

STUDENT HANDBOOK

Effective: 2022-2023 Academic Year

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<http://www.roseman.edu>

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GRADUATE

Master of Science in Biomedical Sciences
Master of Science in Pharmaceutical Sciences

University policies and procedures are included in the University

Student Handbook are specific to the College of Graduate Studies

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College of Graduate Studies Mission, Purpose, and Goals

Mission

The College of Graduate Studies mission is to provide students with an individualized, interdisciplinary, and collaborative learning experience to foster curiosity and innovation that prepares students for an expanding range of career opportunities. The college seeks to provide a dynamic intellectual climate through the creation and implementation of exceptional graduate programs.

To achieve this mission, faculty and staff provide individualized attention from a variety of disciplines to encourage the intellectual growth of students. The graduate programs were thoughtfully designed to allow students to collaborate with faculty and industry professionals through a variety of educational opportunities and mentored research experiences.

Vision/Purpose

The College of Graduate Studies vision is to produce graduates prepared to solve complex, real-world problems and to succe.1 (e)3.9382 (pl)-2 (e)(e)3.9 . Td()T (e)3.9382 (pl8()T (e)3.9382 (plc 0.01s)-1 (t10 (a)4 ()T (

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Student Handbook Notice

The policies contained in this handbook apply to all students &/or cohorts who matriculate into the College of Graduate Studies between September 6th 2021 and May 10th 2022. Faculty, Staff, and Student Handbooks supplement the information in the Roseman University of Health Sciences Student Catalog: [2022-2023 Student Catalog](#)

Student Handbooks are reviewed at orientation. A copy of the Student Handbook for the College of Graduate Studies is available for review in the College of Graduate Studies office and is available for download on the Roseman University website: [College of Graduate Studies Student Handbook 2022-2023](#)

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Graduate advising is best described as a relationship between a graduate student and faculty advisor in which both parties follow best practices in fulfilling his or her responsibilities as graduate student or advisor. This relationship can greatly encourage the academic pursuit of the graduate student and can be one of the most influential interactions of the scholar's life.

13. Help graduate students develop professional skills that will make them competitive for employment in their given field.
14. Encourage students to take part in activities that will facilitate their academic development, e.g. by participating in professional conferences and other networking activities.
15. Respect advisees' academic and non-academic commitments and responsibilities.
16. Provide prompt and honest feedback on student's work.
17. Allow reasonable time for students to prepare requested materials.
18. Be mindful of degree completion requirements when assigned activities (e.g., teaching, laboratory management, mentoring of other students, etc.) may hinder a student's degree completion.
19. Provide a yearly written review of performance for graduate students.

Graduate Program Responsibilities

1. Establish graduate advising best practices that pertain specifically to the local graduate program and its graduate degree.
2. Maintain a graduate program handbook, to include the steps and processes for students to complete degree requirements and grievance procedures for graduate students and advisors.
3. Create and maintain an easily accessible list of information for graduate students that contains links to the College of Graduate Studies Handbook and other relevant university resources.
4. Provide a yearly written review of performance for graduate advisors.
5. Retain a documented record of annual performance reviews of graduate students and advising year(year)4

Requests for an excused absence shall be made to the students' Program Director. The decision to grant an excused absence is at the sole discretion of the Program Director. Should a student not provide requested documentation, or should a student fail to inform the Program Director within the timeframes specified below, an excused absence may be denied, and the student will receive a No Pass "NP" for that assessment. Falsification of documentation is considered a violation of the College's Standards of Professional Conduct and will result in disciplinary action up to and including termination. Requests for excused absences may only be granted for the five (5) following reasons.

Student Illness

Should a student be unable to take a scheduled assessment or reassessment due to illness, the student must notify their Program Director no later than the scheduled assessment start time on the day of the assessment or reassessment. Notification can be made by telephone, e-mail, or fax. In order for an excused absence to be considered, a letter from an appropriate licensed practitioner within their scope of practice who evaluated the student must be received no later than one business day following the missed assessment/reassessment. The provider cannot be an immediate family member of the student in question and must have been involved in the provision of care for the illness. Faxed and electronic copies of the letter may be accepted, provided that the original copy is received within one week. The Program Director reserves the right to require the student to provide additional information and/or documentation beyond that listed above if deemed pertinent in determining whether an absence should be approved.

Personal or Family Emergency

Should a student experience an emergency personally or in his/her immediate family ("immediate family" is defined as parent, guardian, spouse, child, or sibling) that would preclude him/her from attending a scheduled assessment or reassessment, the student should notify the Program Director as soon as possible following the event, but no later than the scheduled assessment start time on the day of the assessment/reassessment. "Emergency" situations include, but may not be limited to hospitalization, death, or other unforeseen, debilitating events. Notification can be made by telephone, e-mail, or fax. Whether or not a request for an excused absence due to personal or family emergency is granted is solely the purview of the Program Director. The Program Director may request that the student provide documentation of the emergency in order to determine if granting an excused absence is warranted.

