Rocky Mountain University of Health Professions is accredited by the Northwest Commission on Colleges and Universities (8060 165th Avenue NE Ste 100, Redmond, WA 98052-3981), an institutional accrediting body recognized by the Secretary of the US Department of Education.

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://www.rmuohp.webstudy.com](http://www.rmuohp.webstudy.com).
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 Spaces

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

University Communication

University notices delivered through regular mail as well as email are considered official University communication.

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 post-professional 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
During the first semester of the degree program, RMUoHP provides each student with a student identification card, lanyard, and clip. The ID card is nontransferable, and any student who allows another person to use his or her ID card is subject to disciplinary action. The University requires students visibly display (on the upper body) a student identification card when on campus.

- A student who loses or forgets his or her identification card must immediately report to Student Services to order a new identification card. Students may obtain a temporary identification card from the Administration Building (561 E 1860 S) reception desk while...
the new identification card is being ordered. No student may use a temporary identification badge for longer than required to receive the new identification card.

- A student is subject to a $10 identification card replacement fee and $3 RMUoHP lanyard and clip replacement fee. Students are not required to use RMUoHP lanyards or clips so long as the identification card is properly displayed on the upper body. Replacement identification cards, lanyards, and clips are obtained through Student Services.

To report a lost or stolen identification card and request replacement, contact Student Services at 801.375.5125 or studentservices@rmuohp.edu.

**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 was not a Title IV institution in prior years, 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](http://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 2009 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. The current Campus Safety and Crime Report is available from the University Website under the About the University > Campus Information and Area Resources link.

<table>
<thead>
<tr>
<th>Table 1. Campus Security and Crime Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Crimes</strong></td>
</tr>
<tr>
<td>1. Murder</td>
</tr>
<tr>
<td>2. Sex Offenses, Forcible</td>
</tr>
<tr>
<td>3. Sex Offenses, Non-forcible</td>
</tr>
<tr>
<td>4. Robbery</td>
</tr>
<tr>
<td>5. Aggravated Assault</td>
</tr>
<tr>
<td>6. Burglary</td>
</tr>
<tr>
<td>7. Motor Vehicle Theft</td>
</tr>
<tr>
<td>8. Arson</td>
</tr>
</tbody>
</table>
### Table 1. Campus Security and Crime Statistics (Continued.)

<table>
<thead>
<tr>
<th></th>
<th>Arrests</th>
<th>Disciplinary Referrals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Liquor Law Violations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2. Drug Law Violations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3. Weapons Violations</td>
<td>0</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 through Student Services; all students, employees, and visitors must display appropriate identification when on campus. Many RMUoHP employees are CPR-certified and trained in several fields of healthcare; automated external defibrillators and first aid kits are also available on campus.

**Campus Firearms Policy**

In accordance with Title 53, Chapter 5 Part 7 of the Utah Code, students are prohibited from bringing loaded guns onto University premises.

Possession, use or sale of weapons, firearms or explosives on work premises, while operating RMUoHP machinery, equipment or vehicles for work-related purposes or while engaged in RMUoHP business off premises is forbidden. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee’s locked motor vehicle.

**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 using the Incident Report Form located as an appendix to the CRMP.

**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. Guardian Insurance Agency may be reached at info@guardiansure.org

2011 University Handbook
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.

**Emergencies**
Call 911

**Regional Hospital**
*Utah Valley Regional Medical Center*
1034 North 500 West
Provo, UT 84604
801.357.7850

**InstaCare**
*Intermountain Springville InstaCare*
762 West 400 South
Springville, UT 84663
801.429.1200

*Intermountain North Orem InstaCare*
1975 North State Street
Orem, UT 84057
801.714.5000

*Intermountain Provo InstaCare*
1134 N, 500 W, #102
Provo, UT 84604
801.357.1770

**Urgent Care Facilities**
*Riverwoods Urgent Care Center*
10AM-10PM
280 West River Park Drive Suite 120
Provo, UT 84604
801.229.2011

*After Hours Medical Urgent Care*
9AM-9PM
476 N 900 W
American Fork, UT 84003
801.492.1611

*Family Practice (First Priority Scheduling)*
*Merrill Gappmayer Family Medicine Center*
475 West 940 North
Provo, UT 84604
801.357.7930
801.357.7937 for Jan Marsh. If unavailable, call 357.8338 and ask for Linda.

*CottonTree Family Practice & Medical Center*
2230 N University Pkwy #1-A
Provo, UT
801.377.3413
Ask for an appointment via Shauna.

**Other Family Practices**
Lake View Family Medicine
M-F 9-5PM
811 N 900 W
Orem, UT
801.812.3200

or 1.866.380.5162. Additional details are available on the Student Services link of the University website.
Alcohol-, Tobacco-, and Drug-Free Environment Policy

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

The University supports the Drug-Free Schools and Communities Act and Drug-Free Schools and Campuses Regulations in preventing the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Alcoholic beverages and illegal drugs are not permitted anywhere on the University campus, including the grounds and parking lots. Alcohol use is not permitted by students or faculty while attending class-related activities associated with the University (i.e., clinical settings, research data collection, etc.).

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

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

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

- [http://www.tobaccofreetah.org/laws.html](http://www.tobaccofreetah.org/laws.html)
- [http://www.utah.gov/residents/utahlaws.html](http://www.utah.gov/residents/utahlaws.html)
- [http://www.alcbev.state.ut.us/Liquor_Laws/liquor_laws_affecting_visitors.html](http://www.alcbev.state.ut.us/Liquor_Laws/liquor_laws_affecting_visitors.html)
While the University is concerned for the health and well being of all students, students who may be concerned about alcohol or other drug use may consider contacting one of several nation-wide self-help services:

- Al-Anon - 888.425.2666 or [http://www.al-anon.alateen.org](http://www.al-anon.alateen.org/)
- 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 posted throughout the campus.

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 Attendance Policy section).

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

RMUoHP is accredited by the Northwest Commission on Colleges and Universities (NWCCU; 8060 165th Avenue NE Ste 100, Redmond, WA 98052-3981), an institutional accrediting body recognized by the Secretary of the U. S. Department of Education. Regional accreditation applies to the institution as a whole and is a voluntary, non-governmental process of analytic self reflection and peer review that assures educational quality.

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: 2011 University Handbook 8
(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 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 2012.

