

**Rush University
College of Health Sciences
Department of Health Sciences**

**Bachelor of Science
in
Health Sciences
Program**

*2017-2018 Program Handbook
A Manual for Students and Faculty*

**Rush University
Chicago, Illinois**

Rev 8-28-17

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Rush University

Accreditation

Rush University has been accredited by the North Central Association of Colleges and Schools, Commission on Institutions of Higher Education (now the Higher Learning Commission [HLC] of the North Central Association of Colleges and Schools) since 1974. A comprehensive HLC re-evaluation occurred in April of 2008. Rush University was reaccredited for a period of ten years with the next site visit to be held in April of 2018.

Mission

Rush University provides outstanding health sciences education and conducts impactful research in a culture of inclusion, focused on the promotion and preservation of the health and well-being of our diverse communities.

Vision

The Rush learning community will be the leading health sciences university committed to transforming health care through innovative research and education.

ICARE Values for Students

- Scan the environment for opportunities to help.
- Be familiar with the Rush campus and locations of Guest Relations/Information Desk Staff.
- Initiate greeting and offer assistance.
- Let patients go first through doors, hallways and elevators.
 - Be courteous to others and remember that visitors cannot always tell the difference between a student and an employee.
- Be aware of backpacks and other bulky possessions, especially in elevators and public spaces.
 - Be careful not to push or bump patients with your backpacks or possessions.
- Assist and accommodate with special needs.
 - Remember you are representing Rush.
- Use professional language, tone and volume in public areas.
 - You never know who might be around.
- Protect privacy and confidentiality, especially in public areas.
 - Remember that examples from class may be real cases, or similar to what a patient or family member is going through.
- Demonstrate active listening.
- Refrain from eating, drinking or gum chewing in public areas (non-food service areas), except for the Armour Academic Center.

College of Health Science

Mission

The Mission of the College of Health Sciences is to advance the quality and availability of health care through excellence in education, research and scholarship, service and patient care. The college promotes the values of diversity, access and inclusion in all of its endeavors.

Vision

The College of Health Sciences at Rush University will be a world-class school of allied health sciences whose programs are recognized as among the best in the United States.

Bachelor of Science in Health Sciences Program

Accreditation

The Bachelor of Science in Health Sciences (BSHS) Program was approved by the Illinois Board of Higher Education on August 6, 2013.

Mission

The mission of the BSHS program is to prepare highly-qualified, diverse graduates interested in pursuing health care careers that require advanced levels of professional education. The program seeks to create a bridge for students from a variety of backgrounds to improve the cultural competency of health care professions.

Vision

The BSHS program will be the recognized national leader in providing pathways for diverse students into the health professions.

Philosophy

The BSHS program prepares students for advanced learning by providing immersive and interprofessional experiences in a diverse setting.

As health care professionals, we believe our students have strong altruistic desires to improve the health of their communities. We are committed to creating an environment in which these students can develop the skills to become critical thinkers, creative problem-solvers and self-directed learners. These tenets are woven throughout the curriculum and educational experiences.

Program Overview

The program offers a medical science or leadership and community wellness based curriculum to prepare students for graduate school or an entry level job in health care.

With the BSHS degree, students will be prepared for graduate professional degree programs that require or suggest a bachelor's degree as a prerequisite for admission, such as the following:

- Graduate allied health programs (e.g., audiology, physician assistant, respiratory care, physical therapy, perfusion technology, and medical laboratory science)
- Graduate biomedical sciences programs (e.g., cellular biology, physiology and pharmacology)
- Graduate nursing programs
- Medical school

Students are assigned a faculty advisor upon confirmation of admission to the Program. The role of the faculty advisor is to serve as a role model, mentor and resource and will act in the best interest of the student. The advisor serves as a direct link between the student and the CHS and Rush University administration.

College oversight of the program will assure that the design, conduct, and evaluation of the program is under the direct academic control of the institution. This will include supervision of the processes for student recruitment, admissions, student services, instruction, evaluation and student records.

BSHS Program Technical Standards:

Rush University is committed to diversity and to attracting and educating students who will make the population of health care professionals representative of the national population.

Our core values — ICARE — Innovation, Collaboration, Accountability, Respect and Excellence translate into our work with all students, including those with disabilities. Rush actively collaborates with students to develop innovative ways to ensure accessibility and creates a respectful accountable culture through our confidential and specialized disability support. Rush is committed to excellence in accessibility; we encourage students with disabilities to disclose and seek accommodations.

The following technical functions are required of all students enrolled in the Bachelor of Science in Health Science Program:

Acquire information:

- Acquire information from demonstrations and experiences in courses such as lecture, group, and physical demonstrations.

- Acquire information from written documents and computer systems (e.g., literature searches & data retrieval).
- Identify information presented in accessible images from paper, slides, videos with audio description, and transparencies.

