status of TW is only for two years. Once two years has lapsed without the student re enrolling, their status will be changed to UW and the policy for the UW status applies.

Students in the TW status are responsible for all the conditions identified in their original letter before reenrollment. Additionally, the student is also responsible for attendance and completion of all courses in the curriculum, regardless of where they occur.

**UW Withdrawal from the University**
Students considering withdrawing from the University once studies have commenced should talk with their Graduate Program Director (GPD) to explore options and available assistance. If a decision is made to withdraw, the student must submit written notification of their intent to the Office of the Academic Affairs to include the reasons for their decision. The Vice President for Academic Affairs will notify the student in writing of their official status and any terms/conditions necessary for reinstatement.

Withdrawal from the University implies there is not an intent to return within two years. The University transcript designation will be UW for University Withdrawal. If the student desires to return to the University once declared in a UW status, the student must reapply to the University, completing a new application and personal statement to address their desire to continue their studies and what has changed to permit their successful completion. If the references originally submitted are more than three years old, new references must be submitted. The student is responsible for any admissions requirements in effect at the time of reapplication.

Additionally, it should not be assumed that all University credits will be accepted towards the student’s approved re-enrollment. A determination of the number of RMUJoHP credits allowed to transfer will be made by the Graduate Program Director and Vice President of Academic Affairs based on currency of the course, curricular changes, faculty changes, and program goals. The student is responsible for enrollment in all of the program’s courses, regardless of where the course occurs in the curriculum. If the student desires to re enroll in the same program but three years or more after their University Withdrawal, it should be assumed the student will begin with Session 1, regardless of previous work completed, unless previous arrangements have been made with the Academic Affairs Office.

**AP Academic Probation**
A student who has not achieved a 3.0 cumulative grade point average at the completion of any session of study or has 3 (MS degree), 3 (DPT or OTD), or 4 (DSc degree) I, IP, UW, or W will be placed on academic probation. Notification of academic probation will be in writing.

If a student is on academic probation, the student may not be permitted to progress in the program and, if a Doctor of Science degree student, may not be allowed to earn any Practicum hours until the conditions for the probation have been met. The purpose of this policy is to allow the student to complete any outstanding course work or to complete remediation as required.

Students on academic probation may be required to participate in academic advising as a condition of their academic status as deemed necessary by the Graduate Program Director and/or the Vice President of Academic Affairs. A maximum of two academic probations per academic career is permitted. More than two academic warnings may result in Academic Dismissal.
AS  Academic Suspension
Academic suspension is a temporary disciplinary status that prohibits the student from participating in any University related activities or making progress towards any degree requirements. The student must complete the terms of academic suspension before being permitted to continue as an active student. The Vice President of Academic Affairs declares academic suspension status.

AD  Academic Dismissal (Termination of Graduate Student Status)
Academic dismissal results in termination of graduate student status prohibiting further participation in a graduate program at RMUoHP until a petition for readmission is reviewed and granted. Academic dismissal may result if any of the following events occurs. If a student:
1. Receives a “no academic progress rating” in a biannual review by the Graduate Program Director and Vice President of Academic Affairs and is unable or unwilling to comply with the conditions of continuance as outlined by the Graduate Program Director and/or Vice President of Academic Affairs.
2. Fails to make satisfactory progress toward a graduate degree as defined by the University.
3. Twice fails a qualifying examination.
4. Fails the final oral presentation (defense of doctoral research project).
5. Violates the University’s Standards of Conduct or Code of Academic Integrity.
6. Exceeds the established time limit for completion of course work and/or the doctoral research project (three years for the Master of Science, Doctor of Physical Therapy or Doctor of Occupational Therapy degrees, or seven years for the Doctor of Science degree) without University approved extenuating circumstances.

Appeal of Academic Suspension and Dismissal
When a student has been placed on academic suspension or been academically dismissed, he or she has the right to appeal the status decision and apply for reinstatement to the University through an academic appeal. This appeal process is outlined in the “University Judicial Process” section of the handbook.

Readmittance Following Academic Dismissal
Students who have been academically dismissed may apply for readmittance to RMUoHP after one academic year and after satisfying any criteria for consideration for readmittance. Academic deficiencies are considered Incompletes (I) or In Progress (IP) designations or grades below a C (73%). Students readmitted following academic dismissal are returned to a status of academic probation for a period of one session (including the independent study). Students must bring their CGPA to or above a 3.0 by the end of the first academic session after being readmitted. If it is mathematically impossible for a student to achieve a 3.0 after the first academic session following readmittance, or if, in the judgment of the readmittance committee, it is highly improbable for the student to achieve a 3.0 after the first session following readmittance, the student will not be readmitted.

Students who have been readmitted following academic dismissal, but fail to bring their CGPA to or above 3.0 after the first academic session following readmittance, will be academically dismissed from the University without the possibility of readmittance.
Missing Part of a Session

If a student misses a portion of a session, the student must negotiate with the Graduate Program Director about options for making up the missed courses. Factors such as sequence of the core courses, sequence of specialty courses, academic standing, and reasons for missing the course will be considered. There is no guarantee the student will be permitted to attend the subsequent session in the same program if the missed course(s) have not been made up.

Missing an Entire Session

If a student misses an entire session, the student must wait until the same session of the curriculum offering before the student can progress further in the program due to the sequential nature of the curriculum. However, in special circumstances, the student may be allowed to continue if he/she meets the following criteria:

- Has submitted written notice to his/her Graduate Program Director or advisor to include the reason(s) the student was unable to attend the session in question.
- Makes up any core courses missed so the core classes are taken in sequence and student can complete the independent study sessions in sequence.
- Has completed and submitted all required course work for the past session prior to the beginning of the missed session including his/her Directed Independent Study work.
- Is in good academic standing with no outstanding course work or incompletes.
- Has obtained Graduate Program Director’s approval of the student’s continuance in the original program cycle.
- Is financially current with the University.

If students do not meet the above criteria, they will be temporarily withdrawn (TW) from the University. The student will not be allowed to earn Practicum hours during this period. Previous Practicum hours earned, with prior approval of the Graduate Program Director or advisor, will be credited to the student’s academic record.

The student must indicate, in writing, a desire to re-enroll in the University three months prior to the beginning of the session missed of the subsequent program. This notice should be sent to his/her Graduate Program Director or advisor with a copy to the Vice President of Academic Affairs.

The student is responsible for enrolling in all courses of the missed session. If the session’s courses or specific course content has changed from the missed session, the student is responsible for making up all courses, even if the courses are not in the former sequence. For example, if a student missed session 5 and the courses in the subsequent session 5 are different, the student must take all courses of the original session 5, wherever they are located in the subsequent program cycle. Tuition for the classes occurring in the missed session will be negotiated on a course-by-course basis.

If the student is not eligible to continue with his/her program, he/she may consider auditing a course or courses. Audited courses cannot be counted toward fulfilling graduation requirements. Refer to the policy on auditing courses for specific guidelines.

Standards for Satisfactory Academic Progress

Students must maintain satisfactory academic performance and progress to remain eligible to continue as students in good standing and be eligible to enroll in subsequent sessions. Additionally, satisfactory academic progress must be maintained to remain eligible to receive applicable federal financial assistance. The Higher Education Act of 1965, as amended by Congress, mandates that institutions of higher education establish minimum standards of
“satisfactory academic progress” of students receiving financial aid from Title IV Federal Programs. By definition, satisfactory academic progress means that the student is proceeding in a positive manner toward fulfilling degree/certification requirements. It can be further explained in qualitative and quantitative (includes time frame) components.

Satisfactory academic progress is determined by measuring the student’s Cumulative Grade Point Average (CGPA) and the student’s Rate of Progress toward completion of the academic program as outlined below.

**Individual Course Grade Requirements**

A student is required to achieve a minimum of a C grade that equates to a numerical value of seventy-three percent (73%) for any individual course and directed independent study. Any grade below seventy-three percent (73%) is considered a failing grade. If a student receives less than a passing grade, they must repeat the course to continue in the program. The student must make the request to repeat or remediate the course to the appropriate Graduate Program Director.

