University Handbook 2007

Rocky Mountain University of Health Professions is 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. The institution is not accredited by a regional or national accrediting agency recognized by the United States Department of Education.

RMUoHP is a Candidate for Accreditation through the Northwest Commission on Colleges and Universities (NWCCU, www.nwccu.org). “Regional accreditation of postsecondary institutions is a voluntary, non-governmental, self-regulatory process of quality assurance and institutional improvement” (NWCCU). “Candidacy is not accreditation, nor does it ensure eventual accreditation. Candidate for Accreditation is a status of affiliation with the Commission, which indicates that the institution has achieved initial recognition and is progressing toward accreditation” (NWCCU).
# Table of Contents

**General Information** ........................................................................................................1
  - Mission Statement.............................................................................................................1
  - Vision Statement.............................................................................................................1
  - Core Purpose ..................................................................................................................1
  - Core Values and Guiding Principles .............................................................................1
  - University Goals ............................................................................................................2

**Governing Officers** ........................................................................................................2
  - Administrators................................................................................................................2
  - Board of Trustees ..........................................................................................................2
  - Graduate Program Directors .........................................................................................3

**Campus and Physical Facilities** ....................................................................................3
  - Location.........................................................................................................................3
  - University Web Access ..................................................................................................3
  - University Staff ............................................................................................................3
  - University Laboratory Space ........................................................................................2
  - Electronic Library and Resource Center .......................................................................2
  - Parking and Public Transportation ..............................................................................2
  - Housing ........................................................................................................................2
  - Identification Cards .......................................................................................................2
  - Assistance for Disabled Students ................................................................................3
  - Campus Safety ..............................................................................................................3
  - Medical Emergencies ....................................................................................................3
  - Tobacco-Free Environment ............................................................................................4
  - Alcoholic Beverages .......................................................................................................4
  - Religious Holidays ........................................................................................................4

**Academic Information** ..................................................................................................4
  - Educational Model .........................................................................................................5
Academic Dean ........................................................................................................... 6
Graduate Program Directors (GPDs) ........................................................................... 6
Faculty .......................................................................................................................... 7
Didactic Education ....................................................................................................... 7
Thesis and Capstone Project .......................................................................................... 7
Practicum ....................................................................................................................... 7
Dissertation ................................................................................................................... 8
Students as Professionals .............................................................................................. 8

Degree Program Requirements ................................................................................. 9
Master of Science Degree (MS) ................................................................................... 9
Transitional Doctor of Nursing Practice Degree (tDNP) ..................................................... 10
Transitional Doctor of Physical Therapy Degree (tDPT) and Transitional Doctor of Occupational Therapy Degree (tOTD) ............................................................... 10
Doctor of Science Degree (DSc) .................................................................................. 11
Practicum ....................................................................................................................... 12
Qualifying Examination ............................................................................................... 12
Candidate Status .......................................................................................................... 13
Dissertation ................................................................................................................... 13
  Dissertation Proposal Approval Process ................................................................... 13
  Dissertation Oral Presentation .................................................................................. 13
Degree Conferral ......................................................................................................... 14

Academic Standards ................................................................................................. 15
Grading Policies ............................................................................................................ 15
Grading Scale ................................................................................................................ 15
Course Designations ..................................................................................................... 15
Grade Reports ............................................................................................................... 17
Grade Changes ............................................................................................................. 17
Grade Mediation and Appeals ...................................................................................... 18
University Student Status ............................................................................................ 18
  Appeal of Academic Suspension and Dismissal ......................................................... 20
  Readmittance Following Academic Dismissal .......................................................... 20
  Missing Part of a Session ......................................................................................... 20
  Missing an Entire Session ......................................................................................... 20

Standards for Satisfactory Academic Progress ......................................................... 21
  Individual Course Grade Requirements ................................................................... 21
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remediation</td>
<td>21</td>
</tr>
<tr>
<td>Repeating a Course</td>
<td>22</td>
</tr>
<tr>
<td>Cumulative GPA Requirements</td>
<td>22</td>
</tr>
<tr>
<td>Rate of Progress toward Completion Requirements</td>
<td>22</td>
</tr>
<tr>
<td>Maximum Time Frames for Program Completion</td>
<td>22</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>22</td>
</tr>
<tr>
<td>Tardiness Policy</td>
<td>22</td>
</tr>
<tr>
<td>Review of Graduate Students</td>
<td>22</td>
</tr>
<tr>
<td>Exams and Assignments</td>
<td>23</td>
</tr>
<tr>
<td>Emailing Assignments</td>
<td>23</td>
</tr>
<tr>
<td>Late Assignments or Exams</td>
<td>23</td>
</tr>
<tr>
<td>Proctors and Proctoring</td>
<td>23</td>
</tr>
<tr>
<td>Honor Code</td>
<td>24</td>
</tr>
<tr>
<td>Definitions</td>
<td>25</td>
</tr>
<tr>
<td>Penalties for Academic Dishonesty</td>
<td>26</td>
</tr>
<tr>
<td>Conduct and Behavior</td>
<td>26</td>
</tr>
<tr>
<td>Graduation</td>
<td>27</td>
</tr>
<tr>
<td>Commencement Ceremony</td>
<td>27</td>
</tr>
<tr>
<td>Admissions</td>
<td>28</td>
</tr>
<tr>
<td>General Information</td>
<td>28</td>
</tr>
<tr>
<td>University Registration and Accreditation</td>
<td>28</td>
</tr>
<tr>
<td>Admission Requirements and Guidelines</td>
<td>28</td>
</tr>
<tr>
<td>Foreign Educated Applicants</td>
<td>29</td>
</tr>
<tr>
<td>Additional Prerequisites</td>
<td>29</td>
</tr>
<tr>
<td>Full Disclosure Requirement</td>
<td>30</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>30</td>
</tr>
<tr>
<td>Deadlines for Applications</td>
<td>30</td>
</tr>
<tr>
<td>Late Application Fee</td>
<td>30</td>
</tr>
<tr>
<td>Program Cancellation or Postponement</td>
<td>30</td>
</tr>
<tr>
<td>Admissions Process, Provisional Admittance and Admissions Review Committee</td>
<td>30</td>
</tr>
<tr>
<td>Notice of Admissions Acceptance or Denial</td>
<td>30</td>
</tr>
<tr>
<td>Non-Degree Seeking Applicants</td>
<td>31</td>
</tr>
<tr>
<td>Auditing Classes</td>
<td>31</td>
</tr>
<tr>
<td>Full Time Status</td>
<td>31</td>
</tr>
<tr>
<td>Transfer of Credits</td>
<td>31</td>
</tr>
</tbody>
</table>
Equal Access and Opportunity – Nondiscriminatory Policies .............................................................. 32
Learning Disabilities/Physical Challenges .......................................................................................... 33
Required Skills .................................................................................................................................. 33
Affective ............................................................................................................................................. 33
Sensory ............................................................................................................................................... 34
Psychomotor ....................................................................................................................................... 34
Obtaining Program Modification for Students with Disabilities ........................................................... 34

