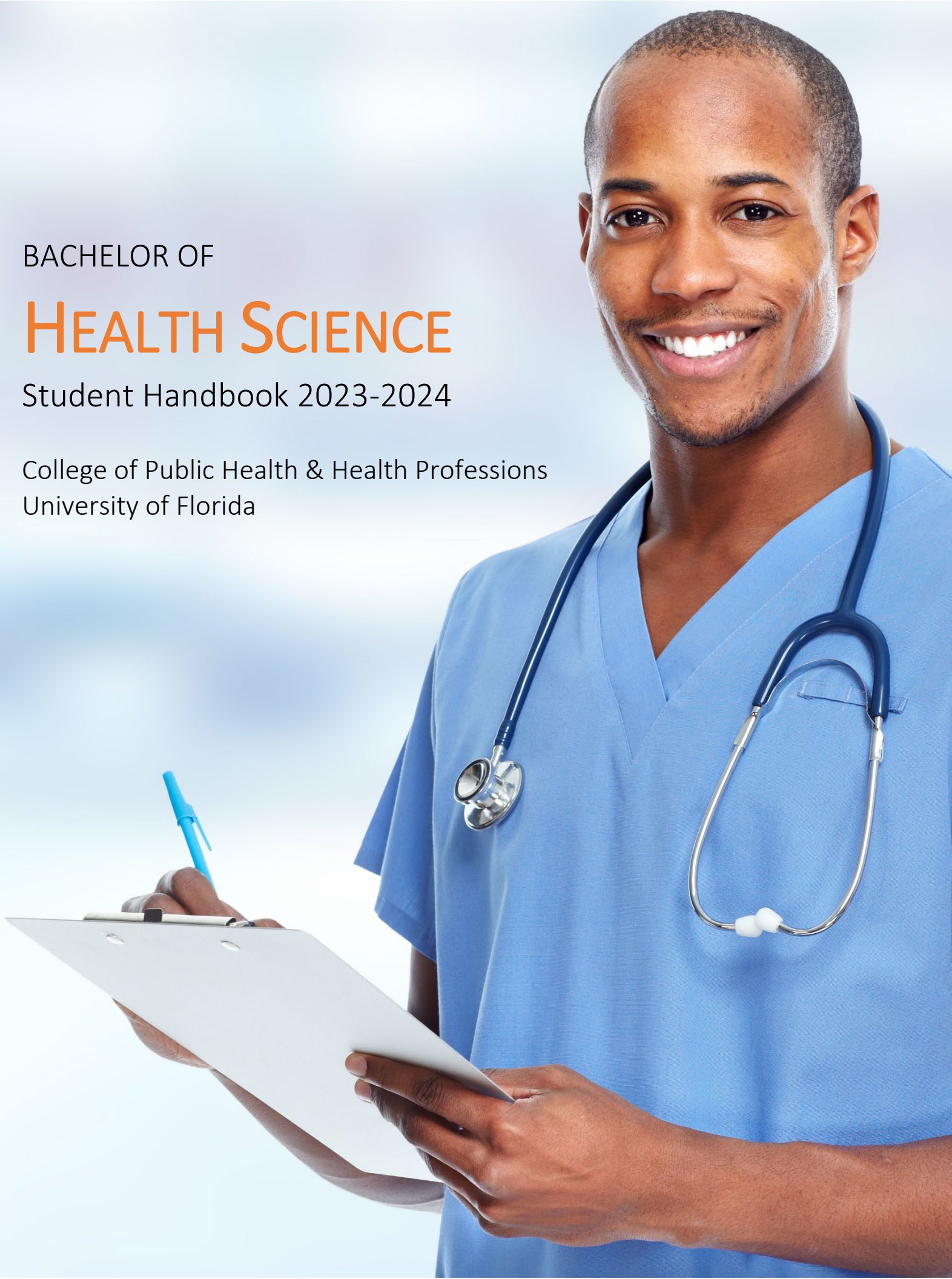


BACHELOR OF

HEALTH SCIENCE

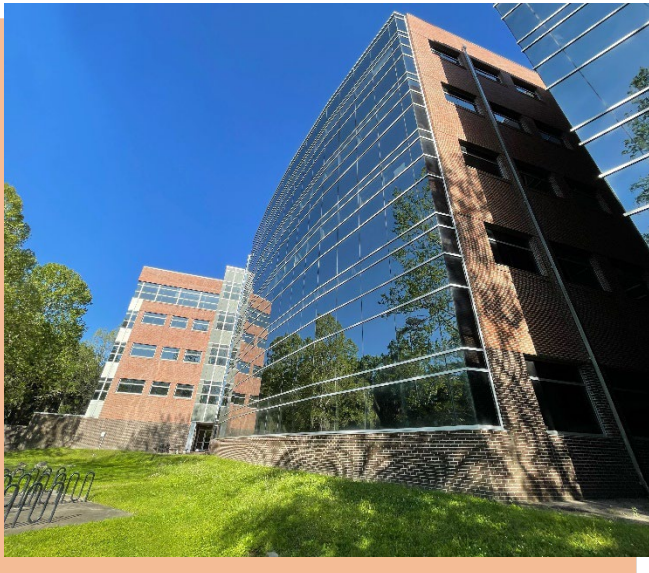
Student Handbook 2023-2024

College of Public Health & Health Professions
University of Florida



COLLEGE OVERVIEW

The College of Public Health and Health Professions (PHHP) is one of the most diversified health education institutions in the nation. Established in 1958, the College of Health Professions was the first college of its type in the United States dedicated to educating students of many different health professions in an academic health center. In 2003, the College changed its name to the College of Public Health and Health Professions and expanded its mission to include public health on a broad scale. Currently, PHHP is one of six colleges that comprise the University of Florida Health Science Center - other colleges include Dentistry, Medicine, Nursing, Pharmacy, and Veterinary Medicine.



With over 2,200 students, the College of Public Health and Health Professions is a national leader in the education of health professionals. We emphasize the development of intellectual resources and skills that can help our graduates prosper in today's complex health systems. In addition, the College is committed to the development of cutting edge science and outreach in areas such as aging and disability, rehabilitation of central nervous system impairment, behavioral and environmental determinants of health for individuals and communities, disaster response, and health systems functioning.

The College of Public Health and Health Professions is dedicated to preserving, promoting, and improving the health and well-being of populations, communities, and individuals. To fulfill this mission, we foster collaborations among public health and the health professions in education, research, and service. Consistent with our mission, the College has three primary goals:

- Provide excellent educational programs that prepare graduates to address the multifaceted health needs of populations, communities, and individuals
- Conduct quality research and disseminate findings that are responsive to priority health needs
- Serve as active participants and leaders in University, public health, health practice, and health services communities through collaborative approaches to intervention, professional practice, and policy.



OVERVIEW OF THE UNDERGRADUATE PROGRAMS

The Bachelor of Health Science majors are designed for students whose career goal is to work in health systems or organizations providing health related or general human services to individuals and communities. The BHS limited access program is a two-year, 60-credit curriculum offering two majors, *Health Science* and *Communication Sciences & Disorders*. The curriculum for the general health science track provides the opportunity to learn foundation skills necessary to succeed in the dynamic health environment. The communication sciences and disorders major is designed as a pre-professional program for students interested in pursuing graduate education in either speech-language pathology or audiology. In the summer of 2016, PHHP was approved to offer a new degree program, the Bachelor of Public Health. The BPH is designed to provide students the foundational knowledge and skills for both individual and community-based health care.