**Remediation**

If a student earns a failing grade (below 73%) for a course, the student may be allowed to remediate an assignment or assessment on a case by case basis per the decision of the faculty member. The student will only be allowed to remediate if the course grade is below the passing grade for the course, unless the faculty or Graduate Program Director requests the student to remediate. The student will not be allowed to remediate to improve their grade, but may repeat the course to improve their final grade (refer to the policy on repeating a course). If the student is permitted to remediate, the highest course grade allowed will be no higher than the minimum (passing) course grade allowed, as set by the faculty. A student may only remediate in the same course ONE time. (Refer to the section on In Progress for more information.)

**Repeating a Course**

A student may only repeat a course one time. Official enrollment in the course will be required with payment of appropriate tuition and fees. Upon successful completion of the course, the previous grade will be changed to an “R”. Only the “new grade” posted as the final grade will be used to compute the grade point average. The “R” does not affect the student’s GPA.

**Cumulative Grade Point Average (CGPA) Requirements**

Students must maintain a cumulative grade point average of 3.0 (B) at the completion of each session of study (including independent study, as appropriate) to be considered making satisfactory academic progress. After grades have been posted for each session, the CGPA will be reviewed by the Registrar to determine if the student’s CGPA is in compliance.

**Rate of Progress toward Completion Requirements**

A student may not carry more than three course grades of I, IP, UW or W in the Master of Science programs to continue to matriculate through the program.

A student may not carry more than two course grades of I, IP, UW, or W to matriculate through the Doctor of Physical Therapy (DPT) or Doctor of Occupational Therapy (OTD) programs.

A student may not carry more than four course grades of I, IP, UW or W to matriculate through the Doctor of Science programs. The student cannot make progress towards completing the Practicum requirement while carrying four or more course grades of I, IP, UW or W.
Maximum Time Frames for Program Completion

Timeframes for progression are identified to assure that students maintain current knowledge and contemporary skills throughout the educational program. All work for the Master of Science (MS) degree must be completed within three years of the first enrollment. All work for the Doctor of Physical Therapy (DPT) and Doctor of Occupational Therapy (OTD) degrees must be completed within three years of the first enrollment. All requirements for the DSc degree must be completed within seven years of the first day of enrollment in the Doctor of Science (DSc) degree program.

Attendance Policy

Illness may occur during a particular session/semester for a period of a few hours, a day, or more. Faculty members will make reasonable allowances for such occurrences. However, all written and practical work must be completed before appropriate credit is granted. A grade of AW (Administrative Withdrawal), W (Withdrawal), or I (Incomplete) will be given based on the circumstances and University policy.

Tardiness Policy

Because of the importance of active classroom participation and the intensity of the graduate program, students are expected to be in class promptly at the beginning of each class period. Attendance is taken at that time and students who are not present for roll call may be marked absent. Tardiness may result in consequences at the discretion of the faculty member.

Review of Graduate Students

The overall academic progress of University students is evaluated by the appropriate Graduate Program Director at the conclusion of each session of study. Students granted provisional admission are reviewed at the conclusion of their first session of classes to determine if further participation in the graduate program is warranted.

Students are evaluated on their total academic performance, fulfillment of program requirements, courses completed on schedule (including Directed Independent Study assignments), and professional performance (including quality of teaching and case study presentations).

Students determined to be making unsatisfactory progress will receive a written summary of the reasons for the rating at the end of the relevant session and must respond in writing to the evaluation and to comply with a set of written stated conditions for remaining in the program. A condition of Academic Probation may be enforced. Failure to respond to the notification will result in disciplinary action up to and including academic dismissal.

Exams and Assignments

All exams and assignments required of the student will be identified and explained in the course syllabi. The syllabi are available from the University and are generally provided to the student at the previous session or six weeks prior to the subsequent session. All exams, including open book exams, are taken under the supervision of a University approved Proctor (see policy on proctors and proctoring).

All assignments are to be submitted to the Registrar to assure accurate recording of assignment receipt and dissemination. The assignment should never be sent directly to the faculty. Students should always maintain a copy of every assignment or completed forms sent to the University in case of lost communication or unreadable files. Ultimately, the student is
responsible for the receipt of all assignments until the grade has been posted to the student’s transcript.

**Emailing Assignments**

It is recommended to email assignments to the Registrar to expedite processing and provide tracking when the need arises. Students must include his/her name, the course number, program and number in a header and/or footer of each page to facilitate tracking and recording of assignments.

Students are responsible for keeping copies of all of their work. It is possible that an assignment may be lost during shipment and a second copy will be requested. The University encourages students to keep electronic copies of all assignments until the student has graduated.

**Late Assignments or Exams**

Assessments submitted by students, which are postmarked one to thirteen days past the due date, in a course without approved Incomplete status, may be subject to grade deductions ranging from 5-15%. Faculty will determine the appropriate grade deduction.

If assessments are not received postmarked within 14 days after the due date (in a course without approved Incomplete status), then the University will assume that the student has withdrawn from the course and an AW (Administrative Withdrawal) will be posted for that course.

**Proctors and Proctoring**

Student chosen proctors are used in the RMUoHP program to maximize class didactic time. Exams are taken locally by the student and proctored by a proctor chosen by the student and approved by RMUoHP. The proctor system is an integral part of the academic process and is critical to academic integrity. ANY violations of the proctor agreement or process will be considered a flagrant violation of the RMUoHP Honor Code and the student will be subject to immediate dismissal.

RMUoHP requires that the proctor be an educator or librarian. Requests for proctors employed in other professional fields will require the approval of the Dean, School of Rehabilitation Sciences. In addition, the following conditions have to be met for approval.

A proctor must meet the following conditions to be considered for approval:

- Cannot be related to the student *in any way*.
- Cannot be the student’s employee.
- Cannot be supervised by the student.
- Cannot live with the student.
- Must have a different mail address from the student (If the proctor and the student work together, there must be assurance that the proctor’s mail cannot be obtained by the student).
- Must have an email address that is checked frequently and be familiar with attachments.
- Cannot receive the exam by PO Box address.
- Cannot have a present relationship with RMUoHP (as student, faculty member, administrator, committee member, etc).
- Cannot be subsequently enrolled in the same degree program at RMUoHP for a period of two years following service as a proctor.
• Has excellent skills in written and spoken English.
• Cannot be a proctor for another student in the same program.

The student must complete the Proctor Integrity Process Form and Proctor Information Form provided by RMUoHP which includes the student’s name, program and social security number as well as proctor information that includes the proctor name, mailing address, phone and fax numbers, email address. Additionally, the student must submit the proctor’s resume or CV and two personal, written references for the proctor, attesting to the proctor’s moral integrity and understanding of the honor code system and implication therein. A LARGE copy (1/2 page size) of the proposed proctor’s driver’s license with their signature must be included in the documents.

Once this information is received at RMUoHP and approved by the Administration or Dean, as appropriate, the proctor will be sent a proctor agreement that the proctor must sign before returning the form to RMUoHP. No exams will be sent to the proctor without this signed form on file at RMUoHP.

In the event the proctor is unavailable for a specific exam, the student is responsible for obtaining a “substitute proctor” and submitting all the above information. It is recommended the student arrange for a “substitute” proctor in the event their approved proctor is unavailable. The “substitute” proctor must go through the approval process identified above.

**Note:** The University will provide your proctor with postage-paid envelopes to return any hard copy exams for convenience purposes only. However, students are responsible for reimbursing the proctor directly, as needed, for any expenses relating to copying or postage.

**Honor Code**

The University is devoted to the discovery and communication of knowledge. In this endeavor, academic integrity is of utmost importance. Correspondingly, its absence is taken very seriously. The University’s students are expected to adhere both to their professional Code of Ethics and to the University’s ideals and values of truth, integrity, and personal authenticity. It is the responsibility of the student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. It is the responsibility of the faculty, administration, and students to establish and maintain an environment that supports academic integrity.

In addition to the preceding considerations, the University must evaluate student learning. This is accomplished through assessment. It is expected that the students complete all tasks within the framework/structure dictated by the course syllabus and faculty with utmost sincerity, honesty and integrity.

Each student has an obligation to act with honesty and integrity, and to respect the rights of others in completing all academic assignments. Academic dishonesty includes cheating, plagiarism, and facilitating infractions with respect to examinations, the proctor process, course assignments, alteration of records, computer fraud, or illegal possession of examinations. Academic dishonesty also includes being aware of another student’s dishonesty and failing to report awareness of the student’s behavior.