Use and Interpret:

- Use and interpret information from assessment techniques/maneuvers/procedures. Use and interpret information generated from diagnostic tools.

Motor:

- Possess psychomotor skills necessary to perform or assist with day-to-day responsibilities commensurate with the student's discipline.
- Practice in a safe manner and perform universal precautions against contamination.

Communication:

- Communicate effectively and sensitively with patients and families.
- Communicate effectively with faculty, preceptors, employees, other professionals and all members of the healthcare team during practicum, internship and/or other learning experiences.

Intellectual ability:

- Measure, calculate, reason, analyze, and synthesize data related to diagnosis and treatment of patients and populations.
- Exercise proper judgment and complete responsibilities in a timely and accurate manner.
- Synthesize information, problem solve, and think critically to judge the most appropriate theory, assessment, management or treatment strategy.

Behavioral:

- Maintain mature, sensitive, effective relationships with clients/patients, families, students, faculty, staff, preceptors and other professionals under all circumstances.
- Exercise skills of diplomacy to advocate for patients in need.
- Possess emotional stability to function under stress and adapt to rapidly changing environments inherent to the classroom and practice settings.

Character:

- Demonstrate concern for others. Integrity, accountability, interest, and motivation are necessary personal qualities.
- Demonstrate intent and desire to follow the Rush University Honor Code.

The technical standards delineated above must be met with or without accommodation. Students who, after review of the technical standards, determine that they require accommodation to fully engage in the program, should contact the Office of Student Disability Services [<https://www.rushu.rush.edu/office-student-disability-services>] to confidentially discuss their accommodations needs. Given the clinical nature of our programs, time may be needed to implement accommodations. Accommodations are never retroactive; therefore, timely requests are essential and encouraged.

Counseling & Advising

A Student Counseling Center is available on campus. All students are welcome to discuss personal counseling issues with one of the counselors. Appointments are recommended. Please call the Rush University Counseling Center 312-942-3687

All members of the Faculty participate in advising students regarding their progress in the program. Any student who finds him/herself in academic difficulty should seek help from a Faculty member as soon as possible.

Core Courses Required of All Students"

<u>Course #</u>	<u>Course Title</u>	<u>Credit Hours</u>
HSC 354	Introduction to the Health Professions	3
HSC 352	Professional Writing	3
HSC 448	Health Care Ethics	2
HSC 364	Health Care Systems and Policies	1
HSC 358	Global Health	3
HSC 366	Introduction to Research	3
HSC 462	Practicum	9
HSC 464	Capstone Project	3
HSC 372	Medical Terminology	1
Total Semester Hours		28

*** All students are required to successfully complete the Rush University Interprofessional Education (IPE) Courses.**

Medical Sciences Track

HSC 360	Anatomy w/Laboratory	4
HSC 350	Medical Physiology	4
HSC 362	Clinical Immunology	3
HSC 445	Fundamentals of Neuroscience	3
HSC 454	Principles of Biochemistry	4
HSC 368	Genetics	3
HSC 458	Microbiology	3
HSC 459	Pharmacology	3
HSC 455	Pathophysiology	<u>3</u>
<u>Total Semester Hours</u>		<u>30</u>

Leadership and Community Wellness Track

HSC 460	Management Principles	3
HSC 461	Leadership Theory & Practice	3
HSC 467	Issues and Trends in Health Care	3
HSC 486	Chronic Disease Management	3
HSC 480	Principles of Health & Wellness	3
HSC 483	Community Health	4
HSC 371	Patient Education	2
<u>Total Semester Hours</u>		<u>21</u>

ELECTIVES*

HSC 356	Biostatistics	3
HSC 425	Health Care Informatics	2
HSC 435	Nutrition	3
HSC 446	Health Care Disparities	3
HSC 447	Epidemiology	3
HSC 485	Fitness & Health	3

**Elective courses must be approved by the student's academic advisor and the department chair or program director and correspond with the student's career goals.*

**The Bachelor of Science Degree requires a minimum of 60 semester hours and will require students to complete approved electives.*

Student Learning Objectives:

The program will enable students to:

1. Develop the skills to be life-long learners
2. Effectively communicate

3. Reflect and analyze ethical health care issues
4. Demonstrate the ability to function effectively in a diverse society
5. Cultivate quantitative reasoning

Bachelor of Science in Health Sciences Program Policies and Procedures

Grading System

The grading system is as follows:

GRADE	QUALITY	POINTS
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Minimal passing	1
F	Failure	0
I	Incomplete work	-
W	Withdrawal prior to midterm of semester	-
P	Passing	-
N	Not Passing	-

The program uses the following grade scale to assign letter grades:

A=	90-100%
B=	80-89%
C=	70-79%
D=	60-69%
F=	below 60%

It is the responsibility of the student to become familiar with all requirements as contained in the course syllabus given at the beginning of each course.

