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 has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation.

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.
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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](http://www.rmuohp.edu). Current information about the campus, curricula, faculty, news, accreditation, and state registration are provided on the website. The University's learning management system, WebStudy, is available through [http://webstudy.rmuohp.edu](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). The following general email addresses are also useful:

- **Academic Dean** – academicdean@rmuohp.edu
- **Admissions** – admissions@rmuohp.edu
- **Advancement** – advancement@rmuohp.edu
- **Alumni Board** – alumniboard@rmuohp.edu
- **Finance Office** – financeoffice@rmuohp.edu
- **General Inquiries** – info@rmuohp.edu and office@rmuohp.edu
- **Graduate Student Council** – gsc@rmuohp.edu
- **Institutional Effectiveness** – ie@rmuohp.edu
- **Institutional Review Board** – irb@rmuohp.edu
- **Library Services** – library@rmuohp.edu
- **Marketing and Community Relations** – pr@rmuohp.edu
- **Registrar** – registrar@rmuohp.edu
- **Student Services** – studentservices@rmuohp.edu
- **WebStudy** – support@webstudy.com (Technical Support) or webstudy@rmuohp.edu (at RMUoHP)

University Laboratory Space

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

Library, Resource Center, and Bookstore

The University provides students and faculty with access to the physical and electronic medical library collection of reference texts and journals. The Library and 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.

The Resource Center contains many books and journals, as well as Internet, copying, and printing capabilities, and room for study and group meetings. The library staff may be reached at library@rmuohp.edu. Articles may be requested via articlerequests@rmuohp.edu.

RMUoHP instructs students on medical literature searching using the National Library of Medicine’s PubMed database (http://www.pubmed.com). The Medical Library also subscribes to Ovid (http://ovidsp.ovid.com), and EBSCO (http://search.ebscohost.com), in addition to select other journals 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 Ovid database by paying an annual fee.

As all students are required to have laptop computers, the University also offers free wireless Internet connectivity on campus. The University also provides copying and printing services for students. However, students and faculty are encouraged to consider electronic document sharing to support the University’s sustainability efforts.
RMUoHP’s post-professional 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 http://www.rmuohpbooks.com and provides required and recommended book listings by cohort and semester. Residential Doctor of Physical Therapy students receive textbook ordering instructions upon admission to the degree program.

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. 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) or by visiting the UTA website at http://www.rideuta.com/.

Additionally, free transportation may be available from hotels in which students stay during their on-campus modules. Students should confirm shuttle availability with their hotel.

Housing
For RMUoHP’s post-professional degree programs, students are generally on campus for five to seven days each academic semester. As such, the University has arranged with several hotels in the community for discounted rates on rooms and transportation. Detailed information regarding housing facilities is provided to students upon admission and is provided on the Student Services link of the University website. For RMUoHP’s residential students, housing resources are also listed on the Student Services link of the University website. In all cases, the University does not maintain independent housing facilities for students. Students are permitted to stay in any facility of their choosing. For assistance on housing-related questions, students should contact Student Services (studentservices@rmuohp.edu).

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 issued during on-campus orientation and are distributed free of charge. Replacement for a lost or damaged card is arranged through Student Services. Lost, found, or stolen ID cards should be reported immediately to Student Services.

Assistance for Disabled Students
The University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 by assisting with special access to the University and its premises. Students who need special assistance should contact Student Services to determine and clarify what needs may be accommodated and the process for obtaining such accommodations (see section on Learning Disabilities/Physical Challenges).
Campus Safety

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates that all Title IV institutions prepare, publish and distribute an annual campus safety and crime report that includes all campus grounds and buildings, public property adjacent to campus, and non-campus buildings owned or controlled by the University that is used for educational purposes. Although the University is not a Title IV institution it does track and report crimes to local police agencies. This report is published and distributed prior to October 1 of the following calendar year. The data in this report have been obtained from the Provo Police Department. Information regarding the official state of Utah sex offender registry can be found at www.corrections.utah.gov.

The University tracks and reports crime and arrest statistics as required by the Crime Awareness and Campus Security Act of 2000. During 2008 no crimes were reported (see information after Table 1. for descriptions of the crimes) at RMUoHP’s 561 East 1860 South, Provo, Utah 84606 campus and adjacent properties. RMUoHP moved to its current campus in March 2008.

Table 1. Campus Security and Crime Statistics

<table>
<thead>
<tr>
<th>Crimes</th>
<th>2008</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>0</td>
</tr>
<tr>
<td>7. Motor Vehicle Theft</td>
<td>0</td>
</tr>
<tr>
<td>8. Arson</td>
<td>0</td>
</tr>
</tbody>
</table>

Arrests

<table>
<thead>
<tr>
<th>Arrears</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Liquor Law Violations</td>
<td>0</td>
</tr>
<tr>
<td>2. Drug Law Violations</td>
<td>0</td>
</tr>
<tr>
<td>3. Weapons Violations</td>
<td>0</td>
</tr>
</tbody>
</table>

Disciplinary Referrals

<table>
<thead>
<tr>
<th>Disciplinary Referrals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Liquor Law Violations</td>
<td>0</td>
</tr>
<tr>
<td>2. Drug Law Violations</td>
<td>0</td>
</tr>
<tr>
<td>3. Weapons Violations</td>
<td>0</td>
</tr>
</tbody>
</table>

Police and Security Services

RMUoHP does not employ University police services and uses the Provo Police Department for police and security-related issues. Student identification cards are issued by the office of student services. Many RMUoHP employees are CPR-certified and trained in several fields of healthcare.

Student Responsibility

As members of the RMUoHP community, students and employees should adhere to appropriate safety measures by being aware of personal conduct that could impact their safety and wellness. Students and employees should lock their doors, travel in groups whenever possible, secure valuables, and make educated decisions regarding participation in activities.
Reporting Crimes and Medical Emergencies

In the case of emergency, students, faculty and staff should dial 911 and report the emergency. For non-emergencies the Provo Police Department may be contacted at 801.852.6300. All crimes and medical emergencies should also be reported to the Executive Vice President of Administration.

Student Health Insurance

While RMUoHP does not require its post-professional students to provide evidence of health insurance, students within the residential Doctor of Physical Therapy program must provide such evidence at the start of the degree program or as required throughout the program. While RMUoHP is not a provider of health insurance, the University has arranged with Impact Financial to provided a variety of health insurance options for the both the residential and post-professional students. Impact Financial may be reached at info@impactyourhealth.org or 1.866.380.5162. Additional details are available on the Student Services link of the University website.