The proctor system is an integral part of the academic process and is critical to academic integrity. ANY violation of the proctor agreement or process will be considered a flagrant violation of the University Honor Code and the student will be subject to immediate dismissal.
It is the responsibility of the student not only to abstain from cheating, but in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any student assisting another student to cheat is also considered to be cheating. The student should do everything possible to promote respect for the examination process and for honesty in the performance of assigned tasks in or out of class.

Definitions

Cheating
Using or attempting to use in any academic exercise materials, information, study aids, or electronic data that the student knows or should know is unauthorized.

Plagiarism
Intentionally or knowingly representing the words or ideas of another as one’s own. Honesty requires that any ideas or materials taken from another source for either written or oral use be fully acknowledged. The language or ideas taken from another may include but are not limited to isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, speeches, or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgement also is considered plagiarism. Any student who fails to give credit for ideas or materials taken from another source is guilty of plagiarism.

Facilitating Infractions of Academic Integrity
Helping or attempting to help another to commit an infraction of academic integrity, where one knows or should know that through one’s acts or omissions such an infraction may be facilitated.

Specifically:
A student may be found to have violated the University’s Honor Code if, during or in connection with any academic project, performance, or evaluation, he or she:

- Practices any form of academic deceit;
- Refers to materials or sources or employs devices (e.g. audio records, crib sheets, books, software, web sites, other) not authorized by the faculty member for use during the academic performance assessment process;
- Possesses, buys, sells, obtains, or uses, without appropriate authorization, a copy of any materials intended to be used as an instrument of academic performance evaluation in advance of its administration;
- Acts as a substitute for another person in any academic performance evaluation process;
- Uses a substitute in any academic assessment process;
- Depends on the aid of others to the extent that the work is not representative of the student’s abilities, knowing or having good reason to believe that this aid is not authorized by the faculty member;
- Provides inappropriate aid to another person, knowing or having good reason to believe that the aid is not authorized by the faculty member;
- Engages in plagiarism, as defined above;
- Permits work to be submitted by another person without the faculty members’ authorization;
- Attempts to influence or change any academic evaluation or record for reasons having no relevance to class performance; or
k. Violates the proctor agreement.

**Penalties for Academic Dishonesty**

Students have been given notice of this rule by virtue of its publication. Regardless of whether a student has actually read this rule, a student is charged with knowledge thereof. Students are not excused from academic dishonesty due to ignorance. In general, the minimum penalty for any act of academic dishonesty will be a failing grade in the class. Students are subject to immediate academic probation pending investigation. The faculty member may recommend lesser penalties as deemed warranted with Graduate Program Director approval.

For the guidelines for Addressing Allegations of Academic Dishonesty refer to the University Judicial Process.

1 Definitions were adapted from a model code of academic integrity found in *School Law Journal; Vol. 55, Number 8, 1978.*

**Conduct and Behavior**

RMUoHP strictly adheres to its established policies of conduct and behavior of students, faculty, and administration. These policies were established to maintain an atmosphere conducive to the effective education of students. It is recognized that administrators, Graduate Program Directors, faculty, proctors, Research Mentors, Practicum Mentors, and students must function as a partnership to be an effective community of scholars. In that the student body of this institution represents professionals already committed to the highest codes of behavior and ethics, it is anticipated that few problems will arise.

To clarify what constitutes high standards of behavior and conduct, it should be understood that the following types of misconduct are subject to disciplinary action including but not limited to:

1. All forms of student academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, and plagiarism per University Honor Code.
2. Violating the terms of any disciplinary sanction imposed for an earlier violation of this Code or other Board or University rules.
3. Furnishing false information (such as false TOEFL scores and including false identification) to the University or to any University employee or agent.
4. Violation of the University’s Institutional Review Board policies.
5. Forgery of or unauthorized alteration of or access to any University document, record, or instrument of identification, including electronic hardware, software, and records.
6. Engaging in harassment or unlawful discriminatory activities on the basis of age, ethnicity, gender, handicapping condition, national origin, race, religion, sexual orientation or veteran status, or violating University rules governing harassment or discrimination.
7. Interfering with any University investigation, including but not limited to tampering with physical evidence or inducing a witness to testify falsely or to withhold testimony.
8. Any act of behavior that interferes with, or disrupts any instruction, research, clinical activity, administration, or authorized University activity. This includes use of cellular phones or beepers during class periods.
9. Violation of local, state, and federal laws on University premises or at University functions on or off campus.
10. Denying a board member, administrator, employee, student, or guest freedom of movement or legitimate use of the facility, disrupting a person’s performance of
institutional duties or other educational activities, or occupying any University building or property after due and legal notice to depart has been given.

Administrators, faculty, employees, and students are responsible for maintaining the highest of professional standards. Consequently, questions of a disciplinary nature will be handled directly by the Vice President of Student Services. It is understood that all individuals shall be afforded the right of due process before any type of disciplinary action can be taken against them.

Graduation

Students graduate with the appropriate degree upon completion of all academic and graduation requirements for the course of study as outlined in the University Handbook and with approval of the Board of Trustees. Doctor of Science degree students must complete all requirements for their degree to include completion of all didactic learning assignments, Qualifying Examination, Doctoral Research Project, and Practicum hours with a minimum CGPA of 3.0. Master of Science, Doctor of Physical Therapy, and Doctor of Occupational Therapy students must complete ALL requirements for their degree to include all course work with a minimum CGPA of 3.0. The Registrar completes an audit on each student’s file before forwarding to the Vice President of Academic Affairs for final certification that all degree requirements have been completed. The Vice President of Academic Affairs then recommends the student to the President for approval by the Board of Trustees.

Students must apply for graduation by completing the “Application for Graduation” Form, which is available through the University as well as on the RMUoHP web page (www.rmuohp.edu). The completed form, with required signature, must be submitted to that office a minimum of eight (8) weeks prior to the intended graduation date. A graduation fee of $150 for all degree programs is due before the application will be processed.

Commencement Ceremony

The commencement ceremony for MS, OTD, DPT, and the DSc programs occurs once a year on the first Saturday in August. In recognition of individual achievement at the commencement ceremonies, graduates are encouraged to participate in the formal commencement ceremony. Graduation attire will be provided for each student for use of the day of the ceremony. Gowns, hoods, and caps are also available for purchase. A student may walk in commencement ceremonies before Board of Trustees degree conferral if they expect to complete their degree requirements within 3 months of the ceremony.
Admissions

General Information
Applicants for admission to the Master of Science (MS), Doctor of Physical Therapy (DPT), Doctor of Occupational Therapy (OTD), and Doctor of Science (DSc) programs may be obtained from the RMUoHP Admissions Office.

RMUoHP
1662 West 820 North
Provo, Utah 84601
www.rmuohp.edu

REGISTERED UNDER
THE UTAH POSTSECONDARY PROPRIETARY SCHOOL ACT
(Title 53B, Chapter 5, Utah Code Annotated 1953)

“Registration under the Utah Postsecondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the institution. It is the student’s responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employers’ training requirements. This may be done by calling the prospective school and employer.”

Admission Requirements and Guidelines
Applicants must demonstrate a previous record of successful academic achievement, clinical experience, and the motivation to pursue graduate level education. Applicants applying for the Master of Science (MS), Doctor of Physical Therapy (DPT), or Doctor of Occupational Therapy (OTD) programs must possess a baccalaureate (or documented equivalent). In addition, applicants to the DPT and OTD programs must also meet a set of professional competencies to be admitted. Applicants applying for Doctor of Science (DSc) degree level programs must possess a master’s degree (or documented equivalent). All applicants must submit the following materials:

- Official Rocky Mountain University of Health Professions Application form
- One (1) official transcript from each prior undergraduate and graduate college or university. Applicant should have a 3.0 GPA in the previous degree.
  Any graduate credit units earned outside the United States, unrelated to entry-level professional education, will be required to undergo credential review by an agency listed below.
- Current resume (vitae) to include employment history, career history, and extracurricular activities, etc.
- Statement of Professional Goals (personal, educational and professional desires: 300 - 500 words)
- Two letters of recommendation (one from a former or current employer and one from a colleague or former/current faculty member)
- Copy of current United States healthcare license or certification in their area of practice (i.e., physical therapy, occupational therapy, etc.)
- Non-refundable application fee of $100 (check or money order)*
- Documentation of professional liability coverage.
• DPT and OTD applicants must also submit a portfolio documenting the fulfillment of professional competency measures (i.e., certifications, advance master’s degrees, publications, etc.). These applicants must earn a minimum of eight out of twelve possible competency credit hours in order to gain admission.