Bereavement

A student may request an excused absence from an assessment or reassessment to attend scheduled funeral services for a close friend or family member. The funeral service must be scheduled within two calendar days of the date of the assessment/reassessment to receive an excused absence. The student must notify the Program Director at least one business day prior to the requested absence. Documentation in the form of a death certificate, funeral program and/or an obituary will be required for an excused absence to be approved and must be submitted prior to any scheduled make-up assessments as required by the attendance policies outlined in the Student Handbook.

Religious Observance

It is the policy of Roseman University of Health Sciences and the College of Graduate Studies to be sensitive to the religious obligations of its students. Should a student be unable to take a scheduled assessment or reassessment due to a religious obligation, the student must request an excused absence from the Program Director as soon as possible, but not later than the end of orientation week for the school year. The Program Director reserves the right to require the student to provide additional information and/or

documentation from a clergyman confirming the religious prohibition asserted by the student if deemed pertinent in determining whether or not an excused absence should be granted.

Attendance at Professional Meetings

The College encourages students to attend professional meetings. In order to receive an excused absence for an assessment/reassessment scheduled during a professional meeting, each student attending the meeting must individually submit a request, in writing to the Program Director at least two weeks prior to the assessment/reassessment. The request must be accompanied by a omekeo-4 (h)9-4 (by)-11.tudent a'4 (q t)-2 ()4 (c)

4. Communication skills
5. Teaching skills
6. Professionalism
7. Leadership and management skills
8. Personal development

In order to facilitate attainment of core competencies, all students of the College of Graduate Studies are required to complete a standardized core curriculum as listed below.

Course of Study

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|---|
| Master of Science in Biomedical Sciences (MBS) |
|---|

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|---------------|
| Year 1 |
|---------------|

| | | | | |
|-----------------|------|-----|----|--|
| Journal Club | MSPS | 700 | 1 | |
| Seminar | MSPS | 710 | 1 | |
| Thesis Research | MSPS | 730 | 10 | |
| Electives | | | 6 | |
| Subtotal | | | 18 | |

| | | | | |
|-------|--|--|----|--|
| Total | | | 36 | |
|-------|--|--|----|--|

Voluntary Withdrawal

Application for voluntary withdrawal from the College of Graduate Studies must be made in writing to the Program Director accompanied by a personal interview, except in rare and special circumstances. Following notification by the student and the occurrence of the personal interview, the Program Director will notify the Dean of the College of Graduate Studies.

Involuntary Withdrawal

A student who does not pass the requirements stipulated by their academic program is required to withdraw from the program “not in good academic standing”. Following notification to the student, the student will be required to return university property and satisfy any outstanding requirements, and the Program Director will notify the Dean of the College of Graduate Studies.

Administrative Withdrawal

A student who leaves the College of Graduate Studies without completing the withdrawal procedure within twenty-one (21) calendar days will automatically be terminated from the University.

Leave of Absence

A student may request a leave of absence. A leave of absence may occur while a student is in good standing or on academic probation, or may be associated with a medical condition, serious personal problems, military service, pregnancy, etc. For financial aid purposes, a leave of absence will be documented as a withdrawal.

A student requesting a leave of absence must apply in writing to the Dean of the College of Graduate Studies. In the event of a medical problem, the request must be accompanied by a letter from a physician on his/her letterhead describing the nature of the circumstances for which the leave is requested and the estimated length of time needed for recovery. Under advisement from the academic unit’s Graduate Studies Committee, the Dean of the College of Graduate Studies will determine whether or not the leave is to be granted and the conditions under which the student may return to school.

Leaves of absence requested for a full academic year will be for one year, with expected reinstatement at registration for the following year, and the reinstatement may only be requested within one month of registration for that academic year. Leaves of absence requested more than one month after registration for any given academic year will be granted for a period not to exceed the number of months remaining until the registration date for the next academic year.

Leaves of absence will not be granted for a term of less than one month. No more than two leaves of absence will be granted during one academic year. If additional recovery time is necessary, the term of the second leave of absence will automatically be extended to the registration date for the next academic year.

A student who is granted a leave of absence for an entire academic year must submit a letter of intent to return to classes to Dean of the College of Graduate Studies at least one month prior to the requested date of return. It is the student’s responsibility to keep the Dean of the College of Graduate Studies informed of any change of address while on a leave of absence.

If the student has not paid 100% of the tuition during the year in which the leave is granted, the balance of the tuition plus any increase in tuition or fees will be payable in the next year of attendance.

Leaves of absence may be extended to a maximum of two (2) years. The terms and conditions of the leave will be determined by the Dean of the College of Graduate Studies.

Termination

The College reserves the right to terminate a student at any time in order to maintain its standards of scholarship, professional and personal conduct, and/or orderly operation. Actions which threaten or endanger, in any way, the personal safety and/or well-being of self or other, or which disrupt or interfere with the orderly operation of the College are cause for immediate termination of the student. Professional or personal misconduct can also result in termination of the student's enrollment. A student who is ter-

Malfunctions of approved devices having appropriate available power must be addressed during the assessment to a proctor and will be resolved on a case-by-case basis. Resolution may include: loaner devices, extended or alternate timing of the electronic assessment, change to paper assessment or any other modification deemed appropriate by proctor.

