Rocky Mountain University of Health Professions (RMUoHP) 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).

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

General University Information.........................................................................................1
  Mission Statement.............................................................................................................1
  Vision Statement..............................................................................................................1
  Core Values .....................................................................................................................1

Campus and Physical Facilities........................................................................................1
  Location ..........................................................................................................................1
  University Web Access ....................................................................................................1
  University Staff ...............................................................................................................2
  University Laboratory Space ............................................................................................2
  Electronic Library, Resource Center, and Bookstore .....................................................2
  Parking and Public Transportation ..................................................................................2
  Housing ..........................................................................................................................3
  Identification Cards ........................................................................................................3
  Assistance for Disabled Students ....................................................................................3
  Campus Safety ................................................................................................................3
  Medical Emergencies ........................................................................................................4
  Alcohol-, Tobacco-, and Drug-Free Environment Policy ..................................................5
  Fire Safety and Equipment ...............................................................................................6
  Religious Holidays ..........................................................................................................6

University Registration and Accreditation......................................................................6

Governance and Administration.....................................................................................8
  Governing Officers ..........................................................................................................8
  Administrators ...............................................................................................................8
  Board of Trustees ..........................................................................................................8
  Graduate Program Directors ...........................................................................................8
  University Council (UC) ..................................................................................................9
  Academic Leadership Council (ALC) ..............................................................................9
Committee on Faculty Appointments, Rank and Promotion ........................................................... 9
Diversity and Disabilities Advisory Committee ............................................................................... 9
Admissions Review Committee (ARC) ............................................................................................. 10
Hearing and Resolutions Committee ............................................................................................ 10
Curriculum Committee .................................................................................................................. 10
Assessment Committee .................................................................................................................. 10
Library Committee ......................................................................................................................... 10
Institutional Review Board ............................................................................................................ 11
Program Advisory Panels ............................................................................................................... 11
Graduate Student Council (GSC) ................................................................................................. 11
Alumni Board ................................................................................................................................ 11

Academics ........................................................................................................................................ 12

Educational Model .......................................................................................................................... 12
Academic Dean (AD) and Vice President of Academic Affairs (VPAA) ............................................ 13
Graduate Program Directors (GPDs) ............................................................................................... 13
tOTD and tDPT Elective Track Advisors ......................................................................................... 14
Faculty ............................................................................................................................................ 14
Didactic Education .......................................................................................................................... 14
Capstone Project .............................................................................................................................. 15
Practicum ......................................................................................................................................... 15
Dissertation ...................................................................................................................................... 15
Students as Professionals ............................................................................................................... 15

Degree Program Information ......................................................................................................... 16
Semester and Credit Unit Basis of Academic Model ..................................................................... 16
Master of Science in Nursing (RN to MSN) Degree ......................................................................... 17
Transitional Doctor of Nursing Practice (tDNP) Degree ................................................................. 18
Transitional Doctor of Physical Therapy (tDPT) Degree ................................................................ 20
Transitional Doctor of Occupational Therapy (tOTD) Degree ......................................................... 20
Doctor of Science (DSc) and Doctor of Philosophy (PhD) Degrees ............................................... 21
  Didactic Education (49 credit units) ........................................................................................... 21
  Practicum and Dissertation (26 credit units) ............................................................................. 21
  Qualifying Examination .............................................................................................................. 22
  Candidate Status ....................................................................................................................... 23
  Full-time Status ......................................................................................................................... 23
Dissertation ...................................................................................................................................... 23
  Dissertation Proposal Approval Process ................................................................................... 23
  Dissertation Final Defense ........................................................................................................ 24
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Format</td>
<td>24</td>
</tr>
<tr>
<td>Course Types</td>
<td>25</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>25</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>25</td>
</tr>
<tr>
<td>Course Designations</td>
<td>26</td>
</tr>
<tr>
<td>Grade Reports</td>
<td>28</td>
</tr>
<tr>
<td>Grade Changes</td>
<td>28</td>
</tr>
<tr>
<td>University Student Status</td>
<td>28</td>
</tr>
<tr>
<td>Readmittance Following Academic Dismissal</td>
<td>30</td>
</tr>
<tr>
<td>Missing Part of a Semester</td>
<td>31</td>
</tr>
<tr>
<td>Missing an Entire Semester</td>
<td>31</td>
</tr>
<tr>
<td>Standards for Satisfactory Academic Progress</td>
<td>31</td>
</tr>
<tr>
<td>Individual Course Grade Requirements</td>
<td>32</td>
</tr>
<tr>
<td>Remediation</td>
<td>32</td>
</tr>
<tr>
<td>Repeating a Course</td>
<td>32</td>
</tr>
<tr>
<td>Cumulative GPA Requirements</td>
<td>32</td>
</tr>
<tr>
<td>Rate of Progress toward Completion Requirements</td>
<td>32</td>
</tr>
<tr>
<td>Maximum Time Frames for Program Completion</td>
<td>33</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>33</td>
</tr>
<tr>
<td>Tardiness Policy</td>
<td>33</td>
</tr>
<tr>
<td>Review of Graduate Students</td>
<td>33</td>
</tr>
<tr>
<td>Exams and Assignments</td>
<td>33</td>
</tr>
<tr>
<td>Emailing Assignments</td>
<td>34</td>
</tr>
<tr>
<td>Late Assignments or Exams</td>
<td>34</td>
</tr>
<tr>
<td>Proctors and Proctoring</td>
<td>35</td>
</tr>
<tr>
<td>Degree Conferral and Commencement Ceremony</td>
<td>36</td>
</tr>
<tr>
<td>Student Records</td>
<td>36</td>
</tr>
<tr>
<td>Student Record Life</td>
<td>37</td>
</tr>
<tr>
<td>University Policy Regarding Student Information</td>
<td>37</td>
</tr>
<tr>
<td>Student Records Available for Inspection</td>
<td>37</td>
</tr>
<tr>
<td>Student Records Unavailable for Inspection</td>
<td>37</td>
</tr>
<tr>
<td>The Family Educational Rights and Privacy Act of 1974 (FERPA)</td>
<td>37</td>
</tr>
<tr>
<td>Academic Freedom</td>
<td>40</td>
</tr>
<tr>
<td>Honor Code</td>
<td>40</td>
</tr>
<tr>
<td>Definitions</td>
<td>41</td>
</tr>
<tr>
<td>Penalties for Academic Dishonesty</td>
<td>42</td>
</tr>
<tr>
<td>Conduct and Behavior</td>
<td>42</td>
</tr>
</tbody>
</table>
Definitions ........................................................................................................................................... 43
Violations of Academic Integrity and Code of Conduct ................................................................. 43
Academic Appeals Process ................................................................................................................. 44
Appeal of Grades ............................................................................................................................... 44
Appeal for Allegations of Academic Dishonesty ........................................................................... 45
Appeal of Actions by the Academic Dean and Vice President of Academic Affairs ................. 45
Requesting Substitutions and Exceptions to Degree Requirements ............................................. 46
Guidelines for Complaints of a Non-Academic Nature ................................................................ 46
Non-Academic Dismissal .................................................................................................................... 46

Admissions ....................................................................................................................................... 48
Admission Requirements and Guidelines .......................................................................................... 48
Master of Science in Nursing (RN to MSN) Program ....................................................................... 48
Transitional Doctor of Occupational Therapy (tOTD) & Transitional Doctor of Physical Therapy (tDPT) Programs .......................................................................................................................... 48
Transitional Doctor of Nursing Practice (tDNP) Program ................................................................ 48
Doctor of Science (DSc) Programs & Doctor of Philosophy (PhD) in Nursing Program ............... 48
Foreign Educated Applicants ............................................................................................................. 49
Additional Prerequisites ...................................................................................................................... 50
Full Disclosure Requirement .............................................................................................................. 50
Confidentiality ................................................................................................................................... 50
Deadlines for Applications ................................................................................................................ 50
Late Application Fee ........................................................................................................................... 50
Program Cancellation or Postponement ............................................................................................. 51
Notice of Admissions Acceptance or Denial ..................................................................................... 51
Admissions Review for Extenuating Circumstances ....................................................................... 51
Non-Degree-Seeking Applicants ........................................................................................................ 51
Auditing Classes ................................................................................................................................. 51
Transfer of Credits .............................................................................................................................. 51

Admissions Policies .......................................................................................................................... 52
Equal Access and Opportunity – Nondiscriminatory Policies ........................................................... 52
Learning Disabilities/Physical Challenges ....................................................................................... 53
Obtaining Program Modification for Students with Disabilities ....................................................... 54
Student Right-to-Know Act ................................................................................................................ 55

Financial Information ....................................................................................................................... 56
Tuition and Fees ................................................................................................................................ 56
Payment Methods ............................................................................................................................... 56
Financial Assistance ........................................................................................................................... 56

2009 University Handbook
Late Payment Fees ........................................................................................................................................... 57
Financial Hold ................................................................................................................................................. 57
Discontinuance and Tuition Refund Policy .................................................................................................... 57

Required Student Forms ............................................................................................................................. 58

  University Handbook and Honor Code Acknowledgement .......................................................... 59
  Release and Waiver ................................................................................................................................. 60
  Authorization for Electronic Use of Signature ..................................................................................... 61
General University Information

Mission Statement
The mission of Rocky Mountain University of Health Professions is to educate current and future healthcare professionals for outcomes-oriented, evidence-based practice.

Vision Statement
The vision of Rocky Mountain University of Health Professions is to become widely recognized for excellence in healthcare education.

Core Values

Scholarship
The University contributes to the creation of new knowledge and its application through peer-reviewed research and original scholarship.

Student-Centeredness
The University provides a student-centered environment through relevant and participatory courses and a supportive University community.

Integrity
The University demonstrates integrity in its interactions with all its constituents.

Diversity
The University cultivates diversity through academic freedom, varied educational experiences, and broad recruitment of students and faculty.

Leadership
The University fosters skills essential to leadership roles in healthcare, academia, research, and the community.

Sustainability
The University operates with respect for the natural environment.

Viability
The University generates and manages its resources in a manner that will ensure the long-term success and operation of the institution.

Campus and Physical Facilities

Location
The University is located at 561 East 1860 South in Provo, Utah, approximately 40 miles south of Salt Lake City and along the base of the beautiful Wasatch Mountains.

University Web Access
The University maintains an Internet presence at http://www.rmuohp.edu. Current information about the campus, curricula, faculty, news, accreditation, and state registration are provided on
the website. The University’s course management system, WebStudy, is available through http://webstudy.rmuohp.edu.

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. Each staff member, administrator, and graduate program director (GPD) 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 (i.e., John Doe would be jdoe@rmuohp.edu). For convenience, 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; the IRB may be reached at irb@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, Resource Center, and Bookstore
The University provides students and faculty with Resource Center access while on campus. The Resource Center is staffed by a medical librarian and library assistant, whom faculty and students may contact for research assistance. This facility is open during normal business hours and at the student's request, with the medical librarian available by appointment.

The Resource Center contains many books and journals, as well as Internet, copying, and printing capabilities. As all students are required to have laptop computers, the University also offers wireless Internet connectivity. The library staff may be reached at librarian@rmuohp.edu.