Governance and Administration ........................................................................................................ 35
Organization and Structure ................................................................................................................ 35
University Council (UC) ..................................................................................................................... 35
Academic Leadership Council (ALC) .................................................................................................. 35
Committee on Faculty Appointments, Rank and Promotion ............................................................... 35
Admissions Review Committee (ARC) ................................................................................................. 35
Hearing and Resolutions Committee ................................................................................................ 35
Curriculum Committee ..................................................................................................................... 36
Library Committee ............................................................................................................................. 36
Institutional Review Board .................................................................................................................. 36
Program Advisory Panels .................................................................................................................. 36
Graduate Student Council (GSC) ........................................................................................................ 36
Alumni Board ..................................................................................................................................... 36

Student Records .................................................................................................................................. 37
Student Record Life ............................................................................................................................. 37
Student Records Available for Inspection ........................................................................................ 37
University Policy Regarding Student Information ............................................................................ 37
Student Records Unavailable for Inspection .................................................................................... 37
The Family Educational Rights and Privacy Act of 1974 (FERPA) ..................................................... 37

University Judicial Process .................................................................................................................. 40
Grade Mediation and Academic Appeals Process .............................................................................. 40
Violations of Academic Integrity and Code of Conduct .................................................................... 40
Guidelines for Addressing Allegations of Academic Dishonesty .................................................... 41
Guidelines for Complaints of a Non-Academic Nature ..................................................................... 41
Non-Academic Dismissal .................................................................................................................... 41

Academic Freedom Policy .................................................................................................................. 42

Financial Information ....................................................................................................................... 44
Tuition and Fees ................................................................................................................................. 44
Methods of Payment ........................................................................................................................................... 44
Late Payments .................................................................................................................................................. 45
Financial Assistance ....................................................................................................................................... 45
Discontinuance and Tuition Refund Policy ......................................................................................................... 45
  Tuition Refund Rate Schedule ........................................................................................................................... 45
Required Forms .................................................................................................................................................. 45
  University Handbook and Honor Code Acknowledgement .............................................................................. 46
  Release and Waiver .......................................................................................................................................... 47
  Authorization for Electronic Use of Signature ................................................................................................... 48
General Information

Rocky Mountain University of Health Professions reserves the right to change without notices 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 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 healthcare 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 Rocky Mountain University of Health Professions (RMUoHP) 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
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 (BoT) 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
RMUoHP 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 healthcare 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.

Governing Officers

The University is administrated by officers who include the President, Executive Vice President (EVP), Vice President of Academic Affairs (VPAA), Vice President of Student Services (VPSS), and Vice President of Finance (VPF), and by various other officers and committees. The BoT guides, advises, and oversees the University relative to fulfilling its mission. The Academic Dean, Graduate Program Directors (GPDs), and faculty design and coordinate the various academic programs.

Administrators

Richard P. Nielsen, PT, DHSc, ECS - President
Michael Skurja, Jr., PT, MS, ECS - Executive Vice President
Stan L. Hartgraves, PT, PhD - Vice President of Academic Affairs
Jessica D. Egbert, MEd - Vice President of Student Services
Michael B. Millet, MBA – Vice President of Finance
Mitchell J. Rauh, PT, PhD, MPH - Director of Research

Board of Trustees

Kathleen Rourke, PhD, RN, RD, CHES - Chair
Robert A. Sellin, PT, DSc, ECS - Vice Chair
Robert S. Kayler, MS, FACHE - Secretary
Richard H. Bass, JD, CPA - Treasurer
J. Philip Knight-Sheen, SRN, BA
Kevin Lyons, PhD, FASAHP
Timothy E. Mott, PhD
Virginia Nieland, PT, MS, DSc (Hon)
Richard P. Nielsen, PT, DHSc, ECS
Louis R. Osternig, PhD, ATC
Leslie R. Smith, PhD
Dennis Spillane, PT, MBA, RD

Graduate Program Directors

Don Chu, PT, PhD, ATC, CSCS
**Athenic Training (DSc)**

Michael Skurja, Jr., PT, MS, ECS
Lisa DePasquale, PT, DSc, ECS
**Clinical Electrophysiology (DSc)**

Susan Michlovitz, PT, PhD, CHT
**Hand Therapy (DPT and OTD Electives)**

Donna Bainbridge, PT, EdD, ATC
**Health Promotion and Wellness (DSc)**

Kathleen Rourke, PhD, RN, RD, CHES
**Master of Science (MS)**

Sandy Pennington, PhD, RN
**Nursing (DSc)**

Lori Thein Brody, PT, PhD, SCS, ATC
**Orthopaedic and Sports (DSc)**

Jane K. Sweeney, PT, PhD, PCS
**Pediatrics (DSc, DPT and OTD Electives)**

Roger Green, DNP, ARNP, FNP, BC, FAANP
**Transitional Doctor of Nursing Practice (DNP)**

Rhona G. Reiss, PhD, OT/L, FAOTA
**Transitional Doctor of Occupational Therapy (OTD)**

Gail Deyle, PT, DSc, DPT, OCS, FAAOMPT
**Transitional Doctor of Physical Therapy (DPT)**

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 email, mail, fax, and telephone. Regular office hours are 8AM – 5:30PM Mountain Time, Monday through Friday. All staff, administrators, and GPDs can be reached via his or her email address, which is the first letter of his or her first name followed by last name @rmuohp.edu. For convenience purposes, the business office may be reached at businessoffice@rmuohp.edu; the registrar may be reached at registrar@rmuohp.edu; the medical librarian may be reached at librarian@rmuohp.edu; and, the general office may be reached at office@rmuohp.edu.
University Laboratory Space

The University provides laboratory space for psychomotor and electromyography (EMG) activities. A cadaver laboratory is also available off site.

Electronic Library and Resource Center

The University provides students and faculty with Resource Center access while on campus. The Resource Center is open during normal business hours and at the student’s request with the medical librarian availability by appointment. The Resource Center includes many books and journals, as well as several Internet-ready computers and printers. As all students are required to have laptop computers, the University also offers wireless Internet connectivity. The University also employs a medical librarian and library assistant, whom faculty and students may contact for research assistance. The library staff may be reached at library@rmuohp.edu.

RMUoHP’s electronic library, Ovid (http://gateway.ovid.com), provides students and faculty with library access to relevant databases and full text articles. RMUoHP students are provided library privileges for the duration of their formal enrollment with the University. Unique passwords are provided to students after acceptance. Additionally, graduates may continue to access the electronic library by paying an annual fee.

Each hotel in which the University provides discounts has either a printer-ready workstation or printers available for checkout. Free high-speed Internet access is also available in each hotel room.

Parking and Public Transportation

Parking 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 several hotels in the community for substantially discounted rates on rooms and transportation. Detailed information regarding housing facilities is provided to students upon admission. The University does not maintain independent housing facilities for students.