COLLEGE	College of Public Health & Health Professions		
DEGREE	Bachelor of Health Science		Bachelor of Public Health
MAJOR	Health Science	Communication Sciences & Disorders	Public Health

Students graduating from the Health Science or Communication Sciences and Disorders major earn a Bachelor of Health Science (BHS) degree. To graduate with a BHS degree, students must earn a minimum of 120 credits with at least 60 of those credits being at the 3000 or 4000 level (i.e., upper division). Because our majors are limited access, students are expected to graduate within two years of being accepted.

HEALTH SCIENCE MAJOR

Mission: To provide an academic foundation in health science for students planning on entering a health profession and/or working in a health care setting.

Educational Goals:

- Describe key elements of the US Healthcare system.
- Comprehensively describe major chronic illnesses and disabilities.
- Describe core functions of public health.
- Apply knowledge and application of core bioethical principles to contemporary health issues.
- Develop appropriate professional behaviors for health careers.
- Develop and apply critical thinking analysis skills to contemporary health issues.
- Apply effective basic communication skills for health professionals.



The Health Science major requires students complete 32 credits of core courses (i.e., required courses), at least 9 credits of college electives, and 19 or fewer 3000/4000 level general electives credits (depending on the number of college electives taken) to meet the 60 credits of 3000-level or higher coursework required to graduate.

Core Courses: Students in the Health Science program complete 32 credits of core courses including:

Fall Junior Year	Fall Senior Year
HSA3111 US Healthcare Systems (3)	HSC4184 Health Care Leadership - Skills and Styles (3)
HSC3502 Survey of Diseases and Disability 1 (3)	HSC3661 Therapeutic Communication (2)
PHC4101 Public Health Concepts (3)	RCS4415L Therapeutic Communications Skills Lab (1)
Spring Junior Year	Fall Senior Year
HSC3057 Research Methods in Health Science (3)	HSC4608L Critical Thinking in Health Care (4)
HSC4558 Survey of Diseases and Disability 2 (3)	HSC4652 Ethical and Legal Issues (3)
OTH3416 Pathophysiology (3)	HSC4008 Professional Development (1)

Electives: To meet the 60 credit, 3000-level or higher requirement, students complete an additional 28 credits of elective courses. Of these 28 credits, at least 9 credits must be college elective courses - electives taught by the College of Public Health and Health Professions. College electives for the Health Science major include:

CLP4134 Clinical Child/Pediatric Psychology	HSC4507 Environmental Toxicology
CLP4302 Clinical Psychology	HSC4930/L Neuroanatomy and Lab
CLP4314 Health Psychology	HSC4930 Global Health Disparities and Disabilities
CLP4420 Neuropsychology	PHC4309 Climate Change
HSC4600 Psychiatric Disorders	PHC3440 Global Public Health
PSY4930 Pediatric Chronic Illness	PHC3603 Critical Issues in Public Health
HSA4191 Health Informatics	PHC4024 Applied Epidemiology
HSC4643 Access and Rehab in Vulnerable Populations	RCS4451 Public Health Aspects of Substance Abuse
HSC4247 Dis/Mis Information in Healthcare	OTH3413C Applied Kinesiology
OTH3282 Occupation and Health	OTH4412/L Musculoskeletal Anatomy and Lab
SPA4004 Language Development	HSC3801 Clinical Observation
SPA3032 Fundamentals of Hearing	HSC4905 Independent Study
SPA3011 Speech Acoustics	HSC4913 Supervised Research

Most college electives are also offered only once per year. General electives can be taken in any sequence that fits your schedule. Do not wait to complete prerequisites courses for your career path. The core Health Science courses take priority over any electives including professional requirements. Effective planning on your part will help prevent conflicts and delays toward your ultimate career goal.



Your overall plan of study must be approved by the program director or his or her designee before the end of Fall semester your junior year. Discuss all prerequisites needed as well as college electives during the plan of study meeting.

COMMUNICATION SCIENCES AND DISORDERS MAJOR

Mission: To provide an academic foundation in the processes involved in human communication in order to prepare students for graduate work in speech-language pathology or audiology or for work in other health care professions.



Educational Goals:

- Apply theories and principles of basic acoustics/psychoacoustics, anatomy and physiology of speech/hearing, neuroanatomical/physiological bases of speech and normal language development.
- Understand key issues in etiology and the characteristics of speech, language, and auditory disorders.
- Demonstrate the basics of assessment and treatment of speech, language and auditory disorders.
- Understand and describe professional practice patterns and ethical standards.
- Describe the fundamental relationships between aging and communication, cultural influences on communication and modalities of communication.
- Transcribe normal and disordered speech phonetically.
- Apply clinical problem-solving skills to defend assessment and treatment choices.
- Articulate ideas effectively in an oral presentation on a critical topic.
- Produce a coherent analytical essay on critical content.

The Communication Sciences and Disorders major requires students complete 42 credits of core courses (i.e., required courses), at least 9 credits of college electives, and 9 or fewer 3000/4000 level general elective credits (depending on the number of college electives taken) to meet the 60 credits of 3000-level or higher coursework required to graduate. Articulatory, Acoustic, Auditory Phonetics (SPA3003) is required if not already completed. The core courses are listed in the following table. The approved electives are intended to help students prepare for specific career goals and ensure well-rounded training.

Fall Junior Year	Fall Senior Year
SPA4004 Language Development (3)	SPA4250 Introduction to Speech Disorders (3)*
SPA3011 Speech Acoustics (3)	SPA4321 Audiologic Rehabilitation (3)*
SPA3032 Fundamentals of Hearing (3)	ENC3254 Professional Writing in the Discipline (3)
SPA3101 Speech Anatomy and Physiology (3)	EEX3093 Exceptional People in School and Society (3)
Spring Junior Year	Spring Senior Year
SPA3003 Articulatory, Acoustic, Auditory Phonetics (3)	SPA4400 Introduction to Language Disorders (3)
SPA4104 Neural Basis of Communication (3)	SPA4050 Clinical Observation (3)
SPA4302 Audiometry and Hearing Disorders (3)	PHC4101 Public Health Concepts (3)

*UF Online students take SPA 4250 and SPA 4321 the summer before senior year



Electives: A minimum of 18 credits of electives are required. Nine credits must be approved 3000 level or higher college electives. The remaining 9 hours of coursework are general electives and require no College approval as long as they are at least 3000 level. The college electives requirement can be satisfied by completing one of the available minors or completing 9 hours from the college list below. Communication Sciences and Disorders Track College Approved Electives include:

CLP4134 Clinical Child/Pediatric Psychology	HSC4930 Global Health Disparities and Disabilities
CLP4302 Clinical Psychology	PHC3440 Global Public Health
CLP4314 Health Psychology	PHC3603 Critical Issues in Public Health
CLP4420 Neuropsychology	OTH4412/L Musculoskeletal Anatomy and Lab
HSA3111 US Healthcare Systems	RCS4451 Public Health Aspects of Substance Abuse
HSC3502 Survey of Diseases and Disability 1	SPA3475 Deaf Culture
HSC4558 Survey of Diseases and Disability 2	SPA3800 Critical Review of Scientific Evidence
HSC4600 Psychiatric Disorders	SPA4904 Independent Study
HSC4930/L Neuroanatomy and Lab	

Your overall plan of study must be approved by the program director or his or her designee before the end of Fall semester your junior year. Discuss all prerequisites needed as well as college electives during the plan of study meeting.