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** - Jeffrey B. Bate, 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
- **Registrar** - Gretel C. Cosman, MAEd
- **Assistant Registrar** - Jan Reese

Board of Trustees

- **Chair** - Virginia Nieland, PT, MS, DSc (Hon)
- **Vice Chair** - Joseph P.H. Black, MDiv, PhD
- **Treasurer** - Keith Fevurly, MBA, JD, LLM, CFP
- **Secretary** - Dana Howell, PhD, OTD, OTR/L
- Laurence N. Benz, PT, DPT, MBA, ECS, OCS
- Roger Hite, PhD
- J. Philip Knight-Sheen, SRN, BA
- Kevin Lyons, PhD, FASAHP
- Richard P. Nielsen, PT, DHSc, ECS
- 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 & Wellness** - Brent Alvar, PhD, CSCS*D; Andrea White Gorman, PhD, RD, LPC
• **Nursing** – Susan Gardner, PhD, RN, CNE  
• **Orthopaedic & 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)**  
• Elysa Roberts, PhD, OTR/L

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

*OTD and tDPT Elective Track Directors*  
- Administration & Practice Management – Larry Banks, PhD  
- Aging – Elysa Roberts, PhD, OTR/L  
- 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 (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, Director of Institutional Effectiveness, 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 faculty.

**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. GSC representatives may be appointed, volunteer, or be
voted by peers to serve as members of the GSC. The GSC includes the Director of Student Services as the University representative.
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 management system. Students in the entry-level (residential) DPT program complete various clinical internships as part of their program.

Graduate Program Directors (GPDs) and other 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 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.

**Executive Vice President of Academic Affairs/Provost (EVPAA/Provost) and Academic Dean (AD)**

The EVPAA/Provost is the chief academic officer of the University and in collaboration with the AD provides intellectual leadership for all academic departments and academic programs. The EVPAA/Provost and AD assume central roles in faculty recruitment, evaluation, and continuing professional development, and work closely with other members of the University's senior administration on budgetary, academic, strategic planning, educational policy issues, accreditation actions, and assessment and continuous improvement efforts. The AD and the EVPAA/Provost are responsible for the effective, ethical and efficient operation of academic activities within the policies, directions, and plans of the University. The AD oversees all GPDs and academic programs.

**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 directors share leadership responsibilities 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 degree requirements, curriculum, and the recruitment and mentoring of students in the respective post-professional program and work in tandem with the elective track directors.

**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 web-enhanced 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 foundation 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

The capstone project is designed as a unique learning experience, providing the DNP student with an opportunity to explore an evidence-based system change in an area of interest. The culminating capstone project at the completion of didactic coursework combines the application of theory with the best available evidence at the point-of-care to accelerate improvement in healthcare activities and processes. The capstone is conducted under the supervision of a clinical mentor and the university capstone coordinator and the results are presented on campus at the capstone defense. Capstone guidelines are available on the University website through Current Students > Registrar > General Student Information and Forms > DNP Residencies & Capstone Project.

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. Paperwork required to post completion of the practicum includes the practicum contract, detailed log forms signed by the student’s practicum mentor to verify his/her hours, the practicum completion form, and the practicum review survey reflecting on the experience. These forms are available on the University website through Current Students > Registrar > General Student Information and Forms.

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. The required guidelines and forms for the dissertation are available on the University website through Current Students > Research > Dissertation.

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 (MSN) limited-residency program is designed for the 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) limited-residency 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) residential 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) limited-residency 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 DPT 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 (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.

A minimum of 38 graded credit units is required for successful completion of the MSN degree. The MSN program is designed for completion in four semesters of full-time study for the baccalaureate-prepared (BSN) registered nurse.
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 24 to 32 months 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 entry-level Doctor of Physical Therapy (DPT) 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 workforce 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 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)**

In some programs, students may participate in an applied practicum (practice/education/research) in their area of professional study, for 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 for the PhD or DSc programs and January 1, 2011 for all other programs, current and future students enrolled in any 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/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 **PhD or DSc student** will enroll in the nine-credit CC 899, “Doctoral Dissertation” course for two consecutive semesters (CC 899A and CC 899B).
   - The **DNP student** will enroll in one semester of the ten-credit DNP 797 “Capstone Project” course. CC 899 does not require physical attendance on the University campus but students will be required to present their capstone findings on campus in conjunction with DNP 797.
3. At the end of CC 899B, the **PhD or DSc 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 is completed. The doctoral dissertation is considered complete when the student is cleared for graduation. CC 844 does not require physical attendance on the University campus. In order to register for 844, students must also be within the maximum timeframe for program completion (see Policy 1255).
4. At the end of DNP 797, the **DNP student** will enroll in the four-credit CC 811 “Doctoral Residency” course for the next semester (CC 811A) and for each semester (CC 811B, etc) thereafter until the completion of the capstone project. In order to
5. **Students in all other post-professional programs** must enroll in the four-credit CC 811 each semester in which they are not enrolled in any other courses, unless they have taken a temporary withdrawal from the program.

Partial semester enrollment is not available. Students must maintain continuous enrollment with the University and be financially current with the University or have made alternate arrangements with the University Finance Office to enroll for each succeeding CC 899, CC 844, or CC 811 courses. Students who exceed the maximum time frame for their respective program and have successfully received an extension from the Academic Dean [or the Hearing and Resolutions Committee if commissioned by the Academic Dean] will be required to enroll in CC 844 or CC 811 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 six graduate semester credits, or, generally, the period of time when a student is actively enrolled in the didactic portion of the published curriculum. 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, DPT 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.

**Course Registration Procedure**

Students may register for or drop courses using the Registration and Add-Drop form, available on the University website. The **course registration period** for each semester is listed in the academic calendar and coincides with the tuition deadline.

During this period:
- Students may register for courses at regular tuition rates.
- Students may drop courses without any academic or financial penalty (the student’s GPD[s] will rule on the request if the course is required for the student’s program). Courses dropped will not appear on the student transcript.

The **add/drop period** extends from the day after the end of the course registration period until two weeks into the applicable semester as outlined in the academic calendar. The student’s GPD(s) will rule on requests to add or drop courses during and after this time period.

During this period:
• Students may register for courses for a Late-Add fee of $50 (applied per course).
• Students may also drop one or more courses without academic penalty and may be eligible for tuition refunds in accordance with the University refund policy as described in the student’s enrollment agreement.
  o Courses dropped prior to the start of the semester will not appear on the student transcript.
  o Once the semester has begun, a course dropped during the add/drop period will receive a Withdrawal (W) grade on the transcript. A “W” grade has no effect on the student’s GPA. Any course for which a “W” is assigned must be repeated if the student wishes to continue in the program.

After the add/drop period:
• Students may no longer register for a course in the applicable semester.
• For students who drop a course:
  o The student may be eligible to receive a “W” grade on the transcript if coursework has been neither due nor submitted.
  o If coursework has been due and was not submitted by the student, he or she will receive an Administrative Withdrawal (AW) for the course on his or her transcript unless extenuating circumstances prevail.
  o Any course for which coursework has been submitted is subject to the assessment and grading of the individual faculty member, regardless of the student’s intention to withdraw from the course

Grading Policies and Grading Scale
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.