*Applications received after the application deadlines are subject to a $250.00 application fee.

Foreign Educated Applicant

A foreign educated applicant is defined as an applicant who has been educated outside the United States at either the professional entry level or post professional level. Foreign educated applicants must submit the required documents a minimum of six (6) weeks prior to the published program deadline.

In addition to the admissions criteria and documentation listed above, foreign educated applicants must submit the following:

1. TOEFL score of at least 600 for the paper-based exam or 250 for the computer-based exam. This is a requirement for all applicants for whom English is not a legal native language.
2. Official transcript for all degrees earned from foreign colleges or Universities accompanied by the English translation official transcript. Verification of authenticity is required for ALL educational institutions. Verification of authenticity is by embossed, raised seal of the University. Facsimile or photocopies are NOT acceptable.
3. Transcript review for any and all foreign GRADUATE degrees.

Any graduate credit units earned outside the United States will be required to undergo credential review by one of the following agencies:

a. International Credentialing Associates, Inc
   One Progress Plaza, Suite 810
   St. Petersburg, FL 33701

b. Educational Credential Evaluators, Inc (Josef Silny & Associates)
   P.O. Box 248233
   Coral Gables, FL 33124
   (305) 273-1616
   (305) 273-1338
   (305) 273-1984 (translations)
   E-mail: info@jsilny.com

c. International Education Research Foundation, Inc.
   Credentials Evaluation Service
   P.O. Box 3665
   Culver City, CA 90231-3665
   tel. 310.258.9451
   fax. 310.342.7086
   info@ierf.org
d. **International Consultants of Delaware, Inc.**
   625 Barksdale Road, Suite 109
   Newark, DE 19711-3258 USA
   Applicant Inquiries: (302) 737-8715
   Facsimile: (302) 737-8756
   E-mail: icd@icdel.com

**Additional Prerequisites**

- Students must be competent in basic word processing skills, email, and Internet searching. Students are required to have a valid email address. Basic knowledge in PowerPoint is highly recommended. Students should have and be familiar with the Microsoft Office Suite and Adobe Acrobat. Adobe Acrobat is free software that may be downloaded from www.acrobat.com.
- DSc students are required to have a laptop computer available for Biostatistics classes. MS, OTD, and DPT students are strongly encouraged to have a laptop computer.
- Two years professional experience for all DSc degree program applicants.
- Programs may have more specific requirements as follows:
  - Clinical Electrophysiology requires that each applicant must have 30 clock hours of EMG/NCV experience/observation before starting the program.
  - Pediatric DSc program applicants must have four years pediatric experience.

**Full Disclosure Requirement**

Incomplete or falsified admissions information constitutes grounds for refusal to admit, immediate dismissal, and/or loss of credit, and forfeiture of all tuition and fees paid.

**Confidentiality**

Admissions materials received by the University are kept in strict confidence. Once the application materials are received, these materials are the property of the University and will not be returned to the applicant. All applicant materials are kept for two years following receipt if the student does not enroll.

**Deadlines for Applications**

Application deadlines vary by program. A complete application must be received before the published deadline. It is strongly recommended that applicants submit the complete application at least 60 days prior to the published program start date. Applications are reviewed on a first-come, first-served basis so it is encouraged to submit applications as early as possible.

RMUoHP reserves the right to defer admission of potentially eligible candidates to the next course start date if credentials are submitted after established deadlines or enrollment limits have been reached.

**Late Application Fee**

Applicants must pay a $250.00 application fee if the application is received after the application deadline. $150.00 of this fee may be applied to the second semester’s tuition.
Program Cancellation or Postponement
The University reserves the right to cancel or postpone a program prior to the published start date because of low enrollment or other University scheduling conflicts.

Admissions Committee
The Admissions Committee is comprised of representation from the professional disciplines of the University’s programs. The Graduate Program Director, Vice President of Academic Affairs, and/or the Admissions committee will review each application.

Provisional Admittance
Occasionally a student will not have the minimum requirements for admission but are deemed worthy of consideration for admittance by the Graduate Program Director. In this circumstance, the GPD will request the Admissions Committee review specific criteria and make recommendations for Provisional Admittance, identifying specific criteria that must be met to achieve full-time active student status. The decision of the Admissions Committee is binding.

Notice of Admissions Acceptance or Denial
Within thirty days of receiving a completed application, the Graduate Program Director, Vice President of Academic Affairs, and/or the Admissions Committee will review the materials and a letter regarding the admissions decision will be sent to the applicant. Inquires are welcome and encouraged if an applicant has questions relative to the completeness of their application file. The University will correspond with the applicant if the file remains incomplete for longer than thirty days. All admission decisions are final.

Non-Degree Seeking Applicants
Students who are interested in registering at RMUoHP on a non-degree-seeking basis may register for credit or audit courses on a space-available basis. Non-degree seeking students must adhere to the same admissions requirements as degree seeking students. Questions about non-degree applications should be directed to the Vice President of Academic Affairs.

Auditing Classes
Students who are currently enrolled or were formerly enrolled in the University may audit courses at a space-available basis. Students who wish to audit classes (attend but not receive credit) may do so after contacting the University Registrar to receive faculty member and Graduate Program Director permission. The student does not receive graded credit for participation in the course but will receive an AC (Audit Course designation) on their transcript.

Full Time Status
Full time status is defined as the period of time when a student is actively enrolled in the didactic portion of the curriculum. This period is dependent on the program in which the student is enrolled, commencing with the first day of the first class and is as follows:

- MS: 12 months
- DPT and OTD: 8 months
- DSc: 30 months (didactic curriculum and qualifying exam)

A student requiring written verification of full-time status must submit the request in writing. Once the student’s period of enrollment is verified, the Registrar will complete a letter or form of the student’s request.
Transfer of Credits

Due to the unique nature of RMUoHP’s curricula, transfer credits will be considered on a very limited basis. It is expected that a healthcare professional with a baccalaureate degree may have earned additional graduate credits. Graduate credits for transfer will be considered if they appropriately apply toward the RMUoHP master’s or doctoral degrees and are approved by the Graduate Program Director, the Vice President of Academic Affairs, and/or Admissions Committee. RMUoHP will not accept transfer credits for core courses required by the University. For credit units to be considered eligible for transfer, students must request that their transcripts be reviewed prior to program acceptance by completing the “Proposed Transfer of Credits Form,” available on the Forms link of the University website or through the University.

Transfer credit is accepted under the following conditions and stipulations:

1. The institution is accredited by a national or regional accrediting association.
2. The student submits a course description, syllabus, and notations of textbooks or materials used in the course.
3. Is a graduate course for which an equivalent grade of “B” or higher was earned.
4. A maximum of two (2) units of credit may be transferred into the Master of Science (MS) programs, a maximum of two (2) units of credit for the Doctor of Physical Therapy (DPT) or Doctor of Occupational Therapy (OTD), and a maximum of four (4) units of credit for the Doctor of Science (DSc) programs.
5. The hours have been completed within five years of acceptance into the program for which the hours are requested for transfer.
6. The hours can be substituted for a course in the current curriculum.
7. Only credit units are transferred. Grades do not transfer and RMUoHP does not use grade points earned at other institutions for purposes of computing cumulative University grade point averages.
Proposed Transfer of Credit Form

Due to the unique nature of the Master of Science (MS), Doctor of Physical Therapy (DPT), Doctor of Occupational Therapy (OTD), and Doctor of Science (DSc) curricula, transfer credits will be considered on a very limited basis. Only graduate credit units that are directly related to a Rocky Mountain University of Health Professions (RMUoHP) course in the curriculum to which the student is enrolled will be considered. RMUoHP will not accept transfer credit units for core courses required by the University. For credit units to be considered eligible for transfer, students must satisfy the following:

1. The student submits a course description, syllabus, and description of textbooks or materials used in the course for which transfer is requested.
2. A maximum of two (2) credit units for the Master of Science (MS) programs, Doctor of Physical Therapy (DPT), and Doctor of Occupational Therapy (OTD) and a maximum of four (4) credit units for the Doctor of Science (DSc) programs may be transferred.
3. A graduate course for which an equivalent grade of “B” or higher was earned.
4. The credit units have been completed within five years of enrollment.
5. Only credit units are transferred. Grades do not transfer and RMUoHP does not use grade points earned at other institutions for purposes of computing cumulative University grade point averages.