OTHER PROGRAM INFORMATION

Dean's List Criteria: To earn PHHP Dean's List recognition, students must earn at least a 3.5 GPA while enrolled in at least 15 credits of letter grade coursework in the Fall or Spring semester, or 12 credits of letter grade coursework in the Summer semester. Any credits taken as S/U (satisfactory/unsatisfactory) do not count toward the credit minimum.

Minor in Communication Science Disorders: This communication sciences and disorders minor is appropriate for students with majors in computer science, education, engineering, health professions, linguistics, music, psychology and special education. The minor is open to all majors except communication sciences and disorders. Students applying for the minor should have a minimum 3.0 GPA.

Students are required to complete SPA4004 Language Development, SPA3032 Fundamentals of Hearing, and SPA3101 Speech Anatomy and Physiology plus 2 additional courses (minimum of 6 credits from the list below).

- SPA3003 Articulatory, Acoustic, Auditory Phonetics (3)
- SPA3011 Speech Acoustics (3)
- SPA4104 Neural Basis of Communication (3)
- SPA4250 Speech Disorders (3)
- SPA4302 Audiometry / Hearing Disorders (3)
- SPA4400 Language Disorders (3)



Minor in Deaf and Hearing Sciences: This minor is appropriate for students planning to go into professions specifically related to hearing and deafness, and those planning to pursue careers in education and health-related fields where they might be working with individuals who are deaf/Deaf or hard of hearing, such as special education, physician's assistant, occupational therapy, physical therapy and nursing.

Students are required to complete the 17 credits listed below:

- ASL 1110 American Sign Language I (4)
- ASL 1120 American Sign Language II (4)
- SPA 3475 Deaf Culture (3)
- SPA 3032 Fundamentals of Hearing (3)
- SPA 4321 Audiologic Rehabilitation (3)

Because students in the BHS-CSD major take SPA 3032 and SPA 4321 as part of their major, they will also have to take ASL 1130 American Sign Language III (for a total of 14 credits – SPA 3032 and SPA 4321 don't count in credit total) for the Minor.

Minor in Disability Science: The disability science minor is open to any non-Health Science or Public Health major student on campus providing they have successfully completed the BHS prerequisite courses with a minimum of a 2.75 GPA and receive approval from the program director. This minor is designed to provide students with a basic scientific foundation to understand the impact of disability on physical and psychosocial health.

Students are required to complete HSC3502 Survey of Disease and Disability 1, HSC4558 Survey of Disease and Disability 2, and OTH3416 Pathophysiology and 1 of the following 2 sequences.

- OTH4412 and OTH4412L Musculoskeletal Anatomy and Lab (5), and OTH3413C Applied Kinesiology (3),
or
- HSC4930/L Neuroanatomy and Lab (4), and CLP 4420 Introduction to Neuropsychology

Minor in Health Science: The health science minor is open to any non-Health Science or Public Health major student on campus providing they have successfully completed the BHS prerequisite courses with a minimum of a 3.0 GPA and receive approval from the program director. This minor is designed to provide students with foundational knowledge and skills regarding the development of disease and disability, the scientific bases of health and illness, and the impact of the changing health care delivery system on health care.

Students are required to complete HSA3111 US Health Care System, HSC3502 Survey of Disease and Disability 1, and OTH3416 Pathophysiology plus 2 additional courses (minimum of 6 credits) from the list below.

- CLP4134 Introduction to Child Clinical and Pediatric Psychology (3)



- CLP4314 Introduction to Health Psychology (3)
- CLP4420 Introduction to Neuropsychology (3)
- HSC4558 Survey of Disease and Disability 2 (3)
- HSC4600 Psychiatric Disorders (3)
- HSC4930/L Neuroanatomy and Laboratory (4)
- RCS 4451 Public Health Aspects of Substance Abuse (3)

Minor in Public Health: The public health minor requires 15 credits and is open to qualified students in all majors except public health, and the online BHS-CSD track. The purposes of the minor are to (1) provide an educational foundation in public health for students going into health care disciplines other than public health, and (2) to provide an opportunity for students uncertain about their career path to explore the field of public health as a potential option. Acquiring a solid understanding of public health issues associated with the prevention and development of disease and disability is critical to modern health care delivery. The obesity crisis and challenges in health care access are two public health examples that directly impact individual health care. All students pursuing health careers can benefit from broad public health grounding.

Students are required to complete PHC4101 Public Health Concepts and HSA3111 US Health Care Systems plus 9 additional credits from the list below. **Health Science majors:** Health Science students are required to complete 12 credits from the list below.

- HSA4191 Health Informatics (3)
- PHC3603 Critical Issues in Public Health (3)
- PHC3440 Global Public Health (3)
- RCS4451 Public Health Aspects of Substance Abuse (3)
- PHC4930 Global Health Disparities and Disabilities (3)
- HSC4507 Environmental Toxicology (3)
- PHC4309 Climate Change (3)
- PHC4024 Applied Epidemiology (3)
- PHC4320 Environmental Concepts in Public Health (3)
- PHC4094 Introduction to Biostatistics (3)
- RCS4451 Rehabilitation Aspects of Substance Abuse (3)



BHS/MPH Combined Degree Program: The College offers a combined Bachelor's/Master's degree program in health science and public health for students who are interested in public health as a career path and want to attend UF for their graduate work. Qualified students take 15 credits of graduate level public health coursework in their senior year (see course descriptions above). To meet Graduate School course transfer requirements, students must earn a grade of B or better in each course.



Please note that students interested in the epidemiology, biostatistics, or environmental health MPH concentrations must take PHC6052, Introduction to Biostatistical Methods, instead of PHC6050 to meet their biostatistics core requirement in the combined degree program.

To apply for the combined degree program, a minimum 3.2 GPA and strong GRE scores are required. Students typically take the GRE in spring or summer before their senior year. The combined degree program is open to all qualified applicants, including those in the pre-public health track. The application deadline is July 1 before the senior year. For more information, please refer to the MPH website www.mph.ufl.edu or contact Dr. Hanson at shanson@phhp.ufl.edu.

BHS/OTD Combined Degree Program:

The Occupational Therapy Combined Program is for University of Florida pre-occupational therapy students who are pursuing their Bachelor of Health Science (BHS) degree. The program is a combined degree program that allows students to take first-year Doctor of Occupational Therapy (OTD) Program courses during their junior and senior years in the BHS



Program. All first-year OTD courses count toward both the OTD and the BHS degrees. Students enrolled in the Occupational Therapy Combined Program will complete two semesters of year one OTD coursework while earning credit towards their BHS. After graduating with their BHS, they will have eight semesters of OTD coursework remaining, thus decreasing time to graduation and overall cost of tuition.

Approved Plan of Study: You must meet with the program director or his or her designee by the middle of the first Fall term, after admission to the limited access program, to discuss your overall career goals, select remaining elective coursework, and complete a Plan of Study form. You should complete a draft of your Plan of Study and bring it to your Plan of Study meeting.

Health Science Program Director – To be announced

Communication Science and Disorders Director – Dr. Candice Adams-Mitchell

You and your respective program director/designee will complete the Plan of Study form indicating agreement with the course load, elective coursework, and timeline to graduate. Please be sure you receive a copy of the Plan of Study when it is originally completed and when any changes are made.

If you later decide to make changes to your Plan of Study that involve core courses or required electives, you must meet again with your program director/designee. Changes in general



electives may be done independently as long as the change does not negatively impact your progression towards graduation. You are required to graduate upon completion of all College and program requirements. Your graduation term is determined by your Plan of Study.