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 Student Services Office. Lost, found, or stolen ID cards should be reported immediately to Student Services Office.
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 Student Services Office to determine and clarify what needs may 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.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses, Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses, Non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Crimes (Cont.)</th>
<th>1999</th>
<th>2000</th>
<th>2001</th>
<th>2002</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arrests</th>
<th>1999</th>
<th>2000</th>
<th>2001</th>
<th>2002</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disciplinary Referrals</th>
<th>1999</th>
<th>2000</th>
<th>2001</th>
<th>2002</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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 is conveniently located approximately 1.5 miles from the regional hospital. Contact information for the hospital, as well as nearby medical and dental offices, is included on the following page. Students with medical or dental needs may contact the offices listed below, or any of the many facilities in the surrounding area. In the case of extreme emergency, students should immediately call 911; students needing medical, dental, or psychological assistance may visit the reception desk for information regarding other office locations.
**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 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 GPD 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 GPD, 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 off-site in a directed independent study format.

GPDs and faculty 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. 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 lifelong 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 or 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.

**Eight educational strategies are emphasized in the transitional Doctor of Physical Therapy (tDPT) and transitional Doctor of Occupational Therapy (tOTD):**
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 (tDPT, tOTD);
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.

Seven educational strategies are emphasized in the transitional Doctor of Nursing Practice (tDNP) program:
1. Didactic education in the classroom with an emphasis on both core and specialized courses that enhance clinical practice and leadership skills;
2. Directed advanced clinical, health science, leadership, educational, or research application experience in a collaborative multidisciplinary model;
3. Grounding in research application and integration of evidence based decision making in clinical, leadership, organizational, and educational systems;
4. Development, implementation, and completion of a doctoral capstone project;
5. Interaction with experienced professional mentor who guides doctoral student through all aspects of doctoral project;
6. Nationally recognized faculty and administration who are leaders in their respective professions and expert clinicians;
7. Clinical practicum allowing interaction with experts in specialized advanced practice clinical roles, organizational leadership, educational systems, and social-political environments.

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 Directors, 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.

Academic Dean
The Academic Dean oversees and guides the academic activities of the school. The dean may also serve as a GPD. The Academic Dean has direct responsibility for the admissions, academic integrity, and outcomes of the school.

Graduate Program Directors (GPDs)
GPDs 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 GPD include curricula development, admissions review, coordination of faculty, instructional supervision, testing and evaluation, assistance in coordination of the practicum and capstone project, assuring the academic integrity of the standards of RMUoHP, guidance and mentoring of
Students during the didactic and research phases of the program, and University governance activities.

**Faculty**

The faculty are comprised of GPDs, part-time, affiliated, and adjunct faculty. The University faculty are generally actively engaged in clinical practice and research, and 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, as they provide instruction, assessment, advising, and mentoring to students across all facets of the educational experience at RMUoHP.

RMUoHP does not provide professional liability insurance for GPDs, faculty, or students. Therefore, if GPDs or faculty have physical contact with students in the classroom setting, e.g., by demonstrating techniques, they understand that the University will not provide professional liability insurance for them, their students, and/or patients. In addition, students practicing techniques on each other must provide their own professional liability insurance. Therefore, GPDs and other faculty who elect to demonstrate techniques on either students or patients must maintain professional liability insurance acceptable to the University. 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**

RMUoHP is a post-professional University that uses both didactic and directed independent study formats. The classroom is viewed as a critical forum for inquiry where faculty and students interact in a scholarly 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 healthcare delivery system and clinical practice. An evidence-based theme permeates all academic curricula.

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 accessible to student inquiries and to dialogue with students to facilitate the student’s learning and professional growth.

**Thesis and Capstone Project**

Students enrolled in the Master of Science program may elect to complete a thesis following the completion of didactic coursework. This six-month option provides additional research experience for students desiring to expand their knowledge base. Additionally, students in the transitional Doctor of Nursing Practice program are required to complete a culminating capstone project at the completion of the didactic coursework. The capstone is an evidence-based project that includes applied research.

**Practicum**

The practicum experience for students in DSc degree programs provides a unique professional experience in community settings that relate to a student’s field of study, and is mentored by
individuals selected for their specific areas of expertise. This experience is predicated on an evaluation of the students’ past professional experience, professional interests, and professional and curricular goals. Goals, objectives, and outcomes for the practicum are elucidated in a Practicum Contract between the student and the GPD. Students in the DSc program in Nursing do not complete a practicum experience.

Dissertation
The dissertation 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 DSc programs must complete a dissertation that is evidence-based. Studies concerning various facets of applied practice or areas related to the student’s professional specialty area are encouraged. The dissertation is conducted under the supervision of a doctoral committee consisting of a doctoral committee chairperson and a minimum of two additional committee members. A dissertation proposal is presented and defended before the student’s committee prior to proposal approval. Following completion of the research effort, an oral presentation of the dissertation is presented before the doctoral committee at a seminar open to the general public. While the doctoral committee chairperson must be physically present at both the dissertation defense and dissertation oral presentation, students are encouraged to have all committee members physically present at both events. Students are expected to submit their final dissertation manuscript for peer-review to 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 commitment to their education. This is accomplished through extensive reading, classroom preparation and participation, and directed independent studies. Generally smaller class sizes 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 five graduate degree programs. The Master of Science (MS) degree program is designed for those healthcare practitioners (i.e., PTs, OTs, RNs, ATs) that have earned baccalaureate degrees (or documented foreign equivalent) and desire to pursue post-professional education.

The transitional Doctor of Nursing Practice (tDNP) degree is designed to prepare nurses as advanced clinical leaders able to effect change through system redesign and evidence-based decision making in a variety of clinical settings. Through coursework, directed independent study, and capstone project implementation, the tDNP graduate is well prepared to influence health and social policy for diverse populations in a variety of settings.

The transitional Doctor of Physical Therapy (tDPT) degree, the transitional Doctor of Occupational Therapy (tOTD) degree, and the tDNP degree are designed for the post-professional physical therapist, occupational therapist, and advanced practice nurse respectively, to augment the knowledge, skills, and behaviors attained in professional education for complex practice settings in the new century.

The Doctor of Science (DSc) degree curricula are designed for healthcare practitioners with master’s degrees or other doctorates to pursue post-professional advanced didactic study, clinical practice, and research in various health science fields.

Credit units are defined as semester-credits. It is expected that each nine course-hours of class, which equates to one credit unit, will include approximately 27 hours of external study and coursework.

Master of Science Degree (MS)

The post-professional MS curriculum is a one-year program with a six-month thesis option. Students with baccalaureate degrees (or documented foreign equivalent) in health-related fields are required to attend didactic and laboratory classes on campus in Provo, Utah. Classes include three sessions of seven days each with nine hours per day and three directed independent study sessions (four 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.