RMUoHP’s electronic library, using Ovid (http://ovidsp.ovid.com), EBSCO (http://search.ebscohost.com), and STAT!Ref (http://www.statref.com), provides students and faculty with online 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 admission. Additionally, graduates may continue to access the electronic library by paying an annual fee.

Each hotel in which the University arranges discounts has free Internet access in each guest room. Additionally, the University provides free copying and printing for students.

RMUoHP students are permitted to purchase textbooks and software at the vendor of their choosing. For convenience, RMUoHP has contracted with an external vendor to provide an online bookstore for one-stop shopping. The bookstore is located at www.rmuohpbooks.com and provides required and recommended book listings by cohort and semester.

Parking and Public Transportation
Parking facilities are provided at the University for students, faculty, staff, and administration at no charge for automobiles, motorcycles, 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 may receive free transportation to
and from campus, based on shuttle availability. Students should confirm shuttle availability with their hotel. 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 five to seven days each academic semester. 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. Students are permitted to stay in any facility of their choosing.

**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 his or her ID card is subject to disciplinary action.

ID cards are made during the first on-site module and distributed free of charge. Replacement for a lost or damaged card is arranged through the Student Services Office. Lost, found, or stolen ID cards should be reported immediately to the 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 tracks and reports crime and arrest statistics as required by the Crime Awareness and Campus Security Act of 2000. During 2007, two crimes were reported (see details following Table 1 for descriptions of the crimes) at RMUoHP’s 1662 West 820 North, Provo, Utah 84601 campus and adjacent properties. RMUoHP moved to its current campus in March 2008. Statistics for the new campus will be included in the 2008 report, which will be issued prior to October 1, 2009.

**Table 1. Campus Security and Crime Statistics**

<table>
<thead>
<tr>
<th>Crimes</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Murder</td>
<td>0</td>
</tr>
<tr>
<td>2. Sex Offenses, Forcible</td>
<td>0</td>
</tr>
<tr>
<td>3. Sex Offenses, Non-forcible</td>
<td>0</td>
</tr>
<tr>
<td>4. Robbery</td>
<td>0</td>
</tr>
<tr>
<td>5. Aggravated Assault</td>
<td>0</td>
</tr>
<tr>
<td>6. Burglary</td>
<td>1*</td>
</tr>
<tr>
<td>7. Motor Vehicle Theft</td>
<td>1**</td>
</tr>
<tr>
<td>8. Arson</td>
<td>0</td>
</tr>
<tr>
<td><strong>Arrests</strong></td>
<td></td>
</tr>
<tr>
<td>1. Liquor Law Violations</td>
<td>0</td>
</tr>
</tbody>
</table>
2. Drug Law Violations 0
3. Weapons Violations 0

Disciplinary Referrals
1. Liquor Law Violations 0
2. Drug Law Violations 0
3. Weapons Violations 0

*During the evening of June 11, 2007 or the early morning of June 12, 2007 someone threw a rock through the front door of the lobby of a University building. There was no evidence that an individual had entered the building and no items had been stolen. The crime was reported to the Provo Police Department (case #2007006093). No students, faculty or employees witnessed the event since it occurred either after or before normal working hours.

** Although a vehicle had not been stolen, there had been an attempt to steal one of the University vehicles. On November 27, 2007 the President and EVP of the University discovered that the left rear window and ignition of the University van parked in the University parking lot was broken. The crime was reported to the Provo Police (case #200609866).

All incidents should be reported to the Provo City Police Department at 801-852-6200. In the case of an emergency, students should call 911. Students should additionally report the crime to RMUoHP’s Executive Vice President.

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 by a regional hospital. Brief contact information for the hospital, as well as for nearby medical and dental offices and psychological services, is listed below and more detailed information is available on campus. Students with medical, dental, or psychological 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.

Regional Hospital
Utah Valley Regional Medical Center (Emergencies)
1034 North 500 West
Provo, UT 84604
801-357-7850

InstaCare (8AM-10PM)
Intermountain Springville InstaCare
762 West 400 South
Springville, UT 84663
801-429-1200

Intermountain North Orem InstaCare
1975 North State Street
Orem, UT 84057
801-714-5000

Urgent Care Facilities
Riverwoods Urgent Care Center
280 West River Park Drive Suite 120
Provo, UT 84604
(801) 229-2011
(10AM-10PM)

After Hours Medical Urgent Care
476 N 900 W
American Fork, UT 84003
(801) 492-1611

Family Practice (First Priority Scheduling)
Merrill Gappmayer Family Medicine Center
475 West 940 North
Provo, UT 84604
(801) 357-7937 for Jan Marsh. If unavailable, call 357-8338 and ask for Linda

CottonTree Family Practice & Medical Center
2230 N University Pkwy #1-A
Provo, UT
(801) 377-3413
Ask for an appointment Re: Shauna

Other Family Practices
Crossroads Family Medicine
3200 N Canyon Road
Provo, UT
801-812-3200
M-F 9-6pm, Sat. 9-2pm
Alcohol-, Tobacco-, and Drug-Free Environment Policy

The University is committed to the promotion of healthy behaviors. Therefore, tobacco use in any form is not permitted inside or within 25 feet of any University building. Students and employees are expected to follow all smoking laws as dictated by the State of Utah.

The University supports the Drug-Free Schools and Communities Act and Drug-Free Schools and Campuses Regulations in preventing the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Alcoholic beverages and illegal drugs 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.).

Information regarding the health-related impacts of alcohol, tobacco, and drug-use may be found at the following websites:

- [http://www.cancer.org/docroot/PED/ped_10_1.asp](http://www.cancer.org/docroot/PED/ped_10_1.asp)
- [http://www.quit-smoking-stop.com/harmful-smoking-effects.html](http://www.quit-smoking-stop.com/harmful-smoking-effects.html)
- [http://www.usdoj.gov/dea/concern/concern.htm](http://www.usdoj.gov/dea/concern/concern.htm)
- [http://www.niaaa.nih.gov/FAQs/General-English/default.htm](http://www.niaaa.nih.gov/FAQs/General-English/default.htm)

Violations of the University’s alcohol-, tobacco-, and drug-free environment policy are subject to consequences as defined under Conduct and Behavior. Information on Utah’s alcohol, tobacco, and drug laws and penalties may be found at the following websites:

- [http://www.tobaccofreetah.org/laws.html](http://www.tobaccofreetah.org/laws.html)
- [http://www.utah.gov/residents/utahlaws.html](http://www.utah.gov/residents/utahlaws.html)
- [http://www.alcbev.state.ut.us/Liquor_Laws/liquor_laws_affecting_visitors.html](http://www.alcbev.state.ut.us/Liquor_Laws/liquor_laws_affecting_visitors.html)

While the University is concerned for the health and well being of all students, students who may be concerned about alcohol or other drug use may consider contacting one of several nation-wide self-help services:
• Drug Addiction Crisis and Referral Hotline - 1-888-268-9124 or http://www.drug-addiction-hotline.com/
• Alcoholics Anonymous – 801-375-8620 (Provo) or http://www.utahvalleyaa.org (Provo) or http://www.alcoholics-anonymous.org/
• Al-Anon - 888-425-2666 or http://www.al-anon.alateen.org/
• Cocaine Anonymous - 310-559-5833 or http://www.ca.org/
• Narcotics Anonymous – 818-773-9999 or http://www.na.org/
• The Foundation for a Smokefree America – 310-471-0303 or http://www.anti-smoking.org/quitting.htm

Fire Safety and Equipment
If a fire alarm sounds, all building occupants must vacate the building. Failure to do so may result in disciplinary action. Additionally, the deliberate setting of fire alarms or vandalism of fire equipment, including extinguishers and alarms, may also result in disciplinary action. Regularly-inspected fire extinguishers are located throughout the RMUoHP campus. Students should note the nearest fire extinguisher(s) to their classroom locations.

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, the student is expected to 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, to the vice president of student services.

University Registration and Accreditation
Rocky Mountain University of Health Professions is registered with the State of Utah under the Utah Postsecondary Proprietary School Act (Title 13, Chapter 34, Utah Code) to award each degree described in this document. 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. RMUoHP is not accredited by a regional or national accrediting body recognized by the United States Department of Education. RMUoHP is, however, a Candidate for Accreditation through the Northwest Commission on Colleges and Universities (NWCCU). "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 towards accreditation" (NWCCU). Following the award of Candidacy status, a university must comply with all accreditation milestones and timelines, including annual reports and regular site evaluations, which lead toward accreditation.

Two new academic programs have been approved by the State of Utah and NWCCU for development. These programs are the Master of Science in Nursing (RN to MSN) degree program and the entry-level Doctor of Physical Therapy (DPT) degree program. The RN to MSN program is seeking profession-specific accreditation through the National League for Nursing Accrediting Commission (NLNAC), while the DPT program is seeking profession-specific accreditation through the Commission on Accreditation of Physical Therapy Education (CAPTE).
Governance and Administration

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 Board of Trustees (BoT) guides, advises, and oversees the University relative to fulfilling its mission. The Academic Dean (AD), 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, DPT, 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
Debra A. Beazley, PT, PhD, MBA – Academic Dean
Mitchell J. Rauh, PT, PhD, MPH – Director of Research
Horace D. Stearman, PhD – Director of Institutional Effectiveness
Cynthia M. Melenson, PhD, MLS – Medical Librarian
Gretel C. Cosman, MAEd – Registrar

Board of Trustees

Virginia Nieland, PT, MS, DSc (Hon) – Chair
Leslie R. Smith, PhD – Vice Chair
Keith Fevurly, MBA, JD, LLM, CFP – Treasurer
Dana Howell, PhD, OTD, OTR/L – Secretary
Richard H. Bass, JD, CPA
Joseph P.H. Black, MDiv, PhD
Robert S. Kayler, MS, FACHE
Robert A. Sellin, PT, DSc, ECS
J. Philip Knight-Sheen, SRN, BA
Kevin Lyons, PhD, FASAHP
Richard P. Nielsen, PT, DHSc, ECS
Louis R. Osternig, PhD, ATC

Graduate Program Directors

- Doctor of Philosophy
  Nursing – Karla Dalley, PhD, RN, CNE

- Doctor of Science
  Athletic Training - Malissa Martin, EdD, ATC/L, CSCS
  Clinical Electrophysiology - Michael Skurja, Jr., PT, DPT, ECS
  Lisa DePasquale, PT, DSc, ECS
  Health Promotion and Wellness - Troy Adams, PhD
  Orthopaedic and Sports Physical Therapy - Lori Thein Brody, PT, PhD, SCS, ATC
  Pediatric Therapy - Jane K. Sweeney, PT, PhD, PCS
• **Transitional Doctorates**
  Transitional Doctor of Nursing Practice (tDNP) – Marie-Eileen Onieal, PhD, MMHS, RN, CPNP, FAANP  
  Transitional Doctor of Occupational Therapy (tOTD) - Martha Hartgraves, PhD, OTR/L, CLT  
  Transitional Doctor of Physical Therapy (tDPT) – Michael Ross, PT, DSc, OCS  
  
  o **tOTD and tDPT Elective Track Advisors**
    Hand Therapy (tOTD and tDPT Electives) - Susan Michlovitz, PT, PhD, CHT  
    Pediatric Therapy (tOTD and tDPT Electives) - Jane K. Sweeney, PT, PhD, PCS  

• **Master of Science in Nursing (RN to MSN)** - Sandra Pennington, PhD, RN  

• **Entry-level Programs**
  Doctor of Physical Therapy (DPT) – Robert Sellin, PT, DSc, ECS  

**University Council (UC)**  
The UC is comprised of all faculty, GPDs, the director of research, medical librarian, registrar, AD, and the VPAA. The UC 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). The VPAA chairs the UC.  