Program extensions require the written permission of the program director and are granted only under very limited circumstances.

College electives listed on the Plan of Study are not guaranteed because courses can fill quickly. Do not wait until your final term to finish your College electives, as the courses you want to take may not be available.

Course Registration: ONE.UF – <http://one.uf.edu/>: The University will assign you a registration appointment time. You can register any time during or after the time assigned within UF's registration period. You will be able to register for general electives, statistics, and some college courses on ONE.UF. Additional information regarding college registration is provided below. Please remember that you will need your UF ID number to register on ONE.UF.

CSD courses (with SPA prefix) are offered in specific semesters and many of the courses are the prerequisites to the courses taken in subsequent semesters. All major required courses and College Approved Electives (CAEs) are departmentally controlled; therefore, the department staff registers our major students each semester. Registration information about electives will be provided via e-mail or posted on the BHS website prior to advanced registration.

Do not register anyone except yourself for college-controlled courses. If you register someone, you will lose your space in the class. Registration will be on a space-available basis. Please remember to:

- Check for HOLDS before your assigned registration time to ensure you will not be prevented from registering for courses
- Make sure approved electives have College sign off, if required, before registration
- Make sure electives of interest in other colleges are open (some departments have closed sections that require permission)
- Register on time or UF will charge you a late fee.
- Follow the registration directions online in the ONE.UF registration system
- Double check section numbers of all courses offering more than one section to ensure correct selection. Carefully check the lab times for Therapeutic Communication Skills as these do not follow regular course periods
- Make sure you receive confirmation of your registration.
- Contact a college or program advisor if there are any problems with registration.

Registering for More Than 18 Credits: If you are considering taking more than 18 credit hours, you must receive approval before you register. See a college advisor for permission.



Transfer Credit: All core coursework must be taken in the College. Transfer credit is not accepted except in unanticipated extenuating circumstances and then only with the explicit permission of the program director. Up to 12 credits of general electives (3000 level or higher) may be transferred from another institution.

Grading Scale: All Majors in the College of Public Health and Health Professions utilize the following grading scale. The BHS program does not round up grades.

Letter Grade	A	A-	B+	B	B-	C+	C	D+	D	D-	E,I,NG, S-U,WF
Grade Points	4.0	3.67	3.33	3.00	2.67	2.33	2.00	1.33	1.00	.67	0.00

Extra Credit: Some instructors may incorporate assignments for extra credit to assist students in raising their point total. These assignments are offered only during the course (not after) and are made available to everyone in the class so that there is equal opportunity for grade enhancement. Extra credit can enhance the total point value for each course by a maximum of one-half a letter grade (e.g. 5 points out of 100).

Evaluation of Faculty and Curriculum: Student evaluations of courses and faculty performance provide essential information to identify success as well as areas for improvement. Courses and curricula are evaluated in several ways as noted below. Please respond to evaluative opportunities in a professional manner.

Required semester Course and Instructor Evaluations – Students’ ratings and written comments on Course and Instructor Evaluations give feedback to individual faculty members about the courses they teach. These ratings also become part of the faculty member’s personnel file and are used by administrators to evaluate faculty for promotion, tenure, and teaching awards. You are encouraged to use your ratings and comments to give constructive feedback to faculty while considering the long-range implications of these ratings and comments.

Student evaluations of the curriculum prior to graduation – Ratings of the overall program, curriculum, and faculty and staff just prior to graduation provides us with information from your perspective as a student who has completed the entire program. We use your feedback to enhance the curricula for future students.

Informal feedback – Students give faculty informal information as they interact with faculty in and out of class and through their performance on tests and other assignments.





GRADUATION REQUIREMENTS

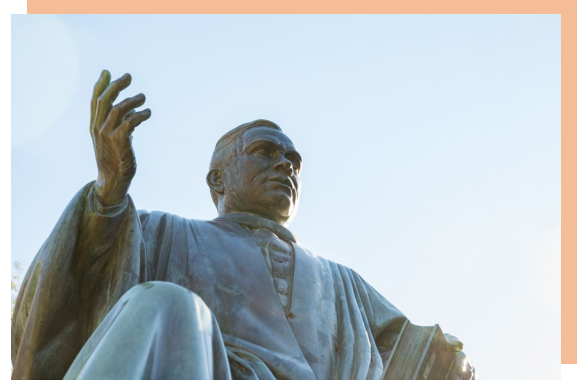
General Requirements: Date of graduation is based on the approved Plan of Study, which reflects the timeline required to complete all HES or CSD program requirements. The following requirements must be satisfied to graduate with a Bachelor of Health Science degree:

- Successfully complete 120 semester credit hours.
- Of the 120 required hours, successfully complete 60 hours at the 3000 level or above.
- Successfully complete BHS program required core and college elective requirements.
- Successfully complete all coursework with an overall GPA of 2.0
- Successfully complete all BHS core courses with a grade of C or higher in each course.
- Successfully complete 9 credits of college electives with a grade of D or higher in each course.
- Clear all incomplete grades.
- If on probation during the graduating term, successfully complete College probation contract at least two days prior to graduation.
- Complete an HES or CSD program evaluation form (Exit Survey) by the last day of classes in the graduating term. This form is placed on the BHS website a few weeks before the end of spring term.
- Successfully complete all University requirements for graduation.
- Successfully complete the online degree application on ONE.UF by the deadline. After the deadline, you will receive an e-mail confirmation of UF's receipt of your application. The confirmation includes information on how to verify your name and degree and information about ordering regalia.

Graduating with Honors: The College has three levels of honors: cum laude, magna cum laude, and summa cum laude. The qualifications for each are listed below. The magna and summa



cum laude honors designation upon graduation will be reserved for students without honor code violations. This policy applies to honor code violations that occur at any time at the University of Florida, from freshman through senior year. If you are interested in graduating with honors and have questions about the process, please talk with Dr. Alana Rawlinson for Health Science major information and with Dr. Candice Adams-Mitchell for CSD major information.



Cum Laude (With Honors) Requirements:

- GPA of at least 3.50 in all 3000 level or higher coursework once reaching junior status (i.e., 3 HP).
- Approval of dean's office based on review of overall record

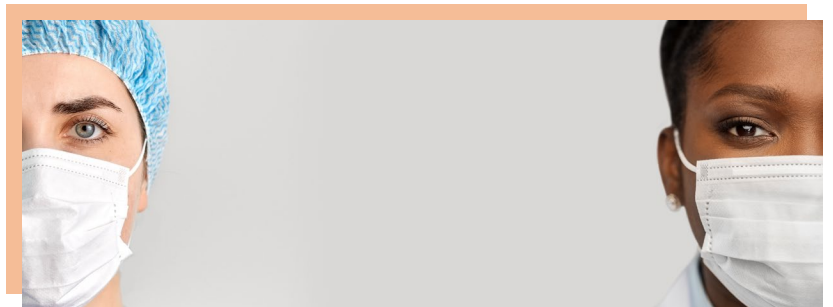
Magna Cum Laude (With High Honors) and Summa Cum Laude (With Highest Honors) Requirements:

- GPA - Magna Cum Laude: 3.75 in all 3000 level or higher coursework once reaching junior status (i.e., 3 HP). Summa Cum Laude: 3.85 in all 3000 level or higher coursework once reaching junior status (i.e., 3 HP).
- Completion of the Honors Seminar (HSC 4969): Spring term of the junior year.
- Completion of Research Methods (HSC 3057): Spring term of the junior year.
- Completion of a minimum of 6 credits of the Honors Thesis course HSC 4970 for all health science majors. Students must register for credit each semester they are working on their honors project, including at least 1 credit of HSC4970 during Spring term of the senior year.
- Appropriate participation in College Research Fair.
- Completion of honors project and corresponding thesis of high quality by College deadline.
- Recommendation of magna or summa cum laude distinction by the faculty mentor and approval of dean's office based on review of overall college record and project quality.