<table>
<thead>
<tr>
<th>Schedule of Semesters (Sessions) and Credit Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session 1</strong></td>
</tr>
<tr>
<td>7 days/9 hours instruction per day</td>
</tr>
<tr>
<td>Directed Independent Study: 4 months</td>
</tr>
</tbody>
</table>

| **Session 2** |
| 7 days/9 hours instruction per day | 7 credits |
| Directed Independent Study: 4 months | 4 credits |

| **Session 3** |
| 6 days/9 hours instruction per day | 7 credits |
| Directed Independent Study: 4 months | 4 credits |

| **Session 4: Thesis Option** |
| Thesis Option: 6 months | 6 credits |

**Total Credit Units**: 33-39 credits
Transitional Doctor of Nursing Practice Degree (tDNP)

The tDNP program is designed to provide meaningful, obtainable, and affordable post-master’s nursing education to facilitate the development of the 21st century advance practice nurses (APNs). The goal of the University is to address the public’s need for highly educated APNs by preparing advanced clinical leaders able to affect change through system redesign and evidence-based decision making in a variety of clinical settings. Through coursework, directed independent study, and capstone project implementation, the tDNP graduate is well prepared to influence health and social policy for diverse populations in a variety of settings. The curriculum offers expanded study in the areas of leadership and management in advanced practice, evidence-based practice, leadership in establishing clinical excellence, information technology, ethics and social responsibility, expertise to influence health policy, and interdisciplinary collaboration.

The tDNP program is designed for APNs to pursue a post-professional clinical doctorate without having to relocate, allowing them to manage their current work demands. Attendance is required on-site at three intensive sessions of seven days each and completion of two four-month Directed Independent Study sessions over approximately a 12-month period. The program terminates with capstone project that focuses on applying best current evidence. The program, including didactic portion and capstone project, will require approximately 18 months to complete.

### Schedule of Semesters (Sessions) and Credit Units

<table>
<thead>
<tr>
<th>Session</th>
<th>7 days/9 hours instruction per day</th>
<th>7 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Directed Independent Study: 4 months</td>
<td>4 credits</td>
</tr>
<tr>
<td>2</td>
<td>Directed Independent Study: 4 months</td>
<td>4 credits</td>
</tr>
<tr>
<td>3</td>
<td>7 days/9 hours instruction per day</td>
<td>7 credits</td>
</tr>
<tr>
<td>4: Capstone Project</td>
<td>Capstone Project: approximately 6 months</td>
<td>10 credits</td>
</tr>
<tr>
<td></td>
<td>Capstone Project Oral Presentation</td>
<td>1 credit</td>
</tr>
<tr>
<td></td>
<td>Total Credit Units</td>
<td>40 credits</td>
</tr>
</tbody>
</table>

Transitional Doctor of Physical Therapy Degree (tDPT) and Transitional Doctor of Occupational Therapy Degree (tOTD)

These transitional doctorate programs at RMUoHP are designed to bridge the gap between entry-level bachelors and masters degrees with the newly emerging entry-level clinical doctorate degrees. These programs additionally follow guidance provided by professional associations regarding degree standards. Not only will these programs enhance clinical and problem-solving skills, but will also provide an evidence-based foundation for clinicians to justify their clinical approaches. Building block courses include OT and PT Therapy Intervention, as well as Critical Inquiry 1 and 2 (each with strong integration of evidence-based methodology). The tOTD program will broaden the student’s perspective to include current topics such as occupation-centered theory and practice, evidence-based decision-making, and occupational science. The tDPT program will provide practicing clinicians with opportunities to enhance skills by studying...
topics such as clinical exercise physiology, differential diagnosis, and radiology. Graduates of these programs will have the confidence and tools to become leaders in their professions.

The tDPT and tOTD degree programs are designed for practitioners who are unable to leave their practices for traditional education models, but who also do not wish to enroll in online programs. Students need only be on-site for a total of two weeks over a nine-month period (one week every four-and-one-half months). Students gain tremendously by intense interactions with professional colleagues (students and faculty) from around the nation. Following the on-site sessions, all coursework is completed from the student's home community. Qualified students may elect to complete a variation of the standard tDPT or tOTD curriculum by including electives for pediatric therapists or certified hand therapist (CHT).

Schedule of Semesters (Sessions) and Credit Units

<table>
<thead>
<tr>
<th>Session</th>
<th>Days</th>
<th>Instruction per Day</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>7</td>
<td>9 hours</td>
<td>7</td>
</tr>
<tr>
<td>Directed Independent Study: 4 1/2 months</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session 2</td>
<td>7-8*</td>
<td>9 hours</td>
<td>7-8*</td>
</tr>
<tr>
<td>Directed Independent Study: 4 1/2 months</td>
<td>4-5*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Credit Units</td>
<td>22-23</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*CHT or Pediatric electives add an additional credit unit to the curriculum.

Doctor of Science Degree (DSc)

The DSc degree programs are designed to integrate 18-24 months of classroom activity and independent study, practicum experience, and original research leading to the DSc degrees. A minimum of 75 credit units is required for graduation. Applicants must hold a master's degree or doctorate to enroll. Each DSc specialty has some variation within the credit units required for each degree component, however, the general curricular format is as follows:

Didactic Education (51 credit units)
Students attend didactic and laboratory classes at RMUoHP for six separate sessions generally encompassing six days each, nine hours per day (324 total contact hours). Three directed independent study sessions of three- to four-months each are completed by the students in their home location.

Practicum and Dissertation (24 credit units)
Students participate in an applied practicum program under the overall direction of the GPD. The qualifying examination (no credits) and dissertation are completed after the didactic curricula.

General Schedule of Semesters (Sessions) and Credit Units

<table>
<thead>
<tr>
<th>Session</th>
<th>Days</th>
<th>Instruction per Day</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>6</td>
<td>9 hours</td>
<td>6</td>
</tr>
<tr>
<td>Directed Independent Study: Approx. 3 months</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session 2</td>
<td>5</td>
<td>9 hours</td>
<td>7</td>
</tr>
<tr>
<td>Directed Independent Study: Approx. 3 months</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session 3</td>
<td>6</td>
<td>9 hours</td>
<td>6</td>
</tr>
</tbody>
</table>
Session 4
6 days/9 hours instruction per day  6 credits
* Directed Independent Study:  Approx. 3 months  3 credits

Session 5
6 days/9 hours instruction per day  6 credits
* Directed Independent Study:  Approx. 3 months  3 credits

Session 6
6 days/9 hours instruction per day  6 credits

Session 7 (from home)
Practicum and Dissertation  26 credits***

Total Credit Units  75 credits

**Two credits of regular coursework are completed using a distance format.
*** Varies by program.

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 GPD. The number of hours and methods required is dependent upon the student’s past professional experience and objectives, and are determined by the student’s GPD.

Qualifying Examination
Successful completion of a qualifying exam is required of all DSc 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. The qualifying exam must be completed within six months from the last day of the sixth session or within six months from the satisfaction of outstanding I or IP grade designations. The last day of the sixth session is defined as the last day the final session assignment is due (approximately three months after the final on-site class).

The exam covers both core content (20%) and professional program content (80%). Several hours are allotted for the core and professional program portions of the exam. The two portions of the exam may be given on separate consecutive days, based upon the discretion of the GPD. The student must pass both the professional portion of the exam and the core portion. If the student is unsuccessful in passing the core portion or the professional portion (or both portions) of the qualifying exam, he or she may retake either portion of both portions of the exam only once (after 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 six-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 DSc student has successfully completed the qualifying examination, he or she is advanced to candidacy status, contingent on the recommendation of the GPD and with approval of the Academic Dean. The student is notified in writing of this advancement to candidacy by the dean or VPAA.