**Academic Leadership Council (ALC)**  
The ALC consists of all GPDs, the director of research, medical librarian, registrar, and the AD. The ALC meets monthly by teleconference to address matters of academic interest to the University. The AD 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 AD 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 is composed of two or more faculty.  

**Diversity and Disabilities Advisory Committee**  
The Diversity and Disabilities Advisory Committee provides advice and recommendations to the University on strategies and procedures for creating an inclusive environment for all students, faculty, and staff, in particular those with disabilities and/or from diverse backgrounds. The committee serves in an advisory capacity regarding the diversity of the faculty, staff, and students as related to gender, race, ethnicity, age, marital status, religious affiliation, and military status. The committee also advises regarding appropriate and necessary accommodation for faculty and staff with disability; and accommodation requests or concerns of faculty and students with disabilities. As members of the committee, the ADA officer is responsible for oversight of implementing federal and state laws and regulations governing equal access/opportunity, and the Diversity officer is responsible for staff, faculty and student...
awareness and sensitivity education. The committee consists of at least two GPDs and/or faculty members, a student, a staff member, and the appointed ADA and Diversity officers.

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 develops and maintains current procedures for admissions that are supported by the administration and voted into acceptance by the ALC. The GPD, the AD, and any program-specific admissions committee will evaluate the records of routine applications. Applications requiring further evaluation and review will be sent to the ARC.

For example, occasionally a student may not meet the minimum requirements for admission but is deemed worthy of consideration for admittance by the GPD or program-specific admissions committee. In this circumstance, the GPD requests 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 AD. 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 is composed of three faculty 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 AD. The registrar serves as a non-voting member.

Assessment Committee
The Assessment Committee works to promote an integrated culture of assessment, consistent with the University mission. The committee is charged with identifying best assessment practices for student learning, reviewing the University assessment process, and coordinating assessment feedback and assistance to programs. The committee consists of at least three GPDs and/or faculty members, the director of institutional effectiveness, and a student member.

Library Committee
This Committee is responsible for oversight of the library functions, goals, and resources. It advises the AD 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 AD.
Institutional Review Board

The University’s Institutional Review Board (IRB) is composed of at least five members, including faculty, a non-scientist, and a community member. The IRB functions to: 1) determine and certify that all research projects approved by the IRB 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 participate in bi-annual program faculty meetings (via teleconference), and to assist in program evaluation. Advisors have expanded roles during development of new programs. The advisory panel regularly communicates with the GPD (as required) and offers 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 recommends 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.
Academics

The University uses an integrative approach to health sciences and practice. Students complete coursework on-site in a traditional classroom setting as well as off-site using distance education tools and directed independent study formats.

Graduate program directors (GPDs) and faculty model the continuous integration of scientific knowledge and current professional practices with evidence-based principles. They strive to achieve the goal of fostering a career-long approach that interweaves health science knowledge, investigative methods, and sound patient or client management.

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 the following attributes:

- 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 evidence-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 the knowledge/practice of preventive measures to ensure optimal healthcare.

Educational Model

RMUoHP 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 these elements begins early in the student’s education and continues throughout his or her graduate program. The use of library and information resources at RMUoHP is emphasized in all programs, and relies upon several educational strategies that vary based upon the nature of the academic program. These specific strategies complement the general goals of each degree program, as listed in the program curricula. The integration of academic work, clinical experience, and research begins early in the student’s education and continues throughout his/her graduate program.

Educational strategies emphasized in the RN to MSN program:

1. Didactic education in the classroom, distance learning, and clinical experiences with an emphasis on educational pedagogy;
2. Mentoring by qualified nursing faculty;
3. Application of evidence-based practice principles and practice models;
4. Grounding in the integration of evidence-based decision making in clinical, organizational, and educational systems;
5. Interaction with experienced students/professionals of varied interests in a student-centered environment; and,
6. Development, implementation, and completion of a master’s project.

Educational strategies emphasized in the transitional Doctor of Physical Therapy (tDPT), transitional Doctor of Occupational Therapy (tOTD), and transitional Doctor of Nursing Practice (tDNP) programs:
1. Didactic education in the classroom with emphasis on writing professional papers;
2. Understanding of the application of research and the research process in the clinical setting;
3. Application of evidence-based practice principles and practice models;
4. Completion of a peer-reviewed and referenced case report manuscript on a pre-approved topic (tDPT);
5. Completion of an integrated project emphasizing the Occupational Therapy Framework and foundations (tOTD);
6. Directed advanced clinical, health science, educational, or research application experience in supervised and mentored settings (tDNP); and
7. Completion of an original capstone research project (tDNP).

Educational strategies emphasized in the Doctor of Science (DSc) programs and Doctor of Philosophy (PhD) in Nursing program:
1. Didactic education in the classroom with an emphasis on core courses as well as specific health science educational learning;
2. Application of evidence-based practice principles and practice models;
3. Foundation in the analysis and critique of scientific literature;
4. Directed advanced clinical, health science, educational, or research experience in supervised and mentored settings;
5. Grounding in research design and bio-medical statistics.

With these general strategies guiding the use of information technology, the University ensures that informational resources support program expectations and student achievement across the spectrum of learning activities unique to each academic program.

Academic Dean (AD) and Vice President of Academic Affairs (VPAA)
The AD and the VPAA oversee and guide the academic activities of the school. The AD may also serve as a GPD. The AD and VPAA have direct responsibility for admissions, academic integrity, and academic outcomes of the school.

Graduate Program Directors (GPDs)
GPDs have been selected from the pool of nationally recognized faculty 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 and to identify additional faculty to teach across the scope of their disciplines, and their ability to mentor post-professional health science students. The primary responsibilities of the GPD include curriculum development, admissions review, coordination of faculty, instructional supervision, testing and evaluation, assistance in coordination of the practicum and capstone project or dissertation, assuring the academic integrity of the standards of RMUoHP, providing academic counseling, advising, guidance, and mentoring to students during all phases of the academic program, and participating in University governance activities.
**tOTD and tDPT Elective Track Advisors**

The elective track concentrations in the tOTD and tDPT programs are managed by an elective track advisor. The elective track advisor is selected based on national recognition for his or her expertise in the specialty area and for his or her ability to educate and mentor the post-professional student in the knowledge and skills of the specialization. The elective track advisor shares leadership of the degree with the tOTD and/or tDPT GPD, who assures compliance and standardization of core class requirements and composition and grading of the directed independent study. The GPDs for the tOTD and tDPT programs have oversight for the curriculum and recruitment and mentoring of students in the respective transitional program and work in tandem with the elective track advisor.

**Faculty**

The faculty are comprised of GPDs, part-time, affiliated, and adjunct faculty. The University faculty are generally actively engaged in research and clinical practice, 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, graduate education University that uses both traditional didactic and distance learning methods, along with focused directed independent study formats. The classroom and online discussion is viewed as a critical forum for inquiry where faculty and students interact in a scholarly manner. Curricular content in all programs includes 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 students’ learning and professional growth.
Capstone Project
Students in the tDNP program are required to complete a culminating capstone project at the completion of their didactic coursework. The capstone is an evidence-based project that includes applied research.

Practicum
The practicum experience for students in many DSc degree programs provides a unique professional experience in community settings that relate to a student’s field of study. During the practicum experience, individuals selected for their specific areas of expertise mentor students for a minimum of 50 contact hours per credit hour of practicum. The practicum is completed under the direction of the GPD or designated, University-approved adjunct faculty. The number of credit hours and methods required are dependent upon the student’s objectives, and are determined by the GPD within the constraints of the published curriculum. Students in the DSc programs in Athletic Training and Clinical Electrophysiology 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 rigorous methodology. All students in DSc and PhD programs must complete a dissertation that is evidence-based and academically rigorous. Research concerning various facets of applied practice or areas related to the student’s professional interests is encouraged. The dissertation is conducted under the supervision of a dissertation committee consisting of a chairperson and a minimum of two additional members. A dissertation proposal is presented and defended before the student’s committee prior to commencement of additional research processes. Following completion of the research effort, a dissertation final defense is presented before the dissertation committee at a seminar open to the general public. While the dissertation committee chairperson must be physically present at both the dissertation proposal defense and dissertation final defense, students are encouraged to have all committee members physically present at both events. An additional, important expectation is for students to submit their dissertation research for peer-review in scientific journals.

Students as Professionals
The educational model of the University requires students to be self-directed and to take individual responsibility and commitment to their education. This is accomplished through extensive reading, classroom preparation and participation, online communication and study, and directed independent study. Generally, smaller class sizes allow for an interactive (seminar) format while on-site, and enhanced distance learning off-site. On-site and off, students are encouraged to critically analyze information and to contribute to the scholarly atmosphere of the education process.

A positive 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 Information

The University offers six graduate degree programs. The Master of Science in Nursing (RN to MSN) program at Rocky Mountain University of Health Professions is designed for the associate-, diploma-, or baccalaureate-prepared registered nurse interested in developing and enhancing professional knowledge and practice skills in nursing. The program enables graduates to assess and evaluate nursing and healthcare practice systems as well as educational methods and research findings in preparation for successful transition to an advanced nurse educator role, both in staff educator and academic educator positions. Building on a foundation of biological, physical, and social sciences and the liberal arts, the program fosters development of nursing leadership skills that prepare students to implement evidence-based practice changes in healthcare agencies or academic institutions and will prepare graduates of the program for continued education in doctoral programs of study.

The transitional Doctor of Physical Therapy (tDPT) degree, the transitional Doctor of Occupational Therapy (tOTD) degree, and the transitional Doctor of Nursing Practice (tDNP) degree are designed for professional physical therapists, occupational therapists, and advanced practice nurses, respectively, to augment the knowledge, skills, and behaviors attained in earlier professional educational programs. This new knowledge will prepare graduates for the complex healthcare practice settings which have emerged in the new century.

The Doctor of Science (DSc) and Doctor of Philosophy (PhD) degree programs 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.