Table 2. Grading Scale

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<th>Letter</th>
<th>Percentage</th>
<th>Grade Value</th>
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<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>
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</tr>
<tr>
<td>B</td>
<td>86-83</td>
<td>3.00</td>
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<tr>
<td>B-</td>
<td>82-80</td>
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</tr>
<tr>
<td>C+</td>
<td>79-77$\text{\textdagger}$</td>
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</tr>
<tr>
<td>C</td>
<td>76-73$\text{\textdagger}$</td>
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</tr>
<tr>
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<td>72- &amp; below</td>
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</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>
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</tr>
<tr>
<td>AF</td>
<td>Administrative Failure</td>
<td>0.00</td>
</tr>
</tbody>
</table>

***No numeric value computed in GPA.
$\text{\textdagger}$Indicate non-passing grades for programs beginning on or after January 1, 2011.
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 in order to pass the course. 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. Official enrollment in the course is 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 for academic purposes; it will be included for determination of Satisfactory Academic Progress (SAP; see Satisfactory Academic Progress section). Only the “new grade” posted as the final grade will be used to compute the GPA as presented on the student’s transcript. A course can only be repeated once. Students in the entry-level DPT program must follow program requirements regarding readmission to repeat a course.
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. Final grades for each course are due one week after the last day of the semester, as published on the Academic Calendar. 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 except to correct the permanent record when a calculation error has been made; to insert a grade when the requirements for completing the course have been met for I and IP grades, or 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 3. University Student Statuses

<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>AW</td>
<td>Academic Warning</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. This request is submitted by the student on the Registration and Add-Drop form, available on the University website.

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 (via the Registration and Add-Drop form, available on the University website) 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).

**AW (Academic Warning)**
A student will be placed on academic warning who: 1) has not achieved a 3.0 GPA or CGPA 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 warning will be in writing. During the period of academic warning, students are considered to be making satisfactory progress for both academic and financial aid eligibility.

A student on academic warning 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 warning 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 warning must participate in scheduled academic advising for the duration of their warning period as a condition of their academic status as deemed necessary by the GPD (or academic advisor for residential programs). A student who does not meet the Satisfactory Academic Progress (SAP) standards (described below) after the end of one semester will be placed on academic probation (see next section). A maximum of two semesters of academic warning and/or probation per academic career is permitted. Exceeding this maximum will result in academic dismissal.

**AP (Academic Probation)**
A student will be placed on academic probation who does not meet the Satisfactory Academic Progress (SAP) standards (described below) within one semester of being placed on academic warning. Students must participate in scheduled academic advising with their Graduate Program Director (or academic advisor for residential programs) for the duration of their probationary period. Students placed on academic probation are no longer eligible to receive federal financial aid. Students may appeal the loss of their financial aid eligibility (see Financial Aid Appeal Process section). A student who does not meet the requirements to have his/her academic probation status lifted after the end of one semester will be dismissed from the University. Students who succeed in returning to good academic standing after being on probation will not be permitted any further academic warnings/probations in the program.

**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 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.

Missing an Entire Semester
Due to the sequential nature of the curriculum, if a student misses an entire semester of a post-professional degree program, 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 in good standing and be eligible to enroll in subsequent semesters. Additionally, satisfactory academic progress must be maintained to remain eligible to receive applicable federal financial assistance.

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

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

Students must meet specific GPA and 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 GPA and CGPA are in compliance.

Students must maintain a semester GPA and 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 GPD and the Registrar will review the transcript to determine if the student is in compliance. Students whose GPA and/or cumulative GPA falls below 3.0 will be placed on academic warning (see University Student Status section on Academic Warning above). 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 (RoP) Toward Completion Requirements (Percentage Successfully Completed)**

In addition to the GPA and CGPA requirements, a student must successfully complete 66.67% of the credits attempted in each semester and cumulatively 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. Grade designations that do not represent successful completion include C and C+ (for cohorts beginning on or after January 1, 2011 only), AW, F, I, IP, R, and W. Each student’s RoP is calculated by dividing the total credit hours of these non-progress designations by the total credit hours attempted in the semester and subtracting the total from 100. The resulting RoP must be 66.67% or higher to be eligible for federal financial aid. As with the determination of GPA and 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. Those not meeting this requirement at the end of any semester will be placed on academic warning (see University Student Status section on Academic Warning above).

Course grades of AW or W are not permitted in the entry-level Doctor of Physical Therapy (DPT) program and will result in dismissal from the program. A student who receives a single course grade of C+ in any given semester will be placed on academic warning. A student receiving a grade of C or below in any semester or 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, or AW to continue in the tDPT or post-professional OTD programs.

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

A student may not carry more than four course grades of I, IP, or AW 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, or AW.

**Maximum Timeframes for Degree Program Completion**

Timeframes for progression are identified to ensure that students maintain current knowledge and contemporary skills throughout the educational program. All degree programs must be completed within 150% of the normal timeframe based on the student’s enrollment status at the University.

<table>
<thead>
<tr>
<th>Program</th>
<th>Minimum Required Credit Hours</th>
<th>Maximum Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>tDPT/OTD</td>
<td>22</td>
<td>33</td>
</tr>
<tr>
<td>DNP</td>
<td>38</td>
<td>57</td>
</tr>
<tr>
<td>DSc/PhD</td>
<td>75</td>
<td>112</td>
</tr>
<tr>
<td>DPT (entry-level)</td>
<td>135</td>
<td>202</td>
</tr>
<tr>
<td>MSN</td>
<td>38</td>
<td>57</td>
</tr>
</tbody>
</table>

Either the above timeframes apply as deadlines or the following (whichever comes first):

- All work for the MSN, tDPT, and post-professional OTD degrees must be completed within three 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.
- 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).

**Readmittance Following Suspension or Dismissal**

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 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 acceptable program thresholds. Students beginning a program before 2011 must maintain at least a C (73%); students beginning a post-professional program after January 1, 2011 must maintain at least a B- (80%).

Students readmitted following academic suspension or academic dismissal are considered to be on probation but must bring their GPA, CGPA and/or RoP above the probation range by the end of the first semester after being readmitted. If it is mathematically impossible for the student to improve the GPA, CGPA or RoP above 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 above the probation range, the student will not be readmitted. Students are not eligible for financial aid during the first semester following readmittance. Students may appeal to request reinstatement of their financial aid eligibility during the probationary period (see Appeal Process section).