Medical Emergencies and Services

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 responsibility for their healthcare and the financial responsibility for any required medical, dental, or mental health 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. While students may contact the University for information regarding other healthcare facilities, in non-emergency situations, students are encouraged to seek providers from and confirm coverage with their insurance company prior to receiving medical care. In the case of extreme emergency, students should immediately call 911. Information regarding local medical, dental, and psychological resources is also provided on the Student Services link of the RMUoHP website.

<table>
<thead>
<tr>
<th>Emergencies</th>
<th>InstaCare</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call 911</td>
<td>Intermountain Springville InstaCare</td>
</tr>
<tr>
<td></td>
<td>762 West 400 South</td>
</tr>
<tr>
<td></td>
<td>Springville, UT 84663</td>
</tr>
<tr>
<td></td>
<td>801.429.1200</td>
</tr>
<tr>
<td>Regional Hospital</td>
<td>Intermountain North Orem InstaCare</td>
</tr>
<tr>
<td>Utah Valley Regional Medical Center</td>
<td>1975 North State Street</td>
</tr>
<tr>
<td>1034 North 500 West</td>
<td>Orem, UT 84057</td>
</tr>
<tr>
<td>Provo, UT 84604</td>
<td>801.714.5000</td>
</tr>
<tr>
<td>801.357.7850</td>
<td>Intermountain Provo InstaCare</td>
</tr>
<tr>
<td></td>
<td>1134 N. 500 W. #102</td>
</tr>
<tr>
<td></td>
<td>Provo, UT 84604</td>
</tr>
<tr>
<td></td>
<td>801.357.1770</td>
</tr>
</tbody>
</table>
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.tobaccofreeutah.org/laws.html](http://www.tobaccofreeutah.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:

- Cocaine Anonymous - 310.559.5833 or [http://www.ca.org/](http://www.ca.org/)
- The Foundation for a Smokefree America – 310.471.0303 or [http://www.anti-smoking.org/quitting.htm](http://www.anti-smoking.org/quitting.htm)

**Fire Safety and Equipment**

Regularly-inspected fire extinguishers are located throughout the RMUoHP campus. In addition, evacuation maps are posted throughout the buildings. Students should note the nearest fire extinguisher(s) and evacuation routes.

**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. Because the on-site portion of a semester is integral to the degree program, post-professional students may not miss any on-site portion of their semester and proceed with their degree program cohort without prior approval (see pages 39-40).

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 Academic Dean.

University Registration and Accreditation

The University 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.

RMUoHP has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation.

The National League of Nursing Accreditation Commission (NLNAC) has found that the RN to MSN program at RMUoHP is eligible to participate in the Candidacy Process, the first step towards formal review for NLNAC Initial Accreditation. The program is anticipated to start in 2011.

As they occur, updates regarding RMUoHP’s accreditation statuses are posted to the University’s website.
Governance and Administration

Governing Officers
The University is administrated by officers who include the President, Executive Vice President of Administration (EVPA), Executive Vice President of Academic Affairs/Provost (EVPAA/Provost), Vice President of Enrollment Management (VPEM), Vice President of Advancement (VPA), 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 and Officers
- **President** - Richard P. Nielsen, PT, DHSc, ECS
- **Executive Vice President of Administration** - Michael Skurja, Jr., PT, DPT, ECS
- **Executive Vice President of Academic Affairs/Provost** - Larry Banks, PhD
- **Vice President of Advancement** - Les R. Smith, PhD
- **Vice President of Enrollment Management** - (Unfilled)
- **Vice President of Finance** - Michael B. Millet, MBA
- **Academic Dean** - Sandra L. Pennington, PhD, RN
- **Director of Admissions** - Bryce Greenberg, MBA
- **Director of Institutional Effectiveness and Student Services** – Jessica D. Egbert, MEd
- **Director of Research** - Mitchell J. Rauh, PT, PhD, MPH
- **Marketing and Community Relations Manager** - Jonathan L. Kewish
- **Medical Librarian** - Joy Harriman, MBA, MLS, AHIP
- **Assistant Librarian** - Krista Atkinson, MLS
- **Registrar** - Gretel C. Cosman, MAEd
- **Assistant Registrar** - Jan Reese

Board of Trustees
- **Chair** - Virginia Nieland, PT, MS, DSc (Hon)
- **Vice Chair** - Les R. Smith, PhD
- **Treasurer** - Keith Fevurly, MBA, JD, LLM, CFP
- **Secretary** - Dana Howell, PhD, OTD, OTR/L
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- Kevin Lyons, PhD, FASAHP
- Richard P. Nielsen, PT, DHSc, ECS
- Louis R. Osternig, PhD, ATC
- Ray Patterson, PT, EdD
- Michael Skurja, Jr., PT, DPT, ECS
- Rogan Taylor, PT, DPT
Graduate Program Directors

Post-professional Degree Programs

Doctor of Philosophy
- Athletic Training - Malissa Martin, EdD, ATC/L
- Health Promotion and Wellness - Troy Adams, PhD; Andrea White Gorman, PhD, RD, LPC
- Nursing – Karla Dalley, PhD, RN, CNE; Susan Gardner, PhD (Candidate), RN, CNE
- Orthopaedic and Sports Science - Lori Thein Brody, PT, PhD, SCS, ATC
- Pediatric Science - Jane K. Sweeney, PT, PhD, PCS, FAPTA

Doctor of Science
- Clinical Electrophysiology - Michael Skurja, Jr., PT, DPT, ECS; Lisa DePasquale, PT, DSc, ECS

Doctor of Nursing Practice (DNP)
- Marie-Eileen Onieal, PhD, MMHS, RN, CPNP, FAANP

Doctor of Occupational Therapy (OTD)
- Marian Gillard, PhD, OTR/L, FAOTA

Transitional Doctor of Physical Therapy (tDPT)
- Michael Ross, PT, DSc, OCS

OTD and tDPT Elective Track Directors
- Administration and Practice Management – Larry Banks, PhD
- Aging – (Unfilled)
- Hand Therapy - Susan Michlovitz, PT, PhD, CHT
- Manual Therapy – Timothy Flynn, PT, PhD, OCS, FAAOMPT
- Pediatric Science - Jane K. Sweeney, PT, PhD, PCS, FAPTA

Master of Science in Nursing (RN to MSN)
- (Unfilled)

Entry-level Degree Programs

Doctor of Physical Therapy (DPT)
- J. Wesley McWhorter, PT, PhD
- Jeff Lau, PT, DPT, OCS, CMPT (Director of Clinical Education)

University Council (UC)

The UC is comprised of all faculty, GPDs, the Director of Research, Medical Librarian, Registrar, Director of Clinical Education (DPT program), AD, and the EVPAA/Provost. 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 EVPAA/Provost chairs the UC.
Academic Leadership Council (ALC)

The ALC consists of all GPDs, the Director of Research, Medical Librarian, Registrar, Director of Clinical Education (DPT program), 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. Several committees exist under the guidance of the ALC:

- **Admissions Review Committee (ARC)** - 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, which is comprised of at least three members who broadly represent the various programs and degrees, and departments across the University. 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 director of admissions 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.