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Course Information

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Total Transfer Hours Requested: ____________
Reason for transfer request: ____________________________________________________________

Student Signature ___________________________ Date ____________

For Office Use Only

Status:  e  Approved  e  Denied
Comments: ________________________________________________________________

Graduate Program Director ___________________________ Date ____________

Dean and School ___________________________ Date ____________
Equal Access and Opportunity – Nondiscriminatory Policies

Administrators, faculty, and staff at RMUoHP are committed to providing equal access to education and employment opportunities to all regardless of age, race, religion, color, national and ethnic origin, gender, sexual orientation, handicap/disability, and status as a Vietnam-era or veteran with special disabilities. The University is committed to providing equal access/opportunity in admissions, recruitment, access to course offerings, access to and use of facilities, counseling, guidance, advising, and employment and retention of personnel and students. The administration is committed to implementing Federal and State laws and regulations governing equal access/opportunity. It further extends its commitment to fulfilling the provisions of Title IX, Section 504 of the Rehabilitation Act, and the American with Disabilities Act (ADA). These non-discriminatory policies and practices are an integral part of the Mission of the University.

Additionally, the University complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding these policies, the filing of grievances or grievance procedures on these matters may be directed to the Vice President of Student Affairs. Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or RMUoHP compliance with those provisions may be directed to the Office of Civil Rights, U.S. Department of Education, 221 Main Street, Suite 1020, San Francisco, California 94105.

RMUoHP adheres to the principles of Section 504 of the Rehabilitation Act of 1973, providing that no otherwise qualified students with disabilities shall solely for reason of his or her disability be excluded from the participation in, be denied benefits of, or be subjected to discrimination in the program. RMUoHP does not exclude qualified persons with disabilities from any course of study, or any other part of the program (refer to section on skills for further explanation of what essentials are necessary to function within a given health science discipline). RMUoHP’s students with disabilities must meet the requirements and levels of competency required of all students in the program. To assist students with disabilities in fulfilling these responsibilities of the program, every reasonable effort is made to accommodate special needs of such students. All applicants with disabilities are advised of this policy at the time of their application and/or acceptance to the University.

The RMUoHP campus has wheelchair access to all ground floor and elevator access to second floor areas, including the student lounge, conference rooms, classrooms, laboratories, and main lobbies. Restrooms are equipped for the person with mobility-challenges.

Students requiring special considerations during laboratory exercises will be required to pay for any extra expenses incurred by the University to meet these special needs. For example, if a female student’s religious beliefs require that she perform the laboratory exercise isolated from the male students and male faculty, the student will be responsible for paying the rent on the extra room, the female lab instructor and any other additional costs.

Learning Disabilities/Physical Challenges

RMUoHP adheres to Title III of the 1990 Americans with Disabilities Act that provides comprehensive civil rights protection for “qualified individuals with disabilities.” As defined by the Board of Trustees of RMUoHP, a “qualified individual with disability” is one who:

1. Has a physical or mental impairment that substantially limits a major life activity (e.g., walking, sight, hearing, etc.);
2. Has a record of such impairment; or
3. Is regarded as having such an impairment.
Consistent with the mission of RMUoHP, the intent of each of the health profession programs is to educate advanced level healthcare professionals who can address the needs of the wide variety of individuals in current health care clinical and educational settings. Implicit in the various program curricula is the development of individual evaluative skills, theories, and processes related to management of clients and patients across the lifespan, the teaching/learning process, leadership and group dynamics, as well as management and research methods and skills. Various cognitive, affective, and psychomotor skills are deemed minimal essential skills necessary to complete graduate level programs at RMUoHP. If a student cannot demonstrate the described skills and abilities as articulated in each of the professional curricula, it is the responsibility of the student to request an appropriate accommodation through the office of the Vice President of Academic Affairs.

**Required Skills**

Students must be able to demonstrate the following skills:

1. Retain and use information in the cognitive, affective, and motor domain in order to evaluate and interact with patients and or clients, solve complex problems, and determine new and traditional ways of evaluating and categorizing health care needs.

2. Perform assessments and evaluations of health care clients and settings including analysis of physical, biomechanical, pathological, behavioral, affective, social, or environmental factors in a timely manner, consistent with established norms for all health care situations and settings.

**Affective**

Students must be able to demonstrate the following affective skills:

1. Demonstrate appropriate affective behaviors and mental attitudes that would not jeopardize the physical, mental, emotional, and behavioral safety of individuals with whom one interacts in the academic, research, clinical, or public health settings and to be in compliance with the ethical standards of the appropriate health care professional organization.

2. Cope with the mental and emotional rigors of a demanding educational health professional program, which includes concurrent, time constrained academic, research, and practice related components.

3. Acknowledge and respect individual values, opinions, and beliefs in order to foster harmonious working relationships with administrators, faculty members, colleagues, peers, and patients or clients.

**Sensory**

Students must be able to demonstrate the following visual, auditory, and speech skills:

1. Read 12 point font for 3 continuous hours

2. Benefit from visual demonstrations and visually prepared materials

3. Clearly hear an unenhanced speaker from 50 feet away

4. Communicate clearly on a telephone

5. Be understood through expressed speech patterns

**Psychomotor**

Students must be able to demonstrate the following psychomotor skills:

1. Sit and maintain upright posture for 20 continuous minutes.

2. Stand and maintain upright posture for 20 continuous minutes.
3. Locomotion:
   a. Get to classroom, laboratory, research, educational and practice related locations in a timely manner.
   b. Move within rooms as needed for changing groups, lab partners, work stations, and to perform assigned research, education, and practice related tasks.

4. Manual tasks:
   a. Safely maneuver self or move another individual’s body parts to effectively perform appropriate practice related techniques.
   b. Safely maneuver or move practice related equipment from side to side, forward and backward, or from a lower to higher position.
   c. Manipulate common tools used for health care procedures and other evaluative or interventional tests.

**Obtaining Program Modification for Students with Disabilities**

The process for obtaining program modification for students with disabilities include the following steps:

- Upon acceptance, which includes a Voluntary Disclosure of Disability, a student may choose to disclose his/her disability by returning the Voluntary Disclosure of Disability Form to the office of the Vice President of Academic Affairs. Documentation and relevant information about the nature of the disability is required from a licensed professional.

- Upon receipt of the Voluntary Disclosure of Disability, the office of the Vice President of Academic Affairs will forward to the student a Procedures for Requesting Services and Request of Services and Accommodations Form.

- After the student has returned his/her Request of Services and Accommodations Form and official documentation that is no older than five (5) years, the Vice President of Student Services will submit the request and documentation to a consultant expert on ADA and accommodations. The consultant will forward its recommendations to the office of the Vice President of Academic Affairs for consideration of the recommended modifications and necessary decision-making.

- Prior to class instruction, the student is required to contact the office of the Vice President of Academic Affairs to obtain a copy of the recommendation and to discuss the responsibilities the student has to inform his/her faculty members.

- No services can be provided unless the student voluntarily discloses the disability at the time of application or within one month of the written notification of the establishment of the new diagnosis.
Governance and Administration

Organization and Structure

University Council (Academic Leadership Council)
The University Council is comprised of all appointed faculty, Deans, and the Vice President of Academic Affairs. All appointed members of the faculty (regardless of appointment type) should have a vote in matters of faculty concern as contained in the University Bylaws. These matters may include: faculty roles and responsibilities, institutional policy and procedure, and all matters voted into acceptance by this body and approved by the Board of Trustees. The University Council will convene at least annually with conference calls on a regular basis.

Committee on Faculty Appointments, Rank, and Promotion
The purposes of this committee are to develop, review, and revise faculty role and responsibility policy and procedures and present these to the University Council for action. The committee also reviews all recommendations and applications for faculty promotions and makes subsequent recommendations to the Vice President of Academic Affairs.