**Attendance Policy**

Engagement with faculty and other students is a vital component of the University learning experience. A student is expected to attend every on-site class and laboratory experience, and participate weekly in any web engagement activities outlined in the syllabus. Students who are absent from classes bear the responsibility of notifying their faculty and keeping up with class assignments in conjunction with faculty provisions in the course syllabus. An individual faculty bears the decision as to whether work will be permitted to be made up; the decision of the faculty in this case is final.

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 faculty (any approved exceptions to this that require special accommodations, such as videotaping, will incur fees for the service provided). 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. 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.

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 an on-campus 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 via WebStudy just prior to the beginning of a semester. Off-campus 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. Exams in the DPT program will be taken in class under the supervision of the faculty. If an exam is missed, make-up policies and procedures are addressed in the DPT Student Handbook.

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 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 an approved extension from the faculty and/or approved Incomplete course status, may be subject to grade deductions ranging from 5-15%. Faculty will determine the grade deduction, if any, that will be applied to the assessment.

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. Grades for assignments submitted throughout the semester should be posted within two weeks of the submission date, unless otherwise noted in the course syllabus, to provide students with feedback that will guide them through the remainder of the course and their later assignments.

WebStudy exam feedback guidelines are determined by the faculty member when setting up the exam. To protect the security of non-WebStudy exams, graded exams 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, The student may not make copies of nor write down exam questions word-for-word. The student may, however, record general principles or concepts for future review. The
proctor should collect the examination(s) from the student when review is complete and immediately destroy the examination(s).

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

Proctors and Proctoring for Limited-residency Programs

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 strongly recommends that the proctor be an educator (in higher education) or a librarian. Proctors who teach 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. Exams MUST be taken in an appropriate setting (i.e. private space in a library or classroom) conducive to test-taking; exams may NOT be taken in the proctor’s or student’s home. Local students may take proctored activities on campus in coordination with the registrar. In addition, the following conditions have to be met for approval. The community-based 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.
- be a current RMUoHP student
- be a proctor for another student in the same program.
- be subsequently enrolled in RMUoHP for a period of two years following service as a proctor (this stipulation may be waived by the program GPD who will assess eligibility for enrollment).

The student must complete the Proctor Integrity Process Form and Proctor Information Form provided by RMUoHP which includes the student’s 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 curriculum vitae (or résumé) and a copy of the proctor’s driver’s license (enlarged to ½ page size to show his/her legible signature). For proctors from fields other than higher education and the library field, a written reference attesting to the proctor’s moral integrity and understanding of the honor code system and implication therein must be submitted to the University from an individual other than the student.

Once this information is received at RMUoHP and approved, the proctor will be sent an agreement that the proctor must sign and return 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 well in advance 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 the University website through Current Students > Registrar > General Student Information and Forms. The form notes degree conferral dates for each academic year in conjunction with the Academic Calendar also published on the same page of the website. 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 once final grades for the semester have been posted per the deadline published on the Academic Calendar. 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 web site 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.
   - 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 controversial 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

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

Plagiarism

Plagiarism is 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

Facilitating would be 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 occur.

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

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

Penalties for Academic Dishonesty

Students have been given notice of this rule by virtue of its publication. Regardless of whether a student has actually read this rule, a student is charged with knowledge thereof. Students are not excused from academic dishonesty due to ignorance. In general, the minimum penalty for any act of academic dishonesty will be a failing grade in the class. Students are subject to immediate academic warning 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, or in the case of the entry level DPT program, by the program director and Student Progression Committee (SPC) in conjunction with the Dean, as outlined in the DPT program student handbook. 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. On admission, each student signs on admission that he or she has read the University Handbook 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/Provost] 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 warning or 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. During the appeals process, the academic warning or probation status is maintained until a ruling is made by the Hearing and Resolutions Committee.

**Financial Aid Appeal Process**

Any student not attaining the required progress standards and becoming ineligible for financial aid may submit a written appeal of his/her loss of Title IV eligibility within fourteen calendar
days. The appeal should be addressed to the EVPAA/Provost. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

The Appeals Committee, composed of the EVPAA/Provost, the Academic Dean, and the Director of Financial Aid, will examine all financial aid appeals. The student will be sent the committee’s written decision within fourteen days of the EVPAA/Provost's receipt of the appeal. The decision of the committee is final. Students granted an appeal will be placed in a probation status for the following semester. Students who do not meet the standards for SAP by the end of the probation period will lose their eligibility for Title IV aid.

Financial Aid Reestablishment Process

Students who lose Title IV eligibility may regain eligibility by meeting the Progress Standards by the end of any semester following the loss of aid. Eligibility will be reinstated for the following periods, provided the student remains within the SAP standards at the end of each semester.

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 14 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 of students and non-academic members 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 EVPAA/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 through which the University is accredited (Northwest Commission on Colleges and Universities, NWCCU) or any appropriate programmatic accreditor.
Admissions

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 citizens or residents and demonstrate a previous record of successful academic achievement, clinical experience, and the motivation to pursue graduate level education.

Post-professional Program Admission Requirements and Guidelines

Master of Science in Nursing (MSN) Program

An applicant for the Master of Science degree in Nursing (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 possess a bachelor’s degree from a regionally or nationally accredited institution (or foreign equivalent) with a minimum 3.0 cumulative GPA. To matriculate, applicants must have completed or complete an introductory statistics course with a grade of C or better by the beginning of the first semester. Clinical practice as a registered nurse is also required for admission.

Post-professional 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 or nationally accredited institution (or foreign equivalent) as well as a current US occupational or physical therapy license (respectively) with a minimum 3.0 cumulative GPA. Additionally, an applicant for the elective track in hand therapy must be a Certified Hand Therapist (CHT); an applicant for the elective tracks in pediatric science, aging, administration and practice management, or manual therapy (DPT only) must have at least three years of pediatric, aging/geriatric, administration and practice management, or manual therapy experience (respectively).

Doctor of Nursing Practice (DNP) Program

An applicant for the post-professional Doctor of Nursing Practice (DNP) program must be an advanced practice nurse with a master’s degree from a regionally or nationally accredited institution or be a registered nurse with a Master of Science degree in nursing from a regionally or nationally accredited institution (or foreign equivalent) with a minimum 3.0 cumulative GPA. 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 or nationally accredited institution (or foreign equivalent) with a minimum 3.0 cumulative GPA 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 Office
561 East 1860 South
Provo, Utah 84606
admissions@rmuohp.edu

- RMUoHP Online Application Form
  - Statement of Professional Goals: This essay should indicate personal, educational, and professional desires in 300-500 words.
  - Current resume (vitae) including detailed employment history, career history, extracurricular activities, etc.
- Official transcripts from each prior undergraduate and graduate institution from which a degree was earned. For the MSN program, applicant transcripts are required from each prior institution attended. Degrees must be from regionally or nationally accredited institutions as recognized by the US Department of Education (or foreign equivalent).
- Two letters of recommendation (Using 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.)
- Non-refundable application fee of $150. Late applicants must pay an additional $100 application fee if the application is postmarked after the application deadline.