- **Assessment Committee** - The Assessment Committee works to promote an integrated culture of assessment within the University’s degree programs and consistent with the University mission, core values, and comprehensive strategic plan. The committee is charged with identifying best assessment practices for student learning, reviewing degree program assessment processes, and coordinating assessment feedback and assistance to programs. The committee consists of at least three GPDs and/or faculty members, a member of the Board of Trustees Academic Affairs Committee, and a student. The Director of Institutional Effectiveness is also an ex officio member of this committee.

- **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 EVPAA/Provost. This committee is composed of two or more faculty.

- **Committee on Inclusiveness** - The Committee on Inclusiveness provides advice and recommendations to the University on strategies and procedures for creating an inclusive environment for all students, faculty, and staff. The committee serves in an advisory capacity regarding the diversity of the faculty, staff, and students. The committee advises the university on accommodation requests or concerns from faculty or students with unique challenges. As members of the committee, the ADA officer is responsible for oversight of implementing federal and state laws and regulations governing equal access/opportunity. The committee consists of at least two GPDs.
and/or faculty members, a student, a staff member, and other appointed administrative officers.

- **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 at least two faculty or GPDs, one student, the director of research, and the AD. The registrar serves as an ex officio member of this committee.

- **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 at least three faculty or program directors and a current student.

- **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 at least 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.

**Program Advisory Panels and Councils**

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.

**Strategic Enrollment Management (SEM) Committee**

The mission of the SEM committee is to support and sustain the University's academic mission through an evidence-based, collaborative approach that maximizes student enrollment, retention, and graduation. The Committee, which is appointed by the University President, includes a variety of administrators, staff, and program directors.
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 VPA as the University representative.

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 Director of Student Services as the University representative.
Academics

The University uses an integrative approach to health sciences and practice. Students complete coursework in the entry-level DPT and the post-professional, limited-residency programs on-site in a traditional classroom setting as well as off-site using the WebStudy learning system. Students in the limited-residency programs also complete coursework in 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, 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 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 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.

In addition to these goals, the PhD and DSc programs also prepare graduates to develop:

- An ability to practice the principles and methods of scientific inquiry and research methodologies applicable to the study of the human condition and healthcare practices.
- Skills to generate original thought and research.

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 or her graduate program.
Educational strategies emphasized in the entry-level, residential Doctor of Physical Therapy (DPT) program:
1. A learner-centered model of education, where students are actively involved in the teaching/learning process;
2. As the program progresses, teacher-student collaboration in the educational process increasingly encourages students to take responsibility for their own learning, discovery, and application of new knowledge and skills;
3. The faculty models and encourages critical reflection;
4. Course content builds on the students’ existing knowledge base, progressing from simple to complex conceptualization and advancing from concrete to abstract analysis;
5. Student development of core values and skills is enhanced through appropriate faculty interaction and modeling of professional behaviors and attitudes; and
6. Assessment of student learning and preparation for clinical practice is an intentional and integrated component of student learning.

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), post-professional Doctor of Occupational Therapy (OTD), and Doctor of Nursing Practice (DNP) 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 (OTD);
6. Directed advanced clinical, health science, educational, or research application experience in supervised and mentored settings (DNP); and
7. Completion of an original capstone research project (DNP).

Educational strategies emphasized in the Doctor of Science (DSc) programs and Doctor of Philosophy (PhD) programs:
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; and
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 Executive Vice President of Academic Affairs/Provost (EVPAA)**

The AD and the EVPAA/Provost are responsible for the effective and efficient operation of academic activities within the policies, directions, and plans of the university. The AD oversees all GPDs and academic programs. The EVPAA/Provost has direct responsibility for admissions, student services, academic integrity, and academic outcomes of the institution.

**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, program assessment, and participating in University governance activities.

**Post-professional OTD and tDPT Elective Track Directors**

Each elective track concentration in the post-professional OTD and tDPT programs is managed by an elective track director. The elective track director 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 director shares leadership of the degree with the OTD and/or tDPT GPD, who assures compliance and standardization of core class requirements and composition and grading of the directed independent study and/or capstone project. The GPDs for the OTD and tDPT programs have oversight for the curriculum and recruitment and mentoring of students in the respective post-professional program and work in tandem with the elective track director.

**Faculty**

Faculty members are comprised of GPDs, full-time, part-time, affiliated, adjunct, and clinical faculty. The University faculty are 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 experiences at RMUoHP.

**Didactic Education**

RMUoHP uses a variety of learning methods in course delivery. The classroom and web-based environments are 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.

**DNP Capstone Project**

Students in the DNP program are required to complete a culminating capstone project at the completion of their didactic coursework. The capstone is an evidence-based system change project that includes the application of the best available evidence at the point-of-care.

**PhD Practicum**

Some PhD degree programs offer a practicum experience which 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.

**DSc/PhD 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 for and commitment to their education. This is accomplished through extensive reading, classroom preparation and participation, web-based 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 seven graduate degree programs:

- The Master of Science in Nursing (RN to MSN) program 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), the post-professional Doctor of Occupational Therapy (OTD), and the Doctor of Nursing Practice (DNP) degree programs 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 entry-level Doctor of Physical Therapy (DPT) degree program is designed to prepare the graduate to be eligible for licensure and entry into the profession as a physical therapist. The mission is to provide a student-centered education that prepares graduates for socially responsible, outcomes-oriented, evidence-based, autonomous and collaborative physical therapy practice.

- 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 Educational Model
The University operates on a tri-semester basis and academic credit units are defined as semester-credits. Each semester consists of approximately 15 weeks. All programs assign credit hours based on the format 15 lecture hours equals one credit, 30 laboratory hours equals one credit, and 45 clinical hours equals one credit. The course delivery model is outlined in the program curriculum and course syllabus. The University also has a comprehensive Course Catalog (a separate document from the University Handbook) which lists all courses offered at the University, including the course descriptions (exhibit 1.13). The Catalog may be downloaded from the University website or requested through the Office of the Registrar.

Within both the residential and limited-residency degree programs, all courses are web-enhanced. Each degree program also includes on-campus requirements, which differ based on
the educational model employed for a course, semester, or degree program. The limited-residency model uses web-based instruction in conjunction with immersion periods on campus (Module 2) to facilitate learning throughout the degree program. The residential programming in the eDPT program also includes some web-based instruction. The following figure graphically illustrates the limited-residency semester model used at RMUoHP.