Dissertation

Students in DSc programs complete a dissertation that is of significant methodological rigor under the supervision of a doctoral committee chairperson and a minimum of two additional doctoral committee members.

Dissertation Proposal Approval Process

The student interacts with his or her GPD 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 GPD, the student submits a request for approval of his or her doctoral committee members including the doctoral committee chairperson. The director of research has final approval authority for appointments of the doctoral committee chairperson and doctoral committee members. Once the doctoral committee is formally approved, the student works with the committee to develop a dissertation prospectus that is submitted to the director of research and the student’s GPD. Once this is approved, the student is allowed to develop the formal proposal. (See dissertation guidelines available on the research link of the RMUoHP website.)

The student, with his or her doctoral committee members, schedules a dissertation proposal defense. At a minimum, the student’s doctoral committee chairperson must be physically present at the dissertation 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 Dissertation Project Proposal
- Defer
- Fail

When the dissertation proposal is successfully defended the student submits the dissertation proposal defense approval form with the doctoral committee member signatures to the 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 dissertation and/or IRB guidelines available on the research link of the RMUoHP website.)

Dissertation Oral Presentation

Students in the DSc programs are required to pass a dissertation oral presentation under the direction of the doctoral committee chairperson. This presentation is conducted when the committee determines 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 oral presentation. Like the proposal defense, the other doctoral committee
members may attend the oral presentation by audio/visual conferencing but are strongly encouraged to be physically present.

**General Format**

The dissertation 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 dissertation.

When the final dissertation is successfully defended and the appropriate signatures are obtained on the approval form, the student may then submit the form and dissertation (all revisions made) as a final bound manuscript to the VPAA for final approval.

**Degree Conferral**

The MS, DNP, DPT, OTD, or DSc degree is conferred when all requirements are fulfilled (financial and academic) and the BoT on recommendation by the VPAA authorizes conferral of the degree. The date the BoT confers the degree is the candidate’s graduation date and he or she is notified in writing of the right to use the academic degree designation. RMUoHP confers degrees regularly; however, students who have completed degree requirements may also participate in the annual commencement ceremony as well (see Commencement Ceremony).
Academic Standards

Grading Policies

When all 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 deadlines. An AW affects the GPA, but may be replaced within a two-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. No fee refunds occur for work in progress.

I (Incomplete)
An “I” grade is assigned by the faculty 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 instruction period.
If the faculty member concurs with the student that extenuating circumstances are present, the student shall fill out an Incomplete Grade Contract that is signed by the faculty member, GPD, and academic dean. The 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 contract is not official until the student, faculty member, and the GPD have given signed approval. This contract will remain in the student’s University file. The 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 before the Incomplete is posted on the student’s transcript.

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

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

**IP (In Progress)**

A grade of IP 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, GPD, and academic dean. 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 IP grade contract and submit the completed form to the University registrar that indicates the final grade. The final grade will be determined by the faculty based upon multiple factors including, but not limited to, the degree of improvement in the work, the extra time allowed for work completion, and the level of effort involved.

An In Progress Grade Contract may be obtained from the 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 IP is posted on the student’s transcript.

**W (Withdrawal)**

The drop class period extends from the time of the registration until the point when less than forty percent (40%) of the class content and requirements have been presented or completed (generally within four contact hours). During the designated drop class period, students may withdraw from the course without academic penalty and will receive no grade in the course. A “W” is assigned when students withdraw from classes during the designated drop class period or when extenuating circumstances prevail after the designated drop class period. Students must formally request withdrawals and must have been passing the class before such a request is made. Any course for which a “W” is assigned must be repeated if the student wishes to continue in the program. The withdrawal process includes the following steps:

1. The student submits a letter (hard copy or email) to the GPD and registrar stating the desire to withdraw, the official date of the withdrawal, and the course(s) the withdrawal affects;
2. After review (with the academic dean and/or VPAA input), the GPD rules on the request;
3. The student is notified of the decision within four weeks of the official request;
4. If approved, the student receives a “W” grade for the course. A “W” grade has no effect on the student’s GPA.

Failure to follow this procedure will result in an “AW” grade for the course. Students may be eligible for tuition refunds in accordance with the University refund policy as described in the student’s enrollment agreement.

**TC (Transfer Credit)**

“TC” refers to transfer credit and is an indication of 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. This has no effect on the GPA.

**R (Repeat of course)**

“R” indicates the student has repeated a course for graded credit. 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 GPA. A course can only be repeated once. (Refer to Repeating Courses.)

**AC (Audit Course)**

“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 credit and does not submit coursework.

**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 GPA. This report is considered an unofficial transcript.

Grades will not be given over the phone. GPDs 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 the Student Services link and submitting it to the registrar. Grade reports are 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, no final grade may be changed except: 1) to correct the permanent record when a calculation error has been made, or 2) when the requirements for completing the course have met, or 3) 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. All 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 Process for the procedures to follow.

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>
</tr>
<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 VPAA 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 reenroll 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 reenrolling, 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 GPD to explore options and available assistance. If a decision is made to withdraw, the student must submit written notification (hard copy or email) of their intent to the GPD, VPAA, and registrar to include the reasons for their decision. The VPAA will notify the student in writing of their official status and any terms/conditions necessary for reinstatement.

Withdrawal from the University implies there is no intent to return within two years. If the student desires to return to the University under 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 indicate 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 would be accepted towards the student's approved reenrollment. A determination of the number of RMUoHP credits allowed to transfer will be made by the GPD and VPAA 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 reenroll in the same program more than three years after withdrawal, it is assumed the student will begin with Session 1, regardless of previous work completed, unless previous arrangements have been made with the VPAA.

**AP Academic Probation**
A student will be placed on academic probation who: 1) has not achieved a 3.0 cumulative GPA at the completion of any session of study, or 2) has two (tDPT, tOTD degree programs), three (MS, tDNP degree programs,) or four (DSc degree programs) I, IP, AW, or W course designations on their transcript. Notification of academic probation will be in writing.

A student on academic probation may not be permitted to progress in the program, and if a DSc 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 time 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 GPD and/or the VPAA. 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 VPAA declares academic suspension status.

**AD Academic Dismissal (Termination of Graduate Student Status)**
Academic dismissal terminates graduate student status, and prohibits further participation in graduate studies at RMUoHP until a petition for readmission is reviewed and granted. Academic dismissal may result if a student:

1. Receives a “no academic progress rating” in a biannual review by the GPD and VPAA and is unable or unwilling to comply with the conditions of continuance as outlined by the GPD and/or VPAA.
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 (dissertation defense).
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 MS, tDPT, or tOTD; four years for the tDNP; or, seven years for the DSc) 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 this 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 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 3.0 by the end of the first academic session after being readmitted, to avoid being academically dismissed without the possibility of future readmittance. If it is mathematically impossible for a student to achieve a 3.0 after the first academic session following readmittance, or if the judgment is reached that it is highly improbable for the student to achieve a 3.0 after the first session following readmittance, the student will not be readmitted.