Additional Post-professional Degree Program Prerequisites

- Applicants must also be competent in basic Microsoft Office (Word, Excel, PowerPoint, Outlook), email (with attachments), and internet searching.
- Applicants must also be competent in basic online library database searching.
- All applicants must have a laptop for class use.

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

The entry-level Doctor of Physical Therapy* program participates in the Physical Therapist Centralized Application Service, known as PTCAS. To learn more about the PTCAS application process, visit the PTCAS web site 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 from a regionally or nationally accredited institution 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 (3 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. Grades below “C” in prerequisite courses will not be accepted.
• GRE (must be taken within 5 years of application).
• 100 volunteer hours or work experience with a licensed physical therapist (required; two different settings is highly recommended).
• 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 (7 semester hours including labs).

Entry-level DPT Degree Program Application Requirements
All entry-level DPT program applicants must apply online using the PTCAS application. In addition to the information required through PTCAS, all Doctor of Physical Therapy program applicants must submit the following items for consideration.

• Bachelor degree completion plan (Using official RMUoHP form; if not yet graduated or completing prerequisites)
• Prerequisite evaluation chart (Using official RMUoHP form)
• DPT disclosure form (Using official RMUoHP form)
• $50 non-refundable application fee

Supplemental Application materials can be emailed or mailed to the address below. Transcripts may NOT be emailed.

Rocky Mountain University of Health Professions
Admissions Office
561 East 1860 South
Provo, Utah 84606
admissions@rmuohp.edu
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.
- Criminal background check.
- Immunizations. A list of required immunizations may be obtained by contacting the department at dpt@rmuohp.edu.

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, applicants 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 admission requirements webpage. 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 applicant is denied admission or does not enroll.
Deadlines for Applications
Application deadlines vary by program. A complete application must be postmarked by 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
Within thirty days of receiving a completed application the application materials will be reviewed by the GPD, AD, and/or the ARC and a letter regarding the admissions decision will be sent to the applicant from the University. Inquiries are welcome and encouraged if an applicant has questions relative to the completeness of the 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 Admissions Review Committee (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
Applicants 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 25% of 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.

Transfer credit from outside institutions may be accepted under the following conditions and stipulations:

1. The credit is from a course taken at or reviewed by an institution accredited by either a national or regional accrediting association or the 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. Courses are preferred to have been completed within five years of acceptance into the program for which the hours are requested for transfer. However, the GPD in conjunction with the EVPAA/Provost on occasion may accept credits older than five years if the course deliverables reflect current course outcomes.

Transfer credit within RMUoHP between programs may be accepted under the following conditions and stipulations:

1. Previous course work will be evaluated by the GPD of the program the student has been admitted to, in order to determine the appropriateness of credit for transfer; for PhD and DSc core courses, evaluation by the Director of Research is also required.
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. An equivalent grade of “B-” or higher was earned.
4. Courses are preferred to have been completed within five years of acceptance into the program for which the hours are requested for transfer. However, the GPD in conjunction with the EVPAA/Provost on occasion may accept credits older than five years if the course deliverables reflect current course outcomes.
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. The tuition due dates for each semester are included on the Academic Calendar, which is available on the University website at the following link: http://rmuohp.edu/images/uploads/2011_Academic_Calendar.pdf. Program tuition and fees for 2011 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 online through the secure University website by either direct bank account debit or by credit card. Payments may also be made by phone, by regular mail, or in person, with a check, credit card, or money order.

Late Payment Fees

Tuition payments that are received on or after a semester’s tuition overdue date as published in the Academic Calendar 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 $30,000 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 credit union directly at 801-373-0330, Option 2. The student may seek financing for University tuition and fees at any qualified financial institution of his or her choice.

Aegis Therapies Educational Grant for 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 this grant following their formal admission into the University’s entry-level DPT program. Recipients may qualify for the grant for a maximum of three academic years. To continue grant eligibility for the second and third years, the student must re-apply at the beginning of each succeeding academic year and must have maintained a CGPA of 3.5. The grant is applied toward tuition only; any applicable fees are the responsibility of the recipient. To apply, download the grant information and application from the University website at: http://www.rmuohp.edu/index.php/?prospective_students/tuition_fees/.

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 University student has the right to cancel his or her enrollment at the University and apply for a refund of paid tuition and program fees by submitting a written notice of withdrawal to the University Registrar by email or by regular mail at the University’s regular mailing address. The Student’s Withdrawal Date is the date that this written notice arrives at the University. The amount of paid tuition and program fees refundable is based on the student’s Withdrawal Date and is calculated according to the following schedule:

**Table 5. 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.
Introduction to the Finance Office

The Finance Office was established at Rocky Mountain University of Health Professionals (University) to coordinate all financial assistance offered to Students at the University. The philosophy of student aid is to provide access and choice to Students who, without such assistance, would not be able to attend an institution of higher learning. The Finance Office also has the responsibility of accepting payments for Students’ educational expenses.

Principles of Financial Aid

The staff at the University has adopted the following Principles of Student Financial Aid Administration.

1. The purpose of any financial aid program - institutional, governmental, or private - is to provide monetary assistance to Students who can benefit from further education but who cannot do so without such assistance. The primary purpose of a collegiate financial aid program is to provide financial assistance to accepted Students who, without such aid, would be unable to attend the University.

2. Each University has an obligation to assist in realizing the national goal of equality of educational opportunity. The University, therefore, works with schools, community groups, and other educational institutions in support of this goal.

3. The University publishes budgets that state total Student expenses realistically by including, where applicable, room and board, commuting expenses, personal expenses, and necessary travel.

4. Students are expected to contribute from their own assets and earnings, including appropriate borrowing against future earnings.

5. Financial aid is offered only after a determination that the resources of the family are insufficient to meet the Student's educational expenses. The amount of aid offered does not exceed the amount needed to meet the difference between the Student's total educational expenses and the family's resources.

6. The amount and type of self-help expected from Students is related to the circumstances of the individual. In the assignment of funds to those Students designated to receive financial aid, the largest amounts of total grant assistance go to Students with the least ability to pay.

7. The University reviews its financial assistance awards annually and adjusts them, if necessary, to reflect changes in the financial needs of students and the expenses of attending the institution. The University has an obligation to inform Students of the financial aid reapplication policies for enrolled Students at the time of the initial offer of financial assistance.

8. Because the amount of financial assistance awarded reflects the economic circumstances of Students and their families, the University refrains from any public announcement of the amount of aid offered and encourages students and others to respect the confidentiality of this information.