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 web-based education tools and directed independent study formats. 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.

A minimum of 58 graded credit units is required for successful completion of the MSN degree (except in the case of Baccalaureate-prepared registered nurses; see below for further details). The 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 graded credit hours by entering the program at semester three.

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 educational standards.

The program also offers elective tracks which provide additional depth and expert guidance in the areas of Hand Therapy, Aging, Manual Therapy, Administration and Practice Management, and Pediatric Science.
A minimum of 22 graded credit hours is required for successful completion of the DPT degree. The tDPT program schedules and course requirements are outlined in the respective cohort curricula, which are published on the University website.

**Post-professional Doctor of Occupational Therapy (OTD) Degree**

The primary purpose of the OTD program is to raise the knowledge base of practicing occupational therapists to equal that of the new entry-level OTD degree. The OTD 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 OTD program include those with an entry-level bachelor's or master's degree in occupational therapy. Students may be practitioners or academicians interested in raising their knowledge base, expanding their practice area, or seeking advancement within their current setting.

The OTD program is designed for occupational therapist practitioners to pursue a post-professional clinical doctorate without having to relocate, allowing them to manage their current work demands.

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

A minimum of 22 graded credit hours is required for successful completion of the OTD degree. The OTD program schedules and course requirements are outlined in the respective cohort curricula, which are published on the University website.

**Doctor of Nursing Practice (DNP) Degree**

The post-professional DNP program at RMUoHP is designed to prepare advanced practice leaders 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 DNP graduate is well prepared to influence health and social policy for diverse populations in a variety of settings. The program outcomes develop master healthcare professionals and leaders with advanced, evidence-based skills who critically review the literature, transform system processes at the point of care, participate in research, and advance knowledge through publications and presentations. A higher level 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.

The graduate will be a sophisticated consumer of research, as well as a socially responsible, competent, and innovative clinical leader who analyzes and works within the financial, political, clinical, and social factors that influence care models and population-based delivery systems. The core courses and directed independent study residency courses offer expanded study in the areas of leadership and management in advanced practice, evidence-based practice, system change, leadership in establishing clinical excellence, information technology, ethics and social responsibility, expertise to inform health policy, and interdisciplinary collaboration.
The DNP program with its limited-residency model will provide the flexibility for the advanced practice leader to maintain employment while obtaining a doctoral degree. A minimum of 38 graded credit hours is required for successful completion of the DNP degree. A capstone project is required with a focus on applying best current evidence to transform systems. The program, including didactic coursework and a system change capstone project, will require approximately two years to complete. The DNP program schedules and course requirements are outlined in the respective cohort curricula, which are published on the University website.

**DNP Capstone Project**

Students in the DNP program complete a capstone project that reflects a system change project at the point of care under the supervision of the GPD. Additional committee members, including a clinical mentor, are required. Guidelines for the process are located on the University website.

**Entry-level (residential) Doctor of Physical Therapy (DPT) Degree**

The mission of the Doctor of Physical Therapy program is to provide a student-centered education that prepares graduates for socially responsible, outcomes-oriented, evidence-based, autonomous and collaborative physical therapy practice.

The DPT program strives to attract a dynamic and diverse faculty who possess a common desire to shape the physical therapists of tomorrow by modeling both clinical and teaching excellence. By design, the DPT program plans on expanding on the progressive model of the University by incorporating advances in technology and educational theory in the development and implementation of its programs. RMUoHP recognizes that even with the best technology and curriculum, the heart and soul of the program is the student. Our program will cater to highly motivated students who wish to be active participants in their education.

In keeping with both the University and Program Missions, RMUoHP graduates will be prepared to enter the physical therapy work force as skilled and ethical members of the healthcare community.

The course sequence flows from the Mission, philosophy, and goals of the DPT program, and is designed to facilitate the education of our students. The curriculum outline, list of courses, and course descriptions are located on the RMUoHP website. The program is a traditional, campus-based program consisting of 8 continuous semesters of classroom and clinical experiences.

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

The DSc and PhD degree programs are designed to integrate 24-28 months of on-site classroom activity, web-based 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 graded credit hours is required for graduation. Applicants must hold a master’s degree or doctorate to enroll. Each DSc or PhD program specialty 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 web-based study for six to seven semesters. These semesters include on-site immersion sessions, with the bulk of study completed 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 45 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. 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.

The DSc and PhD program schedules and course requirements are outlined in the respective cohort curricula, which are published on the University website.

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 core course exam may be taken when all core course work for that program has been successfully completed as defined above. Both the core content and professional program exams must be completed within 6 months from the last day of the final didactic semester or within 6 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 or PhD 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.
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. Guidelines for the process are located on the University website.

Continuous Enrollment Requirement

Effective January 1, 2010, current and future students enrolled in any of the University’s PhD or DSc programs are required to maintain continuous enrollment at the University until all degree requirements have been completed, as follows:

1. Each student will enroll in the didactic courses for his or her doctoral program according to the program curriculum and the semester schedule in effect at the time of enrollment.
2. At the end of the final didactic semester, the student will enroll in the nine-credit CC 899, “Doctoral Dissertation” course for two consecutive semesters (CC 899A and CC 899B). This course does not require physical attendance on the University campus.
3. At the end of CC 899B, the student will enroll in the four-credit CC 844, “Dissertation Residency” course for the next semester (CC 844A) and for each semester (CC 844B, etc) thereafter until the completion of the 1) minimum number of required program credits and 2) doctoral dissertation. The doctoral dissertation is considered complete when the student is cleared for graduation. CC 844 does not require physical attendance on the University campus.

Partial semester enrollment is not available. Students must not only maintain continuous enrollment with the University but they must be financially current with the University or have made alternate arrangements with the financial office to enroll for each succeeding CC 899 or CC 844 course. Students who exceed the eight-year time frame and successfully receive an extension from the Academic Dean [or the Hearing and Resolutions Committee (HRC) if commissioned by the Academic Dean] will be required to enroll in CC 844 during each four-month period for the length of their extensions.

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:

- RN to MSN - 24-36 Months
- tDPT and Post-professional OTD - 12-15 Months
- DNP - 12 Months
- DSc and PhD - 27-32 Months
- Entry-level DPT - 32 Months

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.
Course Delivery

RMUoHP offers blended course delivery, which includes course delivery enhancement via the University’s learning management system, WebStudy. Each course may include submission of course materials, document sharing, and threaded discussion forums, or live “chats” via the WebStudy system. Within each blended program model, some courses may also include content delivered entirely through WebStudy. Each course syllabus clearly identifies to the student the expectations for both face-to-face and web-enhanced engagement. Additionally, entry-level Doctor of Physical Therapy students will complete non-traditional coursework via the BioEspresso learning management system, and at off-site facilities while on clinical affiliations during and at the end of the program.