Missing Part of a Session

If a student misses part of a session, the student must confer with the GPD 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

Due to the sequential nature of the curriculum, if a student misses an entire session, she/he must wait until the same session occurs again in the following class’s 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 or her GPD 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 or her directed independent study work.
- Is in good academic standing with no outstanding course work or incompletes.
- Has obtained GPD’s approval of the student’s continuance in the original program cycle.
- Is financially current with the University.

If a student does not meet the above criteria, he or she 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 GPD 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 start of the session missed of the subsequent program. This notice should be sent to his/her GPD or advisor with a copy to the registrar and VPAA.

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.

If the student is not eligible to continue with his or her program, he or 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 GPA 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, which equates to a numerical value of 73% for any individual course. Any grade below 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 GPD.

**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 GPD 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 cumulative grade point average (CGPA) (refer to the policy on repeating a course). If the student is permitted to remediate, the final grade will be determined by the faculty based upon multiple factors including, but not limited to, the degree of improvement in the work, the extra time allowed for work completion, and the level of effort involved. A student may only remediate in the same course once 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 GPA Requirements

Students must maintain a cumulative grade point average of 3.0 (B) at the completion of each session of study (including independent study) to be considered making satisfactory academic progress. After grades have been posted for each session, the registrar will review the CGPA to determine if the student is in compliance. The CGPA will be calculated only for the program of study in which the student is matriculated. Courses taken in a prior RMUoHP program will not be used in the calculations except in the case of transfer credit.

Rate of Progress toward Completion Requirements

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

A student may not carry more than two course grades of I, IP, UW, or W to continue in the tDPT or tOTD programs.

A student may not carry more than four course grades of I, IP, UW or W to continue in the DSc 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 ensure that students maintain current knowledge and contemporary skills throughout the educational program. All work for the MS, tDPT, and tOTD degrees must be completed within three years of the first enrollment. All work for the tDNP degree must be completed within four years of the first enrollment, and all requirements for the DSc degree within seven years of first enrollment.

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 GPD 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 who are 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 approximately six to eight weeks prior to the subsequent session. All exams are taken under the supervision of a University approved proctor (see policy on proctors and proctoring). Open book exams are at faculty discretion regarding the requirement for proctor supervision.

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 (these should be kept until after graduation). 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 that assignments be emailed to the registrar (registrar@rmuohp.edu) to expedite processing and provide tracking when the need arises. Students must include his or her name, the course number, program and number in a header and/or footer of each page to facilitate tracking and recording of assignments. Once received by the registrar, an assignment is considered final; no updated or revised submissions will be accepted.

**Late Assignments or Exams**

Assignments submitted one to thirteen days past the due date, in a course without approved Incomplete (I) or In Progress (IP) status, may be subject to grade deductions ranging from 5-15%. Faculty will determine the grade deduction.

Assignments received by the University more than 14 days after the published due date, without approved I or IP forms, will be recorded as “AW” grades on the official transcript.

**Proctors and Proctoring**

Student-chosen proctors are used in RMUoHP programs 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 strongly recommends the proctor be an educator (in higher education) or a librarian. Proctors who are in academics in higher education or are librarians will have a streamlined approval process (see below). Requests for proctors employed in other professional fields will require the approval of the dean. Exams must be taken in an appropriate setting such as a library or classroom; exams may not be taken in the proctor’s or student’s home. In addition, the following conditions have to be met for approval.

The proctor cannot:
- be related to the student in any way.
- be the student’s employee or be supervised by the student.
- live with the student.
- have a present relationship with RMUoHP (as student, faculty member, administrator, committee member, etc).
- be a proctor for another student in the same program.
- be subsequently enrolled in RMUoHP for a period of two years following service as a proctor (this stipulation may be waived by the program GPD who will assess eligibility for enrollment).

The student must complete the proctor integrity process form and proctor information form provided by RMUoHP, which includes the student’s contact information, as well as proctor contact information. All proctors must submit a CV or resume. For proposed proctors from fields other than higher education and the library field, the student must also one personal, written reference for the proctor, attesting to the proctor’s moral integrity and understanding of the honor code system and implication therein, and an enlarged copy of the proposed proctor’s driver’s license with a legible signature.

Once this information is received at RMUoHP and approved by the VPAA, the proctor will be sent a proctor agreement form that must be signed before returning 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, required information.

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.

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 are 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:

a. Practices any form of academic deceit;

b. 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;

c. 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;

d. Acts as a substitute for another person in any academic performance evaluation process;

e. Uses a substitute in any academic assessment process;
f. 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;
g. Provides inappropriate aid to another person, knowing or having good reason to believe that the aid is not authorized by the faculty member;
h. Engages in plagiarism, as defined above;
i. Permits work to be submitted by another person without the faculty members’ authorization;
j. 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 GPD approval.

For the guidelines for addressing allegations of academic dishonesty refer to the University Judicial Process.

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, GPDs, 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 IRB 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 VPSS (or the VPAA if the infraction is academic in nature). 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 upon completion of all academic, financial, and graduation requirements for the course of study as outlined in the University Handbook and with approval of the Board of Trustees. All students must complete program coursework with a minimum CGPA of 3.0. DSc degree students must additionally pass a qualifying exam, complete practicum hours (when applicable), and successfully defend the dissertation research proposal and pass the dissertation oral presentation. tDNP students have additional requirements to complete and defend the capstone project. The registrar completes an audit on each student’s file before forwarding it to the GPD and then VPAA for final certification that all degree requirements have been completed. The VPAA then recommends the student to the president for approval by the President and Board of Trustees.

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

Commencement Ceremony

The commencement ceremony for all degree 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. If all degree requirements are met and following GPD/VPAA approval on a case-by-case basis, students may be approved to participate in commencement ceremonies before the Board of Trustees confer the degree. DSc students must have successfully defended his or her dissertation prior to participation approval.
Admissions

General Information

Applications for admission to the MS, tDNP, tDPT, tOTD, and DSc programs may be obtained from the RMUoHP admissions office or on the University’s website.

University Registration and Accreditation

Rocky Mountain University of Health Professions is 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. The institution is not accredited by a regional or national accrediting agency recognized by the United States Department of Education. Rocky Mountain University of Health Professions is a Candidate for Accreditation through the Northwest Commission on Colleges and Universities (NWCCU, www.nwccu.org), as recognized by the United States Department of Education.

Candidacy is not accreditation, nor does it ensure eventual accreditation. Candidate for Accreditation is a status of affiliation with the Commission, which indicates that the institution has achieved initial recognition and is progressing toward accreditation. Following the award of Candidacy status, a university must comply with all accreditation milestones and timelines, which lead toward full accreditation. The RMUoHP website will continue to provide progress updates on this accreditation process. Post-professional doctoral programs, such as offered at RMUoHP, do not fall under the auspices of professional associations and their entry-level accrediting bodies. For example, the DSc in nursing and DNP programs are not accredited by NLN nor AACN; the DSc and tDPT programs in physical therapy are not accredited by CAPTE; and the DSc and tOTD programs in occupational therapy are not accredited by ACOTE. Accreditation by the regional accrediting body (in our case NWCCU) provides the assurance a student needs that the academic programs and University administrative processes meet the highest standards.