Incomplete Grades

The grade of incomplete ("I") is given only when circumstances beyond the control of the student prevent completion of course requirements. Permission of the department chair or program director is required for conferring "I" grades. The Course Director determines what work will be required to remove the incomplete and establishes a specific timeframe within which the student must complete such work.

Students receiving a grade of "I" are responsible for obtaining from the Course Director the exact work required to remove the incomplete. The "I" grade must be removed prior within 1 year or it will revert to a failing (F or N) grade unless otherwise approved by the Course Director and the Department Chairman.

If the student is not enrolled in other courses while resolving the incomplete, the continuous enrollment fee is imposed (refer to the Financial Affairs section in the Rush University Catalog).

Academic Progression

High academic performance in all courses is expected. Students will be considered in good standing at Rush University unless placed on academic probation. A cumulative grade point average of at least 2.0 is required to be considered in good standing, and to be eligible to continue in the baccalaureate program. Cumulative grade point averages will be reviewed after each term.

The faculty reserves the right to request the withdrawal of a student whose conduct, health, or performance demonstrates lack of fitness for continuance in a health profession. Any such student not voluntarily withdrawing will be dismissed from the University, regardless of grade point average.

Academic Probation

Academic probation is assigned to any student who receives a semester grade point average below 2.0, or whose cumulative grade point average falls below 2.0. Students placed on probation have two semesters in which to regain the status of good standing as follows:

- The next semester after being placed on probation, the student must attain a semester grade point average of at least 2.0.
- Two semesters after being placed on probation, the student must have a cumulative grade point average above 2.0.

Failure to make the minimum quarterly grade point average one semester after probation regardless of the cumulative grade point average, or failure to make the minimum cumulative grade point average two semesters after probation will result in dismissal from the University.

Minimal Acceptable Grades in the Bachelor of Science Program

Undergraduate students who receive an F or N grade in any course MUST repeat that course with the F or N grade being replaced by the grade earned upon repeating the course. In the event that a student is required to repeat a course that is a prerequisite for an advanced course, the advanced course may not be taken until the student successfully passes the prerequisite course. Thus, the student's progression in the program may be affected. Students who receive a second D or F or N grade in the same academic year will be dismissed from the program, regardless of cumulative grade point average.

Final Grades Reported to the Registrar

Grades reported to the Registrar at the end of each semester are considered final except when an incomplete grade is assigned. Permission of the Department Chairman is required for conferring "I" grades.

Final Grade Appeals

Students should be aware of the grade they are getting in a course as the course progresses, thus the final grade should not be a surprise to the student. In the event that the student receives a final grade that is different from the grade that he/she expected, the student has five (5) working days after final grades are due to be posted to contact the instructor and determine how the final grade was calculated and resolve any discrepancy if present. Additional work cannot be submitted after final grades are posted to increase the final grade and the grade will only be changed if a mistake was made on the part of the instructor.

Admission Requirements:

Program entry requirements include satisfactory completion of two years of specified lower division course work at a regionally accredited college or university. Upper division course work for the Bachelor of Science degree in Health Sciences may be completed in as few as 21-months full-time. Students can elect a part-time option.

Admission to the program is on a competitive basis. Student selection will be based on a number of factors including overall grade point average, prerequisite grade point average, consistency of academic performance, course work completed prior to application, and communication abilities.

Requirements for admission to the professional phase of the program include:

1. A minimum of 60 semester credit hours (90-quarter hours) of lower division undergraduate coursework from a regionally U.S. accredited institution.
2. A minimum overall GPA of 2.75/4.00 in undergraduate course work
3. Completion of all professional prerequisite required courses with a grade of "C" or better
4. Official transcripts from all colleges attended.
5. A personal interview with program faculty
6. Three (3) letters of recommendation

7. Completed application to the program and submission of official transcripts for all college course work completed.
8. All applicants whose native language is not English must present evidence of proficiency in English by satisfactorily completing the Test of English as a Foreign Language examination (TOEFL). A waiver of this requirement may be requested if the individual has graduated from high school or successfully completed a higher education degree program (Associate degree or higher) in the United States, or one of its English-speaking protectorates. Further information on the college policy on proficiency in English can be found on page 10 of this handbook.

Courses Required for Admission*

For admission to the BS in Health Sciences program, students are required to complete, at minimum, the core general education requirements detailed on page 9. In preparation for graduate school, hours may vary based on graduate program for which the student is preparing. For specific courses, see section on core requirements and general education.)* Each student will meet with an academic advisor prior to matriculation and throughout the program in order to determine any outstanding prerequisite coursework needed for entry to the student's graduate program of choice.