9. All documents, correspondence, and conversations among aid applicants, their families, and financial aid officers are confidential and entitled to the protection ordinarily arising from a counseling relationship.
Purpose of Finance Office Policy and Procedures

The purpose of Finance Office section of The University Handbook is to record policies surrounding the delivery of financial aid at The University. If no policy or procedure addresses a given issue, the Finance Office staff is expected to use professional judgment based upon the intent of all financial aid programs and Office practices.

Policy and Procedure Development Responsibility

The Director of the Finance Office is responsible for establishing institutional policy development surrounding the delivery of financial assistance. Policy development adheres to federal and State laws and regulations as well as to the mission of the University. Financial Aid policy is reported to and approved by the Chief Financial Officer, when appropriate.

Finance Office Operating Policies

The following operating policies are designed to assure that the Finance Office is effective in carrying out its responsibilities:

1. All Students must apply annually for financial assistance by submitting appropriate application forms to the U.S. Department of Education.
2. All funds available to the University for financial assistance shall be administered through the Finance Office. When funds or awards for Students are received from outside sources by other offices that office will be required to notify the Finance Office.
3. The Finance Office shall maintain adequate records to ensure proper administration of aid funds. This includes ensuring that aid given is not in excess of need and or the cost of attendance and that aggregate awards do not exceed total expenditures of funds under each program.
4. Selection of Students to receive financial aid will be made without regard to age, sex, race, color, religion, sexual orientation, national origin, disability or marital status.
5. Finance will be reasonably available via phone, email or in person during normal University business hours.

The composition of the Committee includes senior campus officials from administrative, academic and student areas including representatives from the FAO, the Admission's Office, Presidents Office, Controller, and Enrollment Management Team Members.

Financial Aid Reference Documents

The documents which are used to determine eligibility for financial aid include current regulations published in the Federal Register, Department of Education guides (such as the Federal Student Financial Aid Handbook and Audit Guide), Dear Colleague Letters, financial aid legislation and other laws or regulations that impact student aid. This information is available at www.ifap.ed.gov.

Title IV Financial Aid Programs and Requirements

The University participates in the Title IV Student Financial Aid Programs as an eligible Proprietary Institution of Higher Education. Eligibility documents are maintained in the Finance Office. The Director is responsible for tracking the expiration of the PPA and completing the Recertification process.

Program Eligibility:
All programs at the University meet the eligibility requirements for TIV funding. See the Handbook for additional information the University’s educational programs.

**Administrative Capability**
The institution administers the Title IV programs in accordance with all applicable statutory and regulatory provisions. To maintain participation in Title IV programs, the University administers the programs adequately to ensure timely, compliant, and consistent administration of aid.

**Administration**
The Finance Office Director (Director) administers the Federal Student Aid (FSA) programs and coordinates the aid received from these programs. The Director is aware of all other aid available and received to help properly package and effectively use the various types of Student assistance.

To manage the aid programs effectively, the Finance Office is supported by an adequate number of financial aid professionals, both at the institution and from outside sources as needed.

**Responsibilities of Institutional Offices**
To ensure that funds are properly managed, the administration of aid is delegated to various offices. The staff of the Finance Office is responsible for verifying eligibility and approving payment. The Accounting Department is notified of the approved payments and is responsible for applying eligible funds timely to the Student's account. The Accounting Department also maintains any required reports that show funds were properly administered.

**Separation of Duties**
The University ensures that its administrative procedures for Federal Student Aid (FSA) programs include an adequate system of internal checks and balances. This includes the separation of functions of authorizing payment and disbursing or delivering funds so that no one person or office exercises both functions for any student receiving FSA funds.

The University has established internal controls to ensure that the authorizing and the delivering of funds are handled by distinct users and areas. The authorizing of funds is handled by the Finance Office and the disbursing of funds is handled by the Accounting Department.

Security measures are also in place to prevent systems access that would allow both functions to be performed by the same user. Users with access to authorize funds have view only access to the payment section and vice versa.

**Records**
The University maintains Student records as required under the General Provisions and individual Title IV program regulations.

**Required Electronic Processes**
The University maintains optimal system configuration requirements as published by the Department of Education (ED). The University also utilizes the applications available to help administer FSA programs such as the Electronic Application (E-App), Student Aid Internet Gateway (SAIG), National Student Loan Data System (NSLDS), EDExpress and the Information for Financial Aid Professionals (IFAP).
Information Discrepancies

The University has developed and applied an adequate system to identify and resolve discrepancies in the information received from different sources with respect to a Student's application for Title IV aid. The University resolves discrepancies for all Students, not just those selected for verification. Resolution includes determining what information is correct, and documenting findings in the Student's file.

The University refers for investigation to U.S. Department of Education's Office of Inspector General (OIG) any credible information indicating that a Title IV aid applicant, school employee, or third-party servicer may have engaged in fraud or other criminal misconduct in connection with the Title IV programs.

The data that the University uses to identify and resolve discrepancies include:

- ISIR
- Documents submitted by the Student
- Information contained in the school system
- Information used to establish eligibility
- Information provided by outside resources
- Information provided by other departments within the University

The University resolves conflicting information unless —
- at the time of disbursement, there was no conflicting information and
- all aid for period of enrollment has been disbursed, or
- the Student is no longer enrolled at the University (and is not intending to reenroll).

Conflicting information is resolved prior to the awarding and disbursing of aid occurs.

Reviews and Proceedings

ED will periodically conduct program reviews in addition to reviewing audits. The institution will arrange an annual compliance audit. State and Accrediting agencies may also conduct periodic reviews of the Institution’s data.

The University provides the Reviewing officials access to any records or documents necessary to complete the Review. Throughout the any Review process, the University will cooperate fully with the independent auditor, the Department of Education, the Inspector General, and/or the appropriate State or accrediting agency.

Cohort Default Rates

To maintain the cohort default rate for Federal Stafford Loans made to Students below the federal threshold, the University has adopted the Default Management plan provided by the Department.

Financial Responsibility, Reporting and Reconciliation

Annual Audited Financial Statements

The University annually submits audited financial statements to continue participation in the Federal Student Aid (FSA) programs. This submission includes the compliance audit results. The annual submission represents information on how the University meets the following requirements:
• Composite Score: maintains composite score of at least 1.5;
• Refund Reserve Standards: has a sufficient cash reserve to make the required refunds, including the Return of Title IV funds;
• Returning Funds in a Timely Manner: meets all financial obligations, including making required refunds, including the Return of Title IV funds and making repayments to cover Title IV program debts and liabilities; and
• Current in Debt Payments: stays current in debt payments

Reporting and Reconciliation
To ensure adequate checks and balance are in place for program administration, the University reconciles FSA program funds on a regular basis. Conducting frequent reconciliations allows for the proper management of FSA funds. This also ensures that the proper annual allocations are authorized accordingly based on utilized amounts.