Admission Requirements and Guidelines

To gain admission to any RMUoHP degree program, applicants must demonstrate during the admissions process an ability to successfully complete the degree program. Applicants must possess professional licensure or equivalent in the appropriate healthcare field, hold the appropriate degree(s), and demonstrate professional and academic competence. An applicant to the MS, tDPT, or tOTD degree programs must possess a baccalaureate degree at a minimum (or documented foreign equivalent). An applicant to the tDNP program must possess a master’s degree (at a minimum) and be an advanced practice nurse. An applicant to the DSc degree programs must possess a masters or doctoral degree. All applicants must submit the following materials:

- Application Form
- Official transcripts from each college or university from which a degree was earned.
- Current resume (vitae) including detailed employment history, career history, extracurricular activities, etc.
• Statement of professional goals essay indicating personal, educational, and professional goals in 300-500 words (uses RMUoHP form).
• Two letters of recommendation using the RMUoHP form. Ideally, these recommendations will be from former or current employers and former or current colleagues or faculty members. **Note:** Public Law 93-380 allows students to access all application materials, including letters of recommendation written after January 1, 1975. This law also allows students to waive access to their letters of recommendation. You may indicate your desire to waive these rights by signing on the first page of the letter of recommendation form.
• Copy of current United States healthcare license or certification in the area of practice (as applicable by program).
• Non-refundable application fee of $100. (Late application fee is $250 for all applications postmarked after the application deadline.)
• Documented evidence of professional liability coverage (when applicable).

**Foreign Educated Applicants**

Foreign educated applicants are defined as applicants who have 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 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, 250 for the computer-based exam, or 100 for the internet-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 degrees by one of the agencies listed on the reverse page of the application form.

Any credit units earned outside the United States will be required to undergo credential review by one of the agencies listed on the application form.

**Additional Prerequisites**

• Students must be competent in basic word processing skills, email, and Internet searching. Students are required to have a valid email address. Students should have and be familiar with the Microsoft Office Suite and Adobe Acrobat Reader. (Adobe Acrobat Reader is free software that may be downloaded from www.acrobat.com.) It is also recommended that all DSc students consider purchasing a bibliography manager, such as EndNote.
• All students are required to have laptop computers.
• All DSc applicants must have at least two years of professional experience.
• Programs may have more specific requirements as follows:
  • Clinical Electrophysiology program requires that each applicant must have 100 clock hours of EMG/NCV experience/observation before starting the program.
• Pediatric program applicants must have four years of 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 one year following receipt if the student is denied admission or 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 90 days prior to the published program start date. Applications are reviewed on a first-come, first-served basis and are thus 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.

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 Process, Provisional Admittance and Admissions Review Committee
The Admissions Review Committee is comprised of representation from the professional disciplines of the University’s programs. The GPD and the academic dean will evaluate the records of all applications. The VPAA will also review all applications in a program where the academic dean is the Graduate Program Director. Applications requiring further evaluation and review will be sent to the Admissions Review Committee. For example, occasionally students will not meet the minimum requirements for admission but are deemed worthy of consideration for admittance by the GPD. In this circumstance, the GPD will request through the Academic Dean that the Admissions Review 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 GPD, academic dean, and/or the admissions committee will review the materials and a letter regarding the admissions decision will be sent to the applicant. Inquiries are welcomed 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 VPSS.

Auditing Classes

Students who are currently enrolled or were formerly enrolled in the University may audit courses on 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 GPD 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 concurrent enrollment in a minimum of eight graduate semester credits, or, generally, the period of time when a student is actively enrolled in the didactic portion of the published curriculum. This period is dependent on the program in which the student is enrolled, commencing with the first day of the first semester (session) and is as follows:

- MS: 12-18 months
- tDPT and tOTD: 9 months
- tDNP: 18 months
- DSc: 36 months

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 healthcare professionals with baccalaureate degrees may have earned additional graduate credits. Graduate credits for transfer will be considered if they appropriately apply toward the RMUoHP masters or doctoral degrees and are approved by the GPD, the VPAA, 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 Student Services 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 units of credit may be transferred into the MS, tDPT or tOTD programs, a maximum of three units of credit for the tDNP, and a maximum of four units of credit for the 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 the CGPA.

An RMUoHP student transferring from one program to another will have his or her credit transfer request evaluated based upon the above criteria, but excluding the maximum credit transfer limitation. Additionally, these students need not provide additional documentation regarding coursework and description.

**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 VPSS. 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 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 healthcare 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 Student Services Office.

**Required Skills**

Students must be able to demonstrate the following general 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 healthcare needs.
2. Perform assessments and evaluations of healthcare patients and 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 healthcare 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 healthcare 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 three 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, workstations, 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 healthcare 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 a student may choose to disclose his/her disability by submitting a voluntary disclosure of disability letter to the Student Services Office. Documentation and relevant information about the nature of the disability is required from a licensed professional.
- After the student has returned his/her form and official documentation (no older than five years), the VPSS, academic dean, and registrar will discuss the recommended and required modifications.
- The student will then be informed in writing regarding the outcomes of the decision. The VPSS and registrar will coordinate all accommodations with the students’ faculty and others, as applicable.
- No services can be provided unless the student voluntarily discloses the disability at the time of application or following the establishment of a new diagnosis.
Governance and Administration

Organization and Structure

University Council (UC)

The UC is comprised of all faculty, GPDs, the director of research, medical librarian, registrar, academic dean, and the VPAA. The University Council convenes annually at RMUoHP, and serves as a forum for faculty in academic matters of the University. The agenda includes topics such as faculty development and key University events (e.g. regional accreditation, program evaluation).

Academic Leadership Council (ALC)

The ALC consists of all GPDs, the director of research, medical librarian, registrar, and the academic dean. The ALC meets monthly by teleconference to address matters of academic interest to the University. The academic dean chairs the ALC. Faculty may discuss and vote on all matters specifically related to the school as well as matters related to overall University business that may be placed on the agenda. A total of 50% of all GPDs, the director of research, and the academic dean constitute a quorum for voting purposes.

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 ALC for action. The Committee also reviews all recommendations and applications for faculty promotions and makes subsequent recommendations to the VPAA. This Committee will be composed of two or more faculty depending upon the number of schools (there must be at least one representative from each school).

Admissions Review Committee (ARC)

This committee is comprised of at least three members who broadly represent the various programs, degrees, and schools across the University. The purpose of the Admissions Review Committee is to ensure consistent non-discriminatory, equitable practices in admissions across programs. The ARC will develop and maintain current procedures for admissions that are supported by the administration and voted into acceptance by the ALC. The GPD and the academic dean will evaluate the records of routine applications. Applications requiring further evaluation and review will be sent to the ARC.

For example, occasionally a student will not meet the minimum requirements for admission but is deemed worthy of consideration for admittance by the GPD. In this circumstance, the GPD will request that the ARC review specific criteria and make recommendations for provisional admittance, identifying criteria that must be met to achieve full-time active student status. The decision of the ARC is binding.

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 academic dean. The Committee also reviews the University’s Honor Code and Policies and Procedures related to the grievance/appeals process and makes recommendations to the ALC for action. This Committee will be composed of at
least two to three faculty (there must be at least one representative from each school) and a current student.