A minimum of 60 semester credit hours (90-quarter hours) of lower division undergraduate coursework from a regionally U.S. accredited institution is required prior to admission to the BS in Health Sciences program. Prerequisite courses must include the general and biological sciences, mathematics, communications, the social sciences and humanities. Specific prerequisite courses may vary depending on the unique prerequisite requirements of the graduate level health professional program of interest to the student. For example, the pre-requisite lower division course work required for medical school, though similar, may not be the same as that required for application to graduate school in the area of occupational therapy. Specific prerequisite courses are described below.

1. Chemistry (8-20 semester hours)
2. Biology (16-20 semester hours)
3. Physics (4-8 semester hours)**
4. Mathematics and Statistics (6-12 semester hours)
5. Communications (6 semester hours)
6. Social Sciences (6 semester hours)***
9. Humanities and Fine Arts (6 semester hours minimum)
10. Electives (3-9 semester hours)

SC – Semester Credits

* Students wishing to enter medicine or the graduate biomedical sciences are required to have 16 SC of chemistry, 20 SC of biology, 8 SC of physics and 6 SH of

mathematics (e.g. calculus I and II). Nursing and specific allied health field may require only 8 SC of chemistry, 16 SC of biology, 4 SC of physics and 3 SC of mathematics. Clinical Nutrition requires 8 SC general chemistry, 4 SC of organic chemistry, 3 SC microeconomics, 3 SC accounting, 3 SC and 4 SC food preparation with laboratory.

**The master's degree programs in medical laboratory science and nursing at Rush University do not require physics.

*** Students wishing to enter Occupational Therapy are required to have one course in sociology, or anthropology plus a course in developmental psychology that covers birth through death lifespan. A combination of child psychology plus a course in adult aging meets this requirement.

Application for admission into the Bachelor of Science in Health Science program must be made through the Office of College Admission Services at Rush University before August 1 for admission into the class entering in September. September is the only admission time for entry into the program. Prospective applicants may submit transcripts and a request for an unofficial evaluation to the College of Health Sciences, 600 South Paulina Street, Suite 1001, Chicago, Illinois 60612. Phone number: 312-942-7120.

Transfer of Credit:

Students who desire to complete additional elective courses, either offered at Rush University or at another regionally accredited college or university, may request to do so, and these electives may be incorporated into the student's program plan with the approval of the student's academic advisor.

Students entering the BS in Health Sciences degree program will complete a minimum of 60 semester hours (90 quarter hours) of prerequisite course work prior to entry into the program. General Educations requirements are as follows:

Residency Requirements:

The Bachelor of Science degree in Health Sciences requires a minimum of 120 semester hours. This includes at least 60 hours earned at a lower division college or university, or at an affiliated college. A minimum of 60 Semester hours of academic credit shall be earned as an upper-division student in academic residence at Rush University. Candidates for the Bachelor of Science degree must earn a 2.5 cumulative grade point average in all computed upper division credits taken at Rush University. Participation in cap and gown at commencement exercises is expected of all graduates.

Minimum Core General Education Requirements:

All entering students must complete the following core general education requirements in order to be eligible for the Bachelor in Science degree awarded by Rush University

Requirements	Semester Hours	Quarter Hours
Two courses in communications (English composition) <i>Composition is required</i>	6	9
One course in mathematics (college algebra or higher)	3	4
Two courses in life sciences (anatomy, biology, microbiology, pathophysiology, physiology)	6	9
One course in physical sciences (chemistry, physics)	3	4
One course in social sciences (government, history, political science, psychology, sociology)	3	4
One course in humanities (ethics, fine arts, literature, philosophy) Performance courses do not meet this requirement	3	4
Elective courses in communications, computer science, ethics, fine arts, humanities, life sciences, literature, philosophy, physical sciences, or social sciences to total 36 semester (56 quarter) hours	36	56
Total Hours of Required and Elective Courses:	60	90

Lower Division Course Work:

Lower division course work must have been completed at a regionally accredited college or university. However, lower division courses will vary depending on the student's graduate school and career goals. Pre-medicine, pre-nursing and pre-allied health professional programs each have unique prerequisite requirements. The following general list encompasses these requirements (variations based on planned graduate school major are noted*).

Chemistry (8-20 semester hours) Suggested courses:

General Chemistry with laboratory (4-8 SC)
Organic Chemistry with Laboratory (0-8 SC) and
Biochemistry with laboratory (0-4 SC) [students may elect 1 Semester
Organic (4 SC) and Semester Biochemistry with laboratory (4 SC) –
Biochemistry may be taken in year three at Rush if it is not completed as a
pre-requisite.