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>
<tr>
<td>R</td>
<td>Repeat Course</td>
<td>***</td>
</tr>
<tr>
<td>AC</td>
<td>Audit Course</td>
<td>***</td>
</tr>
<tr>
<td>AW</td>
<td>Administrative Withdrawal</td>
<td>0.00</td>
</tr>
<tr>
<td>AF</td>
<td>Administrative Failure</td>
<td>0.00</td>
</tr>
</tbody>
</table>

***No numeric value computed in GPA.
Course Grade Designations

AW (Administrative Withdrawal)
An “AW” grade is assigned when a student unexplainably discontinues a class, does not attend class, or fails to meet the requirements of an Incomplete contract as outlined. 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 agreed-upon deadline within the regular timeframe of the course. 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 the end date of the subsequent semester. 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.

Should the student fail to meet the requirements of the contract, the grade the student receives in the course will automatically change from an incomplete to an academic withdrawal.

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 by the end date of the subsequent semester 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.
Should the student fail to meet the requirements of the contract, the grade the student receives in the course will automatically change to the failing grade that would have been assessed prior to the remediation.

**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/add 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 EVPAA/Provost 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–add period is outlined in the academic calendar. During the designated drop class period, students may withdraw from the course without academic penalty and will receive a “W” grade in the course. The “W” grade does not affect the GPA.

**TC (Transfer Credit)**
A “TC” grade is assigned when the student receives transfer credit allowance. A “TC” grade has no effect on the GPA. The policy on transfer credit is located on the University website.

**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

Individual course grades are emailed to each student by the Registrar as they are posted. Grade reports (in the form of a PDF copy of the student’s unofficial transcript) will be e-mailed to students by the Registrar upon the complete posting of each semester’s grades, as well as upon individual student request. These reports consist of both current academic work completed, and a summary of the student’s cumulative academic work and cumulative grade point average (CGPA). 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. This form may also be used in the rare situation when the student designates others to whom grades should be released.

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 the space provided on the request form.

Course Grade Changes

Course grades are considered final when recorded by the Registrar. Once a final course grade is recorded by the Registrar, no final course grade may be changed when the requirements for completing the course have been met for I and IP grades, or 3) except: 1) to correct the permanent record when a calculation error has been made, or 2) upon direction of the Hearing and Resolutions Committee through an academic grievance procedure. 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>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>

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.

For students in the entry-level DPT program to temporarily withdraw, a signature from the Graduate Program Director for the program must be obtained on appropriate paperwork available from the registrar, and a formal plan for re-enrollment must be in place. Given the sequential nature of the DPT coursework and curriculum, this status may only apply for one year and can only occur at certain times during the curriculum as determined appropriate by the DPT program.

**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 executive vice president of academic affairs/provost (EVPAA), 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 EVPAA/Provost 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 EVPAA/Provost).

**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 not met requirements as defined below in the rate of progress section. 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 or PhD 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 EVPAA/Provost. 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 EVPAA/Provost and is unable or unwilling to comply with the conditions of continuance as outlined by the GPD and/or EVPAA/Provost.
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, the post-professional transitional DPT, and the post-professional OTD; four years for the entry-level DPT and post-professional DNP; or, eight 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 EVPAA/Provost.

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.

In the entry-level DPT program, a missed semester would result in academic dismissal and appropriate re-admission procedures would apply.

**Standards for Satisfactory Academic Progress**

Students must maintain satisfactory academic progress in order to remain eligible to continue as active students of the University. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Satisfactory academic progress is determined by measuring the student’s CGPA and the student’s rate of progress (ROP) towards completion of degree requirements. These are outlined as follows.

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

Students must meet specific CGPA requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These will be reviewed
after grades have been posted at the end of each semester to determine if the student’s CGPA is in compliance.

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 (Percentage Successfully Completed)**

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of a semester. As with the determination of CGPA, the rate of progress will be reviewed at the end of each semester after grades have been posted to determine if the student is progressing satisfactorily.

A student may not carry more than three course grades of I, IP, AW or W in the RN to MSN or DNP program to continue in the program.

A student in the entry-level DPT program may not carry more than two course grades of I or IP to continue in the program. Grades of AW or W will result in dismissal from the program. A student who receives a grade of C in any given semester will be placed on academic probation. A student receiving a grade of C in two or more courses in a given semester will be academically dismissed.

A student may not carry more than two course grades of I, IP, AW, or W to continue in the tDPT or post-professional OTD 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.

**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 for academic reasons 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.

**Maximum Timeframes for Program Completion**

Timeframes for progression are identified to ensure that students maintain current knowledge and contemporary skills throughout the educational program. All work for the RN to MSN (bachelor’s degree-prepared students only), tDPT, and post-professional OTD 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 DNP and entry-level DPT degree programs must be completed within four years of the first day of enrollment and all requirements for the DSc or PhD degree must be completed within eight years of the first day of enrollment.

The student’s maximum time for his or her program of study will include the credit hours attempted with respect to each course that the student took at the University when the student: a) was enrolled in that program of study; and b) was enrolled in a different program of study, if the subject matter of that course is substantially the same as any course in his or her current program of study or that course counts toward or satisfies any of the coursework requirements of his or her current program of study. If a student chooses to change his or her program of study or seek an additional degree from RMUoHP, similar courses within the student’s previous program will be included in calculating satisfactory academic progress (SAP).

**Academic Probation and Suspension**

At the end of the semester, after grades have been posted, each student’s CGPA and ROP are reviewed to determine whether the student is meeting the requirements stated in the Satisfactory Academic Progress policy.

Students will be placed on academic probation when the CGPA and/or the ROP does not meet the requirements detailed in the Satisfactory Progress policy. During the period of academic probation students are considered to be making satisfactory progress for both academic and financial aid eligibility. Students will remain on academic probation as long as their CGPA and/or ROP remain in the probation range. Students must participate in academic advising with their Graduate Program Director for the duration of their probationary period.

Students whose CGPA or ROP falls below the minimum probation range will be placed on academic suspension and withdrawn from school. Students placed on academic suspension are no longer eligible to receive financial aid.