The only accessories approved for use during the assessment are a charging cord, a semi-permanent clear plastic screen protector or a stylus. No other electronic device accessories, including, but not limited to cases or watches of any kind, or recording devices are permitted within the testing area. Any student found in possession of an unapproved electronic device accessory during the assessment will receive a zero (0) on the assessment and may also receive allegations of professional misconduct.

The use of electronic devices between the individual assessment and team assessment is prohibited. Any student using an electronic or communication device during these times will receive a zero (0) on the assessment and may also receive allegations of professional misconduct.

Only one device for each team may be powered on during the team assessment. This device will be the only one permitted to link with the electronic assessment system. If more than one device within possession of the team is powered on during the team assessment, all members of the team will lose eligibility for team points on that assessment. Likewise, if any team device is linked to any website or application other than the electronic assessment system, all members of the team will lose eligibility.

Policies and Procedures Pertaining to Student Professionalism

Standards of Professional Conduct

Upon accepting admission to the College, each student agrees to abide by basic standards of honesty and academic integrity which include, but are not limited to, the following Standards of Professional Conduct:

1. Conducting themselves honorably, professionally, and respectfully in all realms and aspects of student life.
2. Acting with honesty and integrity in academic and professional activities. A student never represents the work of others as their own.
3. Striving for professional competence.
4. Fostering a positive environment for learning. A graduate student will not interfere with or undermine the other students' efforts to learn.
5. Respecting the knowle86 BDC -1 ionau4 (l)-2 (ve) (or)3 tr s(C)-3 (onduco12 (he)4 (r, 4 (s)-1 (-)TJ-0.

- to gain unfair advantage.
5. Providing false information to a faculty, staff, or preceptor.
 6. Lack of attendance at required didactic or experiential activities.
 7. Non-compliance with the email requirement (see Notice of Requirement to Check Student Email on a Daily Basis).
 8. Disruptive behavior in class, including unprofessional conduct during assessment reviews.
 9. Inappropriate or disrespectful behavior toward fellow students, faculty, staff, preceptors, or staff/employees on or off campus.
 10. Inappropriate or disrespectful interaction with faculty, staff, or mentors.
 11. Knowingly posting, publishing or circulating derogatory information concerning any member of the student body, University faculty, staff, or mentor that materially or substantially disrupts classes or other University activities or is, in the discretion of the University, considered vulgar or indecent or otherwise not conducive to learning.
 12. Misusing or misrepresenting one's status as a grmrding(i)-2 (s)-1 (o)-,

Step 3: If further investigation is deemed warranted, the Program Director will inform the student of the

When the Dean concludes that it is more likely than not that the student does not pose a threat to the safety or well-being of the members of the University community, the student shall have the opportunity to continue to attend classes and participate in all sanctioned College activities until such time as any/all appeals are exhausted. The student is expected to behave in a professional manner during this time period. Any disruptions of class or University operations or any other unprofessional behavior may result in rescission of the student's opportunity to attend class and/or all sanctioned College activities.

Record of Students' Complaints

The College of Graduate Studies has an obligation to respond to any written complaints by students lodged against the college or a graduate program. Hence, the College has established, implemented and maintains a student complaint procedure that affords the complainants with fundamental procedural due process. The student may submit a written complaint to any of the foll

1. A student must be registered as a regular degree-seeking student during the year the examination is passed.
2. Notice of the examination must be filed by the unit program in the College of Graduate Studies at least three weeks prior to the examination event. The examination must be scheduled not later than the posted deadline for the year in which the degree is to be conferred.
3. The examination is given by the examining committee.
4. The examination, which may be oral, written, or both, must cover the thesis (if applicable), which should be essentially complete, other work completed in courses and seminars in the major field, and all work presented for the degree. The examination may include a seminar presentation by the candidate, which shall be open to the public, in addition to the closed examination administered by the examining committee.
5. A student must have an affirmative vote from the majority of the committee members to pass. A student who fails the examination may attempt it once more after a period of time determined by the examining committee.
6. A student who does not pass the examination and wishes to appeal the decision may exercise grievance procedures as outlined in Appendix B under the direction of the Dean of the College of Graduate Studies.

Re-admission

Students who were previously admitted to a graduate degree program but who did not complete that degree and who have not been continuously registered at Roseman University must meet the following requirements before being readmitted:

1. Must be in good academic standing as evaluated by the academic unit.
2. Clarify their status with the unit to determine their eligibility to return and pursue the same degree.
3. Submit an application to the academic unit for unit approval before enrollment levels are met or deadlines passed for the term in which they expect to return to Roseman University.

Student Government

Each yearly cohort shall hold elections for class officers. The Dean or designee will collaborate with students to hold a fair and legitimate election. Each class will elect a President, Vice President, Secretary and Treasurer as well as committee representatives. Students may not run for or hold a class officer position if they are placed on probation for professional misconduct.

Personal Counseling about Non-Academic Issues

A student in need of personal counseling services for non-academic issues (e.g., grief counseling, alcohol, substance abuse and mental health) should contact the Registrar/Student Services Office. Further information is available at: <http://www.roseman.edu/students/student-services-resources/student-health-wellness/>.