Admissions Committee
This committee is comprised of members who broadly represent the various programs and degrees across the University. The purpose of the Admissions committee is to ensure consistent non-discriminatory, equitable practices in admissions across programs that also meet minimum professional standards across professions. The Admissions committee will develop and maintain current procedures for admissions that are supported by the staff and voted into acceptance by the University Council.

Hearing and Resolutions Committee
This committee receives and reviews all appeals of disciplinary actions from students or faculty. The committee makes all inquiries as appropriate, documents all discussions deliberates decisions and makes recommendations to the appropriate Dean and or Vice President of Academic Affairs. The Committee also reviews the University’s Honor Code and Policies and Procedures related to the grievance/appeals process and makes recommendations to the University Council for action.

Curriculum Committee
The Curriculum committee is responsible for oversight of the curricular threads of the University as identified in the University’s mission and goals. It approves and makes recommendations of all new program curricula, curriculum annual revisions, core courses, and makes recommendations regarding core courses and workshops. The committee consists of two faculty, one student, the Research Director, and the Vice President of Academic Affairs.

Library Committee
Is responsible for oversight of the library functions, goals, and resources. Advises the Vice President of Academic Affairs regarding needed resources, library statistics, and budgetary planning. The committee is chaired by the University librarian and includes two faculty members, one student, and the Vice President of Academic Affairs.
**Institutional Review Board**

The Institutional Review Board Committee (IRBC), a committee composed of appointed & non-appointed faculty, non-scientist and individuals in the community, assumes responsibility for the protection the rights and welfare of human subjects in accordance with federal regulations and U.S. Department of Health and Human Services. The University's institutional review board, identified as the Institutional Review Board Committee (IRBC), functions to: 1. Determine and certify that all projects approved by the IRBC conform to the regulations and policies set forth by the Department of Health and Human Services (DHHS) regarding the health, welfare, safety, rights, and privileges of human subjects, and, 2. Assist the investigator in complying with federal and state regulations in a manner that permits accomplishment of the research activity.

**Program Advisory Panels**

Program Advisory Panels are affiliated with each specialty area and consist of at least three individuals who are subject matter experts and include the Graduate Program Director. The Advisory Panel assists with curriculum development and review, faculty recruitment and evaluation, student workload and assessment, Practicum guidelines, and Doctoral Research Project guidelines.

**Graduate Student Council**

The Graduate Student Council voices student issues and concerns and promotes student goals within the governance process and facilitates and ensures communication within the RMUoHP community. It is comprised of up to twenty current students. A student from each degree program should be represented. The Graduate Student Council includes the Vice President of Student Services as the University representative.

**Alumni Board**

Is responsible for representing Alumni interests to the University Administration and to recommend courses of action to enhance positive ties between and among the University and its graduates. The Alumni Board includes the Vice President of Student Services as the University representative.

**Student Records**

RMUoHP complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 and its amendments. The rights of students accorded under this law are as follows:

**Student Record Life**

All student materials are kept for a period of seven years following completion of degree requirements or in the event the student does not complete the degree requirement seven years following date of last enrollment for DSc students and three years following last date of enrollment for MS, DPT, and OTD students.

**Student Records Available for Inspection**

Current and former students of RMUoHP have the right to inspect information contained in their official educational records as outlined in FERPA. These records include such information as application for admission, academic grades, college transcripts, financial aid, and other records and materials as appropriate.
University Policy Regarding Student Information

RMUoHP has designated the following as “directory information” that the University may disclose in the student handbook or on the University web site unless the student notified the Office of Student Records using the Authorization to Withhold Directory Information Form (See Page 42):

Student’s name, photograph, telephone numbers, all addresses, e-mail address, program or specialization, and date(s) of enrollment and graduation.

Student Records Unavailable for Inspection

Students may not inspect their confidential letters and recommendations associated with admissions or documents to which they have waived their rights of inspection and review, or educational records containing information about other students. A written request to see information within a student’s record must be submitted to the Vice President of Student Services.

Note: Students have the right to file a complaint with the Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202, if in the perception of the student; RMUoHP is in violation of their rights under FERPA.

The Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), was designated to protect the privacy of educational records. FERPA affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the registrar and Vice President of Academic Affairs, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request an amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to University officials with legitimate educational interests. A University official is a person employed by the University in an administrative, supervisory, academic research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another University official in performing his or her tasks. A University official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. The following is considered “Directory Information” at Rocky Mountain University of Health Professions and
will be made available to the general public unless the student notifies the Office of Student Records in person or in writing.

- Student’s name, telephone numbers, photograph, all addresses, e-mail address, major, and date(s) of enrollment and graduation.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Rocky Mountain University of Health Professions to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.
Authorization to Withhold Directory Information

The following is considered “Directory Information” at Rocky Mountain University of Health Professions, and will be made available to the general public unless the student notifies the Office of Student Records in person or in writing.

- Student’s name, photograph, telephone numbers, all addresses, e-mail address, program or specialization, and date(s) of enrollment and graduation.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold disclosure of such Directory Information. Please consider carefully the consequences of any decision to withhold such Directory Information. Should you decide to inform Rocky Mountain University of Health Professions not to release any of this information, any requests for such information from Rocky Mountain University of Health Professions will be refused.

This authorization is valid until a written request to rescind is received by the Office of Student Records.

I hereby request that Rocky Mountain University of Health Professions not release the following Directory Information from my academic records. I have read the above paragraphs and understand the consequences of my action.

Please check the following in accordance to what you wish WITHHELD upon request:

- Telephone Number(s)
- Address(es)
- E-mail Address
- Photograph
- Program or Specialization
- Graduation and Enrollment Dates

Student’s Name

Student’s Signature  Date

Received by University Registrar:

University Registrar Signature  Date
University Judicial Process

Grade Mediation and Academic Appeals Process

1. The first step in resolving a grievance should occur between the student and the course faculty member. These two parties are the most familiar with the stated objectives of the course and the work completed. The role of the course faculty member is to work through differences with their students in a responsible, sensitive, and fair-minded manner. This may be best accomplished through an informal discussion of the issues involved. No formal procedure or written documentation is necessary at this stage, if this occurs prior to 15 days after the student receives the final grade.

2. If a complaint or dispute is not satisfactorily resolved, the student may appeal in writing to his/her Graduate Program Director or, in the event the Graduate Program Director was the course faculty member, to the Vice President of Academic Affairs within thirty days of receiving the grade. If the Vice President of Academic Affairs is the faculty member, the student may appeal to the Graduate Program Director, then the Vice President of Student Services. The Graduate Program Director and/or Vice President of Academic Affairs will notify the faculty member of the appeal. The faculty member will respond with a written statement to the Graduate Program Director. The Graduate Program Director will review the grievance, and when necessary, consult with both the student and the course faculty member. The Graduate Program Director will respond in writing to the written grievance within fifteen days of receiving the written appeal.

3. If the student still feels the complaint or dispute is unresolved after appeal to the Graduate Program Director, the student may appeal in writing to the Vice President of Academic Affairs within fifteen days of receiving the Graduate Program Director’s notification letter. The student’s written appeal to the Vice President of Academic Affairs should include the details of the grievance and an outline of the student’s efforts to resolve the issue. The Vice President of Academic Affairs will refer the complaint or dispute to the Hearing and Resolution committee.

4. Appeals and grievances will be heard by a three-member Hearing and Resolution committee within thirty days of receiving the Dean’s request. The committee will be comprised of a Graduate Program Director who has not heard the complaint, and two appointed faculty members of the University and one current student in the student’s discipline (the faculty member and the Graduate Program Director may not be the faculty member or Graduate Program Director which previously heard the appeal). The decision of the three-person committee (by majority vote) will be final and not subject to further appeal. The Vice President of Academic Affairs has the right to review any judicial situation and has the final decision on all findings, sanctions, and appeals.

5. This same grievance process is also available to the faculty. In other words, if the faculty member is not satisfied with the Graduate Program Director’s decision, he/she may appeal through the same channels.

Any questions or clarifications relative to these processes should be directed to the Vice President of Academic Affairs.