**Readmittance Following Suspension**

Students who have been suspended may apply for readmittance to Rocky Mountain University of Health Professions after at least one semester following the term in which they were suspended, according to the readmission policy. Students readmitted at this point are considered to be on probation but must bring their CGPA or ROP into the probation range by the end of the first semester after being readmitted. If it is mathematically impossible for the student to improve the CGPA or ROP into the probation range by the end of the first semester after readmittance or if, in the judgment of the readmittance committee, it is highly improbable for the student to improve into the probation range, the student will not be readmitted.
Remediation
If a student earns a failing grade (below 73%) for a course, the student may be allowed to remediate 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 in the post-professional programs 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. Students in the entry-level DPT program must follow program requirements regarding readmission to repeat a course.

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.

During on-site course requirements, students must be present for the entire scheduled lecture period. Post-professional students should not schedule return flights prior to 8:00 pm on the final day of courses. GPD and/or academic dean approval must be obtained prior to making travel reservations that conflict with this guideline.

Post-professional students who miss all or part of an on-site course day will be expected to repeat the course, unless prior approval has been granted in writing by the GPD and professor. The student will be expected to return to the Provo Campus to be in attendance for the next scheduled course. If the course is a core course, the student may not move forward in the program until the course is completed.

For Web Study courses, attendance is also measured by engagement in forum discussions. Active participation in discussion forums is expected.

Entry-level DPT students’ attendance requirements are included in the DPT program handbook, which is provided to students prior to admission and available from the RMUoHP website.

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. Students are also expected to be in class through the complete class period. For post-
professional students, failure to be in attendance at the end of the day, without prior approval from the professor and GPD, will cause the student to be required to repeat the course.

Exams and Assignments

All exams and assignments required of the student will be identified and explained by the faculty and included in the course syllabi. The syllabi are available from the University and are provided to the student at the beginning of a semester. Exams may be 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.

Assignments are submitted directly to the faculty via WebStudy (or BioEspresso, when applicable). Participation in discussion forums, chats, team activities, presentations, etc., may also be required as part of the assessment process. Assignments submitted in limited-residency courses not using WebStudy should be submitted to the Assignments email address. Assignments in the entry-level DPT program should be submitted based on the guidelines set by the faculty of record.

Students should always maintain a copy of every assignment (non-examination) or completed form submitted 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.

Late Assignments or Exams

Faculty are responsible for negotiating an acceptable change in assignment due dates with the student and imposing a penalty, if indicated. Overall University guidelines suggest that 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.

Coursework and Exam Feedback

Course and assignment feedback is provided from faculty directly to students via the WebStudy learning management system. Faculty should post on their syllabus expectations regarding responding to student correspondence. In general, it is expected that faculty would respond to correspondence from students within three business days of receipt.

To protect the security of exams, exams often may only be reviewed in the presence of the student’s proctor, the faculty, or the registrar. If a student wishes to review one or more exams, he or she may request to do so in the faculty’s or registrar’s presence while on-site at the University. If the student wishes to review the exam(s) while off site in programs using the limited-residency model, 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 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 via WebStudy by the student and are 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.
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. In addition: DSc and PhD degree students must pass comprehensive qualifying exams, complete practicum hours (as applicable), and satisfy all the steps in the dissertation process (committee formation, proposal development and defense, IRB approval) leading to the final defense and subsequent submission and acceptance of the bound dissertation; DNP students must additionally complete and successfully defend the capstone project (which will also require intermediate steps such as proposal defense, capstone advisor approval, and submission of the bound copy of the capstone project).

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 website (http://www.rmuohp.edu). The completed form, with required signature, must be submitted to the Registrar at least 60 days prior to the end of a given semester. A graduation fee of $150 for all degree programs is due before the application can be processed.

After the graduation application is submitted, the registrar conducts an audit of academic records and the University business office audits the financial records. Students who clear the academic audit and desire their diplomas/transcripts released upon degree conferral must be cleared by the financial audit. All degree requirements must be completed by the last day of the semester to fulfill the academic portion of the graduation audit and to start the process of degree conferral. Conferral of degrees will be submitted to the BoT Chair on the last day of the semester. As a reminder, the Registrar will contact all potentially eligible students 75 days prior to the end of a given semester. **Should a student not complete degree requirements in the semester in which they have submitted an application for graduation, they must reapply in the semester in which degree requirements are met and pay associated fees. Students who are found eligible must apply for graduation; those who do not apply will have the EVPAA/Provost apply on their behalf, and any graduation application fees not paid will be treated as outstanding financial obligations to the University.**

Recommendations for degree conferral require sequential approval of the program GPD, the EVPAA/Provost, and the President, who recommends conferral to the Board of Trustees (BoT). The Chair of the BoT confers all degrees awarded by RMUoHP. Following BoT approval, the degree is officially conferred, and the graduate can begin using the credentials once notified by the registrar. Graduates are requested to complete an exit interview survey that is provided upon degree conferral.

Commencement Ceremony

The commencement ceremony for all degree programs occurs once a year on the first Saturday in August. Recent graduates (within one year) and those students eligible for graduation are encouraged to attend commencement activities. DNP students must have successfully defended their capstone project and DSc and PhD students must have successfully defended their dissertation by July 1 of that year 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 website unless the student notifies the registrar’s office using the Authorization to Withhold Directory Information Form, which is available from the Registrar link of the University website:

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 executive vice president of academic affairs/provost (EVPAA/Provost) (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 EVPAA/Provost, 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 is 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.
   o 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.

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. Policy 1000 addresses this right. Academic freedom means that:

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

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

**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:

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

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

Conduct and Behavior

RMUoHP strictly adheres to its established policies of conduct and behavior of students, faculty, and administration. These policies were established to maintain an atmosphere conducive to the effective education of students. It is recognized that administrators, 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 Academic Dean. 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 executive vice president of academic affairs/provost [EVPAA] 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 executive vice president of academic affairs (EVPAA/Provost). 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 EVPAA/Provost 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

Any member of the University community may bring to the attention of the faculty member, GPD, AD, or EVPAA/Provost evidence in support of an allegation that a student has demonstrated academic dishonesty. The student will be afforded an opportunity to respond.

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.

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 EVPAA/Provost 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 Executive Vice President of Academic Affairs/Provost

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 EVPAA/Provost. The student’s letter should include the details of the appeal and any supportive university documentation. If indicated, the AD or EVPAA/Provost 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 EVPAA/Provost 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 published course requirements must be approved by the AD, serving as liaison to the Curriculum Committee of the Academic Leadership Council. Written requests for substitutions for courses in the curriculum 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 Director of Student Services. The Director of Student Services will counsel with the student, investigate the complaint, and resolve the complaint to include suspension and/or dismissal.