PROGRAM POLICIES

Program Policies and Responsibility for Behavior:

We are committed to providing you a quality education; however, you are ultimately responsible for your academic performance and behavior during your HES or CSD program. As an undergraduate in PHHP, you are pursuing a career path for which there are high standards and expectations for professional conduct and behavior. Consistent with these standards, we expect you to conduct yourself professionally in the program at all times and to fulfill all requirements. You are expected to follow all policies and to make responsible decisions supporting adequate and appropriate progression towards graduation. Unprofessional



conduct will not be tolerated, and students exhibiting such conduct will be subject to dismissal from the college. Some of the specific program requirements associated with professionalism and responsible behavior are listed below.

Gatorlink Account: Students must have an active GATORLINK e-mail account. This account will be used for college and course-specific correspondence. You are responsible for the content of all college correspondence sent via e-mail. Set up your e-mail system so that our correspondence goes directly to the Gatorlink account. We will not send e-mail to any other account. Do not forward your mail from an outside account (e.g. AOL, Gmail, etc.) to Gatorlink. It will not be delivered.

Compliance with HIPAA: (Health Insurance Portability and Accountability Act of 1996): All students in the College are required to complete HIPAA on-line training and to sign a HIPAA Confidentiality Agreement. You must complete HIPAA every year you are in the program. The HIPAA training website is located at <http://privacy.health.ufl.edu>.



A copy of your Certificate of Completion and signed Confidentiality Agreement must be returned to room 3189 by the designated date. Please keep a copy of your HIPAA compliance documents. Students in noncompliance will have their records flagged immediately. The College will drop all classes of students remaining in noncompliance by the end of the second week of classes. Please note: Even if you have completed HIPAA at another institution including Shands Hospital, you must repeat the on-line training and sign another confidentiality agreement.

Health Requirements: All immunizations must be up-to-date as a condition of your admission and progression. There are ongoing health requirements for all students in programs located in the UF Health Science Center (including all HES and CSD students) as noted below:

Tuberculosis Test: All students must provide TB test results as a condition of their junior year admission. Health Science and Communication Sciences and Disorders students who work with patients in their research or clinical observations beyond their junior year are required to be tested annually for Tuberculosis (or to provide documentation from a physician that this test is contraindicated). This TB test needs to be completed by the end of the first week of Fall semester classes.

Bloodborne Pathogen (BBP) TRAINING: BBP Training, **required of all students each fall.** You will not be allowed to register for the next term without completing this training.



Policy Statement on Diversity, Equity, and Inclusion: The BHS programs are based on the belief in human dignity and on respect for the individual. Our faculty members support openness to and tolerance of differences in ethnicity, culture, sexual orientation, gender, and disability status, as well as respect for differing personal, spiritual, religious, and political values. When we share our personal beliefs inside or outside of the classroom, it is always with the understanding that we value and respect diversity of background, experience, and opinion. We further believe that embracing and celebrating such diversity enriches the quality of the educational experiences we provide our students and enhances our own personal and professional relationships.

Dress Code: You are expected to dress in a manner appropriate to the class assignment. In general, you may dress in casual attire for class. However, you should dress professionally when appropriate to a site you are visiting or when meeting health representatives or guests of the college as part of your college activities. Please also be respectful of the diversity of our students in selecting attire.

Cell Phones: Audio ringers on cell phones must be **deactivated** before entering the classroom. Cell phone use is not permitted during class time unless an instructor permits it as part of class activities.

Computer Policy: All students must have access to an appropriately equipped computer. Please review the policy, *Computer Requirements for Students*, listed in the Appendix. We also expect students to use appropriate computer etiquette in all e-mail correspondence.

Use of College Space: You may use college space, if available, for student activities related to your academic program, the Health Science Student Organization (HSSO), the CSD student organization, and the College Council. Please refer to the policy, *Use of College and Common HPNP Space for Student Activities*, provided in the Appendix.

Academic Honesty/Recognizing Others' Work: HES and CSD students are bound by the academic honesty guidelines of the University and the student conduct code summarized in the *Undergraduate Catalog and the Student Guide*, which is located on line at the Dean of Students' Office web site www.dso.ufl.edu. The Honor Code states: "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity." The following will be placed on exams, course assignments and/or work submitted for grade/credit: "On my honor, I have neither given nor received unauthorized help in completing this assignment."

Violations of the code include taking of information, tendering of information, plagiarism, conspiracy, misrepresentation and bribery. Ignorance of Honor Code guidelines is not a defense for violators. It is imperative that you properly reference material you submit for class. All work



cited from other sources (journals, books, lectures, videotapes, web-sites, etc.) must be referenced. Phrases or sentences taken word-for-word from another source must be placed in quotation marks, and the page number must immediately follow the statement. Paraphrased work must include the reference. Permission from the publisher must be obtained when direct quotes exceed a few paragraphs. If you have any question about whether a work should be cited, then it probably should be. If you have questions, ask. We will not be sympathetic to omission of citations after you have turned in written work.



Attendance: As a pre-professional student, classroom attendance is **expected**. You are personally responsible for material covered and announcements/changes to course curricula and assignments announced in class regardless of attendance. Only university sanctioned absences based on UF policy will be eligible for make-up work. If you are sick or have a **health care emergency**, you must notify the instructor in advance of the assignment due date or exam and provide a medical excuse for the date and time

period for the absence from the originally scheduled exam to be eligible for a make-up. Scheduled health care appointments and/or elective health care procedures are not considered emergencies. If you believe that a health care appointment/procedure is warranted that is not an emergency, you must discuss this with the instructor of your class before missing an exam or an assignment deadline. If you are unable to attend class because of another type of serious emergency, you must notify your instructor in advance of missing the due date to be eligible to make up in-class assignments or examinations.

Punctuality: Punctuality is expected for class, tests, meetings and all other assigned responsibilities. This reflects respect for the other students and the instructor and responsible behavior on your part. Additional time will not be given if you are late for an assignment/test. If a quiz is missed because of lateness to class, you will not be allowed to make it up. Attendance will be taken at the start of classes or as otherwise designated on the syllabus for courses in which instructors incorporate attendance points in grading. Attendance credit will not be given if you are late for class or are otherwise noncompliant with course attendance policy.

Examinations: Examinations are conducted in accordance with the honor system explained in the Undergraduate Catalog. Any individual changes in the examination schedule during the semester will be announced by the instructor or his or her designee. The HES final exam schedule for Fall and Spring will be posted on the BHS web site partway through each semester. Cell phones must be turned off and put away. Drinks of any type, including water bottles, are not permitted during exams. (See also Punctuality above.).



Late Assignment Policy: Assignments are due at the beginning of the class period unless otherwise specifically noted by the course instructor or his or her designee. Students coming in late to a class in which an assignment is due will have their assignment grade penalized. Assignments turned in during the class period in which the assignment is due but after the class starts will be subject to a grading penalty as specified by the instructor or designee. In addition, any assignment that is not completed and turned in on time will be subject to a reduction of one grade for every day late unless an extension has been granted in advance of the due date. Individual instructors may implement a more restrictive assignment policy; however, the policy must be clearly stated in the syllabus (or contract for individual study courses) to be enforceable.