Violations of Academic Integrity and Code of Conduct

The University reserves the right to terminate any student for any violations of the RMUoHP Code of Academic Integrity and Code of Conduct to include the following reasons:
• Cheating, plagiarism, or any form of academic dishonesty.
• Unlawful possession, use, or distribution of drugs or the use of alcohol on University property or during any University activity. The University will terminate and refer for prosecution any student involved in these activities.
• Any unauthorized access to, copying of, or use of confidential or proprietary information or material of the University or the University's employees or students.
• Computer fraud.
• Destroying, damaging, or taking any property of the University. The student will also be liable for the repair and/or replacement of the damaged property.
• Sexual harassment and hate crimes.
• Insubordination.
• Unauthorized use of University equipment, facilities or any other property.
• Falsification of any document.

Each student is afforded his or her due rights and process when a complaint of an academic or non-academic nature has been filed. Penalties may include suspension, and dismissal.

Guidelines for Addressing Allegations of Academic Dishonesty

1. Any member of the University community may bring to the attention of the faculty member evidence in support of an allegation that a student has demonstrated academic dishonesty. The student will be afforded an opportunity to respond.
2. No penalty will be imposed until the student has been informed of the charge, of the evidence upon which it is based, and been given an opportunity to present a defense.
3. If the faculty member believes the student guilty of academic dishonesty, he/she will assess a penalty immediately and shall promptly report the case in writing to the Graduate Program Director and the Vice President of Academic Affairs. The penalty will be in accordance with the policy contained in this handbook and will remain as a written record in the student’s record.

If the student wishes to appeal the decision, the issue may be taken to the Hearing and Resolutions Committee (See Page 46). The Vice President of Academic Affairs has the right to review any judicial situation and has the final decision on all findings, sanctions, and appeals.

Guidelines for Complaints of a Non-Academic Nature

1. All formal complaints filed shall be in writing and contain the name and/or names of the student and a clear statement explaining the nature and circumstances of the complaint along with any other supporting documentation and presented to the Vice President of Student Services. The Vice President of Student Services will counsel with the student, investigate the complaint, and resolve the complaint to include suspension and/or dismissal.
2. If the student desires to appeal, the student must state the reasons for the appeal and within 15 days of the decision notify the Vice President of Academic Affairs of the desire to appeal.
3. The Vice President of Academic Affairs will convene a meeting of the Hearing and Resolutions Committee. The accused student(s) will be notified in writing of the pre-hearing interview time, the hearing date, and the complaint being brought against him/her.
4. The Hearing and Resolutions Committee will investigate the complaint to include interviewing the student and other investigation to satisfy the committee as they come to a decision.

5. Students who are determined to have violated a University policy or regulation may face disciplinary action. The Vice President of Academic Affairs has the right to review any judicial situation and has the final decision on all findings, sanctions, and appeals.

Non-Academic Dismissal

Students dismissed from school for non-academic reasons will be given a grade of AF (Administrative Failure). Grade suspension and academic dismissal may appear on a student's transcript when action has been taken against the student. These notices do not place a hold on a student's record, but do give notice of action taken against the student.

Academic Freedom Policy

Academic freedom is a traditional and highly regarded principle of professional education that drives the intellectual community to serve with integrity and responsibility to accomplish the Mission of the University. Academic freedom means that:

- Students and faculty are entitled to freedom in the classroom to introduce, discuss, and pursue their subject matter but should be cautious about introducing material that is biased and without evidence; and
- Students and faculty are entitled to freedom in pursuit of investigational research topics and publication of any and all results in accordance with policies on research and conflict of interest; and
- Academic freedom is not absolute and is subject to reasonable and proper restriction as it is constructed for the common good rather than the advantages of a single individual; and
- Students and faculty are citizens of a community and members of a learned profession such that when they speak or write they should be free from censorship or discipline, but this community membership also imposes special obligations. The students and faculty as scholars and educational professionals should at all times keep in mind that the public and other external professional communities may judge their profession and the University by their spoken word. Consequently, their words should be accurate, exercise restraint when appropriate, reflect respect for the opinion of others and clarify when they are speaking as an individual and when they are speaking for the University.

(Adapted from the 1940 Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors)
Disciplinary Action Appeal Form

Use this form to appeal a University Disciplinary Action. Please fill out this form completely, according to the following steps:

1. On a separate page, print or type an explanation and justification of your request. (Specifically, what led to the disciplinary action? What changes have you made to improve your performance/situation?) Be specific, concise, and clear. Petitions that are illegible or poorly composed may be returned without a decision.
2. Include your name, social security number, and program name and year on the separate page and any supporting documentation.
3. Return this form, your explanatory page, and any supporting documentation to the Office of Student Services. We will notify you of the outcome of the request.

Please print clearly.

Full Name: ___________________________ Soc. Sec. #: ___________________________
Address: ___________________________
Program Name: ______________________
Program Year: _______________________
Degree: _____________________________
Phone #: _____________________________
E-mail: ______________________________

May we contact you about your appeal? Yes No

For Office Use Only (Do not write in this section)

Action by the Dean: Approved Denied

Comments: __________________________________________________________
________________________________________________________

Name: __________________________________________________________
Signature: ___________________________ Date: ___________________________
Financial Information

Tuition and Fees
Tuition and fees are payable in U.S. currency by the dates designated for each program. Tuition will not be changed during the student’s continuous enrollment. If the student temporarily or permanently withdraws for any reason, that is does not continue with the class that he/she initially enrolled, the commitment to a tuition freeze is canceled.

By their nature, fees related to program activities may change during the course of the student’s enrollment. Every attempt will be made to keep these fees as minimal and reasonable as possible.

Fees for Programs After July 1, 2003 (Before January 2005)

**Master of Science (MS)**
Tuition per session (3 session program) $3,360
($10,080 total for the one-year MS degree program/billed three times during the one-year program)

**Fees**
- Application Fee $100
- Books, Supplies, and Laboratory Fees (Estimate) $500
- Graduation Fee $150

**Doctor of Physical Therapy (DPT)/Doctor of Occupational Therapy (OTD)**
Tuition per session (2 session program) $5,355
($10,710 total for the 8-month DPT degree program/billed two times during the 8-month program)

**Fees**
- Application Fee $100
- Books, Supplies, and Laboratory Fee (Estimate) $500
- Graduation Fee $150

**Doctor of Science (DSc)**
Tuition per semester (4 semester program) $5906.25
($23,625 total for the two-year DSc degree program/billed four times during the first two years)

**Fees**
- Application Fee $100
- Books, Supplies, and Laboratory (Estimate) $800
- Clinical Electrophysiology Fee (for CE Program Only) $150
- Doctoral research project Fees (does not include any out-of-pocket costs for committee transportation, housing, etc.) $1500
- Graduation Fee $150

**Auditing Classes** $265/credit unit
**Credit Unit Cost (Non-degree seeking)** $315.00
**Incomplete/In Progress Fees** $35.00
## Fees for Programs Beginning After January 1, 2005

### Master of Science (MS)

Tuition per session (3 session program) $3,850  
($11,550 total for the one-year MS degree program/billed three times during the one-year program)

**Fees**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Books, Supplies, and Laboratory Fees (Estimate)</td>
<td>$500</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$150</td>
</tr>
</tbody>
</table>

### Doctor of Physical Therapy (DPT)/Doctor of Occupational Therapy (OTD)

Tuition per session (2 session program) $5,950  
($11,900 total for the 8-month DPT degree program/billed two times during the 8-month program)

**Fees**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Books, Supplies, and Laboratory Fee (Estimate)</td>
<td>$500</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$150</td>
</tr>
</tbody>
</table>

### Doctor of Science (DSc)

Tuition per semester (4 semester program) $6562.50  
($26,250 total for the two-year DSc degree program/billed four times during the first two years)

**Fees**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Books, Supplies, and Laboratory Fee (Estimate)</td>
<td>$800</td>
</tr>
<tr>
<td>Clinical Electrophysiology Fee (for CE Program Only)</td>
<td>$150</td>
</tr>
<tr>
<td>Doctoral research project Fees (does not include any out-of-pocket costs for committee transportation, housing, etc.)</td>
<td>$1500</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$150</td>
</tr>
</tbody>
</table>

### General Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Auditing Classes (per credit unit)</td>
<td>$295.00</td>
</tr>
<tr>
<td>Student and Alumni Audit Discount 50% (per credit unit)</td>
<td>$147.50</td>
</tr>
<tr>
<td>Clinical Electro Program Fee</td>
<td>$150.00</td>
</tr>
<tr>
<td>Credit Unit Cost (Non-degree seeking)</td>
<td>$350.00</td>
</tr>
<tr>
<td>Doctoral Committee Fees</td>
<td>$1500.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$150.00</td>
</tr>
<tr>
<td>Incomplete/In Progress Fees</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

### Methods of Payment

Payment may be made by Personal Check, Discover, VISA, Master Card, and American Express. A payment made by check returned for insufficient funds will necessitate the student paying by Cashier’s check, Money order, or credit card and an additional $25.00 fee. Tuition payment will not be recorded until the student’s payment source has cleared. Late fees may apply.
Schedule of Tuition Payment

Master of Science Programs
Tuition for the Master of Science is due six weeks prior to the start of each Session. (3 payments)

Doctor of Physical Therapy and Doctor of Occupational Therapy Programs
Tuition for the Transitional Doctorate program is due six weeks prior to the start of each Session. (2 payments)

Doctor of Science Programs
Tuition for the Doctor of Science programs is due six weeks prior to the start of each Semester. (4 payments)

Failure to meet these dates can result in a cancellation of enrollment. Cancellation of enrollment will prevent the student from matriculating through the program.