2. If the student desires to appeal the Director of Student Services decision, the student must file a Disciplinary Action Appeal Form, available from the Registrar link of the University website, with the Director of Student Services within 15 days of the decision and state the reasons for the appeal.

3. The Director of Student Services will convene an ad hoc grievance committee (comprised students and non-academic member of the community). 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 ad hoc grievance 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 Director of Student Services 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.

Guidelines for Complaints which Fall Outside of Due Process

1. Any verbal complaints made to staff or faculty member that fall outside of due process (i.e complaints by non faculty or staff) will be directed to the appropriate administrator. The complaint shall be documented and maintained for a minimum of one year. If the issue is not resolved, the complainant shall be directed to file a formal written complaint.

2. All formal written complaints filed shall contain the name and/or names of the person(s) making the complaint and a clear statement explaining the nature and circumstances of the complaint along with any other supporting documentation. This shall be submitted to the appropriate administrator. The administrator will investigate the complaint, document all findings and communications and notify the complainant of any decisions and/or actions within 30 days. The complainant can appeal the decision if desired.

3. If the complainant desires to appeal the administrator’s decision, the written complaint can then be filed with the Executive Vice President, the Provost, or the President of the University. Decisions made by the President of the University are final.

4. If the complainant is unsatisfied with any decision of the President of the University, he or she may contact the institutional accrediting agency (Northwest Commission on Colleges and Universities, NWCCU) or any appropriate programmatic accreditor.
Applications for admission to all RMUoHP degree programs may be accessed via the Admissions or Apply Online links on the University website at http://www.rmuohp.edu or via the admissions office. All applicants must be US residents and demonstrate a previous record of successful academic achievement and the motivation to pursue graduate level education. Applicants to RMUoHP’s post-professional programs must also demonstrate clinical or other healthcare-related experience, as required by the respective degree program.

Post-professional Program 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. The University is not presently accepting applications for this program.

Doctor of Occupational Therapy (OTD) & Transitional Doctor of Physical Therapy (DPT) Programs

An applicant for the post-professional Doctor of Occupational Therapy (OTD) or transitional Doctor of Physical Therapy (DPT) program must possess a bachelor's degree or master's degree from a regionally accredited institution (or foreign equivalent) as well as a current US occupational or physical therapy license (respectively). An applicant for the hand therapy elective curriculum must submit evidence of hand therapy certification (CHT); an applicant for the pediatric science or aging elective curriculum must have at least one year of pediatric or aging/geriatric experience (respectively) or be currently working in a related setting. Applicants to the manual therapy (DPT only) and administration and practice management elective tracks need no prior related experience.

Doctor of Nursing Practice (DNP) Program

An applicant for the post-professional Doctor of Nursing Practice (DNP) 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 institution (or foreign equivalent). 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 DNP program prior to applying so as to clarify that the program will meet their professional needs.
Doctor of Science (DSc) and Doctor of Philosophy (PhD) Programs

An applicant for the Doctor of Science (DSc) or Doctor of Philosophy (PhD) degree programs must possess a master’s degree or doctorate from a regionally accredited institution (or foreign equivalent) as well as current US licensure or experience in the appropriate healthcare field.

Post-professional Degree Program Application Requirements

All post-professional degree program applicants must submit the following items for consideration. All required RMUoHP application forms are available from Admissions link of the University website. Application materials can be emailed or mailed to the address below. Transcripts may NOT be emailed.

Rocky Mountain University of Health Professions
Admissions
561 East 1860 South
Provo, Utah 84606
admissions@rmuohp.edu

- Office RMUoHP Application (Web-based).
- Official transcripts from each prior undergraduate and graduate institution from which a degree was earned. For the RN to MSN program, applicant transcripts are required from each prior institution attended. Degrees must be from regionally accredited institutions as recognized by the US Department of Education (or foreign equivalent).
- Current resume (vitae) including detailed employment history, career history, extracurricular activities, etc.
- Statement of Professional Goals (Using official RMUoHP form or web-based application). This essay should indicate personal, educational, and professional desires in 300-500 words.
- Two letters of recommendation (Using official RMUoHP form). The recommendations are ideally from a former or current employer and from a colleague or former/current faculty member. 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. 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 Science, Pediatric Science, Clinical Electrophysiology, and Manual Therapy programs).

Additional Post-professional Degree Program 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 Pediatric Science programs must have pediatric experience (three years for the PhD; one year of experience or currently working in a pediatric setting for the OTD/DPT elective curriculum).
• Applicants to the OTD/DPT Aging elective track must have one year of related experience or be currently working in a related setting.
• Applicants to the OTD/DPT hand therapy elective track must submit evidence of hand therapy certification (CHT).
• 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.

Entry-level Doctor of Physical Therapy (DPT) Program Admission Requirements and Guidelines

Beginning in July 2010, the Doctor of Physical Therapy* program will participate in the Physical Therapist Centralized Application Service, known as PTCAS. Applicants to the entry-level physical therapy program for the May 2011 entering class will apply online using the PTCAS application. To learn more about the PTCAS application process, visit the PTCAS website at http://www.ptcas.org. To be eligible for RMUoHP’s entry-level DPT program, applicants must fulfill the following requirements:

• Completion of a Bachelor’s degree prior to the start of class.
• Two courses of general chemistry (8 semester hours including labs) with lab for science majors.
• Two courses of general physics with lab (8 semester hours including labs) for science majors.
• One course in biology (3 semester hours).
• One course in human anatomy with a lab (4 semester hours including labs).**
• One course in physiology with a lab (4 semester hours including labs).**
• Three Semester hours of statistics.
• Six semester hours in the behavioral sciences. Life span development is preferred.
• Minimum 3.0 cumulative GPA with a minimum 3.0 cumulative GPA for prerequisite courses
• Verbal and quantitative GRE scores (must be taken within 5 years of application.).
• 50 work or volunteer hours in a physical therapy setting (recommended, but not required).
• US resident.
• All applicants must review the DPT Student Handbook, available on the RMUoHP website, prior to applying.

*RMUoHP has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation.

** A two semester anatomy and physiology combination course, with lab, may be used to fulfill the human anatomy and physiology requirement (8 semester hours including labs).
Entry-level DPT Degree Program Application Requirements

All entry-level DPT program applicants must submit the following items for consideration. All required RMUoHP application forms are available from Admissions link of the University website. Application materials can be emailed or mailed to the address below. Transcripts may NOT be emailed.