Self-Advisement: You are responsible for checking the number of credits completed and needed to graduate from the HES or CSD program and for checking and understanding the accuracy of University tracking forms. If you have questions about your credits or graduation requirements, please see an advisor.

Program Probation: There are three reasons a student may be placed on program probation. First, if your overall GPA drops below a 2.0 for any term you may be placed on academic probation. Second, regardless of your GPA, if you receive a grade of E, D, D+, or W in any core course, you will automatically be placed on College academic probation. Third, you can be placed on college probation for misconduct based on the Honor Code, or Student Conduct code, or other unprofessional behavior as determined by the program. In each case, a meeting with the program director/coordinator or his or her designee is required, during which the terms of your probation will be reviewed. After your questions have been answered, the director/coordinator will note the terms of the probation contract in your file and the conditions required to return to good academic or overall program standing. Students are encouraged to take advantage of the resources available from faculty and staff of the College and University to support efforts to return to good standing. Faculty in the HES and CSD programs are committed to providing appropriate academic support and mentoring to help you succeed in the College.

If the terms of your probation are met within the time frame established, good academic or program standing will automatically be returned. If the terms are not met, the contract will either be modified or you will be dismissed from the college. If you are dismissed from the College, but meet UF's criteria for continuation, advisement will be provided in seeking a new major at the University, if needed.

Dropping Courses: Students may drop a maximum of two **non-core** courses as an undergraduate in the BHS programs. These can be general electives, approved electives, or a combination based on the procedures described below. If more than 2 courses are dropped without permission, you are subject to dismissal from the college. Excessive withdrawal from coursework is considered failure to meet the terms of limited access admission. It is your responsibility to keep track of



dropped courses and to follow appropriate University procedures for dropping courses by the required deadlines. **If a faculty member or staff person mistakenly signs a drop form that results in exceeding the drop limit, you will still be considered in violation of the policy regarding dropped hours and subject to dismissal.**

Core Courses: Core courses cannot be dropped as they are either sequential or have limited space. Dropping even one core course can substantially delay graduation. If you are struggling in a core course, consult with the instructor or course teaching assistant to discuss strategies to improve your performance. If dropping a core course becomes unavoidable because of poor performance, you may do so only with the written permission of the program director. If permission is granted, the dropped core coursework will count towards your maximum of two. Permission to drop a core course will depend on whether you took early and clear steps to address your academic challenges in the course in question. You will also be placed on college academic probation.

College Approved Electives: Dropping one approved elective and replacing it with another in the semester does not require approval. If dropping an approved elective and not replacing it, obtain the permission of the program director/coordinator and modify your Plan of Study accordingly. Make sure you receive a copy of the modified plan as documentation of this approval. If the course will be dropped after the normal drop/add period for the University, a drop form with the program director/coordinator signature is required. Remember that the combined number of general and approved courses you drop cannot exceed two courses.

General Electives: A maximum of two general elective courses may be dropped without permission unless you are on academic probation. It is your responsibility to ensure dropping a general elective does not negatively affect the credits you need to graduate on time. If there is any question about this, make sure you see a college advisor. If you are on academic probation, you must consult with the program director before dropping a general elective.

A drop form (available on line www.registrar.com) must be completed if the drop will occur after the end of the regular drop/add period allowed by the University. Take the form to the HPNP Student Services Center and have a PPHP academic advisor review and sign it. Only after this form is signed is permission to drop the course granted. Remember- you are responsible for ensuring you have enough credits to graduate. Routinely review your progress – and particularly prior to dropping a course.

Adding Courses: Students in good academic standing may add general electives or approved electives as desired. However, if the total number of credit hours for a term exceeds 18 credit hours with the addition of the course of interest, signed approval of the director/coordinator on the drop/add form prior to adding the course is required. If you are on academic probation, courses cannot be added without the permission of the program director. While on probation, it



is highly unlikely that course additions will be approved without simultaneous drops of other courses for full-time students.

Semester Withdrawal or Leave of Absence: Occasionally students face unanticipated situations necessitating withdrawal from all coursework. Withdrawal for a semester or longer period of time is considered to be a withdrawal from the HES or CSD program. The steps you follow differ depending upon whether you want to re-enter the program.

Withdrawals – Without Re-Entry to the Program: Inform the program director/coordinator via written statement that you are dropping out of the program and are not requesting re-entry. Then follow University procedures for withdrawing entirely from the University.

Withdrawals – With Desired Re-Entry to the Program: You may withdraw from the University at any time but re-admission to the HES or CSD program at a later date is not guaranteed. Permission to re-enter the HES or CSD program also may be directly affected by whether you acquired approval to re-enter at a later date prior to your withdrawal.

1. University requirements for readmission must also be satisfied. If the University re-admits you, the decision to re-enter the health science program is up to the program director or executive associate dean or his or her designee. **Please note that if you withdraw without notifying the program director, it is unlikely that you will be readmitted to either the health science or CSD program.** In order to initiate a withdrawal with desired re-entry, follow the steps below.
2. Meet with the faculty advisor and inform him or her of your situation. Your advisor will discuss possible options short of withdrawal if available/feasible. If your advisor concurs with the withdrawal with re-entry, proceed with steps 3-5.
3. Provide two letters of documentation in one packet to the program director: (a) a letter from you requesting the withdrawal, including the reason for withdrawal, and when you would like to re-enter the program; (b) any supporting documentation based on the reason for withdrawal (e.g., physician or psychologist documentation, program for funeral service, etc.).
4. Do not withdraw from classes until a decision on the withdrawal with re-entry has been made, and letter or e-mail notification from the program director sent and acknowledged. Additional information may be requested before a decision can be made.
5. Follow University procedures for withdrawal.

Dismissal from the College: There are 3 reasons a student may be dismissed from the College: first, failure to meet the terms of program probation or minimum academic standards required for progression; second, exceeding the maximum number of courses eligible to drop, and third, demonstrating inappropriate behavior or conduct deemed serious enough for dismissal. In all



College-related activities, students are expected to demonstrate appropriate professional behavior, including respect for all faculty, staff, students, and guests of the College, and adherence to all University and College policies and procedures. The Standard of Ethical Conduct and Code of Student Conduct are both included in the University Student Guide (<http://www.dso.ufl.edu/STG/>). It is your responsibility to be familiar with all behaviors that violate the University guidelines of appropriate behavior. A designated faculty member will take appropriate steps to discuss the reasons for the dismissal prior to the dismissal taking effect. The right to appeal a dismissal decision to the dean is available.

Appeals Process: There are three types of appeals that will be considered. First, if you believe a poor grade is the result of discrimination or inappropriate behavior on the part of the instructor, you may appeal the grade based on inappropriate faculty conduct. You cannot appeal a low grade on the basis of grade alone; for example because you believe you should have been scored higher by the instructor. Second, you can appeal a decision regarding dismissal from the College. Third, you can appeal a decision denying a leave of absence with re-entry. Listed below are the steps you need to take for each type of appeal.

Inappropriate instructor behavior resulting in an unfair grade: Try to resolve the situation with the course instructor. Speak with your course instructor within one month of the last day of the semester in which you received the grade in question. If you are dissatisfied with the response of the instructor, talk with the department chair. If still unresolved, file a formal complaint with the Associate Dean for Educational Affairs. Provide a letter explaining the grievance, including the course name and number, instructor, grade received, description of inappropriate conduct, and any potential witnesses to the misconduct. The associate dean will interview the student and the faculty member in an attempt to resolve the situation. The associate dean will provide you with a written decision. You must appeal to the associate dean within two months of the last day of the semester within which you received the grade in question. The associate dean must respond within two weeks of receipt of your appeal or inform you of any reasonable delay. (If the associate dean is the focus of your grievance, submit your grievance to the executive associate dean).