Biology (16-20 semester hours)

General Biology with laboratory (4-8 SC)
Microbiology with laboratory (4 SC)
Anatomy with laboratory (4 SC)

Physiology with laboratory (4 SC)
Physics (4-8 semester hours)**
Physics with laboratory (4-8 SC)
Mathematics and Statistics (6-12 semester hours)
College Algebra
Calculus I, II
Statistics (3 SC)
Communications (6 SC)
Social Sciences (6 semester hours)***
General Psychology (3 SC)
Sociology (0-3 SC)
Developmental Psychology (0-3 SC)
Humanities and Fine Arts (6 semester hours minimum)
Electives (3-9)

* Students wishing to enter medicine or the graduate biomedical sciences are required to have 16 SC of chemistry, 20 SC of biology, 8 SC of physics and 6 SH of mathematics (e.g. calculus I and II). Nursing and specific allied health fields may require only 8 SC of chemistry, 16 SC of biology, 4 SC of physics and 3 SC of mathematics. Clinical Nutrition requires 8 SC general chemistry, 4 SC of organic chemistry, 3 SC microeconomics, 3 SC accounting, 3 SC and 4 SC food preparation with laboratory.

**The master's degree programs in medical laboratory science and nursing at Rush University do not require physics.

*** Students wishing to enter Occupational Therapy are required to have one course in sociology, or anthropology plus a course in Developmental Psychology that covers birth through death lifespan. A combination of child psychology plus a course in adult aging meets this requirement.

Upper Division Course Work:

Rush will provide two additional years of upper division course work to complete the requirements for the Bachelor of Science in Health Sciences.

Upper division course work consists of core courses required of all students and elective courses offered within three concentrations: 1) Medical sciences, 2) Leadership and 3) Health/Wellness. Students must complete a minimum of 90 quarter hours (QH) of upper division coursework to include a minimum of 45 QH in the required core and at least 45 QH of required concentration course work, as approved by their academic advisor.

Proficiency in English

All applicants whose native language is not English must present evidence of proficiency in English by satisfactorily completing the Test of English as a Foreign Language examination (TOEFL).

A total TOEFL score of at least 88 on the Internet-based version, or 570 on the paper-based version, or 230 on the computer version, must be achieved. In addition, applicants must score no less than 55 on the paper version or, 20 on the computer version or, 18 on the Internet-based version on each of the three subtests of the TOEFL (listening, structure/writing, and reading).

An official report of these scores must be received by the Admissions Office prior to the date(s) on which admission decisions are made for the program(s) to which the applicant has applied. To obtain information or to register to take the TOEFL, write directly to:

The Education Testing Service
P.O. Box 6151
Princeton, New Jersey 08541-6151, U.S.A.

You may also wish to visit the TOEFL Web site at <http://www.toefl.org> . The applicant should indicate on his/her application for the examination that results should be sent to institution code number 1676.

Applicants whose native language is not English and who have graduated from high school or successfully completed a higher education degree program (Associate degree or higher) in the United States or one of its English-speaking protectorates may petition for waiver of the TOEFL requirement to the College of Health Sciences' Dean's Office.

Waiver requests should include proof of receipt of a high school or college diploma from an accredited institution in the United States or one of its English-speaking protectorates. College or university degrees must be granted by a regionally accredited college or university to be considered for waiver of the TOEFL.

Withdrawal from Courses:

Withdrawal from a course requires approval from the Course Director and the Department Chairman. Students should note that courses in the BS in Health Sciences program are sequential and are taught once a year. Withdrawals will prevent the student from progressing normally in the program and will delay the availability of clinical rotation opportunities. Discussion with the course director and department chairman or program director is essential if the student is considering withdrawing from a course. If a student withdraws from a course a "W" grade will appear on the record if the withdrawal occurs between the beginning of the second week and midterm.

Continuous Enrollment:

Rush University requires continuous enrollment in almost all of its programs from the time a student matriculates through a student's graduation. Any degree/certificate

student not taking courses but needing to replace an outstanding incomplete grade must register for Continuous Enrollment until the grade is satisfied. Registration for Continuous Enrollment requires the approval and signature of the Department Chairman. BS in Health Sciences students who enroll in Continuous Enrollment must submit a progress report to the Department Chairman at the end of the semester in which the Continuous Enrollment is taken. This report must contain an acceptable plan for completion of incomplete work and must be approved by the Department Progress and Promotions Committee before the student will be allowed to register for an additional semester of Continuous Enrollment. In cases where a student does not show progress towards completing an incomplete grade, the incomplete grade will revert to a grade of "F" or "N" which may result in the student being dismissed from the program.