Rocky Mountain University of Health Professions
Admissions
561 East 1860 South
Provo, Utah 84606
admissions@rmuohp.edu

- Official RMUoHP DPT Application (Web-based)
- Official transcripts from each prior undergraduate and graduate institution attended.
- Current resume (vitae) including detailed employment history, career history, extracurricular activities, etc.
- Statement of Professional Goals (Using official RMUoHP form or web-based application). This essay should indicate personal, educational, and professional desires in 300-500 words.
- Three letters of recommendation (Using official RMUoHP form). 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.
- Bachelor's Degree Completion Plan (Using official RMUoHP form; if not yet graduated or completing prerequisites).
- Prerequisite Evaluation Chart (Using official RMUoHP form).
- DPT Program Disclosure (Using official RMUoHP form).
- Quantitative and verbal GRE scores. (NOTE: RMUoHP's GRE code is 5751.)
- Volunteer and Work Experience (Optional; using official RMUoHP form).
- $50 Non-refundable application fee.

Certificates Needed Prior to Clinical Rotation in Year Two

- Certification in Cardiopulmonary Resuscitation for Adults, Children, and Infants by the American Heart Association for the Health Profession or the Red Cross for the Professional Rescuer.
- Certification in First Aid by the American Red Cross.

Clinical Education Requirements

Clinical rotations and internships are part of the curriculum and may require that a student temporarily relocate. The student is responsible for the cost of the travel and other associated expenses. Matriculated students are provided liability malpractice insurance while enrolled in the entry-level DPT Program. Coverage terminates when a student graduates or is no longer enrolled. This policy covers students only while enrolled at RMUoHP and participating in education related activities such as assigned clinical practice experiences.
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.

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, which is posted on that degree program’s link on the University website. For post-professional programs, it is strongly recommended that applicants submit the complete application at least 90 days prior to the published program start date. Post-professional applications are reviewed on a first-come, first-served basis and are thus encouraged to submit applications as early as possible. Entry-level DPT applications are reviewed after the application deadline.

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
For post-professional degree programs, within thirty days of receiving a completed application, the GPD, AD, and/or the Admissions Review Committee (ARC) will review the materials and a letter regarding the admissions decision will be sent to the applicant.

The application review process for the entry-level DPT program includes a preliminary evaluation of applicants, interviews, and a final decision regarding admission, denial, or wait-listing for admission. Following the submission of the complete application packet, applicants will be notified if they are selected for interviews. After the interview phase, applicants will be notified of their official status within 30 days or at least 60 days prior to the scheduled program start date. Wait-listed applicants may not be notified of their final status until 30 days prior to the scheduled program start date.

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 EVPAA/Provost will also review all applications in a program where the AD 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 director of admissions.

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

Transfer credit will be awarded consistent with University guidelines for a course equivalent to a University course. Transfer credit analysis is preferred at acceptance to a program. With extenuating circumstances, students may transfer applicable credits within eight weeks prior to the semester start. Total credits are limited to no more than one-half the minimum credits required for completion of a specific degree program. Only credit units are transferred. Grades do not transfer and RMUoHP does not use grade points earned at other institutions for purposes of computing cumulative University grade point averages.

Students must request that their transcripts be evaluated by completing the “Transfer Credit Evaluation Form” found on the Registrar link of the RMUoHP website. The form is required for external transfer credit acceptance. Audits of internal transfer credit may be requested from the registrar, who will submit a form outlining the student’s potential transfer courses for evaluation by the GPD and EVPAA/Provost.

An initial evaluation will be completed by the Registrar and further assessment and a credit determination will be recommended by the GPD. Final approval is made by the EVPAA/Provost. In cases of dispute, the student may request to apply for credit through the University’s credit-by-examination program, which will require a fee. The exam results will be reviewed by a faculty committee for recommendation to the EVPAA/Provost, who will make the final approval decision.

For credit units to be considered eligible for transfer, students must satisfy the following:

1. The credit is from a course taken at or reviewed by an institution accredited by either a national or regional accrediting associations, or by American Council on Education’s College Credit guide.
2. Equivalent course based on the nature, level, credits, content and comparability of the course to University offerings by comparing course syllabus and catalog descriptions.
3. The student submits, for evaluation, course descriptions, syllabi, and textbooks or materials used in the course being evaluated for transfer credit.
4. An equivalent grade of “B” or higher was earned.
5. The hours have been completed within five years of acceptance into the program for which the hours are requested for transfer.
6. Previous course work will be evaluated by the GPD of the program and select faculty: for PhD and DSc core courses, evaluation by the Director of Research is also required.

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 director of admissions. 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:

1. Upon acceptance, a student may choose to disclose his or her disability by submitting a voluntary disclosure of disability letter to the director of student services. Documentation and relevant information about the nature of the disability is required from a licensed professional.
2. After the student has returned his or her form and official documentation (no older than five years), the Committee on Inclusiveness will discuss the recommended and required modifications.
3. The student will then be informed in writing regarding the outcomes of the decision. The disability officer of the Committee on Inclusiveness will coordinate all accommodations with the student’s faculty and others, as applicable.
4. 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 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 Director of Admissions.

Required Forms

Upon acceptances, all RMUoHP students must submit the Enrollment Agreement, University Handbook and Honor Code Acknowledgement Form, and Authorization for Electronic Use of Signature form. All three forms are provided to students following admission. Other forms may be required and will be provided to the student via the University website, email, or other means.
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 2010 are located on the Tuition and Fees link of the University website. These rates may change without notice.

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

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 Assistance
Education Lines of Credit up to $25,000 are available to qualified students through Mountain America Credit Union. Students pay interest-only until six months after they graduate. For detailed information about these lines of credit, contact the University Finance Office at financeoffice@rmuohp.edu.

Aegis Therapies Educational Grant (Entry-level Doctor of Physical Therapy Students)
The Aegis educational grant is offered to qualified entry-level Doctor of Physical Therapy (DPT) candidates and is available to full-time students who have demonstrated merit and need. First-year students may apply for the Aegis Therapies education grant following formal admission into Rocky Mountain University of Health Professions’s (RMUoHP’s) entry-level DPT program. Recipients may qualify for the Aegis Therapies grant for a total of up to three academic years and will be required to re-apply at the beginning of each academic year and must maintain a CGPA of 3.5 to be eligible for the grant to continue year-to-year. The grant applies towards tuition only. To apply, download the grant information and application.

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:

Tuition Refund Rate Schedule

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Amount of Paid Tuition and Program Fees Refundable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the Start of the Semester</td>
<td>100%</td>
</tr>
<tr>
<td>During the 1st Week</td>
<td>100%</td>
</tr>
<tr>
<td>During the 2nd Week</td>
<td>100%</td>
</tr>
<tr>
<td>During the 3rd Week</td>
<td>50%</td>
</tr>
<tr>
<td>After the 3rd Week</td>
<td>0%</td>
</tr>
</tbody>
</table>

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