If you are not satisfied with the outcome of the decision of the associate dean, you may submit your letter of grievance to the executive associate dean within three months after the end of the semester. The executive associate dean will investigate your claim following University procedures for student grievances. At the discretion of the executive associate dean, a multidisciplinary faculty committee may be appointed to review your complaint and to provide both you and the course instructor the opportunity to present your views. The executive associate dean will provide a written response to your grievance within three weeks of your appeal or inform you of any reasonable delay.

If you are dissatisfied with the decision of the executive associate dean, you may appeal the decision to the dean of the College, who will resolve the issue or refer you to the appropriate



campus unit, if indicated. You must appeal within three weeks of the date of the decision letter from the executive associate dean, and your appeal should include a copy of your initial grievance letter along with any supplemental material you want to include. The dean of the College will respond to you within one month of the date of the letter from the associate dean or inform you of any reasonable delay.

Appealing dismissal based on program probation/performance: Provide a written statement addressing why you should be re-instated in the College to the executive associate dean or his or her designee. This statement must be made within one month of the date of your dismissal letter and should include any extenuating circumstances leading to your failure to meet the terms of your probation contract. The executive associate dean may interview you as well as the program director/coordinator and faculty and staff involved in your program prior to a final decision. You will receive a written decision to your request within three weeks of the date of your appeal letter.

If you are dissatisfied with the decision of the Associate Dean of Education, you may appeal your dismissal to the Dean of the College within three weeks of the date of the decision letter by the Associate Dean of Education. Provide a copy of your written statement to the dean and set up an appointment to discuss your situation. The dean's decision is the final college decision, but you have the right to appeal further through appropriate University channels.

Appealing dismissal based on misconduct: You are entitled to a hearing by committee if the College believes dismissal is warranted for a conduct violation. The appropriate procedures depend on the type of violation alleged to have occurred. Please consult with the UF Director of Student Judicial Affairs in the Dean of Students Office regarding your rights related to allegations of misconduct.



PERSONNEL

BHS Program Directors:

Health Science Program Director – To be announced

DR. CANDICE ADAMS-MITCHELL, Communication Sciences & Disorders Program Director

294-5716; c.adamsmitchell@php.ufl.edu

Advisors:

MR. ROB DOYLE

rob.doyle@php.ufl.edu

MS. ANDREA SMITH

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MS. TYLER BROWN

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Program Staff:

MS. BRENDA MCDONNELL

bmcdonnell@php.ufl.edu

MS. MEREDITH NAPPY

m.nappy@php.ufl.edu

MS. KENDRA HAMILTON

kcherise@php.ufl.edu

Identification Badges: You must purchase a Gator One card, which is your photo identification badge. The badge must be obtained through Biomedical Media Services (BMS), a division of the Office of Academic Technology (C3-3 Communicore). BMS requires an appointment (273-5044). Make sure you take your acceptance letter from the college and your driver's license or other picture identification. You must have your Gator One card with you at all times in the Health Science Center/Shands Hospital complex when involved in student activities.



The Gator1 card is optional for distance learning students. To apply for a Gator 1 card, distance learning students should go to the Gator 1 Central website at www.gator1.ufl.edu and click on the Distance Gator 1 Card link under ID Card Services.

Expenses: In addition to the usual tuition, books, and supplies, you should anticipate the expenses listed below:

- photo identification badges
- laboratory fees
- vaccinations
- health insurance
- hand-outs and materials for classes and/or presentations
- required computer hardware and software

Bioterrorism: The following telephone numbers are provided for response to suspicious looking letters, packages, or other items. If you find something suspicious during the class day, please also notify the dean's office or your instructor. Do not attempt to open or remove the material.

Internal Contacts:

Infection Control: 265-0284; Office hours 7:30 am to 5 pm Monday – Friday. Weekends and Nights: Page 877-364-0406 for the Infection Control Director or call the Shands Operator for the Infectious Disease on call Physician.

Or call 911.

HPNP Complex: Most of the BHS classes and the administrative areas for your programs are located in the HPNP complex. This is a state-of-the-art, wireless facility shared by the Colleges of Public Health and Health Professions, Nursing, and Pharmacy. The building is located just north of the Communicore building, the other major facility in which you may have classes. The HPNP complex has 5 floors (G-4), with the ground floor and a section of the first floor representing common space. The upper floors house college-specific personnel with Public Health and Health Professions occupying the east wing, Nursing the middle section and Pharmacy the west wing.

Class Locations: The majority of your HES classes will be located on the ground or first floor. Please note that several of the CSD courses are located on the north side of the UF campus in various buildings if they are not in HPNP. In order to assist you in finding your classes in HPNP, the layout is as follows:

All classrooms assigned on the ground floor begin with the letter G. All classrooms on the first floor begin their numbering with a 1.

The numbering continues from east to west with all rooms on the east side of the building (the Public Health and Health Professions side) beginning with a 1, the central part (Nursing) beginning with a 2, and the west side (the Pharmacy side), beginning with a 3. For example, if your classroom



is scheduled to be in G300, your classroom location is on the ground floor on the west side of the building. The auditorium (1404) is located in the far west part of the building and has a reception area with tables below it on the ground floor allowing you to study and eat.

Student Services Center: The Student Services Center is located in the center section of the ground floor (G205). This is where you will find the academic and financial aid advisors. Academic advisors for the online BHS-CSD program are available online in the SLHS Student Center in e-Learning.

Library: The Health Science Center Libraries system is one of the largest health science center libraries in the United States. It is located on the 1st, 2nd, and 3rd floors of the Communicore Building. You must have your Gator One Card available when in the library because some library services are limited to Health Science Center personnel and students. Books placed on reserve for health science courses will be on the 2nd floor of the library. There also is a computer lab on the second floor for conducting literature searches. Distance learning students have access to the library resources online. Please see library information for online BHS-CSD students in the SLHS Student Center in e-Learning as well as at www.distance.ufl.edu. Holiday schedules are posted on the door of the library and published in the independent student newspaper, The Florida Alligator. Xerox machines are located on the 2nd and 3rd floors of the library. For additional information, check the brochures available at the library.

Bookstore: The bookstore/convenience store for the Health Science Center is located in the Medical Sciences Building near the Post Office on the ground floor. This bookstore carries texts for HSC courses and is open: Monday – Friday 8:00 am – 5:30 pm.

CIRCA Computer Labs: CIRCA computer labs are open to all UF students for coursework and personal use. All computer lab users must show a Gator One card. CIRCA computer labs are staffed with student lab operators who manage lab activity and provide limited software and hardware assistance. CIRCA staff do not teach classes or help students with their homework. For more information, call CIRCA Operations at 392-2428.

Teaching Center: The Teaching Center provides students with assistance in written communication skills, such as developing and organizing papers, building vocabulary, grammar, and study skills, and GRE preparation. The Center is located in SW Broward Hall. For more information, call 392-2010.