Continuous Enrollment appears on the student's transcript with the course prefix that the student is majoring in followed by 999 (i.e. HSC 999). Information about the fee charged for the Continuous Enrollment course is available under "Tuition and Financial Aid" in the University catalog:

Leave of Absence:

A student, who must interrupt his or her studies for reasons of sustained ill health or compelling personal situations, may apply for a leave of absence for a stated period of time, not to exceed four semesters. A Petition for Withdrawal / Leave of Absence must be completed and signed by the Department Chairman and other specific University offices (available from the Office of the Registrar or from the web site: (<http://www.rushu.rush.edu/registrar/forms.html>)). If approved by the Department Chairman, the student must satisfy the conditions of the leave before reentering, and must comply with all policies, requirements and course sequences in effect at the time of reentry. The student will pay tuition and fees at the rates in effect at the time of reenrollment. Only one leave will be granted per academic year.

Withdrawal from the Program:

Withdrawal implies the permanent departure from the University without the immediate expectation of return. Undergraduate and graduate students withdrawing from the University must give formal notification by completing a Petition for Withdrawal / Leave of Absence form, which requires them to obtain the signatures of specific University offices. Students may obtain the form from the Office of the Registrar or from the web site: <http://www.rushu.rush.edu/registrar/forms.html>. This form requires the signature of the Department Chairman. Withdrawals are not allowed after the last class day of the semester, or during the final examination period. Refunds are made only during the limits for refunds. (See Financial Affairs Policy section of the Rush University Catalog).

Readmission to the Program:

Any student who has withdrawn from the program, or has not been enrolled for one or more semesters, or any dismissed student, may apply for readmission to their program of study by submitting an Admissions application for this purpose. They must follow all admission procedures and will be placed into the pool of applicants for the year in which they are requesting readmission. An interview may be required. Preference will not be given to students seeking readmission into the program. Readmitted students will pay tuition and fees at the rates in effect at the time of reenrollment and will be subject to all current policies and procedures of the program, college and university at the time of their readmission.

A request for accommodation or modification is not cause for withdrawal of the offer of acceptance. If an accommodation is requested, the department may require additional documentation and information and will follow up with the student to discuss the specifics of the request and the appropriate plan of action.

Any student can request accommodations once enrolled in the program. If you are unable to perform any of the above, please contact the department chair or program director for further discussion. See the following Rush University Policies and Procedures for Students with Disabilities for additional information.

Criminal Background Checks:

All students are required to have a criminal background check prior to matriculation into the program. Procedures for obtaining a criminal background check are available from the Department Office. The cost for the background check is the responsibility of the student. Hospitals and other health care facilities often have policies requiring criminal background checks for employees, students, and volunteers. These facilities may refuse to accept individuals for clinical practicum, or other experiential rotations, based on past criminal convictions.

Students should be prepared to comply with the policies and procedures at any facility where they are assigned as part of their educational program and may not request facility assignments in an effort to avoid specific requirements. Students who have certain types of information in their criminal background checks may be ineligible to complete rotations in specific facilities. Students who are not allowed to participate at assigned facilities, or who are terminated from clinical practica based on the results of a criminal background check will be unable to complete the program requirements for graduation and will be subject to dismissal from the program, regardless of cumulative grade point average.

Persons with certain types of criminal convictions may not be eligible for state licensure and/or national registry or certification. In addition, many employers perform criminal background checks and may not hire individuals with certain types of criminal convictions.

Students will have access to consult with an advisor to consider their options on an as-needed basis.

Drug Testing:

Hospitals and other health care facilities often have policies requiring drug testing for employees, students, and volunteers. Students who test positive for drugs at most health care facilities are ineligible to complete clinical practica or work assignments in that facility. Students must comply with the policies and procedures at any assigned facility and may not request facility assignments in an effort to avoid drug screening requirements. Students who fail to report for clinical practica assignments, or who are terminated from a clinical practicum because they violate the drug testing, or drug use policies of the facilities, will be subject to dismissal from the program, regardless of cumulative grade point average.

Documentation of Hepatitis B Virus Vaccination

Before a student is allowed to begin his/her program of study, he/she must have on file documentation that he/she has either begun, or completed the course of inoculations for the Hepatitis B Virus vaccine. This documentation must be submitted directly to the Program Office.

If the student has just begun, but has not yet finished, the series of inoculations at the start of the program, he/she must provide documentation that he/she has finished the course of inoculations as soon as possible in order to remain in the program. This information will be reviewed semester and the student will be notified if he/she is not in compliance with this requirement. Students who fail to complete the Hepatitis B Virus Vaccination protocol in a timely manner will not be allowed to register for the subsequent semester. Students may submit a Hepatitis B virus titer as proof of immunity.

Documentation of Tuberculosis Testing and Health Insurance

All students must provide the results from tuberculosis tests in order to begin the program. Students must be tested **annually** for tuberculosis and must submit the results to the Program Office. Failure to comply with this policy can lead to dismissal from the program. In cases where the tuberculosis screen is positive or contraindicated, lung X-Ray results must be submitted. X-Ray results are valid for ten (10) years.