Semester and Credit Unit Basis of Academic Model

The University academic credit units are defined as semester-credits, and approximately 18 weeks are required to complete a typical semester. The flow diagram below graphically illustrates the semester model used at RMUoHP:

<table>
<thead>
<tr>
<th>Apply/Accept</th>
<th>Semester Begins</th>
<th>On-Site</th>
<th>Coursework (Off-Site)</th>
<th>Coursework Due</th>
<th>Grades Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1</td>
<td>Module 2</td>
<td>Module 3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSEWORK</th>
<th>-8 to -10 weeks</th>
<th>-6 weeks</th>
<th>0 weeks</th>
<th>4 weeks</th>
<th>12-16 weeks</th>
<th>16-20 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>40%</td>
<td>50%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TUITION REFUND</th>
<th>Due</th>
<th>100% within 5 days of enrollment</th>
<th>90% before day 4</th>
<th>75% before on-site period starts</th>
<th>50% before on-site period ends</th>
<th>0% after conclusion of onsite session</th>
</tr>
</thead>
</table>

The semester commences with delivery of syllabi and assignments to students six-to-eight weeks prior to the on-site module (module 2). The portion of each course delivered during module 2 equals 7.5 contact hours per credit hour, which leaves 5.0 contact hours per credit hour equivalent to be achieved through distance education (based upon the typical university’s
15-week semester, where 12.5 contact hours of lecture per credit hour occur over the course of the semester. The directed independent study (DIS) courses are fully completed through distance education. Thus, 60% of each course with a lecture component is completed on-site, with the remainder completed through distance means, and 100% of the DIS course (3-4 credit hours, or 33% to 36% of the credit hours in a typical semester) is completed totally through distance education.

This forms the basis for the 60%/40% format (distance learning/classroom instruction percentages) that defines the academic model of the University. During a typical seven-day module 2, lecture content represents 7.5 contact hours for each credit hour on-site. This 7.5 contact hours divided by the 12.5 contact hours for each credit hour in the typical university equals 60% of the contact hours per credit hour found in the typical university. Thus, 60% of each on-site course (excluding the DIS courses) is delivered via lecture at RMUoHP (or conversely, 40% of each on-site course is completed through distance education, i.e. module 1 and module 3 assignments). Taking the 40% figure and multiplying it by the number of classes on-site (seven, excluding the DIS class) in the typical module 2 will equal 2.8 credit hours delivered by distance. In this same semester, there will be a four-credit DIS that is fully delivered via distance education. By adding the credits delivered by distance and dividing by the total credits in the semester, the figure 62% is obtained. This represents the percent of the semester credit hours delivered by distance education (2.8 + 4 = 6.8; 6.8 ÷ 11 = 0.62).

For details about particular courses, the University Course Catalog (a separate document from the University Handbook) contains all courses offered at the University, including the course descriptions. The Catalog may be downloaded from the University’s website or by contacting the office of the registrar.

**Master of Science in Nursing (RN to MSN) Degree**

Built on the University’s successful limited residency academic model, students complete coursework on-site in a traditional classroom setting as well as off-site using distance education tools and directed independent study formats. Each semester of the program consists of three modules of coursework. Modules 1 and 3 may consist of required readings and assignments, as well as participation in threaded discussions, online “chat” discussions, and/or phone conferences. Module 2 in each semester requires attendance on-site for lecture, demonstration, etc. As part of Module 3 in some semesters, students will complete a directed independent study course from the student’s location.

In the RN to MSN program, no bachelor’s degree is awarded. Should an individual not complete the requirement for the MSN, whether due to academic or personal reasons, no BSN is awarded.

The 58-credit RN to MSN program is designed for completion in six semesters of full-time study for the associate degree- or diploma-prepared registered nurse. The curriculum includes 20 credits of bridge courses which can be completed in two semesters and completion of an additional 38 credits during the last four semesters. Baccalaureate-prepared (BSN) registered nurses may complete the MSN program in 38 credits by entering the program at semester three.
Program Schedule

Semester 1 (Associate’s- and Diploma-prepared RN Entrance)
7 days on-site/7.5 contact hours instruction per day, plus
30-34 hours online & independent study per credit hour 7 credits
Directed Independent Study: 4 months 3 credits

Semester 2
7 days on-site/7.5 contact hours instruction per day, plus
30-34 hours online & independent study per credit hour 7 credits
Directed Independent Study: 3 months 3 credits

Semester 3
6 days on-site/7.5 contact hours instruction per day, plus
30-34 hours online & independent study per credit hour 8 credits

Semester 4 (Bachelor’s-prepared RN Entrance)
7 days on-site/7.5 contact hours instruction per day, plus
30-34 hours online & independent study per credit hour 9 credits

Semester 5
7 days on-site/7.5 contact hours instruction per day, plus
30-34 hours online & independent study per credit hour 7 credits
Internship: 4 months 3 credits

Semester 6
7 days on-site/7.5 contact hours instruction per day, plus
30-34 hours online & independent study per credit hour 7 credits
Directed Independent Study: 4 months 4 credits

Total Credit Units 38-58 credits

Transitional Doctor of Nursing Practice (tDNP) Degree

The tDNP program at RMUoHP is designed to prepare 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 program outcomes are to develop master healthcare professionals and leaders with advanced, evidence-based skills who critically review the literature, participate in research, and advance knowledge through publications and dissemination of scholarly/clinical endeavors. The higher degree of clinical skill and knowledge provided by the degree can advance clinical nursing practice and help keep pace with demands for clinical leaders and advanced practice educators. This degree is also consistent with the recent move by the nursing profession towards the DNP as the entry-level degree for advanced practice nurses by 2015.

The graduate will be a sophisticated consumer of research, as well as a socially responsible, competent, and innovative clinical leader who understands and appreciates the financial, political, clinical, and social factors that influence care models and population-based delivery systems. The core courses and directed independent study residencies offer 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 inform health policy, and interdisciplinary collaboration. The tDNP program with its limited-residency model will provide the flexibility for the advanced practice clinician to still work while obtaining a doctoral degree. During the first 12 months, students will complete three semesters, each consisting of three modules of coursework. Modules 1 and 3 may consist of required readings and assignments, as well as participation in threaded discussions, online "chat" discussions, and/or phone conferences. Module 2 in each semester requires attendance on-site for lecture, demonstration, etc. As part of Module 3 in Semesters 1 and 2, students will complete a directed independent study project (one per semester) from the student's residence location. A capstone project is required with a focus on applying best current evidence. The program, including didactic portion and capstone project, will require approximately two years to complete.

The tDNP Program is committed to the development of the nursing professional who can:

- Design and implement integrated care delivery models based on clinical evidence and best practice literature;
- Initiate evidence-based practice and policy strategies that optimize access to care and clinical outcomes;
- Apply ethical theories and legal standards to decision making regarding healthcare issues;
- Collaborate with interprofessional teams necessary to improve clinical care for populations of clients;
- Introduce and manage technologies that improve communication, foster collaboration, and support integrated approaches to care management;
- Integrate leadership expertise with clinical perspective and sound business practices to help transform the evolving healthcare system at local, regional, national, and international levels;
- Demonstrate analytical methodologies for the evaluation of clinical practice and the application of scientific evidence.

**Program Schedule**

**Semester 1**
- 7 days on-site/7.5 contact hours instruction per day, plus
- 30-34 hours online & independent study per credit hour
  - 7 credits
- *Directed Independent Study:* 4 months
  - 4 credits

**Semester 2**
- 7 days on-site/7.5 contact hours instruction per day, plus
- 30-34 hours online & independent study per credit hour
  - 7 credits
- *Directed Independent Study:* 4 months
  - 4 credits

**Semester 3**
- 7 days on-site/7.5 contact hours instruction per day, plus
- 30-34 hours online & independent study per credit hour
  - 7 credits

**Capstone Project**
- *Capstone Project:* approximately 6-12 months
  - 10 credits
- *Capstone Project Oral Presentation*
  - 1 credit

**Total Credit Units**
- 40 credits
Transitional Doctor of Physical Therapy (tDPT) Degree

The tDPT program is designed to provide meaningful, obtainable, and affordable post-professional education while meeting American Physical Therapy Association (APTA) competencies that facilitate the development of the 21st century physical therapist practitioner. The post-professional transitional clinical doctorate program in physical therapy, as defined by the APTA, should "provide post-baccalaureate physical therapists with opportunities to augment knowledge, skills, and behaviors attained in initial professional education." The goal of RMUoHP is to address the public's need for high quality physical therapy service by providing practicing clinicians with opportunities to develop knowledge, skills, and behaviors commensurate with contemporary evidence-based practice and education standards.

The tDPT program is designed for physical therapists with bachelor's or master's degrees to pursue the clinical doctorate without having to relocate. Students will complete two semesters, each consisting of three modules of coursework. Modules 1 and 3 may consist of required readings and assignments, as well as participation in threaded discussions, online "chat" discussions, and/or phone conferences. Module 2 in each semester requires attendance on-site for lecture, demonstration, etc. As part of Module 3 in each semester, doctoral students will complete a Directed Independent Study project. This program takes approximately 12-14 months to complete.

The program also offers elective tracks which provide additional depth and expert guidance in the areas of Hand Rehabilitation, Manual Therapy, Aging, and Pediatric Therapy.

Program Schedule

Semester 1
7 days on-site/7.5 contact hours instruction per day, plus
30-34 hours online & independent study per credit hour 7 credits
Directed Independent Study: 5 months 4 credits

Semester 2
7-8* days on-site/7.5 contact hours instruction per day, plus
30-34 hours online & independent study per credit hour 7-8.5 credits*
Directed Independent Study: 5 months 4-5 credits*
Total Credit Units 22-24 credits

* Optional electives add additional credits to the curriculum.

Transitional Doctor of Occupational Therapy (tOTD) Degree

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

Potential students for the tOTD program include those with an entry-level bachelor's or master's degree in occupational therapy. Students may be practitioners or academicians. Overall, students attracted to this degree should be interested in raising their knowledge base, expanding their practice area, or seeking advancement within their current setting.
The TOTD program is designed for occupational therapist practitioners to pursue a post-professional clinical doctorate without having to relocate, allowing them to manage their current work demands. Students will complete two semesters, each consisting of three modules of coursework. Modules 1 and 3 may consist of required readings and assignments, as well as participation in threaded discussions, online “chat” discussions, and/or phone conferences. Module 2 in each semester requires attendance on-site for lecture, demonstration, etc. As part of Module 3 in each semester, doctoral students will complete a Directed Independent Study project. The program takes approximately 12-14 months to complete.

The program also offers elective tracks which provide additional depth and expert guidance in the areas of Hand Rehabilitation, Aging, and Pediatric Therapy.

**Program Schedule**

**Semester 1**
- 7 days on-site/7.5 contact hours instruction per day, plus
- 30-34 hours online & independent study per credit hour
- Directed Independent Study: 5 months
- 7 credits

**Semester 2**
- 7-8* days on-site/7.5 contact hours instruction per day, plus
- 30-34 hours online & independent study per credit hour
- Directed Independent Study: 5 months
- 7-8.5 credits*
- 4-5 credits*
- Total Credit Units 22-24 credits

* Optional electives add additional credits to the curriculum.

**Doctor of Science (DSc) and Doctor of Philosophy (PhD) Degrees**

The DSc degree programs and the PhD in Nursing are designed to integrate 18-24 months of on-site classroom activity, online distance learning, and independent study with original research (the main emphasis of the program, with the goal of publishing in peer-reviewed journals). A minimum of 75 credit units is required for graduation. Applicants must hold a master’s degree or doctorate to enroll. Each DSc program specialty or PhD in Nursing has some variation within the credit units required for each degree component; however, the general curricular format is as follows:

**Didactic Education (49 credit units)**

Students engage in didactic study, laboratory study, independent study, and online study for six to seven semesters. These semesters include on-site sessions, with the bulk of study completed from the home location (typically 60% of the academic work is accomplished from the home location).