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 for all new program curricula, curricular revisions, and makes recommendations regarding core courses and workshops. The committee consists of two faculty, one student, the director of research, and the VPAA.

Library Committee
This Committee is responsible for oversight of the library functions, goals, and resources. It advises the VPAA regarding needed resources, library statistics, and budgetary planning. The Committee is chaired by the medical librarian and includes two faculty members, one student, and the VPAA.

Institutional Review Board
The University’s Institutional Review Board (IRB) is composed of at least five members including faculty, a non-scientist, a community member, and an IRB manager. The IRB 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 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. The IRB is chaired by a member of the University Council.

Program Advisory Panels
Program Advisory Panels are affiliated with each specialty area and consist of at least three individuals who are subject matter experts, including the GPD. Advisory panel members assist the GPD by reviewing the program curriculum, syllabi, and qualifying examinations. Advisors are also expected to be part of bi-annual program faculty meetings (via teleconference), and to assist in program evaluation. Advisors will have expanded roles during development of new programs. The advisory panel will regularly communicate with the GPD (as required) and offer candid advice.

Graduate Student Council (GSC)
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 and includes representatives from across RMUoHP degree programs. The GSC includes the VPSS as the University representative.

Alumni Board
The 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 EVP 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 up to seven years following the last date of enrollment for DSc students, five years following the last date of enrollment for tDNP students, and three years following last date of enrollment for MS, tDPT, and tOTD students. Student exams and assignments will be destroyed one year after graduation, and IRB-related materials will be destroyed three years following graduation (per federal guidelines).

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 and available.

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:

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 VPAA.

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)
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 VPAA, 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 RMUoHP 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 RMUoHP 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 instructor. These parties are the most familiar with the stated objectives of the course and the work completed. The role of the course instructor 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 or her GPD or, in the event the GPD was the course faculty member, to the academic dean within thirty days of receiving the grade. If the academic dean is the faculty member, the student may appeal to the GPD, then the VPAA. The GPD and/or academic dean/VPAA will notify the faculty member of the appeal. The faculty member will respond with a written statement to the GPD. The GPD will review the grievance, and when necessary, consult with both the student and the course faculty member. The GPD 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 GPD, the student may appeal in writing to the VPAA within fifteen days of receiving the GPD’s notification letter. The student’s written appeal to the VPAA should include the details of the grievance and an outline of the student’s efforts to resolve the issue. The VPAA will refer the complaint or dispute to the heating and resolution committee.

4. The hearing and resolution committee will hear appeals and grievances within thirty days of receiving the dean’s request. The committee will be comprised of a GPD who has not heard the complaint, two faculty members of the University, and one current student (the faculty member and the GPD may not be the faculty member or GPD who previously heard the appeal). The decision of the committee (by majority vote) will be final and not subject to further appeal. The VPAA 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 GPD’s decision, he or she may appeal through the same channels.

Any questions or clarifications relative to these processes should be directed to the VPAA.

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 GPD and the VPAA. 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.

The Honor Code, as described in this handbook provides more details of the process.

If the student wishes to appeal the decision, the issue may be taken to the Hearing and Resolutions Committee. The VPAA 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 VPSS. The VPSS 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 VPAA of the desire to appeal.
3. The VPAA 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 VPAA 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 VPAA: Approved Denied

Comments: ________________________________________________________________

________________________________________

Name: ____________________________ Date: __________________________

Signature: ___________________________
Financial Information

Tuition and Fees
Tuition and fees are payable in U.S. currency. Tuition is paid for each program session and is due six weeks in advance of each session’s start date. Tuition will not change during a student’s continuous enrollment. If a student does not continue with the class that he/she initially enrolled with, tuition for future sessions of the student’s program may change.

While fees related to program activities generally change only infrequently, they may change during the course of a student’s enrollment.

Master of Science (MS)
Tuition Per On-Site Session (3) $4,300
Total Tuition $12,900
Thesis Option Fee $1,500

Transitional Doctor of Nursing Practice (DNP)
Tuition Per On-Site Session (3) $7,500
Total Tuition $22,500
Capstone Project Fee $1,500
Clinical Residency Fee $500

Transitional Doctor of Physical Therapy (DPT) and transitional Doctor of Occupational Therapy (OTD)
Tuition Per On-Site Session (2) $6,550
Total Tuition $13,100
Additional Elective Track Tuition (Pediatrics or Hand Therapy) $2000

Doctor of Science (DSc)
Tuition Per On-Site Session (6) $4,965
Total Tuition $29,790
Doctoral Committee Fees $1500
Practicum Fee $250
Clinical Electro Program Fee (CE Program Only) $165

General Fees
Application Fee $100
Electronic Library Fee (Per On-site Session) $50
Auditing Classes (Per Day) $330
Credit Unit Cost (Non-degree seeking) $450
Graduation Fee $150
Incomplete/In Progress Fees $35
Dissertation Extension Fee $1000

Methods of Payment
Payment of tuition and fees by personal check is preferred. Payments may also be made by major credit card. Returned checks will incur an additional processing fee of $30.00 and will
require the student to make all future payments by cashier’s check, money order, or credit card. Tuition payments will not be recorded until funds are actually received.

**Late Payments**

Tuition is paid by program session and is due six to eight weeks in advance of each session’s start date. Students received all published tuition due dates upon admission. Tuition received after the due date will incur a late payment fee of $100. Failure to pay tuition and fees will prevent a student from participating in the program session, from progressing to the next session, from taking the qualifying exam, from performing doctoral research, and from graduating. Severely overdue obligations may also result in the cancellation of a student’s registration.

**Financial Assistance**

The University offers deferred tuition payment plans. Application to participate in a payment plan is made by submitting a completed Deferred Tuition Payment Agreement form to the University business office. Detailed information about payment plans is available from the University business office or at businessoffice@rmuohp.edu.

**Discontinuance and Tuition Refund Policy**

A student may cancel enrollment from the University and apply for a refund of paid tuition by submitting a written notice of withdrawal (hard copy or email) from the University to the Registrar of the University. The student’s withdrawal date is the postmark or email date on this written notice. The amount of tuition refundable is based on the student’s withdrawal date and is calculated according to the following schedule:

<table>
<thead>
<tr>
<th>Tuition Refund Rate Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal Date</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Within three business days of the Student’s Date of Enrollment</td>
</tr>
<tr>
<td>Before the session start date</td>
</tr>
<tr>
<td>On the session start date</td>
</tr>
<tr>
<td>On the second day of instruction</td>
</tr>
<tr>
<td>After the second day of instruction</td>
</tr>
</tbody>
</table>

All fees and partial tuition payments are non-refundable.

**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
- Release and waiver form
- Authorization for electronic use of signature form
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 hands-on 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 ___________________
Authorization for Electronic Use of Signature

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 email 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 email 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.

Last  First  Middle  

Program  Class  

Street address/PO Box  

Primary E-mail address (digital signature)  

City  State  Zip  

Secondary E-mail address (digital signature)  

Date of Birth (MO/DAY/YR)  

Signature  Date  

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.