Students must either purchase the university-provided student health insurance, or provide documentation that they have current health insurance. Documentation must be on file with Academic HealthPlans (AHP) be allowed to register for courses and must be done every semester. Students who do not provide evidence of current health insurance will be automatically charged for the Student Health Insurance Plan offered by AHP.

Required Rush University Medical Center OSHA, HIPPA, and Safety Training:

Students may be required to take Medical Center Training courses that apply to clinicians prior to their practicum rotations. These courses must be taken annually and are available on Blackboard. Students failing to remain current in these training areas may not be allowed in the clinical setting.

Change of Address Responsibility

It is the responsibility of any student enrolled in the Program to inform both the Office of the Registrar and the department of any change of address or phone number.

Correspondence between Students and Faculty

1. A schedule of office hours will be noted in each faculty member's course syllabus.
2. Students are responsible for checking the electronic program bulletin board for current notices at least once per week.
3. Students will be assigned to a faculty advisor in the initial semester of their first year. Students will be notified via email of times for student conferences.
4. Each student must have a conference with his/her advisor at least once per semester during the first academic year
5. A student conference record will be completed and signed by both the faculty member and student following a formal conference.

Electronic Mail

Communication between students and the faculty and staff of the Department will take place via e-mail. All Rush University students are assigned an e-mail account through the University and the Department will use this account. It is the responsibility of the student to check their Rush e-mail regularly for Departmental communications. In many instances, the only notification sent to a student may be through e-mail.

Lockers and Mailboxes

All students are assigned lockers and mailboxes by the Office of Student Affairs. All personal items must be stored in the assigned locker. **Coats and book bags are not allowed in the student or clinical laboratories.**

Textbooks

Listing of textbooks for each course will be posted in RUConnected at the time of registration and in the Rush Book Store at the beginning of each semester.

Use of Cellular Phones and Pagers

Students are required to **place** all cellular phones and pagers on a **silent mode** while in lecture or student and clinical laboratories. Students will not be excused from class to make phone calls or to return pages unless it is an emergency. Students will **not** be allowed to use cellular phones or pagers during examinations.

Professional Conduct

All students are expected to behave in a professional manner during lecture and laboratory sessions, as well as in the clinical laboratories. It is expected that the student will work cooperatively with course instructors, fellow students and laboratory personnel. Failure to maintain a professional demeanor and to comply with the Medical Center's Code of Conduct can lead to dismissal from the program.

The Code of Conduct can be accessed at:

<http://inside.rush.edu/Policies/Lists/Master%20Policy/DispForm.aspx?ID=1965> under Human Resources. Students who violate an established standard of professional conduct/judgment or moral/ethical behavior will be subject to investigation of the incident and disciplinary action.

Procedure for Unprofessional Conduct

The procedure to be followed for unprofessional conduct is as follows:

Step 1. The student will have been identified as violating an established standard of professional conduct/judgment or moral/ethical behavior, and the Department Chair/Program Director will have been notified.

Step 2. The Department Chair/Program Director will meet with the individual(s) making the allegation and the student's faculty advisor to review the available information and determine the veracity of the allegations.

Step 3. The Department Chair/Program Director, student, and faculty advisor, whenever possible, will meet as promptly as possible after the alleged incident. The Department Chair/Program Director will report to the student the facts and available information and will seek to authenticate or clarify the allegations where possible. If it is determined that there is no basis for the allegation, no further action will be taken.

Step 4. If it is determined that there is a basis for the allegation and that further investigation is necessary, a preliminary hearing of the Committee on Progress and Promotions will be convened to review the allegations and recommend a course of action. Guidelines for the Committee on Progress and Promotions preliminary hearing are provided in the Student Handbook. The Department Chair/Program Director will inform the student and the Dean in writing of the Committee on Progress and Promotions preliminary hearing and the following:

- a. Date
- b. Name of student
- c. Nature of the allegations
- d. Date of alleged incident/occurrence
- e. Professional attributes that allegedly violate standards: skill, behavior, judgment, ethical values, etc.

For more information regarding the procedures for handling instances of unprofessional conduct, see current University Catalog and the College of Health Sciences Rules for Governance.

College of Health Science Policies and Procedures

Student Appeals Process

The College of Health Sciences student appeals and grievance procedures provide a mechanism whereby any student may obtain a review of a complaint of unfair treatment. The student appeals procedures shall not be used to question a rule, procedure or policy established by an authorized faculty or administrative body. Rather it shall be used to provide due process for those who believe that a rule, procedure or policy has been applied in an unfair or inequitable manner, or that there has been unfair or improper treatment by a person or persons. Students who are appealing an academic decision that could result in a dismissal from the university may be allowed to continue to progress in the program until the issue is resolved. If the academic decision is upheld and the student is dismissed from the university they will be withdrawn from their current classes. This withdrawal will be backdated to the beginning of the term and the student will receive 100% tuition reimbursement for that term.