**Practicum and Dissertation (26 credit units)**

Students may participate in an applied practicum program (practice/education/research) in their area of professional study, of a minimum of 50 contact hours per credit hour of practicum. This will be completed under the direction of the graduate program director (GPD) or designated, University-approved adjunct faculty. The number of credit hours and methods required are dependent upon the student’s objectives, and are determined by the GPD within the constraints of the published curriculum. Successful completion of a qualifying examination is required within 6 months after completion of the didactic education. Dissertation research can be started...
at the completion of all didactic coursework (or upon the direction of the GPD). The dissertation is discussed at length later in this handbook.

**Program Schedule**

**Semester 1**
- 5 days on-site/7.5 contact hours per day, plus 30-34 hours online & independent study per credit hour: 5 credits
- *Directed Independent Study (capstone-type course)*: 3 credits

**Semester 2**
- 5 days on-site/7.5 contact hours per day, plus 30-34 hours online & independent study per credit hour: 5 credits
- Fully online course: 2 credits
- *Directed Independent Study (capstone-type course)*: 3 credits

**Semester 3**
- 5 days on-site/7.5 contact hours per day, plus 30-34 hours online & independent study per credit hour: 5 credits

**Semester 4**
- 5 days on-site/7.5 contact hours per day, plus 30-34 hours online & independent study per credit hour: 5 credits
- *Directed Independent Study (capstone-type course)*: 3 credits

**Semester 5**
- 5 days on-site/7.5 contact hours per day, plus 30-34 hours online & independent study per credit hour: 5 credits
- *Directed Independent Study (capstone-type course)*: 3 credits

**Semester 6**
- 5 days on-site/7.5 contact hours per day, plus 30-34 hours online & independent study per credit hour: 5 credits

**Semester 7**
- 5 days on-site/7.5 contact hours per day, plus 30-34 hours online & independent study per credit hour: 5 credits
- **Practicum and Dissertation**: 26 credits***
- **Total Credit Units**: 75 credits

*** Varies by program.

**Qualifying Examination**

Successful completion of a qualifying exam is required of all DSc and PhD students. A student may take the qualifying exam when all didactic course work is completed (grades posted to the transcript, and a cumulative GPA of at least 3.0 achieved) and there are no outstanding *Incomplete (I)* or *In Progress (IP)* grade designations in the academic record. The student must be current in his or her 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 completion of the final didactic semester, or within six months from the satisfaction of outstanding *I or IP* grade designations.
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 days, based upon the discretion of the GPD. The student must pass both the professional content 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 or 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, he or she 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.

**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 and is as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN to MSN</td>
<td>24-36 Months</td>
</tr>
<tr>
<td>tDPT and tOTD</td>
<td>12-14 Months</td>
</tr>
<tr>
<td>tDNP</td>
<td>18 Months</td>
</tr>
<tr>
<td>DSc and PhD</td>
<td>24 Months</td>
</tr>
</tbody>
</table>

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

**Dissertation**

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

**Dissertation Proposal Approval Process**

The student interacts with his or her graduate program director (GPD) and other potential dissertation committee members, regarding his or her dissertation topic ideas and appropriate dissertation methodology. Once a proposed dissertation topic and methodology is tacitly approved by the GPD, the student submits a request for approval of his or her dissertation committee members including the dissertation committee chairperson. The director of research
has final approval authority for appointments of the dissertation committee chairperson and
dissertation committee members. Once the dissertation 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 the prospectus has been approved by the
director of research and the student’s GPD, the student is allowed to develop the formal
dissertation proposal. (See dissertation guidelines available on the research link of the
RMUoHP website.)

The student, with his or her dissertation committee members, schedules a dissertation proposal
defense. At a minimum, the student’s dissertation committee chairperson must be physically
present at the dissertation proposal defense. While the other dissertation committee members
may be present at the proposal defense by audio/visual conferencing, all dissertation committee
members are strongly encouraged to be physically present at the defense.

Evaluation Standards
- Pass without revisions
- Pass with revisions to the Dissertation Proposal
- Defer
- Fail

When the dissertation proposal is successfully defended, the student submits the dissertation
proposal defense approval form with the dissertation committee member signatures to the
director of research for formal approval. Once approved, the student may then submit an
application and appropriate forms to the University Institutional Review Board (IRB) and local
IRB, if applicable. Data collection cannot begin prior to a signed approval of the RMUoHP IRB
and local IRB. (Refer to dissertation and/or IRB guidelines available on the research link of the
RMUoHP website.)

Dissertation Final Defense

Students in the DSc and PhD programs are required to pass a dissertation final defense under
the direction of the dissertation committee chairperson. This presentation is conducted when the
committee determines that the student’s final dissertation manuscript is ready to be defended.
At a minimum, the student’s dissertation committee chairperson must be physically present at
the defense. Like the dissertation proposal defense, the other dissertation committee members
may attend the final defense by audio/visual conferencing but are strongly encouraged to be
physically present.

General Format

The dissertation final defense focuses exclusively on the student’s final dissertation manuscript.
All members of the University community and the general public are invited to attend with
permission of the student’s dissertation committee chairperson.

Evaluation Standards
- Pass without revisions
- Pass with revisions to the dissertation

When the final dissertation manuscript is successfully defended and the appropriate signatures
are obtained on the approval form, the student may then submit the dissertation (all revisions
made) to the director of research for final format and style approval. When the revised
manuscript is approved, the student may submit the final form and final bound manuscript to the VPAA for final approval.

Course Types

RMUoHP offers three types of courses in its degree programs. While future residency students will complete typical on-campus courses following traditional academic schedules, RMUoHP’s limited-residency students in the tDNP, tDPT, tOTD, PhD, DSc, and RN to MSN programs may have non-web-enhanced courses, web-enhanced courses, and online courses:

- **Non-web-enhanced Course**: These courses follow RMUoHP’s non-traditional distance model of three-module semesters that include an on-site, face-to-face component as part of module 2 and distance coursework in modules 1 and 3.

- **Web-enhanced Course**: Web-enhanced courses follow the same three-module model as the non-web-enhanced courses, however, modules 1 and 3 include live chats, threaded discussions, and other communication via the WebStudy course management system found at [http://rmuohp.webstudy.com](http://rmuohp.webstudy.com). Students submit assignments, take exams, and download course content and materials (syllabi, articles, references, etc.) through WebStudy. Faculty communicate with students and grade coursework via WebStudy.

- **Online Course**: An online course is that which is purely completed via the internet and does not include the face-to-face component. An online course may have varying module timelines (i.e., every week or two weeks in the semester represents a different module; this is TBD) and will require course content to be delivered entirely via web-based mediums.

Grading Policies

When all requirements are fulfilled for each course 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 GPA.*

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>AE</td>
<td>Academic Extension</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>
</tbody>
</table>

2009 University Handbook
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 by repeating the course successfully. No fee refund occurs.

AF (Administrative Failure)
An “AF” grade is assigned 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 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 and graduate program director (GPD). 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 registrar for a $50 fee, which covers the administrative costs and required additional support from the faculty and GPD. This fee must be paid before the “I” is posted on the student’s transcript.

When all course requirements are completed as contracted, the faculty member will notify the registrar of the grade, and the registrar will complete the Incomplete Grade Contract to indicate the final grade earned.

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

IP (In Progress)
An “IP” grade is assigned when a student completes all required coursework but, upon direction of the faculty, needs to remediate that work. An “IP” must be removed within 90 days of notification of the necessary remediation or the course grade will be calculated from the previously graded work. An IP grade contract must be completed by the faculty member and signed by the student and GPD. This contract will remain in the student’s University file. The In Progress Grade Contract may be obtained from the registrar for a $250 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.

When all course requirements are completed as contracted, the faculty member will notify the registrar of the grade, and the registrar will complete the In Progress Grade Contract to indicate
the final grade earned. 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.

If a grade of “IP” is not changed by the end of the contracted period (or the 90-day maximum), it will automatically be recorded as the prior failing grade.

**AE (Academic Extension)**

An “AE” grade is assigned when the due date for coursework in a given course extends beyond the end of the semester. This extension is university-initiated and applies to the entire class. Thus, no form, fee or penalty is associated with this grade designation.

**W (Withdrawal)**

A “W” grade is assigned when a student withdraws from a course 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 course 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.

*The drop class period extends from the time of the registration until the point when less than forty percent (40%) of the course content and requirements have been presented or completed (generally before the end of the on-site module portion of the course). During the designated drop class period, students may withdraw from the course without academic penalty and will receive no grade in the course.

**TC (Transfer Credit)**

A “TC” grade is assigned when the student receives transfer credit allowance. A “TC” grade has no effect on the GPA.

**NS (Not Submitted)**

An “NS” grade is assigned when the student has submitted all required coursework and the final grade is pending from the faculty member. This has no effect on the GPA.

**R (Repeat of course)**

An “R” grade is assigned when 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)
An “AC” grade is assigned when the student takes 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 e-mailed to students following the completion of a semester, and upon request at any time. 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. The registrar will communicate course grades to students via email or written notice. Students who need official copies of their transcript should request these by completing the Transcript Request Form that may be downloaded from Registrar link on the University website. Grade reports are also distributed to students when on-site for academic modules.

As a policy, RMUoHP does not include social security numbers on transcripts or grade reports. Students may, however, request their social security number on their grade report or transcript by indicating the request in writing to the Registrar.

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 been met, or 3) upon direction of the Hearing and Resolutions 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 semester.

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. The process to file an academic grievance is found under the Grade Mediation and Academic Appeals section of this handbook.

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 a student who has been approved by the VPAA to interrupt his or her studies, but desires to “stay with the class originally enrolled” and resume his or her studies with a subsequent semester of the same class. Please refer to the policy of “missed semester” 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 cohort at the time of withdrawal. The student will continue his or her studies with a different cohort of students, in the same academic program. The status of TW is only for two years. Once two years have lapsed without the student reenrolling, his or her 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**  **University Withdrawal**

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 his or her intent to the GPD, academic dean (AD) or vice president of academic affairs (VPAA), and registrar to include the reasons for his or her decision. The student will receive written notification of his or her 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 his or her desire to continue his or her studies and indicate what has changed to permit his or her successful completion. If the references originally submitted are more than three years old or no longer on file (per the student’s waiver of rights to review recommendations), new references must be submitted. The student is responsible for any admissions requirements in effect at the time of re-application.

Additionally, it should not be assumed that all University credits will 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 Semester 1 of the program, 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 semester of study, or 2) has two (TDPT,
tOTD degree programs), three (RN to MSN, tDNP degree programs,) or four (DSc and PhD degree programs) I, IP, AW, or W course designations on his or her 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 coursework 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 probations 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.

**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 dissertation defense.
5. Violates the University’s Standards of Conduct or Code of Academic Integrity.
6. Exceeds the established time limit for completion of coursework and/or the thesis, capstone project, or dissertation (three years for the RN to MSN, tDPT, or tOTD; four years for the tDNIP; or, seven years for the DSc or PhD) without a University-approved extension.