Late Tuition Deadlines
Tuition for each semester (and/or session/term) of classes is due six weeks prior to the designated start of classes or practicum program. The specific program for which a student is enrolled designates such deadlines. Failure to pay tuition, and/or appropriate fees as required, may result in cancellation of registration. Additionally, the student may not be allowed to progress to the next session, qualifying exam, or doctoral research project if fees are not current.

Late Tuition Fees
A $100 late fee will be assessed to all students who do not pay tuition by the scheduled deadline.

Tuition Refund Policy/Discontinuance
When a student officially discontinues from the University, a refund for tuition and fees is appropriate. The amount due the student is based on the date the University received written notice of discontinuance. University policy regarding tuition refund complies with the State of Utah regulations. The following rates apply to both tuition and fees:

<table>
<thead>
<tr>
<th>Withdrawal from Date of Enrollment*</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Within three (3) business days after receipt of tuition</td>
<td>100%</td>
</tr>
<tr>
<td>-After receipt of tuition and before first class of the semester begins</td>
<td>90%</td>
</tr>
<tr>
<td>-After first class of the semester and before 30 calendar days</td>
<td>70%</td>
</tr>
<tr>
<td>-After 30 and before 60 calendar days</td>
<td>50%</td>
</tr>
<tr>
<td>-More than 60 calendar days</td>
<td>0%</td>
</tr>
</tbody>
</table>

Note: Application fees and late fees are nonrefundable.

*Date of enrollment is considered the first day of each semester for the DSc program or the first day of each session for the MS, OTD, or DPT programs.

Request for a refund or credit must be made in writing and via US certified mail to the Registrar before the elapsed times established for each program. Requests for exceptions to the
published fee schedule or tuition refund policy must be made in writing to the Vice President of Finance and Administration.

**Required Forms**

All enrolled students must submit the following forms prior to course attendance or at the University’s orientation, held the first session of each program. Students should consult legal and medical counsel as appropriate prior to the first day of class.

- University Handbook Acknowledgement Form (See Page 50)
- Release and Waiver Form (See Page 51)
- Authorization for Electronic Use of Signature Form (See Page 52)
University Handbook and Honor Code Acknowledgement

By signing below, I, ______________________________ , agree that I have received, read, and understand all information contained in the Rocky Mountain University of Health Professions University Handbook. Subsequently, I also agree that I will adhere to and abide by the rules and regulations contained therein, which include, but are not limited to, the University Honor Code. I am aware of the consequences of violations of specific policies and standards, including plagiarism and dishonesty.

__________________________________________  ____________________________
Signature                                          Date

__________________________________________  ____________________________
Printed Name                                          Program and Year

__________________________________________
Witness
I, __________________________, am a student at Rocky Mountain University of Health Professions, Inc. (the “University”). I may be enrolled in courses that could include the teaching of mobilization, high velocity thrust, and other techniques (the “Techniques”). I understand that participation in the Techniques is voluntary. I hereby release the University and all of its shareholders, directors, trustees, officers, employees, representatives and faculty members (the “Released Parties”) from all liability for any harm, injury or illness of any kind that I may incur as a result of my participation in the Techniques (any “Harm”).

If I participate in the Techniques, by so doing I will represent and agree that:

1. I have no pre-existing condition that would make my participation harmful to me in any manner;
2. I have had the opportunity to discuss my participation and this Release with competent medical and legal advisors;
3. I release and discharge all Released Parties (except anyone who intentionally causes Harm) from all liability for any Harm;
4. I waive all claims against and covenant not to sue the Released Parties (except anyone who intentionally causes Harm) for any Harm;
5. I assume full responsibility for any Harm, including any risk of bodily injury, illness or death arising out of or relating in any way such participation; and
6. The Released Parties shall have no duty to warn me of any risks at any time.

I also understand that the University does not provide students with professional liability insurance. Therefore, I shall maintain my own professional liability insurance acceptable to the University, with minimum limits of at least $1,000,000 per occurrence and $5,000,000 annual aggregate, and with an annual deductible not to exceed $10,000. I shall also provide the University with satisfactory evidence of the existence of such insurance at all times, including satisfactory evidence of its renewal or replacement before its expiration or cancellation. I agree to hold harmless and indemnify the University, and its owners, directors, officers and employees, from and against all losses, claims, damages and expenses, including reasonable attorneys’ fees and court costs, arising out of or relating to my actual or alleged professional negligence or misconduct.

I am also aware that videotaping for educational purposes may occur during my attendance at Rocky Mountain University of Health Professions. My appearance in any video indicates my approval its private use. I understand that I may move out of the camera shot at will if I prefer not to appear on camera.

This Release and Waiver is intended to be as broad and inclusive as is permitted by law, and if any portion is held invalid, the balance shall continue in full force and effect.

___________________________    __________________________
Student Signature                                      Signature of Witness

Date ______________

University Handbook
NOTICE REGARDING E-MAIL COMMUNICATIONS

In order for Rocky Mountain University of Health Professions (RMUoHP) to operate as a distance learning institution, the use of electronic communication is an integral part of our design and structure. To that end, we have developed an email network and avenues for inquiries and response through this e-mail network. It is our intention to provide you with excellent service, and for our communications and responses to you to be expeditious, while adhering to legal requirements. In order for that to be possible, we need your acknowledgment of your email address, i.e. electronic mail signature (digital signature), as a valid and binding signature on your part for the transmission of electronic communication by you.

It is particularly important that you understand the necessary confidentiality of your email log in and password. Share it with NO ONE. Should you suspect or become aware of another person gaining access to your email password or login ID, change it, and notify us of your new email signature immediately. Please be advised that RMUoHP assumes no liability for the event or the consequences of another party gaining access to your email account, and electronically “impersonating” you.

Should you choose not to return this form, we will not be able to respond to requests for information, or updates to information that are received via email. Regardless of the effects upon you caused by delays or other unforeseen consequences, RMUoHP assumes no liability, and will not respond to email requests or updates without your signed “Authorization for Use of Electronic Signature” on file. RMUoHP assumes no liability for late or misdirected mail.

I hereby authorize RMUoHP to accept all correspondence transmitted by me via electronic mail from the email address submitted herein, as a valid electronic message from me and I agree that until my email address is changed, all communications sent from this address shall be upon my signature, acceptable as a replacement for my written signature, including but not limited to financial transactions. I understand that I am responsible to notify the RMUoHP in the event that my valid digital signature changes, by mailing an updated signed “Authorization for Use of Electronic Signature” form to RMUoHP.

I understand that I am not guaranteed confidentiality of information that is transmitted electronically (by email or by FAX), by RMUoHP, others, or myself. In the event that I request, either by valid electronic signature or in writing, that confidential information be transmitted, I release RMUoHP from all liability related to the release of the requested confidential information. RMUoHP will do its utmost to insure total confidentiality of all communication between you and the university.

By signing below, I release RMUoHP from any responsibility or liability for consequences pertaining to this request.

By signing this Authorization for Use of Electronic Signature, all other previous submissions of this form received by Rocky Mountain University of Health Professions become invalid.