A student wishing to appeal an academic decision should follow the process summarized below, in the sequence indicated.

Step 1. In the academic community, the responsibility for course development, course delivery, and the assessment of student achievement rests primarily with each course instructor. Any student who has a complaint of inappropriate treatment related to a course should first seek to resolve it informally with the course instructor. If the course instructor is the department chairperson, or if the complaint does not pertain to a specific course, the student should seek resolution with the department chairperson at the outset.

- a. A student with such a complaint must request reconsideration, in writing, of the application of a rule, procedure, or policy or unfair or improper treatment within five (5) working days following the incident that forms the basis for the complaint (e.g., five days after grades are posted).
- b. The instructor will meet with the student (or speak with the student *via* telephone for those students who are unable to come to the instructor's office if so requested by the student). The instructor will notify the student in writing of

his/her decision regarding the complaint within five (5) working days following the meeting or discussion.

Step 2. If resolution is not achieved informally, as described in Step 1, the student should seek resolution with the chairperson of the department in which the course is offered within five (5) working days following notification by the instructor of his/her decision.

a. The chairperson will meet with the student (or speak with the student for those students unable to come to the chairperson's office if so requested by the student) following receipt of the student's request for resolution to discuss the problem or complaint.

b. The chairperson will notify the student of his/her decision in writing following the meeting or discussion.

Step 3. If the issue was not resolved in Step 2 the student may submit a written appeal, describing the nature of the student's complaint and reasons for seeking an appeal to the student progress and promotion committee of the department within five (5) working days following notification by the department chairperson of his/her decision.

a. The student may appear before the committee in person, make an oral statement and answer questions from the committee. The student will not be allowed to be present during committee deliberations.

b. The committee may request that the course instructor or faculty member named in the grievance appear before the committee to make an oral statement and answer questions. The instructor or faculty member named in the grievance may not be present during committee deliberations.

c. Following review of information provided, the committee will notify the student of its decision.

Step 4. If the issue was not resolved to the student's satisfaction in Step 3 the student may submit a written request seeking a hearing to the Dean of the College of Health Sciences within five (5) working days of receiving the department progress and promotion committee decision. The written request should include a description of the complaint and the reason the student is seeking an appeal.

a. The College of Health Sciences Dean will meet with the student following receipt of the written request from the student for a hearing.

b. Following the meeting with the student, the College of Health Sciences Dean may render a decision, or choose to appoint a panel to investigate the grievance and make a recommendation to the College of Health Sciences Dean.

c. Following review of the information provided and any recommendations from the panel, should one be appointed, the College of Health Sciences Dean will then notify the student of his/her decision. The decision of the College of Health Sciences Dean shall be final.

Rush University Policies and Procedures

Students with Disabilities:

Part of Rush University's mission is to promote diversity among its student population and to provide equal access to its facilities, programs, services and learning opportunities. In keeping with this mission, the University encourages students with disabilities to engage the Office of Student Disability Services as soon as they begin their program.

Students should feel free to contact the Office of Student Disability Services at Rush University, to engage in a confidential conversation about the process for requesting accommodations in the classroom and clinical settings. Accommodations are not provided retroactively at the University. Additional information can be found online at the Office of Student Disability website or by contacting the Office of Student Disability Services.

In order to respect student's privacy and ensure a thoughtful interactive discussion, students should not make accommodation requests to individual faculty members, lecturers, or course directors, instead, please contact:

Marie Ferro-Lusk, MBA, MSW, LSW
Manager, Office of Student Disability Services

Rush University
600 S. Paulina St. Suite 440
Chicago, IL. 60612
Phone: (312) 942-5237
Fax: (312) 942-2778
Email: [Marie S Ferro-Lusk@rush.edu](mailto:Marie_S_Ferro-Lusk@rush.edu)
Website: <https://www.rushu.rush.edu/students-disabilities>

Note:

These policies and procedures are subject to change and changes are effective immediately and apply to all students.

SIGNATURE PAGE

This page must be turned in to the Health Sciences program Office. Your signed form will be kept in your departmental student folder.

I, _____, (Print your name here)

I have received a copy of the **Bachelor of Science in Health Sciences Student Handbook**. I have read and understand the content of this document. I understand that it is my responsibility to comply with all policies and procedures of the Health Sciences Program, as well as all policies and procedures contained in the Rush University Catalog and those of Rush University Medical Center.

(Signature)

(Date)