When a student has been placed on academic suspension or has 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 Grade Mediation and Academic Appeals 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 Incomplete (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 semester. Students must bring their CGPA to or above 3.0 by the end of the first academic semester after readmission to avoid being academically
dismissed without the possibility of future readmittance. If it is mathematically impossible (or highly improbable) for a student to achieve a 3.0 after the first academic semester following readmittance, the student will not be readmitted.

**Missing Part of a Semester**

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

**Missing an Entire Semester**

Due to the sequential nature of the curriculum, if a student misses an entire semester, he or she must wait until the same semester occurs again in the following class’s (cohort’s) curriculum. However, in special circumstances, the student may be allowed to continue if he or she meets the following criteria:

- Has submitted written notice to his or her GPD to include the reason(s) the student was unable to attend the semester in question.
- Makes up any core courses missed so that core courses can be taken in sequence and student can complete the missed semester in sequence.
- Has completed and submitted all required coursework for the past semester prior to the beginning of the missed semester including his or her directed independent study work.
- Is in good academic standing with no outstanding coursework or Incompletes.
- Has obtained his or her GPD’s approval for 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, and cannot progress with any academic coursework or practicum work.

The student must indicate, in writing, a desire to re-enroll in the University three months prior to the start of the missed semester of the subsequent cohort’s curriculum. This notice should be sent to his or her GPD with a copy to the registrar and VPAA.

The student is responsible for enrolling in all courses of the missed semester. If the semester’s courses or specific course content has changed from the missed semester, 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 one or more 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 continue as students in good standing and be eligible to enroll in subsequent semesters. 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 (including time frame) components.

Satisfactory academic progress is determined by measuring the student’s cumulative GPA and his or her 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 a failing grade, he or she must repeat or remediate the course to continue in the program. The student must make the request to repeat or remediate the course to his or her graduate program director (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. In this latter case, the student will not be allowed to remediate to improve his or her grade, but may repeat the course to improve his or her cumulative grade point average (CGPA) (refer to the policy on repeating a course). In all other cases, the final grade after remediation 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 a given course once. (Refer to the section on *In Progress* for more information.)

**Repeating a Course**

A student may repeat a given 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,” which does not affect the student’s GPA. Only the new grade posted as the final grade will be used to compute the GPA.

**Cumulative GPA Requirements**

Students must maintain a cumulative GPA of 3.0 (B) at the completion of each semester of study to be considered making satisfactory academic progress. After grades have been posted for each semester, the registrar will review the cumulative GPA to determine if the student is in compliance. Students whose cumulative GPA falls below 3.0 will be placed on academic probation, and will remain on academic probation until the cumulative GPA reaches 3.0. Students on academic probation must achieve at least a 3.0 GPA for any subsequent semester to avoid dismissal from the University. The GPA 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, AW or W in the RN to MSN or tDNP programs to continue in the program.
A student may not carry more than two course grades of I, IP, AW, or W to continue in the tDPT or tOTD programs.

A student may not carry more than four course grades of I, IP, AW or W to continue in the DSc or PhD programs. The student cannot make progress towards completing the practicum requirement while carrying four or more course grades of I, IP, AW or W.

**Maximum Time Frames for Program Completion**

Time frames for progression are identified to ensure that students maintain current knowledge and contemporary skills throughout the educational program. All work for the RN to MSN (bachelor’s degree-prepared students only), tDPT, and tOTD degrees must be completed within three years of the first enrollment. All work for diploma- and associate’s degree-prepared students in the RN to MSN program must be completed within four 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 or PhD degree must be completed within seven years of the first enrollment.

**Attendance Policy**

Illness/injury may occur during a particular semester. 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 semester of study. Students granted provisional admission are reviewed at the conclusion of their first semester 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, and professional performance which may include 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 semester and must respond in writing to the evaluation and must 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 provided to the student at the
beginning of a semester. Many exams are taken under the supervision of a University approved proctor (see policy on proctors and proctoring), unless designated as take-home or non-proctored exams by the faculty member.

Courses which do not use the WebStudy course management system require assignments 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; however, copying the faculty on the submission to the registrar is acceptable. Students should always maintain a copy of every assignment or completed forms sent to the University in case of lost communication or un-readable files (these should be kept until after program completion). Ultimately, the student is responsible for the receipt of all assignments until the grade has been posted to the student’s transcript.

**Emailing Assignments**

For non-web-enhanced courses, all assignments must be emailed to assignments@rmuohp.edu to expedite processing and provide tracking when the need arises. Once received and recorded, an assignment is considered final; no updated or revised submissions will be accepted. To expedite the logging of assignments and to ensure their proper tracking by staff and faculty, the guidelines below must be followed when emailing any assignment to the university:

1. The **subject heading of the email** to which the assignment(s) is/are attached must include the following information: “[First and Last Name], [Cohort], [Course Number].” *Example: Jane Doe, tDNP 4, DNP 607*

2. The **file name** of each assignment attachment must be saved as “[Last Name], [Course Number], [Assignment Title].” *Example: Doe DNP 607 Legal Exemplar*

3. Each assignment attachment submitted must include a **footer** (on each page) with the following information: first and last name, cohort, course number, and assignment title.

**NOTE:** The appropriate style format (ie., APA, AMA) overwrites the footer requirement. Follow the required style format when applicable.

**Late Assignments or Exams**

Assignments submitted one to thirteen days past the due date, in a course without approved Incomplete (I) 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 Incomplete status, will be recorded as “AW” grades on the official transcript. Please note that Incomplete status is **not considered approved until the completed form (with faculty approval) and required fee have been received by the University.**

**Coursework and Exam Feedback**

For web-enhanced or online courses, course feedback is provided from faculty directly to students via the WebStudy course management system.

For non-web-enhanced courses, faculty members return graded exams and coursework to the registrar – these are maintained in the student files. Copies of the graded coursework are scanned and emailed to the student so that he or she may review the instructor’s feedback.
To protect the security of exams, exams may only be reviewed in the presence of the student’s proctor or the registrar. If a student wishes to review one or more exams, he or she may request to do so in the registrar’s presence while on-site at the University. If the student wishes to review the exam(s) at another time, he or she may contact the registrar to request that the exam(s) be emailed to his or her proctor. Proctors and students are required to follow the instructions listed below for the exam review:

1. Students may review the enclosed examination(s) under the proctor’s immediate supervision, but may not photograph, make copies of, nor write down specific assessment questions word-for-word.

2. The proctor should collect the examination(s) from the student when review is complete and immediately destroy the examination(s).

The proctor will return a signed statement to the registrar verifying that these instructions were followed during the review.

**Proctors and Proctoring**

As required by the course type, degree program, and faculty specifications, student-chosen proctors are used in the RMUoHP program to maximize class didactic time. Exams are taken locally by the student and proctored by a proctor chosen by the student and approved by RMUoHP. The proctor system is an integral part of the academic process and is critical to academic integrity. Violation of the proctor agreement or process is a serious violation of the RMUoHP Honor Code, and the student will be subject to immediate dismissal.

RMUoHP requests that the proctor be an educator (in higher education) or a librarian. Proctors who are 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 academic dean. In this circumstance, the student must provide a letter stating the reason a librarian or college-level educator is not available. Exams MUST be taken in an appropriate setting (i.e. private space in 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 the same degree program at RMUoHP for a period of two years following service as a proctor.

The student must complete the Proctor Integrity Process Form and Proctor Information Form provided by RMUoHP which includes the student’s name and program as well as proctor information that includes the proctor name, mailing address, phone and fax numbers, and email address. All proposed proctors must submit a CV or résumé. *For proposed proctors from fields other than higher education and the library field*, in addition to the above-mentioned letter, the student must also submit a copy of the proctor’s driver’s license (enlarged to ½ page size to show his or her legible signature) and one personal, written reference for the proctor, attesting to the proctor’s moral integrity and understanding of the honor code system and implication therein.
Once this information is received at RMUoHP and approved by the academic dean (AD), the proctor will be sent a proctor agreement form that must be signed and returned 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 required information. It is recommended the student arrange for a “substitute” proctor in the event that his or her approved proctor is unavailable. The “substitute” proctor must go through the approval process identified above.

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

### Degree Conferral and Commencement Ceremony

A degree is conferred when the student has completed 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 (BoT). All students must complete program coursework with a minimum GPA of 3.0. DSc and PhD degree students must additionally pass a qualifying exam, complete practicum hours (as applicable), and successfully complete the dissertation final defense. Transitional DNP students have additional requirements to complete and must successfully defend the capstone project. The registrar coordinates an academic audit and the vice president of finance (VPF) completes a financial audit on each student’s file before forwarding it to the graduate program director (GPD) and then vice president of academic affairs (VPAA) for final certification that all degree requirements have been completed. The VPAA then recommends the student to the president for approval, who then forwards the request to the BoT for degree conferral. RMUoHP graduates students bimonthly or more frequently as necessary.

Students must apply for graduation by completing the graduation application, which is available through the University as well as on registrar link of the RMUoHP web page ([www.rmuohp.edu](http://www.rmuohp.edu)). The completed form, with required signature, must be submitted to the registrar’s office eight weeks prior to the expected graduation month. A graduation fee of $150 for all degree programs is due before the application can be processed. Additionally, students are requested to complete an exit interview survey that is provided upon the University’s receipt of the graduation application.

The commencement ceremony for all degree programs occurs once a year on the first Saturday in August. Recent graduates (within one year), as well as those students eligible for graduation who have satisfactorily completed all academic and financial requirements, are encouraged to attend. Transitional DNP students must have successfully defended their capstone project and DSc and PhD students must have successfully defended their dissertation prior to participation approval. Gowns, hoods, and caps are available for rental and/or purchase.

### 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
A student’s enrollment agreement, financial records, and grade records (transcripts) are stored for a period of ten years following the last date of enrollment. Student exams and assignments are destroyed one year after graduation, and IRB-related materials are destroyed three years following graduation per federal guidelines.

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 notifies the registrar’s office 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 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. A written request to see information within a student’s record must be submitted to the vice president of academic affairs (VPAA) (refer to FERPA).

Student Records Unavailable for Inspection
Students may not inspect their confidential letters and letters of recommendation associated with admissions or documents to which they have waived their rights of inspection and review, or educational records containing information about other students.

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 has violated his or her 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 registrar’s office 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 registrar’s office 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 registrar’s office.

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 WITHELD upon request:

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

__________________________________________  ________________________________
Student’s Name     Date of Birth

__________________________________________  ________________________________
Student’s Signature     Date

Received by University Registrar:

__________________________________________  ________________________________
University Registrar Signature     Date
Academic Freedom

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 and chatroom 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.

(Highlighted from the 1940 Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors)

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 member’s 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 and the maximum penalty will be academic dismissal. Students are subject to immediate academic probation pending investigation. The faculty member may recommend lesser penalties as deemed warranted with graduate program director (GPD) approval.