Student Health Care Center: The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located at 3190 Radio Road on campus. Student Health Care at Shands offers a variety of clinical services, including primary care, women’s health care, immunizations, mental health care, and pharmacy services. The clinic is located on the second



floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: www.health.ufl.edu/shcc

Counseling & Wellness Center: Students may occasionally have personal issues that arise in the course of pursuing higher education or that may interfere with their academic performance. If you find yourself facing problems affecting your coursework, you are encouraged to talk with an instructor and to seek confidential assistance at the University of Florida Counseling and Wellness Center, 352-392-1575. The Counseling and Wellness Center also offers a range of academic support services, such as study skills and test anxiety assistance. Visit their web sites for more information: <http://www.counsel.ufl.edu/> or <http://www.health.ufl.edu/shcc/smhs/index.htm#urgent>. **Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.** Crisis intervention is always available 24/7 from: Alachua County Crisis Center: (352) 264-6789.

Disability Resource Center: The Disability Resource Center provides services to students with disabilities, including documentation of coursework accommodations to maximize academic performance, education on legal rights and responsibilities, and support services to empower students and facilitate a positive college experience. The Center is located in Reid Hall. For more information, contact 392-8565 or visit the web site at www.dso.ufl.edu.

Career Resource Center: The Career Resource Center provides career planning and employment assistance to all students and alumni. The Center offers a wide range of seminars on topics such as interviewing techniques and resume preparation. In addition, the Center contains an extensive library on different career options, data on economic trends, and facilitates recruitment activities for a variety of businesses. The CRC was recently ranked #1 in the country by the Princeton Review, which is based on student evaluations. The Career Resource Center is located on the first floor of the Reitz Union. For more information, contact 392-1601 or check out the web site at www.crc.ufl.edu

Food Service: The hospital cafeteria and a variety of fast food restaurants are located on the first floor of Shands Hospital and on the Sun Terrace. The terrace is located in the courtyard near the entrance to the Health Science Center Library. The Reitz Union, located on Museum Road, offers a variety of restaurants as well.

Gift Store and Miscellaneous Items: Shands Hospital houses a gift store called the Gift Stop, which is located on the main floor (first floor) of Shands Hospital adjacent to the main entrance and elevators. An ATM is also located near the central elevators near the cafeteria. The Reitz Union has many different shops that carry a variety of items. The main UF Bookstore can be accessed via the Reitz Union and offers many Gator items. There are also ATMs located at the Reitz Union. Each of these stores has its own business hours.



Post Office: A post office is located on the ground floor of the Medical Sciences Building near the bookstore. Hours: Monday – Friday 8:00 am – 3:00 pm.

Parking and Transportation: Parking facilities adjacent to HPNP Building Complex are extremely limited. Students are encouraged to use the public transit system. Students may ride any Regional Transit System bus for free with a valid GatorOne Card. For RTS Information and schedules see: <http://go-rt.com/>. Students wishing to drive on campus will be required to park in the area assigned to them at the time the vehicle is registered. Parking decals are available through UF Transportation and Parking Division located on the corner of Gale Lemerand Drive and Mowry Road. Their website is: www.parking.ufl.edu.

Other Resources: There are a variety of other services not represented in this manual that are available at the University of Florida. Examples include legal services, speech and hearing services, dental care, and recreational facilities. You may consult the Undergraduate Catalog, the Student Guide, and the University website for descriptions and additional information. Contact the Office of Student Services at <http://education.ufl.edu/student-services/> or calling 392-1261, Peabody Hall for your copy of the Student Guide or check out the web site at www.dso.ufl.edu.

CPR: You are encouraged to become CPR certified. CPR certification is offered through the [American Heart Association](#) and the [Red Cross](#).

ACADEMIC AND COMPUTER REQUIREMENTS

POLICY NAME: Academic Computer Requirements for Students

EFFECTIVE DATE: Fall, 2010

REVISION DATE: August 13, 2013

PURPOSE: To specify students' computer requirements and responsibilities regarding computer management within the College of Public Health and Health Professions

SPECIFIC REQUIREMENTS:

- All students must be in compliance with the University Student Computer Policy and all Health Science Center policies related to computer use.
- All students must have access to a computer to allow them to complete all coursework and general curricular requirements within their designated program and to receive academic-related e-mail in the College of Public Health and Health Professions. Students may acquire access through the most appropriate option to match their individual circumstances. These include, but are not limited to, computer purchase, lease, loan, etc.
- All students must have access to a computer with the following capabilities
- An operating system such as Windows Vista, Window 7 or MacOSX that is currently supplied by the vendor.



- Minimum system resources to run all required applications
- A basic word processing software package
- A reliable method to print documents when required
- Students are responsible for knowing how to operate the computer system they choose and the software packages required.
- Students are responsible for any repair necessary to their computers and are expected to complete assignments in a timely manner regardless of the state of repair of their individual computer systems.
- It is likely that over the course of a student's program, computer upgrades will be necessary. Students are responsible for upgrades required for curriculum completion.
- Individual coursework may require additional specialized software not already delineated. In this case, it is the faculty member's responsibility to insure the software requirements are clearly delineated on the particular class syllabus. Students are then responsible for acquiring the specialized software necessary to complete specific course requirements.
- Students are responsible for providing faculty with appropriate hard copies of materials generated via computer technology if required as part of the course assignment. Students are responsible for the cost of printing these materials.
- Similar to non-computer based assignments, all work completed by students on the computer must be the student's own original work. Students may not receive assistance in completing computer-based assignments unless specifically allowed as part of that assignment. Copying material from others, such as scanning in others' material, copying others' files or discs, and/or downloading material from other sources, and claiming it as the student's own work is strictly prohibited.
- Instructors may require students to submit written assignments via the Turn-It-In, SafeAssign or DirectSubmit or other appropriate online systems to verify the originality of student submissions.
- Students are expected to have knowledge and understanding of the interface between electronic communication and relevant privacy laws (HIPAA, FERPA). Students are forbidden from sharing material protected under HIPAA without appropriate encryption as required by Health Science Center policy. Peer-to-peer file sharing is not permitted as part of any course assignment.

POLICY NAME: Use of College and Common HPNP Space for Student Activities

PURPOSE: To provide clear guidelines and delineate responsibilities for determining use of College-related space for student activities

EFFECTIVE DATE: October 29, 1997

REVISION DATE: June, 2004

PROCEDURE:

College space, if available, can be used by students for student activities specifically related to the College or the discipline of interest. These include activities of the College Council, the HSSO, and student professional organizations, such as SOTA, SPTA, and the Alpha Eta Society. College space may also be used for student activities not affiliated with a student organization as long as the activities are related to the College or discipline of interest. College space may not be used for student activities unrelated to Public Health and Health Professions or the specific discipline of interest.



The Department Chair or his/her designee is responsible for managing all student space usage requests associated with the Chair's departmental space and the ground floor of the HPNP Complex and for ensuring appropriate management of the space by the students. Any concerns regarding space usage should be resolved by the Chair, with input from the Associate Dean and Dean, if necessary. The Executive Associate Dean or his or her designee will oversee student space requests for the Dean's suite.

If it is unclear whether an activity is College related/supported, then the Chair should consult with the Executive Associate Dean and/or Dean. It is the Chair's or his /her designee's responsibility to ensure that students leading meetings understand their obligations in appropriate use of space. Issues to be reviewed with the student leader include, but are not limited to, permissibility of food and drinks, leaving lights on or off and doors locked or unlocked upon leaving, room cleanliness/care, use of available equipment such as Xerox machines, etc.

If a Chair has evidence that a particular student or student group has not managed use of the space in a responsible manner, the Chair may withdraw permission for future use of departmental space by those students.

While every effort will be made to accommodate student requests for College-related meeting space, academic and college-wide events take priority in space assignments.