National Student Loan Data System (NSLDS) Reporting Enrollment Status
NSLDS sends Roster files through the Student Aid Internet Gateway (SAIG) mailbox. The University certifies the information and returns the Roster within 30 days after receiving it. If the Roster being submitted to NSLDS does not pass the NSLDS Enrollment Reporting edits, the discrepancy is resolved within 10 days of receiving the notification. Changes to a Student's enrollment status (graduated or withdrawn) are reported through the Roster process.

Within 60 days after the exit counseling session, The University provides the Direct Loan Servicing Center any updated information about: the borrower's name; address; references; future permanent address; Social Security Number; the identity and address of the borrower's expected employer, the address of the borrower's next of kin, and the borrower's driver's license number and state of issuance.

General Title IV Student Eligibility Requirements
To be eligible for Federal Student Aid (FSA) funds, a Student must meet the criteria listed below. The University ensures that eligibility requirements are met before the awarding of aid occurs. A Student must:

• Be enrolled as a regular student in an eligible program
• Not be enrolled simultaneously in elementary or secondary school
• Have a high school diploma or its recognized equivalent (e.g., a GED)
• Have a valid Social Security Number with the Social Security Administration
• Be a U.S. citizen or eligible noncitizen
• Be registered with Selective Service, if required
• Sign a Statement of Educational Purpose, which certifies that he or she will use federal student financial aid only to pay educational costs
• Not be in default on a Title IV loan or, if in default, have made satisfactory repayment arrangements with the loan holder
• Have not obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program
• Not be liable for an overpayment of a Title IV grant or Federal Perkins Loan or, if liable, have made satisfactory repayment arrangements with the holder of the debt
• Be making satisfactory academic progress (SAP)
• Not have property which is subject to a judgment lien for a debt owed to the U.S. or, if subject to a judgment lien, have made satisfactory repayment arrangements with the debt holder
• Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while enrolled and receiving Title IV aid
• Have completed repayment of funds to either ED or the holder of a loan, as applicable, if the student has been convicted of, or pled nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid

Students must complete the Free Application for Federal Student Aid (FAFSA) and have the results sent to the University. Once the results are received by the University, they are reviewed to ensure that the Student meets all eligibility criteria. If a Student is deemed ineligible due to one of the above issues, Finance Office staff will inform the Student of the issue so that the Student can work towards resolution.

If the student meets the eligibility criteria for federal financial aid and all the required documents have been received, he/she is then awarded financial aid funds.

Transfer coursework is not used to calculate the GPA or Satisfactory Academic Progress but is used to establish grade level for loan eligibility. Credit evaluations from unofficial transcripts are accepted to determine loan eligibility.

**Federal Aid Programs Offered by Rocky Mountain University of Health Professionals**

Students attending all programs at the University who qualify are eligible to receive funds under the Federal Direct Loan Program (FDLP). Students accepted for enrollment at the University may apply for Subsidized, Unsubsidized and Graduate PLUS loans under the FDLP.

**William D Ford Federal Direct Stafford Loan Program and Direct PLUS Loans**

The William D Ford Federal Direct Stafford Loan Program (DL) provides low-interest, deferred-payment loans to undergraduate and graduate Students who demonstrate financial need. These loans assist Students with educational expenses. There are two types of loans, subsidized and unsubsidized. The U.S. Department of Education subsidizes the interest on the subsidized loans while the Students are enrolled in school at least half-time and during grace and deferment periods. The subsidized loans are need based. The total of all aid may not exceed the Cost of Attendance for the loan period.

Students apply for Federal Direct Loans by completing the Free Application for Federal Student Aid (FAFSA), the University Financial Aid Application, and the Master Promissory Note (MPN). All first-time The University borrowers must also complete entrance counseling prior to receiving loan funds. All Students who have had DL loans disbursed while attending The University must complete exit counseling prior to graduation. Those borrowers who terminate attendance by means other than graduation or those who were not able to attend exit counseling sessions will be contacted and informed of loan responsibilities in writing. All borrowers may also complete the required entrance and exit counseling online.

All programs at The University are at least an academic year in length. If a Student is enrolled in a program with a final period of study that is shorter than an academic year, the loan award will be prorated accordingly. Annual and Aggregate loan limits:

<table>
<thead>
<tr>
<th>Annual Loan Limits Sub/Unsub Loans</th>
<th>Subsidized</th>
<th>Total (Subsidized and Unsubsidized)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate and Professional (all years)</td>
<td>$8,500</td>
<td>$20,500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Aggregate Limits for Sub/Unsub Loans</th>
<th>Subsidized</th>
<th>Total (Subsidized and Unsubsidized)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Non Federal Educational Loans
If an institution or any institution-affiliated organization provides information regarding a private education loan from a lender to a prospective borrower, the institution or institution-affiliated organization also must provide the following disclosures regardless of whether a preferred-lender arrangement exists; this information is available in Finance Office:

- Private Education Loan Application Self-Certification Form
- Information required under section128(e)(1) of the Truth in Lending Act (TILA) for private education loans and
- A notice that:
  - The borrower may qualify for loans or other assistance under the Title IV programs
  - The terms and conditions of loans under the Title IV programs may be more favorable than those of private education loans

Additional Student Consumer Information Requirements

Entrance Counseling
The University ensures loan entrance counseling is conducted online at the Department of Education website, https://studentloans.gov/myDirectLoan/index.action, before a borrower takes out a loan. The interview includes
- an explanation of the use of a master promissory note (MPN);
- importance of repayment obligation;
- description of consequences of default;
- sample repayment schedules;
- information in reference to a borrower’s rights and responsibilities; and other terms and conditions.

Students applying for financial aid must attend an online Entrance Counseling Session before Loans may be disbursed. The session is provided by The Department of Education’s William D. Ford Federal Direct Loan. Once students complete the Entrance Counseling Session the College Financial Aid office will process for approval.

Exit Counseling
The University ensures loan exit counseling is conducted online prior to students graduation or withdrawal. The students will be notified to complete the exit counseling session provided by Department of Education’s National Student Loan Database System at http://www.nslds.ed.gov/nslds_SA/. Once student completes the exit counseling the financial aid office will then finalize the student’s Title IV exit process. The interview includes
- an explanation of the use of a master promissory note (MPN);
- importance of repayment obligation;
- description of consequences of default;
- sample repayment schedules;
- information in reference to a borrower’s rights and responsibilities; and other terms and conditions.