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 the 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. Violation of the University’s alcohol, tobacco, and drug-free environment policy.
4. Furnishing false information (such as false TOEFL scores and including false identification) to the University or to any University employee or agent.
5. Violation of the University’s IRB policies.
6. Forgery of, unauthorized alteration of, or access to any University document, record, or instrument of identification, including electronic hardware, software, and records.
7. Engaging in harassment or unlawful discriminatory activities or violating University rules governing harassment or discrimination.
8. 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.
9. 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.
10. Violation of local, state, and/or federal laws on University premises or at University functions on or off campus.
11. Denying a board member, administrator, employee, student, or guest freedom of movement or legitimate use of the facility, disrupting a person’s performance of institutional duties or other educational activities, or occupying any University building or property after due and legal notice to depart has been given.
Administrators, faculty, employees, and students are responsible for maintaining the highest of professional standards. Consequently, questions of a disciplinary nature will be handled directly by the vice president of student services (VPSS) (or the vice president of academic affairs [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.

Definitions

**Discrimination** is the act of treating others differently on a basis other than individual merit, or affording differential treatment on the basis of race, ethnicity, ancestry, national origin, religion, veteran status, gender, sexual orientation, age, or physical or mental disability, where such differential treatment is prohibited by law.

**Harassment** is the treatment of or behavior toward an individual or group that is abusive, hostile, intimidating, or has the intent to affect the individual’s educational performance or working environment.

**Sexual harassment** includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education.
- submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual’s education performance or creating a pervasively intimidating, hostile, or offensive environment.

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.

Students have been given notice of the University’s expectations regarding academic integrity and appropriate conduct by virtue of its publication. Regardless of whether a student has
actually read the University Handbook, a student signs on admission that he or she has done so and is charged with knowledge thereof. Students are not excused from academic dishonesty or honor code violations due to ignorance. Any member of the University community may bring to the attention of a faculty member, graduate program director (GPD), or University administrator evidence in support of an allegation that a student has demonstrated academic dishonesty or an honor code violation. The student will be afforded an opportunity to respond. If the University representative believes the student guilty of academic dishonesty, he/she will assess a penalty immediately and shall promptly report the case in writing to his or her immediate supervisor (GPD for a faculty member, academic dean [AD] for GPD, and vice president of academic affairs [VPAA] for AD). The penalty will be in accordance with the policy contained in this handbook and will remain as a written record in the student’s file. Each student is afforded his or her due rights and process when a complaint has been filed. No penalty will be enforced 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. In general, the penalty for any act of academic dishonesty will be a failing grade in the course and the maximum penalty will be academic dismissal. With GPD approval, the faculty member may recommend lesser penalties as deemed warranted.

**Academic Appeals Process**

Academic appeals are petitions to change a decision rendered about an academic matter. The basis for a student’s appeal of an academic decision may be either that the academic judgment was unfair in the view of the student or that the University's academic policies were applied incorrectly in the view of the student. Students may appeal grades, disciplinary actions, and academic actions by the University academic officers. Course substitutions and exceptions are also included in the academic appeal process. In order to ensure a fair and timely appeal process for all parties involved, the following procedures are in place for academic appeals.

**Appeal of Grades**

It is recognized that faculty members must have the primary responsibility of assessing the quality of academic performance, advancement, and achievement of students in their courses. However, faculty members as human beings can cause errors in calculation or judgment that may affect assessment of a student’s performance. Because all faculty members are required to reveal on the course syllabus the method by which the final grade will be determined, it is the responsibility of the student to review the course syllabus and become familiar with all components of the course grade. Further, it is the responsibility of the student to discuss any questions about grading practices during the course with the faculty member teaching the class. The following procedures, designed to protect both the student and the faculty member, are to be followed so that the issue is resolved fairly and expeditiously:

1. Within 15 days of receipt of an assigned grade, the student must make a formal written appeal to the faculty member involved explaining why he or she believes the grade should be changed. If the faculty member finds an error has been made, he or she will submit a grade change form to the registrar and notify the graduate program director (GPD) and student in writing of the change. If the faculty member finds the grade to be correct, he or she will notify the student in writing of the decision not to change the grade, specifically addressing the student’s stated reason for the appeal. The faculty member’s response must take place within 30 days of receipt of the appeal. A copy of all correspondence should be sent to the GPD and the registrar.
2. If a complaint or dispute is not satisfactorily resolved, the student may appeal in writing to the program GPD or, in the event the GPD was the course faculty member, to the academic dean (AD) within 30 days of receiving the faculty member’s written response. If the AD is the faculty member, the student may appeal to the GPD, then the vice president of academic affairs (VPAA). The student’s written notice of appeal should be accompanied by all relevant materials; a copy of the original written appeal to the faculty member and a copy of the faculty member’s written response must be forwarded to the GPD. The decision of the GPD shall be communicated in writing to the student, the faculty member, and the AD within 15 days of receiving the written appeal.

3. If either the student or the faculty member does not agree with the decision of the GPD, either may appeal in writing to the AD within fifteen days of receiving the GPD’s notification letter. The student’s written appeal to the AD should include the details of the grievance and an outline of the student’s efforts to resolve the issue. The AD will refer the complaint or dispute to the Hearing and Resolutions Committee.

4. The Hearing and Resolutions Committee will hear appeals and grievances within thirty days of receiving the AD’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.

Note: The Academic Appeal is an internal academic process of the University and legal counsel may not participate in any conference or hearing.

Appeal for Allegations of Academic Dishonesty

1. Any member of the University community may bring to the attention of the faculty member, GPD, AD, or VPAA 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 penalty immediately and shall promptly report the case in writing to the GPD and the AD. The penalty will be in accordance with the policy contained in this handbook and will remain as a written record in the student’s file.

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.

Appeal of Actions by the Academic Dean and Vice President of Academic Affairs

Students placed on academic probation, or dismissed for academic reasons, have the right to appeal the action within fourteen (14) business days from the date of notification. The appeal must be in writing and include pertinent information other than what is available at the time of the University’s initial action. The letter of appeal should be: 1) submitted electronically; 2) be addressed to the Hearing and Resolutions Committee; and 3) be sent to the appropriate academic officer initiating the action - AD or VPAA. The student’s letter should include the details of the appeal and any supportive university documentation. If indicated, the AD or VPAA will refer the complaint or dispute to the Hearing and Resolutions Committee.
The Hearing and Resolutions Committee will hear appeals and grievances within thirty days of receiving the 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.

**Requesting Substitutions and Exceptions to Degree Requirements**

Substitutions of course requirements must be approved by the AD, serving as liaison to the Curriculum Committee of the Academic Leadership Council. Written requests for substitutions should be received from the GPD of the program in which the student is enrolled, along with the rationale for making the substitution and should be sent to the AD. The student and the GPD will be notified by e-mail of the outcome. The registrar will also place a copy of the decision in the student’s academic folder.

**Guidelines for Complaints of a Non-Academic Nature**

1. All formal complaints filed shall be in writing and contain the name and/or names of the student and a clear statement explaining the nature and circumstances of the complaint along with any other supporting documentation and presented to the vice president of student services (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 VPSS decision, the student must file a Disciplinary Action Appeal request with the VPSS within 15 days of the decision and state the reasons for the appeal.

3. The VPSS 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 or her.

4. The Hearing and Resolutions Committee will investigate the complaint to include interviewing the student and other investigation to satisfy the committee as it comes to a decision.

5. Students who are determined to have violated a University policy or regulation may face disciplinary action. The VPSS 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 the University 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.
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, date of birth, 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: ___________________________ Date of Birth: _________________
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 VPSS: Approved Denied
Comments: __________________________________________________________
______________________________
Name: ____________________________
Signature: ________________________ Date: ____________________
Admissions

Applications for admission to the RN to MSN, tDNP, tDPT, tOTD, DSc, and PhD programs may be obtained from the RMUoHP admissions office or on the University’s website. All applicants must demonstrate a previous record of successful academic achievement, clinical experience, and the motivation to pursue graduate level education.

Admission Requirements and Guidelines

Master of Science in Nursing (RN to MSN) Program
An applicant for the Master of Science degree in Nursing (RN to MSN) must be a registered nurse who is currently licensed and in good standing in the state in which he or she plans to complete clinical practicum requirements. An applicant must have graduated from an entry-level nursing program approved by the state in which it is located and have completed all general education requirements from an accredited institution of higher education, including a minimum of 92 semester credit hours with a minimum cumulative GPA of 3.0 on a 4.0 scale. To matriculate, applicants must have completed or complete an introductory statistics course with a grade of C or better by the beginning of the third semester for diploma and associate’s prepared nurses or the first semester for bachelor’s (BSN) prepared nurses. Clinical practice as a registered nurse is desirable, but not required for admission.

Transitional Doctor of Occupational Therapy (tOTD) & Transitional Doctor of Physical Therapy (tDPT) Programs
An applicant for the transitional doctorate programs in Occupational Therapy (tOTD) and Physical Therapy (tDPT) must possess a bachelor’s degree or master’s degree from a regionally accredited institution as well as a current US occupational or physical therapy license (respectively). An applicant for the certified hand therapy (CHT) elective curriculum must submit evidence of hand therapy certification; an applicant for the pediatric or aging elective curricula must have at least one year of pediatric or aging experience, respectively, or be currently working in a related setting; an applicant for the manual therapy elective curriculum (tDPT only) must complete prerequisite courses PT 1-5 through Hands-On Seminars (www.handsonseminars.com) prior to attending the second semester of the degree program.

Transitional Doctor of Nursing Practice (tDNP) Program
An applicant for the transitional Doctor of Nursing Practice (tDNP) program must possess a nurse practitioner license and a master’s degree from a regionally accredited institution or be a registered nurse with a Master of Science degree in nursing from a regionally accredited college or university. Priority will be given to an Advanced Practice Nurse functioning in the role of Nurse Practitioner, Certified Nurse Anesthetist, Certified Nurse Midwife, or Clinical Nurse Specialist. Registered nurses not functioning in an advanced practice role or advanced practice nurses holding a master's degree in a related field should discuss program outcomes with the graduate program director of the tDNP program prior to applying so as to clarify that the program will meet their professional needs.

Doctor of Science (DSc) Programs & Doctor of Philosophy (PhD) in Nursing Program
An applicant for the Doctor of Science (DSc) degree programs or Doctor of Philosophy in Nursing (PhD) program must possess a master’s degree or doctorate from a regionally accredited institution as well as current US licensure in the appropriate healthcare field.
All applicants must submit the following materials:

- **Application Form.**
- **Official transcripts** from each prior undergraduate and graduate institution from which a degree was earned. For the RN to MSN program, transcripts are required from each prior institution the applicant attended. Degrees must be from an accredited institution as recognized by the U.S. Department of Education.
- **Current résumé** (vitae) including detailed employment history, career history, extracurricular activities, etc.
- **Statement of Professional Goals.** This essay should indicate personal, educational, and professional desires in 300-500 words.
- **Two letters of recommendation.** The recommendations are ideally from a former or current employer and from a colleague or former/current faculty member. For the tDNP program, we strongly recommend one letter of recommendation from a doctorally-prepared nurse practitioner. 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 appropriate area of practice (i.e., nursing, athletic training, physical therapy, occupational therapy, etc.)
- **$150 Non-refundable application fee** (check or money order to Rocky Mountain University of Health Professions). Late applicants must pay an additional $100 application fee if the application is postmarked after the application deadline.
- **Documented evidence of professional liability coverage** (required for RN to MSN, orthopaedic and sports, pediatric, clinical electrophysiology, and manual therapy programs).

**Foreign Educated Applicants**

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

- **Submit a TOEFL score of at least 89** for the internet-based exam. This is a requirement for all applicants for whom English is not an official native language. When taking the TOEFL, students should use code 5751 to have results sent directly to the University.
- **Submit official transcripts** from each institution previously attended with accompanying English translation and foreign credential evaluation. Verification of authenticity of educational transcripts is required for all education institutions outside the United States.
- **Submit transcript review** by an independent credentialing agency as listed on the second page of the RMUoHP application form. RMUoHP will accept credential evaluations from other agencies in cases where credit units have previously been evaluated by other agencies resulting in U.S. licensure. Degrees must be verified as the U.S. equivalent from a university accredited by an accrediting agency as recognized by the U.S. Department of Education.
Additional Prerequisites

- Students must also be competent in basic Microsoft Office, email, and Internet searching. Students are required to have a valid email address and check email frequently.
- All students must have a laptop for class use. Upon admission, students receive information on obtaining computer purchase discounts or rentals.
- Applicants to the Clinical Electrophysiology program must have at least 100 hours of EMG participation or observation and specific coursework; refer to the Clinical Electrophysiology curriculum for details.
- Applicants to the Pediatrics programs must have pediatric experience (three years for the DSc; one year of experience or be currently working in a pediatric setting for the tOTD/tDPT elective curriculum).
- Applicants to the tOTD/tDPT aging elective curriculum must have at least one year of aging experience or be currently working in a related setting.
- Applicants to the tOTD/tDPT CHT elective curriculum must submit evidence of hand therapy certification.
- Applicants to the tDPT manual therapy elective curriculum must submit evidence of PT 1-5 course completion with Hands-On Seminars (www.handsonseminars.com).
- To matriculate, applicants to the RN to MSN program must have completed or complete an introductory statistics course with a grade of C or better by the beginning of the third semester for diploma and associate’s prepared nurses or the first semester for bachelor’s prepared nurses. RN to MSN applicants must also have a minimum cumulative GPA of 3.0 on a 4.0 scale and have completed a minimum of 92 semester credit hours at other institutions of higher education.

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
Late applicants must pay an additional $100 application fee.
Program Cancellation or Postponement

The University reserves the right to cancel or postpone a program prior to the published start date.

Notice of Admissions Acceptance or Denial

Within thirty days of receiving a completed application, the graduate program director (GPD), academic dean (AD), program-specific review committee (when applicable), and/or the Admissions Review Committee (ARC) 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 his or her application file. The University will correspond with the applicant if the file remains incomplete for longer than thirty days. All admission decisions are final.

Admissions Review for Extenuating Circumstances

The vice president of academic affairs (VPAA) will also review all applications in a program where the academic dean is the GPD. Applications requiring further evaluation and review will be sent to the ARC, which is comprised of representation from the professional disciplines of the University’s programs and the admissions director. 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 AD that the ARC 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 ARC is binding.

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 and with permission of the faculty and appropriate GPD. Non-degree-seeking students must adhere to the same admissions requirements as degree-seeking students. Questions about non-degree applications should be directed to the vice president of student services (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 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 his or her transcript.

Transfer of Credits

Due to the academic model used at RMUoHP, 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 master’s or doctoral degrees and are approved by the GPD, the VPAA, and/or ARC. 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 body.
2. The student submits a course description, syllabus, and notations of textbooks or materials used in the course.
3. The course requested for transfer credit 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 and PhD programs.
5. The credit units have been completed within five years of acceptance into the program.
6. The credit units 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 GPA (internal transfer of credits from RMUoHP do apply to the GPA).

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.

Admissions Policies

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, disability, and military status. The University is also committed to providing equal access/opportunity in admissions, recruitment, course offerings, 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, and the Diversity and Disabilities Advisory Committee helps ensure that equal access and opportunity policies are followed.

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, which provides that no otherwise qualified student with a disability 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 areas, including the student lounge, conference rooms, classrooms, laboratories, and main lobbies. Restrooms are equipped for individuals 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 the Americans with Disabilities Act of 1990 that provides comprehensive civil rights protection for “qualified individuals with disabilities.” Broadly 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.

Accommodations or modifications are based on whether the individual has a disability, if that disability substantially limits the student’s participation in RMUoHP’s academic model, appropriate documentation of a professional evaluator that includes functional limitations, the student’s written request, and the request’s reasonableness and appropriateness. A reasonable and appropriate request is defined as that which does not provide undue burden on the University and requires no substantial change to key elements the degree program.

Consistent with the mission of RMUoHP, the intent of each of the health profession educational programs is to educate 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, clients, and/or 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.

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.

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

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 includes the following steps:

- Upon acceptance, a student may choose to disclose his or 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 or her form and official documentation (no older than five years), the Diversity and Disabilities Advisory Committee will discuss the recommended and required modifications.
• The student will then be informed in writing regarding the outcomes of the decision. The disability officer of the Diversity and Disabilities Advisory Committee will coordinate all accommodations with the student’s 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.

Student Right-to-Know Act
Because RMUoHP is a graduate school that does not participate in federal financial aid and whereby all students have prior collegiate experience, it is not required to disclose information pertaining to graduation, completion, and transfer rates. However, students or prospective students who wish to discuss this information may do so by contacting the admissions office.
Financial Information

Tuition and Fees

Tuition and fees are payable in U.S. currency and are due on the published due date for each semester. Program tuition rates for students who maintain continuous enrollment will not change. If a student defers to a later cohort, tuition rates for the semesters attended later will apply.

Program tuition and fees for 2009 are as follows. These rates may change without notice.

**Master of Science in Nursing (RN to MSN) Degree Program**

Total program tuition:
- AA to MSN (6 semesters, approximately 24 months) ............................................................ $22,350
- BS to MSN (4 semesters, approximately 18 months) ............................................................ $14,900
- Tuition per semester ....................................................................................................................... $3,725

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

Total program tuition (general curriculum, 2 semesters, approximately 12 months) .................... $14,200
- Tuition per semester ....................................................................................................................... $7,100
- Optional elective track tuition (Pediatrics, Manual Therapy, Hand Therapy, Aging) ............... $2,000

**Doctor of Nursing Practice (tDNP) Degree Program**

Total program tuition (3 semesters, approximately 18-24 months) .............................................. $26,145
- Tuition per semester ....................................................................................................................... $8,715
- Clinical residency fee (per semester for each of the first two semesters) ..................................... $250
- Capstone project fee (third semester only) .................................................................................... $1,500

**Doctor of Science (DSc) and Doctor of Philosophy (PhD) Degree Programs**

Total program tuition (7 semesters, approximately 4 years) ........................................................ $34,545
- Tuition per semester ....................................................................................................................... $4,935
- Practicum fee (as required) ............................................................................................................... $250
- Dissertation committee fee ............................................................................................................ $1,500
- Clinical Electrophysiology lab fee (for CE program only) ............................................................ $165
- Dissertation extension fee (as requested, first four-month period) ............................................. $1,000
- Dissertation extension fee (as requested, each additional four-month period) ........................... $500

**General Fees**

- Application fee ........................................................................................................................ $150
- Electronic library fee (per semester) ............................................................................................. $50
- Incomplete fee (as requested, per course) ..................................................................................... $50
- In Progress fee (as requested, per course) ..................................................................................... $250
- Graduation fee ............................................................................................................................ $150

**Payment Methods**

Tuition and fee payments may be made by phone, by regular mail, or in person; and they may be made with a check, a credit card, or a money order. Payments by check or money order are preferred.

**Financial Assistance**

The University offers a deferred tuition payment plan that allows students to pay their tuition on an installment basis. For detailed information about this plan, contact the University Business Office at businessoffice@rmuohp.edu.
Late Payment Fees
Tuition payments that are made after the published due date for a semester incur a late payment fee of $100.00. Payments toward a Deferred Tuition Payment Plan that are made after the 12th of the month incur a late payment fee of $25.00 plus interest.

Financial Hold
If a student’s tuition payment becomes more than 60 days overdue, the tuition and fees for all semesters the student has already attended to that date become immediately due and payable, and the student’s University records are placed on Financial Hold. Students whose University records are on Financial Hold may not participate in their academic program activities, progress to the next semester, take a qualifying exam, perform recognized doctoral research, nor graduate until the cause of the Financial Hold is resolved with the University Business Office. If such payments become more than 90 days overdue, the student may be dismissed from the University and the student’s account may be referred to an outside agency for collection.

Discontinuance and Tuition Refund Policy
A student may withdraw from the University and apply for a refund of paid tuition and program fees by notifying the University Registrar. The student’s withdrawal date is the date of such notification. The amount of paid tuition and program fees refundable is based on the student’s withdrawal date and is calculated according to the following schedule:

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Amount of Paid Tuition and Program Fees Refundable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within three days after the Student’s Date of Enrollment</td>
<td>100%</td>
</tr>
<tr>
<td>Before the start of the semester</td>
<td>95%</td>
</tr>
<tr>
<td>Before the end of Module 1</td>
<td>90%</td>
</tr>
<tr>
<td>Before the 4th day of Module 2</td>
<td>75%</td>
</tr>
<tr>
<td>Before the conclusion of the Module 2</td>
<td>50%</td>
</tr>
<tr>
<td>After the conclusion of Module 2</td>
<td>0%</td>
</tr>
</tbody>
</table>

Authorized refunds are scheduled for payment within 30 days of the Student’s Withdrawal Date.
Required Student Forms

All enrolled students must submit the following forms prior to University enrollment. Students are responsible to consult medical, legal, or other advisors prior to signing these forms.

- Enrollment agreement (provided with degree program acceptance materials).
- University handbook acknowledgement form (following).
- Release and waiver form (following).
- Authorization for electronic use of signature form (following).
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

2009 University Handbook
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 of 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 ________________

2009 University Handbook 60
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 e-mail network and avenues for inquiries and response through this e-mail network. It is our intention to provide you with excellent service, and for our communications and responses to you to be expeditious, while adhering to legal requirements. In order for that to be possible, we need your acknowledgment of your e-mail 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 e-mail log in and password. Share it with NO ONE. Should you suspect or become aware of another person gaining access to your e-mail password or login ID, change it, and notify us of your new e-mail signature immediately. Please be advised that RMUoHP assumes no liability for the event or the consequences of another party gaining access to your e-mail 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 e-mail. Regardless of the effects upon you caused by delays or other unforeseen consequences, RMUoHP assumes no liability, and will not respond to e-mail requests or updates without your signed “Authorization for Use of Electronic Signature” on file. RMUoHP assumes no liability for late or misdirected mail.

I hereby authorize RMUoHP to accept all correspondence transmitted by me via electronic mail from the e-mail address submitted herein, as a valid electronic message from me and I agree that until my e-mail 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 e-mail 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
City    State    Zip
Primary E-mail address (digital signature)
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.