Application and Forms

Application Process
There are number of forms and documents required to apply for Title IV student assistance. The primary application is the FAFSA. Apply for your Personal Identification Number (PIN) and then complete the FAFSA on line at http://www.fafsa.ed.gov. The Pin will be used to sign your Direct Loan Master Promissory Note, your entrance counseling, and also the FAFSA. A new FAFSA is required for each Award Year.

The ISIR (the output document generated after completion of the FAFSA) must be received by the University 60 days in advance of the first term of each Award Year for aid to be awarded prior to the start of the term. ISIRs received after that date will be processed but the aid may not be awarded prior to the start of the term. Aid may also be delayed due to conflicting documentation or conflicts in the information provided.

**Verification, ED Database Matches or Conflicting Information**
If selected for a process called Verification, if flagged for additional review based on ED Database matches or if otherwise requested by the Finance Office, the Student will be required to provide additional documentation to validate the data provided on the FAFSA or on other University forms. The additional document may include but is not limited to:

- Base year or current year Tax Returns (and schedules)
- Verification Worksheet
- Social Security Card or confirmation from SSA
- Proof of Citizenship or eligible non Citizenship
- Other documents based on ED Database Match or other conflicting data.

The University utilizes the Federal Student Financial Aid Handbook, Application and Verification Guide section for what documentation and signatures are required to complete the Verification process. The staff may request additional documentation if they believe a conflict exists and additional documentation would clarify. Verification will not be completed if the student meets one of the exemptions listed in the Handbook.

The University notifies students that they have been selected for Verification, by ED or the school, when an ISIR is received for an active or future student that has been flagged for Verification or when conflicting documentation triggers the school to select the student for this process. The notification to the student will be in writing (may be sent via email) and will include an explanation of the required documentation, the student responsibilities for getting the information to the school and how the student will be notified of award changes due to the Verification process. Finance staff will process corrections to the ISIR on behalf of the student, if required, based on the documentation received.

The University encourages students to provide all required documentation within 10 days to prevent a delay in awarding aid. Students who fail to provide the required documentation will assumed to be no longer interested in receiving Title IV aid and other arrangements must be made to meet tuition obligations. All documentation must be received no later than the earlier of 120 calendar days after the student's last date of attendance or September 27, 2011 for the 10/11 award year. Students who do not provide sufficient documentation to complete the Verification process while enrolled may be eligible for a late disbursement if a valid ISIR was received while the student was enrolled.

**Review of Subsequent ISIR Transactions**
All ISIRs received for current and future students will be evaluated. ISIRs are received due to the processing of a FAFSA for new students and for enrolled students for each Award Year. They are also received after the initial application due to corrections made by the student, school staff or ED’s servicer. A review of ISIRs received will be done to ensure all data on which aid is being awarded is accurate. A determination must be made regarding whether or not the new ISIR is the valid/accurate ISIR that should be used for awarding purposes. The University may request additional information and/or withhold future TIV aid based on the information on a subsequent ISIR.

**Professional Judgment**

The Higher Education Act of 1965 (HEA) provides the authority for the financial aid administrator to exercise discretion in a number of areas when a student has special or unusual circumstances. This authority is known as professional judgment (PJ). It allows the financial aid administrator to treat a student individually when conditions exist that differentiate that student from a class of students. PJ decisions must be made on a case-by-case basis as the result of examining an individual student’s unique circumstances. Please notify the Finance Office if your marital or financial situation has changed since the prior year.

**Disbursements**

A Student can receive the first disbursement of federal financial aid funds at the start of program or academic year. The student becomes eligible to receive a disbursement of federal financial aid funds for the second term when he successfully completes the prior term and begins the subsequent term.

Title IV Financial Aid will be delivered to the school by EFT, into the student’s account at the University. Title IV Authorization Form will be retained on account or paid to the student based on the agreement on the student’s pay credit authorization agreement between student and the University. Funds are disbursed generally once per term for students in a participating program who are meeting satisfactory progress and who have submitted all required documents for that Award Year.

**Return of Title IV Funds**

Title IV (TIV) funds are awarded to a Student under the assumption that the Student will attend the University during the entire period for which the assistance was awarded. When a Student ceases to be enrolled at the University prior to the end of a term the University performs a Return to Title IV (R2T4) calculation to determine the amount of Title IV aid for which the Student remains eligible.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that the school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The school may also charge you for any Title IV program funds that the school was required to return. A copy of the school’s refund policy is contained in the School Catalog.
As mandated by the U.S. Department of Education (ED), the R2T4 calculation determines what portion of Title IV funds, disbursed or that could have been disbursed, can be used to pay institutional and non-institutional charges. For Students subject to a Return of Title IV calculation, the calculation accounts for the initial charges that are assessed for the entire payment period. Initial charges may only be adjusted by those changes the University makes prior to the Student’s withdrawal. The amount of assistance that you have earned is determined on a pro rata basis. For example, if you were scheduled to complete 30% of your payment period at the time you withdrew, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal loan disbursement. The school must get your permission before it can disburse the loan funds. You may choose to decline some or all of the loan funds so that you don't incur additional debt. The school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees and books/supplies. For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The following Title IV aid programs in which the University participates are covered in the R2T4 calculation and will hereafter be referred to as the Title IV aid programs:

Direct Stafford loans
Grad PLUS loans

If the calculation results in the return of funds, funds will be returned to the federal loan programs in the order of: Unsubsidized Stafford DL, Subsidized Stafford DL and then Grad PLUS DL.

A University student has the right to cancel his or her enrollment at the University and apply for a refund of paid tuition and program fees by submitting a written notice of withdrawal to the University Registrar by email or by regular mail at the University’s regular mailing address. The Student’s Withdrawal Date is the date that this written notice arrives at the University. 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:

\textit{Tuition Refund Rate Schedule}
## Withdrawal Date

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

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

The University determines when a Student ceases to attend the institution. Determination occurs when:

- a Student notifies the University of their intent to withdraw, or
- when the institution dismisses the Student, or
- a Student fails to return from an approved Leave of Absence (LOA)
  - If a Student fails to return from an approved LOA, the withdrawal date is the date the Student began the LOA.

The withdrawal process begins on the date of determination.

From the date of determination, the University makes no further disbursements of Title IV aid and holds any credit balances due the Student until the R2T4 calculation is completed. The University returns funds within 45 days of the date of determination.

## Audits

A school that participates in any of the Title IV programs must undergo an annual compliance audit and an audit of the institution’s financial statement by an independent auditor, who may be a certified public accountant or a government auditor. Although a school’s compliance and financial statement audits may be performed by different independent auditors, both audits must be submitted together to the Department of Education (ED). The University will submit both audits timely.